



COMMUNITY PARTNERS WITH YOUTH

Strengthening Our Community Through Caring For Our Youth

1900 Seventh Street NW • New Brighton, MN 55112

cpymn@cpymn.org

(651) 633-6464

CPY After School Parent Handbook

History

Community Partners with Youth (CPY) is a non-profit organization dedicated to the mission of providing a safe, nurturing environment where youth can strengthen their personal identity and develop educational and social skills. Started in 1997 with the help and participation of over two dozen community and faith-based organizations, we offer our youth a variety of educational and fun activities designed to engage them in self-exploration, community awareness, and cultural expansion.

Our program operates in the hours immediately after school and all day in the summer. This is when our students, the majority of whom have working parents who are unable to offer supervision during this time, are most in need of our program. Through our mentoring program and activities that focus on team building skills, conflict management and resolution tactics, we have been able to address the concerns of racism, poverty and violence.

In the last 25 years we have served thousands of youth, and we feel our program has accomplished some amazing tasks. Our efforts have even been noted community-wide; the New Brighton Police Department recently stated that juvenile crime between the hours of 3:00pm and 6:00pm have decreased by 50% over the last few years, due in large part to our after-school program. In 1999, the police department received over 355 calls per year in regards to youth incidents and just last year, there were under 50. Perhaps the greatest measure of our success is seeing our kids engaged and interested in learning and watching them participate in skill-building projects that will benefit them for a lifetime. Children who might otherwise be participating in self-destructive or even criminal activities, under the guidance of caring adults and this program, are discovering a sense of belonging, responsibility and self-worth.

Mission

Our stated mission is to *cultivate healthy youth and develop values for life and academic excellence*. We assist the community in coordinating services which support the healthy development of youth in the city of New Brighton and its surrounding communities. Our ultimate goal is to model and teach youth how to care for one another and themselves with respect, dignity, and integrity. We are turning risk into opportunity, replacing disillusionment with delight, and changing fear of the future into hope for tomorrow.

Goals

Community Partners with Youth practices the values it teaches. We honor our youth and the community by focusing on the following:

- **Equipping youth for life and success.** Addressing the whole needs of the child--mind, body, and spirit--we teach self-esteem and prepare our youth for integration into society.
- **Connect youth with adult role models.** Our unique partnership with the community and neighboring colleges provides an excellent pool of volunteer mentors.
- **Employ exceptional youth development staff.** We recruit and hire the highest quality individuals with a diversity of skills and experiences.
- **Promote parental involvement.** We seek to establish a family connection and solicit parental input and support. We view this as an essential part of our program development.

- **Utilize community resources.** While it doesn't necessarily take a village to raise a child, having the support of one is certainly a help! The community of New Brighton has a wealth of resources; we focus on matching specific services with the needs of our youth and families.

Today, Community Partners with Youth has a stable presence in our community and beyond. We have expanded well beyond our roots; we now partner with schools and a multitude of other youth-serving organizations. We are proud of the difference we are helping to make in your community, and we think you should be proud of the part you play as well! You are the most essential part of your child's well-being.

Our Programs

CPY runs two programs: our After-School Program, which runs throughout the academic year; and our Summer Program that runs for a portion of the summer, coinciding with summer school in the Mounds View School District. Each of our programs includes prevention strategies designed to promote youth well-being and enhance their educational experience. They are also designed to enrich the social and learning experience of your youth. Our programs include:

- Mentoring Our staff and volunteers work one-on-one with youth, affirming their value through listening to their stories and offering a caring adult relationship.
- Leadership Students have the option to meet weekly to discuss leadership characteristics, build interpersonal skills and foster a sense of belonging. Each student in the leadership program is responsible for service projects, implementations and leadership activities, daily announcements, clean-up duties, and weekly team participation. Students who fulfill these requirements are eligible for recognition of leadership achievements at the end of the school year.
- Volunteering Youth are encouraged to serve each other at the program through peer tutoring, respectful relationships, responsible behavior and teamwork. Youth serve their community through food drives, nursing home visits, service oriented field trips, city projects and other types of service projects. World need is addressed as well.
- Cultural Enrichment CPY is dedicated to enriching the cultural experiences of youth by encouraging participation in the arts. We do this by providing art, dance and drama instruction and field trips to theatrical productions and museums.
- Recreation Children thrive through energetic team building activities. In addition to basketball, hockey, and other team sports, we provide instruction in gardening and other outdoor adventure activities.
- Skill Building We provide opportunities to build new skills. A wide variety of programs are offered so that each child will have an opportunity to succeed. At the end of each project, students are able to display their successes to parents and the community.
- Family Nights We believe family involvement is key to healthy youth development. Our youth leadership teams plan and conduct Family Night; students and staff cook the meal and provide entertainment. Our staff use this opportunity to build closer relationships with the families that we serve and help to build support networks between families.

