



# JONES CENTER

Harold Colbert Jones Memorial Community Center

Providing a Doorway to Opportunity Since 1917

## YOUTH PROGRAM STAFF MANUAL



[www.jonescenter.org](http://www.jonescenter.org)

220 East 15th Street - Chicago Heights, IL 60411 - Phone (708) 757-5395

# Welcome

Congratulations for being selected as one of the many team members for Jones Center's Afterschool Programs. As a member of our team, you now represent Jones Center, but more importantly, the hundreds of individuals, groups, and businesses who support and fund our programs. We are happy to welcome you as a member of our staff. Should you have any problems or questions concerning the job, you are urged to discuss them with your immediate supervisor, Mark Goesel. A major responsibility of his job is to see that you function well in your position. You may also contact Juana Morales, Assistant Director, or Cheryl Roop, Executive Director, about employment questions. However, if the problem directly concerns the job, the immediate supervisor should normally be the first person contacted.

As a team member, you will be required to perform many varied duties and functions. You must be familiar with procedures and be prepared to take action at all times. This manual will provide information necessary to become acquainted with your job. The rules and expectations within this manual are not included to overwhelm you, but to educate you. We have found that with these guidelines, problems can be avoided. As we review this packet together, please feel free to ask for clarification on any of the topics. There are reasons why each rule and procedure is implemented based on years of experience, and we will be happy to inform you of the reasoning. Conversely, you may have a unique viewpoint or original idea to be considered. We are always open to discuss ways to improve our program.

Please know that you can always contact Mark, Youth Program Director, if you have any problems. It is extremely important to have excellent communication in a workplace such as this one. If you do not feel comfortable speaking with Mark for any reason, feel free to speak to Mrs. Morales or Mrs. Roop. We are all here to make your position an enjoyable experience, and we will do what we can to make that a reality!

We are glad you are here with us. Here's to another great year!



Cheryl L. Roop, Executive Director  
(708) 506-3031 Office  
(708) 307-0120 Cell / Text

## **HISTORY AND MISSION**

Although incorporated on November 16, 1917, Jones Center was actually begun in 1909 as a small industrial school teaching sewing and cooking, providing a kindergarten, and offering evening English language instruction and citizenship preparation for the local immigrant population. The concept was the brainchild of the Chicago Presbytery which observed that the growing numbers of Eastern European immigrants in the Chicago Heights area had access to little in the way of educational services. This was a time before school systems or government agencies offered such programs.

Reverend Eugene DeLuca, dispatched by the Chicago Presbytery, took the lead in establishing and running the evening school (originally held in the rooms of a hotel) and in nurturing local support for the establishment of a community center. He was able to garner so much support so quickly from local professional and businessmen that by December of 1918, a building had been erected and dedicated and a constitution established which stated the object of the Chicago Heights Community Center to be the moral, intellectual, social and industrial advancement of all the people regardless of race, creed or color.

The Center was established in the tradition of the Settlement House movement brought to the Chicago area by Jane Addams of Hull House. The principle of the movement is that staff "settle" in the community by both working and living at the Center; in this way, they become themselves community residents and not only understand the character and needs of the neighborhood but also feel a greater sense of commitment and vested interest in solving its problems and addressing its needs. To enable staff to fulfill this purpose, a second story of living quarters was added to the original building in 1921.

In the wake of the death of his son, George Herbert Jones, a local businessman and one of the founders of the Inland Steel Company, announced he would make a contribution to the center of 1500 shares of stock worth over \$150,000 as a memorial and tribute to his late son Harold Colbert Jones. The contribution was designated for the construction of a new building. On May 15, 1938, the building was dedicated, complete with a full-size gymnasium, a great boon to the center's active sports and recreation program. After a vulnerable decade, the new facilities stabilized and reinvigorated the Center, now renamed the Harold Colbert Jones Memorial Community Center.

As a non-sectarian, nonprofit organization, Jones Center *strengthens family ties, emphasizes the worth of God's children and answers a human need.* The activities of Jones Center have been modified and expanded over the years to meet the changing needs of the communities it serves. Its primary mission continues to be a neighbor to those who are lonely, poor or with little or no hope in their lives, and a social center for worship, education, and recreation.

## **BOARD OF DIRECTORS**

Jones Center Executive Board provides oversight, guidance, and counsel to this historic institution. Jones Center's 2023 Board of Directors includes:

### **Officers**

James Siegfried, President  
Robin Obregon, Vice President  
Joyce Carter, Treasurer  
Joseph Hernandez, Secretary

### **Members**

Rosanne Ciambrone  
Dwayne Edmondson  
Helen Hill  
C. B. Kuzlik  
Scott McEldowney  
Xochitl Onohan  
Pamela Sigler

### **SITES / STAFF**

Jones Center is managed by an Executive Director (Cheryl Roop), Assistant Director (Juana Morales), and Youth Program Director (Mark Goesel).

