

Suzume no Gakko

Family Orientation Handbook



Session Location:
Wesley United Methodist Church
566 North 5th Street
San Jose, CA 95112

www.suzumenogakko.org

SUZUME NO GAKKO FAMILY ORIENTATION HANDBOOK

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1. MISSION STATEMENT

Suzume no Gakko (SNG) is a parent participation cultural program dedicated to:

- Encouraging an awareness of Japanese-American culture and heritage, and
- Promoting a positive self-image and identity within the Japanese-American community.

2. INTRODUCTION TO SUZUME NO GAKKO

Welcome to Suzume no Gakko!

Incorporated in 1979, SNG is a parent participation Japanese cultural summer program which relies heavily on the support of our parents for every aspect of our daily program.

With your assistance, your child will have a memorable summer experience, discovering and celebrating the rich cultural heritage of our Japanese-American community.

As your representatives, please do not hesitate to communicate with us about ways in which we may better serve your children's needs.

We look forward to an exciting year with you and your children!

Sincerely,

The Suzume no Gakko Board of Directors (BOD)

3. THE HISTORY OF SUZUME NO GAKKO

During the spring of 1976, a young Sansei mother had returned from an Air Force tour in Japan and wondered how her renewed appreciation for her Japanese ancestry could be passed on to her young children. As a third-generation American, Karen Akahoshi had never thought much about her cultural heritage. But personally discovering her roots in Japan had awakened in her a proud fascination for being part of a centuries-old culture.

While waiting in the checkout line at the neighborhood library, a mother struck up a conversation with Karen. The Saito family recently moved to California from India. Ann Saito had two daughters about the same age as Karen's sons. Upon discovering that they lived near each other, the two families soon were exchanging babysitting favors.

One day, Ann saw a newspaper article about San Jose's Bicentennial Celebration that would be held in the summer of 1976. At one of the planning meetings for this celebration, the idea of hosting a Japanese-American street fair was discussed. The chairman for the celebration then turned to Ann and the woman sitting next to her and asked if the two women would co-chair the street fair. This is how Ann met Karlene Koketsu, a mother of six and a Japanese Community Youth Service representative who had an ardent interest in arts and crafts.

A newspaper article later appeared about Jan Ken Po, a Japanese-American summer cultural program in Sacramento. This article prompted a discussion amongst the three newly acquainted women over bowls of noodles about the idea of starting a similar program in San Jose. Looking through a book of Japanese children's songs, the women discovered the song, "Suzume no Gakko." They all liked it, and were especially pleased that the song was about a school! Karen volunteered her sister, Reiko Murakami, to come up with a program logo for the "School of Sparrows."

A bicentennial youth fair was held in a few weeks. This seemed like an ideal place to gauge possible interest in a Japanese-American heritage program. At a display booth at the youth fair, dozens of people expressed their support for a program of this nature. Summer was just around the corner so the women worked feverishly developing a basic curriculum for the program. They called upon their friends and relatives to collect materials and to help them teach classes. Three weeks later, SNG opened its doors for the first time.

That first summer, SNG ran for two weeks, five days a week, out of the San Jose Buddhist Church. There were four combination classes from kindergarten through sixth grade, with a total of fifty-nine students enrolled. Karen Akahoshi served as SNG's first President and Director.

Today, SNG again runs for two weeks, five days a week. The session is held at the Wesley United Methodist Church. Classes are held for incoming first through sixth grade students, with an attendance of roughly one hundred students annually.

4. POLICIES

4.1. MEMBERSHIP

- Students must be entering the first through the sixth grade the fall following the SNG summer session.
- Upon full payment of the application fee and tuition, parents or legal guardians become members of the SNG Corporation and have one vote per family. Membership ends at the end of session, unless assigned committee work requires otherwise (e.g., working on the yearbook after session end).
- Members shall be subject to assessment for a pro rata share of the operating expenses of SNG that may not be met by the fees or scheduled fundraisers.

4.1.1. Notice of Nondiscriminatory Policy

SNG admits students of any race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the program. It does not discriminate on the basis of race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other program-administered programs.

