

Just Be You School Age Program Parent/Guardian Agreement/ Handbook



Child's Name: _____ Birth Date: _____

Child's School: _____

Guardian #1 Name: _____

Guardian #1 Email Address: _____

Guardian #1 Work Phone: _____ Cell Phone: _____

Guardian #2 Name: _____

Guardian #2 Email Address: _____

Guardian #2 Work Phone: _____ Cell Phone: _____

TERMS OF AGREEMENT

Carefully read each paragraph and initial each area indicating you understand its contents.

1. DEFINITIONS

- a. "Patron" includes the child's parent(s) and/or legal guardians.
- b. "JBU" refers to the Just Be You School Age Program.

2. ELIGIBILITY

- a. Youth participants must be at least 5 years old through 12 years old and attending school.
- b. Staff will not provide youth with toileting assistance or diapering.

3. ENROLLMENT REQUIREMENTS: The following forms must be completed and kept current for proper enrollment: Liability Waiver, this Parent Agreement Form, Medical History, Medical Release and other releases (including photo release) which are included in this form. Enrollment must be completed in person. JBU reserves the right to limit the days and hours of enrollment. Center membership and all of the required forms must be completed for a proper enrollment before any child may participate in the program. It is the responsibility of the parent/guardian to inform JBU of any changes regarding information submitted on the registration form. JBU reserves the right to terminate any program contract due to continued severe discipline problems and/or violation of contract.

STAFF RATIOS:	<u>AGE OF CHILD</u>	<u>STAFF:CHILD RATIO</u>
	5 YEARS 1:15	6 YEARS & UP 1:20

4. RESPONSIBILITIES: The Just Be You School Age Program (JBU) will offer care in a safe, healthy, developmentally appropriate environment for enrolled school aged children, grades K-6. JBU will provide quality before and after school care for children throughout the school year and during school breaks/vacations. The program provides developmentally appropriate activities for children. Children are provided time to choose their own activities and work independently in learning centers. All JBU staff and caregivers have current background checks and serve as

facilitators to enhance the children's choices, as well as facilitate homework. JBU must adhere to all State of Alabama regulations, guidelines, policies, procedures and operating instructions. These guidelines are available for your review at the front desk of the JBU.

- a. JBU's goal is to give parents the opportunity to be gainfully employed and/or attend school, provide a safe and pleasant environment with age appropriate structured activities, free interaction and positive experiences for each child, and to give each child the opportunity to participate to his/her potential.
- b. JBU personnel will provide a variety of activities developmentally appropriate for each child. All activity plans are reviewed and approved by JBU's Training and Curriculum Specialist prior to implementation.
- c. JBU personnel are mandated reporters of child abuse and neglect. Any suspicion of child abuse is reported verbally and in writing to the State of Alabama Department of Human Services through proper channels within 24 hours. JBU personnel suspected of abuse are removed from duty until investigations are complete and a determination is made regarding the individual's suitability to return to work.
- d. JBU has an open door policy; families are welcome and encouraged to visit their children at any time during operation hours.
- e. Parent/guardian conferences are encouraged, but optional for the patron. The meetings may include the Director, Assistant Director or JBU staff.
- f. Patrons will attend scheduled meetings throughout this process or care may be denied.

5. WEEKLY CHILD CARE PROGRAM: A week is defined as Monday through Friday.

- a. A new enrollment agreement is required each school year.
- b. Enrollment entitles the child listed on this agreement to care during JBU hours. JBU Hours of Operation are from 2:30-6:30pm each weekday. Federal holidays, school closure days, and school breaks will have special schedules.
- c. Late charges will be applied for the following reasons:
 1. After 6:30PM, your child will be charged \$5 per child. After an additional 15 minute period (6:45 PM), you will be charged an additional \$10 per child.
 2. These fees must be paid by the due date listed on the Late Fee Notice letter.
 3. After 5 attempts to contact a child's guardian, the Alabama Department of Human Resources – Family Services will be called for assistance when a child remains at JBU after 7:00pm and the JBU is unable to contact the patrons or authorized emergency contacts.
- d. Copies of all required supporting documentation for enrollment in the JBU will be provided/updated annually: Current completed *Parent/Guardian Agreement*, *Registration Form* with emergency contacts, current patron phone numbers, and current immunization records; Medical documentation of any special needs.

