

### Program Behavior Expectations Policy

The City of Palo Alto Recreation Department has adopted the following behavior expectations policy.

#### **Expectations:**

- Your camper is to be respectful, courteous and considerate towards other camps, staff and property.
- Your camper is to be responsible for him or herself.
- Your camper is to learn to make positive choices that build self-esteem and skills.
- Your camper is to participate in all activities with an open and positive attitude.

#### **Examples of unacceptable behaviors:**

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to participate in activities or cooperate with staff
- Disrupting a program
- Endangering the health and safety of children and/or staff
- Use of illicit drugs or sexual conduct of any kind
- Teasing, making fun or bullying of other campers or staff
- Fighting of any kind

#### **General standards for positive guidance:**

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Set developmentally appropriate guidelines for campers.

#### **Staff will use a positive, teaching form of guidance:**

- Staff will continually remind camper of program expectations
- Campers are redirected to other activities when behavior contradicts program expectations. Parents will be kept informed of their camper's progress.
- When the above steps are ineffective in redirecting a camper's behavior, more serious action may be taken.
  1. Documenting the behavior on an Incident Report.
  2. Parent called to pick the camper up from the program.
  3. If a second incident report is issued within a two-day period, the camper will be suspended from the program for one day and a conference with the parent, Instructor/Staff, and Camp Coordinator will be scheduled before the camper can return to the program.
  4. If a camper receives another incident report with another week, he/she may be terminated from the program for the remainder of the program w/o a refund.
- Special circumstance, when a camper has a negative impact on camp climate (any violent physical or verbal aggression either on a person or object), suspension may be considered and reviewed by Recreation Coordinator or Manager on a case by case basis.
  - If you receive a call regarding this matter, please be prepared to come and pick your camper at the center immediately (within the hour). Again, camper fees are non-refundable if a camper is sent home for disciplinary reasons.