4.1.2. Notice of Anti-Harassment Policy

SNG is committed to providing teaching, learning, and volunteering environments in which all students and volunteers, both minor and adult, involved in programs and activities can participate in an atmosphere free from all forms of harassment and discrimination. Harassment or discrimination on the basis of race, color, religion or belief, ancestry, national origin, citizenship, age, gender, sexual orientation, medical condition, or disability is prohibited.

4.1.3. Definition of "Good Standing"

A member in "good standing" with SNG shall pay the required dues, fees, and/or assessments within fourteen days after they become due, as well as fulfill all Parent Participation duties and adhere to all the rules of the Corporation.

4.2. PRE-ENROLLMENT, PRE-REGISTRATION, AND CLASS SIZE

- Pre-enrollment is granted:
 - To children of Officers of the BOD (elected and appointed) for the term of the Officer, as well as for the year following their term. Post-term year is granted after serving at least two years on the BOD.
 - To children of Senseis for the session(s) the Sensei serves.
- Pre-Registration is granted to SNG students who have completed four years at SNG, not necessarily in consecutive order, for their fifth and/or sixth grade session(s).
- Pre-enrollment and pre-registration privileges are only for members' own children, and may not be applied to other relatives.
- Class sizes are generally set at 16 students, with some exceptions granted by the BOD. Due to fire and safety regulations, class sizes shall not exceed fire code limits.
- All pre-enrollment and pre-registration privileges are subject to a family's compliance with the policies and procedures established by SNG—i.e., the family must be in good standing.

4.3. REGISTRATION

4.3.1. First Lottery

- All children registered in the previous session, their siblings, and siblings of former SNG students entering 1st grade will be given the opportunity to participate in the First Lottery.
- Families must be in good standing to participate in this registration process.
- Registration forms for the First Lottery will be accepted only during the designated time and place. Forms not received by the designated time and place automatically will be entered into the Second Lottery.
- Classes will be filled until there are five (5) remaining vacancies in each grade, unless filled by pre-enrolled students. In this manner, new families will have the opportunity to enter their children in the Second Lottery.
- Children who were not enrolled in the First Lottery will automatically be entered in the Second Lottery.

4.3.2. Second Lottery

- New and returning children whose names were not drawn during the First Lottery will be given the opportunity to participate in the Second Lottery.
- Registration forms for the Second Lottery will be accepted only during the designated time and place. There should be at least five (5) vacancies per class, which will be filled by this lottery unless the class is filled by pre-enrolled students.

- Notification of the results from the Second Lottery will be sent to participants.
- A waiting list will be created of those children not drawn in the Second Lottery.
- When notified of an opening, an applicant from the waiting list must make a decision about whether to take the opening within 48 hours.
- Should there be an opening in the grade level immediately above the level to which an applicant is applying, the BOD may offer this opening to a family in good standing on the waiting list. Should there be an opening in the grade level immediately below the level to which an applicant is applying, the BOD may offer this opening to a family in good standing on the waiting list as well, as long as the applicant has not attended that grade level before. When notified of an opening in the grade above or below, the applicant must make a decision about whether to take the opening within 48 hours, with the following understandings:
 - the applicant may not repeat this grade nor return to the grade missed, and
 - the applicant must sign an agreement acknowledging their acceptance of the above terms.

4.3.3. Fees and Payment

- The registration fee, which includes a tuition fee, is payable as follows:
 - Pre-enrolled and pre-registered students: payment due before 1st Lottery.
 - Registration Lottery: payment due after the child's name is placed on the class roster.
 - The registration fee is non-refundable unless the class is cancelled.
 - All payments must be postmarked within fourteen days after they become due.
- Refund requests for registration will be honored at the discretion of the BOD.

4.4. PARENT PARTICIPATION RESPONSIBILITIES

A parent or legal guardian must fulfill the Parent Participation Responsibilities for **each child** enrolled in SNG. These responsibilities may **NOT** be delegated to other individuals without prior approval from the BOD.

