

Study Care Program 2020-2021

330 Hookstown Grade Rd, Moon Twp, Pa 15108

(412) 264-9392



STUDY CARE HANDBOOK

This handbook resembles procedures from actual school environments for the purpose of creating an orderly and safe virtual learning environment for your child under our supervision and in our care.

Just as we all experience a fluid environment related to permissions and restriction caused by the Covid-19 Pandemic, you are asked to read this handbook with the understanding that changes are expected as we strive to facilitate virtual learning for your child on a scale not yet attempted in modern public education beyond established cyber schools. The guidelines set forth in this handbook are not exhaustive and the Program Administrators reserves the right to make changes as deemed necessary.

Thank you in advance for joining this new program and being a part of our caring attitude toward serving learners and families.

STUDY CARE CONCEPT:

As of the Summer of 2020, Impact Christian Church at The Landing has been given another opportunity to serve our community. Due to the COVID-19 Pandemic, many schools will be operating during the 2020-2021 school year implementing complete or partial virtual learning environments. Impact Christian Church at The Landing will be opening our community center to serve children and families each day through The Study Care Program. The program will provide adult supervision to children of working parents by offering a safe and supervised environment for them to complete their daily virtual learning classes.

When was The Study Care Program started?

The Study Care program emerged in late July of 2020 in response to the Covid-19 Pandemic of 2020. The learning environment for children has drastically changed for the start of the 2020-2021 academic school year. The Study Care Program we developed from an already successful children's program at The Landing and augmented with supervision concepts that are aimed to help children participate in virtual learning conducted by their respective school districts. We are here to offer a safe and supervised environment to help working parents. Because we are NOT A SCHOOL, sports, extra-curricular activities, field trips and bussing are not part of the program.

What grades does The Study Care Program include?

The Study Care Program offers a safe and supervised learning environment for kindergarten through 8th grade children. Each child must come prepared with their own laptops/ tablets to utilize the virtual learning classes that are provided by their school district.

Is The Study Care Program associated with a church or denomination?

Study Care is provided by IMPACT CHRISTIAN CHURCH, a nondenominational church located in Moon Township, Pa.

Who will be supervising my child?

The supervisors at The Study Care Program are individuals who have completed clearances and training to work with children.

HISTORY OF THE LANDING:

A decision on February 22, 1970 was made to begin a new church in Moon Township. West Hills Christian Church as it was first named held its first meeting on April 19, 1970 in the Moon Junior High School and fourteen people became members that day. In the next 2 years the congregation was able to hire its first full-time minister and to purchase our former Thorn Run Road property. In 1976 construction on the first building was completed. Additional space was added in 1981, 1995 and 1997.

Through the years the church grew in size and impact, offering ministries such as the Mile of Cans community food drive, an Easter event called Behold The Lamb, a Christmas drive through nativity, short term mission trips, etc.

While searching for a new Senior Minister in 2007, the leadership determined they wanted to reach the community in a greater way. After 2 years of searching, Steve Hammer accepted the call to lead the church forward.

In early 2010 our congregation chose a new name. Emphasizing our desire to make a positive difference in our community and world, we are now Impact Christian Church.

In late 2017, following God's leading, our congregation moved to a larger location with the purpose of continuing to be used by Him to reach our community. We opened a community center called [The Landing](#) which is open regularly to all members of the community, not just our church. We renovated this facility to include an auditorium, meeting rooms, a café, turf field, basketball court, Foamnasium, etc.

We are excited about how God is moving us forward as we commit ourselves to Pursue God, Build Community, & Unleash Compassion.

OUR CORE VALUES:

COMMUNITY

COMPASSION

CONNECT

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ENROLLMENT

ADMISSION PROCESS

All children must be entering Kindergarten- 8th grade.

1. Request information and/or tour by contacting Impact Christian Church @ The Landing either by phone 412-264-9392 or mharris@impactpittsburgh.com.

