



JONES CENTER

Harold Colbert Jones Memorial Community Center

Providing a Doorway to Opportunity Since 1917

PROGRAM POLICIES

Contained in this document are policies for **Jones Memorial Community Center's Youth Services Department**.

There are 31 policies and they are listed in alphabetical order:

1. Asthma
2. Background Screenings for Staff, Volunteers, and Interns
3. Child Abuse/Neglect Reporting Policy
4. Child Protection Policy *(This document is contained in another booklet)
5. Communication with Families
6. Complaints/Grievance
7. Confidentiality of Information
8. Document Retention
9. Emergency Procedures
10. Hand Washing
11. Head Lice
12. Injury
13. Internet Blocking Software
14. Insurance Policy
15. Medication Administration in Jones Center Youth Programs
16. New Staff Orientation
17. Nutritious Snacks and Meals in Youth Programs
18. Participant Fees
19. Peer Mediation
20. Playground Inspection
21. Positive Discipline and Conflict Resolution
22. Program Attendance – Enrollment & Termination of Youth Participants
23. Program Data Collection, Evaluation and Improvement
24. Recruitment Strategy
25. Retention Strategy
26. Special Needs
27. Staff Communication
28. Supervision of Participants During Arrival and Departure
29. Tracking Inventory
30. Transportation Policy (Permission to Transport Students...)
31. Visitors

Any questions regarding these policies should be directed to the program manager and/or executive director.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Youth who suffer from **Asthma** in Jones Center Youth Programs.

Policy:

It is the policy of the **Jones Center** Youth Programs to ensure that all youth enrolled in the program suffering from asthma feel secure and are encouraged to participate in all activities, notwithstanding any restrictions imposed by their condition.

Asthma is the most common chronic disease of childhood. It is a disease which when mild causes cough, breathlessness during exertion and sometimes wheezing. At its most severe, resistance to airflow might be enough to threaten life.

Procedure:

1. At the time of enrollment of youth in a program, parents/guardians will be required to provide the program with information about any medications taken by their child, including asthma medications.
2. In relation to asthma, parents/guardians will be asked to provide the following information:
 - the extent to which their child suffers from asthma
 - treatments required
 - what causes/triggers the asthma
 - the ability of the child to self-administer sprays and written permission from the parent/guardian to do so.
 - Notification to the program of any change in their child's condition/medication
 -
3. The parent/guardian will be responsible to send asthma medication with their child to the program including asthma sprays to ensure that asthmatic youth will have access to asthma sprays at all times especially prior to or during physical activity. The parents are to instruct their child on the dosage and the proper way to take their medication.

POLICY INFORMATION

Procedure (continued):

4. Children will have access to their asthma sprays at all times in the program
5. A list of asthma sufferers will be kept on file at each site to ensure that all Youth Services staff members are aware of the identity of the youths with asthma in the program.
6. Staff will be given information about asthma and how to recognize asthma attacks. Each staff person will be made aware of his or her responsibility in the case of a participant suffering an asthma attack during Teen REACH activities.
7. As a measure of safety, asthma sufferers will be excluded from rigorous physical activities if they do not have their asthma spray with them. Youth are to be encouraged to keep their inhalants with them during exercise and other activities. ***Physical activity is a trigger in 80% of asthmatic children.***
8. If a youth suffers an asthma attack and their spray does not appear to ease the situation or if the spray is emptied or lost, a Jones Center staff member will remain with the youth to comfort them and breathe with them. Parents and medical personnel will be contacted if necessary.
9. Program staff will complete an incident report if a participant has an asthma attack during an activity. The original report will be placed in the participant's file and a copy will be sent to the parent /guardians in addition to the initial contact (see #8 above).
10. Those youth with asthma going on a Jones Center field trip must have parental/guardian consent and must take their inhalers with them on the field trip, or other outside activities. Accompanying staff will be made aware of the youth with asthma.
11. Parents / guardians will be made aware of the asthma policy at the time of their child's enrollment in the program.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Background Screenings for Staff, Volunteers, and Interns

Policy:

It is the policy of the Jones Memorial Community Center that the hiring or utilization of all staff, volunteers, or interns, who are age 18 and older, will be conditional based on completion of background checks from the Illinois State Police and Department of Children and Family Services.