4.4.1. Committees

Each family shall serve on **one** of the following Committees, requiring 10–14 hours of work:

Instructional Materials Committee

Completes arts and crafts, sewing, and carpentry projects. Within the committee, there are two key positions:

- IMC Liaison: assists the Instructional Materials Coordinator (IMC) to distribute the committee projects to the assigned families. The Liaison will also be responsible for the preparation of the Sensei gifts. Additionally, the Liaison will also be asked to assist with small projects as needed.
- 6th Grade Class Parent: responsible for collecting the sizes of each student for happi coats. This position will also coordinate with the families of the 6th Grade class to determine and purchase the graduating class gift to SNG. Additionally, this position may be asked to assist with small projects as needed.

Facilities Committee

Must be available on the Saturday before session and the last Friday of session. Requires heavy lifting. Will be responsible for setup and cleanup of the program facilities as well as transporting program supplies from storage to the program site and back.

Social Committee

Plans and facilitates the “Field Day” on the last day of session, and will need to be onsite the last day of session. May also help with fundraising opportunities.

Open House Committee

Must be available during program hours on the last Wednesday or the last Thursday of session for Open House setup. Will also need to be available to work a shift before or during Open House, as well as afterward for cleanup.

Historical Committee

Documents events and classes during the summer session, and creates a slideshow and a yearbook. Individual members will take photos of assigned grade level(s), elective classes, and events. A camera is preferred over cell phone for taking pictures. It helps to be able to come an additional day (or two) to take photos during session. The photos are used for the slideshow shown at Open House and for the yearbook created after session ends. Online photo book creation/editing experience is recommended.

Note: If Committees fill up, families may be asked to join another Committee outside their preference. Families will be contacted directly by the Parent Participation Coordinator for details on assignments.

4.4.2. Work Days

- One parent or legal guardian is required to work one day **per enrolled student** during session as a volunteer.

- On the Work Day, the parent or legal guardian is to report by no later than 15 minutes before the session start time to the Parent Participation Coordinator. If the parent or legal guardian is more than 20 minutes late (i.e., arrives more than 5 minutes after session start), he/she must complete the assigned Work Day and must make up the time on another day (at the discretion of the BOD).
- Children not enrolled in SNG cannot be brought to the program on the Work Day. This includes siblings.
- Presence in the classroom should be limited to Work Days.
- Parents or legal guardians are not to visit and socialize with other adults while working. Parents or legal guardians should not discuss any children while at SNG.
- Families who are unable to fulfill an assigned Work Day may exchange Work Days with another SNG family. If both families agree, they must notify the Parent Participation Coordinator.
- In order for any individual that is not a member of SNG to serve as a substitute on Work Days, prior approval must be obtained by the BOD. Such approvals are infrequent as they are not consistent with our basic philosophy as a parent participation program.
- In the event of absence due to emergency and/or medical or family leaves, the fulfillment of Work Days and Parent Participation Responsibilities will be left to the discretion of the BOD.
- If a parent or legal guardian fails to be present for a Work Day and does not contact the Parent Participation Coordinator prior to the assigned day, the procedures stated below under "Procedure for Failure to Complete Parent Participation Obligations" will be in effect, and the parent or legal guardian may be rescheduled at the discretion of the BOD.

4.4.3. Procedure for Failure to Complete Parent Participation Obligations

1. Parents or legal guardians will receive a Warning Letter notifying them of unfulfilled Parent Participation Responsibilities.
2. A second offense will result in a Letter of Proposed Expulsion.
3. Records of offenses will be kept in the BOD Meeting Minutes, and infractions will be cumulative for the duration of the family's membership in SNG.

4.5. FIELD TRIPS

- Field trips must be authorized by the Program and the Curriculum Directors.
- No child will be allowed on a field trip without a written permission slip from the parent or legal guardian.
- Parents or legal guardians that volunteer to drive during field trips must provide adequate proof of insurance and a copy of their valid California Driver's License, as mandated by current California legislation. They also

must submit a completed Driver's Application Form to the Program and Curriculum Directors for review and approval prior to the field trip.

