



Student Name: _____ 8/18

Parent/Guardian #1: _____

Parent/Guardian #2: _____

Student and Health Information and Emergency Contacts (Please complete one form PER student)

STUDENT NAME: _____ BIRTHDATE: ____/____/____

HOME ADDRESS: _____

MAILING ADDRESS (if different): _____

PARENT/GUARDIAN #1 NAME: _____
MOBILE PHONE: _____ HOME PHONE: _____
WORK PHONE: _____ EMAIL: _____

PARENT/GUARDIAN #2 NAME: _____
MOBILE PHONE: _____ HOME PHONE: _____
WORK PHONE: _____ EMAIL: _____

EMERGENCY CONTACT (OTHER THAN PARENTS):
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____

MEDICAL INFORMATION: Does student have any special needs, physical limitations, allergies or medications? Please list: _____

PARENT/GUARDIAN AUTHORIZATION:
In the event that I cannot be reached in an emergency, I hereby give CHEC permission to secure medical treatment, including transportation and hospitalization, for my child _____.
Signature of Parent/Guardian: _____ Date: _____
Printed Name of Signature: _____

CHEC requests that you update your information on a yearly basis. Please review the above information, mark any changes and sign below.

I have reviewed the above information and verify that it is correct:
Parent/Guardian Signature: _____ Date (Year 1): _____
Parent/Guardian Signature: _____ Date (Year 2): _____
Parent/Guardian Signature: _____ Date (Year 3): _____



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Site Waiver

The Community Homeschool Enrichment Center (CHEC) is not a program of the Thomas Jefferson Unitarian-Universalist (TJUU) Church. Though CHEC may rent and use TJUU facilities, TJUU is in no manner responsible for any of CHEC's operations. By my signature below, I do hereby agree to release TJUU, its agents and employees from any and all liabilities except in the event of injury, loss or damage to the extent caused by the willful and wanton misconduct of TJUU, its agents or employees.

CHEC General Liability Waiver

The Community Homeschool Enrichment Center (CHEC) is a 501(c)(3) non-profit organization. By my signature below, I do hereby agree to release CHEC, its agents, employees and volunteers from any and all liabilities except in the event of injury, loss or damage to the extent caused by the willful and wanton misconduct of CHEC, its agents, employees or volunteers.

Acceptance of Policies Statement

I certify that I have read and understood the policies of CHEC as outlined in the document "CHEC's Policies for Participation in Classes." I have made particular note of the sign in/out, drop-off, behavior, illness/absence, field trip, late pick-up, and observation policies.

CHEC Privacy and Confidentiality Policy

CHEC maintains a strict policy on the use of student information provided to us in your child's account on the website and in the Student and Health Information and Emergency Contacts form. CHEC agrees to hold your confidential information in trust and confidence and agrees that it shall be used only for purposes related to your child's participation in CHEC, shall not be used for any other purpose, or disclosed to any third party unless expressly authorized by this agreement or further written authorization by you. Teachers, officers and site managers are authorized access to such confidential information to the extent necessary to perform their duties. Teachers, officers and site managers are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information.

I acknowledge and agree to the above site waiver, general liability waiver, acceptance of policies statement, and privacy and confidentiality policy.

Parent/Guardian Signature: _____

Printed Name: _____ **Date:** _____



Student Name: _____

Parent/Guardian #1: _____

Parent/Guardian #2: _____

CHEC Photo, Video, and Audio Consent and Release Form

From time to time photographs, videos, and/or audio clips may be taken of youth and adults engaging in Community Homeschool Enrichment Center (CHEC) classes and activities.

CHEC requests the right to use all photos, videos, and/or audio clips taken of participating youth and adults, programs, and activities. These may be used for promotional brochures, promotions or showcase of programs on our web sites, showcase of activities in local newspapers, and other not-for-profit purposes.

I **DO** **DO NOT** consent to allow CHEC to use photos, videos, and/or audio clips that they have of my child or children or myself participating in CHEC courses and activities, and I agree to give up my rights with regards to CHEC photos, videos, and/or audio clips of me and my child(ren).

Name(s) of Child(ren): _____

Signature of Parent/Guardian: _____ **Date:** _____

Printed Name of Parent/Guardian: _____

This form may be revoked at any time.



Student Name: _____

Parent/Guardian #1: _____

Parent/Guardian #2: _____

Please fill in the following sections and sign and date at the bottom of the page:

Permission for Alternate Sign-Out

I give permission for:

to sign my child(ren) out from CHEC supervision and from that time assume full responsibility for his/her/their safety. The person(s) named above may remove my child(ren) from the premises.

