

CHAMPAIGN PARK DISTRICT
YOUTH THEATRE PROGRAM



**PARENT AND
PARTICIPANT HANDBOOK**

2024

Champaign Park District
301 N. Randolph St.
Champaign IL 61820

217-398-2376
champaignparks.org

WELCOME

Champaign Park District Youth Theatre Program

We're looking forward to an exciting program filled with opportunities for fun, learning, and growth. This manual applies to Champaign Park District Youth Theatre and should enable you to become more familiar with our policies and procedures. Please read through this manual and keep it for your future reference.

The Champaign Park District offers a wide variety of programs throughout the year. These programs include youth theatre, sports, arts, games, cooking, swimming, field trips, and much more. More information about specific programs can be found online and in our Program Guide, which is released three times per year. If you know someone who would like access to the Program Guide, they can download it at www.champaignparks.org or call the Leonhard Recreation Center at 217-398-2550 for more information.

Youth Theatre

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REGISTRATION

Everyone is required to preregister for each program. You can register for programs at www.champaignparks.org or at any Champaign Park District facility.

Every parent/guardian needs to make sure they have filled out the registration form and signed the waiver on the back of the registration form. Please list another person staff can contact during rehearsals in case of an emergency if the primary person cannot be located. The registration form must be filled out completely. The forms can then be dropped off at any Champaign Park District facility.

WAITLIST

If the program is full, additional registrations will go on a waitlist. If a space opens up in the program, participants on the waitlist will be contacted to see if they are still interested in attending. Generally, participants are taken off the waitlist and added to the program on a first-come basis.

INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Youth Theatre Supervisor or the appropriate staff person listed on page 2.

INCLUSION REQUEST PROCEDURE

If an ADA accommodation is needed to support an individual within any Champaign Park District program, a box should be marked at time of registration. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited, to a 1:1 aide, sign language interpreter, rule modification or supply adaptation. If this box is missed, the parents can contact the Program Coordinator as soon as possible. They will in turn contact Champaign – Urbana Special Recreation (CUSR) and a review of the request will occur. **An accommodation can take 1-2 weeks.**

ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations include conditions that require emergency medications. This can include, but is not limited to, Diabetes or severe allergies of which these conditions require insulin or an Epi-pen. The Champaign Park District must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request along with all needed documentation is not presented to the Park District in a timely manner, participation within the program can be delayed or denied.

Submit a completed Permission to Dispense Medication waiver as well as a medical plan on physician letterhead from the current calendar year. The Champaign Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation. Any medical plan submitted the first day of the youth theatre session will be reviewed immediately by staff to determine participation. Parents will not be allowed to leave children at the program until approval is granted and plans for the accommodation are in place.

NON-ACCEPTANCE/DISMISSAL

A participant may not be accepted into the program if:

1. Parent/guardian or self-guardian participant fails to return or fully complete the registration form.
2. Payment is not made by the start of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is harmful to self or others according to our behavior policy.
4. Habitual tardiness in pick-up is grounds for dismissal from the program.

PAYMENT

1. Registration payment for each session is due 5pm the Friday before the parent meeting. No exceptions.
2. Cash, check, money order, Visa, and MasterCard are accepted for payment of all programs at designated sites. If paying by check, please have your driver's license number on the check.
3. There will be a \$25.00 charge for all NSF checks. If checks are returned, payment will need to be in the form of cash or money order.
4. For residents of Champaign who are unable to participate in recreation programs due to economic hardship, the Champaign Park District offers scholarships to reduce certain fees and charges. Scholarship applications are not guaranteed and are based on available funds and program registration. Please apply 3 to 4 weeks before the program's start date. Applications are available online , at any Champaign Park District facility, or and can be mailed upon request. Need is the primary criteria upon which scholarship applicants are considered. Scholarships will not be granted for transportation and certain programs designated in program guide.

REFUNDS

Youth Theatre has a **\$35.00** non-refundable fee on every session. Cancellations must be made at least one week prior to the start of the program in order to receive a refund, minus the **\$35.00** non-refundable fee. In cases where the minimum number of registrants is not received for a program, the Champaign Park District will cancel the program. Full refunds will be issued to all registrants. Request for refunds need to be made 5 business days prior to start of each session.

