



Hope for Youth & Families
Out of School Time Family & Youth Handbook

Welcome

Thank you for allowing your youth to participate in programming with Hope for Youth & Families, Inc. We are excited to have them grow and learn through our programs. Please review this handbook and save it for future reference as it outlines our expectations and policies. If you need further assistance or wish to speak to one of our directors, please refer to the contact information at HYFF.org.

Program Attendance & Dismissal Policies

Our staff is excited to have a fun and memorable program with your youth. Therefore, we expect that students will show up each day, on time, and participate in the entire duration of the program.

Each participant must be registered for the program to stay at the program site.

Once a registered participant arrives, either by drop-off or by themselves, the participant is expected to remain through the duration of the program day.

If a participant decides to leave after attempts to encourage them to stay, the site lead will notify the parent/guardian on file.

Parents/guardians are requested to notify HYF if their Participant will not be attending the program within a half hour before programming starts. If a participant does not arrive for roll call within the first fifteen minutes of the program and a call has not been received, the parents/guardians are notified by phone. For the safety of our Participants, early pick-ups and late drop-offs are strongly discouraged.

Medication Distribution & Storage Policy

Hope for Youth & Families, Inc. will not handle, store, or provide medication of any kind to the Participants in our care. With several hundred registrants and no clear daily attendance pattern, it is not possible for us to catalog, store, and maintain medication for all those who need it.

Participants who take medication on site must be capable of storing it and taking it on their own without assistance of a staff member. Participants with inhalers and epi-pens are encouraged to keep them with their personal belongings in case they are needed.

Accidents & Injuries

The health & safety of participants and staff is our top priority. Even with watchful eyes, youth often test their physical limits making injuries inevitable and accidents do happen. When a minor accident occurs, HYF staff will inform a parent/guardian verbally or with a written health report at the time of pick up. In the event of a medical emergency or accident that may require medical attention, we will contact you immediately. If we cannot reach you or the emergency contact listed on your youth's registration, emergency medical personnel will take the participant to the emergency room via ambulance with an HYF staff member.

Walking Field Trip

Participants may receive the option to walk to a local park or venue as a part of their program. This includes all local activities that do not require transportation by vehicle.

Off Site, After-Hours Technology Interactions with Staff

The following policy is intended to protect both staff members, Hope for Youth & Families, Inc, and Participants from liability in the event of accident or a claim of abuse.

HYF requests that staff members do not interact with our Participants outside of the program setting or after their shift has ended. The program setting is defined as the main facility, the grounds, HYF vehicles, as well as any field trip or park destination. After hours is defined as any time period during which they are not on the clock working and/or physically on HYF program setting.

Photo/Video/Information Release

Registration in an HYF program grants permission and consent for participant(s) to be photographed or video taped, audiotaped or recorded and waives any privacy rights with regard to the display of such photographs, broadcasts, recordings, etc. in presentations, publications, websites, social media, news, radio, TV and other means. Registration in academic programs also grants permission and consent for HYF to gather information from schools such as MAP scores, attendance, Student ID numbers, etc. If you have concerns with the use of these items, please reach out to the HYF team and discuss further.

Behavior and Conduct Policy

HYF believes in the importance of establishing a set of shared norms and expectations at the beginning of each program to foster positive staff-participant and participant-participant relationships and create the best environment for learning and growth.

The goal of a disciplinary measure is not to punish but empower participants to naturally develop a sense of responsibility for personal actions.

We want to make sure everyone has a positive experience so all students will be expected follow these student behavior guidelines:

- Students are responsible for their words and actions.
- Students are responsible for being respectful of others.
- Students are responsible for following directions from staff.

The following behaviors are considered unacceptable and will result in immediate notification of parents/guardians and suspension of the participant:

- Endangering the health and/or safety of themselves, other students, and/or staff.
This includes but is not limited to:
 - o Hitting, punching, throwing, or kicking
 - o Biting
 - o Verbal abuse of another Participant or staff member
- Repeated refusal to follow directions and/or continual disruption of the program
- Stealing, damaging or failing to care for supplies, equipment and/or the physical surroundings around you.
- Inappropriate physical contact
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content or acts of aggression or violence
- Possession or use of illegal substances, tobacco, or alcohol
- Arriving to the program under the influence of illegal substances
- Possession of weapons – any object that may cause harm to another, or place another person in fear of his/her safety, may be considered a weapon.

Cell Phone Policy

The decision to prohibit cell phones during academic blocks is essential to fostering a focused and distraction-free learning environment. By removing this distraction, students can engage more fully with the material, participate in classroom discussions, and enhance their overall academic performance. This policy encourages students to develop their attention skills and promotes healthy boundaries between personal device use and educational responsibilities. To further ensure a focused learning environment, cell phones will be collected by HYF staff at the beginning of each academic block. If a student is found with their cell phone during an academic block, the following three-step action will be taken:

1. **First Offense:** The HYF Staff will calmly remind the Participant of the policy and ask them to turn their phone in. The HYF Staff will explain the importance of maintaining a distraction-free learning environment.
2. **Second Offense:** The HYF Staff will calmly remind the Participant of the policy and ask them to turn their phone in and the Participants parent or guardian, will be called to notify them of the second offense. The student will be required to have a brief conversation with the HYF Staff about the impact of distractions on their learning.
3. **Third Offense:** For repeated violations, the phone will be taken for the remainder of the day and a meeting will be scheduled with the Participant, their parent(s) or guardian(s), and an HYF Staff. This meeting will address the importance of adhering to program policies and the potential consequences for continuing to disregard the rules.

These steps aim to reinforce the importance of staying focused during academic blocks while also providing opportunities for students to reflect on their behavior.

School Cancellation Policy

In the event that the school is closed due to inclement weather, please be advised that all HYF programs will also be canceled for that day. The safety and well-being of our students is our top priority, and we appreciate your understanding. Please stay tuned for further updates.