Procedure:

1. Each potential staff member, intern, or volunteer will sign a statement regarding prior convictions on the pre-employment or volunteer application.
2. In partnership with Chicago Heights School District 170, all potential candidates are required to make an appointment with the administration office (708) 754-2900 for fingerprinting. The Illinois State Police will return forms stating their findings, and all candidates are given a copy and have seven (7) working days to notify the Illinois Bureau of Identification and Jones Center of any incorrect or inaccurate information on the findings. Additionally, using the website for the State of Illinois (<https://isp.illinois.gov/Sor/Disclaimer>), Jones Center performs background checks for all candidates regarding sexual offense history. The search is done by name, and the findings either: (1) state "no record for that name," or (2) lists the individual's name, offense, and other pertinent information. Lastly, all candidates are required to complete a form that is sent to the Department of Children and Family Services (DCFS) to identify child abusers.

POLICY INFORMATION

3. An applicant may not be employed by Harold Colbert Jones Memorial Community Center if the applicant has been convicted of: (1) committing attempted first degree murder or attempting to commit first degree murder or a Class X felony or committing a felony under Illinois law within seven years of the application for employment, or (2) indecent solicitation of a child, public indecency, prostitution, soliciting for a prostitute, pandering, keeping a place of prostitution, patronizing a prostitute, pimping, juvenile pimping, exploitation of a child, obscenity, child pornography, harmful material, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, or criminal sexual abuse, or (3) an offense defined in the Cannabis Control Act except possession offenses involving less than 10 grams and/or manufacture, delivery, or possession with intent to deliver offenses involving less than 2.5 grams, or (4) any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as a felony in Illinois or would have been punishable as any of the foregoing offenses.

Jones Center cannot knowingly employ a person who has been found under the Juvenile Court Act to be a perpetrator of sexual or physical abuse of any minor under 18 years of age.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Child Abuse/Neglect Reporting Policy.

Policy:

It is the policy of **Jones Center** Youth Services that all staff members are mandated reporters and are to follow the guidelines of the Child Abuse and Neglect Reporting Act of 1975.

A. Procedure for Suspected Family Cases of Abuse or Neglect:

1. All staff working will be provided training about abuse, copies of The Abused and Neglected Child Reporting Act and a Manual for Mandated Reporters. Each staff person will be made aware of his or her responsibility as a mandated reporter during the orientation process and is required to sign acknowledgment of Mandated Reporter status.
2. All mandated reporters are to call the Child Abuse Hotline **1- 800-252-2873** when they have reasonable cause to suspect a child has been abused or neglected. (Report to immediate supervisor of the program) A copy of the State of Illinois Department of Children and Family Services **Written Confirmation of Suspected Abuse/Neglected Report: Mandated Reporters** shall be placed in the participant's file (see attached forms).
3. Follow the guidelines in the Manual for Mandated Reporters regarding information to report to the Hotline.
4. All parents/guardians will be informed of the staff's responsibility as a Mandated Reporter at the time of their child's admittance into the program. This information will also be included in the Parent handbook or orientation packet.
5. All staff will sign the form indicating they have reviewed the Abused and Neglected Child Reporting Act and the Manual for Mandated Reporters and are aware of their role as a Mandated reporter.

POLICY INFORMATION

B. Procedure for Suspected Agency Cases of Abuse or Neglect:

6. Jones Center youth program is to provide safe management of children and youth by staff and volunteers.

a) All staff and volunteers working in the youth program will be provided training on clearly established norms of behavior for staff and how to handle children and youth with problem behaviors. All staff and volunteers will be required to sign an acknowledgement of their role as a Mandated Reporter at hire and annually.

b) All staff and volunteers will be instructed in the method for identifying and reporting suspected abuse or neglect within the agency. A report is to be made through the Child Abuse Hotline 1-800-252-2873 when there is reasonable cause to suspect a child has been abused or neglected. This must always be reported to the Executive Director, Program Coordinator and to IDHS. A copy of the report shall be placed in the participant's file. A report will also be filed with the local law enforcement agency per Department of Children and Family Services (DCFS) guidelines.

c) When a report involves an employee, that employee will not have any direct contact with children in the program until the report has been fully investigated by DCFS.

d) Parents and guardians of the child(ren) will be notified by the program supervisor or designee of the report of suspected abuse to DCFS.

e) Disciplinary action including termination of the employee will occur if the report is founded by DCFS. All required agencies will be notified.

C. Follow-up on internal and external Suspected Child Abuse & Neglect:

In all cases of suspected abuse or neglect (**either internal or external**), the Executive Director or designee will follow up on reports made to the DCFS Hotline, other involved agencies, and with the family.



