

Employee & Volunteer Handbook



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program is a federal program funded under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).

I. Introductory Information

The ACCESS out of school program believes that when youth participate in self-selected, academically rich, structured activities linked back to their school day, academic achievement increases. Just as important, students are better prepared to achieve in school when their academic learning occurs in a safe, caring, and developmentally appropriate environment.

HOURS OF OPERATION: 2:15 pm-5:30 pm, Monday through Friday **when school is in session.** The ACCESS Program does not operate when school is not in session, anytime when a child would not usually be in school. This includes teacher workshops, parent/teacher conference days, and days when the school is closed due to sanitizing and cleaning the facilities, unless otherwise stated on the ACCESS calendar.

VACATION WEEKS: Special mini-camps will be offered during February vacation, and April vacation at the discretion of the ACCESS Program. Parents will be notified in advance if a mini-camp will be offered. Camp will not be offered in December of 2021 due to staff changes, but may occur in future years.

FEES: A fee schedule is necessary to ensure that ACCESS is a permanent/sustainable program, continuing long after the grant has reached its end. Rates are based on a set fee scale. **All fees are collected one week in advance (on Monday, but if there is no school on Monday, Tuesday is acceptable.)** Parents are given a school year or session fee payment schedule when they register a child in their child's program guide.

WEATHER EMERGENCY CLOSINGS: The program intends to remain open according to the calendar adopted each year by the Winchester School. The ACCESS Program follows the regular school schedule and adheres to all closings or late openings called by the Winchester School due to weather and/or emergency conditions. If the school is closed due to poor weather, the ACCESS Program is closed.

If after-school activities are canceled, the decision to close ACCESS will be made by 2 pm. All staff will receive a phone call. The cancellation will also be made on Monadnock Radio Group radio stations, and TV WMUR channel 9.

DISMISSAL OF CHILDREN: A thorough accounting system for how students leave the program will be in place with the Site Coordinator (SC). At the Elementary school ACCESS, children will only be released to those listed on the original ACCESS registration form. A special middle school registration form allows parents/guardians to permit students to sign themselves out of the program.

The sign-out person will verify the person's identity by looking at their driver's license or other appropriate means of verification.

If someone wishes to pick up a child who is neither a parent, guardian, or an emergency contact person, ACCESS must be given verbal and written notice by the parents/guardian before dismissal.

When an unauthorized person tries to pick up a child, immediately notify the Site Coordinator. If the Site Coordinator is not present, alert the Executive Director. If a parent or guardian has sent a written note stating that the child will be picked up by a designated individual, show the Site Coordinator. If the Site Coordinator is not present, show the Executive Director. Place the note in the Sign In/Out binder for the Site Coordinator. The Site Coordinator will place the note in the child's folder for future reference. **The note is only valid for that one specific time.**

INTOXICATED ADULT: If you believe that for any reason a child's safety might be at risk if you release them to an authorized individual (including a parent or guardian), notify the Site Coordinator to discuss other possible options. If the Site Coordinator is not there, notify the Executive Director. If the parent or guardian is uncooperative, first obtain license plate number of adult, then release the child, and the Site Coordinator will immediately call the police with the license plate number of the vehicle.

PARENT NO SHOW POLICY: If a student is not picked up 5 minutes before the end of the program, the staff will inform the Site Coordinator or Executive Director. The Site Coordinator will call a parent/guardian regarding their status. If a parent or guardian is not available, the Site Coordinator will call the student's emergency contacts. If the emergency contacts do not respond, the Site Coordinator will wait until 5:45 pm and contact the Executive Director. The Executive Director will call the police if no one has responded by 5:45 pm.

VISITORS: Each visitor should be shown the utmost courtesy and respect while present. Visitors should be made aware that they are required to sign in, the Site Coordinator and Executive Director will be notified of their presence. A staff person must accompany them at all times. They should never be wandering freely around the grounds/school.

SNACKS: Students will be provided enough snacks to sustain them until they leave the program. A healthy snack program will be planned, and students may be invited to help with the preparation and serving. The USDA guideline for nutritious snacks will be followed. Snacks may be prepared by the students in any food related activities for the following day. Any staff supervising this activity must be trained in *Safe-Serve* methods.

