

INFORMATION, PERMISSIONS AND EMERGENCY RELEASE FORM

This form must be filled out completely before your student can be enrolled.

This information will be kept confidential and only used by the staff to enable us to work effectively and safely with your student.

Student Name: _____

Birth Date: _____ Home Phone: _____

School: _____ Available for Car pool? Yes No

Student: Street Address _____

City: _____ Zip Code _____

Parent/Guardian 1: _____

Street Address _____

City: _____ Zip Code _____

Phone: (h) _____ Phone: (w) _____

Email: _____

Occupation (optional): _____

Parent/Guardian 2: _____

Street Address _____

City: _____ Zip Code _____

Phone: (h) _____ Phone: (w) _____

Email: _____

Occupation (optional): _____

Who will deliver the student?: _____

Who will pick up the student?: _____

Emergency Contact 1: _____ (relationship) _____

Phone: (h) _____ Phone: (w) _____

Emergency Contact 2: _____ (relationship) _____

Phone: (h) _____ Phone: (w) _____

Insurance or Medical Plan Name: _____

Insurance/Medical Plan Number: _____

Doctor: _____ Phone _____

Dentist: _____ Phone _____

Medical/dietary precautions: _____

Medication(s): _____

We are an inclusion program with up to 2 learning challenged students in each group of six students. All of our students benefit from this group structure, taking the teamwork, tolerance and communication skills they learn into their adult lives. Please list all diagnosed learning, challenges, so that we can create positive student groupings. Failure to list diagnosed issues can have a negative impact on the experience for your student and others, and may result in dismissal from our programs.

My child has a Specific Learning Disability

Diagnosis(es): _____

Permissions Please sign and initial where listed:

I have read and understand this form.

Date _____

Signature of Parent or Guardian _____

Photographs

The Roleplay Workshop may use photographs of my child, my child's art work, or any other projects in promotional displays, advertising, or publications that the program may produce.

_____ may use photographs or artwork may not use photos or artwork

initial _____

Pain Killers

We do not dispense any medications. If your child may be allowed to take painkillers, please initial and check the appropriate box(es). If you would prefer we contact you prior to allowing your student to take painkillers, check the "notify" box. If we may not allow your student to take pain medications, under any circumstances, please check "none".

_____ none Notify Ibuprofen Tylenol Aspirin

initial _____

Store Purchases

Your student may have an opportunity to spend time in the main store area of Dr Comics & Mr Games, we do not allow students to purchase items from the store without your permission.

_____ May May Not purchase items from the store.

initial _____

Unsupervised Sign Out

If your student may leave the building without an adult or may stay in the store without supervision past program hours, please check the appropriate box and initial below. (you can check both)

_____ neither May leave w/o an adult may remain in store

unsupervised

initial _____

MEDICAL AND DENTAL TREATMENT CONSENT FORM

Please read completely.

While your child is in our care, an accident or emergency illness may occur. As a standard procedure, every effort will be made to contact a parent or the person designated on the emergency card. However, because treatment may be necessary before we are able to contact you, we must have your authorization to consent to any such treatment for your child. The California Legislature has authorized consent in advance by parents or legal guardians for such treatment (Section 25.8 of Civil Code). Below we give you the opportunity to choose whether to grant the authorization permitted by statute. You should indicate your choice in the space provided.

It is understood that your authorization is given in advance of the need for any specific diagnosis, treatment or hospital care, but is given to provide authority and power on the part of The Roleplay Workshop, as your agent, to give specific consent of any such diagnosis, treatment or hospital care which a physician, surgeon or dentist in the exercise of his/her best judgment may deem advisable.

The authorization, if given, is pursuant to the provisions of Section 25.8 of the California civil code and shall remain effective until revoked in writing. It is understood that the expense of any emergency treatment or diagnosis is for the parent's/guardian's account.

