

2020-2021-- Dynamic Footworks After School Program

PROGRAM POLICIES:

Please read each of the following policies and sign below to indicate your understanding of these policies.

Policies are subject to all applicable laws.

WAIVERS/Permissions:

1. I permit my child to participate in activities Dynamic Footworks conducts outside while on the grounds at Dynamic Footworks facilities.
2. Trips - I permit my child to leave Dynamic Footworks on authorized trips under the supervision of Dynamic Footworks staff.
3. Photography / Audio - I give Dynamic Footworks 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, audio tapes, digital images or the like, with the understanding that Dynamic Footworks will not publish my child's name. I agree that Dynamic Footworks has complete ownership, etc., including but not limited to illustrations, bulletins, expositions, video tapes, 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, newspaper, magazines, social media sites (e.g., MySpace, Facebook, Twitter, Flickr, etc.), and/or Dynamic Footworks audio, print or internet publications. I also agree that Dynamic Footworks 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 to the internet or are otherwise published, they may be used in publications/or on websites outside of Dynamic Footworks control.
4. TRANSPORTATION- I understand and agree that for Dynamic Footworks programs providing transportation for my child: 1) To a Dynamic Footworks program from home 2) Home from a Dynamic Footworks program or 3) From his/her school to a Dynamic Footworks program, the Dynamic Footworks liability for my child begins when the child boards a Dynamic Footworks vehicle and ends when the child exits the vehicle.

Pick up and drop off points will be determined prior to my child attending the program for which he/she is registered. If Dynamic Footworks staff encounters circumstances that they perceive as dangerous at the location where my child is scheduled to exit a Dynamic Footworks vehicle, my child will not be permitted to exit.

PROGRAM POLICIES

5. Babysitting policy - Dynamic Footworks strives to employ the very best staff possible in all of our programs. During staff time off or after they are no longer employed with Dynamic Footworks, Dynamic Footworks can not and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the Dynamic Footworks is separate and independent from any Dynamic Footworks program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that Dynamic Footworks shall not be responsible and will be held harmless from any claims, or liability in connection with such babysitting activities.

6. Indemnity- I understand that Dynamic Footworks activities have inherent risks, and I hereby assume all risks and hazards incident to my participation/ my child's participation in all Dynamic Footworks activities, and recreation activities provided by third party vendors. I further waive, release, absolve, indemnify, and agree to hold harmless Dynamic Footworks 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 Dynamic Footworks property and/or my participation/ my child's participation in any Dynamic Footworks activities.

7. Lost Items - I understand that Dynamic Footworks is not responsible for any personal items lost or stolen at our programs or facility.

8. Inclement Weather - I understand that programs are not available when schools are closed due to inclement weather. However, payment will still be made if we have inclement weather.

Payment Policies

9. Monthly Payment is due on the first of each month. If it is not received by the 10th of the month, a \$15.00 late fee will be added. If I have not paid by the 10th of the month, my child may be removed from the program.

10. Weekly payment is due the Friday prior to the next week's care. My child can not attend after school on Monday if I did not pay by the previous Friday. A

weekly payment is due every week that the program is open for students. The only time a payment isn't due are the weeks that the program is closed. For example: if a student is sick, out of town, inclement weather or just doesn't come for a week while enrolled, payment is still due!

11. Insufficient funds- If my bank returns a check, due to insufficient funds, an immediate payment is required to keep my child's account up to date. I understand that I will be charged \$25.00 for each return check. I will need to send cash, money order or certified check for the draft or check within 10 business days after I receive a notification letter from Dynamic Footworks financial services. Personal checks will not be accepted. Payment in full will be required before my child can continue to participate in Dynamic Footworks programs. If I have two return checks within a 6 month period, I will no longer have the check privilege and be required to pay program fees in full, in advance.

12. Cancellations - One month notice is required. Non attendance, without written cancellation, does not relieve me of the responsibility to pay for the program.

13. Non attendance does not entitle me to a refund. I understand that no refunds or adjustments are granted for illness, vacation, or when Dynamic Footworks programs are cancelled due to inclement weather.

14. Late Pick Up fee- If I am late picking up my child, I realize that I must pay \$1.00 for each minute that I am late and that it must be paid at the time of pick up.

