



YOUTH PROGRAM RULES & BEHAVIOR POLICY

The Youth Program Rules & Behavior Policy is to establish a clear plan of action for addressing disruptive or inappropriate behavior that may occur during our programs. Although there has always been a zero tolerance stance regarding behaviors that lead to disruption of activities or physical harm to others, this letter is to inform you of our Center's procedures when dealing with offenses that require disciplinary action.

Strikes will be issued if Youth Program Rules are broken:

1. Be Safe

- Stay with the group at all times
- Always ask a leader for permission to leave the group and always take a partner to go anywhere away from the group
- Wait inside the art studio to be signed out each day
- Running is not allowed indoors
- Wear closed-toe shoes (no Crocs or sandals)

2. Be Respectful

- Listen to leaders
- Keep hands and feet to self (no hitting, pushing, kicking, etc.)
- Be nice to others, use kind words, no profanity or insults
- Use art materials respectfully

3. Have fun and always try. There are no mistakes in art!

The following actions will be implemented in cases where a child behaves inappropriately and/or physically harms another. Warnings may be given before a strike is issued. This will be referred to as the **STRIKE POLICY**:

First Strike:

The first time (or after a warning has been given) the child displays any behavior listed above, a time out will be given. At pick-up, the parent will be informed of the "First Strike."

Second Strike:

The child will be removed from the program for the remainder of the day. A parent or a listed emergency contact will be required to pick-up the child immediately. Failure to pick-up the child within a timely manner (1/2 hour) will result in late pick-up fees of \$5 for every 5 minutes.

Third Strike:

Child will be permanently removed from the Irvine Fine Arts Center Youth Program for the remainder of the session. Failure to pick-up the child within a timely manner (1/2 hour) will result in late pick-up fees of \$5 for every 5 minutes.

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We would like your assistance in emphasizing these rules and we ask each parent to read this form with their child and sign below to indicate their understanding and commitment to our Behavior Policy. In reviewing this form, children should be aware that they will be held responsible for their actions and that the offenses previously listed are not acceptable, nor will be tolerated in our programs.

We are willing to sit down with parents individually to discuss issues that may specifically involve their children, and would be happy to enforce or encourage any special reinforcement programs you may have developed with your child. Our hope is that we NEVER have to use the strike policy.

Irvine Fine Arts Center staff is here to facilitate a rewarding experience for all. Please list below any special needs that would assist your child's successful participation in our programs.

If you have any questions, comments, or concerns please contact the Fine Arts Program Coordinator at 949-724-6880.

Late Pick-Up Policy: Parents need to promptly pick-up their child(ren) at the end of the program. Proof of identification is required (ex. passport or government issued ID). A late fee of \$5 is assessed for every 5 minutes past the pick-up time.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND WILL ADHERE TO THE POLICY AS OUTLINED ABOVE.

Please list the first and last name(s) of your child(ren) who will be participating in the program:

PARENT/GUARDIAN SIGNATURE

PRINT PARENT/GUARDIAN NAME

DATE