



LEARN TO EARN (LTE) PROGRAM POLICIES

- Learn to Earn is a voluntary program and space is limited, so regular attendance is expected. A parent/guardian or adult member of the child's household is expected to attend all sessions. Youth and parents/guardians with **3 or more absences** *may be* subject to termination from the program. ***Note: The same parent/guardian does not have to attend each session. An alternate parent/guardian may attend instead, as long as the alternate is listed as an Adult Participant on the Parent Permission Form.***
- Both children and parents/guardians are expected to arrive to each scheduled workshop on time. Youth and parents/guardians with **3 or more late arrivals** *may be* subject to termination from the program.
- **LTE staff is to be notified of any current or potential custody issues as it relates to parent/guardian attendance or pick up.**
- Cooperation is expected from youth and parents/guardians in order to deliver information during the sessions. If a participant behaves inappropriately, s/he will be disciplined, as follows:
 - Firearms, knives, and other dangerous weapons or items used as weapons – **immediate termination**
 - Physical fight/physical aggression – **immediate termination**
 - Insulting, abusive, harassing, profane, obscene or other disrespectful language – **two verbal warnings**, after which time, a participant will be terminated from the program
 - Disrespect and non compliance with directives from staff or volunteers – **two verbal warnings**, after which time, a participant will be terminated from the program.
 - Yelling or verbal arguments – **two verbal warnings**, after which time, a participant will be terminated from the program.
 - Bullying, threatening, harassing, taunting, teasing, and other similar behaviors – **two verbal warnings**, after which time, a participant will be terminated from the program.
 - Possession of narcotics, alcoholic beverages, controlled substances, chemicals and related items – **immediate termination**

Note: The above does not represent an exhaustive list of unacceptable behaviors. Other behaviors not listed, will be addressed by staff as they arise.

(please turn over)

- LTE staff and/or volunteers will NOT provide transportation to youth or parent/guardian participants. Parents are responsible for ensuring that both child and guardian have access to the appropriate transportation to attend and to leave the program.
- All staff members and volunteers are required to maintain confidentiality of the participants and her family, except when health and safety, in the judgment of LTE staff, is at risk. In the event of any emergency, police and emergency responders will be contacted.
- LTE staff and volunteers are required to follow all personnel and volunteer policies determined by The Collaborative's Board of Trustees and the Executive Director. For questions about any of these policies, contact Donna Gallagher, Executive Director, at (919) 341-6418.

Signature of parent/guardian_____Date_____

Note: LTE is a Youth Financial Empowerment Initiative. We endeavor to provide training and education to participants so that they can make positive financial choices. The information provided as a part of this program should not be construed as legal advice regarding financial or tax matters. Any information provided is solely for educational purposes and is not meant to ensure or to result in any particular financial outcome.