



Off The Wall Sports LLC

Child Care Policies and Procedures

Revised May 19, 2013

REGISTRATION FORM

CHILD'S INFORMATION

Child's name (first/last) _____ Nickname _____

Address _____

City _____ ZIP _____

Male Female Birth Date ____/____/____ Age ____ Grade ____ School _____

If the schools have an early release day, my child will:

Ride the bus home Be picked up by a parent at school Attend the afterschool program

Check all that apply to your child, or write "None" for those that don't apply:

Allergies (type)

 Medication (type & schedule) Must provide written instructions from physician

 Special Circumstances (provide additional information if necessary)

FAMILY INFORMATION

Check one parent to contact for payment and other questions. Check the primary email address for youth program communication.

Mother/guardian's name _____

Employer _____

Home address _____

City _____ State _____ ZIP _____

Home # _____ Work # _____ ext. _____

Cell # _____ Other # _____

Email _____

Father/guardian's name _____

Employer _____

Home address _____

City _____ State _____ ZIP _____

Home # _____ Work # _____ ext. _____

Cell # _____ Other # _____

Email _____

EMERGENCY INFORMATION

In case of emergency, please contact the following first: Mother/guardian Father/guardian

Child's doctor _____

Doctor's # _____

Child's dentist _____

Dentist's # _____

Hospital preference _____

Insurance Company _____ Policy # _____

EMERGENCY CONTACTS & YOUTH PICK UPS

If mother, father, or guardian cannot be reached, individuals can act as an emergency contact and are allowed to pick up your child until a written request is made to alter any names listed or added

Name _____ Relationship to child _____
Home # _____ Work # _____ ext. _____
Cell # _____ Other # _____

Name _____ Relationship to child _____
Home # _____ Work # _____ ext. _____
Cell # _____ Other # _____

Name _____ Relationship to child _____
Home # _____ Work # _____ ext. _____
Cell # _____ Other # _____

I have read, understand and agree with the policies as stated in this document and have discussed the expectations of behavior with my child/ward. I understand that the OFF THE WALL SPORTS has the authority to revoke my child’s right to participate in OFF THE WALL SPORTS programs for behavior which is not in keeping with the mission of the OFF THE WALL SPORTS or for failing to follow the policies/procedures of the OFF THE WALL SPORTS. My signature below indicates that I agree to adhere to all policies, procedures and the mission of the OFF THE WALL SPORTS.

Parent/legal guardian Date

MINOR RELEASE

AND I, THE MINOR’S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OFF THE WALL SPORTS ACTIVITIES AND THE MINOR’S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEE’S FROM ALL LIABILITY CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR’S ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATION AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, THE MINOR, OR ANYONE ON THE MINOR’S BEHALF MAKES A CLAIM AGAINST ANY OF THE RELEASEES NAMED ABOVE, I WILL INDEMNITY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

Parent/legal guardian Date

PROGRAM POLICIES

Waivers/Permissions:

- 1. Field Trips** – I permit my child to leave the Off The Wall facility on authorized trips under the supervision of the Off The Wall staff.
- 2. Photography/ Audio** – I give Off The Wall and its employees and agents permission to use for any lawful purpose my and/or my child's likeness, image, voice and/or appearance as such may be embodied in any pictures, drawings, renderings, photographs, video recordings, audiotapes, digital images or the like, with the understanding that Off The Wall will not publish my child's name. I agree that Off The Wall Sports has complete ownership of such pictures, etc., including but not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements and any promotional or educational materials in any medium now known or later developed, including but not limited to the internet, television, radio, newspapers, magazines, social media sites (e.g., MySpace, Facebook, Twitter, Flickr, etc.), and/or Off The Wall Sports audio, print or internet publications. I also agree that Off The Wall Sports has permission to release such pictures, etc. to the news media. I acknowledge that I will not receive any compensation or remuneration for the use of such pictures, etc. I understand that once such pictures, etc. are published to the media or on the internet, or are otherwise published, they may be used in publications and/or on websites outside of Off The Wall Sports control.
- 3. Transportation** – I understand and agree that for Off The Wall Sports programs providing transportation for my child 1) to an Off The Wall Sports program from home, 2) home from an Off The Wall Sports program or, 3) from his/her school to an Off The Wall Sports program, the Off The Wall Sports' liability for my child begins when the child boards an Off The Wall Sports vehicle and ends when the child exits the vehicle. Under some circumstances, Off The Wall Sports liability will continue if my child is exiting the vehicle to participate in an Off The Wall Sports program. Pickup and drop off points will be determined prior to my child attending the program for which he/she is registered. If Off The Wall Sports staff encounters circumstances that they perceive as dangerous at the location where my child is scheduled to exit an Off The Wall Sports vehicle, my child will not be permitted to exit.
- 4. Indemnity** – I understand that Off The Wall Sports activities have inherent risks, and I hereby assume all risks and hazards incident to my participation/my child's participation in all Off The Wall Sports activities, and recreation activities provided by third party vendors. I further waive, release, absolve, indemnify and agree to hold harmless Off The Wall Sports and its employees, organizers, volunteers, vendors, supervisors, officers, directors, participants, coaches and referees, as well as all persons or parents transporting participants to and from activities, from any legal claims, liabilities, damages and costs for any physical injury or damage to my personal property sustained during my use of Off The Wall Sports property and/or my participation/my child's participation in any Off The Wall Sports activities.
- 5. Lost Items** - I understand that the Off The Wall Sports is not responsible for any personal items lost or stolen at its programs or facility.
- 6. Inclement Weather** – I understand that **programs are not available when school is closed due to inclement weather.**
- 7. Release of child** – I understand that my child will only be released to adults listed on the registration form. Photo ID's may be required by Off The Wall Sports staff.