Program Information & Locations

Community Partners with Youth (CPY)'s main office is located in the lower level of Christ the King Church in New Brighton at 1900 7th Street NW, New Brighton, MN 55112. To find the main office, follow the parking lot down and around to the back of the building to Door #7.

After School Programs

CPY runs 2 after school programs, elementary (kindergarten through fifth grades), and middle school (sixth through eighth grades). Our after school programs currently work with youth that attend Bel Air and Sunnyside Kindergarten classes at Pike Lake Kindergarten Center, Bel Air and Sunnyside Elementary Schools, and Edgewood or Highview Middle Schools in Mounds View School District. All after school activities are located at CPY's main site which is in the lower level of Christ the King Church in New Brighton.

Elementary Program Hours (K-5): M-F, 3:15pm--5:30pm

Middle School Program Hours (6th-8th): M-F, 2:30pm--5:30 pm

Program is held at: Christ the King Lutheran Church (*in the lower level, Door #7*)
1900 Seventh St. NW
New Brighton, MN 55112
(651) 633-6464

Registration

All students **must be enrolled to participate in all programs** at Community Partners with Youth. To be enrolled, each youth must have the following:

- A completed registration form (including at least 2 emergency contacts) with all required signatures
- Copy of Immunization records (or conscientious objection on file) for each child
- Liability Release, Waiver & Assumption of Liability Form
- Consent Form
- Registration Fee
- Payment Agreement Form (if applicable)
- Free/Reduced Lunch Form (if applicable)

The registration forms contain important emergency contact information as well as medical information which could be critical to your child's well-being. **If your contact information or home address changes, you must let us know within 24 hours***. Your youth is not fully enrolled into program unless you have **at least 2 verified emergency contacts in addition to the guardians**. By state law, we must have a complete health summary within 30 days of your child's start date, and an immunization record or conscientious objection on record at the time of enrollment. If your child requires any medication (including inhalers or Epi-Pens) to be administered on site, CPY will need a Medical Release Form, as well as an Asthma/Allergy Action Plan on file. We are available to assist in filling out necessary paperwork, if required.

**Please note, if we cannot get a hold of a guardian, the next step is contact your emergency contacts. In the event that we are unable to reach any of your contacts, we may exercise the right to contact the proper authorities. It is imperative we can contact a guardian at all times.*

Fees

CPY works hard to ensure that all families have the opportunity to attend program. In order to make program affordable for all, CPY holds various fundraisers throughout the year to provide support for programming. As a result, we are able to offer programming on a sliding fee scale, based on annual household income, and at times provide full scholarships. In order to apply for any scholarship, we need the following:

- Income verification form completed
- A copy of your most recent household income tax forms (i.e. Form 1040)
- Copy of educational benefits (free/reduced lunch) from district (if applicable)
- Copy of summer school registration form from the district (if applicable)
- Any previous balance for programs cleared

While the cost of program supplies and after school field trips are included in your cost of the program, please note that there may be additional costs for some field trips (i.e., Valley Fair, Long Program Days).

A one-time \$50 registration fee per family is due at the time of registration for each program. Your child(ren)'s spot is not reserved until that registration fee is paid, and all registration materials have been turned in.

Elementary Afterschool Billing Policies

At CPY, our mission is to support families by offering high-quality, affordable summer programming to everyone who needs it—regardless of income level. To make that possible, each year we raise over 90% of the funds we need to run our programs—only **10%** of our budget comes from programming fees! Because we want to be able to continue providing our childcare to everyone who needs it, we have instituted a few billing and scholarship policies governing our summer programs.

