

## DSCNWA Program Policies for Independent Participants

*(Parents or guardian not staying with participant during the program)*

### **Check In:**

***\*\*Please let us know if your participant is an eloper so we can pair them with a volunteer to ensure they don't elope.***

### **Registered Participants**

Upon arriving at the program, the parent, drop-off person or participant will check in with Ms. Lindsay, who will mark them checked in on her mobile.

### **Unregistered Participants**

Participants who did not pre-register will need to visit the dscnwa website on their mobile when arriving and register their participant and agree to the Independent Participant and Participation Waiver.

### **Check Out:**

The parent or designated pick-up person should arrive by the program end time for pick up and enter the building. The parent or pick-up person needs to notify Ms. Lindsay they are leaving with the participant.

### **Bathroom Policy:**

When programs take place at the Center for Nonprofits or at nonpublic facilities such as churches, other nonprofits etc. Participants should tell Ms. Lindsay that they need to go to the bathroom and Ms. Lindsay will either allow them to go by themselves if the bathroom is nearby or ask another participant to go as a buddy. Participants should tell Ms. Lindsay when they are back from the bathroom.

When programs take place in public places such as stores and restaurants, participants should tell Ms. Lindsay, and she will ask two volunteers to accompany the participant(s) to the bathroom.

If it's a single bathroom the volunteers will wait outside.

If it is a multiple stall bathroom the volunteers should wait inside the bathroom outside of the participant's stall if they are the same gender. If the participant and volunteers are not the same gender the volunteers will wait outside the multiple stall bathroom.

### **Participation Policy:**

Participants are continually encouraged to actively engage with the program activities but never forced. They can watch from the sidelines to see if that makes them more comfortable and join in when or if they feel ready.

Participants are expected to, within reason, be cooperative and respectful with Ms. Lindsay, volunteers, instructors, and other participants. Participants who are actively disruptive will be redirected back to the task. If disruption or misbehavior becomes unmanageable the participant's parent or guardian will be called to pick up the participant.

**Incidents and Elopement Policy:**

We want to keep everyone safe during programs. We have volunteers at each program to assist but the numbers of volunteers can vary. If your student is known to elope, please let Ms. Lindsay know, so she can assign a one-on-one volunteer to them, if possible.

Anytime there is an incident that occurs during a program i.e. participant wanders off, participant becomes physically or verbally aggressive, disruptive behavior such as yelling, throwing objects, participant acts out in an inappropriate manner (sexually, toileting, not respecting others boundaries), bullying another participant etc. the child's parent will be notified immediately or at pick up depending on the severity of the situation. DSCNWA will file an internal incident report for our records.

Repeated incidents can result in participants not being allowed to participate in DSCNWA programs.