



Imagination in Education

CONDUCT POLICY

1. The purpose of our program is to provide supervised care before and after school offering a well-planned variety of activities to meet the needs of each child. Your child might choose to join in organized games, cooking, art, or independent free-choice activities such as reading, discovery centers, or outside playground time. We strive to provide a quiet area and a staff member for homework. We have a literacy program where we read to the children every day. Our enrichment programs offer many educational opportunities from which your child may choose. Our program offers a safe and comfortable environment for the children because sometimes school-age children just want to take a break after a tough day at school.

Open communication between parents, teachers, and staff is the most important factor in meeting the needs of the individual child.

2. It is the policy of Imagination in Education to teach the children on our programs to be safe and respectful. All staff members are expected to model and enforce these two rules, as well as, when applicable, the public school rules.

When a child breaks one of the stated rules, the staff members will take the following steps:

- A. Ask the child which rule he broke. Explain to the child the consequences that will occur if the action happens again.
- B. Redirect the child in a positive manner. Phrases that tend to work are "make a better choice" or "make a different choice."

All children on the program may lose a bonus point for breaking one or both of the classroom rules. (See the parent handbook for details on the Bonus System.)

3. The following situations may require the involvement of the program director and the parents/guardians:
 - A. Insubordination
 - B. Abusive language
 - C. Dishonesty
 - D. Theft
 - E. Unauthorized leaving campus
 - F. Fighting
 - G. Defacing school property
 - H. Possession of alcohol, tobacco, weapons, or obscene materials
 - I. Intimidation

J. Habitually disruptive, violent, or unsafe conduct

Any child who is a consistent behavior problem for the staff of the extended care program is subject to removal from the program. In the event that a child becomes a discipline problem, the parent will be notified and a plan will be developed between the staff, child, and parents. If the behavior does not improve, the parents will be asked to make other arrangements for the child within one week. (This is stated in the parent handbook.)

4. It is the responsibility of Imagination in Education to provide a safe and healthy environment for each and every child on our programs. Therefore, any type of negative physical contact may result in immediate suspension. This decision will be based upon the director's discretion on a case by case basis.

We have read and will support the conduct policy of the Imagination in Education Extended Care Programs.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

If you have any questions, please contact the director at any time for a conference about or with your children.

Sincerely,

Director