Payment of Program Fees

- A minimum of the \$50 registration fee is required with the submission of your registration form.
- The month tuition payment is due at the start of the school year, and tuition for each month there after is due the first of every month.
- Failure to make payment in a timely manner may result in your child(ren) being removed from the program.
- If you are not making monthly payments, payment must be received in accordance with the arrangements made between Mary/Jennifer and the guardians, as laid out within the signed payment form.
- If your child(ren) will be absent due to illness, you will still be billed for those days missed. If your child is out for an extended time (more than 5 days) then we will work with you to make adjustments.
- In the event of a planned absence, we must be **have a completed change/cancellation form on file** at least **2 weeks prior to the absence**. This form can be obtained from a Lead Staff, office staff, or via email to cpymn@cpymn.org. Failure to do so will result in being billed for the original schedule of programming.

Scholarships

CPY does offer a limited number of full and partial scholarships to children. The guidelines governing these scholarships are as follows:

- Regardless of early submission, scholarships **will not** be awarded to families/children whose accounts from previous programs are not settled. *You may choose to resolve your account and then apply for a scholarship for the current program session. However, your application will not be considered “received” until all prior accounts are settled, or arrangements are made.* If you aren’t sure if you still have a balance from previous summers or the school year, call the office for assistance.
- Youth who qualify for Educational Benefits (formerly free/reduced lunch benefits) who turn in a **completed and verified** registration form—including proof of educational benefits status will be granted a full scholarship (**DOES NOT INCLUDE LONG PROGRAM DAYS**)
- To be eligible for a scholarship, families must pay the \$50 registration fee.
- Proof of income (i.e. previous year household income tax statement) is required for every family who is requesting to use the sliding fee scale/receive a partial scholarship. Failure to complete this information at the time of registration may forfeit your ability to use the sliding scale.
- To obtain proof from the Mounds View School District, you can Heather Shmidt at 651.621.6024 and request it to be sent to cpymn@cpymn.org. For other districts, call the main school office for assistance.

Communication

At CPY we use an email communication system as our main form of parental contact/updates. By providing your email address on your registration form you are consenting to being added to our email newsletter.

If at any time you would like to add/change your email address, you may do so by notifying us via email at cpymn@cpymn.org or phone at 651.633.6464.

Though not required, we highly encourage families to utilize the email newsletter, as last minute changes will be communicated through that avenue first. If you are not receiving weekly summer emails from CPY, please speak with Mary/Jennifer to be added to the list.

Our staff also utilize a Google Voice number for text/call parent and student communication. If you have a child responsible for getting themselves on the bus, you are welcome to give CPY their personal number to contact the student in addition to the guardian in case of transportation changes.

Lastly, our staff utilize a mass texting service, Simple Texting for notifications of program changes, cancellations, bus time changes, emergency closures etc. If you would like to be included in those messages, send YOUTH or CPY to 651-299-3655 or talk to Mary/Jennifer. Standard message and data rates apply.

Photos/Publicity

Throughout the year, we love to celebrate and capture what the youth are doing through photos. We use these photos to share with families, in our newsletters, brochures, website, various publications, and other promotional materials. Prior to starting program, each youth must have a consent form signed which allows us to use these photos.

Volunteers

Throughout the year we have various volunteers that help us on field trips, assisting with daily activities, and more. All volunteers over the age of 18 must pass a criminal background check to be eligible to volunteer. All volunteers regardless of age must fill out a Volunteer Application and go through an orientation with the Program Director(s). All volunteers are expected to follow strict guidelines, and must wear a volunteer badge at all times. If you have questions about volunteer opportunities, please call the office at 651.633.6464.

Visitor Policy

All other visitors must check in with the staff to let them know who they are and the nature of their visit. Please note that adult visitors will be asked to present a valid form of ID, and may be asked to wear a visitor badge for the duration of their visit.

Field Trips

Our kids love going on field trips! Please note that when you registered your youth, you consented to participation in field trips, as well as transportation to and from the activity. If you do not want your youth to participate on a particular field trip, then you will be required to make alternate child care arrangements for your youth in advance for that day. We will not have staff onsite for non-participating youth. No youth is permitted onsite without program staff present.

All field trips are considered a privilege. Failure for youth to follow CPY safety and behavioral guidelines may result in losing the privilege to attend future field trips.

