

LITE House Activity Center

"Where a LITE is always on!"

After School and Summer Program

Facility Coordinator: _____

Rules & Regulations

~ "Where a LITE is Always On" ~



LITE HOUSE

Looking Into Tomorrows' Education

Dear Parents and Legal Guardians,

LITE HOUSE is an after school educational program for the children who reside in our community. This is an amenity to the residents who participate. In order to enroll a child it is necessary for us to supply you with an informational package, enrollment forms, and our rules and regulations regarding this program. Parents and Legal Guardians are responsible for keeping the Facility Coordinator at the LITE HOUSE updated if there are any changes in phone numbers or emergency information.

LITE HOUSE is NOT a day care facility. Children are permitted to enter and exit the center during the hours of operation. There is a check in and check out procedure that is required for all children. Upon entering and leaving, all students must inform the Facility Coordinator. Once the child has checked out for the day, he or she may not return until the next day. All enrolled children are required to attend the LITE HOUSE a minimum of four days a week on a consistent basis to remain enrolled in the program.

Children who are absent due to illness are not allowed to attend LITE HOUSE until they are in good health.

All children are expected to engage while in the LITE HOUSE and follow rules including listening to the Facility Coordinator. Included in this package is a list of rules that the children must abide by. There will be an area on this form for parents or legal guardians to sign stating that you have read and understand these rules and will enforce them to your child. If your child does not abide by these rules, *the LITE HOUSE staff reserves the right to remove the child from the program* in order to maintain a calm learning environment for all children at the LITE HOUSE. Should your child be removed from the program, you will need to plan a meeting with the Facility Coordinator in order for the child to be readmitted.

Sincerely,

Facility Coordinator



Summer Program

Dear Parents,

We are very happy to have your child participating in the summer program at the LITE HOUSE. The program is an amenity offered by _____ to the residents of _____. The summer program hours will be 9:00am to 5:00pm. Enclosed please find copies of our rules, regulations, and a contract for your child to sign.

Please review the rules of the LITE HOUSE Program with your child to remind them that **RESPECT** is the number one rule at the center.

Parents are encouraged to volunteer, at least one afternoon a month. If you are available and would like to volunteer, please contact the Lite House Facility Coordinator.

To ensure a positive, fun and learning experience for the Lite House kids during the summer program, there will be times when you will be asked to support some of the crafts and projects we will be working on by providing supplies such as:

- Pencils
- Crayons
- Glue sticks
- Construction paper
- Notebook paper
- Craft items (i.e. pipe cleaners, wooden craft sticks, egg cartons, toilet tissue rolls, glitter, etc.)

When donating any supplies, a tax donation form will be provided to you for tax purposes. Your support is greatly appreciated!

Please contact me if you would like to discuss your child's summer experience or if you have questions or concerns about our program. I am always available to speak with you and encourage parental or custodial involvement.

Thank you,

Facility Coordinator



After School Program

Dear Parents,

We are very happy to have your child participating in the after-school program at the LITE HOUSE. The program is an amenity offered by _____ to the residents of _____. The program hours will be 2:00pm to 6:00pm. Enclosed please find copies of our rules, regulations, and a contract for your child to sign.

Please review the rules of the LITE HOUSE Program with your child to remind them that **RESPECT** is the number one rule at the center.

Parents are encouraged to volunteer, at least one afternoon a month. If you are available and would like to volunteer, please contact the Lite House Facility Coordinator.

Given our student-teacher ratio, I recommend that you check your child's homework in the evening. Students **MUST COMPLETE** their homework and have it **CHECKED** before they may have free time. I want to make sure that you are also involved in your child's education, by reviewing all assignments and work, and seeing where they may need help.

If a student does not have homework, he/she will be asked to read a story, practice with flashcards, or do LITE HOUSE worksheets before free time.

Thank you for your support! Please contact me if you would like to discuss your child's schoolwork or if you have questions or concerns about our program. I am always available to speak with you and encourage parental or custodial involvement

Thank you,

Facility Coordinator


LITE HOUSE Activity Center

Dress Code

The following dress code will be enforced for all individuals attending the Lite House Activity Center. Clothing must not have any profanity, slogans that promote tobacco, alcohol or any inappropriate message.