DRINKING WATER: Drinking water will be available to children **AT ALL TIMES**. Outdoor adventure activities/groups need to bring an adequate supply of drinking water with them. If there is an off-site activity, staff need to be aware/made aware of where they can obtain safe drinking water for the children.

PHYSICAL CONTACT POLICY: To ensure the safety and well being of all children in the ACCESS Program, we have established written standards for policies for personnel/volunteers, which address appropriate and inappropriate practices. The "physical contact policy" includes the following:

- Respecting the personal space and privacy of children
- Appropriate touch responses which affect the safety and well-being of the child (i.e., hand-holding while crossing the street)
- Student-initiated hugs, reassuring touch to the shoulder area.

- Staff give students privacy in bathrooms - if student needs help, parent will be called.
Examples of inappropriate touch include the following:
 - Coercion or other forms of exploitation of a child's lack of knowledge
 - Violation of laws against sexual contact between adults and children
 - Any attempt to change child behavior with adult physical force, except staff certified in a school-approved CPI (Crisis Prevention Institute, Inc) restraint.
 - Students sitting on staff laps, tickling students.

All questions should be directed to the Site Coordinator or Executive Director for consultation.

Inappropriate touch will be grounds for the employee's or volunteer's immediate dismissal from employment with the ACCESS program.

II. Health and Safety

Our first priority is to keep students safe and healthy. Indoor and outdoor environments are maintained in such a way as to reduce and prevent the possibility of accidents or injuries. A first aid kit will be at the site's "home base." **If all children are engaged at all times, there is less likelihood of an injury to a child.**

The following forms must be file either with the ACCESS Program before a child can participate:

- Registration Form
- Medical Information Form
- Release Forms (transportation, media, off-site, grounds, use of hand tools, grades, and attendance of release information)
- Emergency Contact Form (with at least two reachable contacts)

A copy of all forms or a separate list of Emergency Contact Information and medical information must accompany the Site Coordinator or lead staff on any off-site trip or activity.

SAFETY CONSIDERATIONS: Every precaution must be taken to guard against accidents. The Site Coordinator should take every step to know the safety plans and train their staff to become familiar with them. **Crisis Management Exercises** will be practiced in case of such an emergency monthly.

FIRST AID AND CPR TRAINING: The Site Coordinator and staff must be certified in basic first aid and CPR. At least one person on-site at all times must be certified in both basic first aid and CPR. Anytime a group leaves the school grounds, they must be accompanied by a certified adult. A completely stocked first aid kit and list of emergency contact information will travel with the group.

MEDICATIONS: Medications may not be administered by any program staff.

NO SMOKING POLICY: There will be **NO SMOKING or VAPING** at any time by staff or students in the school or on the school grounds, or within sight of students.

PREVENTION FOR SPREADING CONTAGIOUS ILLNESS: All students and staff must be protected from a contagious illness. While airborne, micro-organisms are more difficult to protect against, the spread of many blood-borne, bodily fluid borne and non airborne germs can be effectively prevented. All people giving first aid must first wear protective gloves when there is blood, an open wound, or a scrape. All students should wash their hands before eating and after using the bathroom. This should be reinforced by staff daily.

CRITERIA FOR SENDING A CHILD HOME DUE TO ILLNESS:

- Illness that seriously prevents participation in group activities
- COVID-19 symptoms that require quarantine as outlined by the CDC
- Vomit due to upset stomach
- If students need to be sent home for any of the above reasons the Site Coordinator should contact the child's parents or guardians.
- If the parents/guardians can not be contacted, the individuals with the designation of emergency contact should be called.
- **However, the parents or guardians should always be contacted to inform them of the steps taken.**

III. ACCESS Employee Procedure

Each employee will be provided with a clearly defined procedure of the ACCESS Program. Our procedures are based on mutual respect and trust of one another. Each employee is equally valuable and essential to the well-being of the program and, in particular, the children. All employees will be screened for security purposes through the Site Coordinator and Executive Director. The Executive Director is given the final say on whether or not someone is hired at ACCESS.

Responsibilities of the Employee

DRESS CODE:

Each employee is expected to dress and present themselves in a clean, appropriate, and professional manner. Short skirts (above fingertip length), shorts (above fingertip length), sweat clothes (such as workout pants that are not covered by a long tunic or dress), cut-offs, bare midriffs or gum chewing are considered inappropriate. Clothing with writing is allowed as long as it is work appropriate. **All** employees are to wear ACCESS printed shirts to aid parents and adults in identifying staff. **All** employees are to wear their orange ACCESS lanyard and name tag for identification purposes while working with children and families. This allows families to identify that you are ACCESS staff and your name easily.

