



H.E.A.R.T. Summer Internship Program ENROLLMENT AGREEMENT

Name: _____

Address _____ City _____ State _____ Zip Code _____

DOB _____ Phone _____ Alt# _____

Email address _____

Male _____ Female _____ Ethnicity _____

Parent/Guardian Name: _____

Phone _____ Alt# _____

Email address _____

ADMISSION REQUIREMENTS

Admission is open to applicants 15-22 years of age or older with an Intellectual/Developmental disability. No applicant will be denied admission based on race, creed, color, sex, age, physical handicap, national origin, or sexual orientation.

The following terms must be agreed upon to enroll in the H.E.A.R.T. Summer Internship Program:

A. The participant lives within the State of Texas at the address listed above and has provided proof of residency. _____ (Initials)

B. The participant has an intellectual or development disability and has provided a copy of the participant's diagnosis. _____ (Initials)

C. The participant is between 15-22 years of age and has provided identification proof of the participant's age. _____ (Initials)

D. I _____, agree that I will attend all on-site trainings as scheduled and will perform all duties required by Educational Programs Inspiring Communities to the best of my ability. I understand I may be terminated from the Program under the following conditions: Failure to abide by the rules and

Educational Programs Inspiring Communities, Inc

707 Lehman St

Houston, Texas 77018

713-568-6083

regulations of Educational Programs Inspiring Communities and absences more than the maximum length.

E. I understand that the Program Manager may, at her/his discretion, terminate me if I demonstrate insufficient progress or failure to comply with any program rules. _____ (Initials)

F. I understand this Enrollment Agreement contract can only be changed in writing, signed by both the participant and a member of the Educational Programs Inspiring Communities admissions staff. _____ (Initials)

F. The participant has reliable transportation to travel to and from the Houston Food Bank. _____(Initials)

CANCELLATION POLICY

The participant or their parent/guardian can cancel this enrollment agreement at any time. The participant or guardian must submit written cancellation to the H.E.A.R.T. Program administrative offices with the effective date of cancellation and a brief explanation of the cancellation. Educational Programs Inspiring Communities, Inc., and the H.E.A.R.T. Program reserve the right to cancel this agreement at any time.

SUBSTANCE ABUSE POLICY

The H.E.A.R.T. Program substance abuse policy is to provide an environment free from alcohol abuse or the use of illegal drugs. ANY participant who violates this policy will be disciplined. This may include termination from the program, even for a first offense.

In striving to provide a safe and healthy environment we set forth the following rules:

- Participants will not consume alcoholic beverages or take illegal drugs during or before training sessions.
- Participants will not report to the on-site training sessions under the influence of drugs or alcohol.
- If any participant is convicted under any federal or state criminal drug statute, you must notify Educational Programs Inspiring Communities Inc within five (5) days. This will be grounds for immediate termination.

NOTE: *Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtained, which can be legally obtained but has not been legally obtained or which is being used in a manner or for a purpose other than prescribed.*

ATTENDANCE POLICY

****Participants are required to maintain regular attendance to be successful in this program.**

The participant is solely responsible for checking updates related to the class. In the case of an anticipated absence, the participant should contact the instructor in advance and plan to complete the required assignments. In case of an emergency (illness/accident or death in family), participant should contact the instructor as soon as possible.

If a participant encounters a situation that may include up to 5 unexpected absences, they should immediately contact the instructor. A limited leave of absence (LOA) may be granted. This will be determined on a case-by-case basis. If the participant does not return from a LOA on the day they are scheduled, they will be terminated. Permission for a LOA must be obtained from the Program Manager. The LOA request must be made via email or in writing. The request may only be granted via email or in writing, both of which will be maintained as permanent records.

Participants who have been terminated from the program for violations of the attendance policy may re-enroll under certain conditions. The participant must interview with the Program Manager. If approved, re-enrollment will be granted.

H.E.A.R.T. On-Site Summer Program Requirements

To enroll in the H.E.A.R.T. Program Vocational Skills Training the participant must be willing and able to meet all the following participation requirements:

To participate in the H.E.A.R.T Summer Internship Program, **ALL** participants **MUST** live in the Houston area and have reliable transportation to and from the Houston Food Bank. See below for additional classroom and training area requirements:

Classroom Requirements:

- **Arrive on Time:** To keep the classroom running smoothly, everyone needs to be on time and ready to start class.

- **No Food or Drinks:** Eating and drinking should be reserved for reserved mealtimes. (However, exceptions should be made for students with medical needs.)

