

2023

# Hope House Rules & Guidelines





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## INTRODUCTION

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Hope House Youth Center (“Hope House”) is run by Future Community Leaders Corp NFP (“FCL”) and is located at 1011 Pennsylvania Ave, Windsor, IL 61957. The information within this document is subject to change at the discretion of FCL board of directors. FCL is a registered 501(c)3 non-profit organization. This documents is reviewed and approved by FCL board of directors annually.

## VISION STATEMENT

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For all children in our community to recognize their self-worth and build a better future by providing a safe, nurturing, and educational atmosphere to grow young minds into future leaders.

## OPERATING HOURS

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Operating hours are subject to change. Should operating hours change, the public will be notified via Facebook.

While Windsor Jr./Sr. High School is in session:

Day	Hours
Monday	3:00p – 7:00p
Tuesday	3:00p – 7:00p
Wednesday	3:00p – 7:00p
Thursday	3:00p – 7:00p
Friday	3:00p – 7:00p
Saturday	11:00a – 8:00p
Sunday	Closed

## STUDENTSHIP

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Studentship is offered to youth entering the 7<sup>th</sup> grade through the end of their 12<sup>th</sup> year. Hope House does not charge a fee for students to use its facility or participate in its programs. To become a student, a permission slip must be completed and signed by a parent or legal guardian and on file at Hope House. Permission slips are available by visiting [www.hopehouseofwindsor.org/join](http://www.hopehouseofwindsor.org/join). Completed and signed permission slips may be delivered via mail, in person, or via email.

## VOLUNTEERS

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Volunteers are subject to approval by Hope House management. In addition, volunteers will undergo a federal criminal background check and sex offender check before being considered



for volunteer opportunities. Hope House utilizes SentryLink to perform background checks. For information about how SentryLink protects personal data and obtains records, visit [www.SentryLink.com](http://www.SentryLink.com).

## COMMUNICATION

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Communication styles are dependent upon the nature of the situation.

### EVENTS

Departure and arrival from Hope House-sponsored events will be communicated via Facebook at <https://www.facebook.com/FCLWindsor>. It is the responsibility of the student's legal guardian to arrange transportation to and from designated drop-off and pickup locations.

### CLOSURE OR DELAYED OPENING

Should Hope House be unable to open or have the need to open or close at a time other than regular operating hours, communication will be made via Facebook at <https://www.facebook.com/FCLWindsor>, a sign will be posted on the building's entry door, and a text will be sent to students and their legal guardian. Phone calls will not be made.

### EMERGENCY SITUATIONS

#### *Medical Emergency*

Emergency services will be contacted if a student, volunteer, or employee incurs a medical emergency at the Hope House or while attending a Hope House event. Hope House staff have access to emergency contact information for every student, volunteer, and employee. The emergency contact information provided by the student, volunteer, or employee will be called in the event of an emergency. If the first attempt at contacting the emergency contact is unsuccessful, a message will be left if voicemail is available. A follow-up text message will be sent if initial voice contact is not made. Due to the confidentiality surrounding medical privacy, Hope House will not post medical emergency events on social media or in public forums, nor will employees of Hope House discuss the nature of the event with any other individual than the emergency contact.

A medical emergency may constitute an issue related to an underlying medical condition, sudden life-threatening medical situation, accident requiring medical attention, or other event requiring trained medical staff to be called upon.

#### *Natural Disaster*

Should a natural disaster occur during Hope House operating hours or while a Hope House event is in progress, updates will be communicated via Facebook at <https://www.facebook.com/FCLWindsor>, and a text will be sent to students and their designated guardians. Phone calls will not be made unless injuries or casualties occur.

Natural disasters, as defined by the U.S. Department of Homeland Security, include all types of severe weather, which have the potential to pose a significant threat to human health and



safety, property, critical infrastructure, and homeland security. A natural disaster may be but is not limited to, a winter storm, flood, tornado, hurricane, earthquake, wildfire, and all other natural hazards.

### *Structure Fire*

Should a fire occur requiring emergency service dispatch, notification will be communicated via Facebook at <https://www.facebook.com/FCLWindsor>, and a text will be sent to students and their designated guardians. Phone calls will not be made unless injuries or casualties occur.

### *Mass Acts of Violence*

Should an act of terror occur, notification will be communicated via Facebook at <https://www.facebook.com/FCLWindsor>, and a text will be sent to students and their designated guardians. Phone calls will not be made unless injuries or casualties occur.

As defined by the U.S. Department of Homeland Security, an act of violence includes active shooter incidents and violent protests.

