

BCPR CUSTODIAL CARE INFORMATION

My Child/Children are under the custodial care of: (Check one) Both Parents Mother only Father only Other

I authorize the following people (other than the people listed on the front) to pick up my Child/Children. PLEASE NOTE: ALL authorized individuals must be at least 15 years old to sign out a program participant. Identification is required.

1.	Name _____	Relationship _____	Home Phone _____	Work Phone _____
2.	Name _____	Relationship _____	Home Phone _____	Work Phone _____
3.	Name _____	Relationship _____	Home Phone _____	Work Phone _____
4.	Name _____	Relationship _____	Home Phone _____	Work Phone _____
5.	Name _____	Relationship _____	Home Phone _____	Work Phone _____
6.	Name _____	Relationship _____	Home Phone _____	Work Phone _____

Please list any persons who might attempt to pick up your Child/Children but are not authorized to do so: *Supporting documentation is required.*

1.	Name _____	Relationship _____
2.	Name _____	Relationship _____
3.	Name _____	Relationship _____
4.	Name _____	Relationship _____

****If there are any changes to these arrangements you must notify the community center immediately.**

Please Sign: _____ Date: _____

ADDITIONAL INFORMATION

PLEASE READ & SIGN

I will **not** hold Bernalillo County Parks & Recreation Department or its staff, including directors, managers, agents, representatives, or employee's responsible for any injuries and liabilities that may occur while participating in any activities held at the site, on field-trips or special events. I will not hold Bernalillo County responsible for any injuries, which may be sustained during *travel* between the site and an activity or other location. I further state that my child/children is capable and **can** participate in **all** BCPR activities.

Parent's Signature _____ Date _____

Behavior Correction BCPR

PARENTS MUST RETURN THIS PAGE WITH THE NECESSARY SIGNATURES

If participants do not follow the **Code of Conduct** and **Behavior Correction** is needed, staff will follow these advancing **Behavior Correction** steps. It should be clear that by not responding to staff, a participant could go from Level I to IV very quickly.

Level I

Verbal Warning

The specific inappropriate behavior is pointed out and the participant is given an explanation **why** this behavior is inappropriate. They will be asked to correct it. A verbal warning is given not to repeat the behavior. (If the behavior is **severe** enough, dependent on staff judgment, an Incident Report will be used and placed in the participant's file).

Level II

Removal from Group

After repeated verbal warnings have been given with **no change** in the behavior, the participant is **removed from the group** in a "time out" fashion for 5-15 minutes. After this time out period, the participant is asked whether he/she wishes to rejoin the group and *change their behavior*. If yes, participant rejoins the group. If no, a **supervisor** is called. Level II Code of Conduct violation and above **automatically** results in the behavior being **documented** using an **Incident Report**. It is placed in the participant's file. Parent's will be called and informed of the situation.

Level III

Conference

Verbal warnings and removal from the group have proven *unsuccessful*. At this level, parents will be called in for an **immediate conference**. This may include one or all of the Center's Administrative Team, participant and possibly the staff person on shift when the incident occurred. An **Action Plan** will be developed **at that time**. It will include the following:

1. Specific behavior that needs to be corrected
2. How this will be accomplished
3. Time frame in which specified behavior must be changed

All notes/documentation from this meeting, with signatures, will be placed in the participant's file.

Level IV

Suspension or Termination

After the above steps have been attempted, **with no change in behavior**, the Manager will suspend the participant for 1-30 days **or terminate their involvement at the center**. The Director or Assistant Directors for Bernalillo County Parks and Recreation may review this action. **Prior** to the participants returning to the center, a **parent-participant-staff** conference will be scheduled and a *revised* action plan will be established.

Please note: In cases of behavior being **more severe or criminal in nature**, the participant may well skip other levels and be suspended or terminated from participation of some or all activities at BCPR facilities.

I parent/guardian of _____ have carefully read, understand and will provide support to BCPR so that my child/children participating at the center complies with the **Code of Conduct** and understands the **Behavior Correction Levels**.

***Parent Signature _____ Date _____

***Participant Signature _____ Date _____

Bernalillo County Parks and Recreation Department

Dear Parents:

The staff of Bernalillo County Parks and Recreation Department is pleased to have you use the many services we provide. We make every effort to accommodate your needs and *appreciate* the input you give us.

We have made major adjustments to our **Rules and Discipline Policies**. We are now calling it the **Code of Conduct and Behavior Correction Policy**. If at **any time** you would like to call the center/section to ask questions about your child's behavior or **anything** else, please do not hesitate to do so. We appreciate close communication with parents and others in our community.

We expect all parents/guardians to carefully read and **sign** the **Behavior Correction** form and **return** it along with the registration form to the facility you are using. We *strongly* encourage you to review this document with your child/children who will participate at the center.

Methods Used to Assist in Understanding

Staff will take the time necessary to ensure that all participants understand the new policy. We will talk in groups and individually using role-playing, question and answer time and a short quiz to assist the participants understanding. We welcome any questions or concerns you may have. We will be working hard to encourage **positive social behavior** from **all** the participants.

Code of Conduct

1. I will take responsibility for my actions.
2. I will try to understand my own behavior.
3. I will let staff know if I am not feeling well.
4. I will think before speaking badly about anyone, words can be hurtful.
5. I will participate in-group activities.
6. I will do my best to be patient and understanding with others.
7. I will give staff or parents information honestly, when I am asked.
8. I will always listen to staff.
9. I will never leave my group without a hall pass.
10. I will take care of all BCPR property.