

Conduct and Discipline Policy

C.U.P.C. Summer Camp

Thank you for enrolling your child at C.U.P.C. Summer Camp. It is our intention to provide your child with a fun, safe and secure environment. In order to ensure the quality of this program and safety of the campers, each participant must follow program rules.

****Every parent/guardian is required to read the following information to his/her camper and sign on the summer camp website that they have read and understood the conduct rules****

Campers are encouraged to practice social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. Part of the emphasis of our Christian devotional curriculum is learning and practicing acts of compassion, patience, healthy communication, and forgiveness. When disciplinary situations occur that requires intervention, camp staff provides the child with clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the *safety of all members in camp*.

Summer Camp Program Community Agreement

Campers shall agree to:

1. Follow instructions by camp staff at all times.
2. Show respect to all campers, staff, and camp equipment and property. No put downs, insults, or teasing is allowed.
3. Keep hands, feet, head and other body parts to yourself unless part of an interactive activity led by camp staff. Fighting, hitting, theft, destruction of camp property, etc **WILL NOT BE TOLERATED.**
4. Not leave staff supervision or leave the camp premises without parents/guardian
4. Use appropriate language at all times. Swear words or racial slurs are unacceptable.
5. Maintain a positive attitude and have a fun summer

Staff Discipline Response

1. Verbal Warning
2. Time Out/Activity Privilege Withheld.
3. 1st Parent Contact (Parent/Guardian will be notified at pick-up or by phone call that their child has violated a rule of the community agreement and parent will be aware of further disciplinary action that may occur if child continues misbehavior)
4. Parent is asked to Pick-Up Child and be Sent Home: (Parent/Guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the day. Parents will also receive an "Incident Report" by mail or email within one business day.
5. Camper is Sent Home with Suspension: (Parent/Guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the day and 2 camp days after. Parents will also receive an "Incident Report" by mail or email within one business day.
6. Camper is Sent Home and Dismissed (Parent/Guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program and will NOT be eligible to return during the same season. In addition, no refund will be awarded. Parents will also receive an "Incident Report" by mail or email within one business day.

Immediate Dismissal

Physical violence is not tolerated at CUPC Summer Camp. Our staff reserves the right to dismiss a participant, whose behavior endangers the safety of themselves or others, thereby bypassing some of the disciplinary steps outlined above. If a child is immediately demised, there will be no refund of camp fees.

Immediate Dismissal Examples:

1. Any child who brings a weapon to camp (butterfly knife, blade, bb/airsoft gun, explosive device, etc) will be immediately removed from the program
2. Any child who makes a threat to hurt himself or others will be removed
3. Any child who *seriously* harms himself or another will be removed (physical and/or verbal abuse).
4. Any child who verbally or physically abuses staff will be removed.

Incident Reports

For any serious incident that occurs at camp, an incident report will be immediately completed by camp staff, and submitted and reviewed by the Executive Director. They will then be furnished to parents for their review within one business day.

Incident Reports will contain the following:

- Date, time, place of incident
- Names of parties involved, camp staff present
- A full and detailed description of incident
- Details of incident investigation: speak to parties involved, witnesses, etc
- Signature of notification from Executive Director
- Corrective plan of action decided

(All conversations with parents regarding incidents will be kept confidential)

Parent Conduct and Process of Dispute

As the program staff seeks to treat the children and their families with respect, parents and guardians are also expected to display professionalism in all inquires and disputes about discipline decisions and incident response.

All program and/or staff issues, comments or concerns should be directed to the Department Director, not the camp counselors (leaders). If the parent is not satisfied with the response by the Department Director, parent may request an appointment to meet with the Executive Director of the program. If the parent is continues to be unsatisfied with the response and/or conduct of the Executive Director of the summer camp program, the parent may request a meeting with Grace Kaori Suzuki, Pastor of Christ United Presbyterian Church.

*I have discussed the rules and consequences of the **Conduct & Discipline Policy** with my child and they understand what is expected from them at camp.*

Camper's Name (Print) Camper's Signature

Parent/guardian Signature Date