6. WEEKLY FEES: All fees are to be paid according to terms agreed upon at time of enrollment. Payment is expected the week prior for that week's program participation. Accounts must be paid in full on a regular basis. JBU reserves the right to deny families access to its programs and services until the account is current. ANY RETURNED CHECK offered for fee payment will result in a \$25.00 service charge assessed to that account. Further payments may be required as Cash Only. Past due accounts are subject to legal action. Arrangement must be made with JBU's management staff and properly fulfilled to avoid legal action. JBU will attempt to recoup expenses for childcare provisions through written correspondence. At least three written attempts will be made to collect fees. JBU will then attempt to contact the parents/guardians by telephone or in person. If these efforts prove futile, the account will be submitted to Small Claims Court for possible judgment. Parents/guardians will also be held responsible for the payment of any court costs associated with the above mentioned action. NO REFUNDS will be issued for services rendered.

- a. **Are** paid in advance of provision of care. This payment reserves a space for each child listed on this child care agreement. All payments **MUST** be made online, via the automatic payment system.
- b. **Are not** refundable, unless paid in advance for care not provided beyond the required two-week withdrawal notification period.
- c. **Are not** excused for most instances, including but not limited to, vacation and illness. Patrons are charged for any contracted time even if their child is absent from JBU. This reserves the child's space for their return.
- d. Past due accounts are subject to legal action. Arrangement must be made with JBU's management staff and properly fulfilled to avoid legal action. JBU will attempt to recoup expenses for childcare provisions through written correspondence. At least three written attempts will be made to collect fees. JBU will then attempt to contact the parents/guardians by telephone or in person. If these efforts prove futile, the account will be submitted to Small Claims Court for possible judgment. Parents/guardians will also be held responsible for the payment of any court costs associated with the above mentioned action. **NO REFUNDS** will be issued for services rendered.
- e. **Include** breakfast, lunch and snacks, only during Winter, Spring, and Summer Breaks. Patrons may not bring food into JBU for birthdays, special occasions, or to provide individual food for their child. During School Break Care:

1. During School Breaks children should be signed into JBU by 8:30am-9:00am hours for breakfast and by 11:30am-12:00pm for lunch to ensure children will receive adequate meals. Snack time is at 1430.

2. All meals and snacks meet USDA nutritional guidelines and are approved by a Dietician. The program's goal is to meet nutritional needs while introducing children to a variety of foods served in a family-style setting. If a child has dietary restrictions due to medical, a doctor's note is required. A request for Medical Documentation letter may be obtained at the front desk. Please ensure that all known allergies to food or other items are annotated in the "Special Needs" block on the JBU Registration Form.

- f. **Will not** be prorated for:

1. The days JBU is closed on federal holidays, school district closure days, or US President-directed closure days.
2. If your child is sent home from JBU for a day due to the display of inappropriate behavior.
3. Partial attendance or days missed due to illness, vacations and/or withdrawals from JBU without a written two-week notice period.

- g. **Must be paid as detailed in Plan A, B or C. Program fees are offered in pre-paid monthly, weekly, and part-time 5-day drop-in sessions. Please initial your selection below:**

1. _____ **Plan A: Before & After School Care** – Weekly fees of \$125 are due by Friday the week prior to care. If the payment is not received by 4:30pm each Monday, a \$5 late charge will be assessed for each day fees are not paid per family. Monthly payments are due NLT COB of the second business day of the month. Note: If Monday is a holiday, payment is due by 4:30pm on Tuesday that week.

