



Student Name: \_\_\_\_\_

Parent/Guardian #1: \_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_

### **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](mailto: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](mailto: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:** \_\_\_\_\_