

# ***CCRI-TALS Summer Program Policy/Waiver***

## **Please Read, Sign & Return To Complete Your Registration**

*CCRI-TALS programs and State of Maryland Licensing standards require that we have documentation that each child's parents understand and accept our policies on the following issues. Please read the policies listed and sign your name(s) on reverse side to indicate your understanding of these policies.*

**1. Discipline Policy-** *Good behavior will be elicited in a gentle, positive & kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in dismissal of the child.*

**2. Special Concerns-** *Prior to the time of registration, any behavioral problems, or special physical, emotional, psychological, allergy related or medication needs of your child should be identified and discussed with the TALS Director.*

**3. Transportatio/Field Trip Release-** *A parent's signature on this form permits your child to travel to or from CCRI-TALS program locations in CCRI-TALS provided vehicles with CCRI-TALS staff to or from any designated trip location as indicated (you will receive in advance) on a prepared field trip permission slip. A child will only be transported if a parent has signed the actual applicable permission slip & submitted beforehand.*

**4. Waiver-** *I understand that CCRI-TALS assumes no responsibility for any injury, illness, loss or death occurring while participating in CCRI programs. By signing below, I discharge CCRI-TALS from any responsibility for injury, illness, loss or death to the participant while engaging in CCRI-TALS programs.*

**5. Photograph Release-** *By signing this form, I hereby grant full and irrevocable consent to release, at any time, present or future, any voice recordings, photographs and/or video footage, for commercial and art purposes in any advertising, communication, publication or publicity, alone or with other persons, objects or text material, and either with or without name recognition.*

**6. Lost Items-** *CCRI-TALS is not responsible for items lost or stolen while participating in CCRI-TALS programs.*

**7. Early Dismissal-** *If your child is to be dismissed early, the director must receive a written note beforehand.*

**8. What to Bring-** *Children should come each day with a tote bag containing an extra change of clothes, closed toed shoes and/or a pair of 'Croc-like' shoes (can find inexpensively at Target, K-mart, etc), swimming suit & towel (on designated days only).*

**9. Fees-** *Full Payment is due at time of registration. .*

**10. Withdrawal/Cancellation-** *If withdrawal from the program becomes necessary, regretfully a refund will not be issued unless a doctor's note is provided.*

(Over)

**11. Sickness Policy**

The TALS summer program is prohibited from accepting a child (State regulations 12A.14.01) who exhibits symptoms of acute illness. Under such circumstances, the parent will notify TALS of the child's illness and make other arrangements. If such symptoms should arise while the child is in attendance, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or other authorized person.

**12. Medication Policy**

State regulations also prevent the TALS program from administering prescription or non-prescription medication without prior written parental authorization. Parental authorization is granted by a separate medication order form (see enclosed). Prescription medication must be in the original container labeled by the pharmacy or physician with the child's name, expiration date, directions for use and physician's name. At least one dose of a prescription medicine must have been given to the child at home.

**13. Toileting & Bathroom Accidents**

Children must be potty trained in order to attend the M-F summer program for 2.9mo.-5 year olds. TALS does not permit diapers or "pull-ups" trainer pants, and children are expected to wear regular undergarments while attending. There are times when a child of any age will have a bathroom accident, and this normal. We will call home if your child becomes overly upset about an accident, or if there is more than one accident during the day. We suggest you send an extra set of clothing so we have them for these times. We will put the child's first set of garments in a baggie and send them home with him/her.

**14. Late Pick-Up Policy**– CCRI-TALS programs end at 12:15pm each day. Children should be picked up from the TALS program site no later than 12:15pm each day. Any child picked up later than 12:25pm will be cared for by a CCRI-TALS staff member until his/her parent arrives and a \$5 per 5 minutes late charge fee will be assessed. In the event that no notification has been made to the CCRI-TALS office, these policies will be implemented: (1) CCRI staff member will attempt to contact the parent for instruction. (2) The CCRI staff member will attempt to contact the person listed on the Emergency Form to arrange for pick up. The parent will be charged a late fee.

**15. Emergency Care Release**- In Emergencies requiring immediate medical attention, your child will be transported to the nearest hospital emergency room. In the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and CCRI-TALS may take appropriate action in the best interest of the child. Your signature below authorizes the responsible person at the CCRI-TALS program to have your child transported to the hospital and to have appropriate medical procedures administered.

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**Cut Here & Return**

**CCRI-TALS Summer Program Policy Waiver Signature Card**

I/We have read and understand the policies stated above. Please feel free to contact the CCRI-TALS office if further clarification is required. Both parent signatures are required.

Mother's Name (Print) \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Father's Name (Print) \_\_\_\_\_

Father's Signature \_\_\_\_\_

Please Print Your Child/ren's Names Below:

Last Name (if Different) \_\_\_\_\_

First Names \_\_\_\_\_ & \_\_\_\_\_