2. _____ **Plan B: Winter/Spring/Summer Break** – Weekly fees of \$150 are due by Friday the week prior to care for the School Winter/Spring Break. If the payment is not received by 4:30pm on the Monday of the Break, a \$5 late charge will be assessed for each day fees are not paid per family. If pay isn't received by Tuesday morning that week, the child(ren) will not be permitted.

3. _____ **Plan C: Part-Time 5-Day Pass** – Part-Time fees of \$175 are available for purchase in 5-day increments. Guardians have the option for 5-Day drop-in pre-paid passes. Once all 5 days are used, a new pass must be purchased.

- h. **Are eligible** for a second child discount of 10%. The discount will be applied to the child's fees that are the lowest. (e.g. If a family has one child in the School Age Program for before and/or after school care and one child in full time JBU care, the School Age Program fees will be discounted 10% and the JBU fees will be full price.)

7. CHILD'S ABSENCE: For medical and safety reasons, we request patrons to notify the JBU staff within 24 hours of the start of their child's absence from JBU for any reason—illness, family emergency, etc.

- a. If a child does not attend for two consecutive weeks they may be removed from enrollment. If a child will be absent more than 2 consecutive weeks, parent/guardian should notify JBU to retain the child's slot.
- b. **Deployment:** If a patron withdraws their child(ren) from the program during their deployment, the child(ren)'s name(s) will be placed at the top of the waiting list for their age-group and remain there until their guardian returns from deployment. If immediate placement upon return cannot be arranged, the program will assist in making temporary child care arrangements.

8. SIGN IN/OUT: JBU utilizes a computerized sign in and out system. As necessary, guardians will be responsible for signing their child in and out on the Touch Screen Monitor at the entrance.

9. IMMUNIZATIONS/SPECIAL NEEDS: JBU utilizes a computerized sign in and out system. As necessary, guardians will be responsible for signing their child in and out on the Touch Screen Monitor at the entrance.

- a. Children's immunizations must be current at all times, in accordance with the current year Center for Disease Control immunization schedule for the child's age. Children without required immunizations will not be able to enroll until a waiver is approved on a case by case basis or the child receives the immunizations. For a child currently attending the program, a guardian will be given 2 weeks to meet the immunization requirement or submit a waiver request. Once the waiver request is received, enrollment will not be terminated until a decision is reached.
- b. JBU will make every effort to accommodate children with special needs. The safety/well-being of the individual child and that of other children in the program or activity will determine each child's level of participation. Each case will be considered independently with consultation between JBU management, staff, and the child's parent/guardian. Behavior shall be maintained among the children in a safe, respectful manner that promotes healthy social interaction, appreciation for others and personal self-worth. Discipline and constraint shall be done in the least restrictive manner that will establish minimum control, yet ensures safety and mutual respect. Every effort will be made to accommodate residents within the primary service area for childcare services.

10. EXCLUSION AND READMISSION OF ILL CHILDREN: Children who are exhibiting signs of illness listed on the Exclusion and Readmission of Ill Children Operating Instruction will not be admitted into JBU and will remain excluded until exposure period has passed. Most common illnesses require an exclusion period of 24 hours from the time of parent/guardian pick up, unless a physician's statement regarding specific possibly contagious conditions clears the child for care sooner. If a child is too ill to participate comfortably in all program activities, including outside play or exhibits a condition requiring greater care than can be accommodated by the JBU staff without compromising the health and safety of the other children in care, the minimum 24 hour exclusion period will be observed.

Do not send your child when they are not feeling well. In the event that your child becomes ill while at JBU, the parent/guardian will be called with the expectation that arrangements will be made to pick the ill child up as soon as possible. JBU DOES NOT PROVIDE NURSING CARE. JBU will make every attempt to make a child comfortable until the parent arrives. The Board of Health and licensing regulations DO NOT allow for children to be at JBU if they are ill. Your child must be free from the following conditions or be on appropriate medications for 24 hours before returning to the program.

