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| **Better Basics, Inc.** |
| **HOPE 21st Century Community Learning Center** |
| **Glen Oaks Elementary School** |

**BEHAVIOR STANDARDS AND POLICIES**

It is the goal of the Better Basics HOPE 21st Community Learning Center to provide a fun, healthy, safe and enriching environment for children who have completed grades kindergarten through sixth. Children who attend the Better Basics HOPE Center are expected to follow the behavior guidelines and to interact appropriately in a group setting. We have adopted the Fairfield City Schools’ Code of Conduct and will adhere to the guidelines. The disciplinary measures outlined in that policy will be adapted appropriately for afterschool hours.

**Behavior Guidelines:**

1. We are responsible for our actions.
2. We respect each other and the environment.
3. Honesty will be the basis for all of our relationships and interactions.
4. We will care for ourselves and those around us.

**When a student doesn’t follow the behavior guidelines we will take the following steps:**

***Verbal Warning***

* Staff will redirect the child to a more appropriate behavior and the child will be reminded of the behavior guidelines and HOPE Center rules.

***Written Warning 1***

* If the behavior persists, a parent will be notified in writing of the problem. The written documents will include a description of the behavior problem, what provoked the problem, the corrective action taken and the possible consequences of a recurrence of the problem.

***Written Warning 2***

* If the behavior persists after the first written warning, subsequent behaviors will be documented and the HOPE Center Program Coordinator will schedule a conference with the parent so they can determine the appropriate action to take.

***Written Warning 3 / Suspension or Expulsion***

* If the problem still persists, the Program Coordinator will schedule a conference that includes the HOPE Center Program Director, Program Coordinator and parent. The HOPE Center Program Coordinator will have all documentation and the notes from the previous conference for review.

The HOPE Center reserves the right to suspend or expel from the program students who refuse to follow these policies.

If a child’s behavior at any time threatens the immediate safety of that child, other children, or staff; the parent may be notified and expected to pick up the child immediately. For a complete list of unacceptable behaviors, see the Fairfield City Schools’ Code of Conduct. All Class II and Class III offenses occurring during the HOPE Center will be reported to the school administration.

**I have reviewed the Discipline Policy with my student. I understand and agree to all of the terms presented in this document.**

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| **Parent/Legal Guardian Signature** |  | | |  |  | **Date** | | |  | |  |
|  | | | | |  |  | | | | | |
| **Student Signature** | |  |  | |  | **Date** |  |  | | | |
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**LATE PICK UP POLICY**

In order to ensure the safety of the students that we serve, the HOPE CCLC has specific guidelines and procedures outlining our arrival and departure procedures. Students are required to arrive at the HOPE Center for sign-in between 2:45 PM and 2:55 PM every day. Once a student has signed in to the program he or she can only be signed out by an approved adult or guardian listed on their sign-in/sign-out form. Government-issued photo identification will be required of individuals who are signing out a student.

In order to maintain a quality afterschool program we must meet the needs of our schools, parents, and grant funders. For this reason, we ask for your cooperation in following the pick-up policy. A parent or other designated adult is expected to pick up their children before 5:30 PM. All designated adults must show government-issued photo identification when picking up students. If a student remains at the HOPE Center after 5:30 PM the following steps will be taken:

1. The **first** occurrences will result in a late pick-up notice being issued, and a call being made to all the emergency contact numbers listed on the registration form.
2. The **second** occurrence will result in a late pick-up notice being issued, and the child being suspended from the HOPE Center program for 1 day.
3. The **third** occurrence will result in a late pick-up notice being issued, and the child being suspended from the HOPE Center program for 2 days and a conference with the Program Coordinator & Director will be scheduled and the child will be considered for expulsion from the program.