- Volunteer drivers do not receive Work Day credit unless the field trip falls on their Work Day.
- Field trips that do not have adequate parent participation support may be cancelled at the discretion of the Program and Curriculum Directors.
- A parent or legal guardian who has agreed to assist with a field trip and has to cancel because of a personal emergency is expected to contact the grade-level Sensei, as well as the Program and Curriculum Directors, by email and/or by phone as soon as possible.
- Alcoholic beverages on field trips, at events, and on campus where children are involved are prohibited.

4.6. PARENT MEETINGS

- A Mandatory Parent Meeting is held in May to sign up for Work Days, meet the Senseis, and conduct other orientation business. At least one parent or legal guardian from each family must attend.
- A New Parents Orientation Meeting will be held before the Mandatory Parent Meeting to introduce new families to SNG and its parent participation requirements. At least one parent or legal guardian from a family that is new to SNG must attend.
- The Open House and Annual Membership Meeting will be held during the last week of the program session. Elections for BOD positions will take place at this time.

4.7. SENSEI

- The Senseis are dedicated to providing a full and varied program emphasizing the unique history and culture of Japanese-Americans.
- Senseis include the following positions:
 - Program Director
 - Curriculum Director
 - Grade-level Senseis
 - Language Sensei
 - Music Sensei
 - Physical Education Sensei
 - Artists-In-Residence
 - Child Care Providers
 - Grade-level Sensei Aides
 - Senpai
- The Program Director, the Curriculum Director, and Grade-level Senseis are required to have a valid California Teaching Credential.
- The Language, Music, and Physical Education Senseis are qualified in their areas of specialization.

- The Artists-In-Residence are skilled in their designated fields.
- The Child Care Providers supervises the pre-school children of full-time, on-site BOD members and Senseis. They are selected by the Program Director, the Curriculum Director, and the BOD.
- Senpai are approved and appointed by the Program and Curriculum Directors. They will be entering 7th Grade at minimum, must have knowledge of Japanese-American culture and heritage, and must demonstrate an ability to work independently and ethical behavior. They also must have good standing in the community. The number of student volunteers per session will be determined at the discretion of the Program and Curriculum Directors.

4.8. BOARD OF DIRECTORS

The SNG Corporation is run by the BOD. The BOD consists of nine elected Directors, plus the Program Director, the Curriculum Director, and Appointed Officers. Elected Directors have one (1) vote each; other BOD members do not have a vote, but may participate in discussion and debate.

4.8.1. Election and Terms of Directors

- Election notices are provided during the Mandatory Parent Meeting, This is the start of the Write-in Nomination Period, which ends the Friday before Open House. Any member of SNG may be nominated with that individual's consent. Individuals may nominate themselves.
- Candidates receiving the highest number of votes are elected as Directors.
- Directors serve for a two-year term. A Director may only serve for two consecutive terms. The term begins on the day they are elected and ends the month of the first BOD Meeting of the newly elected Directors.
- Elections will be held annually for vacant Director positions. Five (5) Director positions are filled in even years and four (4) Director positions are filled in odd years.
- The immediate past President of the Corporation shall have the right to attend and participate at all meetings of the BOD for one year following her/his term of office, but shall have no voting powers. No vacancy in the position of Past President shall be filled.

4.8.2. Board Meetings

- Immediately following the Open House and Annual Membership Meeting, the BOD meets briefly to welcome its newly elected Directors.
- The BOD meets monthly from September through June, and additionally as needed. All Directors and Officers are expected to be present at all meetings, for the entire meeting. Appointed Officers attend meetings as needed.

- A Director must contact the President prior to a meeting if he/she is unable to attend this meeting.
- The Program Director and the Curriculum Director, as well as appointed Officers, are non-voting members of the BOD.
- These requirements stated above will be enforced at the BOD's discretion.