- Fever at 100 degrees or more
- Cold with fever, respiratory
- Vomiting (one or more episodes) or Diarrhea (two or more episodes)
- Communicable and/or contagious diseases (i.e. chicken pox, pink eye, rashes, measles, etc.)
- Parasitic conditions (i.e. lice, scabies, ringworm or pinworm)

11. ILLNESS/ EMERGENCY NOTIFICATION: It is JBU's intent to protect all children and staff from the possible exposure to illness. Patrons will be contacted when a child exhibits any sign of illness and be required to pick up their child when the illness requires exclusion. Patrons are required to pick up their child within one hour from the time of contact. If children exhibit any of the following signs of illness, parents will be called expeditiously to pick up their child from the facility:

- Temperature of 101 degrees
- Behavior change affected by typical signs of illness: sore throat, vomiting, diarrhea, rash, 2hr+ stomach pain, etc

If the patron cannot be reached, the emergency contact will be called. If an emergency situation arises, 911 will be contacted to assist with the care of your child. We make every attempt to watch for and prevent situations that are potentially dangerous to the child; however, accidents do happen. If they do, the staff will complete an accident report that will be placed in the student's file. If the accident is critical, we will immediately notify you and have your child transported to the hospital stated on JBU's enrollment form per your instructions.

12. MEDICATION: JBU's trained staff will administer only prescribed medication that is provided by the patron in its original container with the prescription label intact. An individual *JBU Medication Permission Form*, must be completed by patrons in full for each medication, prior to the JBU staff administering any prescribed medicine. The initial dose of any medication must be provided by the parent/guardian at least 20 minutes prior to the return to care. Expiration dates must be annotated on the prescription label and on the *JBU Medication Permission Form*. All medications accepted must have a start and stop date. For children with conditions that require medications without prior notice (for example: children with asthma), JBU will contact the patron to receive confirmation either verbally or electronically prior to administration, unless the need to administer the medication is urgent, in which case the patron will be notified as soon as practicable after administration.

- a. Medication will be given between before and/or after school, during your child's time at JBU.
- b. If your child is prescribed a medication that is to be administered 4 times daily, JBU will administer medication at both 1000 and 1400. If your child is prescribed a medication that is administered 3 times daily, the medication may be administered at 1000 or 1400. If the prescribed medication is be administered twice a day, the parents/guardians will have to administer the medication.

13. ALLERGIES. I authorize the Just Be You School Age Program to post information about my child's allergies and/or special needs in the programs classrooms/activity rooms. I understand this will assist the teaching staff who work in the program meet my child's nutritional and developmental needs. In addition, I am aware that is my responsibility to update the program of any changes to my child's needs.

14. SUNSCREEN/LIP BALM/LOTIONS. I authorize and give consent for the Just Be You School Age Program to apply diaper cream, sunscreen, lip balms, and over-the-counter hand lotions. I understand all topical lotion options have been approved by the Medical Advisor and only those listed on the approved letter may be brought into the program. A copy of the approval letter may be obtained from the front desk.

15. RISK OF PERSONAL INJURY: JBU WILL NOT BE HELD LIABLE FOR ANY INJURIES WHILE PARTICIPATING IN ANY PROGRAM IN THE CARE OF JBU, WHETHER IN TRANSIT BETWEEN SCHOOL AND JBU, OR AT JBU.

16. EXPOSURE POLICY: **Should your child come in contact with a contagious disease, you need to notify the staff. JBU will make every effort to inform parents of any potentially dangerous situations regarding contagious diseases. Any child who is identified at JBU with a potentially contagious disease will be isolated from the rest of the children until a parent/guardian can be notified to pick-up the child.**

- a. Head Lice: Staff will conduct periodic lice checks on all children to prevent the spread of lice within the program. Any child found having live lice infestation or nits (2 inches or closer to scalp) will be excluded until nits are removed and treatment is applied as necessary. Upon the child's arrival back at JBU, the child must be lice free and any remaining nits must be at least 2 inches away from the scalp. The child must be checked by a staff member prior to being readmitted.
- b. JBU staff will follow strict exposure control policies to limit children's contact with bodily fluids. JBU will not accept/receive any breast milk for their child.