As part of our programming at CPY, we partner with outside organizations to offer new experiences for the youth. Thanks to our partnerships, we have opportunities to go to different museums, theaters, etc and often choose the youth to attend based on behavior. If your youth is chosen for these opportunities and signs up, it is **REQUIRED THAT THEY ATTEND**. Not attending will make your child ineligible for future field trips, and could jeopardize the ability of CPY to request tickets for future events.

During the school year, our field trips are often “extra” opportunities, and will be provided to the youth after hours. If that is the case, an additional permission slip will be sent home with information about the trip.

Long Program Days

We sometimes offer program on days that school is out at an additional fee. A meal and snack will be served, and all field trips are included in the Long Program Day fees. We must have a minimum of 15 youth registered in order to host programming on these non-school days. As a reminder, scholarships **DO NOT** cover long program or other specialty program days. **WATCH FOR MORE INFORMATION AS SCHOOL RELEASE DAYS APPROACH!**

Transportation

We understand that transportation is an important part of being able to attend program and when possible, we try and provide transportation. It is also important to us to take the youth on various field trips throughout the year. Please understand that any time we provide transportation it is a privilege and not a right. It is very important that all youth are safe, respectful, and adhere to our guidelines to ensure safety. **Failure to follow our guidelines and procedures will result in transportation privileges being removed.**

The following guidelines* must be adhered to by all youth:

- All youth MUST remain seated throughout the ride
- All objects, including body parts, must remain inside the vehicle at all times
- Everyone is to face forward keeping feet and legs out of the aisle
- Proper voice level must be used for the safety of the driver and youth
- No food/beverage in the vehicles
- All CPY owned buses are equipped with seatbelts, and must be utilized by all passengers
- All bus windows must be kept at or above the safety line
- If your child is being picked up or dropped off it is important that you have someone waiting for them at their bus stop
 - If there is not someone waiting, the driver will drop your child off and assume they are able to make it home safely
 - It is your responsibility to ensure that they can get in to the home
- If your child is late to the bus stop, the bus driver WILL NOT wait for your child – your child should be ready at least 5 min prior to bus time

*Please note this is not an exhaustive list, and the guidelines may change throughout the duration of program at staff discretion.

During the first week of the school year, and sometimes throughout the year, due to unforeseen circumstances, the bus may run late. If the bus is running more than 30 minutes late, we will attempt to notify you. Please feel free to call the office at any time if you have questions at 651-633-6464.

During the school year, our transportation is limited, and focused on providing transportation home for elementary youth. Stops may be created based on registration at apartment complexes, mobile home parks, and communities once we have 3 or more youth at a stop. There is a 3:45pm activity bus available for the middle school youth provided by Mounds View Schools. This bus comes right to our doors. Stops may be added to the school year routes as available, based on need for middle school youth. Those that live within one half mile of CPY will be required to walk. All youth must be picked up no later than 5:30pm. Failure to be on time will result in fees being assessed, as discussed above.

Pickup/Drop-off

CPY does not and will not assume responsibility for children that arrive before the start time for their program. (11:45am – afternoon program).

Please note that youth **CANNOT BE DROPPED OFF BEFORE THEIR PROGRAM START TIME.**

When dropping off your youth, you **MUST** walk your child* into the building and check-in with a staff person before leaving. Do **NOT** drop off your child on the curb and let them come into the building on their own. When dropping off at the Christ the King site, follow the hill around to the backside of the building and utilize Door #7. Please note the door will be locked. There is a Ring Doorbell attached to the door. Please ring the bell and wait for a staff member to open the door for youth.

**If your child is in middle school, they do not need to be accompanied into the building*

Elementary Only: A parent/guardian (18 years of age or older) is required to sign-out daily if you are picking up your child from program. **A PHOTO ID MUST BE PRESENTED AND WILL BE CHECKED WHEN SIGNING OUT A CHILD.** If a parent/guardian is unable to pick up the child, then only those that have been designated on the authorized section of the registration form are permitted to pick up the child. No one will be allowed to pick up a child that is not the parent/guardian or on the authorized section of the registration form. If you would like to make a change to the authorized person for pick up, you must submit the change in writing to the lead staff or office staff, and it must include the parent/guardian signature. It is your responsibility to make sure the person picking up your child is authorized, and that they bring a photo ID to pick up your child. If they do not have an ID and/or are not on the authorized pick up list, we will not release your child to their care.

