



2023-2024 School Year Acknowledgement Form

This form is to highlight the various policies the Youth Centers of Orange follows:

PEANUT/NUT POLICY:

The Youth Centers of Orange has a No Peanut/Nut Policy meaning, members are not allowed to bring any type of food that contains peanuts/nuts as there are individuals who are severely allergic.

Electronics (tablets, laptops, cell phones, iPods, etc.):

Members can use their school laptops to complete their homework and any school related assignments. Members can have their cell phones with them in their pants/jean pocket or in their backpacks, **HOWEVER**, they are not allowed to **USE** their phones during the program time. In case of an emergency parents should call the site phone or the staff at the Center will contact the parents if an emergency occurs.

Drop Off/Pick Up:

The Center opens at 2:30 p.m. and closes at 6:00 p.m. every day Monday through Friday, except for early dismissal which the Center opens at 12:30 p.m. Parents must be present when signing in and out their child. If parents are unable to pick up their child on time, they must call in advance to let the Center know. The child can only be released to an adult who is on the “authorized to pick-up list”. If the Center is unable to reach an adult on the “authorize to pick-up list” after the facility is closed, the child will be released to the Orange Police Department.

Medication and Doctor Forms:

Any member whose application states a Special Condition, Allergy, or anything they need medication for, **MUST** have a form filled out by a Doctor stating the need for medication along with that medication at the Center **BEFORE** the child begins the program.

Individualized Education Plan (IEP):

If a child has an IEP plan established at their school, the YCO must receive a copy of that form **BEFORE** their child begins the program. The documents must be reviewed by the team in order to determine if there are enough supports at the program to accommodate the child’s need. If other accommodations (like staffing or one-on-one aides) are needed, parents will be contacted. The YCO’s priority is to provide a safe environment for all students with appropriate accommodations.

Accidents:

In the event of an accident or injury, program staff will provide immediate first aid and assess the severity of the situation. For minor injuries, appropriate first aid will be administered by trained staff members (band aids, ice packs, etc.). Parents/guardians will be notified promptly about any accident or injury that occurs during the program, providing them with necessary information and updates along with further steps (such as ambulance assistance). A record of all accidents and injuries, along with the actions taken, will be documented for reference and review.

Illness:

Participants who are ill or contagious are not permitted to attend the program to prevent the spread of illness. Parents/guardians must inform the program staff if their child is unwell and refrain from sending them to the program until they have fully recovered. If a participant shows signs of illness during the program, the program staff will promptly notify the parents/guardians and request that the child be picked up.

Behavior and Discipline:

We are committed to maintaining a safe and supportive environment for all students. Participants are expected to demonstrate respect, sportsmanship, and cooperation towards peers, staff, and special guests. Any form of bullying, harassment, or disruptive behavior will not be tolerated. To uphold discipline and promote positive behavior, we have established a disciplinary action procedure aligned with current education standards. This procedure aims to address behavioral issues promptly and fairly. The following steps outline our disciplinary action process:

Verbal Warning:

When a student engages in inappropriate behavior, a staff member or coordinator will provide a verbal warning. The student will be reminded of the expected behavior and the consequences of not adhering to the rules and guidelines.

Parental Communication:

If the student's behavior persists or escalates after a verbal warning, the staff member or coordinator will contact the student's parents or guardians. A meeting or conversation will be initiated to discuss the concerns, provide feedback on the student's behavior, and collaborate on finding a resolution.

Written Documentation:

If the inappropriate behavior continues despite parental communication, the staff member or coordinator will document the incidents in writing. The documentation will include details of the behavior, dates, and any previous warnings or actions taken. This written record serves as a reference for future actions and helps maintain consistent discipline.

Progressive Discipline:

For repeated or more severe behavioral issues, progressive discipline measures may be implemented. Depending on the nature and severity of the behavior, disciplinary actions may include additional verbal warnings, loss of privileges, or loss of participation in activities.

Suspension:

In extreme cases where the student's behavior poses a threat to the safety of themselves or others, a temporary suspension may be considered. The decision to suspend a student will involve careful evaluation by the program director or a designated authority. Suspension length and conditions will be determined on a case-by-case basis, with the goal of promoting reflection, addressing the behavior, and facilitating the student's reintegration into the program. Throughout the disciplinary action procedure, it is important to ensure fairness, maintain open communication with parents or guardians, and provide opportunities for students to learn from their mistakes. The ultimate goal is to guide students towards responsible behavior and help them develop skills necessary for positive interactions and personal growth.

By signing below, the parent/guardian(s) and member understand the policies for the Youth Centers of Orange and are acknowledging if these are not met, the members eligibility will be re-evaluated. Once the applications are completed and turned in, the team will give a start date to the parent/guardian.

Parent Name: _____ Member Name: _____

Parent Signature: _____ Date: _____