Programs take place at the following sites:

Jones Center's main facility, 220 E. 15<sup>th</sup> Street, Chicago Heights, (708) 757-5395  
(serving Lincoln Elementary, 1520 Center Avenue, Chicago Heights, (708)756-4833)

Garfield Elementary School, 140 E. 23<sup>rd</sup> Street, Chicago Heights, (708) 756-4150

Kennedy Elementary School/First Presbyterian Church of Chicago Heights  
Kennedy, 1013 Division Street, Chicago Heights, (708) 756-4830  
First Presbyterian Church, 900 Thomas Street, Chicago Heights, (708) 481-3754

Washington-McKinley Elementary School, 25 W. 16<sup>th</sup> Pl, Chicago Heights, (708)756-4841

Wilson Elementary School, 422 W. 16<sup>th</sup> Place, Chicago Heights, (708)756-4839

**ALPHABETICAL STAFF LISTING**  
**Fall 2023**

**Adams, Rhonda** - Wilson School Program Assistant / (708) 829-6865  
**Boyd, Kimberly** – Wilson School Program Assistant / (708) 717-2645  
**Calicott, Takesha** - Washington-McKinley School Program Assistant / (708) 441-5042  
**Cherny, Cheryl** – Public Relations and Marketing Coordinator / (708) 518-7414  
**Colbert, Charmaine** – Washington-McKinley School Site Coordinator / (708) 674-2992  
**Cornejo, Daniela** - Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 890-9048  
**Cowles, E'lonni** – Lincoln-Gavin School (Jones Center Site) Program Assistant / (312) 675-9741  
**Estrada, Elvia** - Garfield School Site Coordinator / (708) 238-4391  
**Estrada, Nancy** - Washington-McKinley Program Assistant / (708) 368-2595  
**Fultz, Lakena** – Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 359-9287  
**Gamero, Griselda** – Reception (Mon-Fri, 7AM – 12PM) / (708) 843-2097  
**Gliottoni, Sarah** – Wilson School Program Assistant / (708) 595-9488  
**Goesel, Mark** - Project Director / (708) 305-1859  
**Jimenez, Diana** - Garfield School Program Assistant / (708) 200-7049  
**Jimenez, Marybel** - Washington-McKinley School Program Assistant / (708) 759-4836  
**Knox, Lorez** - Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 856-5346  
**Lara, Danna** - Kennedy School (First Presbyterian Church) Program Assistant / (708) 539-8634  
**Lowry, Belinda** –Food Distribution Coordinator / (708) 906-1803  
**Moore, Katrina** – Wilson School Site Coordinator / (708) 925-2887  
**Morales, Juana** – Assistant Director / (708) 969-8161  
**Morales, Maribel** - Kennedy School (First Presbyterian Church) Site Coordinator / (708)704-4915  
**Navarro, Adaly** - Garfield School Program Assistant / (708) 465-3284  
**Perez, Erica** - Garfield School Program Assistant / (708) 983-3297  
**Ramirez, Marcela** - Garfield School Program Assistant / (708) 374-1013  
**Roberson, Sandra** – Wilson School Program Assistant / (708) 228-4344  
**Rodriguez, Mario** – Maintenance Director / (708) 757-5395  
**Roop, Cheryl** – Executive Director / (708) 307-0120  
**Terrell, Areia** – Kitchen Assistant / (708) 932-4379  
**Trejo, Mary** - Kennedy School (First Presbyterian Church) Program Assistant / (708) 838-8852  
**Trice, Clara** – Head Cook / (815) 715-4717  
**Vargas, Edgar** - Kennedy School (First Presbyterian Church) Program Assistant / (708) 362-7745  
**Vargas, Miguel** - Kennedy School (First Presbyterian Church) Program Assistant / (708) 980-8399  
**Villarreal, Carolina** - Washington-McKinley Program Assistant / (708) 921-2111

### **Garfield School Site**

**Estrada**, Elvia - Garfield School Site Coordinator / (708) 238-4391  
**Jimenez**, Diana - Garfield School Program Assistant / (708) 200-7049  
**Navarro**, Adaly - Garfield School Program Assistant / (708) 465-3284  
**Perez**, Erica - Garfield School Program Assistant / (708) 983-3297  
**Ramirez**, Marcela - Garfield School Program Assistant / (708) 374-1013

### **Kennedy School @ First Presbyterian Church Site**

**Lara**, Danna - Kennedy School (First Presbyterian Church) Program Assistant / (708) 539-8634  
**Morales**, Maribel - Kennedy School (First Presbyterian Church) Site Coordinator / (708)704-4915  
**Trejo**, Mary - Kennedy School (First Presbyterian Church) Program Assistant / (708) 838-8852  
**Vargas**, Edgar - Kennedy School (First Presbyterian Church) Program Assistant / (708) 362-7745

### **Lincoln-Gavin School / Chicago Heights Middle School @ Jones Center Building Site**

**Cornejo**, Daniela - Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 890-9048  
**Cowles**, E'lonni – Lincoln-Gavin School (Jones Center Site) Program Assistant / (312) 675-9741  
**Fultz**, Lakena – Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 359-9287  
**Knox**, Lorez - Lincoln-Gavin School (Jones Center Site) Program Assistant / (708) 856-5346

