



CODE OF CONDUCT

We are glad that you are going to be coming to Clayton YES! Here are some things that you will need to know so you can have a great time here!

- You will have a tub with your name on it to keep your things in. Make sure that whatever you put in it has your name on it.
- Snack will be offered every day. You can look at the menu that is posted to see what is going to be offered each day. Don't forget to wash your hands before you eat.
- We follow the same rules at Clayton as your school. No cell phones, other electronic equipment, hats inside and no chewing gum or candy are a few that we follow.
- We have fun things to play with, so do not bring toys from home. If you forget, we will keep them at the desk for you until you go home.
- We expect you to be respectful to everyone. If you have a problem with someone, try and work it out with that person. If you cannot, let a staff person know. They will be happy to help you work it out.
- We do not use bad language or tease each other.
- Some of the climbing equipment is off limits.
- Remember to be a good sport when you are playing games.
- You should always be in an area supervised by staff.
- Walking is the speed limit inside.
- You should use an inside voice when you are in the building.
- The staff will plan fun and exciting activities for you. If you have a good idea for an activity, tell the staff. They like new ideas and they like your help!
- You are an important part of the team. As a member of the team, you will need to clean up after yourself.
- Keep your hands and feet to yourself. We know you don't want other children bothering you so you shouldn't bother other children.
- We want you to have fun!

READ DISCIPLINE AND GUIDANCE POLICY ON BACK

Return bottom portion with enrollment form



I have read and discussed with my child the Clayton Youth Enrichment Services Code of Conduct and Discipline and Guidance Policy on the back. Both of us understand and agree to observe the code.

Parent Signature:	Date:
Child Signature:	Date:

DISCIPLINE AND GUIDANCE POLICY

The following are examples of appropriate behaviors of school age children:

- Following directions
- Working out conflicts with peers, or bringing the conflict to a staff person
- Respecting staff and other children
- Using acceptable language
- Staying in a designated area

Examples of reinforcements for appropriate behaviors:

- Verbal praise or encouragement
- Additional privileges; such as leading an activity

The following are examples of unacceptable behaviors of school age children:

- The intent of harm (physical or emotional) to any child or adult (hitting, scratching, kicking, fighting, teasing, name calling, bullying)
- Continually disregarding the instructions of staff
- Threatening other children or adults
- Leaving the program area or adult supervision
- Using abusive or inappropriate language
- Throwing objects

Examples of consequences for unacceptable behaviors:

- Remind and talk to child of behavior expectations and rules
- Redirection from the area where the problem took place
- Separation from the group and go over this document
- Have child picked up for the day
- Parent contact/conference
- Suspension from Clayton Youth Enrichment Services for one-three days
- Expulsion; permanent dismissal from the program
- These consequences may or may not be used in the order that they appear. Management will determine the order.

