

## **\*Code of Conduct Notice\***

When HHH started in 2010, we were a very small group of about 10 families. Since then, we have been blessed beyond expectations by the addition of many new families, and the continued generosity of our hosts, Hollywood Hills United Methodist Church (HHUMC). This year, we were thrilled to welcome more than 70 families, with over 110 students! As we have grown, HHUMC has continued to bless us with accommodations at no cost, apart from what we collect for them through co-op registration fees and snack cart profits. The only thing they have ever asked of us is to respect their property and the other groups that we share the building with.

Unfortunately, there have been several incidents this past year that have been disrespectful of the church and the other groups we share the building with. If we are to continue to enjoy the blessing of a place to meet, this has to change.

At the beginning of each year, every family signs a Code of Conduct, which explains the standards of behavior that are expected, as well as the consequences of not meeting these standards. Please review this agreement with your children repeatedly throughout the year so it will remain current in the minds. This will help ensure that we will continue to be welcomed by HHUMC,



### **A few important notes:**

#### **HHH is not a drop-off program.**

Students are the responsibility of their parents at all times, except while they are in a class. If you need to leave the property, go outside, or enjoy a moment of silence in a quiet vehicle, please arrange for another adult inside the building to take over responsibility for your kids until you return. Each child must have a designated responsible adult in the building at all times.

#### **Elevators are only for those that cannot use the stairs.**

This includes moms with strollers or heavy carts, and those with injuries or other mobility problems. Children are never allowed to be in the elevator without an adult.

**Snacks are not being paid for consistently.**

We currently have collected less money than it cost to originally purchase the snacks. This must change so we can keep the snacks available. This snack cart is one way we can have a positive impact. It provides a convenience to us (especially now that we are no longer allowed in the Great Hall), and money for our hosts (all profits go directly to HHUMC). If you take a snack and plan to pay the next week, please leave an IOU in the money jar so that we know the funds will be coming.

**Authorized and Unauthorized Areas:**

HHUMC has many activities going on during the day. For the safety, security, and comfort of each group, we each have specific areas that we are authorized to be in.

Areas for HHH use:

Rooms 206, 212, 214, 215

Library and Conference Room

Park (12:30-2:30pm only)

2nd floor bathrooms

All other areas are off limits for us.

**Parking:**

The parking area for HHH co-op (green on the map) is located on the corner of Luna Ct and Taylor St, near the park. This does not include the spots adjacent to the infant care center (red on the map).

If our parking lot is full, the 1st lot on Taylor St. (yellow on the map) may be used.

All other parking (red on the map) is for the other groups at HHUMC.



**Volunteering:**

The success of any co-op depends on the cooperative efforts of all participating families. As we have grown, we have been able to offer more activities and classes, but we also have a growing list of small chores that need to get done. Below is a list of opportunities where we need volunteers. Please [email us](#) or see Tammie during co-op to let us know what you can help with! If your teen needs service hours signed for, [let us know!](#)

Hall Monitor

adults or older teens only  
any time slot from 9:30am-4:00pm

Pre- and Post-Lunch Stairway Monitor

adults only  
Ensure kids are walking & quiet

Study Hall Monitor

adult or older teen only  
any time slot from 9:30am-4:00pm  
maintain a calm, quiet atmosphere  
refill coffee pot & hot water if needed

Volunteer Coordinator

adult, older teen, or family  
match families with opportunities  
ensure key responsibilities are covered

Also needed: Teacher's Assistant, Thursday 9:20am Set-up, Clean-up, Event Staff