### **Washington-McKinley School Site**

**Calicott**, Takesha - Washington-McKinley School Program Assistant / (708) 441-5042  
**Colbert**, Charmaine – Washington-McKinley School Site Coordinator / (708) 674-2992  
**Estrada**, Nancy - Washington-McKinley Program Assistant / (708) 368-2595  
**Jimenez**, Marybel - Washington-McKinley School Program Assistant / (708) 759-4836  
**Villarreal**, Carolina - Washington-McKinley Program Assistant / (708) 921-2111

### **Wilson School Site**

**Adams**, Rhonda - Wilson School Program Assistant / (708) 829-6865  
**Boyd**, Kimberly – Wilson School Program Assistant / (708) 717-2645  
**Gliotoni**, Sarah – Wilson School Program Assistant / (708) 595-9488  
**Moore**, Katrina – Wilson School Site Coordinator / (708) 925-2887  
**Roberson**, Sandra – Wilson School Program Assistant / (708) 228-4344

## **Goals and Objectives**

Our goals for the afterschool programs are to impact the community by providing youth with a safe haven of organized activities in the areas of academics, social-emotional and personal growth, and team building/leadership skills.

In the area of social and personal growth, we use cultural arts and small group discussions as catalysts for youth to learn and explore their backgrounds, interests, and traditions. This is done through storytelling, role playing, poetry, and drama. Our program mainly serves African-American and Hispanic youth with completely different backgrounds and traditions. Therefore, our program is balanced with a variety of social and recreational activities designed to promote personal growth as well as an appreciation of individual differences and abilities.

Finally, we utilize sports as a means to encourage team building and leadership skills. We teach a variety of sports and utilize flag football, basketball, soccer, and other sports as opportunities for our youth to promote unity through emphasizing trust, communication, and leadership.

Key components of the Afterschool Program are the following:

- **Nutritious Snacks and Meals**
- **Academic Supports** – homework help, prepared lesson plans, academic games and interactive activities
- **Enrichment Activities** – age appropriate and theme-related projects that include computer technology, service learning, sports / physical fitness, drama, poetry, storytelling, dance, drawing, and painting
- **Social-Emotional Experiences** – journal writing, daily check-ins, problem solving activities and resiliency building

## **RULES:**

1. **No food or drinks at unauthorized times and in unauthorized areas**
2. **No bullying, teasing or fighting**
3. **No cursing**
4. **No running**
5. **No leaving the building before dismissal without parent authorization**
6. **No leaving the classroom without permission**
7. **Cell Phones Silent and Away unless permission is given**
8. **Obey ALL staff members at ALL times**

## **JOB DESCRIPTIONS**

**Job Title:** LIFE Project Director  
**Reports To:** Executive Director  
**Supervises:** Site Directors; Program Assistants

### **SUMMARY OF ESSENTIAL FUNCTIONS**

Willing to participate in a cooperative, team-centered approach to decision making, planning and organizational functioning. Coordinates the development and implementation of the out-of-school time programs. Plans, directs, and coordinates activities of to ensure that goals and objectives of the programs are accomplished within prescribed time and applicable district, agency and funding parameters by performing the following duties personally and through coordination. Capacity to multi-task and prioritize.

**DUTIES AND RESPONSIBILITIES** include the following. *(Other duties may be assigned.)*

Reviews project proposal to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project and assists in planning/implementation according to proposal and any framework or outlines based on the proposal.

Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel, partners and volunteers.

Participates in the planning, coordination, and implementation of the project evaluation, as required for completion of evaluation requirements.

Liaise with staff, schools, outside organizations and funding agencies regarding afterschool program contract; represent the agency in interagency meetings and consultations, as requested.

Collaborates and confers with program coordinators, District Superintendent/Principals, program evaluator and teaching staff to outline work plan and to assign duties, responsibilities, and scope of authority. Collaborates and confers with agency staff, program instructors and project partners to provide technical advice and to resolve problems.

Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.

Reviews status reports prepared by project personnel; modifies schedules or plans as required. Prepares project reports for management, ISBE, evaluator and school personnel.

Coordinates project activities with activities of project partners, agency program coordinators, school personnel and Agency Program Coordinators

Ability to initiate, develop and execute program goals and budgets under the supervision and approval of the Executive Director.



**DUTIES AND RESPONSIBILITIES (cont'd)**

Provides oral and written reports to the Executive Director for submission to appropriate agencies and program partners in a timely manner.

Assists the Executive Director and Program Evaluator to design, document and implement procedures governing youth services for the Jones Memorial Community Center.

