

CORNERSTONE



**COMMUNITY
YOUTH & FAMILY
RESOURCE CENTER**



Policies and Procedures Manual

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1. Introduction

Dear Participant,

The Staff of the CornerStone would like to welcome you to the Frazee Community, Youth & Family Resource Center. CornerStone's mission is to provide community engagement, creative expression, workforce skills, and resource connection so youth and families experience stability, wellbeing, and healthy choices. The CornerStone Policies and Procedures Manual includes facility information, participation, policies, procedures and operations as well as what is expected of mentors and staff at the CornerStone Community, Youth & Family Resource Center. This policy will be reviewed annually to support optimal wellbeing of those we serve.

Included in this manual are rules and expectations for Youth Participants. Parents, please review these with your child before they attend the Youth Center.

The policies and procedures in this manual come into effect whenever a staff member, volunteer, community member or youth participant is in attendance at CornerStone or any event with CornerStone involvement.

Overview: CornerStone Community, Youth & Family Resource Center was created with the mission of partnering to develop a healthier community by providing healthy food, mentoring, physical fitness, arts, culture, and skill building in a safe and caring environment in Frazee. Youth and community participants are provided a safe place to gather with snacks and food available, craft ideas, digital and non-digital interactions. CornerStone will teach youth much needed skills for life and leadership. We see future entrepreneurs being developed in the MakerSpace area promoting creativity and fun.

For further information or questions about the contents of this manual, please contact a director.

Executive Director:

Mackenzie Hamm

cornerstonefrazee@gmail.com

Youth Director:

Katie Grindall

cornerstoneyouthdirector@gmail.com

**It is our priority to ensure a safe environment for everyone at the
CornerStone Community, Youth & Family Resource Center**

2. Facility

A. OPERATION

The CornerStone building is located in close proximity to the Frazee-Vergas High School on the corner of Birch Avenue and 2nd Street. For more information on this generous donation, visit our website at www.cornerstonefrazee.org.

The Lower Level entrance is located on Birch Avenue on the South side of the building. Staff and volunteers supervise members only when they are within the facility and immediately outside the facility doors, or at non-facility CornerStone sponsored activities and events.

The Upper Level entrance on 2nd Street on the West side of the building will be used as public access to the CornerStone Bistro & Coffee Shop. Access to the stairway between the two levels will be permitted for emergency and staff use only.

We expect all members to be responsible for themselves when they are outside the facility on adjacent property such as the School District property, the parking lot, the park or other surrounding areas. Per school regulations, students are not allowed to loiter in the schools after school hours unless they are participating in a school activity. Misbehavior while unsupervised outside of the facility on adjacent property or while participating in a CornerStone activity is still subject to Youth Center behavioral intervention processes as determined by staff. Please keep this policy in mind when you discuss with your child whether they are allowed to leave the facility without a staff member while participating in activities at CornerStone.

Hours of Operation

Normal Operation: Monday-Friday: 9:00pm - 5:30pm*

Summer Operation: Monday-Friday: 9:00am - 5:30pm

*Extended Member Hours**: Monday-Sunday: 7am - 10pm*

**Extended hours are subject to availability of volunteers/staff from our community*

***See Membership & Rental for more information*

Days and hours of operation are subject to change due to weather conditions, staffing, special holidays or unforeseen circumstances. CornerStone will attempt to notify members and their families by email of last minute changes, however please monitor our Facebook page and/or website for the most up to date information. Add yourself and your youth to our Remind App: Send a text to 81010 and text this message: @frazee300

At this time: We will follow the school calendar and follow all related school closings.

Drop off and Pick up

All Youth Participants must check themselves in with their Login ID when they arrive and check out when they leave prior to closing. This facility is not a daycare center and staff does not

monitor constant youth entry and exit. If you are not comfortable with this policy for your child, CornerStone might not be the right fit for your child at this time. CornerStone expects a certain level of responsibility from youth and members. They are expected to know their parents' expectations for entry and departure and be responsible for contacting them when necessary.

- Elementary age youth: Staff at the elementary would like to encourage youth to ride Bus 4 up to the high school and then exit to walk to CornerStone. If your youth misses that bus, then they will follow the same policies as those children who walk home after school. They must wait till buses depart. (please check with the office for walking policies)

All Youth Participants must be picked up, walk home or have other arrangements by the end of operating hours.

Youth will clean up after themselves, obtain their belongings, and be ready for pickup five minutes before closing time. Please make sure your child knows where they are to be picked up if it is at a location other than this at the end of the night. Staff and volunteers cannot leave elementary school students unattended at the end of the night if they are waiting outside alone for a ride.

