

Confidentiality and Behavior Management Policy

The core values of our educational programs are the guiding principles used with our children, parents and staff:

- Kavod – Respect – for oneself, each other and the community
- Shalom – Peace – in oneself, in our program and in the community
- Kehillah – Community – contributing to the betterment and greater good of the community

Club J is an inclusive program. We enroll all children regardless of race, color, creed, disability or special needs. It is the program's policy to use positive reinforcement to elicit proper behavior. Corporal punishment is not permitted at the Tampa Jewish Community Center & Federation (TJCC&F). It is very important for us to create a safe and respectful environment and to protect all of the children that attend the program.

Parents will be notified of any behavior problems so that we can work together to develop a plan of action to alleviate the behavior. The TJCC&F does reserve the right to require parents to pick up any child whose behavior is unsafe to the other children.

“Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time”.

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone

Spreading rumors about someone
Embarrassing someone in public

- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:

Hitting/kicking/pinching

Spitting

Tripping/pushing

Taking or breaking someone's things

Making mean or rude hand gestures

The following steps will be taken regarding children who display a behavior that is either dangerous or disruptive to the safety of program:

1. First Consultation – The director will invite the parents and the teaching staff involved for a conference meeting to discuss the behavior exhibited by the child and together, find the best strategies to assist the child to express their feeling in a positive manner. The decisions and conclusions of the meeting will be defined on paper and signed by the director and the parents. The director will update the staff and make sure that this plan will be implemented.
2. Second Consultation – In a case where the child's behavior does not improve, the director may request to meet, for a second time, with the parents and the teaching staff involved. In the meeting, they will define the disruptive behavior and the possible reason(s) for the problem and try to understand why the initial plan didn't work. Together, they will establish a new approach to increase positive behavior.
3. Suspension from Club J program – If the child still displays a dangerous or disruptive behavior, the TJCC&F reserves the right to suspend the child from the Club J program for 5 working days.
4. Termination from Club J program - In a case in which the child returns to Club J, following suspension, and is still not showing any improvement in his/her behavior, the TJCC&F reserves the right to remove the child from the Club J program. No refunds will be given as a result of the termination.

All information about individual children is **private**. Personal information, medical forms, and records are being held in a safe place and cannot be accessed by individuals other than Club J staff. To ensure confidentiality, please address personal information regarding your child or behavior issues with other children in the program only to the director of the Club J program. If needed, the director will update the Club J staff. Parents and children need to be aware that Club J staff has the duty to report child protection issues.

This is to verify that I have received the Confidentiality and Behavior Management Policy of the Club J Program at the TJCC&F. I have had the opportunity to read it and ask any questions regarding this policy.

Print Child's Name: _____

Print First Parent's Name: _____

Parent Signature: _____

Date: _____

Print Second Parent's Name: _____

Parent Signature: _____

Date: _____