**SUPERVISORY RESPONSIBILITIES**

Responsibility includes collaboration and synchronization of the L.I.F.E. Project with the Computer Lab Coordinator. Directly supervises program assistants. Perform all supervisory responsibilities, according to the organization's policies and applicable laws. Responsible for interviewing, hiring, and training staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B. A.) in Early or Childhood Education or Human Services discipline with five (5) years progressively responsible experience working in the educational field or with at-risk youth. Master's degree preferred. Spanish language a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Illinois Driver's License

**QUALIFICATIONS:**

Must be able to read, analyze and interpret complex documents and be able to respond effectively to the most sensitive inquiries or complaints. Must be capable of providing written and oral presentations or reports to top management, public groups, and/or boards of directors. Must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be computer literate. Must have excellent organizational skills and pay attention to detail.

**SALARY/LENGTH OF EMPLOYMENT:**

40 hours per week, grant-funded, professional position with competitive salary, vacation and partial medical benefits.

**Position Title:** Site Director  
**Supervisor(s):** Executive Director, LIFE Project Director  
**Basic Function:** Under the supervision of and in conjunction with the LIFE Project Director, oversees the day-to-day operations of a LIFE youth program site.

**Position Responsibilities:**

1. Assists in planning, development and administration of agency's children and youth programs consistent with policies of the agency and needs of the membership and community.
2. Helps evaluate program's effectiveness in meeting membership and agency needs, and effectively recommends program changes.
3. Recommends changes in agency policies affecting program operations.
4. Prepares or causes to be prepared such formal reports to the executive director, LIFE project director, or other appropriate bodies as may be designated.
5. Aids in decision making on program plans developed and submitted by co-workers.
6. Participates in training programs and L.I.F.E. program strategic planning sessions, as recommended by project director.
7. Recommends and assists in administering the children and youth program budgets and purchase orders.
8. Under discretion of Executive Director and Project Director, may present agency's program to wide variety of community groups, coordinating programs with other segments of agency or with other community activities.
9. Provides direct service to youth in situations requiring specific skills as deemed necessary by Project Director.
11. Maintains knowledge current in field, including, but not limited to attendance at seminars and workshops.
12. May provide input in the development, preparation, and submittal of proposals to funding sources.
13. Performs other duties as may be delegated.

**Work Schedule:** Program runs concurrent with Chicago Heights School District 170 school schedule.

**Job Classification:** Part-time (20 hours/week), non-exempt

**Jones Memorial Community Center Telephone: (708) 757-5395**

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220 E. 15th Street, Chicago Heights, Ill. 60411

**Position Title:** Program Assistant

**Basic Functions:** Responsible for assisting with the general supervision and management of a class of children. Reports to the Project Director.

**Qualifications:** B.S. in Education or equivalent experience. Must have a high degree of energy, be warm and friendly, be sensitive to the feelings and needs of children/others, be able to relate well to children, and be willing to fulfill the responsibilities in accordance with the Jones Memorial Community Center Program(s)/Policies.

**Position Responsibilities:**

Responsibilities will include, but will not be limited to, the following:

- Implement the daily program plan and curriculum with an assigned group of school-aged children.
- Prepare the learning environment with needed materials and supplies.
- Manage the classroom environment at all times.
- Complete attendance and other required record forms.
- Maintain a professional attitude with children, parents, and staff.
- Treat ALL children with dignity and respect.
- Maintain a neat and organized classroom.
- Attend mandatory staff meetings and other scheduled work functions.
- Increase professional knowledge by participation in staff training and development programs.
- Participate with co-workers in common programs and projects as assigned.
- Other tasks as requested.

**Position Title:** Food Service Head Cook

**Basic Functions:** Supervises kitchen functions

**Reports To:** Executive Director

**Qualifications:** State of Illinois Food Service Certification and at least 2 years of food service experience.

**Responsibilities:**

Responsibilities will include, but will not be limited to, the following:

- Prepping and preparing daily menu items
- Setting up serving line for each meal
- Serving meals, inventorying and unpacking orders
- Cleaning dishes, cooking utensils, counters, and kitchen and eating areas (Kitchen area and sinks to be clean by the end of each work day)
- Menu planning and assisting in placing food orders
- Maintaining appropriate food service documentation
- Other duties as assigned

**Position Title:** Food Service Assistant

**Basic Functions:** Assist in serving meals, inventorying, and unpacking orders

**Reports To:** Executive Director

**Qualifications:** Must have some food service experience in a school or similar institution.

**Responsibilities:**

Responsibilities will include, but will not be limited to, the following:

- Assist in setting up serving line for each meal
- Assist in serving meals, inventorying and unpacking orders
- Cleaning dishes, cooking utensils, counters, and kitchen area (Kitchen area and sinks to be clean by the end of each work day)
- To sweep the kitchen daily and as needed
- To wipe down tables after meals
- To help where needed
- Other duties as assigned

## **2022-23 EMPLOYEE INFORMATION**

### **Time Sheets and Pay Information**

Afterschool Program staff members are categorized as “Non-exempt, Part-time Employees (grant funded).” Part-time employees in this program are not eligible for supplemental benefits except for organizational paid holidays.