CornerStone's policy is to not wait for high school students (grades 7-12) unless there is special need. If your child is in high school and you would prefer a staff member to wait with them in the event of late pickup, you must notify us.

All youth are responsible for being where they are supposed to be when they are supposed to be there for pick up whether it is at CornerStone or another location. Youth who demonstrate that they are unable or unwilling to have this responsibility may be subject to disciplinary action.

B. FACILITY AMENITIES

CornerStone's Lower Level offers a variety of entrepreneurial and recreational opportunities during normal hours of operation.

Entertainment: Digital/Electronic

All content provided by the Youth Center is rated appropriate for Teens or younger (PG13, TV14, T for Teen or younger ratings.) Participants are responsible for abiding by the same content restrictions when they bring their own media or access online entertainment.

Online Content is not rated. We understand that members may not be aware of everything contained within all online content. Members are expected to make every reasonable effort to access and play only age-appropriate content.

Swearing, explicit sexual content and drug reference is prohibited. Non-edited media must not violate these restrictions. Clean or radio edits of songs are required when available. Violation of the content restrictions will result in behavioral intervention and may affect the availability of these amenities for everyone at CornerStone.

Please know that there are a wide variety of youth here and many parents have different

expectations of what their children are allowed to watch/play. We do our best to make sure youth have age appropriate content. Please reach out to us if you have concerns that we should be aware of.

See MakerSpace Rules for additional electronics policies.

Entertainment: Non-Digital

Options such as darts, foosball, air hockey, ping pong, musical equipment and board games are provided daily. Participants are expected to treat the equipment with care.

Food Access

CornerStone provides youth and families with a fully functioning kitchen in the youth center. Food is not regularly prepared by CornerStone staff and volunteers, however is often available. Food is provided through local food drives and donations and is all monitored for expiration and best use dates. Staff at CornerStone have completed Food Safety training so they are certified in safety and implement practices to support youth in safe preparation. All Youth Participants will have access to the non-perishable food at no charge and may use any of the ingredients while they are at the Youth Center. Participants may use any of the kitchen items to prepare food. It is expected that anyone utilizing the kitchen will clean up after themselves under guidance of staff. Failure to do so may result in behavioral intervention.

THERE ARE NO RESTRICTIONS ON FOOD ITEMS BROUGHT INTO CORNERSTONE. PLEASE NOTIFY STAFF OF FOOD ALLERGIES SO THAT WE ARE AWARE, HOWEVER PARTICIPANTS MUST BE RESPONSIBLE FOR KNOWING WHAT THEY CANNOT EAT.

Homework

CornerStone cannot guarantee a quiet place to complete homework, however technology and Wi-Fi will be available as needed. Youth Participants are expected to be responsible for getting their school work done. When time and staffing permits, staff and volunteers are happy to assist with homework assignments. *We cannot guarantee tutoring or intensive one-on-one help.*

STEAM Lab Equipment

CornerStone provides a Makerspace to support its mission to create a healthier community by engaging through food, arts, culture, and skill building in a safe and caring environment, empowering youth to leave a legacy. The ***Makerspace Rules and Policies*** section below describes additional policies and expectations specifically pertaining to use of CornerStone's Makerspace tools, equipment and supplies.

C. STAFF AND VOLUNTEERS

Every effort is made to ensure the safety of participants. All staff members and volunteers are screened during the application process. Background checks are run on all CornerStone staff and volunteers, courtesy of the Frazee Police Department.

Staff may not be present at all times. When staff are absent, volunteers will be assigned to act as lead supervisors.

Because staff and volunteers are mandated reporters, we are legally obligated to report any and all suspicion of child abuse or neglect to Child Protection Services. . Please see section 7 for more information.

Executive Director and Youth Director are trained in Adult/Pediatric CPR/FirstAid/AED through American Red Cross. Training in CPR/first aid, mental health crisis response and general safety are greatly encouraged but not required for all staff and volunteers. Staff and volunteers will be knowledgeable of CornerStone Policies and Procedures. Should any urgent or threatening situation arise and will call 911 if necessary.

D. COMMUNICATION

How to Reach CornerStone

The cell phone number for the CornerStone Lower Level is **218-841-9290**. Please know that CornerStone is a very busy place and this phone is not monitored at all times so you might need to call multiple times to reach someone. The landline to the Bistro is **218-334-2550**. Many of you have staff's personal phone numbers so please be respectful of the staff's personal time and only utilize it if you are unable to reach the youth or staff through the listed numbers. Otherwise, please leave a message on the main voicemail and your call will be returned as soon as someone is available in the office.