Attire	Lite House Children
Slacks	Comfortable fitting Slacks and Shorts (jeans, kakis, capri) Shorts must be age appropriate length
Shirts	Uniform shirts (after school) No bare midriff
Dress/Skirt	Age appropriate length
Hats	Visors/Baseball Caps
Shoes	Sneakers or closed toe shoes No sandals or flip flops

DRESS CODE



NO BANDANAS / HOODS

NO TANK TOPS / UNDERSHIRTS

NO INAPPROPRIATE WORDS, PHRASES, OR GRAPHICS

UNDERWEAR SHOULD NOT SHOW

PANTS MUST BE WORN AT THE WAIST OVER BOTH FEET AND SHOULD NOT BE WORN AT THE WAIST

NO CHAINS / SPIKES / PIERCINGS

NO HATS

ELECTRONIC DEVICES

UNDERWEAR SHOULD NOT SHOW

NO TUBE TOPS OR LOW CUT TOPS

NO BARE MIDRIFF

SHORTS, SHIRTS, AND DRESSES MUST BE BELOW KNEES WHEN ARMS ARE STRAIGHT AT THE SIDE

NO SLIPPERS, HOUSE SHOES, FLIP FLOPS OR PAJAMAS

ANY CLOTHING DEEMED INAPPROPRIATE BY ADMINISTRATION

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LITE HOUSE Activity Center

GOALS

1. To provide quality, educational programs for residents age 5-18 years old.
2. To provide a positive, nurturing, stimulating, creative, learning environment for school age children.
3. To create a network of caring adult mentors by developing partnership with community organizations, volunteers, schools, and businesses.
4. To enhance self-esteem, self-identity, respect, and responsibility in children.
5. To promote empathy and concern for the well-being of others.
6. To act as a resource for students and families in the exchange of information about services and programs available in our community.
7. To build community relationships by serving as a liaison between community groups and organizations and the residents of _____.
8. To make a difference in our community by working together to respect the world around us, others, and ourselves.
9. The LITE House Program does not discriminate on the basis of race, color, religion, national origin, sex, disability or family status. We will make every effort to serve all children. However, if this program is not benefiting your child, or if your child doesn't comply with the enclosed rules and regulations, the staff reserves the right to dismiss the child from the program and/or refer the child to a more suitable program or agency.
10. All LITE House Center Staff complete an application and undergo a criminal background check, drug screening, and orientation before coming involved in any children's program.

OBJECTIVES

- To provide a caring environment for an after school educational program, specializing in reading, writing, tutoring, mentoring, homework, sports and social and cultural clubs for school aged children.
- To initiate regular communication with parents and teachers in order to build strong communities and create a supportive educational environment for children.
- To provide emotional and educational assistance and encourage school success with strong decision making abilities.

LITE HOUSE Activity Center

CODE OF CONDUCT

The #1 rule at the LITE House is: RESPECT YOURSELF AND OTHERS!!

YOU MUST:

- Get an adult when you have a problem.
- Be honest.
- Use your words to resolve conflict.
- Tell an adult when you are leaving the Center and sign out.
- Not take any materials from the Center without permission.
- Not lie.
- Keep the Center clean.
- Use appropriate language.
- NOT enter the pool area without adult supervision.
- NOT bring weapons; (rocks, guns, knives, razor blades, etc.).
- NOT vandalize the Center or others personal property.

COMPUTER ROOM RULES:

YOU MUST:

- Not bring food or drink into the "Tech computer room."
- Seek help for technical support.
- Use the computer properly.
- Consult staff about printing materials.

Unacceptable behavior will result in one or all of the following disciplinary actions:

- Time Out
- Suspension from LITE HOUSE (see Facility Coordinator for details.)
- Parent Conference
- Telephone Conference

If your child is suspended a parent conference is required before they can return.

LITE HOUSE Activity Center

CODE OF CONDUCT (cont.)

Unacceptable behavior will result in the following disciplinary actions:

Offense:	Consequence:
Name calling	Verbal warning
Hitting	Suspension 2 days
Disrupting homework time	Verbal warning
Not listening	Verbal warning
Lying	Verbal warning
Leaving the center without permission	Seven days suspension from the center
Disrespect of a facility attendant	Seven days permanent suspension
Stealing	Permanent suspension from center
Vandalism	Permanent suspension from center
Fighting	Permanent suspension from center

If a child receives 3 warnings in one day, that student will be suspended from the LITE HOUSE Program for 1 day.

The following **first** offenses will result in **EXPULSION** from the LITE HouseCenter:

- Weapons Possession
- Fighting
- Vandalism of property
- Erratic Behavior
- Harassment
- Drug and Alcohol use or Possession

LITE HOUSE Activity Center

PARENT/GUARDIAN CONTRACT FOR LITE HOUSE

I, _____, have received and read a copy of the adopted rules for LITE HOUSE. I am aware if my child displays unacceptable behavior he/she may be asked to leave the facility and may be prohibited from returning to LITE HOUSE. I agree to speak to my child about this program and inform him/her that there are rules, which need to be followed, and that I support those rules.

I hereby agree to indemnify and hold harmless (_____), its owners, agents and employees from any damage, accidents, or injury arising at any time during my child's participation at LITE HOUSE.

Name of Child: _____

Parent/Legal Guardian: _____

Signature: _____

Date: _____

Witness: _____

Agent for Owner and Management Group: _____

LITE HOUSE Activity Center

STUDENT CONTRACT

I, _____, have received and read a copy of the rules and regulations for the LITE House Program. I agree to abide by them. I am aware that unacceptable behavior may result in suspension and/or dropped from the program.

