

**CHARLOTTE-MECKLENBURG SCHOOLS
AFTER SCHOOL ENRICHMENT PROGRAM**

Discipline and Behavior Management Policy

Disruptive behavior in the After School Enrichment Program makes it difficult to provide appropriate supervision for your child. Therefore, any student who repeatedly disobeys the rules will be referred to the Site Coordinator.

The discipline procedure will be as follows:

1. The first referral will result in a conference between the Associate, Site Coordinator, and the child. The Associate will write a note explaining the disruptive behavior and the action that was taken to try to stop the inappropriate behavior. A verbal contract with the child will be reached and the parent will be informed about the incident and agreement.
2. After the second written referral, the Site Coordinator will call the parent. The behavior of the child will be discussed, and the parent will be asked to participate in resolving the problem.
3. If a third referral is necessary, the parent will be called by the Site Coordinator, and a conference scheduled. Depending on the severity of the situation, the child may or may not remain in the program until a conference is held and a decision is reached.
4. After the conference, the ASEP Director will determine whether the child's behavior will result in exclusion from the After School Enrichment Program.
5. If a child is excluded s/he might not be considered for re-enrollment.

In the event of an incident involving an assault, a weapon, alcohol, or an illegal substance, the ASEP Director and Site Coordinator may choose to revert to the CMS Students Rights and Responsibilities Handbook consequences guidelines if necessary to assure a safe and orderly environment for all children.

WE DO NOT:	WE DO:
Spank, bite, pinch, punch, pull, slap, or otherwise physically punish children. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. Deny food or rest as punishment. Place the children in locked rooms, closets, or boxes as punishment. Allow discipline of children by children. Criticize, or otherwise belittle children, their parents, families, or ethnic groups. Shame or punish children when bathroom accidents occur.	Praise, reward, and encourage children. Reason with children and set limits. Listen to the children. Model appropriate behavior. Modify the classroom environment to attempt to prevent problems before they occur. Treat children as people and respect their needs, desires, and feelings. Explain things on their level. Provide alternatives for inappropriate behavior. Provide the children with natural and logical consequences of their behavior. Stay consistent in our behavior management.

I, the undersigned parent/guardian of _____, affirm that I have read, agreed, and received a copy of the
Child's Name

After School Enrichment Program **Discipline and Behavior Management Policy, the Family Guidelines, ASEP Financial Agreement**, and the **Summary of the North Carolina Child Care Law for Child Care Centers**; and that the Site Coordinator (or other designated staff member) has discussed any questions I had about the Discipline and Behavior Management Policy, Family Guidelines, Financial Agreement, and Summary of the North Carolina Child Care Law for Child Care Centers with me.

_____/_____/_____
Date of Enrollment

Parent/Guardian Signature

_____/_____/_____
Date

The \$47 registration fee is required at time of contract approval via established payment method.
 All fees should be paid online.
 Registration contracts will be withdrawn if payment is not processed.

Registration fees are non-refundable. ASEP fees are non-refundable or transferrable.



Charlotte-Mecklenburg Schools does not discriminate against any person on the basis of gender, national origin, race, ethnic background, color, religion, age or disability in any of its educational or employment programs or activities.