Communication with Individual Staff Members

Please utilize the primary CornerStone phone number and email addresses to contact the Directors and communicate to volunteers.

- The Executive Director can be reached at CornerStoneFrazee@gmail.com and the Youth Director can be reached at CornerStoneYouthDirector@gmail.com. If you need to reach the executive director directly please call Mackenzie Hamm at 218-329-6199.
- CornerStone Community, Youth & Family Resource Center is present on social networking sites. Parents and participants should feel free to Like and Follow CornerStone on social media and communicate with us that way as well!
- Staff and volunteers of CornerStone are not encouraged to provide their personal contact information to participants or parents for organizational purposes. Parents and participants who come to possess the personal contact information for Youth Center staff are discouraged from using it for CornerStone matters. Certain exceptions apply.
- Staff and volunteers are not permitted to resolve CornerStone matters with participants via personal social networking accounts. Other communications about CornerStone operations, such as email or phone, may be acceptable but not required. CornerStone matters should be addressed with the Executive Director or Youth Director.

How to Reach Your Child at the Youth Center **218-841-9290**

To reach your child while they are attending CornerStone, please use the main phone number if they do not have or are unable to use their own cellular device. If your child needs to reach you they will

be asked to use this phone so save this phone number in your phone. You will also be able to call this number to try to reach your child. Staff prefers to meet at least one parent before processing sign-up. However, we understand that schedules sometimes do not allow for parents to be present at the time of registration and as such, it is not required. Parents can find Photo & Liability Waivers online.

Keeping parents informed

We will make every effort to keep parents informed about the CornerStone operations and our events. Newsletters and calendars are distributed quarterly and posted on the website. Renewal notices and paperwork may also be emailed or posted. Please note that the manner in which we publicize Youth Center events and information may change as needs and resources change. Please feel free to contact us by phone, email or dropping in if you have any questions or need additional information.

TeamReach App

This is the quickest and easiest way to send out the most updated information regarding events and closures, please connect with us by joining: CornerStone: Community, Youth Code: 4Families

Phone Calls

The Youth Center will communicate with parents about their individual child by phone unless other arrangements are made with the Director. Please ensure that a current phone number is always on file for the primary guardian and any other emergency contacts.

Facebook, Emails & Newsletters

We try to update Facebook as frequently as we can with programming information. Please keep an eye out for emails from the CornerStone. Emails are sent with information about upcoming events and may include updates to published events and other important information. Please make sure that your email address on file is current so that you do not miss these important emails. Our primary posts are facebook & TeamReach, we do our best to limit the number of emails we send.

3. Offsite and After-hours Events

This section describes policies for events run outside of the facility by CornerStone and during non-regular operating hours. All offsite events are for current Youth Participants and volunteers only except when otherwise specified.

A. BEHAVIOR

Participants are expected to adhere to all of the general CornerStone behavioral policies as well as the policies of our event sites. Behavioral issues at offsite events are subject to the same disciplinary action procedures as onsite events.

B. COSTS

Offsite event prices vary. As much as possible, CornerStone will provide free or reduced pricing to Youth Participants, Volunteers, and Members, however there is no guarantee of a discounted rate. Payment for offsite and after-hours events is always required at registration or, when prior registration is not required, by the start time of the event.

C. PRIOR REGISTRATION

Most offsite events require registration prior to the event. Deadlines for registration are published with the event information. Changes to registration deadlines may occur. CornerStone will notify volunteers and Youth Participants and their families of deadline changes via email.

D. WAIVERS

CornerStone may require an additional waiver for certain offsite events. There may be additional waivers required for outside facilities. All required waivers must be completed before registration is considered complete.

E. ATTENDANCE RESTRICTIONS

While nearly all events are open to current Youth Participants and volunteers, the appropriateness of an event for an individual member must be assessed by staff and the individual's parents when applicable. Staff may consider an event inappropriate for a participant or volunteer based on previous experience with that individual or staff's ability to safely accommodate the individual's needs during the event. CornerStone staff and volunteers cannot be responsible for personal caregiving, however if a participant requires a caregiver to come with to the event we will make every attempt to accommodate disability needs. This will be determined on a case by case basis.

Additional restrictions on event attendance or participation may be imposed by event sites. General attendance restrictions are described in the published event descriptions.

F. CANCELLATIONS

Event Cancellation

Events may be canceled by CornerStone based on registration numbers, availability of transportation or other situations outside our control. When events requiring additional fees are canceled by CornerStone, all registered members will be individually notified and all registration fees will be refunded.

Member-initiated Cancellation

We understand that individuals may need to cancel their registration for events. Registration fees will be refunded when cancellation occurs before the registration deadline. Fees are non-refundable after the registration deadline except when the event is canceled by CornerStone.