Parent/Guardian Initial Here: _____

Teen Sign-Out Waiver

I certify that my child(ren) _____ and _____ and _____ is/are at least 13 years of age. I wish to waive the CHEC sign-in and sign-out procedures for this child(ren). I understand that if this form is filed with CHEC, no effort of supervision of the child(ren) before or after the stated hours of the child(ren)'s class(es) will be provided, and I agree that no such supervision is required from the CHEC staff or teachers. The child(ren) is expected to behave in a mature, responsible manner when on the CHEC premises and unsupervised, or this waiver may be revoked by CHEC.

Parent/Guardian Initial Here: _____

Parent/Guardian Signature for initials above: _____

Printed Name of Signature: _____ **Date:** _____



Student Name: _____

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CHEC's Policies for Participation in Classes

Dropping Off vs. Staying On Site

You are not required to stay on site. Parents generally drop-off children but are welcome to stay and observe classes. If your child is taking multiple classes, you do not need to return between classes as long as your child's classes run consecutively. If your child does have a break and you want them to remain at CHEC, you must sign them up for Supervised Stay unless you will be on site.

Please let the instructor know if you or an aide will be present during your child's class. If you plan to have a sibling present in the class, please obtain the instructor's permission. You may be asked to pay tuition for siblings who are present and participating.

Lunch

Lunch runs from 12:20-1:00 and is supervised by site managers. Refrigerator space for lunches is provided. You are welcome to join your child for lunch, but are not required to be in attendance. There is no charge for your child to remain on site for lunch.

Food Allergy Concerns

We have many children with allergies, including to nuts, gluten and eggs, so please be mindful of what you pack for your child's lunch or snack. While we do not have nut-free policy, we do have several children with severe peanut allergies so we ask that you avoid packing peanuts or peanut butter in your child's lunch. Please talk with your children about washing hands and cleaning up messes after they eat.

When you enroll your child in a particular class, please include your child's allergens in the notes during enrollment, as well as on the health form that is part of the initial registration packet.

Please contact the administration and the instructor if you need to request specific accommodations for a food allergy in a class that incorporates food and/or food preparation. While such accommodations can not be guaranteed, in some cases instructors are willing to accommodate them.

Sign In/Out

Please sign your child(ren) in and out of CHEC. The sign-in sheet can be found at the check-in table with our site managers. If your child is at least 13 years of age, you can waive the CHEC sign-in and sign-out procedures by completing the Teen Sign-Out Waiver.

Behavior

We require that students behave in a manner that is respectful to others, and to the property where classes are being held. Please review the *Child Contract for Participation* with your child and have them sign it to the best of their ability. In the event that a child's behavior becomes an issue, you will be contacted by either the instructor or the site supervisor or both. If there are behavioral issues, you may be asked to attend class until the issues are resolved.

If you have any concerns about another child's behavior, please contact the instructor and the site supervisor.

Illness/Absence

If your child is sick, please do not bring them to CHEC. Please wait at least 24 hours after a fever breaks before bringing your child to class. If a child becomes sick while at CHEC, we will call the parent to pick their child up as soon as possible. If your child will not be attending class, please call or email the site supervisor at sitemanager@cvillechec.org or (434) 326-1772 so we can let the instructor know.

Field Trips

Occasionally, classes may be conducted at sites other than the CHEC classroom location. Children will not be taken offsite without your prior acknowledgment. The instructor will hand out permission forms prior to the visit to the secondary site. Transportation to and from those secondary sites is the parent's responsibility.

Late Pick-Ups

If you will be picking up your child late, please notify our site supervisor at sitemanager@cvillechec.org or (434) 326-1772. If you are more than 15 minutes late, we may ask you to pay for Supervised Stay at a rate of \$10 per day.

Learning Differences

CHEC is very accepting of diverse learning styles. We have students with a variety of learning differences, including ADHD, dyslexia, dysgraphia, and gifted learners. These students are often successful at CHEC as we have small class sizes, flexible instructors, and the a-la-carte nature of our program allows careful pairing of students with appropriate classes. If your child would benefit from accommodations or aides, please discuss them with instructors prior to registering.

Parent/Guardian Signature: _____

Printed Name: _____ **Date:** _____



Student Name: _____

Parent/Guardian #1: _____

Parent/Guardian #2: _____

Child Contract for Participation

Please review the following with your child and have him/her sign it to the best of his/her ability:

- I will respect the property of others and of the TJUU Church.
- I will leave no trace.
- I will keep my hands to myself.
- I will walk and use a quiet voice while inside the building.
- I will use kind words when speaking to others.
- When I need to leave the building, I will only leave through the upstairs doors of the church unless I am with an adult.
- When outside, I will stay in the assigned areas behind the church, including the Playground and the Summit Yard.
- I will not use the stairs leading up to the balcony in the Sanctuary, and I will not go onto the balcony in the Sanctuary.
- I will not enter the Upstairs Kitchen or the Sanctuary unless I have class in there.

Child Signature: _____

Printed Name: _____ **Date:** _____