

Rosie's Garage Program Policies

Adopted 3-05

Rosie's Garage is committed to developing and delivering effective programs that build the capacity of children to succeed. The primary goal of the program is to provide a safe, structured and positive after school learning environment for participating students.

Introduction

The purpose of this manual is to provide staff members and volunteers of the Rosie's Garage program with guidelines related to practices and work rules of the Rosie's Garage Program. The Rosie's Garage Program may change, modify or eliminate the policies and/or procedures listed in these guidelines at any time.

These guidelines apply to all employees, salaried, hourly or otherwise and volunteers working in the Rosie's Garage Program.

Where a specific position, such as the Executive Director, is responsible for acting on behalf of Rosie's Garage, the individual in that position may authorize a "designee" to act on his/her behalf in carrying out responsibilities relative to personnel policy guidelines.

The official copy of this document is kept and maintained in the office of Rosie's Garage Office at 348 Grace Avenue., La Habra CA 90631

Operating Procedures

Rosie's Garage Operating Times

The days and hours of operation for the Rosie's Garage Program are established at each site.

Generally, the Rosie's Garage Program will operate during the school year specific to each site. The Rosie's Garage Program will be closed at each site on the following days:

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day

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- Thanksgiving Day and Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Program Status Reports

To maintain the quality of the Rosie's Garage Program, Site Coordinators are responsible for maintaining a current, accurate record of program activities. The *Monthly Enrollment and Attendance* reports must be provided to the Rosie's Garage Program Director by the 5th working day of the month following the report period.

Reports must include the following:

1. New participant enrollment forms for the period.
2. Attendance sheets for each day the program operates.
3. A summary attendance sheet that shows each student and the number of days they participated.
4. Volunteer participation log.
5. Payroll forms – for each staff person.
6. Incident reports (if any) -- routine reports shall be maintained at the program site.
7. Accident or injury report forms.
8. Actual or projected changes in staff personnel (if any).
9. Any other information that may be time-sensitive.

Each Site Coordinator is responsible for keeping an accurate record of student attendance. This means establishing and maintaining a site specific *Master Attendance List* and the *Daily/Monthly Enrollment and Attendance Forms*. Due to funding requirements these are mandatory and accuracy is essential.

A sample of forms required in these reports is included in the Appendix of this manual.

Supplies

Monthly reports should also note any supplies that are needed for the program site and any technical assistance or repairs that may be needed for the facility or equipment.

All materials to be purchased and repairs to facilities and equipment will be approved by the Rosie's Garage Executive Director.

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Care & Cleaning of Utilized Space

It is imperative that we maintain a positive relationship between Rosie's Garage and the organizations that allow the program to utilize their facilities to conduct our program. Proper care & cleaning of the facilities we use is the best way to do that. In short, spend time near the end of each day cleaning up work areas and leave the facility better than when you came in. Make sure that staff, volunteer and students respect the facilities and equipment in the program locations.

Transportation Policy

Whenever a child is taken off the established program site for a field trip, etc., a signed parental release must be obtained before the planned trip. This is true for both walking as well as vehicle trips. Any trip involving transportation of the child in a vehicle must be approved by the Rosie's Garage Program site manager. Forms for parental or guardian release can be obtained from the administrative office.

All participants will be used seat belts when traveling in a car. Drivers must be 21 years of age and carry appropriate automobile insurance.

Drug and Alcohol Usage Policy

Any child in Rosie's Garage who is intoxicated or under the influence of an illegal drug will be detained, if possible, and his/her parent(s) immediately contacted.

Medication Administration

No staff member will administer any medication to a minor in the Rosie's Garage Program without the written permission of his or her parent or guardian. In addition, the permission slip should include the following:

1. A signed statement from a physician, dentist, nurse practitioner, or physician's assistant that includes the name of the child, the drug, the dosage, time of administration, the purpose of the medication, and a statement that the medication is needed during program hours of operation.

*Over the counter medications such as: aspirin, Tylenol, or Advil are also subject to this regulation.

Infectious Disease Control

Spills of body fluids shall be cleaned up immediately and contaminated surfaces disinfected. The staff shall wear rubber gloves when cleaning blood spills, (located in the first aid kit).

Staff will wash their hands for 30 seconds with anti-bacterial soap and warm water before preparing or serving food (snack), after toileting, before and after eating meals, and anytime their hands have become soiled from handling body fluids, animals, garbage, or other disease-bearing substance.

First Aid Kit

A first aid kit will be available at each site. A list of required items is in each kit. The Site Coordinator is responsible for keeping the required items stocked. When a deficiency is noted, a request will be submitted in the Site Coordinator's weekly report to the Executive Director.