Staff-initiated Attendance Revocation

Due to behavioral issues occurring prior to the event, attendance privileges for an individual may be revoked by the CornerStone staff. In this case, registration fees for that individual may or may not be refunded, depending on the cost and other circumstances, except when the event is canceled by CornerStone.

4. Participation

A. ELIGIBILITY FOR YOUTH

Open Community Hours (this is when staff/volunteers are present in the facility and doors are unlocked) are for youth who are in or entering 4th - 12th grade. Third grade and younger children must be under the supervision of a caregiver assigned by the parent/guardian. If this caregiver is an older sibling, the adult caregiver in the home must have confirmed verbal consent by the Executive Director and/or Youth Coordinator. Further individual exceptions may be based on the social and emotional appropriateness of the Youth Center environment at the discretion of the director.

All youth must be under the supervision of an adult on weekends and during extended member hours. Adults accompanying youth are welcome to volunteer or sign up for a membership which supports keeping the center open free for youth. (more info in further sections)

CornerStone is a community center and does not provide child care or adult care services. If you or a member of your family require supportive services for emotional, mental or physical support you are required to provide those independently. If you are in need of services to attend, CornerStone staff can provide resource information for you or your family to follow up with independently.

There is no residency requirement for participation.

Youth Sign-up

In order to ensure the success of the CornerStone Community, Youth & Family Resource Center, Youth Participants must sign-up and log in during the hours they attend activities. As part of this process, a parent or guardian must also review and sign the Liability Waiver before their child may attend. Please indicate any photo restrictions at this time. If your child attends without signing a Liability Waiver staff will contact you to ask for verbal permission until a form is signed.

Youth may visit CornerStone during all open hours and register for special events, trips and activities (which may be subject to additional permissions) as soon as the Photo and Liability Waiver is received.

In order to provide a safe place for participants and mentors, it is important that you notify us of any pertinent personal or medical concerns at the time of sign-up. We ask that you notify us of any changes as they occur so that we can better accommodate the needs of everyone.

Medications

CornerStone staff and volunteers do not administer medication and cannot be responsible for medical care requiring more than first aid. Individuals of all ages are responsible for managing their own medications as this is a public facility.

Waiver Renewal and Expiration

CornerStone staff review information periodically to keep it up to date, and new Liability Waivers must be signed every year the child attends the Youth Center. Expired members may not attend CornerStone, special events, trips or activities without supervision until renewal is completed.

5. Behavior and Conduct

This section includes information about what CornerStone expects from participants and what participants can expect from CornerStone. Youth Participants and parents must agree to CornerStone policies before utilizing the space. Members and renters must review and agree to the respective agreements prior to obtaining access.

A. BEHAVIOR EXPECTATIONS

Youth Participants represent CornerStone and the services we strive to provide whether they are visiting or volunteering. We expect members and Youth Participants to be responsible and follow not only the rules of CornerStone but their parents' rules as well. We expect good behavior within the facility, out in the community, and in surrounding areas during participation with CornerStone.

Always be kind

Interpersonal conflict is sometimes inevitable. While at CornerStone, we expect you to put aside personal issues with others. It is not necessary to like or interact with everyone but we expect all participants to treat others with dignity and respect. It's easy to be kind when in good company, but the true show of a person's character is being kind when it is challenging to do so.

Try new things

CornerStone holds great value in releasing creativity and entrepreneurialism into our community, so don't be afraid to try something new! Not only will this expand your own knowledge but it might convince others to give it a try as well.

Speak well of others

Use positive language to describe others whether or not they are present in the facility. Having a positive outlook on others will improve your own wellbeing and also decrease potential unnecessary confrontations. Don't forget to speak kindly of yourself as well!

CornerStone is a PG13 facility. This means that we expect you to avoid using offensive language during public hours. We understand that sometimes mistakes are made. However, abusive language or repeated use of foul language will not be tolerated. Feel free to ask questions about our language policy if it is unclear.

Clean up your messes

Arts and crafts and fun and games can be messy, but CornerStone needs to remain tidy in order to allow activities to continue. It takes the efforts of everyone involved to make this a success. Throw away trash, recycle, clean up spills, wipe off counters and tables, and help others.

Take responsibility for your mistakes

It is human nature to make mistakes whether it be with actions or words. CornerStone is a safe place to acknowledge your mistakes and find solutions to improve. It is much easier to be forgiving when mistakes are confronted right away rather than "getting caught" later. Listen and think before you speak and apologize when necessary. Let us know if you find something in need of repair or accidentally break something. These things happen but we can't fix it if we don't

know it's needed!

