



## **Creating a Safe, Respectful, and Fun Program Environment**

At the Town of West Seneca Recreation Department, we're committed to providing all participants with a safe, positive, and enriching experience. To help create an environment where everyone feels welcome and respected, we've established a few simple guidelines for behavior.

### **Our Expectations**

We ask all participants to follow these core principles to ensure a supportive and enjoyable experience for everyone involved:

- Treat all individuals—fellow participants, families, staff, and visitors—with kindness and respect.
- Show empathy and acceptance toward others.
- Keep hands, feet, and other objects to yourself—physical harm of any kind is not allowed.
- Use respectful language; threats, name-calling, swearing, or violent language are strictly prohibited.
- Respect our facilities, equipment, and supplies—no damage or destruction of property.
- Honor personal space and belongings—stealing will not be tolerated.
- Our programs are drug-, alcohol-, and weapon-free zones (this includes toy or pretend weapons).
- Bullying, teasing, or harassment of any kind is not acceptable.

By following these expectations, we can maintain a space where everyone feels safe, valued, and able to thrive.

### **Addressing Unacceptable Behavior**

When challenges arise, our staff will respond in a thoughtful and constructive manner, focused on learning and positive growth. Strategies we may use include:

- One-on-one conversations with the participant to review what happened.
- Revisiting program expectations together.
- Helping the participant express their feelings and consider others' perspectives.
- Facilitating conversations to resolve conflicts respectfully.
- Keeping parents or guardians informed as needed.
- Notifying the Recreation Supervisor of all incidents.



### What We Will Never Do

We treat all participants with dignity and care. Our staff will **never** use:

- Physical punishment of any kind
- Humiliation, shame, or embarrassment
- Intimidation or fear-based tactics
- Withholding food, water, or rest
- Isolation as a punitive measure
- Inappropriate or abusive language

### Our “Three-Strike” Approach

To help participants grow and make better choices, we use a progressive response to repeated behavioral concerns:

1. **Gentle Reminder** – A verbal warning to help redirect behavior.
2. **Time-Out and Talk** – A short break to reset, followed by a discussion with staff.
3. **Leader Involvement and Parent Notification** – If the behavior continues, a senior staff member will step in to determine appropriate next steps, and parents/guardians will be contacted.

If a participant receives three strikes on **three separate occasions**, dismissal from the program may be necessary.

**Note:** Depending on the severity of the behavior, we reserve the right to bypass the “three-strike” process and move directly to temporary suspension or permanent removal from the program. Any such decision will be communicated to you immediately.

### Thank You for Your Partnership!

We deeply appreciate your support in helping us create a safe, respectful, and fun environment for every participant. If you have any questions or concerns, please don’t hesitate to reach out.

Together, we can ensure a positive experience for all.

Participant Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Rec Leader Signature: \_\_\_\_\_