STAFF MEETINGS:

Monthly staff meetings will be held. Employees are expected to attend all pre-program staff meetings. Employees are highly encouraged to attend any training/professional development offered by the ACCESS Program to provide them with increasing professional knowledge in the realm of out of school programming and are required to attend 4 hours/school year. All staff are required to complete CPR/First Aid Training, CPI Crisis Prevention Institute Training, and Responsive Classroom training.

REQUEST FOR TIME OFF:

It is recognized that emergencies and sudden illnesses will occur, which might require short-term emergency substitute staff. The employee must alert the Site Coordinator in writing at the earliest time and offer a solution in their absence. A Leave Request Form is available for written notice. Employees are limited to 5 last-minute call outs prior to dismissal, as it is important for licensing that proper ratios be maintained and all staff and students feel safe at all times.

SET UP AND CLEAN UP:

Employees are asked to leave the space used in any building in a better condition than it was found. Children should be encouraged to participate in site clean-up tasks as groups, with the understanding that everyone benefits from a clean program as we are sharing space. Employees also monitor the need to maintain equipment and/or supplies and notify the Site Coordinator of any necessary repairs.

EVALUATION:

Each employee will conduct a self-evaluation one per year based on their initiative, job description, knowledge of the job, quality of work, interest, dependability, growth, attendance, and collaboration with staff, students, and school personnel. They will submit this to the Site Coordinator.

EMPLOYEE CONCERNS:

If an employee has a grievance involving working conditions, this should be discussed with the Site Coordinator, who will then try to solve the problem. If a solution can not be found, then the Site Coordinator will go to the Executive Director. If the situation is about the Site Coordinator, the employee can contact the Executive Director and voice their concerns.

PAYROLL:

For payroll purposes, all employees must punch in and out each day they work. At the end of the week, each employee must sign their time card.

- Under no circumstances will one employee punch in for another employee
- Under no circumstances will one employee forge another employee's signature on their time card
- Under no circumstances will an employee work past their scheduled hours, unless permitted by the Executive Director

SUPPLIES:

Staff should alert the Site Coordinator to needed supplies two weeks before the start of the club session. Catalog/purchase orders need to be submitted at least six weeks before they are required.

CONFIDENTIALITY:

All information about the students and the families we serve is considered confidential. Under no circumstances shall a child or his/her family be discussed outside of

the work environment with anyone other than a Site Coordinator or the Executive Director.

MEDIA:

No child's photo may be taken and/or information or written work used outside the Executive Director's written consent and the child's parent or guardian's written consent. Any violation of this policy is ground for dismissal.

ACCESS VEHICLES:

ACCESS staff who will drive ACCESS busses and vans are required to have a CDL, commercial drivers license. Training and licensure will be provided by ACCESS to employees. Any ACCESS staff who drive vehicles is subject to random, reasonable suspicion, and post-accident drug and alcohol testing.

DRUG AND ALCOHOL TESTING:

ACCESS staff recognize the sensitive nature of working with children. They will not come to work under the influence of drugs or alcohol. If the Site Coordinator or Executive Director has reasonable suspicion, drug and alcohol testing may be required to continue employment.

Expectations of Site Coordinator and Program Staff

The Site Coordinator will conduct an employee evaluation twice a year based on their initiative, job description, knowledge of the job, quality of work, interest dependability, growth, attendance, and staff collaboration. At the end of this evaluation, the Site Coordinator will meet with individual staff for a yearly review based on the standards stated above.

IV. ACCESS Volunteer Procedure

Each volunteer will be provided with staff and a volunteer handbook. Our procedures are based on mutual respect and trust for one another. Each volunteer is equally valuable and essential to the well-being of the program and, in particular, the children.

OBJECTIVES:

The volunteer program's objectives are to provide community role models for students, recognize and utilize human resources within the community, meet individual students' needs more effectively, and support families by providing parents with an opportunity to receive a reduction in program fees by volunteering.

Requirements of the ACCESS Volunteer Program

All persons performing volunteer services will be treated as valued members of the ACCESS staff and are expected to follow the same rules and guidelines as outlined in the Employee and Volunteer Handbook. Volunteers need to be background checked and/or under the supervision of an employed ACCESS staff member.

