



## Rooted Policies

Please read all the below line items carefully:

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### • 1. Medication Disclaimer

CVCCS will not administer any medications during program hours. If your child needs to use an inhaler or any other necessary medication, they will be responsible to self-administer those medications. CVCCS will store the medication until it is needed, but no staff member will be able to administer the medication. All medications that are brought to CVCCS must be brought in their original packaging with the prescription intact. \*IF YOUR CHILD NEEDS REGULAR MEDICATION DURING PROGRAM HOURS YOU WILL NEED TO CALL TO MAKE ARRANGEMENTS PRIOR TO THE FIRST DAY OF THE PROGRAM. \*

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### • 2. Financial Policies

Fee – CVCCS does not have a fee for service for Rooted Site Mentoring.

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### • 3. Damage to Property

Should a child cause damage to any CVCCS or other business/organizations owned property as a result of inappropriate activity or behavior, CVCCS reserves the right to assess the parent or guardian for any and all amounts necessary to repair or replace the damaged items or property.

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### • 4. Permission to Participate

I give my child permission to participate in programs facilitated by CVCCS during the times my son or daughter is in the care of CVCCS. I understand that this permission covers the participation of my child with outside agencies visiting CVCCS. I also understand that CVCCS aims to provide safe, enriching and educationally sound activities and partnerships to facilitate student learning and growth. Any field trips or interagency collaboration would be in line with these goals.

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### • 5. Transportation Policy

Students will be escorted on foot to the CVCCS building from Smoketown Elementary. We will provide transportation to return children home if parents cannot pick up their student at CVCCS. Students may not be transported to a different residence than is designated on this form unless they inform CVCCS in writing of a change in residence. Children must have access to their residence when being dropped off. Students will be picked up from CVCCS at 5:00 and the transportation service will endeavor to have all students dropped off at their residence within the next 45 minutes to an hour. CVCCS reserves the right to dismiss youth from transportation services for persistent poor behavior.

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### • 6. Attendance Policy

In order to get the most from the Rooted program, we urge parents and caregivers to send their child/children each day the program is in operation. If your child is sick or otherwise unable to attend, please call our office before or on the day of their absence and notify us. Program staff can be reached at 717-208-3711 x105.

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### • 7. Communication

Please know that your questions and concerns regarding your child are VERY important to CVCCS. However, it is our policy that mentors are not permitted to talk to parents regarding program issues/concerns without the Rooted Director present.

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- **8. Electronics**

Students are not to bring any electronics to the program, except for cellular phones (when approved by the director). If cell phones are brought to the program participants must keep them turned off and kept in their backpack during the program. If a parent needs to contact their child they should call CVCCS and the participant will be made available. Some examples of banned electronics are iPods, mp3 players, and handheld games. This is not an exhaustive list and CVCCS reserves the right to confiscate any electronics brought to the program, to be returned at the end of the day. If cell phones are used or seen during the program, staff will confiscate them and return them at the end of the day.

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- **9. Personal Belongings**

Anything brought to the program should be labeled with the participant's name. Participants will be asked to leave belongings in a common area. Items cannot be guaranteed to be housed in a secure area and CVCCS takes no responsibility for lost, stolen, misplaced or damaged belongings.

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- **10. Incident Privacy**

CVCCS reserves the right to suspend or terminate the enrollment of any child who has been deemed to have an excessive number of documented incidents. Termination or suspension will also be considered if the severity of a specific incident is such that we feel that the safety of the other children or staff may be in jeopardy. Such decisions are not entered into lightly. When a decision of this nature is made by the director, the circumstance surrounding the event(s) have already been discussed with all program staff involved and with the parent or guardian of the child in question. \*Any incident which occurs in CVCCS must be kept confidential; therefore, the outcome cannot be discussed with the parents of other children involved. \*

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- **11. Behavioral Policy**

CVCCS uses a positive reinforcement behavior system where consequences become the participant's choice. Students are given 'reminders' (warnings) the first time they misbehave. If the behavior continues, they are given a 'choice' to change their behavior. After that, the student has 'lost their day'. Parents of this student will be contacted and will be expected to pick them up immediately. Note that there are various levels of behaviors and more serious behaviors could result in the participant's suspension from the program for a determined amount of time or dismissal from the program.

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- **12. Disclaimers**

CVCCS reserves the right to dismiss any participant from the program at any time for any reason CVCCS deems acceptable and warranted. If a dismissal is warranted, the parents of the participant will be asked to pick them up immediately. CVCCS reserves the right to change, adapt, amend, or enhance any and all program policies at any time. If CVCCS deems this necessary, you will be notified in a timely manner.

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- **13. Photo Release**

I hereby grant CVCCS permission to use my child's likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I hereby hold harmless, release, and forever discharge CVCCS from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

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