

North Berwick Summer Camp Discipline Policy:

The North Berwick Summer Camp staff will adhere to the following guidelines and procedures with campers when bad choices have been made and rules have been violated. It is recommended that these guidelines also be reviewed with your child(ren) prior to their arrival at camp.

Step 1: *Verbal Warning* – the camper will be cued to inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) should he/she choose not to modify the behavior. Counselors will advise the camp leader.

Step 2: *Time Out* – the camper will be removed from the activity and brought to the camp leader and be given a time out. At the end of the time out, the child will again be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) for choosing not to modify the behavior. Camp leader will advise camp director.

Step 3: *A Visit to the Director's Office* – the camper will be removed from the activity and brought to the camp leader. The camp leader will remind the camper that this is the consequence for continuing to misbehave. The leader will escort the camper to the director's office. The director will fill out a discipline form describing the misbehavior. The form will be sent home, signed by parent/guardian, and returned the next day to the director personally. Camper will be advised of the next consequence (step 4).

Step 4: *A Second Visit to the Director's Office* – the camper will be removed from the activity and brought to the camp leader. The camp leader will then escort the camper to the director's office. The camper's parents will be called immediately. The camper and director will fill out a behavior contract together. If the camper breaks the behavior contract, they will immediately be suspended from the next field trip. Camper will be advised of the next consequence (step 5).

Step 5: *Suspension* – the camper's parents will be called immediately and asked to come pick up their child for the remainder of that day and they will be suspended from camp an additional 3 days. No refunds will be given for the 3 days that the child misses due to poor choices and continued misbehavior. Camper will be advised of the next consequence (step 6).

Step 6: *Expulsion* – the camper will be expelled for the remainder of camp if the misbehavior and poor choices continue past all of the above steps. There are NO refunds when a camper's own behavior requires he/she be expelled from camp.

***North Berwick Summer Camp reserves the right to skip any of the above steps should an offense be a major violation threatening the safety and well being of the other campers and staff. No Refund will be issued due to camper's own misbehavior!*

Fortunately, we get a great group of campers and only rarely need to utilize the most severe consequences. The staff and I look forward to another great summer with your child(ren).

Sincerely,
Kristie L. Michaud
North Berwick Recreation Director