****Note:** Appropriate legal paperwork (i.e. court order) is required to be on file with CPY when the custodial parent requests CPY not to release the child(ren) to the other parent.

Late pick up policy: It is important that parents pick up their children by the required time. While we realize that there are times you will be held up, we must have a policy that covers late pick up. We appreciate a phone call when you are running late, but a late warning or fee will still be given.

- First 5 minutes –grace period *after first 5 minutes, late fees will apply
- On your first late pick up, you will receive a written warning
- Subsequent late pickups– a \$15 fee for every 15 minutes late (or part of). The fee will be assessed on the next bill. If the fee is not paid with the next week tuition, your child will not be able to attend program.
- If more than 5 late pickups overall or 3 in one week, youth will be removed from program. In the event of removal, no refund will be given.

If CPY staff is unable to reach a parent/guardian who is more than 10 minutes late, then emergency contacts and authorized pick-up individuals will be contacted. If no one is able to be reached, then after 45 minutes, the proper legal authorities will be notified.

Absences

We realize that during the year life can get busy and schedules can change. However, if your child is going to be absent from program for a vacation or other planned outing, we request 2 weeks' notice. **Failure to inform us via the Schedule Change form at least 2 weeks prior to your child's absence will result in you being billed for the time missed.** The schedule change form can be obtained by emailing cpymn@cpymn.org, calling the office at 651-633-6464 or stopping by the office and speaking with Mary, or Jennifer. If your child(ren) will be absent due to illness, you will still be billed for those days missed.

Babysitting and Other Non-CPY Outtings

CPY employees who are responsible for the care, supervision or instruction of children are not permitted to perform similar duties, such as babysitting, outside of program for those children that attend our programs. All staff are required to have pre-approval from supervisors for outside activities that involve CPY youth.

Health Guidelines

No one likes being sick! **Please do not send your child to program if they are ill or exhibiting signs of an oncoming illness.** If your child is not feeling well enough to fully participate in the daily program, such as going outside or to the gym, please keep your child at home. This includes: an oral temperature of 100 degrees or more in the last 24 hours; an undiagnosed rash; the contagious stage of any communicable disease; diarrhea; a sore throat; harsh or continuous coughing; an earache; yellow or green discharge from the nose; red eyes or discharge from the eyes, or vomiting. Please follow the guidelines below for Symptoms/Conditions.

Symptom/Condition:	Child May Return...
Chest or Bronchial Cough	With a doctor's note
Conjunctivitis (Pink Eye)	With Doctor/Nurse consultation & after medication for 24 hours
Coxsackie (Hand, Foot & Mouth)	Fever-free for 24 hours & sores must be in the healing stage
Diarrhea	24 hours after normal bowel movements returns
Fever of 100 degrees or higher	Fever-free for 24 hours
Head Lice	24 hours after first treatment & head check
Impetigo	With Doctor's note & treatment for 24 hours
Pinworm/Ringworm/Chicken Pox/Fifth's Disease	With Doctor's note & treatment for 24 hours
Rash/Skin Eruption	With Doctor's note
Scabies	With Doctor's note & treatment for 24 hours
Strep Throat/Tonsillitis	With Doctor's note & treatment for 24 hours
Vomiting	24 hours after vomiting has stopped

CPY reserves the right to send home any child that is showing signs or symptoms of illness. If your child becomes ill during our program or shows other symptoms of illness, you will be notified and will be required to pick up your child within the hour. If we are unable to contact you, then your emergency contacts will be contacted to come and pick up your child.

Similarly, if your child sustains a serious injury during program, you or your emergency contact will immediately be contacted as appropriate to the situation. In the event emergency medical care is required, we will follow procedure as laid out in our Emergency Medical Consent portion of our registration materials. Staff will advise parents of small cuts, scrapes and bruises at the end of each day of program. If your child contracts a communicable disease (such as pink eye, strep throat or lice) and has exposed other children at our program, please let us know! Also, please note that a child who is too ill to go to school is also too ill to come to CPY. In questionable cases, we do confirm attendance with the child's school.