AUTHORIZATION TO CONSENT TO TREATMENT OF A MINOR **Initial ONE Choice**

_____ I hereby authorize any adult representative of The Roleplay Workshop to consent to _____ any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to my child under the general or special supervision and upon the advice of a physician and/or surgeon licensed under the provisions of the California Medical Practice Act, or to consent to any X-ray examination, anesthetic, dental or surgical diagnosis or treatment or hospital care to be rendered to my child by a dentist licensed under the provisions of the California dental Practice Act. I further certify that, if divorced, I have joint or sole custody of the child named above.

_____ **initial** I do **NOT** grant permission to consent to treatment for my child.

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Policies & Procedures

Dr Comics & Mr Games

Our rental agreement with Dr Comics & Mr Games requires that both parents and students follow a few simple rules.

- ➔ Please do not call Dr Comics, they do not have information or access to the students or other program information.
- ➔ Please do not leave enrollment forms or payments with Dr Comics, the Roleplay Workshop and Dr Comics are separate businesses. The store is not responsible for any Roleplay Workshop materials you leave with them, nor are they responsible for your students if you give them permission to wait in the store without being supervised by Roleplay Workshop staff.
- ➔ Please be respectful of the store's customers, property and staff members.
- ➔ Do not block doorway or counter access.
- ➔ Check in backpacks and large bags at the front counter.
- ➔ Failure to abide by these policies may result in parent or student expulsion from the store, or student expulsion from Roleplay Workshop programs.

Dismissal from Roleplay Workshop Programs

- ➔ Failure to understand and abide by the above policies and procedures will first result in clarification of the policies and completion of a new agreement.
- ➔ Failure to follow the clarified policies and procedures will result in student dismissal from the Roleplay Workshop Programs.
- ➔ Your refund is 80% of the remaining balance of your paid fees.

The Roleplay Workshop Student Behavior Contract

- 1) There will be no illegal drug or alcohol use, or fireworks or firearms (including slingshots and bows). Any Student found with these items will be immediately and permanently dismissed from the program. The Student's parent(s) or guardian(s) will be called to come pick up the student.
- 2) Students may not bring candy, excessive sugary drinks, portable electronic games, or music players without **express** permission from the staff.
- 3) Items which have not been given prior authorization will be confiscated, and (with the exception of the food items) returned **to the parent** at the end of the session.

Violations of the following rules will first result in a warning.

If the student persists in behaviors contrary to the rules, he or she will be dismissed from the program. Efforts will be made to clarify and change the behavior with both the student and the student's parent(s) or guardian(s) prior to dismissal.

For camping trips, due to the 24 hour a day schedule, students who persist in behaviors contrary to the rules will be sent home. The parents will be contacted and must pick up their student as soon as possible from the camp site at Samuel P. Taylor Park in Marin.

- 4) Students will treat each other and the staff with respect and courtesy at all times.
- 5) Students will not use physical or verbal violence against each other or the staff.
- 6) Students will abide by decisions made by the staff regarding their health and safety.

- 1) Please read this document thoroughly.
- 2) Sign and make a copy for yourself.
- 3) These policies, and the program rates are posted on the web site (www.roleplay-workshop.com).
- 4) Return the signed original document to the Roleplay Workshop.
- 5) This signed document will be kept on file at the Roleplay Workshop.

I have read and agree to the above Roleplay Workshop Policies & Procedures.

Print Student Name

Student Signature

Date

Print Parent/Guardian (1) Name

Parent/Guardian (1) Signature

Date

Print Parent/Guardian (2) Name

Parent/Guardian (2) Signature

Date

Policies & Procedures

Mailing Address: 925 39th Street; Oakland, CA 94608-3860

Program Site: 4014 Piedmont Ave.; Oakland, CA 94611

Phones: Office 510.654.3582;

Site 510.499.4977;

Emergency Cell 510.589.9926;

Email: mail@roleplay-workshop.com

Dropping Off & Picking up Students

- Programs are held upstairs, within the store: Dr Comics & Mr Games at 4014 Piedmont Ave., Oakland, CA 94611.
- Only students are allowed to go upstairs unescorted.
- *Parents must wait downstairs, or be escorted upstairs.*
- Our programs end at 6:00 pm for after school and at 5:00 pm for weekend, holiday and summer programs.
- Students may not leave the site unsupervised or stay at the site unsupervised, after program hours, without written permission from a parent or guardian.
- Students must be picked up no later than 5:15 for Summer, Weekend and Holiday programs; and 6:15 for after school sessions.
- There will be a charge of \$5 per 15 minutes for late pickups, beginning at 16 minutes after the hour.

