

Children must be aware that participation in Cottage Cove's program is a privilege that can be lost. In its simplest form, disobedience will result in a "time out" at Cottage Cove escalating to loss of Cottage Cove Store privileges. Chronic problems, and the three specifically noted areas below, may result in the loss of a day (or more) and in the most serious cases complete dismissal from the program.

Children are expected to:

- 1) Have respect for authority.** Blatant or repeated disrespect for staff or volunteers will not be tolerated.
- 2) Be Honest.** We're serious about honesty. The normal consequence of lying to a staff member or volunteer is the loss of a day.
- 3) Not Fight.** Hitting a child, volunteer, or staff member will, in the least, result in a loss of a day. We're not talking about accidents, we know those happen; this is in regards to willful acts. This is also the reason we do not allow "play fighting" here at Cottage Cove, so "we're just playing" is not an excuse.
- 4) Talk to Staff (and Volunteers).** If there is a problem we want the child to talk with us, never to retaliate or strike out at another. We are here to help and we can't fix problems we don't know about.

**Thank you for helping us make this
a great place for other kids too!**



Annual Program Agreement

Parent/Guardian and Child
with
Cottage Cove Urban Ministries

Cottage Cove is a non-profit organization which makes it's daily program available free of charge without obligation. The administration of Cottage Cove is the sole arbiter of who will attend and what program activities will be available. Our goal is to provide a loving, caring, and safe place of learning and fun for children. Moreover we seek to demonstrate and teach Christian principles, values and standards throughout all we do.

Cottage Cove will endeavor to notify you as soon as possible regarding times, dates and availability of the program. If circumstances require closure on short notice (for example, due to an extended power or water outage), we will notify you by phone and/or via the school. We are normally closed on full or half-days that Fall Hamilton is closed, including for inclement weather. Excluding the break between Christmas and New Year's, Cottage Cove is usually open on most weeklong or greater school breaks including summer.

Cottage Cove will seek to maintain quality staff and volunteers as well as a quality facility. If you have any concerns regarding this, at any time, please immediately speak with the Executive Director.

Cottage Cove's internal policy is that we won't do it unless it can be done well. Shortage of volunteers or staffing may cause us to suspend or modify programming.

Though Cottage Cove does not charge for its daily children's program, there are minimums that must be agreed to by those whose children participate. Failure to uphold these will result in your child's suspension or removal from our program.

On time pickup. If your child has not been authorized to walk at the end of program, they must be picked up on time. Pickup times will be clearly posted (currently 5:00 - 5:30 pm). Excessive early or late pickups jointly disrupt program and inconvenience staff. Unexpected people walking in during program make it difficult to maintain security and potentially jeopardizes overall safety by distracting, or removing, staff members from attending to the children.

Early or late pickup. If an emergency arises and you need to pickup your child early or late, you must phone and let us know. If you get our voice mail, please leave a detailed message and phone # -- during program we are sometimes unable to answer the phone immediately. Regardless of reason, multiple late pickups may result in suspension of the child from the program.

Pickup Authorization. You must keep your list current as to who may pickup your child. Photo identification may be required, especially if the pickup person is unknown to our staff. Please don't be offended if any staff person asks you for identification. We'd rather be safe than sorry!

Minimum Attendance. Children participating in our program during the school year must attend at least three days per week. Two of these days must be Bible Study days (currently Monday for K-2, Wednesday, Thursday, and Friday for grades 3+). We understand

emergencies and illness, but please notify us of these or they will be counted as unexcused absences. Additionally, extraordinary after school activities (such as tutoring) will be allowed as exceptions, so long as we are notified.

Annual Forms Requirement. Each year we need (#1) a completed registration form complete with medical information and contact data. Additionally (#2) an image release is required, enabling us to use your child's likeness, including in video, photographs or digitally, for Cottage Cove purposes including promotion and fundraising. Thirdly (#3), we must have a signed release enabling us to transport your child by vehicle, to or from Cottage Cove, should the need arise. Fourthly (#4), we require signed permission that we may discuss your child's educational, behavioral or health matters with their teachers or school personnel. And lastly (#5), we need a brief written statement sometime in the year describing how Cottage Cove's program is benefitting your child and/or family. You may choose to have this video recorded at Cottage Cove in place of writing it. All such statements may be used for promotional or fundraising purposes. Children in foster-care situations may be an exception -- please talk to us.

Communications. It is the desire of our staff to work with you for the wellbeing of your child. Ongoing communications are key to this. If we believe that we need to further discuss your child's behavior, education, or otherwise, we may contact you for this purpose by phone, or require a meeting together with your child. It is imperative that we have constantly updated contact information for you. If your address, phone number(s), emergency contact numbers, or other contact information changes please update this information with us immediately. For safety reasons, failure to have valid contact information may result in your child's suspension from the program.

Thank you for helping us to help your children!