Medication

Parents are advised that, if at all possible, medication should be given at home. When it becomes necessary for students to take medication during program, we **MUST**:

- Have a written request from a parent/guardian for the administration of any medication (prescription or non-prescription) that needs to be taken
- Have a written order from the physician for prescription medications
- For inhalers/Epi-Pens, we must have an asthma/allergy action plan on file
- Have a completed and signed medication form on file (to obtain the form, speak with Mary or Jennifer in the CPY main office)

In addition, all prescription medications must be sent in the original, pharmacy-labeled container (with exact dosage needed and exact time of administration); non-prescription medications should be sent to CPY in the original container with your child's name marked on the package. Youth are NOT allowed to carry or administer their own medication, including Tylenol or other non-prescription medication – the only exception would be an Epi-pen or inhaler, which would remain with your youth at all times to be available in emergencies. Please note, CPY will not administer any medication in needle form. All medication needs to be picked up within one week of last day of program. Any medication not picked up at that time will be disposed of properly.

Other First-Aid Notes

Our kids are active and involved in play, and as such, from time to time will sustain minor injuries. Our staff are all First-Aid and CPR-certified and will provide care as the situation requires. Most injuries are minor and best served with a band-aid or ice pack; for more serious injuries we follow standard first-aid routine. In cases of life threatening injury, we will call 911 immediately. For less serious injuries, we will first contact a parent or emergency contact to determine next course of action. If no contact can be reached the Directors of Community Partners with Youth have the right to determine the next course of action.

All expenses for all medical care are the responsibility of the parent/guardian.

Outdoor Play

Outdoor play is an important part of your child's day, Though we do not go outside every day during the school year, your child should come prepared to be outdoors with their winter weather gear during the cooler winter months.

Snack/Food Policies

Healthy snacks and meals are an important part of our program. Our snack/meal times encourage self-help skills, conversation with others and good table manners. If you have specific dietary concerns for your child (for example, no second helpings), we encourage you to call or visit us to make those arrangements clear. All allergy/dietary restriction information (dairy free, pork free, specific allergies etc) should be indicated on your registration form, and we will do our best to accommodate your needs. If we are unable to provide adequate food choices because of multiple dietary needs/restrictions, then we will ask you to provide certain items to complete a snack/meal.

All of our locations have a NO GUM policy, and in addition we appreciate all candy, chips, and non-healthy snacks to stay at home. If a youth is bringing any type of beverage, please make sure it is healthy in nature, and not red—both locations have a NO RED DRINK policy,

as if spilled it will stain the floors. If you wish to donate a snack, it must be commercially bought and in its original wrapper/container.

Throughout the year, every youth celebrates a birthday and sometimes wish to celebrate with their friends at program. Due to safety concerns, if you'd like to bring in a special treat it must be commercially bought and in its original wrapper/container and contain an ingredients list. We also ask that enough be brought for all children in the group. If you are not sure how many youth are in your child's group, call the office for assistance.

Pet Policy

Because of potential allergies - and because animals are unpredictable - CPY programs are pet-free. Please note that if you come to pick up your child with a pet in the car, the pet MUST remain in the vehicle. Please do not allow other youth to touch your animal.

Dress Code

Please dress your child appropriately for program each day. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in fun activities. Here are some other reminders of clothing for program:

- T-shirts with sleeves
- Shorts (if a skirt is worn, shorts must be worn underneath)
- Socks – every day!
- Prohibited clothing includes: halter tops, tube tops, spaghetti strap tank tops (straps must be 1-inch wide), shorts/skirts shorter than fingertip length when standing, crop tops, or open back tops
- Tennis Shoes – (No sandals or flip flops, except on beach or water days!)
- Plan for the weather – please send long sleeves/raincoats as indicated by weather predictions
- No undergarments showing – no sagging pants – all pants and shorts must be worn at the waist. Bra straps must be covered.
- Hats are permitted, but may not have inappropriate logos and words
- Jewelry that presents a safety hazard to self or others may not be worn or brought to program. Examples include, but are not limited to chains, rings, collars, or bracelets.
- Student clothing must cover backs, chest, stomach/midriff, all underwear (including under garments worn as outer garments), buttocks, and upper thighs. Examples of inappropriate clothing may include, but are not limited to, strapless tops, spaghetti straps, muscle tops, see-through or transparent clothing.
- All skirts and shorts must appropriately cover mid-thigh.
- No clothing or accessories that promote alcohol, chemicals, tobacco, or any product that is illegal for use by minors may be worn or brought to school. Examples are alcohol and tobacco logos. “Look alike” logos, or slogans promoting the use of drugs, alcohol, or tobacco are also unacceptable.
- No clothing or accessories with words, graphics or innuendo that are obscene, vulgar, abusive or discriminatory may be worn or brought to program. Examples are, but not limited to ethnic discrimination, racist, sexual or sexist remarks/images.
- No clothing or accessories related to or affiliated with gangs and gang activity are allowed.

