



CalPoly
Pomona



Program Manual

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About our Program(s)

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General Operating Procedures

Operating Procedures & Expectations

Participant Code of Conduct

In order to maintain a safe and productive environment for all, CPP expects all youth program participants to adhere to the following program rules. Parents/guardians should inform youth of these guidelines in a developmentally and age-appropriate way that encourages them to report to another adult if any inappropriate interactions occur.

- Program participants will treat others with respect at all times without discrimination, regardless of all protected classes. Violation of the University's anti-discrimination policy will not be tolerated.
- Program participants will respect University property and the property of others. No theft or intentional damage or destruction of property, regardless of owner, will be tolerated.
- Participants may be held financially responsible for damage caused to University property.
- Program participants will cooperate with Youth Program Personnel.
- Program participants must not bully other program participants or staff.
- Program participants will strive to maintain an environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Program participants must not use foul language.
- Program participants will not abuse others in any way. Violence, sexual harassment, sexual abuse, and all other forms of abuse will not be tolerated.
- Program participants must not bring sexually oriented materials, including printed or online pornography, to a Youth Program.
- Program participants must not use cameras, imaging, and other digital recording devices, including smart phone's, tablets and mobile devices, in showers, restrooms, locker rooms, and any other areas where privacy is expected by participants and others.
- Program participants must not bring weapons of any kind, including toy weapons, to a Youth Program.
- Program participants must not use, be under the influence of, or bring alcohol, illegal drugs, or tobacco while attending a Youth Program.
- Program participants must report any concerns about suspicious, inappropriate, or abusive behavior by Youth Program Personnel or other program participants to another Youth Program staff member/volunteer or to a parent/guardian.

Operating Procedures & Expectations

Discipline Policy

Discipline is only effective when children are given consistent and age-appropriate limits, meaningful language to use to express their feelings, and a healthy environment. Redirection with words can give the child a clear message about acceptable or unacceptable behavior. Youth Program Personnel are instructed to use gentle guidance to encourage children to express themselves and develop the tools they need to work through difficult situations.

The use of corporal punishment, such as shaking or hitting, is strictly prohibited. Youth Program Personnel may not engage in any form of abusive behavior including psychological abuse, coercion, threats, derogatory comments, and interfering with a child's daily functions such as eating, sleeping, or toileting.

If a child's behavior is bringing harm to themselves, other children, or staff, and youth program personnel are unable to guide the behavior with normal procedures, the child's parent will be contacted for a conference, and the child may need to be removed from the program.

(Policy adopted from [ASI Children's Center](#) Staff Handbook)

Emergency Protocols & Procedures

Emergency Preparedness

In case of illness or injury of a child, their Emergency Contact Information will be used to notify the appropriate contact person and health information will be shared with paramedics if they need to be called.

If any child in our care receives an injury involving their head (head bump or scrape) or looks as if it may need follow up by a doctor (stitches), the parent/guardian will be called.

In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

1. A phone call to campus police at 3070 or 911 is made.
2. Emergency contacts will be called.
3. The child will be appropriately cared for until the parent or emergency personnel arrive.
4. Paramedics will recommend whether the child should be transported to the hospital. The parent/guardian of a child may decline sending their child to the hospital if they wish. In the absence of a parent/guardian, Youth Program Personnel will determine what is the safest action for the health of the child.

Emergency Contact Information

For life-threatening emergencies that occur on any Cal Poly Pomona properties, call the University Police Department (UPD).

The dispatcher will summon LACFD and send UPD officers to the site.

If calling from a campus phone: 3070 - if calling from a cell phone: 909-869-3070