Volunteers are expected to give a minimum of 24 hours notice if they know they will not be at the program on any given day. All volunteers will sign in and sign out on a sheet daily.

V. Supervision of Students

BEHAVIOR MANAGEMENT:

The behavioral expectations of youth during the out of school program are the same as during the school day. The ACCESS program strives to create a relaxed, safe, supportive environment that reinforces social skills learned during the school day through *The Responsive Classroom Approach*. Discipline and guidance are based on an understanding of the needs, development of the child, and circumstances of the incident. All staff are trained in Crisis Response Institute de-escalation strategies. Restraints should be an absolute last resort, and reported using the Incident Report.

HIGH QUALITY SUPERVISION:

Supervisors and staff should be aware of the location of all students during and after activities. Clear procedures and structures will be in place and communicated to all students coming to the program. Clear expectations for behavior will also be communicated to youth. Staff should feel free to suggest changes or new ideas for procedures that are not working well.

CHILD TO STAFF RATIOS:

Group sizes will be kept low, not more than 12 children to 1 staff in most activities groups (according to state standards). The exceptions are open gym, playground, or any pick-up activities.

STAFFING:

The ACCESS program strives to avoid situations in which a staff person is alone with students.

Under no circumstances should a staff member be alone with a child. If a staff member is left alone with a child, call Executive Director for next steps.

TRANSITIONS:

The times of transition- during start-up, snack break, activities, breakouts, or leaving the program are points where structure often breaks down, and outbursts or inappropriate behavior can become a problem. Adequate staffing will ensure safety and appropriate behavior.

When students travel from one building to another, or location to location, inform them of the route beforehand so that everyone knows how they are getting from one place to another. Keep the mood light and friendly, and encourage children to stay on the route, while reinforcing expectations of how we move/transition to different activities and locations.

STAFF TRAINING:

The ACCESS Program believes strongly in its staff's professional development and will provide ongoing staff training, particularly in early childhood development, adolescent behavior, and classroom management.

One of ACCESS goals is to maximize each child's growth and development while protecting the rest of the individuals in the group. This includes encouraging youth to solve problems in socially acceptable ways and fostering mutual respect for others, their rights, and their feelings.

There are times when the behavior will warrant disciplinary action. Generally, we encourage using the following behavior management strategies. We recognize that these are only strategies- training can be given to staff in behavior management regarding rules and appropriate/logical consequences, redirection, take a break, In ACCESS Suspension (IAS), and the issues of bullying, refusal to participate, etc.

- Examine patterns of when and where challenging behaviors occur
- Make changes (group size, space issues, etc.) if they are warranted.
- Be proactive-- provide intervention and redirection.
- Offer choices within program limits
- Enforce logical consequences for behavior choices
- Model, support, and encourage appropriate behavior and effective communication skills.

The ACCESS Program DOES NOT USE any of the following techniques for behavior management:

- Any kind of corporal punishment or physical handling, including restraint (unless administered by a staff trained in CPI)
- Severe or cruel treatment, humiliation, or verbal abuse
- Denial of norms (i.e., food, water, use of restrooms) as a punishment

SUSPENSION AND DISMISSAL:

It is understood that staff will attempt to work with parents, school, staff, and the students themselves. In the event of consistent inappropriate behavior, and only after the procedures outlined in the attached Disciplinary Procedure instructions have been followed, a child may be suspended from the program at the discretion of the Site Coordinator and Executive Director.

TERMINATION:

The decision to terminate participation is always a last resort. In some circumstances, however, it becomes clear that the program is unable to meet the extreme needs of a child, and it is not an appropriate placement for that student. Such circumstances would be situations in which

1. Youth poses a danger to others or him/herself.
2. Acts out at a chronic level of significant disruption that interfered with program operation.

These decisions will be made with the help of the program staff and ultimately rest on the Site Coordinator and the Executive Director.

VI. Disciplinary Procedure

While working with children in the ACCESS Program, we must assure them that they are safe. This can be accomplished in part by a well-prepared instructor and a set of consequences for inappropriate behavior. Children are expected to participate in the activity that they have signed up for. **It is expected of each child that they follow the same rules held during the school day. This procedure is distributed to all parents.**

If a child is not following the rules, the ACCESS policy has been set to help a child refocus on participating in a safe and community-conscious way. This policy is known as “**Three Strike Three Outs**” and is based on community. Everyone in the community must feel safe for the group to interact effectively and properly. Safety here is defined as adherence to the rules set forth by The Winchester School.