If at any time the staff deem clothing to be inappropriate, the youth must immediately change their clothing, or be removed from program. CPY is not responsible for supplying a change of clothes.

If you believe your child is at risk for having an accident and may need to change clothes, please be sure to send extra clothes (shirt, underwear and bottoms) that are labeled with their name. Your child must be able to change and clean up themselves, as staff will not be able to help them.

Items brought from home

We understand the excitement of bringing toys to show and share with friends. However, those toys can often become a distraction from regular program. Please refrain from sending toys, trading cards, stuffed animals, and any other playful objects or any type of electronics to program. From time to time, staff will designate a special opportunity for youth to bring in those special items. Please note that if items are brought at any time other than when specified by staff, the staff will take that item in possession and store that item in the office, or designated area until the end of the day, or when a parent/guardian picks up that item. If items are also brought on the bus and become a distraction, the item may be taken away and bus privileges may be lost. CPY is not responsible for lost or stolen items, or for any items that are brought to program.

PLEASE LABEL EVERYTHING

What NOT to Bring:

- **Toys and games**
- **Trading cards including Pokemon, Yu-Gi-Oh etc**
- **Fidget Spinners/Cubes (or other fidget items)**
- **Sporting Equipment**
- **Gum – both sites have a strict no gum policy**
- **Food/snacks from outside of program**
- **Sugary drinks (soda, energy drinks) and red liquids**
- **Valuables and electronics (including cell phones, tablets, DVD players, MP3 players, hand-held games, smart watches, other electronics, jewelry and money, unless pre-approved by staff)**

Staff reserve the right to add items to this list as they see fit.

Note: Youth WILL NOT be permitted to use their cellphones while at CPY. If you need to get a hold of your youth, please call the office at 651-633-6464.

Lost or Stolen Items

Community Partners with Youth staff is not responsible for lost or stolen items. Because of this, we strongly encourage students to leave any valuables at home. However, we understand that sometimes it is necessary to bring a cell phone when the child(ren) may be walking home. If a cell phone is brought to program, it **MUST** be checked into the office or with lead staff where it will be locked up. Failure to turn in a cell phone will result in the cell phone being taken away and not given back until the parent/guardian comes and picks it up.

Valuable items which are left behind are stored in the office and may be claimed by describing the item to staff. Staff will then check through the lost and found. Items which are not claimed by the end of the school semester (or at the end of summer program) will be donated as staff see fit.

All lost and found items will be kept for two weeks. If they have not been claimed after that time, we will discard/donate them. Please label all your child's belongings to help facilitate the return of their items.

Money Brought to CPY

CPY understands that parents/guardians may send cash with youth for snacks and field trip items. **CPY is not responsible for any money that is lost, misplaced, or stolen.** If you choose to send money with your youth, please limit the amount to \$10 and have it appropriately labeled with your child's first and last name. If your youth brings more than \$10, staff reserve the right to keep the money onsite in the office, not permitting it to be brought on the field trip. Please note that the staff are not responsible for holding on to your child's money, or monitoring how it is being spent.

Safety and Behavior Guidelines

It is essential for all students and staff at Community Partners with Youth to recognize the importance of providing a safe, secure environment for all its participants. To ensure this safe environment, the following basic guidelines are to be followed:

- No dangerous articles (including guns, knives of any sort, laser pointers, heavy chains, or lighters) are to be brought to our program.
- No drugs or drug paraphernalia.
- No cigarette smoking or vaping
- Students will restrict themselves to designated Community Partners with Youth areas.
- All participants are responsible for their own behavior and are expected to refrain from aggressive acts toward peers, self and staff.
- Youth are to be respectful, courteous, and considerate of others at all times, communicate in an appropriate manner, refrain from using foul language or gestures, harsh words, yelling or harassing others, never jeopardizing health and safety of self or others.
- Students will abide by all transportation safety guidelines.

