

# **Guidelines for Operation**

## **Highland Park United Methodist Church**

### **Night Owls**

#### **I. Definition**

1. Night OWLS staff members are employees of Highland Park United Methodist Church ("HPUMC").
2. The Night OWLS Director is responsible for oversight of programming, budgeting, and Night OWLS staff management. The Night OWLS Director also serves as liaison to HPUMC Program Ministry Council.
3. Night OWLS Coordinator is responsible for programming and organizing Night OWLS events, admitting new families, recruiting and maintaining volunteers, volunteer training and compliance.
4. Night OWLS Activity Coordinator is responsible for planning and implementing special events for Night OWLS and coordinating planned activities.
5. General Consent attached as Exhibit A.
6. Photo Consent attached as Exhibit B.

#### **II. General**

1. The Night OWLS program does not endorse other programs, individuals, professionals, products or organizations.

*Providing a resource does not constitute an endorsement by Highland Park United Methodist Church or Night OWLS.*

2. A family may apply for participation to the Night OWLS program by completing a Night OWLS' Application, which is updated annually.
3. Upon receipt of the Night OWLS Application, the Night OWLS staff may accept or decline the child, children and/or family at its sole discretion.
4. A parent or legal guardian shall pick-up and drop-off his or her child or children at any Night OWLS program or event, unless prior arrangements for an alternate responsible party have been made with a Night OWLS' staff member.
5. A parent or legal guardian is required to sign each child in and out at any Night OWLS program, leaving an emergency contact name and phone number.
6. A parent or legal guardian is required to sign a "General Consent" for each child at each Night OWLS program or event, unless prior arrangements have been made with a Night OWLS staff member.
7. A parent or legal guardian is required to sign a "Photo Consent" for each child.
8. No fee will be charged for attending the Night OWLS Friday night respite program.

9. Only service animals are permitted to attend Night OWLS programs or events with the prior approval of a Night OWLS staff member.

10. No volunteer, family or child shall bring any pet to any Night OWLS programs or events.

*NOTE: Night OWLS events and/or programs may involve animals which have been approved and arranged by the Night OWLS staff (i.e. petting zoo, SPCA).*

11. Any participant (child, sibling, volunteer, etc...) in any Night OWLS program or event must be free from signs and symptoms of communicable disease and free of fever for 24 hours prior to such Night OWLS program or event.

*Please be considerate of ALL participants in any Night OWLS program or event.*

1 or "responsible party" as designated by Section II, item 4 of this Guidelines for Operation  
2 or "responsible party" as designated by Section 11, item 4 of this Guidelines for Operation  
3 or "responsible party" as designated by Section fl, item 4 of this Guidelines for Operation

### **III. Children**

#### **A. General**

1. When a child reaches the age of 13 years, the child is no longer eligible for the Night OWLS program.
2. If a child requires medication and/or any special procedures during any Night OWLS program, the parent shall follow the procedures and policies under "Medication/Special Procedure" (Section VI).

#### **B. Special Needs**

1. Children are eligible for the Night OWLS program if they (a) are medically fragile; or (b) who have cognitive or behavioral challenges that require special care.

#### **C. Siblings**

Siblings under the age of 13 years are eligible to attend the Night OWLS program with their special needs sibling.

### **IV. Families**

1. The Family list is confidential and NOT available for release to other programs.
2. Participation in the Night OWLS program is not contingent upon membership of Highland Park United Methodist Church.
3. A family may participate in only one (1) Night OWLS respite program or event per month.

*Night OWLS encourages all families to be considerate of the needs of other families when seeking respite care.*

4. Families who have standing reservations and who have frequent absences (no shows) from Night OWLS will be removed from the standing reservation list. Upon loss of the standing reservation, the family will then be required to call each month for reservations.

*A Parent is required to notify the Night OWLS Coordinator if they are unable to keep their standing reservation.*

## V. Volunteers

1. A Volunteer must be at least eighteen (18) years of age.
2. Each volunteer must be subject to annual criminal background checks.
3. Volunteers may NOT bring their children to the Night OWLS program.
4. The Volunteer list is confidential and NOT available for release to other programs.
5. Guests/Visitors - Guests and visitors are required to sign in at the registration table and receive a nametag. Tours of the program are given by a Night OWLS volunteer or staff member. Prior notification of the visit is preferred.
6. Application/Eligibility to Volunteer - Each volunteer must complete annually an application and consent to a criminal background check as required by Highland Park United Methodist Church. The Night OWLS Director and Coordinator will make the final determination on eligibility for volunteers.
7. Training - New volunteers will complete training within six months of submitting their volunteer application. All volunteers renew training annually. Volunteer Training is offered two (2) times per year.
8. Outside Contact -- Outside contact (i.e. babysitting, dining out, taking children special places, visiting children in their homes) with Night OWLS children is strongly discouraged and requires prior approval from the Night OWLS Director and Coordinator.  
*These activities are discouraged because they cannot be provided for every child in Night OWLS, and individual outside activities are not within the Night OWLS mission.*
9. A volunteer shall be knowledgeable & adhere to the Night OWLS Volunteer Policies as attached as EXHIBIT C.
10. A volunteer must treat each child's personal and medical information as confidential. Please respect the privacy of each Night OWLS family.

## VI Medication/Special Procedure

1. If a child requires medication and/or a special procedure during any Night OWLS program, the parent will:
  - i. Bring medication in a prescription bottle clearly labeled with the name of the child, the name of the medicine and the required dosage.
  - ii. When possible, only the exact dosage should be left with a nurse.
  - iii. Sign in the medication and/or review the special procedure with a nurse.
2. Medicine is maintained in a locked cabinet and administered by a nurse.
3. Routine medications and special procedures will not be administered during any event lasting less than two (2) hours, unless prior arrangements have been made and approved by a Night OWLS staff member.
4. Night OWLS staff members may decline any special procedure and will discuss this decision with the parent.



EXHIBIT B

Highland Park United Methodist Church Health Ministry

**Night OWLS**

Consent for Photography

Photography is utilized at Night OWLS for 3 primary reasons:

1. Pictorial Recordings: To develop a pictorial journal of the development of our ministry.
2. Publicity: To utilize positive media communications to inform the congregation and the community of this ministry. Identification: To provide volunteers and staff a current photo to help with identifying Night OWLS' children and families.

The use of your name, and your picture is strictly voluntary.

I DO / DO NOT give permission for my photograph to be used or released for purpose of media coverage and/or publicity.

Signature

Date