Student Participation

Participation in Rosie's Garage

Children must be registered to participate in the Rosie's Garage Program. The program will not discriminate in allowing students to participate in the tutoring program. However, children whose families earn more than 80% of the Area Median Income may be asked to pay a fee for program participation.

Each student who wishes to participate must fill out and return the student enrollment materials which includes:

- Student Registration Form
- Participant Demographic Information Form
- Medical Release Form
- Photo Release Form

A parent or guardian must sign each of these Enrollment Forms for each child.

Each of these forms is included in the Appendix of this document.

Child Discipline Policy and Procedures

Rosie's Garage is committed to building the capacity of students to succeed. This requires the establishment and maintenance of a positive, structured environment in which students can learn. Effective site management is essential. To promote and sustain a positive atmosphere, Site Coordinators are responsible for ensuring that

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tutors are familiar with the rules. Participation in the Rosie's Garage Program is considered a privilege. The basic rules are:

1. Be kind--to yourself, each other and the environment (books, desks, wall, etc.)
2. Be respectful--follow directions and rules; cooperate
3. Be productive--do your assignments; find productive activities

Program Leaders discuss these rules with students in their clusters and involve students in the formulation and acceptance of the rules.

Students may be asked to leave the program in the case of disorderly conduct, arson, vandalism, defiance, fighting, using illegal substances, or any other endangering behavior.

Release of Program Participants

Students are expected to be picked up by a parent/guardian or designee depending upon the information on the registration form and/or arrangements with parents at the specified dismissal time for the site.

If the appropriate person does not pick up a child, the following procedures apply:

- call the person(s) listed on the Registration Form emergency information
- if you cannot reach this person, call the alternate on the emergency card
- if no one can be reached and thirty (30) minutes has passed
- under no circumstances are Rosie's Garage staff or volunteers allowed to take a child home unless authorized by a parent or guardian to do so.

Parents may sign a release allowing their child to walk home.

Anti-Discrimination Policy

It is against Rosie's Garage policy for any staff member or volunteer to discriminate against or give preferential treatment to anyone based on gender, race, ethnic origin, or religion. Any staff member that exhibits behavior that shows any sign of discrimination will incur the following disciplinary procedure:

1. On the first occurrence the staff member will have a conference with the Site Coordinator that will be annotated in his/her personnel file.
2. The second occurrence will require the staff member to have a conference with the Executive Director. If it is serious enough to merit dismissal, the Executive Director will make that decision.

Participant and Staff Safety

Emergency Plan

Each Site Coordinator should be familiar with the Emergency Evacuation Plan for any facility that is being used by the program. The Site Coordinator, other employees and volunteers should also follow the following steps in dealing with an emergency:

- In the event of an accident or an emergency situation, first make sure that any immediate situation that can cause further injury is taken care of and people are removed from immediate danger.
- Secondly, provide first aid.
- Seek medical assistance or other help as needed. Call 911.
- Notify the Rosie's Garage Program or Executive Director.
- Notify parents of affected children.

Reporting of Accidents, Injuries or Other Incidents

It is the responsibility of each Site Coordinator to report any accident, injury or other incident involving students, volunteers or employees to the Rosie's Garage Program and Executive Director. The following reporting guidelines will be followed:

Minor Incidents:

Minor incidents include such things as a bloody nose, scrapes, illness, fights, fall, damage to property or facilities, theft, etc. These will need to be documented on a Rosie's Garage *Incident Report Form*. A copy of the report must be turned in immediately to the Rosie's Garage office, or emailed. A copy should then be placed in the child's file and the parent should be notified.

Major Incidents:

First, take appropriate action as outlined in the Emergency Plan. Then a Rosie's Garage Incident Report must be completed for each student involved which includes:

- The injury to the child.
- The care provided on the scene and other treatment sought.
- Note who was contacted, i.e. 911, staff, parents
- The conditions of the area or circumstances leading up to the injury or incident.

In any emergency situation or major incident we ask that you cooperate fully with the police or medical personnel. Due to insurance and legal issues please do not answer any questions from the public or press about the incident. Any inquiries from these sources should be referred to the Program or Executive Director.

When an injury or illness involves a staff member or volunteer in the course of performance of duties, the incident or injury must immediately be reported to the Program or Executive Director, regardless of how slight the injury may appear.

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Rosie's Garage staff being informed of an employee's injury must:

- a) Provide an employee who suffers a work related injury or illness an "Employee's Claim for Workers Compensation Benefits" claim form (DWC-1) within 24 hours from the time the injury is reported, or from the time the supervisor has knowledge, from any source, of the injury.
- b) The employee is to fill out top portion of the form and indicate the date he/she gave the completed form to his/her supervisor. Employee retains the "Employee's Temporary Receipt" copy of the form.
- c) The Program or Executive Director fills out the "Employer" portion at the bottom of the form with required dates and signature.
- d) When the form is completed the Director submits the forms to the Neighborhood Housing Services of Orange County office.