Afterschool Program staff members are required to maintain accurate time records using time sheets located on the counter in front of the reception desk or at each site. Time sheets should be completed when arriving and when leaving according to the hours in the employment letters. Any hours outside of regular program hours will be subject to approval.

Afterschool Program staff members will be paid by direct deposit bi-weekly on every other Friday. It is the employee’s responsibility to ensure that the correct direct deposit information is on file.

**Employee Payroll Schedule  
Fiscal Year 2023-24**

<b>Pay Period Begins</b>	<b>Pay Period Ends</b>	<b>Payday</b>
06/21/23	07/04/23	07/07/23
07/05/23	07/18/23	07/21/23
07/19/23	08/01/23	08/04/23
08/02/23	08/15/23	08/18/23
08/16/23	08/29/23	09/01/23
08/30/23	09/12/23	09/15/23
09/13/23	09/26/23	09/29/23
09/27/23	10/10/23	10/13/23
10/11/23	10/24/23	10/27/23
10/25/23	11/07/23	11/10/23
11/08/23	11/21/23	11/24/23
11/22/23	12/05/23	12/08/23
12/06/23	12/19/23	12/22/23

Pay Period Begins	Pay Perid Ends	Payday
12/20/23	01/02/24	01/05/24
01/03/24	01/16/24	01/19/24
01/17/24	01/30/24	02/02/24
01/31/24	02/13/24	02/16/24
02/14/24	02/27/24	03/01/24
02/28/24	03/12/24	03/15/24
03/13/24	03/26/24	03/29/24
03/27/24	04/09/24	04/12/24
04/10/24	04/23/24	04/26/24
04/24/24	05/07/24	05/10/24
05/08/24	05/21/24	05/24/24
05/22/24	06/04/24	06/07/24
06/05/24	06/18/24	06/21/24

**Paid holidays are: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day After, and Christmas Day**

### **Attendance and Request for Time Off**

**When an absence is unavoidable, staff members must notify Mark Goesel, Juana Morales, or Cheryl Roop (in that order) as far in advance as possible. Absences during normally scheduled work time, for any reason, must be recorded on the time sheet and approved by a supervisor.**

**Three unexcused absences will result in immediate dismissal.**

### **Dress Code**

**It is the policy of Jones Center to require that all employees be professional in appearance and that no element of the employee's appearance distract other employees from their work. Neatness and cleanliness are expected. Staff is to abide by the "Three B Rule" – no exposure of your butt, belly and breasts while**

around or with the kids (with the exception of swimming field trips, of course). Also, please refrain from wearing clothes with beer, cigarette, drugs, strip club or bar advertisements, inappropriate bands, or shirts that display inappropriate language or acts.

### **Staff Meals**

Staff members are welcome to eat the provided snack, breakfast, lunch, or dinner, depending on program, at no cost after all kids have been served. This is an employee benefit since staff meals are not reimbursed through food programs. Any outside food should also be eaten at designated meal times, not in front of the students during class time. This includes drinks other than water.

### **Personal Belongings**

You do not need to have any personal belongings on site with you. **It is recommended that you do not bring anything valuable.** Jones Center cannot assume responsibility for personal effects.

Cell phones are to be used for program business only such as calls to/from our receptionist. It is also permissible to check the phone for family emergencies; however, this should be minimal. **No headphones or ear buds are allowed at any time during working hours.**

### **Personal Conduct**

Jones Center depends on its personnel to perpetuate its reputation for supplying correct information and giving compassionate, helpful assistance. The care of each employee in maintaining this standard in conversations and personal contacts with clients, partners, volunteers, and donors is expected.

Smoking is not allowed anywhere on Jones Center property or off Jones Center property (other sites or field trips) at any time.

Partaking of alcohol or illegal drugs before or while at work will result in immediate dismissal, regardless of the state of intoxication. No matter your legal age, speaking of drinking or smoking around the kids will not be tolerated. Inappropriate language, sexual innuendos, and discussion of late night or weekend escapades around the children are not permitted.

Prolonged absence, habitual tardiness, leaving early, ignoring safety rules and improper use or care of equipment or materials will not be tolerated.

Only solicitation for United Way and Jones Center related activities is permitted. Solicitation by employees in any form during their working or non-working time must be approved by the Executive Director.