- c. JBU will adhere to the Universal Precautions in the treatment of any blood borne pathogens.
- d. Mothers who are HIV, hepatitis B or hepatitis C positive agree not to provide expressed milk to their children.
- e. Please note: The risk of hepatitis B, hepatitis C, or HIV transmission from expressed human milk consumed by another child is believed to be low because:
 1. In the United States, women who are HIV-positive and aware of that fact are advised NOT to breastfeed their infants and therefore the potential for exposure to milk from an HIV-positive woman is low;
 2. In the United States, women with high hepatitis C antiviral loads or who have cracked or bleeding nipples might transmit the infection through breastfeeding. Therefore, they are advised to refrain from breastfeeding;
 3. Chemicals present in human milk act, together with time and cold temperatures, to destroy the HIV present in expressed human milk; and,
 4. Transmission of HIV from a single human milk exposure has never been documented.

17. DISCIPLINE: To permit JBU to function and carry out its task in providing quality childcare, certain rules must be established and enforced. Children who display disruptive behavior, use profane language and/or gestures, physically abuse staff and/or other children, deface or destroy public or private property, exhibit rude and disrespectful behavior to other children, volunteers, and/or staff will be subject to disciplinary measures. Discipline techniques include time-outs, written punishments, detention, withholding certain privileges, suspension from special events and trips, parent conferences and other similar punishments. Children who repeatedly violate rules may be suspended temporarily or in extreme cases permanently for behavior. Only in extreme cases would physical force be used to restrain your child from hurting themselves or others. Neither JBU staff or parents/guardians may physically punish children on JBU premises.

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements. It is JBU's goal to provide a safe environment for all children. Children exhibiting challenging behaviors will be placed on a Behavior Intervention Plan. Patrons will be requested to meet with their child's teacher, and the Director. All efforts will be made to assist the child to work through the challenging behavior. There may be times the patron will be called to assist in the program. Time frames will be

established with the patron. Failure to follow the agreed upon plan may result in removal of the child. When challenging behaviors continue beyond the period of developmental appropriateness or the challenging behavior escalates, the child may be removed from the program for the remainder of the day. If the Behavior Intervention Plan is not successful and it is deemed the JBU is not the right environment for the child, the program will submit a removal package.

18. OUTSIDE PLAY: The State Department of Public Welfare requires your child to go outside every day (including winter). Please dress your child accordingly (hats, gloves, etc.). Your child must have a coat at JBU at all times. Failure to leave adequate clothing for your child to go outside CAN result in your child being terminated from our program. If the weather is severe (temperature below 25 degrees or wind chill below 25 degrees) the children will not go out. These guidelines are established by the state licensing rules and JBU must adhere to them. All children are required to participate in outside activities. We can accept a note to leave your child inside for a maximum of three days only if requested. If your child must stay inside for longer than three days, we must have a doctor's statement stating the child's medical condition which requires the child to stay inside and the exact dates this action is effective and any conditions that may apply.

19. VISITING AND CONFERENCES: Parents are free to make unscheduled visits to JBU during program hours. In addition, JBU encourages parents to arrange conferences with the Youth Programs Director.

