

Behavior & Discipline Policy

Ellington Day Camp - Little Knights, Summer Knights, Adventure Awaits

The Town of Ellington Day Camp would like for your child to have the best experience possible in camp this summer. Therefore, we expect that all campers will follow the camp guidelines and expectations. These guidelines and expectations are in place to ensure the safety of both the children and the staff.

Guidelines and Expectations (Rules of Conduct)

1. Follow instructions from staff promptly to ensure safety.
2. Show respect for all campers, staff, equipment, and property. (No insults, teasing, threats, or bullying.) Try to work cooperatively with staff and with other campers.
3. Make a reasonable effort to participate in the camp program to the best of your ability. Do not try to disrupt activities other campers may be enjoying.
4. Keep hands, feet, other body parts, and all objects to yourself unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of camp property.
5. Remain with assigned staff members at scheduled activities unless given explicit permission to leave. Do not leave camp without a parent or guardian. No camper will be excused to the parking lot at pickup without the proper paperwork on file in the recreation office and permission to leave for the day.
6. Use appropriate language in camp. This means no cursing or inappropriate discussions.
7. Follow all rules as outlined by camp staff and/or vendors.
8. Use the restroom properly and clean up without assistance (fully toilet-trained).
9. Clean up after yourself throughout the day to keep camp clean and safe and to reduce the need for All Camp Cleanup.

Discipline Procedures

The goal is for all campers to act appropriately in camp for their safety and the safety of others. Steps will always be taken to redirect problematic behavior before problems arise. When campers are unable to follow the behavior guidelines, the following steps will be taken as behavior progresses.

1. Verbal Warning. Staff will warn the camper(s) and attempt to redirect behavior.
2. Time Out/Alternate Activity. Staff will contact one of the Directors, and the camper will be removed from the activity and given time to self-calm or an alternate activity until ready to return to scheduled activities with the group.
3. 1st Parent Contact. The parent or guardian will be notified at pick up or by phone call that the camper has violated the camp rules. The parent will be made aware that further disciplinary action may be taken if the misbehavior continues.
4. 2nd Parent Contact. The parent or guardian will be contacted to pick up the camper immediately. The child will be suspended from camp for the remainder of the day. The parent will receive an incident report and must sign a confirmation of notification.
5. 3rd Parent Contact. The parent or guardian will be contacted to pick up the camper immediately. The camper will be suspended from camp for the remainder of the day. The parent will receive an incident report and must sign a confirmation of notification.
6. Dismissal. The parent or guardian will be contacted to pick up the camper immediately. The camper will be removed from the camp program and will not be eligible to return for the rest of

the camp season. The parent will receive an incident report. Campers will not be eligible for a refund of camp fees.

Additional Information / Accelerated Steps

A camper does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a camper is caught stealing or destroying another camper's property and hits another camper later in the camp season, that camper will be sent home from camp.

The discipline process can be accelerated by the camp staff in the event of serious misconduct. This decision will be made by the Camp Manager in consultation with the Recreation Supervisor.

Incident Report

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

Incident reports will contain:

- Date, time, place of incident
- Names of all parties involved and camp staff present
- A full and detailed description of the incident
- Signature of the Camp Manager
- Action taken

Confidentiality

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple campers are involved in an incident; camp staff will not discuss with you consequences issued to the camper who is not your child. Two campers involved in the same incident may be at different stages of camp discipline procedure.

Parent Conduct and Process of Dispute

The program staff seeks to treat campers and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response. All program and/or staff issues should be directed to the Camp Manager, not to the counselors. If the parent is not satisfied with the response by the Camp Manager, the parent may request to meet with the Recreation Supervisor/Director.

Individual Behavior Plan (if applicable)

To ensure your child's success at summer camp, please provide the Camp Manager with any information and/or documentation regarding an existing individual behavior plan that is being utilized at your child's school. Consistency and stability will yield the most positive results for your child and for the camp as a whole. Providing an existing individual behavior plan does not guarantee all interventions are feasible. However, providing this information does guarantee a better understanding of your child's needs.