## DISASTER PREPAREDNESS

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Hope House maintains disaster and emergency preparedness plans for disaster and emergencies in a separate file. Files are available for public viewing upon request. In addition, all students, volunteers, and employees are provided with periodic disaster and emergency preparedness training.

## SECURITY

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Hope House utilizes SimpliSafe monitoring and security to ensure the safety of its students, volunteers, staff, property, and assets. A panic button is located within the facility to notify emergency services of an emergency. In addition, all common areas are visually monitored by indoor cameras that monitor and record in real-time. Students, volunteers, staff, and visitors should not expect any privacy within Hope House, the bathroom being the only exception. Hope House is a facility that hosts children in 7<sup>th</sup> through 12<sup>th</sup> grade, and it is for their benefit that all common areas are monitored.

## INTERNET USE

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Hope House offers wi-fi to its students to complete school-related activities and perform tasks related to education and leadership-building skills. Internet use is restricted and monitored to ensure that only age-appropriate activities are conducted. Personal use devices are not permitted to connect to Hope House wi-fi. However, chrome books issued by the Windsor school system can connect to Hope House wi-fi.

## PROGRAMMING

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Television programming is available to students in the general rec area. Hope House staff do not watch available programming in advance of the students but instead restrict access to



programming by its rating. Hope House permits programming with the following ratings to be accessed without restriction: Y, Y7, G, and PG. Ratings of 14 and MA are not allowed.

Exceptions are made to programs with ratings of 14 and MA during age-restricted events. For example, movie events will be hosted with age restrictions permitting such programming viewing. Programming with a rating of 14 will only be allowed during special events where students aged 14 and above are present. Programming with a rating of MA will only be permitted during special events where students aged 17 and above are present.

Examples of popular programming with a rating of 14 include The Simpsons, Stranger Things, This is Us, The Mandalorian, and The Lord of the Rings, to name a few. Examples of popular programming with a rating of MA include Yellowstone, Tom Clancy's Jack Ryan, Game of Thrones, Ted Lasso, and Supernatural.

Additional information about tv ratings and parental controls can be found on the <http://www.tvguidelines.org>.

## PARKING

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Parking is limited to a few spots in front of Hope House for students attending. Parking in the rear is reserved for employees and volunteers. It is strongly recommended that students with driving privileges park at the park and walk to Hope House, given the limited parking resources.

## TRANSPORTATION

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Transportation to and from Hope House is not furnished. The student's legal guardian must ensure transportation to and from Hope House if the student is not within walking distance. In addition, it is the responsibility of the student's legal guardians to decide if students are permitted to ride with one another or within another legal guardian's vehicle. Hope House is not responsible for determining whether a student may ride in another student's vehicle or within a car driven by another student's legal guardian.

## OFFSITE EVENTS

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Offsite events will be scheduled periodically. Notification of offsite events will be made available on Facebook. Permission to attend offsite events is covered in the Parental Permission and Medical Authorization Form required to be on file for students to attend Hope House.

## MEAL SERVICES

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Snacks will be readily available to students. Hot meals will be served at 6:00 pm Monday through Saturday. Lunch will be on Saturdays at noon and maybe a hot or cold lunch. Should students express a need for meals outside of those hours, Hope House will work with those students on an as-needed basis to meet their needs.



## EMERGENCY TREATMENT

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The [Parental Permission and Medical Authorization Form](#) covers the emergency treatment of students attending Hope House.

## MEDICATION

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Medication taken by students attending Hope House is covered in the [Parental Permission and Medical Authorization Form](#). Tylenol is readily available to all students unless explicitly rejected on their [Parental Permission and Medical Authorization Form](#).

## INTOLERABLE CONDUCT

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Hope House reserves the right to restrict or prohibit access to Hope House and Hope House sponsored events to any student who exhibits violence. Exhibition of violence will be reported to the student's legal guardian and may be reported to local law enforcement at the discretion of Hope House. No one student or situation is the same, and all incidents will be treated on a case-by-case basis in consideration of the facts.

## REPORTING OF ABUSE

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The employees and volunteers of Hope House, under Illinois state law, are mandated reporters. Mandated reporters are legally obligated to immediately report suspected child abuse or neglect to the Illinois Department of Child and Family Services Child Abuse Hotline.

## PRIVACY

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Personally identifiable information, such as date of birth, insurance, etc., is only available to the Executive Director. This information is only released to medical staff and law enforcement during an emergency if necessary. Hope House does not share or sell data to other companies or marketing agencies.