



## Partner Organization Policies and Procedures

While using the Emily K Center we agree to abide by and enforce the following rules:

1. No smoking or use of drugs or alcohol while on the property.
2. Possession of a weapon and fighting are prohibited and will result in immediate removal from the property.
3. Doors to the outside should never be blocked open at any time.
4. Any and all incidents of injury should be reported to the Emily K Center staff member on duty immediately.
5. If an alarm sounds all occupants should proceed to the exterior of the building at a designated meeting place.
6. Partner organization should have appropriate procedures in place to manage emergency situations.
7. Children must be accompanied by an adult at all times while in the building.
8. All participants should be respectful of other facility users by staying in designated areas and maintaining reasonable noise levels.
9. Only water in closed containers is allowed in the gym – no other food or drinks are permitted without special permission.
10. All furniture, supplies and equipment that are moved should be returned at the conclusion of the program.
11. Any facility or maintenance issues should be reported to the Emily K Center staff member on duty.

Partner Organization Name:

Signature of Program Administrator:

Name (printed):

Date:

## Code of Conduct - Child Abuse Prevention Policies and Procedures Acknowledgement Form

In order to protect the children we serve, this policy and procedure applies to all EKC staff, volunteers, partners, facility renters, and program participants.

1. At no time during a program may an EKC representative be alone with a single child where they cannot be observed by others. As EKC representatives supervise children, they should space themselves in a way that other staff can see them.
2. EKC representatives shall never leave a child unsupervised.
3. Restroom supervision: EKC representatives will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. EKC representatives will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If EKC representatives are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with EKC representatives.
4. EKC representatives should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. EKC representatives shall not abuse children including:
  - physical abuse – strike, spank, shake, slap;
  - verbal abuse – humiliate, degrade, threaten;
  - sexual abuse – inappropriate touch or verbal exchange;
  - mental abuse – shaming, withholding love, cruelty;
  - neglect – withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. EKC representatives must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. EKC representatives will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. EKC representatives will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. EKC representatives respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.

9. EKC representatives will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. EKC representatives will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. EKC representatives must appear clean, neat, and appropriately attired. Gang clothing and/or symbols are prohibited.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Possession of firearms, explosives or weapons of any kind on EKC property is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. EKC representatives must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. EKC representatives will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. EKC representatives may not be alone with children they meet in EKC programs outside of the EKC. This includes any non EKC sponsored event such as: babysitting, sleepovers, and inviting children to your home. This also includes any non-EKC approved electronic communication such as: texts, phone calls, e-mails, and connecting on social media sites. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. EKC representatives are not to transport children in their own vehicles.
20. EKC representatives may not date program participants.
21. Under no circumstance should EKC representatives release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the EKC).
22. EKC representatives are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination and/or removal from the EKC premises.

\_\_\_\_\_  
Employee/ Volunteer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This is an optional form. The Emily K. Center will administer instructions in completing & submitting .

## Background Check: AUTHORIZATION TO RELEASE INFORMATION

I, _____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Current Address		Dates Lived Here
_____		_____
_____		_____
_____		_____
_____		_____
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
Social Security Number	Driver's License #	State
_____	_____	_____

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of **IntelliCorp Records, Inc** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **IntelliCorp Records, Inc** for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by **IntelliCorp Records, Inc** to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

\*\*I hereby do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

_____	_____	_____
Printed Name	Applicant Signature	Date

**CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY:** If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.

**DISCLAIMER: THIS FORM IS NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY. WE MAKE NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN. WE MAKE NO WARRANTY THAT THIS FORM IS APPROPRIATE FOR YOUR PARTICULAR NEEDS.**