While it is understood that this program is designed to promote community, enrichment, and fun for all of its participants, some may inhibit others from this experience. If this should be the case, the following will be the procedure.

3 Strikes - 3 Outs

Strike #1:

- Child removed from the group
- Assess the child's needs (if possible, meet that child's needs: hunger, tiredness, assurance, etc.)
- Explain how they were inconsistent with the rules
- Ask them to perform within the communities' rules.
- Inform the child that they need to make a better choice in this situation
- Inform the child that if these types of choices persist, they will receive a 2nd strike and they will have to remove themselves from the group
- Re-engage the child in the group activity
- Inform Site Coordinator and log incident in Strike Binder

Strike #2:

- Child removed from the group.
- Explain how they were inconsistent with the rules
- Ask them to think of ways their behavior can be consistent with the rules.
- Inform the child that they need to make a better choice in this situation
- Inform the child that if these types of choices persist, they will receive a 3rd strike and they will be removed from the group and not allowed to participate for the remainder of the day
- The child is to sit-out in the designated take a break section until he/she feels they can interact with the group safely and appropriately.
- **Take a break sections are based on the individual child; some may be more comfortable at a take a break space of their choosing)**

- Inform Site Coordinator and log incident in Strike Binder

Strike #3:

- Child removed from the group.
- Explain how they were inconsistent with the rules
- Ask them to think of a way their behavior can be consistent with the rules.
- Refer the child to the Site Coordinator for a discussion on the child's behavior

The child is no longer able to participate in group activities for the day and must have his/her parents called to pick him/her up from the program. The child is to remain in take a break with the Site Coordinator and work independently of the group until the parent's arrival.

When the parents arrive, the Site Coordinator or Executive Director will inform the parent of the situation and "conference" with the parent to develop an action plan that fits the child's needs. However, this plan must follow the rules of the program. The child is then considered to have received "out." Log the "strike" in the site's binder.

Out #1:

Children reaching the limit of three strikes within one day are considered to have reached an "out." Children reaching this level will not be able to participate with the group for the remainder of that day. They will work with the parent and the Site Coordinator to accomplish an action plan that will help the child join group activities in a successful and safe manner. When the child returns for their next program day, the child will be required to participate in **In-ACCESS-Suspension (IAS)** for one day. Upon successful completion of IAS, the student will be allowed to return to group/community activity the following day. Log the "out" in the site's binder.

Out #2:

Children who have reached the limit of a third strike within one day for the second time within the school year will require a conference between the parents, the Site Coordinator, and the school's guidance counselor. An action plan with clearly defined points of action will be developed at this meeting. The child will be required to take a day-off from the program (no reimbursement to the financial source) and will not be able to attend any further ACCESS programming during the school year **until the conference requirements have been met.** Log the "out" in the site's binder.

Out #3:

Children who have reached the limit of a third strike within one day for the third time in a school year will be dismissed from the ACCESS Program for a minimum of one week. After one week, the decision to admit the child back into the program will be delivered to the parent. Any standards and stipulations of the decision must be fulfilled before reconsideration of the child's re-admittance to the program. This decision will be jointly made by an ACCESS evaluation committee and is considered binding. Log the "out" in the site's binder.

If you have any questions or concerns, contact the Site Coordinator or the Executive Director.

Parents, school administrators, after school staff, and other relevant professional personnel (such as the child's therapist) should be involved throughout the decision making process.

Some behaviors are non-negotiable and may warrant an immediate suspension or termination. (In some cases, the police may also be called.) These include:

- Fighting
- Threatening to harm, or using threatening language
- Harming or assaulting a teacher or staff
- Possession or use of drugs and/or alcohol
- Possession or use of weapons (guns, knives, or any objects used as a weapon or a look-alike weapon) in the building or on school property
- Setting off a fire alarm
- Possession of tobacco
- Destruction or threat of school property

VII. Emergency Procedures for an Accident and/or Injury

EMERGENCY PHONE NUMBER:

In all cases, 352-1100 (Fire and Rescue) is the local mutual aid number to call if the Site Coordinator or Executive Director is NOT present or in the vicinity. (This number is posted on the sign-in binder.) This number will connect you with whatever service you need including local services and those from the poison control center. (This number does not include the police; call the local number).

