



La Armada Family Resource Center

Student & Family Agreement

The Corpus Christi Housing Authority (CCHA) welcomes you and your child to the La Armada Family Resource Center. We are excited about joining with you in an effort to help your child reach his/her fullest potential.

Your participation into the Family Resource Center entails important responsibilities. You have committed to the Corpus Christi Housing Authority (CCHA) to fulfill these responsibilities as you participate in a fun and rewarding learning environment. The ethics and commitments detailed below are the guidelines for assuring that you have a safe, productive and positive experience, and that the Family Resource Center accomplishes its mission of helping residents and their children improve their quality of life through education and other social and recreational support programs.

General Rules and Regulations

1. Food and drink will be permitted during regular meal and snack times only. Meals will be provided via the Kids Café Program on a regularly scheduled time. Currently, meals are served (date/time). Any outside food must be approved by staff and consumed only during approved break times have been designated.
2. Use of alcohol, tobacco of any form and other non-prescription drugs are prohibited in the center at all times.
3. The center is not responsible for lost or damaged personal items. Any items brought to the center are "at your own risk" and the CCHA will not be responsible for any losses due to theft. A lost and found box will be located in the site supervisor's office. All items not claimed after 60 days will be donated to a local charity of choice.
4. Proper attire must be worn throughout the program at all times. Appropriate attire is consistent with the school uniform requirements. During the summer, students may wear shorts that are of the appropriate length. All clothing should not be revealing in nature or distracting to other students.
5. Roller blades, skateboards, hee-lies, razor scooters, or other mobile equipment is not permitted inside the center. All equipment must be removed prior to entering the center.
6. No pets are allowed in the center unless used specifically for medical purposes.
7. Only CCHA staff may operate and approve use of stereo or audio/visual equipment including radios, televisions, video games, computers, etc. Personal head sets or mp3 players are not allowed.
8. All accidents and equipment damage must be reported immediately upon discovery to the Site Supervisor or other CCHA staff.

Schedule and Ages Served



The center serves children between the ages of 6 and 17 years of age.

During school session the center will operate on the following days and times:

3:00 p.m. – 6:30 p.m. Monday - Fridays

During the summer months, the centers will operate on the following days and times:

Monday – Friday 10 a.m. – 3:30 p.m.

The center will close promptly at the designated closing time and children must be safely out of the center at this time. Staff will not be responsible for any child left unattended and the proper authorities, including law enforcement and Texas Dept of Family & Protective Services, may be contacted should your child be left unattended after hours.

Sign In Sheets

Sign In sheets are located upon entry to the center. All students are responsible for signing in daily. Students will be rewarded for regular attendance and attendance will be verified using the sign in sheets.

Field Trips

The center will maintain a daily schedule of activities, which will define the typical sequence of events during a normal day. The program will include times for reading, homework assistance, meal and recreational activity times. Periodically, the students will have the opportunity to participate in off-site field trips. Field Trips will be scheduled to reward the children for participation and/or achievement. They are a privilege and children will be expected to obey all rules as applicable to the program. Children will be required to have a permission slip signed by a parent or legal guardian prior to the actual trip. Any child who does not have parental permission will not be allowed to leave the premises and may be required to return home, in the event that the center is closed.

Emergency Contact

An emergency contact form must be on file for every child and shall include the name, address and phone numbers (work, home and cell) of at least two adults over the age of 18 that may be contacted in the event of an emergency.

Medical Assessment and Medications

Children who are sick or ill, should not attend the center. It is the obligation of the parent to report any contagious diseases or conditions, as soon as they are aware of the problem.

Examples of contagious diseases/conditions include head lice, chicken pox, pink eye, or flu like symptoms. In severe cases of illness, a doctor's release form may be required before re-entry into the center is allowed.



The CCHA staff and its representatives are not allowed to dispense medication during the program. Any child on a regular medication schedule will be allowed to leave the center to go home for medical purposes and return within a reasonable amount of time.

Behavioral Expectations/Termination of the Program

It is the policy of the CCHA that all children, parents and CCHA staff be treated with respect and courtesy at all times.

Abusive language from children, staff or parents will not be tolerated.

Children engaging in hitting, spitting, swearing, and or other disruptive behavior will receive discipline including possible termination from the program.

An incident report will be filed and parents will be notified about any concerns regarding the child's behavior. Suspensions may occur, when necessary, and can result from up to one to two day suspensions or until the situation has been resolved. If behavioral problems continue, the child may be terminated from use of the center at the discretion of the CCHA staff and its representatives. It is the hope that all behavioral problems can be resolved so that no child will need to be removed from the program. CCHA staff will be available to work with the parents and children to achieve such resolutions.

Transportation

All children will be responsible for their own transportation to and from the center. For safety reasons, if the child is walking either from home or the nearest bus stop, the CCHA requests that all parents discuss the safest routes to and from the center with their children.

Transportation will be provided for all off site field trips or activities.

Telephones

Office and center telephones are reserved for official CCHA business and emergency situations only. Children may ask staff to utilize the phone when necessary.

Staff/Youth Ratio

The youth to center staff ratio is 1:26 children. Once the maximum allowable children has been reached, children will only be allowed entry as others leave.

Accident/Injuries

Any accident or injury must be reported immediately to CCHA staff. The proper CCHA form will be completed by a staff member and forwarded to their supervisor within 24 hours of the reported injury. An investigation will be conducted by a CCHA Management immediately thereafter and any actions/recommendations will be made at that time. If medical attention is rendered, families agree to provide payment for such service to any third party physician, hospital, ambulance or other medical provider.



Equipment/Center Supplies

All equipment/center supplies are property of the CCHA. No equipment will ever be allowed to be removed from the center without expressed consent of CCHA staff. Equipment/Center supplies include:

- Basketballs, footballs, playground balls, and soccer balls.
- Books, workbooks or other learning materials
- Computers and computer/game software
- Video Technology – i.e. Playstation, VCR/DVD, game controllers, Nintendo, Gameboys.

Other Supportive Services

It is the goal of the CCHA to support its youth in achieving academic and healthy success. In an effort to help them overcome all obstacles hindering them from doing so, all children will be monitored daily for any social or physical challenges including all forms of abuse or neglect. The CCHA firmly believes that every child has the ability to succeed with the support of their family and the community in general. Therefore, it may become necessary to recommend your child to referral based services to assist with any matters directly impacting their social, mental or physical development.

The CCHA will notify the parents of such a referral and will obtain parental consent when not bound by other laws requiring CCHA to make immediate contact with local and state enforcement officials.

ACKNOWLEDGEMENT OF TERMS

Use of the center is considered a privilege. Those who do not cooperate with established policies, use abusive language, are under the influence of drugs or alcohol or act inappropriately toward a CCHA employee will be asked to leave and may have their privileges revoked. The center is an after-school recreation program that provides support for academic success and a fun, safe place to participate in. The CCHA is not a licensed day care facility and parents must remain available, preferably on site, at all times in the event of an emergency. Parents should acknowledge that we operate an "open recreation" and that children come and go at their leisure. Should you have a special request or require an accommodation, please see center staff.

I, _____ and _____ parents of such child, understand that by choosing to participate in the Family Resource Center of the Corpus Christi Housing Authority, I will act responsibly and agree to the following conditions of this student and Family agreement.

We have carefully read and understand the program's rules and agree to abide by the Student & Family Agreement. I agree to uphold them to the best of my ability and recognize that my actions and attitude reflect my continued participation in this program.



Child's Printed Name _____

Date: _____

Parent Signature: _____

Child Signature: _____

Agency Representative: _____

Date: _____