



Parks and Recreation Department
 W182 S8200 Racine Avenue PO Box 749
 Muskego WI 53150-0749
 OFFICE (262) 679-4108 FAX (262) 679-5637
 http://www.ci.muskego.wi.us/parkrecreation

Muskego Parks and Recreation Behavior Report

In order to ensure a safe and enjoyable experience for all participants, the Parks and Recreation Department has initiated a behavior code. It is our hope that by following these guidelines, we will be able to ensure that all participants are getting the most out of their recreational experience.

The behavior code is as follows: *Participants will be given verbal warnings to stop a behavior. If the participant does not stop their negative behavior, the instructor will remove the participant to the sidelines for 1 minute/year of age or at the discretion of the instructor. After that time, the participant will be brought back into the activities. If the behavior happens again during that class, staff will remove the participant from that day's class. If the behavior continues to happen, the participant may be removed from the program at that time.*

You are receiving a copy of the behavior report so that you can discuss the behavior issues with the participant before the next class to prevent removal from the program entirely. **NO REFUNDS WILL BE GIVEN IF PARTICIPANT IS REMOVED FROM PROGRAM DUE TO BEHAVIOR PROBLEMS.**

Program: _____ Location/School: _____
 Date: _____ Time: _____
 Participant's Name: _____ Phone: _____

Explanation of incident: *(please be detailed)*

Action taken by staff: _____ verbal warnings/reminders given

For children's programs: _____ minute time-out _____ removal from class _____
(Please indicate length of time out.) (If removal was necessary, initials of staff member removing child.)

For adult programs *(please describe action taken by staff)* _____

Due to repeated incidents, participant was removed from program. *(to be completed by administration)*

Participant _____ **Parent/Guardian** _____
 were contacted by: _____ phone _____ in person
 on _____ by _____
(date/time) (administrator's name)

NOTES: _____

REPORT SUBMITTED BY: _____ DATE: _____