

RALEIGH ACT DISCIPLINE POLICY

Classroom Guidelines

- Eat prior to coming to class – NO eating during class instruction time
- NO talking when instructor is talking
- Keep your hands to yourself – NO hitting, biting, kicking
- Ask permission before going to restroom
- Arrive on time, with music, ready to begin class – Studio opens 15 minutes prior to class
- Practice, Practice, Practice!

Discipline Procedures used at each Class Time

- 1st Time - Verbal Warning
- 2nd, 3rd & 4th Time – name goes on the board. If their name is on the board three times in one class time, they have to sit out of the play time activity and get no treat
- If a child gets their name on the board (3) times for two class times in a row, we will speak to the parent

Continuous Discipline Issues

- After speaking with a parent, if the behavior is not improved in the next class time, the student will be asked to sit out of the next scheduled class
- If after having to sit out of a class time due to discipline issue, the behavior is not improved, the child will be removed permanently from that Session and there will not be a refund of Session fee.
- If during a class time a parent has to be called to remove a child due to uncontrollable actions, the child will have one more class time opportunity to improve before permanent removal from the Session with no refund of Session fee.

DATE: _____

CHILD'S NAME: _____ AGE: _____

PARENT'S NAME: _____ PHONE : _____

PARENT'S SIGNATURE: _____

CHILD'S SIGNATURE: _____



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