4.9. OFFICERS

4.9.1. Duties of the Officers of the Corporation

- The Officers of SNG are: President, Vice President, Secretary, Chief Financial Officer, Historian, Instructional Materials Coordinator, Parent Participation Coordinator, Publicity Coordinator, and Purchasing Coordinator.
- After their term has expired, all Officers shall serve for a one-year period in an advisory capacity. This commitment can be fulfilled by membership on the Committee he/she organized, or as otherwise needed.
- See detailed duties in the Officer Job Descriptions document.

4.9.2. Appointed Positions by the Board

The BOD retains the right to appoint additional, non-voting officers as needed. Appointed officers shall serve a two-year term, with no voting rights. The usual appointed officers are Church Liaison and Facility Coordinator. See detailed duties in the Officer Job Descriptions document.

The BOD also retains the right to appoint special commissioner or special chairperson positions, as needed, granting pre-enrollment privileges for the year in which they serve in those roles. Examples of a special commissioner or a special chairperson include, but are not limited to Webmaster and Anniversary Event Chair.

4.10. STUDENTS

4.10.1. Arrival and Dismissal

- Program hours are 8:30 a.m. to 3:30 p.m. There will be no supervision of children prior to 15 minutes before the start of the program, nor after the program ends.
- For your child/ren's safety and protection, please walk your child/ren in or drop your child/ren off at the designated drop-off area before the program begins.
- Please notify the Sensei and the Program and Curriculum Directors by 7:30 a.m. if your child will not be attending that day.
- At the end of the program day, a parent or authorized person (photo identification may be required) must pick up and sign out the child.

4.10.2. Health

- Each family is responsible for checking their child for illness before sending her/him to the program in the morning. SNG has the authority to send home any child for the following reasons: fever, injury, nausea, or suspected contagious conditions.
- In case of illness, the child must be fever and vomit-free for 24 hours prior to returning to the program.
- If the child contracts a communicable disease, the Program and Curriculum Directors must be notified and contacted prior to the child's return to SNG. SNG will notify other families in the class who may have been exposed.
- All allergies should be listed on the Emergency Form and brought to the attention of the Directors and Sensei prior to session.
- In the event that your child has a medical emergency, the program will make every effort to contact the parents or legal guardians listed on the Emergency/Disaster Release Form first. If the parent(s) or guardian(s) cannot be reached, the program will follow a standard emergency protocol and contact the doctor listed on the Emergency/Disaster Release Form.

4.10.3. Code of Conduct

The SNG Code of Conduct supports our effort to maintain a safe and supportive program environment. Each student is expected to behave appropriately in all activities and accept responsibility for her/his actions. Parents or legal guardians and Senseis share responsibility for supporting the program's objectives and working together to correct problems when they arise.

4.10.4. Program Rules

At SNG, students are expected to:

- Treat Senseis, other adults, students, and each other with courtesy and respect.
- Obtain permission from an adult before leaving the class or group.
- Use appropriate language and gestures.
- Refrain from physical and verbal aggression.
- Do not bring any dangerous objects to the program.
- Exercise good judgment in attire and shoe choices for the program.
- Remain on the program grounds during program hours unless signed out by a parent or legal guardian.
- Respect and take care of program property.
- Refrain from using cell phones or other electronic devices during program hours. SNG is not responsible for lost or damaged items.
- Do not take pictures of each other and post on any social network sites without permission.

4.10.5. Consequences

When a student fails to act responsibly and program rules are violated, the following consequences will be administered based on the severity of the offense and/or the frequency with which a student breaks program rules.

- CLASS SUSPENSION: Senseis reserve the right to send any disruptive student from a class to the office. This form of suspension requires a phone call or conference between the suspending Sensei, the Program Director, the Curriculum Director, and the student's parent(s) or legal guardian(s).
- IN-PROGRAM SUSPENSION: This form of suspension requires a conference between the Program Director, the Curriculum Director, and the student's parent(s) or legal guardian(s). The length of the in-program suspension will be assigned by the Program Director based on the severity and/or frequency of the offense. The student will be allowed to remain in the class, provided her/his legal guardian is present to directly supervise the student throughout the entire day for the duration of the in-program suspension.
- OFF-CAMPUS SUSPENSION: This form of suspension requires a conference between the Program Director, the Curriculum Director, and the student's parent(s) or legal guardian(s). The length of the off-campus suspension will be assigned by the Program Director based on the severity and/or frequency of the offense. The student will be temporarily removed or excluded from the program.
- EXPULSION: This form of suspension is assigned by the Program Director, the Curriculum Director, and the BOD. An expulsion is a complete exclusion and removal from SNG and all SNG programs for the remainder of the current session. The ability for the expelled student to return to SNG in future years will be reviewed by the BOD and Senseis on an individual basis. Fees will not be refunded for expelled students.