- **Turn Off Cell Phones and Electronic Devices:** When class is in session, cell phones and other electronic devices (mp3 players, tablets) must be turned off and placed on the instructors' desk before class begins.
- **Use Polite Speech and Body Language:** Always behave in a way that is respectful to your instructor and fellow interns. Unkind teasing and impolite behavior is unacceptable and may lead to disciplinary actions. Be respectful of other students when they are speaking. Any form of bullying will not be tolerated.
- **Listen and Follow Directions:** It is important for you to pay attention in class and follow the instructor's directions. You will be a more successful student if you listen in class and follow instructions.
- **Speak When Allowed:** Most of the time, you must raise your hand in class and wait to be called on before speaking.
- **If You Have a Question, Ask for Help:** If something is confusing—such as assignments, instructions, work duties, or something in your reading materials—ask your instructor or another student for help.

Training Area Requirements (Food Bank Project Areas)

- **Standard Uniform:** Students must have shirts tucked in, long pants, (**no shorts!**) closed toe shoes and jackets off before entering the project area(s).
- **Remain Professional:** All Students must maintain a professional presence while working in the project areas. No horseplaying, screaming, tantrums, running around, etc. This is your job; we must always conduct ourselves as adults.
- **If You Have a Question, Ask for Help:** If an instruction or demonstration is confusing or you are unsure on what to do, it is ok to stop and ask for assistance. Do not continue working if you are having a difficult time understanding the job duties that are presented to you.
- **Abide by COVID Rules and Regulations:** Students will have the option to wear a mask throughout the entire duration of this program at the Houston Food Bank. This protocol excludes the kitchen-students **MUST** wear a mask while working in the kitchen/café area. Students will however practice social distancing and constant sanitizing while working at the Houston Food Bank. Students will also wear gloves while working in the project areas.
- **Listen and Follow Directions:** It is very important that you listen and are aware of the safety rules/the worksite instructions that are presented in the project areas either by your instructor(s) and/or the Houston Food Bank staff.

Become familiar with the Food Bank and its additional rules and procedures by clicking the link below:
www.houstonfoodbank.com

FOOD BANK DRESS CODE

Participants must dress appropriately upon arriving on site to the Houston Food Bank

- No revealing shirts or blouses
- No revealing piercings of any kind-except appropriate earrings
- Long pants **ONLY!** NO ripped/hole in jeans! NO shorts!
- Close toed shoes are mandatory in the project areas.
- No huge neck/ear jewelry
- All students must be well groomed and demonstrate proper hygiene.
- No clothing with profanity, drug reference, religious reference, or political reference
- Shirts **MUST** always remain tucked in
- No Hats!
- Face masks are **MANDATORY** in the Food Bank kitchen. NO EXCEPTIONS!!
- No underwear should be visible in the classroom or training area.

FOOD BANK BEHAVIOR POLICY

Participants should always demonstrate professionalism in a job setting. This means:

- No vulgar language
- No disruptive behavior
- No running around or horseplaying in the Project Areas.
- Abiding by the COVID protocols (i.e. wearing masks correctly, sanitizing, social distance, etc.)
- No drug reference, use, religious reference, or political reference
- Tone of voice should be appropriate for the classroom/job setting
- No gang related reference of any kind, including hand signs
- No insulting references of any kind, whether:
 - Racial
 - Gender
 - Lifestyle
 - Religious
 - Political

FOOD BANK TRAINING ATTENDANCE POLICY

Participants are required to be present in class and project areas on time. Active participation is required and will help evaluate overall performance as well as making the class and project areas interactive and engaging.

Participation in the classroom will include:

- Completion of tests or quizzes before, during or after class
- Discussion forums
- Submission/completion of assignments
- Active participation with the instructor(s)

Participation in the Project Area will include:

- Completing job duties given to us by Food Bank Staff
- Asking questions for thorough understanding
- Active participation with the class in the Project Areas
- Returning from breaks on time and ready to continue working.

Note: *If a participant fails to meet the attendance requirements, he or she may be recommended by instructor for termination from the program. Determination will be on a case-by-case basis. Participant must be able and willing to fully participate in all aspects of the H.E.A.R.T. Summer Internship Program to complete the program.*

ACKNOWLEDGEMENT AND SIGNATURES

I acknowledge this Enrollment Agreement is subject to and limited by its terms, conditions, and restrictions. _____ (Initials)

I acknowledge having read this Enrollment Agreement in its entirety and I fully understand and agree to comply with all terms and provisions. _____ (Initials)

Participant Signature (If applicable)

Date

Parent or Guardian

Date

Program Manager

Date