Friendship Club Discipline Policy

Minor Infractions include but are not limited to:

- Running Indoors
- Biting
- Hitting
- Fighting
- Rude Behavior
- Yelling
- Spitting
- Not Following Directions
- Kicking
- Being Disrespectful towards staff and others
- Talking Back

Step 1 Verbal Warning

In the case of an incident with your child, a verbal warning will be given explaining to your child what the consequences will be for their actions. The first step will be for your child to take a brief time out and reflect on what they have done. The second step will be for your child to write a form of illustrating their behavior. Depending on the severity, the third step taken will be to talk to the Parent/ Guardian regarding the situation.

Step 2 Form of Action

If your child’s behavior continues, certain privileges will be taken away. Your child will need to complete a statement explaining why he/ she did what they did. Depending on the situation, a conference will be scheduled with the child’s parent or guardian. A mutual agreement needs to be signed by the parent/ guardian stating that if the child’s behavior continues, the child may possibly be suspended or expelled.
**Step 3 Form of Action**

If your child’s Behavior continues a third and final warning will be given. A private conference between the program supervisor and parent/guardian will be conducted. Your child will also need to write a statement explaining their behavior. Privileges will also be lost for a period of days. Depending on the severity your child will be suspended from the program for 1 to 2 days.

**Final Step Of Action**

If your child’s behavior has not improved or has gotten worse, further disciplinary actions will be taken. A conference will be held with the child and the Parent/Guardian. During this conference we will sit down and discuss what actions need to be taken to keep your child in our program. If no decision can be reached or your child’s behavior does not improve your child will be expelled from our program.

**Discipline Agreement**

As the parent/guardian it is up to you to go over this policy with your child. It is important that your child understands the consequences behind his/her behavior upon entering into our program. By signing this agreement, you the Parent/Guardian agrees that he/she has received and read a copy of our discipline policy.

---

**PARENT/GUARDIAN SIGNATURE**  
**DATE**