Current Status:	Issued
Original Issue Date:	08/29/2005
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

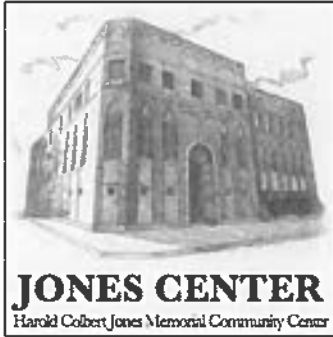
Communication with Families
(Tracking Youth Participation/Following up with Absent Youth)

Policy:

It is the policy of the **Jones Center Youth Program** that staff members maintain regular and ongoing communication with families of youth participants.

Procedure:

1. Each family receives a Parent Packet during registration outlining program information, medical policy, discipline policy, and emergency procedures.
2. Each family receives messages via the Team Reach app, texts, phone calls, and emails highlighting current events, changes, and accomplishments of the program.
3. Attendance is taken daily for all registered participants. A phone call is placed to the parent/guardian by the Program Coordinator of any participant not attending the program for three (3) consecutive days.
4. Flyers, letters, and other pertinent communications will be given to families to keep them informed of program, organizational, and community events.



Current Status: Issued

Original Issue Date: 08/29/05

Reviewed: 06/14/2023

Next Review Date: 06/12/2024

POLICY INFORMATION

Subject:

Complaints/Grievance

Policy:

A youth or a parent/guardian of a youth enrolled in a **Jones Center** Youth Program may address their concerns/complaints with the Site Coordinator, Program Director, or Executive Director of each site without fear of reprisal or limitations to future services or programs. They are assured of a reasonable response to their request. A grievance is a formal written or verbal complaint filed when an issue cannot be resolved promptly by the program staff. When a grievance is filed, it requires a written response from the Program Director.

Procedure:

- A.) All youth enrolled in the program have the right to quality, considerate, and respectful interactions with the staff and volunteers.

- B.) All youth and their parents/guardians have the right to bring concerns, problems or complaints to the attention of the youth program for resolution. Parents/guardians will be made aware of the complaint/grievance policy and procedures at the time of their child's enrollment in the program.

- C.) Each youth program shall have a mechanism for handling complaints within that program.

- D.) The Program Director will:
 - 1.) Investigate the concern/complaint through communication with the appropriate staff members.

 - 2.) Communicate to the youth/family member the progress and/or resolution of their concern.

 - 3.) Report all significant complaints to the Executive Director.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Confidentiality of Information

Policy:

It is the policy of Jones Center's Youth Programs that all information related to participants provided to the Youth Program will be kept in the strictest confidence unless written permission is given for the information to be released.

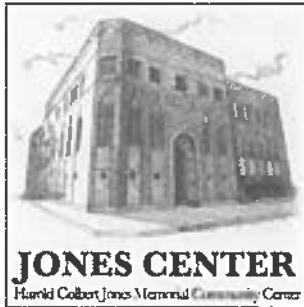
Procedure:

1. All youth program staff will receive training on confidentiality of information. The following information relating to participants and their families shall be treated as confidential: names and addresses, individually or by list, information contained in program files and reports, information about financial resources, information contained in notes or other documents obtained from or about the participants and their family, records from schools and other institutions.

2. Confidential information will **only** be released with the express written consent of the parent/guardian. For children 12 and over, their signature will also be required when releasing information to clinical services, including mental health and family planning. Confidential information may be released to other agencies only if the confidential character of the information is preserved.

3. Each enrolled participant must have a signed Release of Information Form on file with the program.

4. All information will be kept in a non-public place.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Document Retention

Policy:

It is the policy of the Jones Center programs to maintain full and complete records of program operations for 5 years after the contract period in compliance with state records retention requirements. Records are defined as those documents that capture program activity, participant information and outcomes, and fiscal data. Jones Center shall comply with the Local Records Act which regulates the destruction and preservation of public records within the State of Illinois.

Procedure:

1. The Program Director will be responsible for maintenance of Teen REACH documentation.

2. Records to be retained include, but are not limited to, all fiscal operations; source documentation for program reviews and audits; school performance, outcomes, and attendance of participants; program participation of children and youth; equipment purchases and inventory lists; and others required by IDHS.



Current Status:	Issued
Original Issue Date:	05/02/06
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Emergency Procedures

Policy:

It is the policy of the **Jones Center Youth Program** that each site must have a means of contacting the parent, guardian or other designated person in case of illness, injury, inclement weather or other emergency.