**I have reviewed the Late Pick Up Policy. I understand and agree to all of the terms presented in this document.**

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| **Parent/Legal Guardian Signature** |  |  |  | **Date** |  |  |

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**RELEASE OF LIABILITY**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Hereafter referred to as “my child”) who is enrolled as a participant in the Better Basics HOPE 21st Century Community Learning Center for the 2019-2020 school year.  I understand that the HOPE CCLC program will be administered by Better Basics, Inc., and will operate in the physical facility made available to the program by **Glen Oaks Elementary School**.  I understand that Better Basics is not responsible for the physical conditions of **Glen Oaks Elementary School**, and I agree that Better Basics will not be liable for any injury or other loss arising from the physical condition of the facilities of **Glen Oaks Elementary School.**

I understand that participants in the HOPE CCLC program may be offered the opportunity to participate in a wide range of activities, which may include instruction in science, art, dance, and other subjects; athletics; and other activities as determined in the sole discretion of Better Basics.  I understand that the instruction and supervision of participants may be provided by employees of Better Basics, volunteers, or other parties engaged by Better Basics.  I hereby release Better Basics, and all of its employees, officers, directors, volunteers, and affiliated parties from any and all liability arising from my child’s participation in the HOPE Center program, and I hereby waive any claim that I may have, or that may subsequently arise, from my child’s participation in the HOPE Center program.

I also understand and agree that participants may, from time to time, be offered the opportunity to participate in field trips away from **Glen Oaks Elementary School**.  I hereby agree to allow my child to participate in any such field trip and expressly release and waive any and all claims for liability that may arise from such field trips.  I understand that Better Basics may require an additional release of liability to be signed by each participant’s parent or legal guardian before each field trip, and I understand that Better Basics may refuse to allow participants to go on field trips in the absence of such a signed release.

I understand and agree that Better Basics reserves the right to refuse continued participation in the HOPE Center program for any participant when Better Basics determines, in its sole discretion, that discontinuation of participation is warranted.

I have also received and have read the 2019-2020 Better Basics HOPE 21st Century Community Learning Center Parent Handbook.

**Print Name Signature Date**

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As part of your child’s participation in the Better Basics HOPE CCLC program, he/she *may* consume food prepared during the program or grown in the community garden. In order to participate, Better Basics requires that you read and agree to the following:

**FOOD CONSUMPTION LIABILITY WAIVER**

Better Basics, a non-profit organization, shall not be subject to civil liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that it provides as a donation in good faith to your child.

The **Bill Emerson Good Samaritan Food Donation Act, P.L. 104-210**, provides in pertinent part:

LIABILITY OF NONPROFIT ORGANIZATION. -- A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

EXCEPTION. -- Paragraphs (1) and (2) [of said Act] shall not apply to an injury to or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the person, gleaner or nonprofit organization, as applicable, constituting gross negligence or intentional misconduct.

*If you have any questions or concerns regarding this liability waiver please see the program coordinator.*

Signature of Parent: \_\_\_\_\_\_

Print Name: Date: \_\_\_\_\_\_

Name of Child:

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**RELEASE OF SCHOOL RECORDS**

The CCLC program is required to undergo periodic evaluation and audit according to Alabama State Department of Education and U.S. Department of Education guidelines. I consent that my student’s education record and directory information may be released to Better Basics and to a third-party evaluator approved by the Alabama State Department of Education for the purpose of program evaluation.

**Print Name Signature Date**

**POLICY ACKNOWLEDGEMENT STATEMENT**

I have received the policies of the Better Basics HOPE 21st Century Community Learning Center as outlined in the 2019-2020 Parent Handbook.

I give permission for my student to interact with supervised education resources on the internet at the Better Basics HOPE 21st Century Community Learning Center.

**Print Name Signature Date**

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Parent Photo/Video/Media Release Form

I, the undersigned, do hereby grant or deny permission to Better Basics, Inc. to use the image of my child as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Better Basics, Inc. website, Facebook and Twitter page.

❑ Grant permission to use my child’s image in the following ways: I give **unrestricted** **permission** for my child’s image to be used in print, video, and digital media. I agree that these images may be used by Better Basics for a variety of lawful purposes and that these images may be used without further notifying me. I do understand that the child’s last name will not be used in conjunction with any video or digital images.

❑ Deny permission to use my child’s image at all.

Signature of Parent: \_\_\_\_\_\_

Print Name: Date: \_\_\_\_\_\_

Name of Child: \_\_\_\_\_\_