Medical Treatment Policies

17. Accident Insurance- Participants are responsible for their own accident insurance when using Dynamic Footworks and when participating in Dynamic Footworks Programs off site.

18. Medication- Dynamic Footworks does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. Medications must be in original container 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 Dynamic Footworks 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 Dynamic Footworks will be available to meet with the parent(s) or guardian(s) of the child in question and strive to develop through dialog a mutually acceptable alternative way to make sure the medication requirements of the child are met.

19. Blood Borne Pathogen Exposure - I understand that, while my child is in the care of Dynamic Footworks, if a child is exposed to a body fluid on broken skin or

mucus membrane (e.g. splashing in mouth or eye) from another child, Dynamic Footworks 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, Dynamic Footworks will provide the name and telephone number of the child's attending Physician to the staff. I have read and agree with the statement and specifically authorize Dynamic Footworks 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.

20. Emergency- In the event of an emergency in which the parent/guardian or listed emergency contacts can not be reached, Dynamic Footworks will contact emergency medical personnel and, pending their arrival, take those actions that are in Dynamic Footworks judgment to be in the best interest of the child.

I have read and understand all the policies stated above.

21. **COVID**-Dynamic Footworks will not be held liable for anyone that may be infected with the **covid virus**. Mask are to worn at all times on the van. Mask are to be worn at any point inside the studio while mandated mask policies are in place. Parents will not be allowed to come inside the studio to sign out students. A teacher will walk students to your car and have the sign out sheet for you. Hand sanitizer stations will be all around the studio and students must have temperature checked and hands sanitized when arriving at

the studio. All stations and rooms will be wiped down and sanitized at the end of every day.

Parent /
Guardian Signature

Date

BEHAVIOR EXCEPTIONS AND DISCIPLINE POLICIES

It is important that staff maintain good order and discipline in all programs. Top objectives in all Dynamic Footworks programs are safety and a positive atmosphere for learning and developing social skills. Dynamic Footworks makes every effort to make children understand clear definitions of acceptable and unacceptable behavior.

Dynamic Footworks WILL NOT CONDONE AND WILL NOT PERMIT:

1. Corporal Punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

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

5. Use appropriate language at all times.
6. Cooperate with staff and follow directions.
7. Respect other children and staff, equipment, facilities, and your self.
8. Maintain a positive attitude.
9. Stay in program areas/ running away is not acceptable
10. Participate successfully within the Dynamic Footworks staff/child ratio specific for each program

Dynamic Footworks Discipline Policy

11. 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.

12. 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.

13. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.

14. Failure of the parent(s)/guardian to attend conferences and cooperate will subject the child to suspension or dismissal.

BEHAVIORS WHICH MAY RESULT IN IMMEDIATE SUSPENSION OR DISMISSAL INCLUDE BUT NOT LIMITED TO:

15. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, or other children or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name calling, bullying or intimidation.

16. Fighting

17. Possession of a weapon of any kind

18. Vandalism, destruction, or theft of Dynamic Footworks property or property of others

19. Sexual misconduct

20. Possession of or use of alcohol. Possession of or use of controlled substances unless under the prescription of a doctor.

21. Running away

22. Biting

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

Parents or guardians are required to inform Dynamic Footworks in writing, prior to a child's acceptance in a Dynamic Footworks program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Upon being informed of such circumstances, the branch director (or his or her designee, i.e., senior program director, youth director) may require a conference with the parents(s)/guardian to discuss issues created by these circumstances. I understand and acknowledge that: (i) it is responsibility of the parents(s)/ guardian to make full disclosure to Dynamic Footworks of any special circumstances which may affect the ability of my child/ward to any requested accommodation believed by the parents(s) guardian to be necessary and readily achievable for such participation; and (iii) full disclosure of any special circumstances is material to Dynamic Footworks evaluation of the child's/ward's ability to participate and Dynamic Footworks consideration of any requested accommodation.

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 Dynamic Footworks has the authority to revoke my child's right to participate in Dynamic Footworks programs for behavior which is not in keeping with the mission of Dynamic Footworks or for failing to follow the policies/ procedures of Dynamic Footworks. My signature below indicates that I agree to adhere to all policies, procedures and the mission of Dynamic Footworks.

Parent/legal guardian

Date