20. TERMINATION: Your child may be discharged from our program for any of the following reasons:

- a. Non-Payment of Fees
 1. Failure to abide by the participant fee policy and service contract.
 2. Failure to pay late fees.
- b. Agency Policies and Procedures (may include but is not limited to):
 1. Failure to abide by policies in the Intake Agreement or Parent Handbook.
 2. Failure to return any required enrollment or student record material as sent by the required date.
 3. Failure to make appropriate changes of emergency contacts and employment status.
- c. Inability to function within JBU
 1. If the interaction of the Parent and the school results in a situation where the parent will not cooperate with the school in what is believed to be in the best interest of the child, the child may be discharged.
 2. Persistent behavior problems with a child either in JBU or on the bus.
 3. Parents who show abusive behavior (including swearing) directed at any staff member, other parent, other children or their own children.
- d. Patrons must notify the JBU Front Desk staff in writing, a minimum of two weeks prior to any other selected date to arrange termination of this agreement. In the event that written notice is not received, the patron will be charged for the time during the mandatory two-week notification period that the child care space remains vacant.
- e. Patrons must notify JBU Staff when patron eligibility for care is affected by the following changes: From full-time to part-time employment or unemployment; Student status changes to less than 12 semester hours or equivalent; Military status changes/separation. Guardians will receive a 30 day written notice, if their JBU space is needed for eligible patrons in priorities 1, 2, and 3.
- f. Explicit material found visible on a child's phone, will result in immediate removal of the phone by JBU Staff, and annotated as a discipline infraction. Pornographic material found visible on the phone will result in immediate termination from the program.
- g. The use of tobacco, and use of or possession of alcohol, illegal substances and firearms is prohibited on JBU's property, and will result in immediate termination from the program.

21. AUTHORIZED/EMERGENCY RELEASE: At the time of enrollment, each parent will be given an Emergency and Student Release Form. On this form, any person that is authorized to pick up your child must be listed. We will release your child only to those persons listed on the form. You must have a minimum of 3 persons other than yourself listed. You must also have people with different phone numbers for emergency purposes. We will NOT release any child to anyone whose name is not on the form. Staff may require a photo ID such as a driver's license before they release the child. If an authorized intoxicated or impaired person insists on removing children from JBU, JBU shall immediately report the incident to the local police agency. If you need to make any changes to the list of authorized persons, you must complete a new form at each and every change. Parents listed on the child's birth certificate may NOT be denied access to the children unless a current, signed court order is on our file at JBU stating specifically that the parent cannot pick up or be near the child. For the safety of your child, the phone numbers provided must be kept current. This information is also used in case of accident or illness. We must be able, at all times, to contact someone who can be responsible for your child. Your child may be terminated if we are unable to contact you or someone on your list because of incorrect information. Only individuals listed by patrons on the JBU

Registration Form may pick up your child from the JBU. Children may not be released to anyone less than 14 years of age. If copies of the legal documents are on file at the JBU, a divorced or separated parent, who does not have legal custody of a child may not pick up the child, unless authorized by the custodial guardian by being listed on the JBU Registration Form.

_____ **22. EQUAL OPPORTUNITY:** Just Be You School Age Program (“JBU”) does not discriminate, deny benefits to or exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, sexual preference or color of skin. JBU makes an intentional effort to respect each family’s cultural and individual differences. Please be sure to inform JBU director and staff of particular familial/religious values, to assist staff in accommodating your child, if possible.

_____ **23. PERSONAL ITEMS:** Just All clothing items are to be clearly marked with your child’s name. Please do not allow children to bring toys and other items from home. JBU will not be responsible for any personal items lost or stolen. JBU staff will not be responsible for any money.

_____ **24. PHONES:**

- **CALLS:** Children are required to bring a note stating they are allowed to phone parents. In case of any emergency, JBU staff will contact you immediately.
- **RECREATIONAL/EDUCATIONAL USAGE:** Children with personal phones may not use the phones to distract other children. Explicit material found visible on the phone, will result in immediate removal of the phone by JBU Staff, and annotated as a discipline infraction. Pornographic/explicit/sexual material found visible on the phone will result in immediate termination from the program.

_____ **25. SAFTEY POLICY:** JBU has established the following precautions to help ensure your child’s safety:

- No child will ever be left alone or unsupervised
- JBU is an alcohol, tobacco, drug, and firearm-free facility
- Emergency exit plans are posted in each room
- Monthly fire drills are held during which staff members lead children to the nearest fire exit and take attendance
- Tornado drills are held in season
- In the event of an active shooter, JBU staff will make the best effort to ensure the safety of all children, at the highest level possible.
- During times of emergency, all staff will remain at JBU until the danger passed
- Staff members have immediate access to a telephone in case of an emergency
- Each staff member is familiar with emergency evacuation plans for weather and fire alerts. Procedures for these events are posted in the class room
- All staff are certified in CPR and First Aid

_____ **26. ANNUAL TAX INFORMATION:** JBU may provide a copy of the patron’s payment record; however, patrons should maintain their receipts or cancelled checks for their records.

