

# *Palo Alto Parent Project*

## Children's Program Policies & Procedures

The Children's Program of the Palo Alto Police Department's Parent Project is facilitated by Palo Alto Unified School District staff, who are extensively trained to work with youth of all ages. We are committed to providing all program participants with a safe, enjoyable and caring place. In order to establish this environment, we expect all participants to treat the people and facilities connected with the program with respect and abide by all rules and direction from the staff. We reserve the right to refuse service to anyone for failure to abide by these standards. In addition, the following policies and procedures are in effect. Please review and sign the attached form with your child(ren).

### **BEHAVIOR POLICY:**

- Participants will respect themselves, others and the world around them.
- Participants will not use bad language, slurs or name calling.
- Participants will keep hands, feet and objects to themselves (no hitting, pushing, kicking, etc.).
- Everyone will help with clean up.
- Participants will listen to and follow the instructions of the childcare staff.
- Participants will use equipment safely and appropriately.
- Participants will not leave the room without the permission of childcare staff.

### **DISCIPLINE PROCEDURES AND OPTIONS:**

- Verbal warning
- Loss of privilege/clean up duty/or other appropriate consequence.
- Sit in adult portion of the Parent Project.
- Meeting with parent.
- Possible suspension or removal from program.

### **FOR YOUNGER CHILDREN (AGES 0 TO 6):**

As applicable, please be sure to change diapers and bottle feed children *before* dropping them off for the evening. Staff will *not* change diapers, assist with the wiping of children, or bottle feed infants. Parents will be notified in class if they are needed to perform these duties.

### **FOOD ALLERGIES:**

Snacks will be provided during the evening. Please inform us if your child has any food allergies that would affect this.

### **HEALTH & ILLNESS:**

For the sake of all of the children's health, it is advisable to keep your child at home if he/she has any symptom of a cold or infection. If he/she has been exposed to or has contracted a communicable disease, please call us at 617-3100 X1321 as soon as possible.

### **BRINGING TOYS OR HOMEWORK FROM HOME:**

Children may bring something to class to share or work on during the session. Please, no war or violent toys, video games or valuable items. Please label toys so we know which is your child's. We take no responsibility for lost or broken items.

### **COST & COMMITMENT:**

We are committed to providing this service at a reduced cost to you and your family. To ensure that this service will remain available to future participants, please be sure to call ahead if you will not be using the children's services for all or part of a particular class. Please note that the cost is \$100.00 for the entire 11 weeks if paid in advance or \$15.00 per week, which is due when the child(ren) is dropped off, no refunds will be given. A parent or guardian must be physically on site at all times while a child is participating in the Children's Program.

Every attempt will be made to work with you and your child to make this a positive and successful experience for all. In keeping with this, please note that any repeated behavior that affects the health and safety of others cannot be tolerated. Your cooperation is greatly appreciated in helping us achieve this goal. If you have any questions or concerns, please do not hesitate to contact us.

**Please complete the attached page and return it to the Parent Project staff.  
This page is for your future reference.**

*Palo Alto Parent Project*  
Children's Program Contract & Agreement

**Please provide the following information. If applicable, please note which child the information is about.**

Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other specific health or behavioral concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other helpful or relevant information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***My child(ren) and I have read and reviewed the Parent Project Children's Program Policies & Procedures. We are aware of the commitment, expectations, rules and the consequences if those rules are broken.***

Participant's Name	Signature of Participant	Date
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Participant's Name	Signature of Participant	Date
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Participant's Name	Signature of Participant	Date
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Participant's Name	Signature of Participant	Date
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I, the undersigned, agree to indemnify and hold harmless the City of Palo Alto and the Palo Alto Unified School District from any loss or liability which is alleged to have resulted from my participation in this program. I have read and understand the Policies and Procedures associated with the Parent Project Children's Program, and I comprehend all the risks involved by participating in this program. I hereby give my dependents permission to participate in the Parent Project Children's Program and in doing so, absolve the City of Palo Alto and the Palo Alto Unified School District, its employees, volunteers, contractors and officers from liability. I understand that no refunds will be given on or after the first class.

Parent/Guardian's Name	Signature of Parent/Guardian	Date
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Parent/Guardian's Name	Signature of Parent/Guardian	Date
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