2. Complete and sign the liability, application and fee agreement forms found on our website at Impactthelanding.com in addition to paying the \$25 registration fee. Once those are submitted, you will receive an email to complete the forms process including the following:

a. Application – 1 per family

b. Fee agreement/ Contract – 1 per family

c. Liability Release form- 1 per family

d. Child Health Record- (The school Health Immunization Regulation known as Article 10 (1983) requires that the immunization status of every child is to be ascertained before admission to school or continued attendance at school.) – 1 per child

e. Recurring Fee Authorization form - 1 per family

The child maximums are as follows:

ROOM #4 = 20 CHILDREN MAXIMUM

1 LEAD SUPERVISOR/ 12 CHILDREN and 1 ASST SUPERVISOR/ 12+ CHILDREN

ROOM #5 = 20 CHILDREN MAXIMUM

1 LEAD SUPERVISOR/ 12 CHILDREN and 1 ASST SUPERVISOR/ 12+ CHILDREN

DAILY SCHEDULE

ARRIVAL PROCEDURES:

Drivers dropping off children should enter the drop off line in lot B (off of McCormick Road) and wait your turn to drop your child(ren) at the door. Each child will have their temp taken before being admitted. Please exercise caution as you enter the parking lot. Reminder, parking lot speed limit is 5 miles an hour.

Children are to enter The Study Care Program through the ENTRANCE B doors. Children are to go immediately to their assigned room and follow the guidelines established by their Lead Supervisor. Children arriving after 8:30 AM must be signed in by a parent or guardian at the office located at the main lobby at entrance A.

ATTENDANCE:

While your child's school district is taking attendance through virtual learning methods set up on your child's device, The Study Care Program will also take attendance.

1. Study Care staff will call parents/guardians when your child is not present when expected.
2. The Study Care Program is not responsible for the Compulsory School Attendance record of your child. Decisions regarding individual child attendance disputes with your child's school district remain with your child's school administrator.
3. Attendance records will be provided to school districts upon request.

LUNCH:

Children are to bring a bag lunch including drink and eating utensils to Study Care each day Monday through Friday. In many cases, your child's individual virtual school schedule will determine lunch time. The lunch must be ready to eat. Refrigeration or microwave is NOT available.

Lunchtime Conduct:

Please be respectful and courteous to all.

1. Children must request permission to leave their seats.
2. Children may not waste or trade food.
3. Children may not play with food or make a mess with food.
5. Children must properly clean up after themselves.

DISMISSAL PROCEDURES:

Authorized drivers picking up children should enter the pickup line in lot B (off of McCormick Road) and wait in your car. Children are dismissed from the Entrance B doors between 2:45 and 3:00 PM as each vehicle pulls to the front of the line. Parents picking up children before 2:45 PM must be signed out by a parent/guardian at the office located at the main lobby at entrance A. Please exercise caution as you enter/ exit the parking lot.

Drivers are to adhere to the following guidelines:

1. Speed limit in the parking lot is 5 mph.
2. Do not leave your vehicle unattended unless you use a parking space to enter the building.

PARTICIPANT RECORDS:

Study Care cumulative files for each participant are kept in the Study Care office.

1. Application including personal information
2. Liability Release Form
3. Emergency Contact Information
4. Attendance records (Parents sign release to share with local school district)
5. Any Study Care correspondence that refers to the child(ren)
6. Signed fee agreement/ authorization form

MEDICATION :

Medication should be given at home whenever possible, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after Study Care hours. However, when medication must be administered during Study Care hours in an emergency situation, a definite procedure for administering and storing medication is required to prevent mistakes and to avoid potential liability for The Landing and Study Care personnel.

Procedures for Implementing the Medication Guidelines

1. A secure location is set up for storage of medication. Children are never given access to this location.
2. The medication should be delivered to the Study Care supervisor by the parent/guardian or other responsible adult along with a physician's written request for distribution by SC personnel. Medication brought to Study Care must be in a container labeled by a pharmacist or doctor. The label must include the child's name, physician's name, date of prescription, dosage, and frequency of administration.
3. Parents must sign an Indemnity Agreement and return it to the Study Care office. A record book will be maintained indicating the child's name, name of the medication, the date and time of distribution, and the identity of the person dispensing medication. This record must be marked every time medication is dispensed.
4. Only those medications that absolutely must be administered during Study Care hours should be brought to The Landing for distribution by Study Care personnel.

Nonprescription Medication

1. Study Care staff will not dispense nonprescription medicine, even with a parent's permission, with the exception of cough drops or throat lozenges.
2. Children must not carry medication of any kind, prescription or nonprescription on their person. Possible exceptions are documented pocket-sized inhalers; in such a case, the office should be made aware of the child's condition. Violation of these guidelines is subject to disciplinary action.

GUIDELINES

DRESS CODE (DRESSING FOR SUCCESS!)

Proper dress is primarily the responsibility of the parent(s)/guardians(s). The Study Care Staff bears the responsibility to maintain standards of dress that foster a learning environment void of distractions caused by child attire or accessories.