Treat everyone with respect

Everyone deserves to be treated with respect. Staff and volunteers will always do our best to treat you with respect and we expect the same from you. Participants are expected to treat other individuals at CornerStone with respect as well. Participants are expected to keep their hands to themselves. Do not cause anyone harm physically. We understand that youth might think they are being funny by rough housing but we are not allowed to touch other youth. We also expect you to follow staff instructions. We are happy to discuss with you any confusion, concerns or disagreements regarding these instructions when they are brought up in a respectful manner.

Health & Safety

Participants at CornerStone are also expected to respect the health and safety of everyone at CornerStone. This means doing things like washing hands, cooperating with disposal of items that have come into contact with blood and bodily fluids (bandages, pads and tampons, tissues, etc), not spraying perfumes in the Youth Center and respecting the medical and safety needs of others. We expect all youth and members to avoid engaging in activities with high risk of injury while at or with CornerStone.

Leave spaces better than they were

Use equipment in the manner for which it was intended (Foosballs belong on the foosball table, air hockey equipment stays with the table for example.) Even if you did not take it out/use it last/mess it up/etc, help us clean it up. The participants around you may not have made the mess either, but if you don't help we have to do all of it. If anyone cleans a little extra, the work is lighter for everyone. This is a shared space, help us out! We want to allow our volunteers to be focused on community and youth activities, not constantly cleaning. Do not intentionally break or damage any CornerStone property or supplies.

Return everything you borrow

Put equipment, games and controllers back after using them (If you don't know where it goes, ask!) Use only the supplies you need. You may not take supplies home without permission as others may need them. Please don't waste our supplies, either. We are funded by charitable donations, grants, and the hard work of many staff and volunteers. Let's be respectful of all these efforts.

If it's not yours, ask permission

Be respectful of other participants' belongings and care for items belonging to CornerStone as if they were your own. If you aren't sure whether you can access the equipment, just ask. The Youth Center is not responsible for personal items. Participants are expected to keep track of their personal items. Sharing your personal items is at your discretion.

Do not judge or label anyone

CornerStone strives to be a safe place for everyone regardless of age, race, religion, gender, ability or sexual orientation. Regardless of your opinions of anyone, everyone deserves to be treated with respect and kindness. Do not box anyone, including yourself, into a specific characteristic or category. Human behavior is affected by many different aspects of life. We do

not know anyone's complete situation. Poor treatment reflects badly on yourself and on CornerStone. Bullying will not be tolerated. Please report any bullying that you see or hear about to staff or volunteers so that we can address it.

Speak the truth

Relationships are most functional when built on mutual trust and honesty. This is true in many areas of life, and the same goes at CornerStone. We expect all participants to be honest with us. We will not lie to you (or youth parents) and our expectation is that you not lie to us, either. We will always do our best to work with you when mistakes happen but we need the truth in order to do so. If you are not comfortable discussing something, please let us know that rather than lying to us.

Wash dishes you use

In addition to arts and crafts, the kitchen is likely to be a highly utilized area so let's keep it clean. We have a dishwasher for your convenience so either wash your dishes after you use them or load them in the dishwasher if all clean dishes have been removed. If you need help with the dishwasher or finding soaps or rags, just ask and we'd be happy to help! Ask a staff or volunteer before entering offices or the storage rooms to look for cleaning supplies. (They may be unlocked or open but they are still restricted areas!)

Teach others what you know

CornerStone strives to be an inviting learning space for everyone no matter what age or level of education. Different things come more easily to different people and we all bring our own valuable experiences which we have learned from. In addition to teaching equipment usage, don't hesitate to share your wealth of knowledge with others.

B. BEHAVIORAL REDIRECTION

This section outlines the general guidelines CornerStone uses to address challenges and support youth in a way that is fair and respectful to staff, volunteers, members, youth, and their families. Our approach is grounded in restorative practices and the Science of the Positive. We focus on building relationships, understanding behavior, and helping youth develop the skills needed to make positive choices. We believe behavior is a form of communication, and when concerns arise, our goal is to guide, not label. We work alongside youth and their families to understand what is happening and to identify supportive next steps. We are always open to conversations with youth participants and their parents or guardians. Our goal is to partner together to address concerns, support growth, and create a safe and welcoming environment for all. Staff and volunteers are responsible for addressing behaviors in the moment and supporting youth through reflection, problem-solving, and, when needed, restorative steps to repair harm.