Procedure:

1. Parents/guardians will provide emergency contact numbers when enrolling their child in the program.
2. Alternative means of contacting parents/guardians are to be provided if there is no telephone.
3. Parents/guardians will be informed of next step's to be taken by staff if parents/guardians cannot be reached by procedure 1 and 2.
4. All participants in the program are required to have a signed medical release by the parent or guardian in their file -giving permission for transportation and any emergency medical care that is performed by a medical professional, if necessary.



Current Status:	Issued
Original Issue Date:	08/29/2005
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Hand washing

Policy:

It is the policy of the Jones Center Youth Programs to require personnel to periodically review basic hand washing techniques with all participants and post techniques in bathrooms and kitchen areas. Jones Center will further require that anyone assisting with food service will follow basic hand washing techniques and will wear plastic gloves if required to handle food products.

Procedure:

1. Jones Center Youth Program staff will teach basic hand washing techniques to the participants at the beginning of the program year and review these techniques throughout the year.
2. The youth program schedule will allow for time before snacks and meals for participants to wash their hands.
3. All Jones Center staff members will wash their hands after using the restroom. All kitchen personnel will wash their hands upon arrival in the kitchen and will wear gloves for food preparation and food service.



Current Status:	Issued
Original Issue Date:	05/02/06
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Head Lice

Policy:

It is the policy of the **Jones Center** Youth Program that all youth in the program are to be observed for signs of head lice to prevent further outbreaks caused by close contact with others.

Procedure:

1. Staff will be given training in recognizing Head Lice. Some common symptoms:
 - Intense itching on the scalp.
 - Lice on scalp and clothing.
 - Eggs on hair shaft.
2. Staff will observe for signs of head lice. Head lice most often infect the scalp hair and are easiest to see at the nape of the neck and over the ears. Small eggs (nits) can be seen on the hair shafts.
3. Parents or guardians of participant will be immediately notified to pick up their child if head lice is suspected.
4. All other parents/guardians of participants will be notified of suspected head lice.
5. All areas/items used by infected child will be disinfected (typically washed in hot, soapy water) to prevent further infestation. The areas and the furniture will be thoroughly vacuumed.
6. The child will be allowed to return to the program after treatment.
7. Information on Head Lice prevention will be given to parents/guardians.



Current Status:	Issued
Original Issue Date:	8/29/05
Reviewed:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

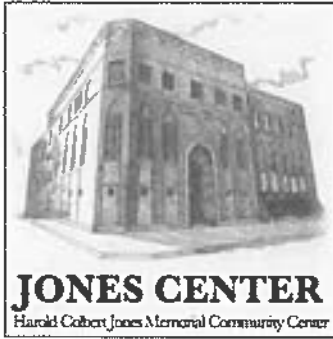
Injury.

Policy:

It is the policy of the **Jones Center** Youth Programs that any accident or injury involving a youth participant be entered into the participant's file and reported to the parent and / or guardian and to the Illinois Department of Human Services (IDHS), if appropriate.

Procedure:

- 1) All participants in the programs are required to have a signed medical release by the parent or guardian in their file - giving permission for transportation and any emergency medical care that will be performed by a medical professional if necessary.
- 2) The program provides an environment that protects and enhances the health of the participants.
- 3) Participants are closely supervised to maintain safety.
- 4) Any accident or injury requiring professional medical care, death or other emergency involving a participant shall:
 - a. Be documented in the participant's file and orally reported immediately to the participant's parent or guardian.
 - b. Be reported to the Illinois Department of Human Services, if appropriate.
 - c. If the program is unable to contact the parent / guardian immediately, this information shall be documented in the participant's file.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Internet Blocking Software for youth accessible PCs.

Policy:

It is the policy of the **Jones Center Youth Programs** that all PCs used by youth will have internet blocking software installed to protect the youth from harmful Internet content. There shall be supervision of youth computer usage **AT ALL TIMES**.

Procedure:

1. Each program will install internet blocking software on computers used by youth in the program.
2. Program staff will provide supervision of youth computer usage.

Current Provider:

Bit Speed Consulting
P.O. Box 611
Yorkville, IL 60560

888-992-3999 Phone
630-553-3259 Fax
630-677-1521 Gabe Peczka Cell



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Insurance Policy

Policy:

It is the policy of the **Jones Center** Youth Programs to be included in the comprehensive general liability insurance coverage of the Harold Colbert Jones Memorial Community Center.