Please answer the following questions:

What is the #1 rule at the LITE HOUSE Center?

At the LITE HOUSE Center, what do you do if someone hits you?

What do you need to do before you leave the LITE HOUSE Center?

If a student is suspended from the LITE HOUSE Center for 2 days, what is the offense?

What first offenses will get a student permanently suspended from the LITE HOUSE?

Student Signature _____ Date _____

LITE HOUSE Activity Center

Acknowledgement of rules, conditions, and release of liability.

I, _____, as the parent/legal guardian of _____, hereby acknowledge the following:

- (a) I have received and read a copy of the Rules and Regulations of the LITE HOUSE Activity Center and agree to abide by them. I am aware that if my child/ward displays unacceptable behavior, he or she may be asked to leave the facility and may be prohibited from future use of the facility.
 - (b) By placing my child or ward in the programs offered at the Activity Center, I am aware that there are certain inherent risks associated with the operation of the center for which the owner and management of the Center cannot, and will not be responsible. I hereby for myself, my child or ward, and all those claiming on behalf of or through me, or my child or ward, waive and release any and all rights, claims, demands, and judgments which I or my child or ward may have against the LITE House Center and its owners, agents, or employees for any damage, accidents, or injuries that may be suffered by me or my child in participating at any time.
 - (c) I understand that this program is an amenity offered by (_____) and that I will not be charged for enrolling my children.
 - (d) I understand that facility attendance is required. I authorize the facility to allow my child to leave (**choose TWO**):
 - at the end of each day (5:00pm) (age 10 and older)
 - only when I come to pick him/her up
 - or, with a designated alternate authorized by me
- *IF PARENT IS ONE MINUTE LATE FOR ANY REASON-1ST OFFENSE CHILD WILL BE WRITTEN UP. 2ND OFFENSE CHILD WILL BE SUSPENDED FOR ONE WEEK. 3RD OFFENSE CHILD WILL BE SUSPENDED FOR 30 DAYS AND PLACED ON PROBATION UPON RETURN
- (e) By enrolling my child or ward into this program, I acknowledge that I have read this document, that I understand what is set forth in the document, and that I agree with the terms and conditions of this document.
 - (f) I understand that no child under the age of 14 can sign out/pick up another child in the Lite House program.

This _____ day of _____, 2014

Phone Number	<u>Witness/Parent Initial</u>	Parent/Legal Guardian Signature
	<u>Witness/Parent Initial</u>	Participant (Student Signature)
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate # 1

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Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #2
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #3
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #4
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #5
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #6
Phone Number	<u>Witness/Parent Initial</u>	Designated Alternate #7

Additional Comments:

LITE HOUSE Activity Center

PARENTAL/GUARDIAN CONSENT AGREEMENTS

I, _____, understand that my child _____, may be photographed while at the LITE HOUSE. These photos will be used for display at the center and or for advertisement concerning the LITE HOUSE program.

SIGNATURE: _____ DATE: _____

I, _____, as the parent/legal guardian of _____, hereby acknowledge the following:

In placing my child in the LITE HOUSE program offered at (_____), I am aware that there are certain inherent risks associated with the operation of the center for which the owner and management of the center cannot, and will not be responsible. I hereby for myself, my heirs, my executor, and administrator waive and release any and all rights, claims, demands, and judgments which I may have against the LITE HOUSE program at (_____), or its owner, agents, or employees for any damage, accident, or injuries, that may be suffered by me or my child in participating at any time.

I understand that if my child is 9 years of age or younger they must be signed out by a parent or a designated alternate.

By enrolling my child in LITE HOUSE, I am hereby acknowledging that I have read this document, that I understand what is set forth in this document, and that I agree with the terms and conditions of this document.

Parent/Legal Guardian: _____

Signature: _____

Date: _____

Witness: _____

Agent for Owner and Management Group: _____

LITE HOUSE Activity Center

EMERGENCY MEDICAL INFORMATION

PLEASE FILL OUT COMPLETELY. It is important for us to have current information in order to best respond to your child's needs. Do not leave any spaces blank.

Building & Apartment #: _____
Child's Name: _____ D.O.B: _____
Age: _____ Grade: _____ School: _____
Parent/Legal Guardian's Name: _____
Relationship to child: _____
Home phone: _____ Work phone: _____

IN THE EVENT OF AN EMERGENCY AND PARENTS CAN NOT BE REACHED, CONTACT:

Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____

Child's Doctor: _____ Phone: _____
Address: _____

Child's Allergies: _____
Current prescribed medication: _____
Child's special needs and conditions: _____

Please Note: Lite House staff is not equipped to administer any medication (i.e. EpiPen) to the children.

In the event of an emergency involving my child, and in the event the LITE HOUSE Center cannot reach me by phone, I hereby authorize any emergency medical care that is needed. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Signature of Parent/Legal Guardian

Date

Witness

Date