

# *Extended Hours Manners*



Welcome to our Summer Camp! As always, we are so excited to have your children in our care this summer! In order to keep the children safe, and for them to have a better understanding of what is expected of them during our camp, we have created a Manners guideline. The following guidelines will be shared with all staff, parents, and children so we can stay in good communication and help each other teach the children the manners and behaviors that are expected of them as they attend camp this summer.

We have found that children understand what is expected of them when you give them clear and concise explanations. We will be using the terms “Above the line,” which are positive behaviors and what we expect to see daily from the children, “Below the line,” which are behaviors that are not acceptable but redeemable, and “Bottom line,” which are behaviors that will not be tolerated. It will be important for us to stay consistent & clear with our expectations. We want to catch kids when they are showing positive behaviors and use LOTS of positive reinforcement for demonstrating those “Above the line” behaviors! We feel that with these guidelines in place for staff, children, and parents we will be set up to have a successful summer!

We will go over the behavior expectations at the beginning of the summer with the children. We will do this by discussing behavior examples and have the children help us categorize these behaviors. We will review the possible rewards for ending the day in the “Above the line” column, as well as what the consequences will be if a child ends the day in the “Below the Line” column, and what immediate consequences they can expect if they demonstrate a “Bottom Line” behavior.

- Throughout the day, we will praise children and give them positive reinforcement for being caught doing “Above the line” behaviors.
- If the child is caught performing a “Below the line” behavior, they will be asked to complete a “think sheet” with a staff member so they can reflect on the behavior they have demonstrated. If a child demonstrates “Below the line” behavior multiple times throughout the day, their behavior will be discussed between a parent and staff member upon pick up.
- If a child is caught performing a “Bottom line” behavior, there will be immediate consequences. The child’s parents will be called immediately and notified of the behavior. Parents may also be asked at this time to pick up their child for the day. At this point appropriate suspension or expulsion from the program may also be discussed between the staff and parent.
- The examples that have been listed for “Above the line,” “Below the line,” and Bottom line” behaviors do not cover all possible behaviors. Those listed are being used as a guideline.
- While implementing these manners our goal is to keep lines of communication open between parents, staff, and children. Please look at this as an opportunity to discuss the day with your child. If you ever have any concern regarding your child’s behavior or the guidelines, please bring them to an Extended Hours staff member and we will be happy to discuss them with you.

Our summer camp will be tech free. We will not allow children to be on cell phones, tablets, video games, etc. while at our camp. If they chose to bring it out while at camp we will have a lock box that it will be placed in and parents will be able to collect the tech item upon pick up. We have a full schedule of activities planned every day; we do not feel that the children will need technology to stay entertained.

## Extended Hours Manners

### Above the Line

- Sharing
- Raising hand
- Listening
- Sitting quietly
- Keeping area clean
- Keeping hands and feet to oneself
- Helping others
- Participating
- Cleaning up
- Working quietly
- Walking
- Following directions
- Throwing trash away
- Lining up quietly

### Below the Line

- Interrupting
- Blurting
- Tattling
- Not keeping hands and feet to self
- Playing too loudly while inside
- Talking while teacher is talking

### Bottom Line

- Hitting
- Kicking
- Pushing
- Spitting
- Biting
- Throwing rocks or other items
- Bad language
- Breaking toys
- Disrespecting others
- Bullying
- Yelling
- Running away

\* These are examples of the manners we will work towards and the behaviors we also will try to stay away from, this list does not include all possible behaviors, but are to be used as a guideline.