



BOX HILL COMMUNITY ARTS CENTRE

Behavioural Expectations

The Box Hill Community Arts Centre (BHCAC) is dedicated to offering a safe and enriching environment for your child and our tutors to experience and share the arts. We endeavour to create an environment that is:

- Safe
- Inclusive
- Conducive to learning
- Free from harassment and bullying

We have a four tier procedure for dealing with behaviour that our tutors or BHCAC staff deem inappropriate.

1. The child will be verbally warned by the tutor/BHCAC staff that their behaviour is inappropriate and the reason why. This is their first warning.
2. Time out- the child will be sent to the office area to be cared for by BHCAC staff.
3. If appropriate, the child will be returned to class after approximately 10 minutes in the BHCAC office. If the child is not deemed ready to return to the class, he/she will be kept in the office for a further 10 minutes.
4. On returning to class, if the child's behaviour has not improved, the child will be returned to the BHCAC office area, and the staff will call their parent/carer for immediate collection of the child.

Term Classes - If child is sent to the office on more than two occasions during the term BHCAC have the right to discontinue the enrolment.