Procedure:

1. The Executive Director will renew the appropriate insurance coverage for all programs of the Harold Colbert Jones Memorial Community Center annually in October.
2. The Office Manager will maintain an insurance file with a copy of the current coverage.
3. Only the Executive Director or Office Manager will have direct contact with the insurance agent – John Miller, Merit Insurance Group, John@MeritInsuranceGroup.com, 708-845-5466.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Medication Administration in Jones Center Youth Programs.

Policy:

It is the policy of the **Jones Center** Youth Programs that medications, over the counter or prescription, are **not** to be administered by Jones Center Staff.

Procedure:

1. If youth in the program are prescribed medications by their physicians:
 - a.) The parents will be responsible to send the medication with their child to the program.
 - b.) The parents are to inform the staff that their child is taking prescription medication or over-the-counter drugs.
 - c.) The parents are to instruct their child on the dosage and the proper time to take their medication.

Asthma Exception – Children will have access to their asthma sprays, provided by the parents, at all times in the program. Please see the Asthma Policy.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

New Staff Orientation.

Policy:

It is the policy of the **Jones Memorial Community Center** Programs that an orientation will be provided to all staff at each site.

Procedure:

1. The Executive Director/Program Coordinator will schedule an orientation for each new staff member consisting mainly of review of the most recent Youth Staff Manual.
2. The Director will organize the new employee's schedule of observation and classroom time.
3. All new employees must sign off on the mandated reporting and other required policies.
4. The Director/Coordinator will assess the need for further orientation after a two-week orientation. Recommendations may be made for further training.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Nutritious Snacks and Meals in Youth Programs.

Policy:

It is the policy of the **Jones Center** that nutrition and snacks are provided to all youth program participants each day that the program is in operation.

Procedure:

1. Nutritious snacks and meals will be served at a regularly scheduled time each day that the program is in operation. The school year program will serve snack and dinner, and the summer program will serve breakfast and lunch.
2. All snacks and meals are served in accordance with relevant and local health standards and follow the ISBE guidelines and meal patterns for school-aged youth ages 5-17.
3. Drinking water is readily available at all times.



Current Status:	Issued
Original Issue Date:	08/29/05
Reviewed:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Participant Fees

Policy:

It is the policy of the **Jones Center** Youth Programs to charge a minimal participant fee of not more than \$100 at the beginning of the program year. This fee is issued to help cover the cost of program t-shirts and field trips. The Board and Administrators of Jones Center affirm that this fee is non-discriminatory and that no youth are excluded from the program due to the inability to pay. This fee is not required for all programs.

Procedure:

1. At the time of enrollment of youth in a youth program, parents/guardians may be asked to pay a fee of not more than \$100 per student upon registration in the program.
2. Arrangements can and will be made to accommodate parents with a payment plan.
3. Parents expressing an inability to pay the participation fee will be asked to meet with the social worker to formally waive the fee and research any ways in which Jones Center can assist the family through direct services or referrals.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Peer Mediation

Policy:

It is the policy of the **Jones Center Youth Programs** that youth participants learn to manage their own behavior and participate in the mediation process of their peers. Therefore, peer mediation methods will be utilized as part of the discipline policy.

Procedure:

1. Staff members will be trained in regard to acceptable methods of peer mediation.
2. Staff members will utilize peer mediation techniques in non-serious situations in which they deem such techniques will benefit the participants.
3. Staff members will further apply the lessons learned from peer mediation to other examples of unacceptable classroom behavior.



JONES CENTER

Harold Colbert Jones Memorial Community Center

Providing a Doorway to Opportunity Since 1917

Original Issue Date: 12/10/14
Review Date: 06/14/2023
Next Review Date: 06/12/2024

POLICY INFORMATION

Subject:

Playground Inspection Policy

Policy:

It is the policy of the **Jones Center** Youth Programs to provide periodic inspection of the playground owned by Jones Center. These inspections are facilitated by the Executive Board's Building and Grounds Committee.

Procedure:

1. The first inspection of each calendar year will take place in the spring when the weather is conducive to outdoor play **BEFORE** any children participating in Jones Center programs use the playground.
2. Monthly safety inspections will be conducted by members of the Building and Grounds Committee throughout the summer and fall months, as weather permits.
3. Daily physical inspections will be conducted by the maintenance staff to check for displacement, unsafe or unhealthy materials such as broken glass, refuse, hypodermic needles, animal droppings, etc.



