



**Kids' Adventure Club**  
**Behavior Management Plan and Code of Conduct**

Kids' Adventure Club provides a safe, secure, and fun environment for all youth during out of school care. To assure that you and your child receive high quality care in a positive and pleasant environment, please read and be familiar with the Behavior Management Plan and Code of Conduct.

A copy of the Plan for Behavior Management agreement with the Office of Child and Family Service is attached for your review. This agreement highlights Kids' Adventure Club's responsibility and acceptable guidance techniques to be used by staff.

In addition, please be familiar with the Code of Conduct listed below as this process will be implemented when a youth displays inappropriate behaviors such as verbal threats, act that causes harm to others or self, damages property, runs away from program, or other concerning behaviors that is reparative and interferes with programming.

- 1) Kid's Adventure Club is housed in the Corning-Painted Post Elementary school buildings, therefore; the Corning-Painted Post School District's Code of Conduct applies to all Kids' Adventure Club staff, parents, children, and other visitors while on school property. Refer to Corning-Painted Post Code of Conduct at [www.corningareaschools.com](http://www.corningareaschools.com)
- 2) Kids' Adventure Club policy and practice is to report to the Corning-Painted Post school personnel when a violation of the Code of Conduct such as a violent student, weapon on grounds and/or in use, theft, vandalism, smoking or alcohol/drug use, verbal or physical altercations, and any other offense deemed necessary by the Kids' Adventure Club Program Director. If this occurs, the parent/child will be required to meet with the Site Supervisor, Program Director, and/or School Personnel regarding the offense. Child care will be suspended until this meeting occurs and the outcome is determined.
- 3) Kids' Adventure Club will not tolerant bullying, physical altercation, harassment, discrimination, vulgar or abusive language, or any other acts of treating others in a negative or offensive manner. This includes behavior by child, parent/guardian, or visitors.
- 4) Kids' Adventure Club practices are based on the New York State Child Care Rules and Regulations, program policy and procedures, and child care best practices. Kids' Adventure Club's "rules" reflect standards from the governing parties mentioned.
- 5) Kids' Adventure Club's behavioral management practices are fair and appropriate for an out of school setting. Kids' Adventure Club staff is trained to address both individual and/or group issues by providing clear, concise, and direct expectations based on the age and cognitive development of the child. Kids' Adventure Club will review behavior expectations and safe ways to play on a daily basis with children.

- 6) Kids' Adventure Club will address a "disruptive child" by using verbal redirection or verbal request to stop inappropriate behavior(s). A disruptive child is any child who is substantially disruptive to the program schedule, routine, personal space of others, and/or substantially interferes with the authority of staff over the group. This also includes not responding to a staff request, such as pick up toys, line up to leave area, quiet for listening, etc. If child does not respond to staff request, a second request will be given with an appropriate and fair consequence to follow. If child does not comply, a third verbal will be given and consequence applied. If child does not comply, the Site Supervisor will be notified to support staff with managing child's behavior. If Site Supervisor is involved, an incident report will be written and reviewed with the parent. Habitual non-compliance by a child will warrant a meeting between the Program Director, Site Supervisor, and parent/guardian to determine needed support and/or consequences.
- 7) Kids' Adventure Club will address a "violent child" by removing the child from the area and others or removing others from the "violent child." A violent child is a child who attempts or commits an act of violence towards self, other children, adults, or adults in authority. This includes but is not limited to physical altercation such as kicking, pushing, hitting, biting, throwing objects, and/or intentionally damages or destroys personal property of others, school property, program property, or other.

When a child is "violent" the Site Supervisors will be notified immediately to support staff in managing child's behavior. Site Supervisor will notify parent/guardian regarding the incident and the child will be picked up from program immediately. An Incident Report will be completed and reviewed with the parent/guardian upon arrival. If an offense of a similar nature is repeated, the same procedure will occur, however, the child will be suspended from the program until a meeting with the Program Director, Site Supervisor, and parent/child occurs to address the incident and outcome.

- 8) If a child is suspended from the program, the parent/guardian and child must meet with the Program Director and Site Supervisor to develop a plan of action for success in the program and determine any other consequences based on the nature of the act. This meeting must occur prior to the child returning to the program; this meeting will be scheduled at a time when the parent, Site Supervisor, and Program Director are available. The Program Director and/or Site Supervisor has the right to determine suspension and/or termination of care at any given time based on any severe disruptive and/or violent behavior by a child, parent/guardian or visitor.
- 9) If a child has disruptive behavior prior to swimming, a field trip or in house presenter, he/she may lose the privilege to attend or continue with the activity. He/she will be given appropriate activity to do while his/her group is occupied with the scheduled activity. If deemed necessary a parent/guardian may be called to pick up the child from the program.
- 10) Kids' Adventure Club recognizes that children are learning how to behave, display good citizenship, and communicate their needs among peers and with adults. Kids' Adventure Club's role is to support, guide, and assist children with developing good interpersonal skills while in the program. Kids' Adventure Club encourages parents to discuss the parental expectation of his/her child's behavior while in the program.

Questions or concerns regarding your child's interaction while at Kids' Adventure Club should be directed to your child's Site Supervisor. Please provide information to your child's designated staff or Site Supervisor if there are any changes to health, behavior, diet, schedule, or other that may impact him or her while in our program.

**ACKNOWLEDGEMENT**

I have received and read the Behavior Management Plan agreement between Kids' Adventure Club and the Office of Child and Family Service.

I have received and read the Code of Conduct and discussed this with my child/children. We understand the need for a code of conduct and agree to abide by both the Kids' Adventure Club and Corning-Painted Post School District's Code of Conduct. I understand I must return the signature acknowledgement page to Kids' Adventure Club with enrollment application.

Failure to return this form will delay enrollment process and may jeopardize an enrollment slot for your child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date