

The City of Janesville Recreation Division has adopted the following expectations and discipline plan for all Tot Lot campers. Each violation will be evaluated on a case-by-case basis and categorizing is up to the camp staff's discretion. We approach discipline in a serious, yet proactive manner. Our staff understands many Tot Lot campers are new to a camp or classroom setting and are learning to navigate the world around them. If the child exhibits behavior inappropriate for camp, the staff will talk with the child first and work with them to reach a restorative solution. Camp rules and consequences will be discussed with all campers on the first day of camp as well as throughout each camp session. Parents/Guardians, please make sure that you discuss the expectations with your child. Please talk with the camp supervisor if you have any questions or concerns regarding our policy.

CAMP TOT LOT BEHAVIOR EXPECTATIONS

Tot Lot campers are expected to: be respectful to all camp staff and fellow campers, listen to counselors & follow directions, keep their hands & body to themselves, use kind words, share, use indoor voices in the classroom, stay in the classroom unless with a counselor, help clean up, and participate in activities.

RECREATION DIVISION DISCIPLINE POLICY

Minor Violations: These behaviors do not endanger the safety of the child or others. Behaviors include, but are not limited to those listed below:

Examples: Being disrespectful or rude to counselors or campers, not listening to counselors, not following directions, refusing to share, not keeping hands to self, inappropriate talk or mild profanity, name calling or teasing, creating camp disruption or excessive nuisance to other campers, rough-housing/messing around, wrecking camp supplies or others' belongings, tantrum (5 minutes or less), throwing mulch on the playground (not intentionally at others), leaving counselor group without permission.

Staff will address minor violations in the following manner:

- 1st - verbal reminder from counselor
- 2nd offense - verbal warning from counselor
- 3rd offense - 3-minute time out and talk with camp supervisor. Parents notified at pickup
- 4th offense - final verbal warning
- 5th offense - 5-minute timeout and talk with camp supervisor. Behavior recorded in camp logs.

***Additional offenses will result in additional timeout/loss of participating in activities. Escalating or worsening behavior may result in parents being called for early pickup at camp supervisor's discretion.**

***Minor violations accumulate by day and start over each new camp day.**

***2 sessions of 2 or more days with 5+ offenses will result in child being removed from the program.**

Moderate Violations: These behaviors are common in the 3-5-year-old age group and have the potential to affect the safety or wellbeing of self and/or others. Behaviors include but are not limited to those listed below.

Examples: pushing, grabbing (aggressive), hitting, inappropriate bathroom use (coming out of stall undressed, crawling under stalls, peeking into other stalls), tantrum (5-10 minutes)

Staff will address moderate violations in the following manner:

- 1st offense - verbal warning from counselor
- 2nd offense - 5-minute time out, talk with camp supervisor, parents notified. Behavior recorded in camp logs
- 3rd offense - Additional time out, camp supervisor will call home for parent to speak with child.

***Additional offenses will result in additional timeout/loss of participating in activities. Escalating or worsening behavior may result in parents being called for early pickup at camp supervisor's discretion.**

***Each new camp day will begin with a verbal warning for 1st offense.**

*** Any session a child has had 3 days with 2+ offenses or 2 sessions of 2 days with 2+ offenses will result in the child being removed from the program.**

Major violation: These behaviors endanger the safety of wellbeing of the child or others. Behaviors include, but are not limited to those listed below.

Examples: excessive tantrum (10+ minutes), physical aggression such as: shoving, punching, slapping, pinching, kicking, spitting, scratching, choking, biting, tackling, wrestling or fighting, verbal aggression such as: threats of harm or violence to self or others, excessive profanity, or vulgar talk, running from camp, throwing items at others with intent to harm, exposing self (outside of bathroom mishaps listed as moderate), exposing others, intentionally using items inappropriately with intent to harm self or others, bullying, touching self or others inappropriately.

Staff will address major violations in the following manner:

- 1st offense - 5-minute timeout, talk with supervisor, parents notified. Behavior recorded in camp logs
- 2nd offense - parents will be called for early pickup
- 3rd offense - child will be removed from the program immediately, will need to be picked up right away.

***Each offense may be a repeated behavior or different behavior. Once the child has 1st offense, they will continue to progress through the discipline schedule for additional violations. Major violations accumulate throughout the summer and will carry over to all new sessions or camps.**

IMMEDIATE DISMISSAL: Some violations will require immediate dismissal. This will be up to the discretion of the Camp Supervisor, Recreation Programmer, and/or Recreation Supervisor. Parents will be notified immediately.

CAMP REMOVAL: In order to sign up for camp in future years, parents will need to set up a parent/child meeting (in person or phone) with the Recreation Programmer and/or Recreation Supervisor. Parents must provide a letter (showing child's behavior has improved and the interventions used to help improve child's behavior) from a schoolteacher or individual who worked with the child within the current or following school year. If approved, the child will only be able to pay and sign up for one trial session (appropriate action taken for camp violations). If the child has successfully completed a trial session, they may sign up for additional sessions. If the child is removed from camp a second time, they will not be allowed at any of the Janesville Recreation Division's camps or to enroll as a Counselor in Training (C.I.T.)

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I have read the above rules and have discussed them with my child(ren). I will support and encourage my child(ren) to abide by all of the rules. I understand that failure to comply may result in dismissal from the program. Please sign and return bottom portion to a camp counselor by the 1st or 2nd day of camp.

Parent/Guardian Signature _____ Child's Name _____ Date _____