

Written Discipline Policy

Teamworks Staff must use positive techniques of guidance including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

- 1st and 2nd incident – Counselor will use above mentioned techniques to resolve the situation. (Counselor may consult with Camp Director or office staff member).
- 3rd incident – Camp Director becomes involved with the potential of a parent phone call.
- 4th incident – Camp Director and parent create and implement a behavior modification plan. Documentation and follow up will be required.
- 5th incident – Camp Director discusses final options (suspension, expulsion, or termination)

The above steps may be skipped or omitted depending upon the individual situation. The Camp Director will use discretion when making these decisions. Teamworks will make all necessary efforts to accommodate the needs of all families in our programs however we recognize some situations require resources beyond our means. In these cases, Teamworks will assist these families by making appropriate referrals.

Discipline Policy Prohibitions

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to cruel or server punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

Camper Termination and Suspension Procedures

The following is a list of circumstances in which a child at camp may be suspended or terminated from Teamworks:

1. If any camper's behavior or actions are a potential health risk to another person.
2. If any camper's behavior or actions cause any bodily harm to another person.
3. If any camper's behavior or actions are considered a risk to one's own self.
4. If any camper's behavior does not improve after numerous attempts by staff
5. Failure to pay tuition numerous times.
6. Failure to obey and respect the policies and procedures set forth by Teamworks after several warnings have been issued.

The following steps will be taken when termination or suspension is to occur:

1. If any staff member finds a reason for concern with ongoing behavior of any camper, that staff member has the responsibility to initiate the suspension/termination process by filling out the appropriate section of the suspension/termination form and reviewing it with the Camp Director.
2. The Camp Director will then review the form and share it with the child's parents and discuss a proper action and set up the requirements that need to be met to avoid suspension or termination.
3. If the requirements are not met, the Camp Director will notify the parents and at that point a suspension or termination will be determined.
4. Finally, any child who, in the opinion of the staff at Teamworks, represents an immediate threat to the health and well being of any other child or adult at our facility will be terminated immediately. A phone call will go out to their parents and must pick up their child immediately.

Camper Termination/Suspension Form

Counselor Name: _____

Date: _____

Section 1 – Initial Observation/Issues:

State all observations and reasons for concern. Be Specific.

Recommendation:

Signatures: _____

Date: _____

Section 2 – Meeting with the Camp Director:

Record the results of the meeting and secondary observations. Be Specific.

Recommendation:

Signatures: _____

Date: _____

Section 3 – Review with Parent/Guardian:

Record the results of the meeting. Be Specific.

Recommendation:

Signatures: _____

Date: _____

Section 5 – Final Meeting with Parent/Guardian:

Record the results of the meeting. Be Specific:

Recommendations:

Signatures
Counselor: _____

Date: _____

Camp Director: _____

Date: _____

Parent/Guardian: _____

Date: _____