

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 at 3:15pm and end promptly at 4:45pm each day.

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.

- Students must be 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 or allergies, **it is the responsibility of the parent to provide a snack.**

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 MVCC
- Drinking and/or drugs
- Physical/Sexual assault of another student

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. Tutors may also use a laptop or tablet for teaching purposes.

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 253-307-1187.