Youth Conflict

Conflict is an inevitable part of being a teenager. However, CornerStone Community, Youth & Family Resource Center strives to be a welcoming place for all youth participants and guests. It is not necessary for everyone to be friends but we expect everyone to be able to co-exist peacefully. Youth Participants are expected to attempt to resolve interpersonal conflicts with other youth in a manner that allows a safe and comfortable space for everyone. If conflict resolution efforts are not

successful, issues may be elevated to the youth leaders, parents, and/or Directors to assist in finding resolution. As a last resort, membership or participation may be terminated by the Director at any time for cause.

Tier 1 Behaviors - Verbal Redirection

Examples: teasing, swearing, inappropriate comments, taking other's things, disrespect, making a mess, dishonesty, running/chasing indoors, unintentional/accidental incidents

Staff and volunteers will attempt to intervene with behavioral issues and redirection with the most minimal measures required. Verbal redirection in the form of requests for behavior changes, and expectations about future consequences are our primary means of behavioral intervention. Participants are expected to adhere to these requests for changes. Escalation of behavioral intervention will result when violations persist as step one.

Tier 2 Behaviors - Calling Caregivers and Written Redirection

Examples: refusal to stop tier 1 behavior, injury as a result of refusal to correct behavior, destruction of property, escalated swearing or vulgar language after warnings

Written redirection for safety concerns, behavioral issues and excessive or repetitive violations of the behavior contract will be produced as a second step after verbal redirection. This documentation is kept on file and the student is asked to sign the form noting they have received redirection. Written redirections document the behavior and the action taken by staff. At this level parents are notified of the behavior in order to assist with consistent behavior redirection. Parents are welcome to view all documentation for their child. Copies of this documentation will be made upon request. Copies of behavioral documentation may be sent to parents as they are produced. See the [CornerStone Behavior Reflection & Growth Plan](#) for directions and for a list of resources as well.

Tier 3 Behaviors - Suspensions

Examples: Extreme outbursts or disruptions, retaliation after behavior correction, intentional injury to others or self, premeditated destruction of property, extreme verbal abuse

Youth participants may be asked to leave the facility for the day in the event of behavioral issues that are repetitive or require greater intervention than a verbal and written redirection as the third level of behavioral intervention. Youth who are sent home early are expected to be picked up by a caregiver or to walk home completely leaving the CornerStone property. If for any reason it is not possible for the youth to leave for the day, a suspension of the following day or other consequence may be applied.

Longer Suspension

Behavior interventions including repeated warnings, safety concerns to other youth, or excessive behavioral issues may result in suspension of Youth Center attendance privileges. Any full day or longer suspension will involve written documentation and parent contact. Lengths of suspensions are determined on an individual basis in regards to extremity of the violation. Every effort will be

made to ensure fairness in length of suspension. Repeated suspensions may result in longer subsequent suspensions or require an agreed-upon behavior plan with the youth, guardian, and Executive Director prior to returning to the Youth Center.

Indefinite Suspension

Privileges to utilize the Youth Center may be terminated by the director at any time for any length of time for cause to ensure safety of all youth and community members. Whenever possible, before taking this action, reasonable effort will be made to utilize alternative options for resolution. Parent or family membership may or may not be affected by this suspension and membership fees are not refundable. Should the behavior of your child require this type of intervention, please speak with the Director regarding your membership privileges or canceling your monthly payment if applicable.

C. PRIVACY

Private Conversations

We do not share private information unless it is necessary as a mandated reporting situation.

Situations where information is shareable would include:

- Someone is or is planning to harm you
- Someone is or is planning to harm someone else
- You are harming or planning to harm yourself
- You are harming or planning to harm someone else

In these cases we are obligated to intervene in some way. We will involve you in the process when disclosing personal information as best we can to protect your privacy. We are here to support you.

Your Belongings

As mentioned above, personal property that you bring into CornerStone is your responsibility. It is your choice whether or not to share your food, devices or other belongings. Staff and volunteers will not intentionally monitor your personal device usage to ensure compliance with our rules or on behalf of your parents. However, you are responsible for respecting our content guidelines while visiting CornerStone. If you leave your device somewhere, we may attempt to access it to identify the owner or otherwise contact you or your family to return it.

If something happens to your property while at CornerStone, staff and mentors will make reasonable efforts to help in the matter. However, we are not responsible for lost, stolen or broken items.

In the event that the staff or volunteers need to search your belongings while you are here, your presence will be requested whenever possible. Any bags left behind are subject to search for the purpose of identifying the owner and returning it. CornerStone staff and volunteers may ask to hold your personal property if it is not appropriate for CornerStone or in the event of misuse. Property we

hold due to misuse during activities or Open Community Hours will be returned. Other, prohibited items will be confiscated and handled on a case by case basis. These items may be turned over to you when you leave, to parents when they are available, to the police or disposed of depending on the nature of the item.

