Thank you for Volunteering in our Summer Lunch Learn & Play Program in Loveland. We could not even think about doing this without your help! Because no outside food is permitted on site, we will provide lunch for you on the day you are working with us.

The following are rules and guidelines that have been put together to inform you, help you, and to keep you safe. If you have any questions, please don’t hesitate to talk with the Site Manager on duty the day you are volunteering. Site Managers will have a NEST T-Shirt on and a name tag.

- Please arrive no later than 11:45 am on the day you are volunteering.
- Please make sure that you park in a spot marked “VISITOR” in the apartment complex you are volunteering in for the day.
- As soon as you get to the complex’s park area, please check-in with the Site Manager. The Site Manager will have you sign in and will give you your assignment for your time with us in one of these three general areas: CHECK-IN/REGISTRATION, FOOD SERVICE, or ACTIVITIES.

Food distribution and relationship building from 12:00 noon – 2:00 pm. Each location has a very specific hour that food may be served as per our instructions from the State. The Site Manager will inform you of that time period and then the rest of the time is for fun, learning and relationship building.

Persons handing out meals or making sandwiches for
ADULTS MUST WEAR PLASTIC GLOVES

- No child may be served lunch that has not checked in and received the “color of the day” wrist band. If the child has food allergies, they will have two wrist bands on. One will be the “color of the day” and the other will be “red” with their allergy indicated on it. Please check if someone does not have a wristband and asks for food, please refer them to the Registration/Check-In table.
- ALL children MUST receive a milk and a juice with their lunch. Any part of a child's lunch that he or she does not want to eat, including the milk, may be placed on the sharing table or in the share table cooler for another child to take and eat.
- A child may take ONE item home with them, but it cannot be an item that can spoil (ie:a sandwich or wrap). We will have a brown paper bag that you may put the child’s name on so that they can grab their item on their way home.
- All food that has been distributed and NOT EATEN may not be reserved for another day.
- After the children have eaten. They may stay in the park area to listen to a story, play a game or participate in the daily activity.
- Clean up will be from 2:00 pm-2:30 pm.

IN THE CASE OF INCLEMENT WEATHER

A decision to cancel the program completely for the day because of inclement weather will be made by 10 am the morning of. If there’s a chance of rain, we’ll set up tents. If in doubt, please call Evangeline (Van) DeVol at 513-582-0673.

GUIDELINES AND RULES

* Make sure people with disabilities are accommodated.

* Volunteers and Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.

* Volunteers and Staff are to refrain from the use of language, physical conduct or behavior that could be misunderstood to be sexually suggestive, harassing, intimidating or offensive to program participants, fellow volunteers and staff.
Permissible forms of non-verbal communications with children in the Summer Food Service Program are as follows:

- Hand to shoulder contact
- Side by side hugs
- Rustling of hair and pats on the head
- “High Fives”
- “Slap me Fives”
- Handshakes
- Eye Contact
- Smiles

* If a child is injured during the program please bring the child to the attention of one of the Site Managers. We are allowed to apply an ice pack, or wash a wound with soap and water and cover it with a band-aid, nothing more. 911 should be contacted for severe injuries. Site Manager will fill out an Incident Report for all injuries, or other incidents, to be kept on file.

* Volunteers under 18 are welcomed and encouraged to take a Whole Again lunch and eat with the kids. Over 18 volunteers will be able to make a sandwich while there. **Please do not bring food or drinks from home.**

* Volunteer are not permitted to offer or give ANY food or treats that are homemade or are not prepackaged by the manufacturer.

* No Volunteer is permitted to stay and interact with children if they are using, in possession of, or under the influence of alcohol or illegal drugs.

* No Volunteer may leave the park area with any child for any reason.

* No Volunteer shall be out of sight or unable to be observed by a Site Manager.

* By Ohio law, all Volunteers are MANDATED REPORTERS which means they are required to report any suspected abuse or neglect of a child to the proper
authorities. Any Volunteer that does suspect the abuse or neglect of a child must report their suspicions to the Site Managers on the day of their suspicion.

* No photographs of the children in the program may be taken without permission of their parent(s)/guardian(s). The use of personal cell phones to photograph Summer Program participants is prohibited.

* Volunteers of the Summer Program are expected to maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them. NEVER share information with others regardless of an expression of good intentions. What happens at the site stays at the site.

Refer all publicity requests (i.e. pictures/videos/write-ups) for the program to Evangeline DeVol edevol11905@gmail.com or call 513-582-0673.

**IF A CONFLICT OCCURS**

- If a conflict occurs, please remain calm. Call 911 immediately if you feel threatened.
- If a conflict occurs, please do not hesitate to bring it to the attention of a Site Manager.
- Depending on the conflict, remember we have a signed “Code of Conduct” as part of any child’s registration form. Refer to it if necessary.

***Remember that although NEST CLC is responsible for the entire Lunch, Learn and Play program, we are only “facilitating” the lunch portion of the program. We
are facilitating this program through the Whole Again Ministries and a grant from the Ohio Department of Education. As such we must follow their rules and regulations. Failure to follow these rules, could result in the program being suspended.

If someone has a need that we cannot meet, a resource binder will be available with names and addresses of places to go that may help with that need.

If someone alleges discrimination because of the way we are facilitating the Food Service Program, do not argue with them. Please give them the flier that shows them how to file a complaint with the Director of Civil Rights in Washington D.C.