



# TOWN OF LINCOLN

Middlesex County...Massachusetts

## RECREATION DEPARTMENT

P.O. Box 6353  
Lincoln, MA 01773-6353  
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## AFTERSCHOOL LIBRARY PROGRAM BEHAVIORAL CONTRACT

The purpose of this agreement is to develop a common understanding between the participants, their families and the department staff and committee, regarding the procedures followed and behavior expected at the Recreation Department Afterschool Library Program.

### **PARTICIPANT BEHAVIORAL EXPECTATIONS:**

- 1) Participants will conduct themselves in a safe and respectful manner at all times. They will follow the direction of Library Supervisor at all times.
- 2) Participants will not participate in any form of violent behavior.
- 3) Participants will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
- 4) Participants are not to leave or separate themselves from the group at any time, unless approved to do so by the Library Supervisor.
- 5) Participants will not take anything, without permission, that does not belong to them.
- 6) Participants will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
- 7) Participants will not bring objects that are deemed dangerous or disruptive to the program, (electronic devices [iPod, games, etc.] pocket knives, fireworks, pellet guns, etc.) and subsequently will not possess or use any illegal objects.
- 8) Tobacco, Alcohol, and all illegal substances are prohibited on all Recreation Department activities.
- 9) Participants will not use verbally inappropriate or abusive language; or physically inappropriate or abusive actions at any time during a Recreation Department activity.
- 10) Participants are allowed 15 minutes (3:00-3:15) snack time at designated tables, and are expected to clean up after themselves.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by the Library Supervisor may be subject to the disciplinary actions outlines below:

### **DEPARTMENT DISCIPLINARY PROCEDURES:**

*Depending on the severity of the offense, the following actions may be taken:*

1. The participant will be warned against future infractions.
2. The participant may be removed from the situation and asked to sit with Library Supervisor. A parent will be notified of the situation.
3. If damages are involved, the participants will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their child.
4. A parent may be notified and asked to come and remove the participant from the program. In these cases, a parent/child conference with the Recreation Director is mandatory before the participant can return to any Recreation Department activity.
5. In the interests of program safety, the Recreation Director reserves the right to withhold a participant from any Recreation Department activity until the necessary parent/child conferences have been completed. In extreme

or repeated cases, the Recreation Director may suspend a participant's enrollment or expel a participant from any and all Recreation Department activities.

6. Appeals to the Recreation Directors decisions can be directed to: The Lincoln Recreation Committee, ATT: Chairperson, Box 6353, Lincoln, MA 01773.

**PARENT/GUARDIAN INFORMATION:**

All Recreation Department programs are run with your child's safety as the first priority. This section is designed to make sure you understand the procedures we follow in our afterschool library program:

- 1) This program is open to all registered participants and is intended to be used for study or reading. Students should arrive with enough work to justify the time they are spending in the program. If they finish early, they may read a book or engage in a similarly quiet activity. Students who require continual discipline will be asked to leave the program.
- 2) Snacks will only permitted for the first 15 minutes of the program, at designated snack tables. Snacks requiring heating or refrigeration should not be sent, as those amenities are not available.
- 3) Students in grades K-2 must be accompanied by a parent/adult.
- 4) Students in grades 3-4 must be signed out by a parent/adult.
- 5) Students in grades 5-8 may sign themselves when they are ready to go home, or must head over to another program on campus.
- 6) This program ends at 4:30pm. Please do not be late in picking your child up.

As a parent, you always have the right to request a meeting with Recreation Staff or Committee before or after any activity. We encourage you to review these policies and address any questions to the Recreation Director prior to signing this contract. At your request, we can provide additional copies of this contract for your records.

By signing this contract, you are affirming that you are aware of, and accept, the behavioral expectations we have for your child while participating in a Recreation Department Activity. You are aware of the procedures we will use in the event that we feel your child needs to be disciplined, and you are aware of the supervisory system we use to manage your child during a Recreation Department activity.

**PARTICIPANT NAME (PLEASE PRINT)** \_\_\_\_\_

**PARENT / GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT GUARDIAN NAME (PLEASE PRINT)** \_\_\_\_\_