

## YOUTH IN TRAINING PROGRAM OVERVIEW

1. Participants must be 13 years of age before the program begins.
2. The YIT program operates twice weekly during the academic school year from 4-6p and 10:00am to 4:00pm during the summer months.
3. Students should report to work on time. Students **MUST** sign-in and out daily. If a student will be late or absent for any reason please contact the office at **516-223-9592** or submit a written excuse prior to absence.
4. Students will not be permitted to leave the program site or walk home unless written authorization from a parent or guardian is on file. A scheduled hour of departure is arranged with each student, if he/she is not leaving at the end of the day.
5. Orientation and training are required before program admission. Students must be equipped with a pen, composition notebook and binder.
6. A Youth Development Coordinator directly supervises students. Students work closely with a designated staff member in an effort to gain practical work experience.
7. Students are not permitted to discipline, chastise, tease, etc. younger children. Students will not supervise younger children without an adult staff member present. Students will learn how to work with younger children.
8. Students must conduct themselves in an orderly mature manner. Fighting, disruptive behavior or obscene language is not permitted. Parents will be consulted for a conference if a student continues to be disruptive. Refunds and/or stipends will not be given for students dismissed because of behavioral difficulties.
9. Hand held devices, cell phone etc. are not permitted while on duty. ETS will not be responsible for lost or stolen items.
10. Students will have a 30 minute lunch break. Students may bring their own lunch, or be prepared to order lunch in. They may leave the site for lunch with permission from a parent or guardian.
11. Students will not be permitted to leave the program with an unauthorized person, unless the student has written permission from the parent or guardian indicating such authorization.

In the event of an emergency, children will be accompanied by:

Parent or guardian

Emergency contact person or

An appropriate staff member

12. Students will not be permitted to socialize with each other in large groups without adult supervision. Staff will decide who will participate on off-site trips and on site activities.
13. \$250.00 stipends will be presented at the end of the session for those students who have completed the program.
14. There will be a \$45.00 charge on all returned payments.
15. When submitting paperwork, please do not submit original documents. Original documents **will not** be returned.
16. Students may be required to read three novels and/or self-help books. Students may select their own books from the library or computer. Writing is an active part of the YIT program.
17. Students are also required to submit an application, complete a resume during the program, and provide two written character references.