

YouthQuest Afterschool Program

Policies and Procedures
Parent Handbook





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Flint & Genesee Chamber of Commerce
519 S. Saginaw Street
Suite 200
Flint, MI 48502

Dear Parent,

Thank you for registering your student in the YouthQuest Program. YouthQuest is a free afterschool and summer program that's fun, engaging and experiential, and connects to the school day. We strive to provide the support your student needs to EXCEL, new experiences to EXCITE their imagination, and an opportunity to EXPLORE the world.

In the following pages, you will find important information regarding what the program offers, your student's safety, and our behavior expectations for him/her. Please read the information carefully, sign the Acknowledgement attached to the back of the packet, and return it to the YouthQuest Site Team Leader.

If you have any questions or would like any more information, please call the YouthQuest office at (810) 600-1422.

Thank you,

Nefertari Jones
Program Director, YouthQuest



Parent Notification in the Event of Changes in Child Health, Accident, Injury, and Incidents

When a child is injured, or becomes ill during program, or is involved in an incident, the parent or guardian is contacted via phone, text, and/or email. In the event we cannot reach the parent, the list of emergency contacts will be notified using the same methods.

If the injury is life-threatening and we are unable to reach the parent or guardian or any of the emergency contacts provided on the registration form, we will follow emergency protocol by calling 911 for emergency services support on site.

School principal and superintendent are also notified within 24 hours of incident or injury.

If a child receives medical treatment or is hospitalized, 24 hour verbal notification is made to the Department of Human Services, followed by a written report within 72 hours after the verbal report.

Exclusion from Program in the Event of Illness

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others.

Criteria for Exclusion Due to Illness includes:

- Fever of 101 or higher
- Diarrhea or Vomiting
- Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
- Skin sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing
- Certain communicable diseases: Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time. (Examples of communicable diseases include but are not limited to Chicken Pox, Strep Throat, Impetigo, Influenza, Measles, Meningitis, Mononucleosis, Mumps, Norovirus, Pinkeye and Ringworm)



YouthQuest Staff Screening Policy

- A staff member shall not be present in the YouthQuest program site if he or she has been convicted of any of the following:
 - Sex offenders registration act, 1994 PA 295, MCL 28.722.
 - Child abuse or child neglect.
 - A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
- In accordance with LARA regulations, every staff member has been cleared to work with children based on a comprehensive background check that includes:
 - Fingerprinting
 - NCIC Sex Offender Check
 - Central Registry Check
 - Disciplinary Action Check
 - Criminal Background Check for any states of residence within the last 5 years



Food Policy

- Upon arrival at YouthQuest each afternoon, students will be provided a nutritious meal that is in accordance with the minimal meal requirements of the Child and Adult Care Food Program.
- Monthly menus with noted food substitutions will be posted in a place visible to both parents and students.
- YouthQuest will comply with rule 400.8330(3) to ensure that children with special dietary needs receive meals/snacks in accordance with the child's needs.
- Accommodations will be made for students with food allergies. Food allergies should be reported by a parent/guardian on the student's registration form.



Student Behavior Expectations

It is the goal of YouthQuest to provide both a physically and emotionally safe environment for all program participants. With this in mind, please review the following behavioral expectations with your student.

1. I agree to abide by the School's Student Code of Conduct and to participate in activities provided by YouthQuest.
2. I will sign in and remain in the designated areas in order to attend the YouthQuest program until released at the proper time. I will NOT leave the building without staff permission.
3. I will attend the YouthQuest program on a regular basis, at least 75% of the enrolled time. I understand that my eligibility for field trips and special events will depend on consistent and regular attendance and that behavior issues may limit my participation during the YouthQuest program.
4. I will report to the after school program on time. If late I will provide a signed excuse from a parent, teacher, or school administrator.
5. After school program is a time to build skills and positive relationships with friends and staff. I agree to be supportive and respectful to my fellow students and staff and I will not verbally harass (blaze) or physically threaten anyone. I will not maliciously destroy any property.
6. I agree to follow the dress code in the after school program. (No hats in building, coats worn during classes, no sagging, inappropriate clothing, exposed underwear or excessive skin showing, etc.) Exceptions may be considered on a case by case basis.
7. I understand that failure to abide by these rules may result in consequences up to and including dismissal from the YouthQuest after school program.

YouthQuest believes in a positive approach to managing behaviors and is committed to providing an environment where children feel both physically and emotionally safe. Some forms of behavior management used by our staff include: redirection, positive reinforcement, restorative justice and opportunities to reset emotionally. At no time will corporal punishment be used as a means of behavior management in the YouthQuest program.

Consequences

First Offense – Verbal warning and redirection. This may be documented in student's YouthQuest file.

Second Offense – Consultation with parent(s) / legal guardian arranged to discuss behavior. A written warning and behavior action plan will be developed and signed by staff, student and parent(s) / legal guardian(s) in order to remain in the program.

Third Offense – Suspension / dismissal from program for a period of time (determined by the nature of the offense).

*****HOWEVER, THIS ORDER OF ACTION MAY CHANGE DEPENDING ON THE SEVERITY OF THE BEHAVIOR*****

Behaviors that can result in the immediate dismissal from the program include, but are not limited to: physical assault or threat of assault, possession of weapons, drugs, or alcohol; or other behaviors that put your child or others (including staff) at risk.