_____ **27. CENTER CLOSING/EMERGENCY CLOSING.** JBU will be closed for major holidays throughout the year. Staff will make every effort to adequately inform parents/guardians about such closing in order for parents/guardians to make alternative arrangements for childcare. It may become necessary to close JBU due to an emergency situation. If JBU is shutdown during the day parents/guardians will be notified as soon as possible.

_____ **28. TRANSPORTATION.** I authorize and give consent to the transport of my child to and from their school and hold JBU harmless of liability for any injury, death, and compensation as a result of injury or death. As part of our services, JBU provides transportation for school age youth. JBU staff will make parents aware of all travel to and from school. JBU properly plates, maintains and expects all vehicles. In addition, qualified drivers that have met all CCDF provider eligibility standards drive vehicles.

_____ **29. DRESS CODE.** Youth are asked to dress with discretion. Examples of unacceptable dress include shirts that are very tight or low cut, shorts that are very short, or pants that droop or sag below the waist. Additionally, any clothing on which messages or advertisements relating to alcohol, tobacco, drugs, or explicit sexual material is considered unacceptable. Anyone wearing clothing deemed too revealing or inappropriate by the Youth Program Director will be given clothes to wear by JBU program staff. JBU staff will also adhere to the above expectations.

30. MEAL SERVICE. There may be occasions when JBU provides meal service according to the requirements of the Bureau of Child Development, the Alabama State Board of Health, and the USDA. Our menus are based on their guidelines and reviewed by these sources for nutritional content and compliance. We cannot allow any food that is not prepared by a licensed facility into the building due to State Board of Health regulations. We do allow birthday parties but all cakes and other goodies must be store-bought, in the original packages and unopened. Such parties must be arranged with the Staff.

31. PRIVACY/DISCLOSURE OF INFORMATION. Your confidentiality and privacy are extremely important to JBU. We make it a point to ensure all financial information, personal information, and your child's information are kept secure under our confidentiality policy. We ensure that the only people with access to your financial information are strictly need-to-know, and only JBU staff and persons that you specify. JBU staff will not disclose any information regarding any child enrolled in JBU programs. All records will remain in the main office. If you have any questions about who has access to your personal information, please inform JBU staff.

32. PHOTO RELEASE. I authorize and give consent to the photographing of my child and understand that any videos and photographs of my child may only be used in a specific reference to the Just Be You School Age Program for promotion, publicity or recognition purposes of JBU.

33. REPORTING POLICY. JBU personnel are mandated reporters of child abuse and neglect. Any suspicion of child abuse is reported verbally and in writing to the State of Alabama Department of Human Services through proper channels within 24 hours. JBU personnel suspected of abuse are removed from duty until investigations are complete and a determination is made regarding the individual's suitability to return to work.

34. LIABILITY WAIVER. I understand and agree that participation in the JBU program carries with it the risk to my child of personal or bodily injury (including death) and loss or damage to property, and I willingly and knowingly accept that risk. I also understand and agree that JBU does not and will not guarantee my safety during my participation in the program at JBU. With this understanding, I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, relieve, indemnify and forever discharge Just Be You School Age Program (JBU After School Program, LLC), its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any personal or bodily injury (including death) and loss of or damage to property that my child may sustain, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my child's participation in the JBU program, any related or independent travel, any activities (e.g., club or extracurricular activities) or field trips, irrespective of whether or not they are sponsored, supervised or controlled by JBU, except such liability arising directly and solely from gross negligence on the part of JBU.

35. I, the undersigned Guardian, have read and understood each paragraph of this agreement and agree to its terms and conditions.

Guardian #1's Signature

Date

Guardian #2's Signature

Date

-----Completed by JBU staff after return of contract with required documentation-----

Child's Name

Fee per Week

Program Representative Signature

Date