IF IN DOUBT REGARDING ANY OF THE ABOVE PROCEDURES, PLEASE CALL THE PROGRAM OR EXECUTIVE DIRECTOR

Child Abuse Policy

The welfare and safety of the children in our charge is paramount. It is against the policy of the Rosie's Garage Program for a staff member to ever verbally, physically, emotionally, or sexually abuse a child in any way. Any staff member who is accused of any form of abuse will be suspended while a social worker from the California Department of Family Services investigates the incident. If the allegations are substantiated, the staff member will be immediately terminated. In addition, appropriate legal actions will also be rigorously pursued.

It is state law that anyone, especially childcare professionals, reports any abuse of which they are aware. Rosie's Garage supports this law, and any questions regarding reporting of any form of suspected abuse shall be brought to the attention of the Site Director and Rosie's Garage Director and school site principal. They will assist the employee in the reporting process.

Child abuse is the maltreatment of a child in any of three areas: Physically, emotionally/mentally, or sexually. A fourth area, neglect, is designated to describe situations where the child does not receive adequate nurturing, supervision, or nutrition to develop normally.

In reviewing any situation of potential abuse, staff members and Program administrators will use the following diagnostic criteria: (see next page)

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PHYSICAL AND BEHAVIORAL INDICATORS OF ABUSE		
Type of C. A.	Physical Indicators	Behavioral Indicators
Physical Abuse	<p>Unexplained Bruises and Welts:</p> <ul style="list-style-type: none"> • on face, lips, mouth • on torso, back, buttocks, thighs • in various stages of healing • clustered, forming patterns • Reflecting shape of article used to inflict (electrical cord, etc.) • on several different surface areas • regularly appear after absence, week end, or vacation <p>Unexplained Burns:</p> <ul style="list-style-type: none"> • cigar, cigarette burns, especially on soles, palms, back or buttocks • immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia) • rope burns on arms, legs, neck or torso <p>Unexplained Fractures:</p> <ul style="list-style-type: none"> • to skull, nose, facial structure • in various stages of healing • multiple of spiral fractures <p>Unexplained Lacerations/Abrasions:</p> <ul style="list-style-type: none"> • to mouth, lips, gums, eyes • to external genitalia 	<p>Wary of Adult Contacts</p> <p>Apprehension when other children cry</p> <p>Behavioral Extremes: apprehensiveness, or withdrawal</p> <p>Frightened of parents</p> <p>Afraid to go home</p> <p>Reports of injury by parents</p>
Sexual Abuse	<p>Difficulty in walking or sitting</p> <p>Torn, stained or bloody underclothes</p> <p>Pain or Itching in Genital Area</p> <p>Bruises or bleeding in external genitalia, vaginal or anal areas</p> <p>Venereal disease, especially in pre-pregnancy</p>	<p>Won't change for gym or participate in physical education class</p> <p>Withdrawal, fantasy, or infantile behavior</p> <p>Bizarre, sophisticated, or unusual sexual behavior or knowledge (age related)</p> <p>Poor peer relationships, delinquent, or run away</p> <p>Reports sexual assault by caretaker</p>
Emotional Abuse	<p>Speech Disorders</p> <p>Lags in physical development</p> <p>Failure to thrive</p>	<p>Habit Disorders (sucking, biting, rocking, etc.)</p> <p>Conduct Disorders (anti-social, destructive, etc.)</p> <p>Neurotic Traits (sleep disorders, inhibition of play)</p> <p>Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias, hypochondriac</p> <p>Behavior Extreme: compliant, passive aggressive, demanding, attempted suicide</p>

Employee and Volunteer Guidelines and Policies

Time Cards/Payroll Procedures

Time sheets/cards are required to be completed each payroll period. The employee will complete an Employee Time Sheet with the amount of time that each employee spends on activities at and away from the Site. The Site Coordinator will verify the totals and times and dates worked for each site employee. The Program or Executive Director will verify and approve Site Coordinators' Time Sheets. The Employee Time Sheet will be turned in to the Rosie's Garage Director on last Friday of each month by 5 p.m. Employee will verify their time sheet/card is accurate. Failure to properly review may result in delays that could create a situation where an employee would have to wait another pay period to be paid.

Volunteers

Volunteers in 6th grade or older are acceptable to be used in the Rosie's Garage Program. All regular volunteers over the age of eighteen (18) must undergo a police department background check through fingerprints, a TB test, and complete a Volunteer Application. A one-time "guest" volunteer need not submit to the aforementioned requirements. Any volunteer under age eighteen (18) must have completed the Parent's Permission section of the Volunteer Application.