The Study Care Program has established the following “dress for success” code for the benefit of all children. It is established to remove potential distractions to learning that some clothing and accessories potentially cause. The dress code is not intended to be exhaustive. Rather, the items listed are examples of what is appropriate or inappropriate during class hours.

Participants in The Study Care Program are to wear clothing from the appropriate description examples below.

Examples of Appropriate and Inappropriate Clothing

- Girls—Appropriate

Dresses, skirts, capris, dress or casual pants, denim jeans, shorts and tops. All clothing must be loose fitting and modest. No low-cut tops are permitted. Tops must be sized to completely cover the waistline at all times (flesh should not be exposed when arms are raised above the head). Hemlines must be no shorter than three-four inches above the knee. Shorts must be no shorter than five-six inches above the knee and must be modest in style as determined by Study Care staff.

- Girls—Inappropriate

Low-riding pants, tops that show some or all of midriff, excessive piercing, tattoos, clothing with vulgar writing, ripped seams or tattered clothing, hats, visors, and/or head bandannas.

- Boys—Appropriate

Dress or casual pants, denim jeans, shorts, button-up shirts and T-shirts. Belts should be worn when needed. All clothing must be loose fitting and modest. Tops must be sized to completely cover the waistline at all times (flesh should not be exposed when arms are raised above the head). Shorts must be no shorter than five-six inches above the knee and must be modest in style as determined by Study Care staff.

- Boys—Inappropriate

Low riding pants, muscle shirts, excessive piercings or tattoos, oversized pants, ripped seams, or tattered clothing, visible undergarments, clothing with vulgar writing, hats, visors and/or head bandanas.

Goal

In the area of proper dress and general appearance of children, we seek to determine a standard that will be acceptable in the eyes of our parents. The goal of the dress code is not to be restrictive but to help facilitate a learning environment void of distractions. Study Care Administrative Staff make final decisions and recommendations on children's clothing.

Violation of Dress Code

If a child violates the dress code, he or she may be given a replacement garment if applicable or asked to remove headwear or piercings.

At the Administration's discretion, a child may require that more suitable clothing is delivered by the parent(s)/guardian(s).

ELECTRONIC DEVICES:

It is expected that educational electronic devices are to be used during class hours of 7:30 a.m. to 3:00 p.m. in accordance with the learning activities being presented via virtual learning in the forms of real time lessons and/or homework (non-virtual class work)

The use of Electronic Devices for virtual learning, including laptops and graphing calculators, is a privilege and is facilitated as such through The Study Care staff.

CELL PHONE USAGE:

- Children may bring cell phones to Study Care at their own risk. It is understood that households have varying ideas of what age parents permit cell phone usage. For this reason, children are NOT permitted to share from their personal mobile devices with other participants.
- Cell phones must be powered off during lesson times and stored in a designated area unless the virtual lesson requests that it be used for a lesson. Cell phone usage is, however, permitted after class, and is left up to the discretion of the supervising adult in charge.
- Children may not make or receive cell phone calls or send/receive text messages during virtual lesson hours unless otherwise permitted by a supervisor or staff.

When a parent needs to reach a child, the correct procedure is to call The Study Care Program Administrator at The Landing, 412-264-9392 ext 205.

The Study Care Program is not responsible for loss of or damage to cell phones.

CELL PHONE CAMERA USAGE:

In order to maintain the privacy and protection of children and staff, video and/or still images are NOT PERMITTED to be captured by children at The Landing during their Study Care Program participation.

INTERNET USAGE:

The Study Care Program aligns the following INTERNET USAGE GUIDELINES with that of your child's school district. The Study Care Program Internet Usage Guidelines are intended to exist in addition to your child's school district digital policies for children and not "aside from" said policy while under our supervision.

In addition, we understand that the Internet provides enormous potential as a tool for virtual learning. Your child's School District has taken precautions to restrict access to educationally inappropriate curriculum materials via the Internet. The Study Care Program supports those restrictions. Although Internet access is a critical resource for Study Care, there are a number of issues relating to acceptable use that are addressed in the Internet Usage Guidelines.

