***Club Behavior Policy and Procedures***

Rising Stars is a Reading and Math Club for students K-5th grade. This club was designed to help build stronger reading and math skills. Rising Stars meet every other Saturday in each month. We meet from 11:00am-2:00pm. Our schedule is as following from 11:00-12:00 we cover Reading; 12:00-1:00 lunch; from 1:00-2:00pm we cover Math. Each Saturday the Director will have a layout of concepts that your child will cover.

If you feel as though your child need to cover certain concepts in either Reading or Math please bring that to our attention. The program is free. However, parents will be required to pay dues each month to help cover the cost of lunch, snack, material, and etc. Dues are due the first class meeting of each month. Dues can be paid in the form of cash or money order. NO CHECKS

In order for the program to operate smoothly we have provided you with the club policy below. Please read and discuss the following rules and consequences with your child.

***Parents:***

1. Parents dropping off and/or picking up children from the program are required to come in and sign the child in and out.

2. Parents must write or call the On-Site Director of the program and inform him/her if their child will not be attending the program on a particular Saturday.

Parents must call and inform the On-Site Director if they are going to be late. Please be aware that we are not a babysitting service, therefore parents will be charged $2 per minute/per child late fee if they are not picked up at 2:00 p.m. Continuous tardiness will result in your child being dismissed from the program.

4. Children will not be released to anyone other than the person(s) designated on the Child Information Record unless prior written arrangements have been made. *No change in designated persons can be made over the phone.*

***Rules for Students:***

1. In the event we have a session away from the center children must stay with the staff members at all times.

2. Children must show respect for all staff members and for other children.

3. Children must keep their hands and feet to themselves.

4. Children must not handle another child's property.

5. Children must not use profanity or engage in name-calling.

6. They must stay with the group during outdoor activities.

7. Children must clean up after their games, crafts, and/or snacks.

8. They must come prepared to work and please leave all toys at home.

***THE FOUR “R’S”***

* **Respect** the Staff—listen and follow directions
* **Respect** the Club—take care of Club equipment and property
* **Respect** Club Members—be friendly, listen and share with other members; keep your hands
* and feet to yourself
* **Respect** Yourself—take care of yourself and your belongings

***Behavior Management Procedures:***

The following steps will be taken in the event of behavioral problems:

1. **Reasoning:** Communication between the child and staff member to identify the problem and determine a possible solution. At this point, children are given a chance to explain what happened and to make a choice about what they should do next.

2. **Parent Conference:** An informal parent conference will occur when repeated behavior problems occur and/or when a behavior is particularly dangerous to the child, staff, or other children. Parents, the child, and Program Director will discuss the behavior and possible solutions. Future consequences for continued behavior and future rewards for improved behavior will be agreed upon and documented at this time.

3. Suspension/Dismissal**:** If the agreement is not upheld, another meeting will be held with the child, staff and parents. At this time, a short term (up to 1 week) or long term suspension will be required and a discussion as to whether this is the right program for your child. If the suspension is not effective, the child will be dismissed from the program. Refunds will not be given for suspensions or dismissals. Parents should always be aware that if your child behaves in a way that puts him/herself, staff, or other children in danger (violent behavior, threats toward or striking staff, running away from the Club or site), you will be called and asked to pick up your child immediately regardless of previous behavior.

*If you have any questions regarding these policies, please feel free to contact the Program Director. Tamika Brown*