

2018 SALC Rules/Expectation/Guidelines

Rules:

1. Listen to and follow directions.

- Listen to and follow instructions given by camp staff promptly to ensure safety.
- Do not run away from staff supervision or leave the camp premises without a counselor or parent/guardian. Campers should ALWAYS be with their counselor unless they have permission to be somewhere else.
- Always ask permission from a counselor to use the restroom or get a drink from the water fountain.

2. Keep your hands and feet to yourself.

- Keep hands, feet, head, and other body parts to yourself unless part of an activity led by camp staff. Avoid horseplay (e.g. piggy back rides, picking each other up, pool dunking, wresting, hitting, punching, kicking etc.).

3. Respect everyone and everything!

- Show respect to yourself, all campers, staff, equipment, and property. No put downs, insults, or teasing is allowed. Fighting, hitting, theft, destruction of camp property, etc. WILL NOT BE TOLERATED.
- Inappropriate, foul, disrespectful, or hurtful language directed toward any camper or staff member is not welcomed and will not be tolerated.

4. Keep a safe and clean environment.

- Always cleanup after yourself.
- Come dressed in appropriate clothing at all times. Comfortable clothes that permit one to move freely and closed-toed shoes should be worn to camp so campers can participate in activities.
- Weapons and drugs are not permitted on camp premises.
- Maintain a positive attitude and have a fun summer!
- Valuables (i.e. cell phones, tablets, game systems, cameras, etc.) have no place at camp unless an activity calls for this. (Parents will be notified in advance if campers can bring these items.)

2018 SALC Camp Behavior Management Plan

A violation of the Camper Code of Conduct will result in a consequence. The consequences will be carried out by taking the following steps outlined in this Camp Behavior Management Plan:

Step 1: Verbal Warning: When a rule is broken for the first time in one day, the first consequence will be a verbal warning. Counselors and staff will ensure that the camper is aware of the rule they violated that led to the verbal warning. Receiving this warning does not mean that the camper is in trouble; this warning gives the camper a chance to correct their behavior or mistakes on their own.

Step 2: Cool Down/Time-Out (Minutes): When a rule is broken for a second time in one day, the camper will be separated from the group and placed in a supervised cool down, or time-out for a specific time at discretion of counselor/director. Once again, the camper will be made aware of the rule that was violated that led to the time-out. This time-out allows the camper to reflect on their actions and pinpoint where they went astray. It also allows them to take responsibility for their actions and correct their future behavior.

Step 3: Time-Out of Next Activity: When a rule is broken for a third time in one day, the camper will be separated from the group and placed in a supervised time-out of a full activity. Once again, the camper will be made aware of the rule that was violated that led to the time-out. This extended time-out allows the camper to reflect on their actions and pinpoint where they went astray. It also allows them to take responsibility for their actions and correct their future behavior.

Step 4: Letter Home (Behavior Report): When a rule is broken for a fourth time in one day, a behavior report will be sent home. This report ensures that parent(s)/guardian(s) are made aware of their camper's behavior. The report will indicate which rule(s) the camper broke. It should be signed by the parent/legal guardian and sent back to camp the following day.

***After THREE Behavior Reports have been given, the camper will be terminated from the camp program for the remainder of the camp season.

Immediate Dismissal Bullying or intentional violence of any kind (physical, emotional, or verbal abuse/violence) is not tolerated at the SALC. Our staff reserves the right to dismiss a camper whose behavior endangers the safety of themselves or others, thereby bypassing some of the disciplinary steps outlined above. Immediate Dismissal Examples (but are not limited to):

1. Any child who brings a weapon to camp (i.e. butterfly knife, blade, bb/airsoft gun, explosive device, etc.) will be immediately removed from the program.
2. Any child who brings drugs or alcohol of any kind will be immediately removed from the program.

3. Any child who makes a credible threat to hurt themselves or others will be removed from the program.
4. Any child who seriously harms themselves or another camper will be removed (physical, emotional, or verbal abuse).
5. Any child who verbally, emotional, or physically abuses staff will be removed.

INCIDENT REPORTS A parent/guardian will receive an Incident Report Form when picking up their child for the following reasons:

- 1) If the child is injured and required basic first aid (band-aids, ice, etc.). If the injury is more severe, the parents will be contacted immediately.
- 2) If the child was involved in an incident involving one or more other campers. Incident Reports and Behavior Report Letters are different.

The purpose of Incident Reports is to keep parents informed of minor incidents that may happen during the camp day. The purpose of Behavior Reports are to notify parents when their child(ren)'s behavior is putting them at risk for being removed from camp. After THREE Behavior Reports, the child will not be allowed to return to camp for the remainder of the camp season.

BEHAVIOR REPORT AND PROCESS OF DISPUTE As the program staff seek to treat the children and their families with respect, parent 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, comments, or concerns should be directed to the SALC Director, not the camp counselors or student/graduate assistants. Ike Wallace, SALC Director, can be contacted by email salcdirector@wordinc.org or by phone at 406-493-4474. If the parent/legal guardian is not satisfied with the response by the SALC Director, they may request an appointment to meet with the WORD Executive Director.