Internet Terms and Conditions

1. **Acceptable Use** - The purpose of the internet at Study Care is to support virtual education and research as needed. Therefore, the use of the Internet must be in support of education and research and consistent with the educational objective of virtual learning. Any use of the School's computer resources to transmit, download, upload, or duplicate any copyrighted materials (including, but not limited to, software, publications, and graphics) or materials protected by applicable copyright laws is prohibited. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. Users will not transmit, download, upload, duplicate, or create any threatening or obscene materials, which are intended to embarrass, harass, or dispute the educational environment of the Study Care Program. Use of the system for commercial solicitation is prohibited. Users will not purchase items via the Internet or subscribe to commercial services, such as bulletin boards or chat groups, without prior approval from their parent/ guardian. Users (or parents/guardians for those under 18) will be responsible for all charges due for such purchases. Use for product advertisement or public lobbying is also prohibited.

2. **Privileges** - Use of the Study Care Internet is a privilege—not a right—and inappropriate use will result in the cancellation of those privileges. Each child who receives access will be held responsible for usage. The Administration or its designee will deem what is appropriate use, and its decision is final.

3. Network Guidelines - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Users should not reveal personal addresses, phone numbers, or social security numbers.
- d. Users should not use the Internet to intentionally obtain or modify files, passwords, and data belonging to others.
- e. Electronic mail and other materials created by the user are not private. Users have no expectation of privacy for any materials created, copied, downloaded, or accessed by the user on the workstation, including hard copies of such materials. The Administration has access to school district IT staff to aid in monitoring.
- f. Do not use the network in such a way that would disrupt the use of the network by other users.
- g. All communications and information accessible via the Internet must be assumed to be the private property of the author and must be properly documented.
- h. Users should not load or use unauthorized games, programs, files, or other electronic media.
- i. Users should not destroy, modify, or abuse the network hardware and software.
- j. Users should not create links to other networks whose content or purpose would violate these guidelines.
- k. Users should not use the network for non-work or non-school-related work.

4. Warranties – The Study Care Program makes no warranties of any kind, whether expressed or implied, for the service it is providing. Study Care will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a user's error or omissions. Use of any information obtained via the Internet is at the user's own risk. Study Care specifically denies any responsibility of the accuracy or quality of information obtained through its services.

5. Security - Security on any computer is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet, he or she must notify the Administrator or his/ her designee. He/She may not demonstrate the problem to other users. Attempts to log into the computer, network, or Internet as a system administrator or under a username other than the one given to the student will result in cancellation of user privileges or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **Vandalism** - Vandalism will result in cancellation of the Study Care computer network privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, and/or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, or any illegal or improper use of the Internet or accessed equipment.

7. **Responsibility for Reporting Materials** - Each user of the School's computer networking resources has a responsibility to report threatening or obscene materials, expressions of racism or hate, or other materials. The School has the right to investigate and take other appropriate action with regard to such materials reported or discovered on the user's workstation.

DISCIPLINE

When Supervisors/adults give directions to a Study Care child, they are viewed as "reasonable requests" and are to be followed by the child. Supervisors/adults are to use these guidelines and procedures to manage noncompliant behavior of a child(ren) while attending Study Care. These guidelines and procedures, to include adults making "reasonable requests", are consistent with the disciplinary concepts of Moon Area School District.

Supervisor(s) Discipline Procedure

1. All directions given by adults to children are "reasonable requests". When a child does not comply with a "reasonable request", the child will be told that the noncompliant behavior is being reported on a disciplinary action report form to be shared with their parents/guardians.
Example: "These are our rules. I'm making a reasonable request for you to follow. I'm writing down that you are not following my "reasonable request" so we have a record to share with your parents/guardians."
2. The Supervisor will document specific details in the Disciplinary Action Binder of what the reasonable request was and the noncompliant response. This record will be given to the administration at the end of each day.
3. Parents/guardians will be given a report of the day's events and will be asked to provide assistance in equipping their child to follow the reasonable requests given by adults.
4. If there is no improvement, the parents will be notified that the Study Care Program will begin calling on speaker phone in the midst of a discipline episode with the child.
5. If he/she has yet to comply he/she will be sent to the administration.

Administration Discipline Procedure

1. On the first visit to the office, there will be verbal counseling with the Administrator.
2. On the second visit, a written warning will be given that will require a parent's/guardian's signature.
3. On the third visit, a second written warning and/or a suspension notice from the program will be given. The parent's/guardian's signature will again be required.
4. On the fourth visit, consequences may include up to and including dismissal from The Study Care Program.

The discipline procedure is a guideline. All disciplinary actions are at the discretion of the Administrator. It is very important that the home and Study Care Staff cooperate fully in the discipline of the child(ren). Parents/Guardians should never undermine the authority of the Study Care Program by making derogatory remarks about a supervisor or the staff in the presence of any children or any other parents/guardians.