Payment Policies

8. **Weekly Payment** is due the **Friday prior** to next week's care. My child cannot attend afterschool on Monday if I did not pay by the previous Friday. If my child attends afterschool and is not on the roster, he/she will be taken to the school office and I must pick him/her up immediately.

9. In order for my child to attend a **Teacher Workday or Holiday**, payment must be made a week prior to that Teacher Workday or Holiday. Weekly attendance includes 1/2 days, teacher workdays and minor holidays at no extra charge. The full week's payment is required for all weeks except Thanksgiving week. Covered holidays are – Veteran's Day and MLK day. We will not be open Labor Day, Thanksgiving break, Christmas break or Memorial Day.

10. **Insufficient Funds** – If my bank returns a draft or check, due to insufficient funds, immediate payment is required to keep my child's account up to date. I understand that I will be charged \$25 for each returned check or draft. I will need to send cash, money order or a certified check for the draft or check within 10 business days after I receive a notification letter from Off The Wall Sports. Personal checks will not be accepted. Payment in full is required before my child can continue to participate in OFF THE WALL SPORTS programs. If I have two returned drafts or checks within a six-month period, I will no longer have the bank draft privilege and will be required to pay program fees in full, in advance.

11. **Cancellations** - Two-week notice is required. Nonattendance, without written cancellation, does not relieve me of the responsibility to pay for the program.

12. **Refunds** – I understand that nonattendance does not entitle me to a refund. I understand that no refunds or adjustments are granted for illness, personal vacation or when Off the Wall Sports programs are cancelled due to inclement weather.

13. **Late Pick Up Fee** - If I am late picking up my child, I realize that I must pay \$1 for each minute that I am late and that it must be paid at the time of pick up.

Medical Treatment Policies

14. **Accident Insurance** – Participants are responsible for their own accident insurance when using Off The Wall Sports and when participating in Off The Wall Sports programs off-site.

15. **Medication** – Off The Wall Sports does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian and physician. Medications must be in original containers with written instructions for dispensing. Do not send medications with your child. A parent or guardian must give the medication to program staff. Notice: The staff of Off The Wall Sports will not administer shots or medications that have to be inserted into body cavities. The one exception to the foregoing is EpiPen injections. When special circumstances exist, personnel from the Off The Wall Sports will be available to meet with the parent(s) or guardian(s) of the child in question and strive to develop through dialogue a mutually acceptable alternative way to make sure the medication requirements of the child are met.

16. **Blood Borne Pathogen Exposure** – I understand that, while my child is in the care of Off The Wall Sports, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye) from another child, Off The Wall Sports will contact the parents of both children. They will explain what has occurred, and provide the name of the attending physician of the source child to parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, Off The Wall Sports will provide the name and telephone number of the child's attending

physician to the staff member. I have read and agree with the statement and specifically authorize the Off The Wall Sports to release the name and telephone number of my child's physician and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or to any staff member who experiences such an exposure from my child.

17. Emergency – In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, Off The Wall Sports will contact emergency medical personnel and, pending their arrival, take those actions that are in Off The Wall Sport's judgment to be in the best interests of the child.

BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

It is important that staff maintain good order and discipline in all programs. Top objectives in all Off The Wall Sports programs are safety and a positive atmosphere. Off The Wall Sports makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

Off The Wall Sports does not condone and will not permit:

1. Corporal punishment
2. Leaving children unsupervised
3. Use of profanity

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas—running away is not acceptable.

Off The Wall Sports Discipline Policy

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the parent(s)/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

Behaviors which may result in immediate suspension or dismissal include, but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff.
2. Abusive jokes, insults, slurs, threats, name calling, bullying or intimidation.
3. Fighting

4. Possession of a weapon of any kind
5. Vandalism, destruction, or theft of Off The Wall Sports property or property of others
6. Sexual misconduct
7. Possession of or use of alcohol.
8. Possession of or use of controlled substances unless under the prescription of a doctor.
9. Running away
10. Biting