

**Teays Valley Church of God's After School Program
Disciplinary Policy**

TVCOG's After School Program strives to provide a safe, healthy, and fun environment for our children. We have set high standards concerning the behavior of our children. TVCOG offers a wide variety of choices and activities which call for a high level of self-discipline from our children, a high level of commitment from our parents and a concentrated effort on the part of staff to maintain this level of behavior. **Please discuss this with your child and sign below if you feel this program is appropriate for you.**

THREE BASIC RULES FOR THE AFTER SCHOOL PROGRAM:

- 1. Respect for staff**
- 2. Respect for others (kids)**
- 3. Respect for property and equipment**

MINOR INFRACTIONS:

Includes such things as running indoors, not listening when staff is speaking, failure to follow instructions, rudeness, name calling, etc. Minor infractions usually receive a warning, a time out, or some other alternative form of correction related to the incident.

MAJOR INFRACTIONS: Include, but are not limited to:

- *FIGHTING (Regardless of reason--if a child throws a punch, kicks, bites, etc.)
- *STEALING (Taking anything that is not theirs, going through others belongings, etc.)
- *PROFANITY
- *WILLFUL DESTRUCTION OF PROPERTY
- *BEING IN UNAUTHORIZED OR UNSUPERVISED AREAS
- *LEAVING THE PREMISES WITHOUT BEING CHECKED OUT
- *DISHONESTY (Including lying to staff)
- *ENDANGERING HIS/HER PERSON OR OTHERS, THREATENING OTHERS
- *BRINGING ANY ITEM CONSIDERED TO BE A WEAPON
- *POSSESSION OF DRUGS, ALCOHOL, OR TOBACCO PRODUCTS

CONSEQUENCES:

WARNING--when a simple reminder will suffice

TIME OUT--when a child needs more than a warning, has already been warned, or repeatedly breaks a rule. Time outs will be limited to 10 minutes for K-2nd, 5 to 30 minutes for older kids.

LOBBY SUSPENSION--is a longer version of "time out." Used for more serious infractions. Parents will be required to meet with the Director to assist in working out the problem and to help re-enforce the rules of the After School Program. Students in Lobby Suspension may move about the lobby, but are restricted from all other areas.

***Students in Time Out and Lobby Suspension are always permitted snack and restroom privileges.*

SUSPENSION OR DISMISSAL--may result from any of the following or upon recommendation of the Director

- *Severity of infraction
- *After other disciplinary procedures have failed
- *If we do not receive the cooperation and support of the parent to correct the problem
- *Parents who are abusive or threaten staff
- *Parents who are repeatedly late in picking up their child after the announced closing time
- *Parents who continually fail to make prompt payment (If there are special circumstances--please see the Director to discuss options BEFORE your payment is late)

COMMITMENT FROM PARENT AND CHILD: We the undersigned have read the above expectations from TVCOG's After School Program and agree to uphold and abide by these rules. We also agree to accept the consequences for breaking the above rules.

Parent/Guardian Signature

Date

Student Signature

Date

Teays Valley Church of God's After School Program

EMERGENCY CARD

Child's Name: _____ **DOB:** _____

Mother's Name: _____ **Hm Phone:** _____
Place of Employment: _____ **Wk Phone:** _____
Cell Phone: _____

Father's Name: _____ **Hm Phone:** _____
Place of Employment: _____ **Wk Phone:** _____
Cell Phone: _____

Indicate any known medical conditions or allergies: _____

Pediatrician Name: _____ **Phone:** _____
Address: _____

Dentist Name: _____ **Phone:** _____
Address: _____

List the names of the individuals who will regularly pickup your child:

1. _____ 2. _____

In the event these individuals do not pick up your child by 6:00pm, list two alternates.

1. **Name:** _____ **Hm & Wk #'s:** _____
2. **Name:** _____ **Hm & Wk #'s:** _____

In the event of a medical emergency, who should we contact first? (circle one) Mother Father
If they are not available, list two alternate resources, one of which is not listed above:

1. **Name:** _____ **Hm & Wk #'s:** _____
Address: _____
2. **Name:** _____ **Hm & Wk #'s:** _____
Address: _____

Insurance Company Name: _____ **Policy#** _____
I.D.#: _____

In the event my child requires medical assistance, I authorize the necessary professional to administer all services necessary for my child's well being.

Signed: _____ **Date:** _____

**Teays Valley Church of God's
After School Program
CHILD AND FAMILY INFORMATION**

Child's Name: _____ Date of Birth: _____

Position of child in family: _____

Child's Favorite Snacks: _____ Food Allergies: _____

List any noticeable Fears: _____ Favorite Activities: _____

Does your child participate in other group activities: _____ Where: _____

The most positive characteristics of my child's personality are: _____

Special concerns: _____

Please circle items below that describe your child:

HAPPY	STUBBORN	EVEN-TEMPERED	QUIET
DEPENDENT	LOVING	MOODY	SHY
SLEEPY	FRIENDLY	FEARFUL	TEMPER
GOOD-NATURED	IMPULSIVE	SYMPATHETIC	OUT GOING
AGGRESSIVE	ATTENTIVE	CLUMSY	HELPFUL

***Note:** Teays Valley Church of God's After School Program prohibits corporal punishment on its premises while child is attending.

Parent's method of discipline: _____

Marital status of parents: _____ Married _____ Widow(er) _____ Separated _____ Divorced

How did you hear about this facility: _____

Referred by: _____

TVCOG's After School Program is operated on a nondiscriminatory basis, and the practice of this policy is demonstrated through equal treatment in regard to race, color, creed, religion, sex, national origin, handicap, and age or marital status of parents.

*Parent understands that Teays Valley Church of God reports suspected child abuse and neglect and understands Facility behavioral management policies.

Signature: _____

Parent or Legal Guardian

Date

Permission

**I give my permission for Teays Valley Church of God
After School Program staff to use my child's name
and/or image in publications or advertisements.**

Child's Name

Parent Signature

Date