If a student is seriously hurt at the ACCESS Program, follow the steps below:

1. Assess the situation
2. Send someone for help
3. Contact Site Coordinator or Executive Director via Radio or Cell Phone
4. The Site Coordinator or Executive Director calls 352-1100 or 911 if appropriate.
5. Stay with the injured person.
6. Perform first aid or CPR according to your training.
7. The student's emergency information should be available for review. The Site Coordinator or Executive Director will look for past pertinent medical information that may help the EMTs or doctors. This should accompany the student to the hospital.
8. The parents need to be contacted. The Site Coordinator or Executive Director will contact the parents. If they cannot be contacted, try the other numbers on the contact sheet. **Don't stop until you reach someone!**
9. Be sure to file the necessary paperwork and leave it with the Site Coordinator or the Executive Director at the ACCESS office.

Always wash hands before and after treating any injuries. Gloves need to be worn. GLOVES MUST ALWAYS BE WORN WHEN THERE IS THE POSSIBILITY OF COMING IN CONTACT WITH BODY FLUIDS I.E., BLOOD, VOMIT, URINE, AND SALIVA.

CRISIS MANAGEMENT INSTRUCTIONS

VIII. Emergency Reporting

INCIDENT/ACCIDENT REPORTS:

Written records of accidents and incidents, which occur during the ACCESS Program, are to be maintained and filed in the main ACCESS office. The Site Coordinator, with the help of the ACCESS staff, will compile these reports.

Events to be recorded include all injuries, behavior problems of a recurring or significant nature, discussions and/or disagreements between staff and parents regarding youth and/or the program, between staff and school personnel between staff and youth; anything about which the Site Coordinator may receive a phone call at a later time and will need first-hand information.

ACCIDENT REPORT:

In general, if you need to get the first aid kit out, you should be filling out an accident report. The staff person who provided first aid, or who was present at the time of the accident should fill out the Accident Report. The report must be filled out carefully and accurately. A witness to the accident should sign the report, if possible, to verify that the information is correct. If you need more space on the form, use the back record for the situation's full details. The Site Coordinator will keep one copy for the file and will inform the Executive Director.

INCIDENT REPORT:

An incident report should be filled out to record information that is important for future reference. Behavior or attendance issues are the main focus of incident forms. Record all pertinent information and have a witness sign to verify the information. This document might be used for legal actions or disciplinary action against a student or staff member in the future. Remember to be accurate and thorough in your reporting of the incident, omitting your emotional responses. The Site Coordinator will keep one copy for the file and inform the Executive Director. Emergency/first aid kits are available at the ACCESS school location and with the program leader during the off-site programs and emergency medical information for students.

Incident/Accident Report Form

Circle:

Incident or Accident

ACCESS Program site _____

Staff member(s) completing report _____

Location of Incident/Accident _____

Person(s) involved in the Incident/Accident:

Staff

Student

Events that led up to the Incident/Accident _____

Description of the Incident/Accident:

Immediate Action in responding to the Incident/Accident: _____

Action Taken (or required) to Prevent Incident/Accidents in the Future: _____

Date and Time of the Accident

Staff Signature

Site Coordinator Signature

Date and Time Parent Notified

Parent Signature

ACCESS Leave/Time Off Request Form

ACCESS Staff should give as much notice as possible if aware they will be absent, with a minimum of two weeks notice expected. Please list the dates requested off below for approval.

Name: _____ Position: _____

Today's Date: _____

Date (s) requesting off: _____

Explanation if more than one week: _____

Staff Signature: _____

For Director use only, do not write below this line.

Approved

Not Approved

Executive Director: _____ Date: _____

Employee Agreement

I, _____, have read and agree to the terms written in this handbook. I understand that I am responsible for reading and familiarizing myself with this material. While volunteering for or working with ACCESS, I understand that I must follow the guidelines as written above, and if I have any questions, I may bring them to my Site Coordinator or Executive Director. I further understand that this is not a contract of employment. I understand that I am an at will employee and my employment may be terminated, at any time, with or without notice.

Signed: _____ Date: _____

Executive Director Signature: _____ Date: _____