



## City of Moraine Summer Camp Discipline Policy

The City of Moraine would like for your child to have the best experience possible in camp this summer. Our goal is to create a positive and safe environment that fosters personal growth for all participants. Therefore, we expect that all campers and staff will follow camp guidelines and rules. Guidelines and expectations are in place to ensure the safety of both the children and the staff. When campers are unable to follow the behavior guidelines, disciplinary procedures will be taken.

### **Discipline Procedures**

The goal is for all campers to act appropriately during camp and treat other campers the way they would like to be treated. Acting appropriately creates a safe environment for themselves and others. Steps will always be taken to help correct behavior issues before more problems arise. The following steps will be taken as behavior progresses.

- 1. Verbal Warning:** Staff will warn the camper(s) and attempt to correct their behavior.
- 2. Time Out:** The camp leaders will remove the camper from the activity and issue a second verbal warning and give the camper time to calm down before returning to activity.
- 3. 1st Parent Contact:** The parent or guardian will be notified of their camper's behavior either during pick up or by phone call. Supervisors will have parents sign a confirmation document stating they were made aware of the situation and further disciplinary action may be taken if the misbehavior continues.
- 4. 2nd Parent Contact:** The parent or guardian will be contacted immediately to pick up their camper. The camper will be suspended from camp for the rest of the day. The parent or guardian will sign a confirmation document stating they were made aware of the situation and the next step that will be taken in the disciplinary action procedure if the misbehavior continues.
- 5. 3rd Parent Contact:** The parent or guardian will be contacted immediately to pick up their camper. The camper will be suspended from the camp for the rest of

the day and the following day. The parent or guardian will sign a confirmation document stating they were made aware of the situation and the next step will be dismissal from camp.

- 6. Dismissal:** The parent or guardian will be contacted immediately to pick up their camper. The camper will be removed from camp and will not be eligible to return for the remainder of the camp season. The parent or guardian will receive an incident report stating why the camper has been dismissed. Campers will not be eligible for a refund.

### **Accelerated Steps**

If the situation is warranted, the disciplinary steps may be accelerated to address the misbehavior. For example, if a camper is caught stealing or destroying another camper's property, that camper will be sent home from camp.

Other examples of the accelerated step process for serious misconduct:

- A camper who threatens a camper or staff member will jump the first two steps and go directly to step three (Parental Contact).
- Any camper who commits a serious offense such as harming another camper or staff member, attempting or threatening to seriously harm another camper or staff member or sexually harasses another camper or staff member can be immediately suspended or dismissed from camp, after the incident has been reviewed by summer camp managers.

### **Parent/Guardian Code of Conduct**

The purpose of summer camp through the City of Moraine is to help build character development and provide a fun, safe place for kids to make new friends and enjoy their summer. We expect parents/guardians to do their part by abiding by the summer camp rules and familiarizing themselves with the disciplinary procedure and the following guidelines below:

1. Parents/guardians shall read and be responsible for all rules and procedures related to their child's behavior and submit the required medical form.
2. Parents/guardians shall refrain from touching or physically contacting any child in the camp program other than their own.
3. Parents/guardians shall refrain from touching or physically contacting any City of Moraine staff members.

4. Parents/guardians are not permitted to verbally insult, harass, or interrogate any child, parent or City of Moraine staff in the camp program.
5. Parents/guardians should always approach a City of Moraine staff member when they have a concern over another camper's behavior. Parents/guardians should NEVER directly go to another camper or their parent/guardian.

Failure to abide by any of these guidelines listed above will result in a meeting with the Camp Managers and possible removal from the camp program.