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Positive Discipline and Conflict Resolution.

Philosophy:

Discipline is the on-going process of helping children to develop self-control in order that they may manage their own behavior in socially approved and acceptable ways.

Policy:

It is the policy of **Jones Center** Youth Services Programs that positive discipline and conflict resolution will be utilized to assist the participants to resolve their own conflicts and manage their own behavior.

Procedure:

1. How staff will implement Discipline:
 - Avoid problems by offering an organized, stimulating program.
 - Reinforce positive behaviors.
 - Model appropriate behavior.
 - Redirect to a more acceptable behavior.
 - Offer clear choices, but set clear limits.
 - Ignore negative behavior (when appropriate).
 - Acknowledge good behavior.
 - Use "time-outs" or removal of youth from the area, for short period of time one minute per age of child).
 - Involve Project Director, Assistant Director or Executive Director when "time out" technique is unsuccessful.
 - Include the youth in the resolution of conflict.
2. The following discipline techniques are **PROHIBITED**:
 - Physical punishment.
 - Screaming at participants.
 - Ridiculing a youth or the youth's family.
 - Blaming, teasing, insulting, name calling or threatening the youth with punishment.
 - Withholding food.
 - Withholding of affection or positive attention.

POLICY INFORMATION

Procedure (con't):

3. How parents will be involved in guidance process:
 - A director or lead staff will notify the youth's parent/guardian verbally or in writing if a pattern of unacceptable behavior is noted.
 - As needed, the staff will discuss with the parent/guardian the youth's behavior.
If an unacceptable behavior occurs during the program or a behavior is uncharacteristic of the youth, a behavior report will be completed, signed by the parent/guardian, and a copy will be retained in the youth's file.
 - The director may request a formal conference with parent/guardian.
 - If deemed necessary, the parent may be asked to pick up the youth from the program and/or remove the youth for the next program day.

4. How youth will be involved in the process:
 - Youth will be aware of the program guidelines. They will be reminded of the guidelines throughout the day.
 - Older youth will be involved in creating the program/class rules.
 - All school age youth will have reasonable opportunity to resolve their own conflicts.

5. **DISCHARGE**: Any youth who, after attempts have been made to meet the youth's individual needs, demonstrates the inability to benefit from the type of program offered by **Jones Center**, or whose presence is detrimental to the group, shall be discharged from the program.

NO CHILD WILL BE SUBJECTED TO, UNDER ANY CIRCUMSTANCES, ANY FORM OF CORPORAL PUNISHMENT, WHICH INCLUDES HITTING, SPANKING, SWATTING, BEATING, SHAKING, PINCHING AND OTHER MEASURES INTENDED TO INDUCE PHYSICAL PAIN OR FEAR. THE STAFF WILL NEVER USE ABUSIVE OR PROFANE LANGUAGE OR DEPRIVE CHILDREN OF FOOD, REST OR USE OF RESTROOMS.

I have read and understand the guidance and discipline policies.

Parent/Guardian

Signature _____

Date _____



Current Status:	Issued
Original Issue Date:	05/02/2006
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Program Attendance – **Enrollment & Termination** of Youth Participants

Policy:

Each youth must be currently enrolled to participate in program activities. Criteria for enrollment include having valid parent consent for participation and being entered into the data system.

Youth may be terminated from the program due to serious violations of rules as indicated in the discipline policy or for lack of participation.

Procedure:

1. The program coordinator or designee will review the enrollment list to determine which youth are no longer participating in the program.
2. These youth will be terminated from the “active” data system although information will be retained. If they choose to reenter the program, they will be reenrolled in the “active” data system.
3. Upon termination from the program for cause, staff will communicate with the parents regarding the cause of the termination and the procedure to be readmitted, if the youth chooses to participate in the future. This contact will be documented in the participant file.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Program Data Collection, Evaluation and Improvement Policy

Policy:

It is the policy of the Jones Center Youth Programs to plan, implement, collect and analyze data, and carry out program evaluation procedures as stated in our original proposals.

Procedure:

1. The participant application will contain all the necessary parental authorizations to obtain sources to complete the evaluation.
2. The Executive Director and Program Coordinator will maintain close ties with applicable schools to obtain authorized student information at the appropriate times.
3. A data collection schedule outlining tools, procedures, dates, and responsible parties will be maintained.
4. If funding permits, the Jones Center Youth Programs will work with outside evaluators to review evaluation results and suggest improvements. If funding does not permit, it is the responsibility of the Executive Director and Program Coordinator to utilize evaluation results for future program planning.