4.10.6. Prolonged Absences

- Students are expected to attend every day of session.
- If it is anticipated that a student will miss any portion of the days of the session, parents or legal guardians must submit a written request to the Program and the Curriculum Directors for prior approval of this prolonged absence by April 20th. Once a request has been submitted, parents or legal guardians will be notified within two (2) weeks whether their request has been approved or denied. Approval will only be granted for extenuating circumstances by the BOD.
- After April 20th, if there is an unforeseen circumstance that causes a student to be absent—such as a sudden illness or family emergency—parents or legal guardians should notify the Program and Curriculum Directors immediately. A student may be expelled for absences without prior approval.

A student will not be allowed to complete any projects that were unfinished or missed due to a prolonged absence.

4.11. WESLEY UNITED METHODIST CHURCH CHILD AND YOUTH PROTECTION POLICIES

Anyone who uses the Wesley United Methodist Church facility for non-church sponsored activities involving children or youth will be asked to comply with the fundamental guidelines of our safety policy. This is to protect the children and youth participants, as well as the volunteers who are supervising and responsible for the program or event.

4.11.1. Safety Guidelines

At no time shall one employee or volunteer be allowed to be alone with a child or a youth. The only exception to this policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the area where the employee or volunteer is working with the child or youth.

4.11.2. The "Two Adult" or "Buddy" Rule

Always have at least two (2) adults or a secondary helper present at all times in every activity involving children/youth. This means there will always be a witness built into the situation. An adult should never find herself/himself alone with a child.

4.11.3. Visibility/Open Door Policy

The "open space" rule shall require that all activities occur in open view. Each room or space where children are being supervised shall address this by:

1. Open doors, if no windows present
2. Meet in a room with windows (open blinds)

Open doors are always a good idea so that Senseis may be observed at all times and thus prevent false accusations of improper supervision.

4.11.4. Minimum 18 Years of Age

The adult worker who will be present and assume primary responsibility for a church-sponsored program involving children shall be at least 18 years of age.

4.11.5. Five-Year Gap

Any volunteer or Sensei recruited to work with children/youth should be at least five (5) years older than any of the children or youth with whom he/she will be working with.

4.11.6. Restroom Guidelines

When taking children to the restroom, volunteers should supervise children of the same gender (if possible). If the child needs assistance, an adult will accompany her/him to the restroom and wait outside for the child to exit and then escort them back to the program. If the child needs assistance, and a parent or legal guardian is not available to assist them, a second adult must be present when assisting the individual.

4.11.7. One-on-One Counseling

Parent or legal guardian permission shall be obtained before a Director, Volunteer, or clergy member can meet privately with a child/youth (infant–17 years old). If necessary, one-on-one meetings can be conducted in an open space, with others knowing that you are meeting.

4.11.8. Adult to Child Supervision Ratios

SNG adheres to California state regulations pertaining to the adult to child supervision ratios, which we understand to be:

Infants	1:2	Toddlers	1:5
Pre-Schoolers	1:7	1 st –6 th Grade	1:23

4.11.9. Transportation

All drivers for field trips must complete an “Authorized Driver Form.” All Drivers must show proof of insurance. Drivers can never drive only one child, unless they are the parents or legal guardians. If driving only one child, two unrelated adults must be present. Driver must have a copy of each passenger’s medical/liability release form.

4.11.10. Church Rules

- Respect Church property (i.e., do not climb on furniture).
- No running inside the Church.
- Children must have adult supervision when playing outside.
- A First Aid table will be centrally located for supply accessibility.

