

# KAFB YOUTH PROGRAMS SCHOOL AGE PROGRAMS

## STANDARDS OF CONDUCT/DISCIPLINE

This establishes procedures concerning Standards of Conduct within the School Age Program. It clearly states the standards of conduct for children and adults while in the School Age Programs and methods of discipline used. Methods of discipline deemed unacceptable in the KAFB Youth Programs is also stated.

It is the responsibility of all KAFB Youth Program employees to ensure positive guidance techniques are used and no child is subjected to unacceptable actions and /or behavior by other children or staff. Parents must always conduct themselves appropriately and be a positive role model for their children.

## STANDARDS OF CONDUCT

### A. Unacceptable conduct by children:

1. Children participating in the School Age Program must follow the guidance of the KAFB Youth Program staff.
2. Children may not use foul or abusive language while in the KAFB Youth Program.
3. Children may not physically hit, slap, bite, scratch or abuse other children or staff member.
4. Children may not steal, deliberately destroy the property of another child of the KAFB Youth Program, including government vehicles.

### B. Acceptable methods of guidance:

These techniques are designed to help the child develop self-control, self-esteem, and respect for the rights of others. Guidance techniques used to redirect, promote, and guide constructive behavior are as follow:

1. Talking with the child using positive language at all times. Resolve conflicts through negotiation. Helping children find solutions that allow them to be Involved and accomplish resolutions skills.
2. Temporarily removing the child from the stressful situation for a few minutes.
3. Redirecting the child's interest to another area of play or classroom activities.
4. Short-term removal of privileges which are enjoyed by the child and which are linked with the inappropriate behavior. The privilege being removed is matched to the specific misbehavior so the two are tied together in the child's mind.

### C. Unacceptable methods of guidance:

1. Spanking, slapping, hitting, pinching or physical abuse in any way
2. Verbal abuse, derogatory remarks
3. Restriction movement
4. Lengthy quiet time
5. Forcing meals or withholding meals.

## DISCIPLINARY ACTIONS

### A. Procedures:

Only the Youth Programs Director, School Age Coordinator, Program Assistant, Training and Curriculum Specialist, and/or Manager on Duty may discipline a child. Discipline may not be delegated to older children or peers. A parent may not discipline other children in the KAFB Youth Program. If a child's behavior has been unacceptable while in the KAFB Youth Programs and all guidance techniques have been utilized but have failed, the Youth Programs Director may issue a formal notice of a child's misbehavior to parents in the following manner:

1. After verbal corrections and guidance have been used and they have been inadequate, a Behavior Report about the undesirable behavior will be completed by staff and given to parent (s) to read and sign. The parents will be asked for help in finding a solution to the inappropriate behavior.
2. If the undesirable behavior continues, a second behavior report will be filled out and given to the parent (s) to read and sign. Help from the parents to find a solution to the undesirable behavior will again be sought.
3. In cases of third disciplinary action on undesirable behavior, the parent (s) will be given a written warning that if the behavior continues the child may be suspended from the program for a period of time.
4. If the undesirable behavior continues, the parent will be informed that a suspension of 30 days will take place.

Specific behavior will be deal with on a case-by-case basis. If the individual behavior is considered extreme, a child can be suspended immediately without steps 1, 2, and 3 being taken. The Youth Programs Director, School Age Coordinator, and/or Training and Curriculum Specialist may suggest professional guidance and will cooperate with parents and counselors in handling extreme behavioral concerns. Alternative care arrangements may be suggested.

If you suspect child abuse, neglect or safety violations report them to your installation Family Advocacy Program Office at 846-0139, Installation Safety Office at 846-4227 or the Department of Defense Child Abuse/Safety Violation Hotline at 1-800-336-4592.

I have read and understand the above standards of conduct and discipline actions.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_