After School & Weekend Programs: Sign In

- Parents or Students must sign in and out using the clipboard at the front counter.

School Holiday and Summer Programs Drop off & Sign In

- The program begins before Dr Comics opens.
- You must arrive between 8:45 and 9:15 AM, unless you have arranged an earlier or later drop off time.
- If you miss these times, call the site cell phone (510.499.4977) and we'll come down and open up for you.
- If you cannot call, you'll need to wait until the store is open (times vary).
- The front gate will not be open outside of these times.
- ***Do not let yourself in when the gate is closed.***
- A Program Staff member will check the students in and out.
- Students may not leave the site unsupervised, or stay at the site unsupervised, without written permission from a parent of guardian.

Extended Care

- To arrange extended care in advance, contact the office at 510.654.3582.
- Extended care is available at \$5 per 15 minutes.
- Pre-care for school holiday and summer programs is available from 8:00 - 8:44 am.
- Aftercare for after school is from 6:16 - 6:30 pm.
- Aftercare for weekend, holiday & summer programs is from 5:16 - 6:00 pm.

Observation and Going Upstairs

- To arrange an observation of our programs, contact the office at 510.654.3582.
- *Parents are not allowed to go upstairs unescorted.*
- To go upstairs, please use the intercom, located at the base of the stairs to contact Roleplay Workshop Staff, who will come to escort you upstairs.
- This policy is integral to our rental agreement with Dr Comics.
- Failure to observe this policy may result in parent expulsion from the store, or student expulsion from Roleplay Workshop programs.

Contacting the Roleplay Workshop

Office Phone (510.654.3582)

Please direct all non-emergency calls, 9:00 am to 9:00 pm, to the office phone.

Site Phone (510.499.4977)

Use this number for issues regarding students who are currently attending a program, such as pick up or dropping off problems.

Emergency Cell Phone (510.589.9926)

This number is ***only*** for emergencies involving students on Camping trips.

Email mail@roleplay-workshop.com.

Email is the most effective method to reach the program.

Fees and Billing: School Year Programs

- Bills are sent out at the beginning of each month, November through June.
- The payment is due by the 15th of each month.
- A late fee of \$10 per month applies for late payments.

Yearly Enrollment

- Guarantees your space for the remainder of the school year.
- The yearly enrollment cost is a set monthly fee based on the daily rate, ***discounted*** and divided into eight equal payments.
- If you cancel your yearly enrollment, ***there is a cancellation fee of \$50.***
- *Missed sessions are not credited.*

Monthly Enrollment

- Guarantees your space at a table only for the month(s) of your enrollment.
- Notify the office by the 15th of the month to continue or change your enrollment.
- The monthly enrollment cost is a set fee based on a discounted daily rate.
- *Missed sessions are not credited.*

Daily Enrollment

- Daily enrollment holds your space only on a daily basis. There is no guarantee of space availability on subsequent days. You must call to enroll for daily sessions at least two weeks prior to the session which your student wishes to attend.

School Holiday Enrollment

- School Holiday enrollment may be by single day or by week.
- There is a 25% discount for full week enrollment, for full day sessions.
- Payment for School Holiday Programs is due in advance.
- Missed sessions are not credited.
- Changes can be accommodated on a space available basis up to one week prior to the beginning of a session.

Fees and Billing: Summer Programs

- The cost for each week includes a \$50, nonrefundable deposit which must accompany your registration form.
- The balance of your payment for each week of the summer program is due the first day of your week of enrollment.