Current Status:	Issued
Original Issue Date:	08/29/2005
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Recruitment Strategy

Policy:

It is the policy of Jones Center Youth Programs to plan, develop and implement a recruitment strategy that will be reviewed and updated annually.

Procedure:

1. There are two major strategies of recruitment:

a.) Outreach: Distribution of fliers to parents, schools and communities to increase participation along with social media posts and site newsletters listing events in which to volunteer/participate. Attending and speaking at public meetings, to church groups, and parent-teacher organizations.

Jones Center Youth Services staff will be present at school registrations and open houses to recruit program participants. Representatives from the programs will participate in community events, such as street fairs, parades and other events that may attract the notice of local press. Program open houses and seasonal celebrations will also be utilized as marketing tools.

b.) Referrals:

1.) Children age 6-17 may be referred. The goal is to attract youth who may be at high risk and meet the required target population for various programs.

2.) The Director and program coordinators will foster a partnership with schools, other programs, DCFS, churches and other agencies to promote referrals of youth who fit in the target populations.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Retention (Attendance) Strategy

Policy:

It is the policy of Jones Center Youth Programs to retain students in registered programs through various methods with the minimum goal of attending 30 days or more per year.

Procedure:

Train staff and provide resources to maintain a culture that involves:

- Personal outreach to youth and their families.
- Matching program schedules to youth and family needs.
- Maintaining trustworthy, energetic program staff.
- Linking an academic agenda to an engaging project.
- Offering opportunities for leadership and community service.
- Encouraging students to set achievement plans.
- Cultivating a sense of belonging.
- Utilizing technology both during the program and for outreach.
- Frequently checking in with participants (when absent).
- Providing age-appropriate incentives for participation (activities, field trips, small prizes, special privileges)



Current Status:	Issued
Original Issue Date:	08/29/05
Reviewed:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Special Needs Accommodations

Policy:

It is the policy of the **Jones Center** Youth Services Programs to ensure that all youth enrolled in the program feel secure and are encouraged to participate in all activities, notwithstanding any restrictions imposed by their condition. Personnel will take all possible measures to accommodate students with special needs.

Procedure:

1. At the time of enrollment of youth in a youth services program, parents/guardians will be required to provide the program with information about any special needs of the student.
2. Parents/guardians will be asked to provide the following information:
 - the specific need of the child
 - treatments required
 - possible causes/triggers of the condition
 - the ability of the child to self administer treatment and written permission from the parent/guardian to do so.
 - Notification to the program of any change in their child's condition/medication
3. The parent/guardian will be responsible to send any medication or supplies with their child to the program. The parents are to instruct their child on the dosage and the proper treatment procedures as much as possible.
4. If an accommodation cannot be made at Jones Center's facility due to the age and entrance of the building built in 1917, a participant will be given the option to attend a comparable school site and all services and arrangements will be made by Jones Center.



Current Status:	Issued
Original Issue Date:	05/02/06
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Staff Communication

Policy:

It is the policy of the **Jones Center** Youth Programs that staff members will join all organizational staff members (if possible) in weekly/monthly staff meetings as scheduled. Additionally, each staff member will have be included on the Team Reach app for their appropriate site and role. All updates, reports, and calendar information will be posted on the Team Reach app.

All Youth Program staff are expected to attend two staff development sessions per year offered one week prior to the start of the summer program (June) and one week prior to the start of the school year program (August). Each session will be 2-4 days in length.

Procedure:

1. The Executive Director will send out an annual meeting schedule to include monthly meetings as well as bi-annual staff development session dates.
2. The Office Manager will send out a reminder memo 2 days prior to all meetings.
3. The Executive Director will assess the need for additional full organizational or specific program meetings.
4. All youth services employees will be informed of any additional meetings via Internal Memo in staff mailboxes, emails, texts and/or use of the Team Reach App.



Current Status:	Issued
Original Issue Date:	08/29/2005
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Supervision of participants during arrival and departure from Jones Center facility.

Policy:

It is the policy of the Jones Center Youth Programs to supervise the arrival and departure of participants. All participants must enter and exit the facility through the front door and check in at the reception desk. No youth participant can leave the program early unless the Executive Director, Assistant Director, or Program Coordinator receives prior notification from an authorized parent or guardian.