All items, regardless of value or owner identification, that are left for excessive lengths of time at the CornerStone are subject to donation or disposal. We do not have the space to store excess items.

6. Makerspace Rules & Policies

CornerStone provides a Makerspace to support its mission to create a healthier community by engaging through food, arts, culture, and skill building in a safe and caring environment, empowering youth to leave a legacy. The Makerspace Manual describes additional policies and expectations specifically pertaining to use of CornerStone's Makerspace tools, equipment and supplies. We are excited to have a STEAM lab available for public use, and also recognize that our equipment and supplies will not be sustainable without adhering to necessary guidelines. All users must review and follow the Safety Guidelines & Policy. Any failure to comply with safety and proper use guidelines will result in loss of Makerspace equipment privileges.

A. TECHNOLOGY AND ELECTRONIC DEVICES

CornerStone provides computers, iPads, internet access, and other technology to give youth opportunities to learn, create, explore, and build skills.

We also recognize the importance of helping young people develop healthy and responsible habits around technology, social media, and online communication. This policy helps ensure that CornerStone-owned devices are used safely and for their intended purpose.

CornerStone Computers & iPads

CornerStone-owned computers and iPads are **not intended for recreational gaming or general entertainment**.

Youth are encouraged to use CornerStone technology for activities such as:

- Creating digital art, designs, videos, music, and other creative projects
- Designing projects for the Makerspace, including Cricut, laser engraving, 3D printing, and other equipment
- Exploring entrepreneurship and developing products or business ideas
- Completing entrepreneurship lessons and skill-building activities
- Resume building, job searches, and career exploration
- Homework, research, and online learning
- Learning new technology, software, and creative skills
- Other educational or project-based activities approved by CornerStone staff

Gaming at CornerStone

Gaming is still welcome at CornerStone! Youth may use the **gaming consoles provided for use with the large TV** and participate in other games and recreational activities available in the Youth Center. CornerStone computers and iPads will remain dedicated to learning, creativity, Makerspace activities, workforce development, and entrepreneurship rather than recreational gaming.

Personal Phones, Tablets & Devices

Parents and guardians may choose to allow their youth to bring their **own phones, tablets, handheld gaming systems, or other personal devices** to CornerStone. The decision regarding what games, apps, social media platforms, and online activities a youth may access on their personal device remains primarily between the **parent/guardian and their child**. We encourage families to talk openly with their youth about healthy screen time, appropriate online behavior, social media use, privacy, and digital safety.

CornerStone staff may still intervene if use of a personal device:

- Disrupts CornerStone programming or activities
- Involves bullying, harassment, threats, or inappropriate communication
- Displays or shares inappropriate or unsafe content
- Violates another person's privacy
- Creates a safety concern for the youth or others
- Is otherwise inconsistent with CornerStone's expectations for respectful behavior

Safe & Responsible Social Media Use

CornerStone wants to help youth learn how to safely and responsibly navigate social media and the online world.

We encourage youth to:

- Protect personal and private information
- Think before posting or sharing
- Communicate respectfully with others
- Ask for help when something online makes them uncomfortable
- Never use technology to bully, threaten, embarrass, or harass another person
- Understand that photos, messages, videos, and posts shared online can be difficult or impossible to completely remove
- Respect other people's privacy and never photograph, record, or post another person without appropriate permission

Staff will do their best to model and encourage healthy technology habits and provide guidance when concerns arise.

Care of CornerStone Technology

Youth using CornerStone computers, iPads, and other electronic equipment are expected to treat the equipment respectfully and use it only for its intended purpose.

Youth may not intentionally damage equipment, change device settings or security controls, access another person's account, attempt to bypass internet or device restrictions, or download programs/apps without staff permission.

Access to CornerStone technology is a privilege. Staff may temporarily or permanently limit a youth's access to CornerStone-owned technology if it is being misused.

Parent/Guardian Partnership

Technology is constantly changing, and keeping young people safe online takes partnership between youth, families, and trusted adults.

CornerStone's goal is not simply to restrict technology. **Our goal is to help youth learn how to use technology as a tool to create, learn, communicate, explore careers, and develop skills that can benefit them now and in the future.**

We appreciate our parents and guardians partnering with us as we work to create a safe, positive, creative, and engaging environment for all youth.

B. DESIGN AND MAKER EQUIPMENT

CornerStone supports a fully functioning STEAM Lab available for free to Youth Participants and for a small fee to other community members. Our new lab for science, technology, engineering, art, and math, represented by the acronym STEAM, engages participants in hands-on activities that inspire creativity and strengthen critical thinking and problem-solving skills.