Consequences

We realize that from time to time students may willfully break Community Partners with Youth safety guidelines. In this instance, we believe it is important for students to understand there are consequences for their actions.

These consequences include, but are not limited to:

- Phone call to parent or guardian
- Required participation in clean-up duties
- Required written apologies
- Temporary removal from program (length of time will vary with offense)
- Not being able to participate in field trip(s)
- Behavior management meeting with youth, parent/guardian, and CPY staff
- Permanent removal from program

Our staff makes every attempt to keep youth participating in our programs and permanent removal from program will only occur when all other attempts to curb the unwanted behavior fail or if there are serious safety concerns. While our staff will discuss our behavioral expectations with children, we ask that parents and children also review CPY's policies together.

Earned Time

In the event of ongoing negative behavior, the staff and Directors have the right to put a youth on earned time until they are able to participate in a manner deemed appropriate by staff and Directors. Details of earned time will be discussed with youth and parent/guardian on an individual basis. Earned time is typically used as a last resort before permanent removal of program.

Zero Tolerance Policy

At CPY, our goal is to provide a safe, healthy, and fun environment for all youth; as such, we have a zero-tolerance policy for serious behavior infractions. Serious behaviors may result in immediate program suspension. Please note that if a child is removed from any program due to their behavior that no refund will be given.

Each incident will be considered on a case-by case basis to determine if the child is capable of functioning in a group setting while at program. The Staff and Director(s) may discuss with the child's parents/guardian a course of action and the possibility and length of suspension. Staff and Directors have a duty to keep CPY a safe and welcoming environment for all youth.

Ultimately Staff and Directors make the final determination of appropriate consequences for breaking any CPY rules, policies, or safety measures.

The behaviors below are grounds for immediate removal from program for the remainder of the current day and additional days as deemed necessary by CPY Staff and Director(s).

1. Any behavior that endangers the health and safety of children, staff or others
2. Leaving the program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other youth or sexual misconduct
4. Theft, defacing or destruction of property belonging to CPY and/or facilities that CPY uses or others
5. Verbal abuse or threats of bodily harm
6. Any kind of physical assault such as hitting, kicking, biting (including "play-fighting")
7. Gang-related activity
8. Possession of weapons, tobacco, alcohol or illegal drugs

Rules for Play

- Be a good listener
- Be a good sport
- Be attentive
- Be friendly and respectful
- Be on time
- Leave valuables, toys, cards, etc. at home
- Make new friends
- Respect property
- Use quiet voice
- Participate and be willing to try new things

Parents/Guardians Code of Conduct

To ensure that CPY has a positive, healthy atmosphere, this Code of Conduct sets forth conditions which parents/guardians are expected to follow and promote. In the event parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs and in any unsafe situation the police may be called.

- Parents/guardians will conduct themselves in a manner which is respectful to the youth, staff, other parents, and facility members and property
- Parents/guardians must refrain from foul language at all times at program sites and over the phone
- Parents/guardian will not show or exhibit derogatory conduct toward the youth, staff, other parents, or facility members and property. If a parent/guardian is exhibiting derogatory conduct in any way, the staff will inform them that they need to leave the facility. Failure to leave will result in the police being called.
- Alcohol, weapons or drugs are prohibited at any of our CPY locations. Anyone who appears to be under the influence will be denied access to the facilities. While a custodial parent/guardian cannot be barred from picking up their child from program, if the custodial parent/guardian is found to be under the influence of drugs or alcohol, the following policy will be adhered to: It will be recommended by the CPY staff to hold the child, call a cab, or find alternate means of transporting the child to their home. If the custodial parent/guardian refuses, the police will be called. In the case of a recurring problem, the child's enrollment in the program will be in jeopardy of termination.

Please note that this handbook can be modify and changed as the Directors see fit. All participants will be notified accordingly.

If you have any questions or are in need of additional information, please give Mary or Jennifer a call at the office at 651-633-6464, or call/text 651-321-3404.