

# OUT & ABOUT 2009

1<sup>st</sup> Semester (September - December 2009)

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| <ol style="list-style-type: none"><li>1) <b>PLEASE READ</b> - Policies and Procedures (<b>There are many changes</b>)</li><li>2) <b>PLEASE FILL-OUT &amp; RETURN</b> - Permission slip</li><li>3) <b>PLEASE FILL-OUT &amp; RETURN</b> - Block #1 Sign-up sheet</li><li>4) <b>PLEASE FILL-OUT &amp; RETURN</b> - T-shirt order form</li></ol> |
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Out & About events are separated into two Semesters. The first semester will take place from September - December and the second semester will take place from January - June. Second semester events will be mailed out in December. Reminders will be sent via email as well as paper reminders. **Please make sure that you include your E-Mail address on the sign-up sheet if you wish to have this service.**

## **Important Information Regarding Programming**

- If you have any questions or concerns, we may be contacted at 359-3710. (Voice Mail ext. 268). Please leave a message and we will check our voicemail after class. Or email [kbiata@holychildhood.org](mailto:kbiata@holychildhood.org) or [tbaird@holychildhood.org](mailto:tbaird@holychildhood.org)
- A nurse may not be present at each event. We cannot administer medication to the participants. If your child or consumer requires medication during an event, a parent or staff must be present to administer the medication. Please contact us if you have a question about medication.
- Participants **WILL NOT** be able to participate in any events until they have turned in their Permission Slips.
- We are no longer able to collect Cash, **Please pay by check**. Checks should be made out to: **The School of the Holy Childhood**. Please do not make checks out to the Out & About Program.

## **VERY IMPORTANT NEW PROCEDURE**

- Payment for each event is due up front if you want your spot held. If payment is not received when the sign-up sheet is returned, then your son/daughter is not signed-up for the event.
- We have instilled a deadline for signing-up for events. Sign-up for the first semester will end on September 21<sup>st</sup>. Sign-up will be closed on this date and no one will be able to sign-up after this date.

Thank You,  
Program Directors

Timothy R. Baird

Kevin Biata

# Policies and Procedures

- All Participants must attend either the Children's or Adult program at School of the Holy Childhood.
- All Participants must listen and follow the directions of the Out & About staff members.
- Participants must act socially appropriate during all Out & About events.
- Participants must show respect to themselves, their peers, and their staff.
- Participants must be 14 years of age or older.
- New participants are asked to sign-up for a minimal amount of events for the first semester so they may become comfortable with the program.
- Parents are responsible for dropping off and picking up their children from the designated sights in the community. Parents and Staff **MUST** be prompt for transportation. If parents or staff are late for more than two events then their child/consumer will be suspended for six future events.
- If the student cancels more than 48 hours before an event, credit will be issued to their account unless the program has made up-front costs that cannot be returned. Account balances may be used for future events until June, at which time, it will be absorbed into our general account for further planning of activities. Sorry, we are not allowed to issue checks.
- If Holy Childhood is cancelled the day of an event due to snow, weather, etc. Out and About will also be cancelled and either rescheduled, or credit will be given.
- If a nurse needs to administer medication to your child during an event, the medication must be turned into the nurse 24 hrs. before the event occurs. Please label all medication.
- **Participants may be suspended from the Out & About Program for not following the rules and regulations listed above. Suspension is at the discretion of the Holy Childhood personnel.**

2009-2010 HOLY CHILDHOOD Out and About  
YEARLY PERMISSION SLIP

*Please fill out completely and return before first event*

Name of participant \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

\* **E-mail address** \_\_\_\_\_

Program (circle one)                      ADTP                      Children

Homeroom \_\_\_\_\_ \* If participant is in children's program only \*

Phone # at HOME \_\_\_\_\_ Cell phone \_\_\_\_\_

Can we call work during school hours?    YES \_\_\_\_\_ NO \_\_\_\_\_ Phone # at Work \_\_\_\_\_

In case of Emergency please call \_\_\_\_\_ Phone # \_\_\_\_\_

Is the participant on any medication \_\_\_\_\_

Medication being taken \_\_\_\_\_

Name of Primary Doctor \_\_\_\_\_

Phone number of Doctor \_\_\_\_\_

Insurance company \_\_\_\_\_ policy number \_\_\_\_\_

I understand that my resident will be under the guidance of staff from the School of the Holy Childhood and must comply with the rules created by the staff. I am hereby signing this agreement to give permission to my adult/child to participate in The School of the Holy Childhood recreation program.

**I also, give Out and About staff permission to sign for any medical treatment in an emergency situation.**

Participants Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**All medical and personal information received will remain strictly confidential and in compliance with HIPPA regulations.**

# T-SHIRT ORDER

We will be ordering t-shirts for this year's Out & About program. If you are interested please fill in the bottom portion and return it to your designated program director (Children's program – Kevin, Adult program – Tim). by no later than September 10<sup>th</sup>. T-Shirts will cost \$10

Yes, \_\_\_\_\_ would like a t-shirt  
First & Last Name

## **Circle One:**

Size: SM            M            L            XL            XLL

No, \_\_\_\_\_ does not want a t-shirt

(Don't forget to fill out your name and size)

# PLEASE READ

(Important Information)

## **Children's Program**

All return sign-up sheets and money from participants in the children's program will go to Kevin Biata. If any parent of a child in the children's program has any concerns or questions about the Out & About events, then you need to contact Kevin at ext. 190. or email him at [kbiata@holychildhood.org](mailto:kbiata@holychildhood.org)

## **Adult Program**

All return sign-up sheets and money from participants in the Adult program will go to Tim Baird. If any parent of an adult in the adult program has any concerns or questions about the Out & About events, then you need to contact Tim at ext. 168. or email him at [tbaird@holychildhood.org](mailto:tbaird@holychildhood.org)