

Policies and Procedures for CYRE Program: PARENTS of Middle and High School Youth

(The term "parent" is used for the responsible party)



Volunteer Teaching Staff:

- All Youth Advisors are volunteers and must be approved by the Director of Religious Education for Children and Youth (DRECY).
- Youth Advisors in the CYRE Program must be UUCC members and at least 25 years old.
- All Youth Advisors are screened by a computerized criminal background check. The DRECY has the option of checking references.
- Two Adults must be in the room with the youth at all times – except in special situations, in which cases the individual advisor and youth must be in plain sight or hearing distance of another adult. Should only one adult be available for class, the door must remain open at all times and there must be at least two youth in attendance.

Registration:

- Parents are asked to complete a CYRE Program Registration form for their child after three visits. If the youth does not have a parent involved in the church, they are responsible for getting the forms to their parents.
- Youth must be registered in the CYRE Program in order to participate in extra-curricular activities.

Locating youth on Sunday mornings:

- "Where do the Children go?" signs are posted on a bulletin board immediately outside the RE wing in the vestibule indicating where the children & youth will be that morning. Changes will be noted on the class doors.

Behavior Management:

- A class covenant will be developed by the youth and Youth Advisors on the first day of class or during the High School Fall Retreat. It will be referenced each week for about a month, with all youth and Youth Advisors signing it during that period of time. After that, it will only be referenced when violations take place, as youth are called to honor their promises.
- Minor infractions will be dealt with by the Youth Advisors, with appropriate communication to the youth. Should a youth continue to break the covenant and behave inappropriately, the Youth Advisors may do one or both of the following: 1) take the youth outside, away from the group, to discuss the behavior; 2) If the behavior continues, escort the youth to the RE office. Parents will be notified if the latter happens.

Emergency Evacuation Procedure:

- Parents should not go to the classrooms but should go directly to the rendezvous sites. Maps with these sites identified are posted on the CYRE Office door. Parents should consult these in advance and know where to go.

Illness / Accident:

- In the case of anything serious, the parent/guardian will be contacted.
- Neither Youth Advisors nor the youth themselves can administer any medications without written permission from parents. This includes topical and oral medications..

Supervision:

- Middle and high school youth must be supervised during CYRE hours. Before or after class time, they must have a responsible adult on site. This can be a Youth Advisor or other approved adult.

Personal Electronic Devices:

- Cell phones, i-phones, i-pods and other personal electronic devices may be brought to the classroom for use before or after class. However, they are not to be used during class and, if they are, will be confiscated by the Youth Advisors. No warnings needed. This policy will be stated at the beginning of the year and should be included in the class covenant. Devices will be returned at the end of class.
- Personal electronic devices may or may not be allowed on retreats and other overnight events. This will be stated in the permission form along with violation consequences. Parent support of this rule is critical - and expected.

Transportation:

- A youth may never be alone in a vehicle with an adult unless approved in writing by the youth's parent (as in the Coming of Age agreement). While two drivers are not necessary in vehicles, they are recommended for 15-passenger vans.
- An adult approved by CYRE staff for supervision must remain at the UUCC until all youth have been picked up from an event.
- Youth may drive other youth only with the explicit approval of the DRECY or adult event coordinator. In addition, all parents of youth in the car must give their verbal or written approval, as must the parent of the driver.

Overnights and Off-Site Trips:

- There is a separate sheet of policies and procedures for trips.