

CHILD GUIDANCE & BEHAVIORAL EXPECTATIONS

Self-discipline, the ability of a child to control his/her behavior, is the desired outcome of the **VACA-PLAYDAYS** discipline code. Cooperation between the parents and **VACA-PLAYDAYS** is an important step toward achieving this outcome. The proper atmosphere in which considerate and caring behavior towards others is expected and modeled, will help maximize growth and development in all the children. This will support in a positive way this discipline code. The **VACA-PLAYDAYS** behavior code falls into three categories and focuses on **RESPECT, SAFETY, and LAW**. It is our goal to make everyone at **VACA-PLAYDAYS** feel safe and secure. Staff members are committed to encouraging compliance with this code in a fair, consistent, and judicious manner.

Children are given praise for their positive behavior and in some circumstances may be granted special privileges.

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of physical hitting inflicted in any manner upon the body, including spanking; punishments which subject the child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; force feeding; punishment for soiling, wetting or not using the toilet or forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting; or punishment related to eating or not eating.

Disciplinary action will be taken by **VACA-PLAYDAYS** when behavior becomes disruptive, destructive to property, abusive of other persons, and/or injurious to oneself or others. A child will be removed from the situation and a staff member will discuss the disruptive behavior with the child, and give the child the opportunity to verbalize their feelings. This will encourage the children to develop self-control through understanding. The staff member will try to determine the variety of factors that have led to this certain behavior. The staff member will then make a determination as to where and how the child should be placed in the room. If this procedure does not help change the disruptive behavior, the child will be asked to sit in time out until they feel ready to rejoin the group. If a child is asked to sit out for a second time, the staff member will decide when he/she is ready to rejoin the group. When these persuasive and supportive measures are unsuccessful, it may become necessary to remove the child from the **VACA-PLAYDAYS** room and call the parent for an immediate conference to determine what has brought about the child's disruptive behavior.

BEHAVIORAL CODE

Children are asked to help establish the rules, policies and procedures that are based on reasonable and positive expectations along with common sense and allow us to do five things:

1. be physically safe
2. work together in common space
3. respect others, including staff and peers
4. assure good health
5. obey local and state laws.

These listed expectations are not intended to be all-inclusive and disciplinary action may result from other conduct which is not stated within the five goals above.

The following expectations apply to all **VACA-PLAYDAYS** children and the general enforcement of the rules is the responsibility of the **VACA-PLAYDAYS** staff:

1. Children are expected to behave in an orderly fashion. Such activities as pushing, shoving, fighting, wrestling, screaming, **SWEARING**, disorderly conduct and any other disruptions which interfere with the smooth operations at **VACA-PLAYDAYS** are prohibited. This includes throwing sticks, rocks, snowballs, ice, etc. Cheating and lying will not be tolerated.
2. Children are expected to respond appropriately and respect staff's instructions and decisions. They are also expected to show respect for others.
3. Children will not take anything, without permission, that belongs to someone else or **VACA-PLAYDAYS**.
4. Children will not alter or delete computer files belonging to others.
5. Children will not damage **VACA-PLAYDAYS** and/or other student property; i.e., you may not write on walls, tables, or books.
6. Children will not bring objects to **VACA-PLAYDAYS** that are dangerous to other people and/or disruptive to the program.
7. Children will not leave the **VACA-PLAYDAYS** building or playground without permission from a staff member.
8. Possession and/or use of knives, fireworks, toy guns, hand guns, illegal substances, and cigarettes is not permitted at LEAP or on the school grounds.

Because every act of misbehavior cannot be anticipated, the VACA-PLAYDAYS Director may be required to make a judgment in handling certain acts of misconduct not covered in the behavior code.

When any of these expectations are abused, certain consequences will follow, depending on the severity of the offense.

1. A child will first be warned against future infractions. If behavior still persists the child will be placed in time out and their parent will be spoken to.
2. A child will be removed from the particular situation and might be placed in a time out.
3. A parent will be notified of the behavior and a conference with the Director might be requested.
4. If damages are involved, the student will be responsible for performing repair work. A parent may also be responsible for paying for the damage.
5. In extreme or repeated cases, a child will be suspended for up to one week at a time from the program as determined by the Director at a parent conference. The child will be referred for services as described in our referral plan. If a child is determined to be harmful to others or themselves, they will be suspended until the parent has sought help for the child and **VACA-**

PLAYDAYS receives written authorization from the child's parents and consultant (e.g., doctor, therapist, social worker).

6. After the second suspension, a child will be terminated from the program for the rest of the school year.

REFERRAL PLAN

If the VACA-PLAYDAYS staff believes that a child should be referred for social, mental health, educational, or medical service including but not limited to dental check-ups, hearing or vision screening, they will consult with the Program Administrator and the following procedure is used:

1. Teachers will observe the child in a variety of activities and keep a log of the child's behavior and review the child's record before making a referral.
2. Parents will be informed in writing of the concerns regarding their child. They will receive a brief written summary of the program's observations and the efforts made to accommodate the child's needs. A meeting will be scheduled with the Program Administrator to discuss these concerns.
3. Parents will be informed of their rights under Chapter 766.
4. The VACA-PLAYDAYS staff will offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made.
5. The parent will be referred to the school social worker, principal, teacher, or nurse, who will refer them to the appropriate service.
6. VACA-PLAYDAYS will maintain a written record of any referrals, including the parent conference and results.

The following persons or organizations are available to parents if necessary:

LEAP VACA-PLAYDAYS Health Consultant:	Dave Lewis	259-0615
School Social Worker:		259-9404
Department of Social Services (Framingham)		(508) 872-8122
Eliot Mental Health Center		(978) 369-1113
Concord Family Services		(978) 369-4909
McLean Hospital		(617) 855-2000

TRANSPORTATION PLAN

Drop off and pick up is the responsibility of the parents.

HEALTHCARE POLICY - available upon request.

LATE FEE

It is important that you pick up your child on time as all our staff members have other commitments at the end of the day. If you are late, a late fee will be charged as follows: \$5.00 up to the first ten minutes and \$5.00 for every five minutes after that. Please be prepared to pay upon arrival.

Comprehension and Compliance

I have read the Parent Handbook and understand the policies in the handbook. I understand that by signing this Comprehension and Compliance form, I understand and agree to comply with the policies stated in the handbook.

Name: _____

Parent/LegalGuardian of: _____

Signature: _____

Date: _____

This form must be signed and turned in to VACA-PLAYDAYS before your child's enrollment is considered official.