



**Anchor Bay Early Childhood Center**  
52680 Washington St.  
New Baltimore, MI 48047  
(586) 716-7862 ~ Fax (586) 716-7864  
Carol

## Discipline Policy

**Child's Name:** \_\_\_\_\_

Please read and discuss the following rules with your child. We must have this form on file for your child to attend.

To maintain enrollment in the SACC program students must display the following behaviors and follow the directions of the caregivers and the rules set forth in the Anchor Bay School District Student Code of Conduct.

- Respect the Staff
- Respect other students and keep your hands feet to yourself
- Use kind words. Profanity or name-calling will not be permitted.
- Be polite and use good manners
- Running is permitted in the gym and outside only
- Children are to stay in the designated area with the staff unless they have written permission from their parent to attend other school functions (Scout meeting, tutoring, helping teacher, etc.)
- While outside, children are to remain within view of the caregivers at all times
- Children are expected to clean up after themselves
- Children will use the "Buddy" system whenever it is necessary to leave the group (i.e. to bathroom, drinking fountain, locker, etc.)

When behavior or discipline problem arise;

- Staff will talk with the child to work through the problem
- Staff will speak directly to the parent that day
- An incident will be written up and submitted to the Building Principal and Program Supervisor
- Parents may be called to pick a child up from the program in the event that a child is out of control
- Child may be suspended from the program for excessive or persistent misbehavior or discipline issues at the discretion of the Building Principal or Program Supervisor
- Child may be excluded from the program for extreme behaviors at the discretion of the Building Principal or Program Supervisor.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Child's Signature**

\_\_\_\_\_  
**Date**