

## ***Children's Program Policies and Procedures***

### ***Attendance***

- If your child is unable to attend a program session, please call or email ahead of time so that we can make plans accordingly.
- No more than two absences of any kind will be allowed. More than two absences may result in removal from the program.
- Please notify the program via phone or email if you are running late for either pick up or drop off. Please respect the program agendas and schedules, as well as the University student schedules by coordinating your students pick up plan to insure, they are either picked up or dropped off in a timely manner.
- Parents, legal guardians, and any other people who are approved to drop off/pick up the child must sign the child both in and out at the beginning and end of every program meeting
- Children are not allowed to sign themselves in and out on the sign in sheet unless they meet the age requirement (16 years old) and have parent/guardian permission

### ***Prohibited Conduct***

- a. The possession or use of alcohol and the possession, manufacturing, selling, or distribution of illegal or controlled substances (drugs, including marijuana), fireworks, guns, and other weapons is prohibited.
- b. The operation of a motor vehicle by minors or by any unauthorized adult is prohibited while attending and participating in the program. Only Authorized Adults may transport minors (consistent with the adequate supervision rules in part 8 above) or other adults in their own vehicles or in University vehicles. Certain requirements, such as provision of DMV records, and provision of proof of insurance will apply.
- c. The transporting of minors in University-owned or operated trolleys golf carts, and buses, if applicable, must be in accordance with University policies and applicable state laws.
- d. University rules and procedures governing when and under what circumstances participants may leave University property during the program apply.
- e. No violence, including sexual abuse or harassment, or other illegal activities will be

Tolerated.

- f. Hazing of any kind is prohibited. Consistent with state law, the University defines “hazing” as any method of initiation into a student organization/group or any pastime or amusement which threatens, intimidates, causes, or is likely to cause, bodily, physical, or emotional harm or injury to any student, employee, or guest of the University as part of a new member process, initiation affiliation or similar activities with respect to the group/organization, regardless of the physical cooperation with or submission to the activities by the victim; hazing does not refer to customary athletic events or similar contests or competitions;
- g. Bullying, including verbal, physical, and cyber bullying, are prohibited. The University defines bullying as severe and/or pervasive unwelcome behavior that unreasonably interferes with a person’s ability to carry out their educational functions or otherwise meet their responsibilities or creates an intimidating, hostile or offensive environment. Behavior which is likely to, or intended to, hurt, control, or diminish another person physically, emotionally, and/or mentally. This does not include stray, insensitive, or even offensive remarks or behaviors when such remarks or behaviors are neither severe nor pervasive;
- h. No theft of property, regardless of owner, will be tolerated.
- i. No use of tobacco or related products (smoking, vaping and electronic cigarettes are prohibited on all University Facilities) will be tolerated.
- j. Residential community quiet hours will apply.
- k. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for the damage or misuse of University property. Intentional damage (vandalism) to University property may also result in reporting to law enforcement authorities and the barring of the individual causing the damage from University-sponsored programs and University Facilities.
- l. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants, for example in residential facilities.
- m. Any posting of names, likeness, photographs, or other identifying documents or materials related to any minor participant on social media is prohibited, without the consent of the minor’s parent or legal guardian.

## ***Discipline***

We want to create and encourage the most positive environment possible while at the program. Program Advisors, Student Directors, and University volunteers are all trained on how to handle disciplinary actions while at the program so that the children can learn and develop from situations. It is the University volunteer's duty to work with the child participant first when an issue arises. The Student Directors and Program Advisors will be contacted for additional help if a situation is not immediately resolved with the University volunteer.

When a child participant acts inappropriately, they receive a warning from the University volunteer and the Student Directors. If the behavior persists, the Student Directors will make a phone call home.

A zero-tolerance policy will be enforced with regards to the following: any malicious acts of violence, offensive language, bullying or harassment of peers, and other explicitly disrespectful behaviors. These behaviors will result in an immediate dismissal from the program for the evening and a meeting with the child, parents, and Program Advisors to evaluate the child's involvement with the program. CSL is dedicated to creating a safe, healthy, and positive environment for all our program participants.

## ***Outside Contact and Visitation Rule***

Student Directors and University Volunteers value the connections and relationships formed with the children. University Volunteers look forward to the program each week, and we hope that your children do as well. However, we must limit contact between the University Volunteers and children to **only** program sessions. We have had issues in the past with unexpected visits by children to University Volunteer's dorms, houses, workplaces, etc. While we appreciate your child's desire to see the University Volunteer's outside of the program, visiting volunteers in private places can be unsafe and inappropriate. Keeping your kids safe is our top priority. **Unexpected visits by children will result in a phone call home. Repeated occurrences may result in suspension/expulsion from the program.**

## ***Dress Code***

Everyone including University Volunteers and child participants, are required to follow our dress code as adapted from Redlands Unified School District:

- No halter tops, tube tops, or strapless apparel.
- No muscle shirts or sleeveless undershirts worn as an outside garment.
- Clothing must not reveal undergarments.
- Tank top straps must be at least 1 inch wide.
- No off the shoulder apparel.

- No see-through garments.
- No low cut garments.
- No bare midriff garments.
- No inappropriate language, images, or logos.

Those in violation of this dress code will be given a warning. If it continues to be an issue, there will be a phone call home, asking for a change of clothes or to bring the mentee home for the rest of the night.

### ***Restroom Policy***

When a child participant needs to go to the restroom, they must inform a University Volunteer so that they can be safely escorted. In order to avoid any problems, a second University Volunteer or Student Director will accompany them to the restroom. All children are also expected to wash their hands before any snack or eating times.

### ***End of the Year Program Evaluation***

We have an important process for ending the programs by sending parents home with an “end-of-the-year newsletter” that reviews what we have done throughout the year. Along with this newsletter we provide a form to evaluate the program and ask you to provide us with your up-to-date contact information. We have had positive results, with parents and guardians providing honest and valuable feedback. We want to offer priority to families returning to the program before we contact individuals on interest lists. As a parent or guardian of a student in our programs, we ask that you please complete our evaluation and contact information form in a timely manner to guarantee your place in our program for the upcoming year.

### ***Cell Phones***

Cell phones can be a large distraction, and as a result, we ask that child participants keep their cell phones away during program or tutoring. If a parent needs to contact their student during a program time, they may contact the following:

- Student Directors for Big Buddies via email [big\\_buddies@redlands.edu](mailto:big_buddies@redlands.edu) or 909-748-6376
- Student Directors for CHAMPS via email [champs@redlands.edu](mailto:champs@redlands.edu) or 909-748-6376
- Student Directors for Jasper’s Corner
  - A.K. Smiley Library [jaspers\\_smiley@redlands.edu](mailto:jaspers_smiley@redlands.edu) or (909) 704-4137
  - Redlands Community Center [jaspers\\_rcc@redlands.edu](mailto:jaspers_rcc@redlands.edu) or (909) 704-4138
  - University of Redlands, Armacost Library [jaspers\\_a3@redlands.edu](mailto:jaspers_a3@redlands.edu) or (909) 335-5116
- Graduate Assistant for Children’s Programs via email [angelina\\_torres-clev@redlands.edu](mailto:angelina_torres-clev@redlands.edu) phone (909)748-6376
- Director of Children’s Programs via email [katie\\_machado@redlands.edu](mailto:katie_machado@redlands.edu) or (909)748-8292