- Accident/Injury Report Form must be completed in the event a child/adult sustains an injury.
- Cars will not be allowed to drive into an area where children are playing.

4.12. EMERGENCY PROCEDURES

- SNG is fully prepared for emergencies by maintaining adequate supplies of food, water, and first aid equipment should students need to remain at the program for a substantial period of time.
- SNG has established the emergency procedures below to ensure the safety of all of our students, including both fire and earthquake drills.
- The children will be kept at the program or the nearest safe area, under adult supervision, until picked up by their parents or legal guardians. Parents or legal guardians should try to pick up their children as soon as possible.
- Use the telephone only to report a life-threatening situation. When telephone lines become overloaded, telephones will be turned off for outgoing calls. Phones will still accept incoming calls. In this way, the lines are open for official use only.

4.12.1. Emergency Phone Numbers

Fire Department	911
Police Department	911
Paramedics and Ambulance (CPR)	911
Wesley United Methodist Church Office	(408) 295-0367*

** Only call the Church Office in the event of an emergency.*

4.12.2. Locations

4.12.2.1. Fire Extinguishers

Sunday School Building:	Rooms 14 and 21, First Floor Rooms 23 and 24, Second Floor
Fellowship Hall:	Kitchen Behind Coat Closet Behind the restrooms
Sanctuary:	Electrical Closet South corner, near organ

4.12.2.2. Electrical Box

Sunday School Building:	Rooms 15, Print Room
Fellowship Hall:	Behind Coat Closet Near bathrooms

4.12.2.3. Gas Main

- On the street-side front of Church, to the left of steps. The rectangular knob in the vertical position should be turned horizontally to turn gas off.
- On the south wall of classrooms.

4.12.2.4. Water Main

- On the street-side front of Church, to the left of steps. The green painted handle next to the gas main controls the water to the Fellowship Hall and the Sunday School Building. The green painted handle to the far right controls the water for the Church building.
- On the parking strip, near corner of the office and driveway. Lift the cover and turn the green valve.

4.12.3. In Case of Fire

- Yell **"FIRE!"** or pull alarm lever.
- CALMLY EVACUATE THE CHILDREN out of the building to the parking lot. Each Sensei will account for his/her students against the class roster, then lead students and adults down the street to a safe area.
- Call the Fire Department: **911**

4.12.4. In Case of Earthquake

- IF INDOORS, STAY THERE. Do not rush outside.
- Have students ASSUME THE "EMERGENCY DROP POSITION" under a desk or table or in a doorway with their backs to the windows.
- IF OUTSIDE, MOVE AWAY FROM BUILDINGS AND POWERLINES. Stay in the open.
- IF IN A CAR, STOP THE CAR BUT STAY INSIDE.
- After an earthquake: Check for injuries. Stay away from damaged structures. Inspect utilities for damage and turn them off, if damaged.

4.12.5. In Case of Explosion, Surprise Enemy Attack, or Nuclear Attack

- The enemy attack warning signal is a three- to five-minute wavering tone on sirens or short blasts on horns. TURN ON RADIO FOR EMERGENCY INFORMATION.
- IF INDOORS, HAVE STUDENTS ASSUME THE "EMERGENCY DROP POSITION" under a desk or table with their backs to the windows.
- IF OUTDOORS, HAVE THE CHILDREN FIND SHELTER behind, under or in something away from danger of flying glass or debris.

4.13. INSURANCE

SNG does not carry medical insurance. The program is covered by a general liability policy.

Children not officially enrolled in the program are not allowed on program grounds while the program is in session.

All participating students are required to have a signed photography release and parent or legal guardian consent waiver on file.

4.14. DISCLAIMER

This handbook is intended to serve as a guide to help students, parents or legal guardians, and volunteers—both adult and minor—to work together to ensure a safe and comfortable teaching and learning environment for our students.

Please note that the policies listed in this handbook are by no means exhaustive. SNG reserves the right to update or vary the application of the rules and policies listed in this handbook as appropriate/necessary in accordance with our Bylaws.