



A. ARCH PARTICIPANT RULES:

1. Participants are NOT allowed to curse, to steal, to possess dangerous weapons, to possess or consume illegal drugs, to drink alcoholic beverages, to fight or to express unacceptable sexual behavior. These behaviors will be disciplined by the following attachment.
2. Participant, parent/guardian must complete "Medical/Information Form" prior to entry into any program. Any applicable fees must be paid for continuation of program service.
3. Participants are not allowed to leave the ARCH premises unattended without formal written, or verbal consent from parent/guardian/group home staff for any purpose other than transportation home (i.e., Dial-a-Ride, Reserve-a-Ride, etc.). This will not apply to those participants who live independently and/or are their own guardians; however, they must inform appropriate staff when they are leaving.
4. Recreational equipment will be used on a first-come, first-serve basis. However, after one game (pool, ping-pong, etc.) the equipment will be turned over to the next waiting participant. All recreation equipment, supplies and areas will be treated with care and returned to its original state. Intentional destruction of property, equipment, or supplies will be the responsibility of the participant and/or parent/guardian to pay for or replace.
5. Telephones may be used to call parents/guardians or for transportation. However, permission must be given by ARCH staff for any phone usage. No personal calls are allowed.
6. Participants are encouraged to become involved in all activities; however, the choice to participate remains with the individual.
7. All participant information remains confidential and on file. Only staff has access to this information. This confidential information will not be released without the expressed written consent of the participant and/or parent/guardian.
8. Participants who pose a health hazard to others will not be allowed to attend ARCH programs.
9. While participating in ARCH programs occurring at locations other than the ARCH Center (i.e., parks, schools, churches, etc.) participants must stay with the group and in designated area.
10. No participant will be allowed in the ARCH gymnasium, weight room or kitchens without a volunteer or staff member.

11. No participant will be allowed in a swimming pool area without a certified staff member.
12. ALL participants must adhere to rules and regulations of other facilities while on those premises.
13. Participants must dress appropriately for the given activity.
14. Participants must maintain a standard of cleanliness that does not interfere with the recreational environment, or the health environment of others.
15. Participants are not allowed to wander the premises outside unsupervised. This includes the parking lot.
16. Participants must adhere to all safety rules specified for each activity.

B. TRANSPORTATION RULES:

The driver has total supervisory duties while driving the van. The driver must discipline behaviors to maintain proper health and safety standards for all of the participants.

1. Participants are not allowed to stand while the van is moving. Participants are to remain seated, with seat belts secured, at all times while on the van.
2. Participants are not allowed to curse, to steal, to smoke, to possess dangerous weapons, to possess illegal drugs, to perform immoral conduct, to eat, or to deface property while in the van.
3. Participants will be picked up and dropped off only at designated points, which are all pre-arranged.
4. If/when transportation is provided by ARCH, parents/guardians are responsible for notifying ARCH when participant is going to be absent (i.e., illness, appointments, vacation, etc.). This will alleviate any unnecessary trips.
5. The parents/guardians have the responsibility to provide supervision when the van drops off the participant as ARCH has no legal obligation once the participant gets off the van and is safely on the correct side of the street.

C. PARENT/GUARDIAN RESPONSIBILITIES:

1. The parents/guardians are to ensure all forms are completed accurately and turned in to the proper staff/coordinator for respective programs, as well as relaying any other pertinent information such as behavior programs or behavior problems.
2. The participants in ARCH programs have rules, which you should know and support. The rules are to maintain uniformity and give guidance to all of the participants.

3. The parents/guardians are responsible for contacting ARCH when a change of address or telephone number is made.
4. The parents/guardians are responsible for contacting ARCH when their child is on medication, or changes medication. It is also your responsibility to send any daily medications—which should be hand-delivered to appropriate staff.
5. The parents/guardians are responsible for sending their child with good health. If a participant is ill, it affects the health of the rest of the participants and staff. Therefore, please keep the child at home.
6. The parents/guardians are responsible for assisting their child in the selection of programs and activities. This is done by contacting the respective coordinator.
7. Parents/guardians and/or transportation providers are required to both sign-in and sign-out participants upon arrival and departure from ARCH Center or other designated ARCH program sites. If participant is their own legal guardian, they must still inform staff upon leaving premises or program site.
8. Parents/guardians are responsible for arranging transportation to and from the ARCH Center and program sites. Prompt pick-up at the conclusion of all programs is expected. It is the responsibility of the parent/guardian/staff to inform ARCH staff of any changes in transportation schedules, providers, or authorized persons. Transportation is provided by ARCH for specified programs, however prior arrangements must be made. Additional fees may be assessed for extreme and/or excessive tardiness in picking up your child.
9. Parents/guardians are encouraged to communicate regularly with ARCH staff to provide feedback, convey pertinent information, or express any wants, needs, or concerns.

D. BEHAVIOR MANAGEMENT/DISCIPLINARY ACTIONS:

This guide has been developed by and for the staff of ARCH to deal consistently with any inappropriate behavior exhibited by our participants. However, there are exceptions to every rule and must be handled as well as possible.

General Rules:

1. Participants must never be left alone or out of attention at any time during any reprimand.
2. No participant will be sent home for behavior reasons unless the coordinator and/or Executive Director makes this action
3. Corporal punishment will not be exercised under any circumstance.
4. Communication to the parent/guardian for behavioral and/or medical reasons are to be made prior to the participants leaving the program or going home for the day. In

severe cases, or if situation warrants, an incident report will be completed and sent to appropriate parties.

5. If an aide cannot handle a given situation go to the leader or coordinator.

Behavior Management:

1. Verbal reprimand in close proximity and state desired behavior.
2. Removal from activity for an individual discussion with initiating staff member.
3. Participant is taken to supervisor for his/her attention.
4. Removal from program for indefinite period.
5. Written memo sent home for appropriate signatures.

If behavior is not rectified, Coordinator notifies Executive Director, and the Executive Director informs the parent/guardian of the appropriate action.

1. Taken home for remainder of the day.
2. Staffing, with parents/guardians, to rectify problem of inappropriate behavior.
3. Removed from the program for a specified time.
4. Removed from the program permanently.

Anytime injury to a participant or staff member is involved or damage to/or destruction of property is involved, parents/guardian will be called. This is for all participants.