



Study Buddies

Policies and Procedures

SECTION 1:

1A. Arrival and Departure Procedures

MVCC policy:

Students must be escorted into the building by an adult. No students will be permitted to walk through the parking lot unaccompanied.

Parents/guardians will be required to sign students in upon arrival.

Students will only be released to a parent/guardian listed on their registration paperwork. ID will be required from anyone picking up a student.

Tutors will arrive no later than 3:00pm for the 3:15pm start time.

1B. Registration and Attendance

MVCC policy:

MVCC will be limiting the number of students attending the Study Buddies. All attendees must be registered by a parent/guardian prior to the first day of the 8-week session. Registration is required. As part of the online registration process the parent/guardian will receive a copy of the MVCC safety information which must be reviewed and signed for the student's file. By signing the document parents/guardians are agreeing that the youth attendee, as well as their parent/guardian, will abide by the MVCC policies outlined in these documents.

1C. **Utilizing Distancing, Masking, and Hand Hygiene Practices**

MVCC Policy:

All participants will practice proper hand hygiene including washing hands upon arrival, after bathroom use, and after eating snack. Hand sanitizer will be available at all stations. Restroom facilities will also be available. Distancing and small groups will be utilized whenever possible.

1D. **Meal/Snack Safety Guidance**

MVCC Policy:

Individual snacks will be provided to students upon arrival. No buffet and no communal containers will be used. Students will be seated and spaced apart during snack times.

Parents/guardians must notify MVCC if student has a food allergy and arrangements will be made to meet their needs to ensure they are provided a snack.

1E. **Sanitation and Location**

MVCC Policy:

Any equipment/supplies used during a Study Buddies session will undergo sanitizing after being used each day. Staff and volunteers will be using a concentrated spray alcohol-based product for sanitization.

1F. **Alerting MVCC about COVID**

MVCC policy:

Parents or guardians of students who test positive for COVID-19 must notify MVCC immediately upon receipt of test results. MVCC will follow the campus safety plan to ensure close contacts are notified.

1G. **Responding to suspected COVID illness**
MVCC policy:

MVCC will have a separate designated area on site to accommodate any students, staff, or volunteers who report being ill OR who are observed to be showing symptoms of COVID. MVCC will have an identified facility space for isolating individuals who are ill or suspected to be ill until they can be picked up by a parent/guardian. Appropriate PPE will be utilized when supervising an individual in the quarantine area.

MVCC staff will separate the youth attendee and supervise them from a safe distance until the youth attendee can be picked up by a parent/guardian.

SECTION 2:

2A. **Youth Safety On Campus**

CHILD ABUSE PREVENTION POLICY:

(MVCC screens volunteers to ensure they can safely fulfill volunteer duties and be in volunteer leadership position responsible for the supervision of minors as well as vulnerable persons.)

In our role as an advocate for children and our responsibility for enhancing the personal growth and development of children and adults in all of our programs, we reserve the right to inquire as to a person's criminal background and to screen applicants for past incidents of child abuse to the extent permitted by law.

This policy covers the required steps involving the training and supervision of volunteers; appropriate conduct related to the supervision of children; reporting responsibilities regarding suspected abuse(s); and recommendations for good practices related to the above.

This policy also pertains to people over age 18 who are physically or mentally unable to protect themselves or require adult supervision. These individuals are identified as vulnerable populations and defined as those who are at risk for abuse, coercion, or intimidation.

Volunteers over the age of 16 must pass a background check if they will be directly working with children or vulnerable populations.

Volunteer Relationships with Children and Supervision:

- **At no time may a volunteer be alone with a child, other than their own, where others cannot observe them.**

- **Volunteers shall never leave a child unsupervised; this includes bathroom areas, to prevent an adult or another youth from abusing the child.**

- **Any type of abuse will not be tolerated and may be cause for immediate dismissal. This includes but is not limited to the following:**
 - **Physical Abuse – strike, spank, shake, slap, or excessive exercise.**
 - **Verbal Abuse – humiliate, degrade, or threaten.**
 - **Sexual Abuse – inappropriate touch or verbal exchange.**
 - **Mental Abuse – shaming, withholding love, cruelty.**
 - **Neglect – withholding food, water, basic care, etc.**

- **Volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement. Physical restraint is used only to protect the child or other children from harm, is only administered in a prescribed manner, and must be documented.**

- **A child's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no will always be respected. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.**

Responsibilities of Parents:

- **Under no circumstances should a volunteer release a child to anyone other than the authorized parent, guardian or other adult authorized by the parent/guardian.**
- **Volunteers will be aware, noting any bumps, bruises, burns, etc. Questions or comments will be addressed to the child or parent in a non-threatening way. Any questionable marks or responses will be documented. Any staff who suspects that a child is being abused or neglected must report their suspicion to the supervisor who will verify and report to the Washington State Department of Children, Youth, and Families: 1-888-713-6115**
- **Confidentiality will be maintained if there is an instance of suspected abuse or neglect. Discussion regarding the incident will only take place with those involved in the incident.**
- **Volunteers may not contact children or parents involved in an alleged child abuse incident.**

Requests for Accommodations for students can be made by contacting Amanda Goetz at amandacgoetz@hotmail.com or (253)307-1187.

For accommodation requests MVCC will review the submitted requests and contact the parent/guardian in order to provide students with reasonable accommodations and modifications. MVCC is not authorized to dispense medication to participants.

MVCC is dedicated to collaborating with youth and their guardian/parent when developing strategies to support young learners. MVCC recognizes the materials and strategies may also need to be differentiated or modified to support some learners and situations.