Equipment supplied by CornerStone may include:

Screen-printing
Jewelry
Photography/Video

3D-printing
Candle-making Culinary
Art & Crafts

Laser Engraving
Woodburning
Building/Legos

Supplies for STEAM Lab are available on a daily basis in addition to the planned, structured activities that are listed on the calendar. The availability of supplies may vary. Participants must clean up all materials they use. Failure to clean up materials may result in usage restrictions without direct supervision. Participants may be required to review instrument use policies and safety procedures prior to utilizing some of the equipment.

7. Rates, Membership & Rental

This section describes rates and conditions to visiting the center during Open Community Hours and outlines additional policies around obtaining Adult Membership and renting CornerStone's Lower Level for private parties. All conditions are subject to change upon notification. Members and renters agree to adhere to all behavioral and contractual guidelines when utilizing the space and equipment.

A. VISITOR RATES

CornerStone is proud to present a unique small-town rural approach to meeting needs of both youth and community members. As a Community, Youth and Family Resource Center, we welcome the public and youth to intertwine in one open area within our makerspace, STEAM Lab, gaming areas, lounge, and kitchen. We will host a variety of adult and youth programming, with a focus on community, arts, and entrepreneurship.

Open Community Hours

A major initiative of CornerStone is to provide a safe place for youth to gather, learn, and understand their impact in the community and with community members. Therefore, we always provide FREE admittance to Youth Participants of all ages. (Again, youth entering 3rd grade and below must be accompanied by a caregiver.)

- Adult Single Day Rate: \$3 (youth free)
- Adult Monthly Rate*:
 - \$10/month (this covers all adults in household)

Monthly Membership

A membership to CornerStone gives you access to the Community & Youth Center to utilize the space, tools, and equipment anytime between 7am - 10pm. Even if you think you will not utilize the space often, think of your membership as sponsoring one of our local youth to show them you care!

Security Code Access

Community members who sign up for a monthly membership will be provided a security code that will allow access to the facility from 7am to 10pm. They will also have access on weekends 7am-10pm, except when a group is renting out the facility privately. There is a calendar on the website that will list when the facility is rented out. Youth Participants utilizing the facility outside of Open Community Hours must be supervised, regardless of age, by an Adult Member (18 and older).

Amenities

With your membership, you are able to use the space and equipment for no additional daily rate. There may be small fees for specific supplies, or bring your own if you wish. This includes use of:

Makerspace/STEAM Equipment: 3-D printer, laser engraver, Cricut Maker 3, T-shirt screen press, photography equipment, paint tools, wood burner, Legos, drawing and sketching tools,

metal stamping, jewelry making, and more!

Gaming: Pool table, ping pong, foosball, Wii games, board games and puzzles Entertainment:

Karaoke, Roku TV apps, piano, projector

Lounge area, full kitchen, food pantry, tables available

Membership Perks

In addition to supporting FREE access and supplies for Youth Participants and a vital service to our community, your membership gives you:

- A 50% discount on hourly rentals for birthdays, graduations, or special events
- A \$30 discount on "full day" events (see rental agreement for details)

B. HOSTING PUBLIC EVENTS

Part of the CornerStone initiative is to meet the economic need of the Frazee-Vergas community for more business and entrepreneurial opportunities. We are proud to support entrepreneurs while bringing the community together for special events, classes, and other opportunities.

If you host classes, events, or training as part of your business, or are interested in sharing a hobby with the community and/or youth, we look forward to hearing from you! Events open to public enrollment or registration may be hosted by CornerStone during or after Open Public Hours at no charge subject to Director approval.

Reach out today for more information or to get on the calendar!

C. PRIVATE EVENT RENTAL

CornerStone Community, Youth & Family Resource Center will be available to rent for private events on weekends and weekdays outside of Open Public Hours. Adults and organizations may rent the entire Lower Level without public interruption by the hour or pay a "full day" rate when the total hourly rate exceeds the "full day" rate.

Navigate to the full rental agreement for more details and to reserve your spot for your next meeting, luncheon, birthday party, or event today!

8. Mandated Reporting

All staff and volunteers of CornerStone are mandated reporters of child abuse and neglect by Minnesota state law. We are legally obligated to report any reasonable cause to believe that an individual we encounter in our professional capacities who is either under the age of 18 or a dependent adult is being abused or neglected. All staff members complete the training on mandated reporting via Becker County Child Protection Services.

For further information regarding the mandated reporting laws and procedures, please visit:

https://www.house.leg.state.mn.us/comm/docs/921d0428-cf22-4a35-985b_22c7d5638e94.pdf