

Study Buddies Parent Packet



**MOUNTAIN VIEW
COMMUNITY CENTER**

**Mountain View Community Center
3607 122nd Avenue East, Suite A
Edgewood, WA 98372
Office: 253-826-4329
www.mtviewcc.org**

MVCC STUDY BUDDIES POLICIES & PROCEDURES

Pick Up & Drop Off

Study Buddies will begin promptly at 3:00pm each day. Parents are welcome to drop off their student any time after 2:45pm. Study Buddies will end promptly at 5:00pm each day. Non-scheduled late pick-up (on multiple occasions) can be grounds for dismissal of student from the program.

If you are going to be late or need to pick up early, please contact the MVCC office at 253-826-4329 or the mobile phone 253-307-1187.

- Each day at drop off parents/guardians will be asked to attest that in the last 24 hours, all registered youth have not experienced any symptoms of illness such as fever, cough or shortness of breath and that any registered youth have not been exposed to anyone confirmed or suspected of having COVID-19 in the last 10 days.
- Students must be signed in and signed out. No student will be released to any person not listed on the Registration form. You may be asked to show identification when picking up a student.
- Students will not be transported home or to other activities by staff or volunteers of MVCC. The exception is for students who have a parent/guardian that is a staff or volunteer of MVCC.
- Students MUST be picked up on time.

Parking

MVCC requests that parents utilize the lower campus parking lot as there is sufficient parking for all. Please DO NOT park in front of the door or *double park* as it is very dangerous and can cause traffic backup.

Dress Code

Students should follow the same dress code as required by their school. Please label your child's outerwear (coat, jacket, sweater, etc.) and personal belongings in case they are lost.

Food

Snack will be provided by MVCC staff and follow USDA guidelines. Please notify MVCC prior to the start of the Study Buddies Program if your child has any food allergies. If your child has any dietary needs outside USDA guidelines, or allergies that cannot be easily accommodated; **then it is the responsibility of the parent to provide an alternative option.**

Sick Policy

If a child shows signs of illness, you will be contacted and expected to pick up your child as soon as possible. Please do not send your child to Study Buddies if they show signs of illness or if they are running a temperature.

Injuries

MVCC staff are CPR/First Aid certified and able to provide care for minor injuries. However, in the event your child is seriously injured, we will contact emergency personnel and parent/guardian immediately. If a child requires transportation to a hospital or medical facility for care, transportation will be provided by emergency personnel.

Medication

We are not authorized to dispense any form of medication to your child. Therefore, if your child has a life-threatening condition that requires him or her to have medication on their person or access to their required medication, then it is the responsibility of the parent to ensure that this medication is available. Parents are also required to provide an emergency medical plan (this should be submitted at the time of registration); you can obtain a copy from your doctor. MVCC MUST have a copy of your emergency medical plan on file before your child can attend Study Buddies.

Behavior

We expect all students to treat each other with respect and kindness. Students should not engage in the following behaviors:

- Threatening others
- Putting other students, volunteers, or staff down
- Pushing, hitting, biting, throwing objects at each other or fighting
- Vandalism of MVCC facilities or MVLC
- Insulting others/calling names/making fun of others

Zero Tolerance Policy for:

- Stealing
- Bringing weapons to Study Buddies
- Drinking and/or drugs
- Physical/Sexual assault of another student, or volunteer.

MVCC reserves the right to dismiss the student(s) if students are not in compliance with any of the above stated “Behavior” or “Zero Tolerance Policy” expectations.

Electronic Devices:

Students should leave cell phones in their backpacks. Your child can have access to a phone at the center in case of emergency. Some tutoring activities may require use of a computer and students may use their school district provided device for this if applicable.

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.

Accommodations

Requests for Accommodations for students can be made by contacting Amanda Goetz, contact information listed below.

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.

Contacting MVCC Staff

MVCC staff are available via phone at any point during Study Buddies hours. You are welcome to call the MVCC office at 253-826-4329 or Amanda Goetz, Program Coordinator, at amandag@mtviewcc.org or 253-307-1187.

MVCC STUDY BUDDIES PARTICIPATION WAIVERS & RELEASES

(Copy provided for your knowledge & records)

Photo Release (optional):

I, as parent/guardian of all registered youth, grant full permission to Mountain View Community Center to use photographs and video recording of registered youth for promotion of this or any other MVCC event.

General Liability Release (Mandatory):

I, as parent/guardian of all registered youth, hereby assume all risks and hazards incidental to the conduct of the activities at Mountain View Community Center. My Child(ren) are a good fit for the program(s) in which I have enrolled him/her. In the event of accident or illness, I understand that every reasonable effort will be made to contact me immediately. However, if I am not available, I authorize MVCC employees or volunteers to secure medical care as needed. In addition, I accept full responsibility for the cost of treatment and I release and discharge employees, volunteers, and MVCC and any sponsoring organizations from all and any claims for personal injuries. The Mountain View Community Center does not retain medical personnel. I understand that medical equipment and personnel may not be on site. I further recognize that any assistance rendered is provided by volunteers and release such volunteers from any liability for care provided by them acting in good faith as Samaritans without expectation of compensation, within the limits of their training.

COVID Liability Release (Mandatory):

We are doing everything we can to be compliant with all regulations and ensure the safety of students and volunteers. We would be happy to share a copy of our COVID Safety Procedures with you upon request. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19.

I, as parent/guardian of all registered youth, hereby release, covenant not to sue, discharge, and hold harmless Mountain View Community Center, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any hosted or programmed event by this organization.

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STUDY BUDDIES PARENT PACKET CONFIRMATION



**MOUNTAIN VIEW
COMMUNITY CENTER**

By Signing below, I confirm that I have received and read over the **STUDY BUDDIES PARENT PACKET**, and agree to follow and be in compliance with all of the listed policies, procedures and expectations.

Study Buddies Participant's Name _____

Parent or legal guardian's name (print) _____

Signature _____ **Date** _____