Procedure:

1. All participants, regardless of transportation, must enter the facility through the front door and check in at the reception desk before proceeding to the large hall for snack time.
2. Participants from Lincoln-Gavin School will be escorted to the Jones Center facility by a staff member.
3. Participants from Lincoln-Gavin School who ride the van will be dropped off at pre-arranged sites by a licensed and insured staff member at the time indicated to parents. (See Transportation Policy.)
4. Van riders will be dismissed 5 minutes early by a staff member.
5. All participants who either walk home or get picked up will be escorted to the lobby at the end of the program. Walkers will leave the facility through the front door. Authorized adults must sign out participants who are designated as "pick up."
6. Staff members cannot leave the premises until all participants have safely left the facility in accordance with the dismissal plan chosen by the parent/guardian on the application.



Current Status:	Issued
Original Issue Date:	05/0220/06
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Tracking Inventory

Policy:

It is the policy of the Jones Center Youth Programs to keep an updated inventory list of items valued at \$100 or more and with a useful life of 1 year or more. Items that do not meet this standard are not to be included on the inventory form.

Procedure:

1. Annual inventories will be completed the second week of August during the full agency clean-up and inventory week.
2. Items valued at \$100 or more with grant funds will be logged upon purchase.
3. No inventoried property will be disposed of without prior written authorization.
4. If a site discontinues Teen REACH or 21CCLC services or chooses to dispose of an inventoried item purchased with such funds, the item reverts back to the Jones Center Youth Programs.



Current Status:	Issued
Original Issue Date:	08/29/05
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Transportation Policy

Policy:

It is the policy of the Jones Center Youth Programs to assess the transportation needs of the program at the beginning of each school year in an effort to determine specific transportation measures. Measures include escorting youth on foot for schools within walking distance, using the Jones Center 15-passenger van, parent drop-off and pick-up, and contracted bus service.

Procedure:

1. Staff members will abide by transportation methods indicated on each student's registration form.
2. **There is absolutely no transport of unregistered youth allowed.**
3. Staff members are not allowed to transport participants in their personal vehicles without a signed Transportation Permission Form on file.
4. All drivers of Jones Center vehicles will have proof of insurance on file, a current copy of their driver's license, and an annual review of Motor Vehicle Reports (MVRs). It is the responsibility of Jones Center to maintain automobile insurance coverage on Center vehicle(s).
5. Employees are prohibited from using cellular telephones or mobile electronic devices while operating any motor vehicle under any circumstances for Jones Center, regardless of whether a hands-free device is used.



JONES CENTER

Harold Colbert Jones Memorial Community Center

Providing a Doorway to Opportunity Since 1917

Permission to Transport Student To/From Jones Center Out-of-School Time Programs

Student/Charge: _____

Date of Birth: _____

Date: OR Season: 2023-24 Jones Memorial Community Center's Out-of-School Time Programs

(Person(s) Authorized to Transport my child – Driver over the age of 21)

Driver: _____

I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the above identified individual to and/or from Jones Center programming. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.

I have read, understand, and discussed with my child that:

- They will be traveling in a motor vehicle driven by an adult and they are to wear their safety-belt while traveling;
- They are expected to respect each other, the vehicle, and the people they travel with during the trip;
- Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
- They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Harold Colbert Jones Memorial Community Center, its elected governing Board and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms. Policy states:

Staff members are not allowed to transport participants in their personal vehicles.

Therefore, a written waiver of this policy needs to be provided for any arrangements outside of this policy.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



Current Status:	Issued
Original Issue Date:	08/29/2005
Review Date:	06/14/2023
Next Review Date:	06/12/2024

POLICY INFORMATION

Subject:

Visitors

Policy:

It is the policy of the Jones Center Youth Programs to require anyone other than staff, a parent picking up a child, or a youth participant, to sign in on the VISITOR SIGN IN sheet provided at the front reception desk. The sheet requires the date, time-in and out, name of visitor and activity. An activity can include (but is not limited to):

- Volunteering
- Tutoring
- Visiting or Observing for an approved purpose

Adult community members not engaged in any of the above activities cannot use the facilities while the youth participants are in the building.

Procedure:

1. All adults must check in with the receptionist to state the purpose of the visit and sign in. (The receptionist will be given a list of scheduled tutors, mentors, and volunteers.)
2. All visitors must wear a visitor's name tag for the duration of the visit.
3. All visitors must sign out at the reception desk before leaving.