If a parent/guardian has a concern regarding his/her child(ren), the first step is to talk with the Lead Supervisor. If the parent/guardian is not satisfied with the Lead Supervisor's resolution, he/she may take the matter to the Administrator, for final resolution.

CAUSES FOR DISCIPLINARY ACTION

At Study Care, the basic rule children must obey is to be respectful. They must show respect to those in authority, to other children and to property of The Study Care Program and The Landing. In order to be respectful, children must also be kind and have self-control. Children who do not show the proper respect will be disciplined. Examples of behavior that is not acceptable include but are not limited to:

1. Profanity, or vulgarity in speech or actions.
2. Improper public display of affection.
3. Possessing or using drugs, alcohol or tobacco.
4. Leaving the room or building without permission.
5. Possession or use of dangerous items.
6. Fighting.
7. Verbal intimidation or harassment.
8. Using skateboards, roller blades, etc or unapproved electronic devices on school property.
9. Disrespectful attitude, actions or speech toward another person.
10. Cheating or lying.
11. Violating the dress code.

This list is not exhaustive but provides general guidelines for acceptable behavior. The administration has the final responsibility and authority to enforce the intent and spirit of the discipline guideline.

ALCOHOL/TOBACCO/DRUG:

The possession and/or use of alcohol or tobacco will result in an automatic five-day suspension from Study Care. The possession and/or use of illegal drugs on The Landing property will result in an automatic expulsion from The Study Care Program with no refund.

WEAPONS:

No weapon may be brought onto The Landing property. A weapon shall include, but not be limited to, any knife, toy knife, cutting instrument, cutting tool, nun-chuck stick, firearm, rifle, toy guns, or any other tool, instrument, or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for the lawful uses that it might have. This includes firearms that are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on Study Care property violates state criminal statutes and regulations (18 PA Cons. Stat 912) and shall be subject to the following discipline and penalty:

1. Parents/Guardians will be immediately notified.
2. The local police will be called.
3. The child will be expelled.

CODE OF CONDUCT WITH YOUTH

The following policy is intended to assist staff and volunteers in making decisions about interactions with youth. For clarification of any guideline, or to inquire about behaviors not addressed here, contact a staff member.

At The Landing, we are committed to creating an environment for youth that is safe, nurturing, and empowering.

No form of abuse will be tolerated.

All reports of suspicious or inappropriate behavior with youth or allegation of abuse will be taken seriously, and our Safety Team will be notified. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct of Youth outlines specific expectations of the volunteers as we strive to accomplish our mission together.

1. Youth will be treated with respect at all times.
2. Youth will be treated fairly regardless of race, sex, age, or religion.
3. Staff and volunteers will avoid affection with youth.
4. Staff and volunteers will adhere to uniform standards of appropriate verbal interactions.
5. Staff and volunteers will not stare at or comment on youth bodies.
6. Staff and volunteers will not date or become romantically involved with youth.
7. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth.

8. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
9. Staff and volunteers will not have secrets with youth and will only give gifts with prior permission.
10. Staff and volunteers will comply with Impact's policies regarding interactions with youth outside of our ministry.
11. Staff and volunteers will not engage in inappropriate electronic communication with youth.
12. Staff and volunteers are prohibited from working one-on-one with youth in a private setting. Staff and volunteers will use common areas when working with individual youth.
13. Staff and volunteers will not abuse youth in anyway including (but not limited to) the following:
 - A. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints.
 - B. Verbal abuse: degrading, threatening, cursing.
 - C. Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations.
 - D. Mental abuse: shaming, humiliation, cruelty.
 - E. Neglect: withholding food, water, shelter.
14. The Landing will not tolerate the mistreatment or abuse of one youth by another youth. In addition, The Landing will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
 - Physically bullying- when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
 - Verbal bullying: when someone uses their words to hurt another, such as belittling or calling another hurtful names.
 - Nonverbal or relational bullying- when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
 - Cyberbullying- the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, social media, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to make that person look bad.
 - Intentionally excluding someone from an online group.
 - Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - Sexualized bullying- when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors including sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

15. All staff must follow state specific mandated reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.

Staff will:

- Be familiar with symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- Know and follow organization policies and procedures that protect youth against abuse.
- Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- Follow up to ensure that appropriate action has been taken.

16. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youth to Impact leadership.

17. The Landing/Impact cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the Safety Team.

18. Staff and volunteers may not have engaged in or been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.