Rosie's Garage is committed to recruiting and retaining community volunteers who can contribute in meaningful ways by helping children. A primary goal is to improve the ratio of adults to children in order to provide more individualized assistance and attention. Volunteers are recruited from neighborhoods in which sites are located and from the broader community. They include parents and relatives, high school and middle school students, college interns, business and corporate representatives and partners involved with other community-based organizations. There is no minimum time commitments required other than consistency.

The Site Coordinator will inform volunteers about emergency procedures and program rules, and site policies and goals. All Volunteers are to be informed in advance about program activities and events that may impact their schedules (special events, minimum days, holidays, etc.)

Sexual Harassment Policy

In accordance with the Equal Employment Opportunity Commission's regulations and amended guidelines of November 1980, Rosie's Garage has established policy to address the problem of sexual harassment in the workplace. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, which holds employers responsible for seeing that this type of behavior does not occur.

Definition

Sexual harassment is misconduct which undermines the integrity of the employment relationship and the dignity of the individual to whom it is directed. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.

Staff Drug and Alcohol Usage Policy

No Rosie's Garage employee or volunteer will work while intoxicated or under the influence of illegal drugs. Violation of this policy can be grounds for immediate dismissal.

Community Contact

Community Partners and Volunteers

Rosie's Garage works closely with large numbers of community organizations, private corporations, government agencies, educational institutions and the media not only to find programs but also to provide extensive resources to participating students and their families.

Rosie's Garage staff members and volunteers on site are expected to understand the program's overall vision, mission, goals and approaches and their application at the site. This means that all staff and volunteers must be able to explain these accurately to anyone who asks for information or visits the site. Site visits by collaboration partners, evaluators and potential funders may occur

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throughout the year. Some of these will be prearranged and site staff will be notified in advance. Others may occur on the spur of the moment. In either case, it is the responsibility of the Site Coordinator to ensure that the program is operating effectively and that students are engaged in learning activities.

Relations with the Media

Site Coordinators will be notified in advance when the media will be visiting sites and/or will be present at activities involving Rosie's Garage students. All interviews, questions and requests for site visits made by the media must be referred to the Rosie's Garage Executive Director in advance of a visit. In virtually all cases approval will be granted and welcomed. The media includes newspapers, television and radio.

Position Title: Rosie's Garage Site Coordinator (Part-time, Hourly)

- Develop positive relationships with the local school staff.
- Recruit, retain and work effectively with volunteers.
- Ask for help or assistance when needed.
- Make the program fun for students and staff.
- Maintain professionalism with parents, staff and community.
- Perform related duties as assigned.

Qualifications:

Education:

- AA degree or equivalent - course work in child development or related area and/or paid or volunteer experience with students.

Knowledge of:

- Basic concepts of child development and atypical child behavior characteristics;
- Appropriate human relations and student needs;
- Proper English usage, spelling, grammar, and arithmetical concepts;
- Routine filing and record keeping procedures.

Personal Characteristics:

- Possession of personal characteristics such as integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

Fingerprinting/Background Check:

- Fingerprinting required to determine if has previous criminal record related to child endangerment, abuse or sexual assault.

Physical Abilities /Environment:

- Physically and mentally able to perform the essential duties of the position without hazard to themselves or others.
- Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 25 pounds of materials; reach in all directions.
- Adequate sight or corrected vision for the purpose of reading directions and printed or written materials; hear and speak to communicate with co-workers, students and the public; dexterity of hands and fingers to operate instructional equipment.
- Work in classroom and outdoor environment, sometimes in adverse weather conditions.

Other Employment Conditions:

- Willingness to work on weekends when staff development or other activities such as field trips is scheduled.

Position Title: Tutor (Volunteer or Part-time, Hourly)

Qualifications:

Education:

- At a minimum, tutors should be enrolled in High School.

Knowledge of:

- Appropriate human relations and student needs;
- Proper English usage, spelling, grammar, and arithmetical concepts.

Personal Characteristics:

- Possession of personal characteristics such as integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

Fingerprinting / Background Check:

- Fingerprinting required to determine if has previous criminal record related to child endangerment, abuse or sexual assault.

Physical Abilities /Environment:

- Physically and mentally able to perform the essential duties of the position without hazard to themselves or others.
- Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 25 pounds of materials; reach in all directions.
- Adequate sight or corrected vision for the purpose of reading directions and printed or written materials, hear and speak to communicate with coworkers and students.
- Dexterity of hands and fingers to operate instructional equipment.
- Work in classroom or outdoor environment, sometimes in adverse weather conditions.

Other Employment Conditions:

- Willingness to work on weekends when staff development or other activities such as field trips are scheduled.