## **Other Infractions**

- Habitual or excessive absenteeism (including absenteeism for three consecutive days without notification)
- Insubordination or refusal to obey reasonable instructions (willful disobedience or disregard of supervisor)
- Theft or dishonesty of any kind (including, but not limited to, misrepresentation or falsification of time records)
- Fighting or provoking a fight
- Possession, use, or being under the influence of intoxicating liquors, drugs, or narcotics during working time on Center premises.
- Unauthorized possession or use of a weapon of any type during working hours and/or on Center premises
- Immoral, indecent or disorderly conduct at any time during working hours and/or on Center premises
- Unauthorized possession, use, or willful damage to Center property or property of others
- Negligent use of Center property or equipment
- Willful or careless disregard of safety, fire, or sanitary rules and regulations
- Failure to report injury, accidents or safety hazards
- Failure to obtain permission of supervisor to leave work premises during working hours
- Altering, falsifying or making a willful misstatement of facts on any work record, employment application, or time sheets
- Discourteous, unethical, abusive or insubordinate conduct to persons served by the Center, visitors, co-workers or supervisors
- Loafing or sleeping while on working time
- Verbal, physical, or sexual abuse of a child
- Use of telephone or cell phone for non-business calls during working hours
- Inefficiency or negligence in performing assigned duties or failure to perform assigned job duties

## **Employee Discipline**

**1<sup>st</sup> Offense** – Program Director will discuss the problem with the employee and will compose a memo to the Assistant Director and Executive Director.

**2<sup>nd</sup> Offense** – Assistant Director will discuss the problem with the employee and will put a memo in the employee's file.

**3<sup>rd</sup> Offense** – This is the same as the 2<sup>nd</sup> offense and can include suspension.

**4<sup>th</sup> Offense** – Dismissal



## **Grievance Procedure**

Jones Center recognizes that employees may have occasional job related problems. Satisfactory solutions to these problems are important not only to employees but also to Jones Center. The grievance procedure is designed to openly review these problems and to come to a satisfactory solution for both employees and management. No employee will be retaliated against by the Center for filing or processing any grievance under this policy.

Jones Center encourages the timely handling of grievances and responses. The employee initiating the grievance may file a written grievance, no later than five (5) working days of the incident being aggrieved, and in further grievance steps shall file written grievances three (3) working days from the date of the meeting with the supervisor or else the employee forfeits the right to process the appeal further.

Initially, the employee is to discuss the matter fully with their direct supervisor.

If satisfaction is not met, the employee may ask that a conference be arranged with the Executive Director and direct supervisor. This request must be made in writing along with all necessary documentation from the parties involved. The Executive Director will endeavor to make a final administrative determination and put it in writing to all parties within ten (10) working days.

If the employee is not satisfied with the written determination issued by the Executive Director, the employee may ask that a conference be arranged with the Chairperson of the Board of Director's Personnel Committee, Executive Director and supervisor. This request must also be made in writing along with all necessary documentation from the parties involved. The Chairperson of the Board of Director's Personnel Committee will endeavor to make a final administrative determination and put it in writing to all parties within ten (10) working days.

If satisfaction is still not met, the employee may ask that a conference be arranged with the President of the Board of Directors, Chairperson of the Personnel Committee, Executive Director and direct supervisor. This request must also be made in writing along with all necessary documentation from the parties involved. The President of the Board will endeavor to make a final administrative determination and put it in writing to all parties within ten (10) working days. The determination of the President of the Board is the final decision in the matter.

## **Staff Communications**

All communications to staff members will be via Team Reach, text, or phone calls. Please refer to the **Staff Communication Policy**.

## **Background Screenings**

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.

## **MANDATED REPORTING**

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

### **Procedure for Suspected Family Cases of Abuse or Neglect:**

All staff working will be provided training about abuse utilizing the Department of Children and Family Services online Mandated Reporter training. 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. A hard copy of the Certificate of Completion for each staff member will be kept in individual personnel files.

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.

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.

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.

### **Procedure for Suspected Agency Cases of Abuse or Neglect:**

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

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.

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.

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.

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

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

#### **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.

All staff members will receive and review Jones Center's separate **Child Protection Policy**.

#### **POLICY REVIEW**

##### **Supervision of Participants During Arrival and Departure**

Staff training will include comprehensive arrival and departure procedures for each site.

There is an official policy specific to the Jones Center facility.

In all cases, children will be dismissed at the end of the program daily unless otherwise arranged with a parent or guardian. Children with permission to walk home will be dismissed through the designated door of each building at the appropriate time. Parents who are picking up children "inside" **must enter** through the designated door to sign out their child(ren). In all cases, Jones Center staff members will closely monitor adults picking up children based on

the application. **NO PARTICIPANT WILL BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE APPLICATION.** Additionally, parents cannot call the receptionist and ask for a child categorized as an “Inside Pick Up” to be sent outside.

### **Transportation Policy**

It is the policy of Jones Center to assess the transportation needs of the program at the beginning of each program 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 **unless** there is a signed and dated *“Permission to Transport Student To/From Jones Center Out-of-School Time Programs”* 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 vehicles.

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.

### **Emergency Procedures**

It is the policy of Jones Center that each site must have a means of contacting the parent, guardian or other designated person in case of illness, injury or other emergency. All contact information is available at the reception desk and with Mark Goesel. A list of emergency contact numbers will be taken on each field trip.

### **Fire Alarms / Drills / Evacuations / Extinguishers**

Before the beginning of the program year, staff members will walk through the Jones Center facility and school sites to get familiarized with the location of fire alarms, fire extinguishers, and evacuation routes.