Admission/Withdrawal Policy

Any student who is enrolled at a school that hosts a YouthQuest program is eligible for admission to YouthQuest. Priority is given to academically at risk students. A concerted effort will be made to recruit and enroll academically at risk students into the YouthQuest after school program. Students who are not enrolled at a school that hosts a YouthQuest program may be enrolled if there is no waiting list.

Parents/Guardians may withdraw their student from YouthQuest at anytime. If a Parent/Guardian decides to re enroll their student after a withdrawal, it is possible that the student may be placed on a waiting list if the program is full.

Students may be withdrawn from the YouthQuest program if their behavior poses a risk of harm to themselves, staff or other students.



Mandated Reporter Statement

All site staff of the YouthQuest Afterschool Initiative are Mandated Reporters by law. Mandated Reporters are required to report any suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS).

Mandated reporters, who fail to file a report of suspected child abuse or neglect, will be subject to both civil and criminal liability. In a civil action, the mandated reporter may be held liable for all damages that any person suffers due to the mandated reporters' failure to file a report. In a criminal action, the mandated reporter may be found guilty of a misdemeanor punishable by imprisonment for up to 93 days and a fine of \$500. A person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

Mandated reporters are required to make an immediate verbal report to CPS and a written report (DHS-3200) within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify the head of their organization of the report. Reporting the suspected allegations of child abuse and/or neglect to the head of the organization does not fulfill the requirement to report directly to DHS.

The verbal report can be completed by calling 855-444-3911.

SERIOUS INJURY/ILLNESS

- Call medical emergency phone number (check applicable):
 - Paramedics: 1-(810) 424-9600
 - Ambulance: 1-(810) 424-9690
 - Fire Department: 1-(810) 762-7336
 - Other
- Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
 - Do not move victim unless absolutely necessary.
 - Call for assistance from CPR trained personnel.
- If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

MISSING CHILD

1. LEARNING GUIDE: Immediately notify the PROGRAM DIRECTOR or staff-member-in charge. Begin searching the facility. Search in bathrooms, closets, room corners, under desks, behind curtains, etc.
2. ADDITIONAL LG #1: Immediately begin a systematic search of the facility. Search in bathrooms, closets, room corners, under desks, behind curtains, etc.
3. ADDITIONAL LG #2: Keep remaining children calm and care for them until the missing child is found.

RELOCATION PLAN

Some types of emergencies may require evacuation of the facility and move children to an indoor/outdoor relocation site. The relocation sites are building/site specific

Methods for contacting parents can include, but are not limited to:

- A mass email or text message.
- Phone trees.
- Notifying the local police department so they can let parents know where their children have been taken if a parent calls them.

***Note: Children with special needs may have an individualized emergency plan (including who will help the child and any accommodations that may be needed for that child).

YouthQuest Training

Requirements:

- Complete and pass the LARA fingerprinting procedure
- Complete an eight (8) hour onboarding process.
- Monthly attendance and participation in three hours of professional development pertaining to the work with students and staff.
- During each calendar year, YouthQuest staff must have participated in a minimum of 40 hours of professional development. Additional professional development hours will be available.
- CPR/First Aid Training
- Bloodborne Pathogens
- MI-Registry
- Weikert Youth Work Methods

YouthQuest Volunteers

The YouthQuest Program **does not use volunteers** for the program. YouthQuest personnel are hired by the YouthQuest Program or are paid vendors for the programs offered by YouthQuest.

All YouthQuest vendors are required to have fingerprinted approved YouthQuest staff present in all activities that are YouthQuest sponsored.

YouthQuest Philosophy

With YouthQuest everything is possible. YouthQuest is one of the area's most exciting and comprehensive free afterschool programs. The program provides the support your student needs to **excel**, new experiences to **excite** their imagination and an opportunity to **explore** the world. See what's possible with YouthQuest!

EMERGENCY PHONE NUMBERS

EMERGENCY	9-1-1	HAZARDOUS MATERIALS	1-800-467-4922
FIRE	1-810-762-7336	COMMUNITY HEALTH	1-888-332-2730
POLICE	1-810-237-6800	NATIONAL SUICIDE PREVENTION	1-800-273-TALK (8255)
AMBULANCE	1-810-424-9690	CHILD PROTECTIVE	1-810-760-2550
POISON CENTER	1-800-222-1222	EMERGENCY MANAGEMENT	1-517-333-5042
HURLEY	1-810-262-9000	CONSUMERS ENERGY	1-800-477-5050
GENESYS	1-810-606-5000	CITY OF FLINT WATER	1-810-766-7202
MCLAREN	1-810-342-2000	FLINT TWP WATER	1-810-732-1350

YouthQuest Licensing Handbook

Is available, and kept on site which includes all licensing inspection and special investigation reports. This notebook is available to parents and prospective parents at all times during the center's normal hours of operation.

YOUTHQUEST

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For more information, please contact YouthQuest at:

Phone: (810) 600-1422

Email: info@yquest.org

Website: www.yquest.org

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Acknowledgement of Written Information Packet

Name of Student: _____

Name of Parent: _____

This acknowledges you received the written information packet from YouthQuest staff when your child was enrolled in the program.

Signature

Date

