

# Roleplay Workshop

**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

## Policies & Procedures

*Please read both sides of this form carefully, sign, copy and return!*

### 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 or 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

The home office phone is (510.654.3582). Please direct all non-emergency calls to the office phone. The hours are from 9:00 am to 9:00 pm. Do not call the office phone outside of these hours. When the office is closed, please leave a message.

### Site Phone

The Site Phone is (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

Becky's Cell phone (510.589.9926) is **only** for emergencies with students on Camping trips or at the directors table .

## 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 \$25 per month applies for payments after the 15th.

### 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.

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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.

1. Please do not call Dr Comics, they do not have information or access to the students or other program information.
2. 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 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.
3. Please be respectful of the store's customers, property and staff members.
4. Do not block doorway or counter access.
5. Check in backpacks and large bags at the front counter.
6. 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

1. 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.
2. Failure to follow the above policies and procedures will result in student dismissal from the Roleplay Workshop Programs.
3. Your refund is 80% of the remaining balance of your paid fees.

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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](http://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

## The Roleplay Workshop Student Behavior Contract

1. There will be no illegal drug or alcohol use, or fireworks or firearms (including slingshots and bows).
2. Any Student found with these items will be immediately and permanently dismissed from the program.
3. The Student's parent(s) or guardian(s) will be called to come pick up the student.
4. Students may not bring candy, excessive sugary drinks, portable electronic games, or music players without **express** permission from the staff.
5. 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.

1. Students will treat each other and the staff with respect and courtesy at all times.
2. Students will not use physical or verbal violence against each other or the staff.
3. Students will abide by decisions made by the staff regarding their health and safety.