When a fire occurs in any area, the speedy and correct reactions of people nearby have a direct effect on the safety of the children, visitors, and fellow employees. The first defense is fire prevention. Entrances and exits cannot be blocked. There is no smoking in the Center. Fire exit lights must be on at all times and extinguishers annually inspected and clearly in sight. The Center is inspected annually by the Fire Department. An exit plan is posted in every room. It is every employee's responsibility to be aware of his or her role in case of a fire to become familiar with the exit plans. Fire drills will be practiced periodically.

## **Health Policy**

Jones Center will follow applicable health department guidance. Staff are expected to adhere to the same policies as students.

- The communication of any illness will be necessary for the program to continue. We all must work together to keep our students and staff members healthy and well. It is important that parents immediately report any communicable/contagious illnesses/diseases to Jones Center staff so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of communicable disease, children must present a doctor's note before returning to the program. Please inform Mark Goesel regarding an illness by email ([mgoesel@jonescenter.org](mailto:mgoesel@jonescenter.org)) and/or voicemail (708.757.5395, ext. 3030).
- For the protection of all of the students and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours.

Symptoms that restrict admission are:

- ✓ Fever of 100.4° (F) or higher; children must be fever free without medication for at least 24 hours before returning
  - ✓ Severe or persistent cough and/or sore throat not attributed to allergies or asthma
  - ✓ Runny nose with green or yellow discharge
  - ✓ A rash or hives (unless cleared by a doctor's note)
  - ✓ Vomiting or diarrhea within 24 hours
- First aid supplies are available at the program site.
  - If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health and safety of your child.

## **Incidents / Injuries**

All incidents, accidents or injuries, no matter how slight, must be reported immediately. The appropriate forms will be reviewed during staff training and blank copies kept at the reception desk. Also, fillable Accident and Incident Reports are located under the Staff tab on Jones Center's website at [www.jonescenter.org](http://www.jonescenter.org).

All employees are asked to cooperate in helping to prevent injury to themselves, other employees, clients, and visitors by observing all safety regulations and precautions. All unsafe conditions must be reported immediately to the supervisor.

## **Medication Administration**

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

Other policies related to health include: Hand Washing, Head Lice, Injury, and Youth in Need of Accommodations for Special Needs. These will all be reviewed during staff training.

## **Playground Safety**

In support of Jones Center's *Playground Inspection Policy*, it is the responsibility of all staff members to take common sense steps to insure the safety of our park. Please assist the Maintenance Department by reporting any hazardous problems you encounter to your supervisor immediately. This can include loose or broken parts on the playground equipment, sharp edges or protruding screws, broken glass or other debris in the play area, or uneven ground. Please **DO NOT** allow horseplay on the equipment. Simple steps can help our children have safe and constructive fun in the play area.

## Visitors

It is the policy of Jones Center 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. Employees should be alert to the presence of unauthorized persons. Suspicious activity, inside the facility or in the outdoor play lot, should be reported quickly and quietly to the supervisor.

**Procedure:** 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.) All visitors must wear a visitor's name tag for the duration of the visit. All visitors must sign out at the reception desk before leaving.

## Behavior Management

Staff members are expected to participate with kids at all times.

**Meal times:** As mentioned, staff members are welcome to eat the provided meals at no cost after all kids have been served. Any outside food should also be eaten at designated meal times, not in front of the students during class time. This includes drinks other than water (or other drinks in disguised bottles). Staff members must eat at a table with youth participants unless performing a work function (daily meal count forms, garbage duty, standing/ walk through supervision of tables). **No staff members or youth participants are allowed to sit on the stage or tables at any time.**

The preferred route for the Jones Center facility is always the main stairway. The back stairway should only be used to enter or exit the art room. Nobody should walk through the gym to get to another destination. This preference is a supervision and safety precaution.

At all sites, preferred routes will be discussed in staff training before programming begins. As an extra precaution at all sites, **classroom lights should always remain on.**

**Schedule:** Each site / group will have an assigned schedule to be distributed at the beginning of the program year. Please follow the schedule at all times or let your supervisor know if you plan to deviate from the schedule for a specific purpose.

**Academic Component:** The time scheduled for homework and academic focus should be completely utilized for this purpose unless there is a special event planned. Academic activities will be planned in advance and should be facilitated as best as possible. This will be discussed in detail at training.

**Enrichment Activities:** Enrichment includes the Computer Lab, personal training, art, and special workshops. There are times when outside facilitators will be invited to work with one or more of our student groups. All staff members are expected to remain with the group to help with organization and behavior management. In the computer lab, staff members are expected to walk around to provide assistance and to supervise the participants at all times.

**Gym:** Physical activity time must be planned and facilitated. Excessive free time or basketball is discouraged. The use of stations (i.e. jump rope, mats, ½ court basketball, etc.) is a good method of offering choice. This will eliminate chaos and decrease the chance of students getting hurt. Please wear appropriate clothing and shoes. No kids are allowed in the gym supply room.

**Play Lot / Outside at Jones Center facility:** Kids always enter and exit the building through the front door on 15<sup>th</sup> Street. There should be a staff member in the front and back of the line. The line of participants always follows the sidewalk and crosses at the corner of 15<sup>th</sup> and Hanover Streets to enter the play lot area. **NO ONE (KIDS OR ADULTS) SHOULD EVER WALK THROUGH THE PARKING LOT.**

**At all sites, no kids should be walking inside the building or to the building from outdoor activities unaccompanied.**

Any other relevant dismissal procedures will be communicated and followed.

### **Positive Discipline and Conflict Resolution**

Please refer to the following policies regarding discipline: Positive Discipline and Conflict Resolution, Peer Mediation, and Retention Strategy.

Discipline is the ongoing process of helping children to develop self-control in order that they may manage their own behavior in socially approved and acceptable ways. It is the policy of Jones Center that positive discipline and conflict resolution will be utilized to assist the participants to resolve their own conflicts and manage their own behavior. This process takes the cooperation of all parties including the staff, youth, and parents. Staff will avoid problems by offering an organized, stimulating program, reinforcing and modeling positive



behaviors, redirecting, offering clear choices and limits, and including youth in the resolution of conflict. Parents will be involved by reviewing the rules with their child(ren), being informed of their child(ren)'s behaviors, keeping the lines of communication open, and being available if a meeting is necessary. Youth will be involved by being aware of the program guidelines, helping to create class rules, and having opportunities to resolve their own conflicts. Every effort will be made to use restorative practices to correct behavior issues.

Below is a copy of the Jones Center Behavior Policy that will be enforced:

<b>Minor Offenses</b>	<b>Time out away from the group Activity. Use of redirection, peer mediation, and conflict resolution techniques.</b>
<b>Repeated Minor Offenses</b>	<b>Participant(s) will meet with a staff member to enable all parties to voice concerns and be heard. Approach to next steps will be decided.</b>
<b>Unresolved Minor Offenses</b>	<b>Participant(s) will meet with key staff and parent(s) to address issues and discuss ways to resolve the conflict.</b>
<b>Major Offense</b>	<b>Participant(s) will meet with key staff, parent(s), and Executive Director for next steps including possible suspension.</b>
<b>Unresolved Offenses</b>	<b>If behavior is beyond Jones Center's capacity to control, all efforts will be made to refer to an appropriate program or organization with the proper expertise.</b>

Examples of minor offenses include noncompliance, inappropriate language, and disrespectful behavior toward other children and staff. Examples of major offenses include direct threats to the physical or emotional safety of other children or staff, fighting or bullying, possession of a weapon of any kind, vandalism or destruction of property, sexual misconduct, possession or use of any controlled substance, and biting.

By no means do we want to remove a child from any Jones Center programs. We will try our best to work with you and your child if problems arise. However, any youth who, after attempts have been made to meet his or her 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.

In our program, good behavior is rewarded with leadership roles, field trips, special activity privileges, and small prizes. **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.**

This manual along with all Youth Services Policies of Harold Colbert Jones Memorial Community Center, listed below, will be given to all staff members. On a separate form retained in individual personnel files, all employees must sign and date that they have received, reviewed, and understand the policies.

**Harold Colbert Jones Memorial Community Center Youth Policies:**

- Asthma
- Background Screenings for Staff, Volunteers, and Interns
- Child Abuse/Neglect Reporting Policy
- Child Protection Policy
- Communication with Families
- Complaints/Grievance
- Confidentiality of Information
- Document Retention
- Emergency Procedures
- Hand Washing
- Head Lice
- Injury
- Internet Blocking Software
- Insurance Policy
- Medication Administration in Jones Center Youth Programs
- New Staff Orientation
- Nutritious Snacks and Meals in Youth Programs
- Participant Fees
- Peer Mediation
- Playground Inspection
- Positive Discipline and Conflict Resolution
- Program Attendance – Enrollment & Termination of Youth Participants
- Program Data Collection, Evaluation and Improvement
- Recruitment Strategy
- Retention Strategy
- Special Needs
- Staff Communication
- Supervision of Participants During Arrival and Departure
- Tracking Inventory
- Transportation Policy (Permission to Transport Students...)
- Visitors

## FIELD TRIP PROTOCOL

- **Staff members are expected to ride the bus with the participants unless prior permission is given by the supervisor.**
- **No participants should ever be left unattended at any time, regardless of age group.**
- **Female staff members should monitor girls' bathrooms and changing rooms and male staff members should monitor boys' bathrooms and changing rooms.**
- **At meal times, staff members are welcome to purchase available food items. However, all meals must be eaten with the students.**
- **If staff members are uncomfortable in water, they are not expected to swim or enter bodies of water with the kids. However, they are expected to monitor a group of kids at all times.**
- **Age groups of students should be broken down in the smallest groups possible. For instance, a group of 30 kids with 3 staff members should be broken down into groups of 10 kids for which a particular staff member is responsible.**