CHECK-IN PROCEDURE

Participants must check in with Youth Theatre staff. Drive-thru drop off is accepted. A small waiting area is provided on a first-come, first-serve basis. Due to fire codes, standing in the hallway is not allowed. CPD staff must be notified of all names of people who have permission to pick up the participant. Parents may not attend rehearsals unless arrangements to volunteer have been requested.

LATE PICK-UP

In order to be fair to our participants and staff, the Champaign Park District has enacted a late pick-up policy. *Each time a participant is not picked by 15 minutes after the designated ending time, a \$1.00 per minute fee will be charged.* Registration for other programs will not be accepted until all outstanding late fees are paid. The late fee is due within three days. Payments can be made at the Springer Cultural Center. Failure to pay late pick-up fees could result in your child's suspension from youth theatre. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Champaign Police Department.*

MEDICATION

Some participants may need to be given medication during the program. In order for the Champaign Park District to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the *Permission to Dispense Medication and Waiver and Release of All Claims* form specifying:
 - a. Type of medication
 - b. Time medication should be administered
 - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
3. Send the daily designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. Champaign Park District staff will secure all medicine.

If participant is self-medicating, staff must be notified of this so they are aware in case of an emergency.

Refer to page 12 for more information on staff medication dispensing procedures.

CLOTHING

All participants should dress appropriately for the weather and activities scheduled. Theatre requires athletic, comfortable clothing that they can move freely in. No flip flops are allowed during rehearsals, but flats, tennis shoes, or dance shoes are appropriate.

PERSONAL NEED ITEMS

Any additional personal need items should be labeled and provided daily when necessary.

NUT FREE PROGRAM

In order to keep youth theatre safe and enjoyable for all the participants, the Park District is enforcing a **Nut-Free Program**. You may ask: “What does that mean to me”? **NO PARTICIPANT** is allowed to have any food items that contain directly or indirectly peanuts, peanut product, or other tree nuts. This means there is no food sharing at break time. There is also no bringing in of any food items to share with the cast; for example: cupcakes for a birthday celebration. At certain times all participants will be expected to wash their hands before going back to rehearsals. Directors and staff will ensure that all food activities are free of any nut or nut product.

T-SHIRT ORDERS OR OTHER ITEMS

The Youth Theatre Supervisor will provide an order form for t-shirts or other items offered per show. The forms should be turned in at the Springer front desk with payment. Staff are not allowed to accept payment.

SPONSORSHIPS

Sponsorships are welcome and ads will be placed in the playbill. Parents may also buy space to wish their child luck. Forms will be provided.

SAFETY

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR.

ACCIDENTS

If a participant has an accident serious enough to require professional medical attention, Champaign Park District staff will contact the parent(s)/guardian(s). If the parent(s)/guardian(s) cannot be reached, the designated emergency resources listed on the registration form will be called. If it is necessary for the participant to go to the hospital, the parent(s) may transport the participant or an ambulance will be called at parent/guardian expense. In very severe circumstances, 911 will be called and parent(s)/guardian(s) notified after the call. If staff is unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. Champaign Park District staff will continue to try contacting the parent(s)/guardian(s).

INJURY AND FIRST-AID

Should an injury occur at a program site:

1. Depending on the severity (abrasions, cuts, etc.), first-aid will be provided by staff. This must be completed before the participant can return to the program.
2. If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
3. If blood is visible on any part of the participant’s clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand-washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.).

PARTICIPANT ILLNESS

Do not send your participant to his/her program if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill, staff will use their best judgement and attempt to isolate the participant from the rest of the participants. Attempts to notify the parent(s)/ guardian(s) will be made by Champaign Park District staff. If parent(s)/guardian(s) are unreachable, the emergency resources listed on the registration form will be called. Participants will be sent home for, but not limited to, the following:

- Chickenpox
- Conjunctivitis (pink eye)
- COVID-19 symptoms
- Diarrhea
- Fever
- Head lice (please see page 12 of 17)
- Scabies
- Hepatitis A virus
- Mouth sores with inability to control saliva
- Mumps
- Ringworm
- Skin rash
- Sore throat due to strep (streptococcal pharyngitis)
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

The Champaign Park District follows the recommendations and guidelines of the Public Health Department. Kids that are sent home for a illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to rehearsal.

INCLEMENT WEATHER PLAN

Programs may be cancelled due to inclement weather or unusable facilities. Staff will contact participants in advance whenever possible. If the program gets cancelled after it has begun, the parent or guardian will be contacted to inform them where to pick up the participant. Champaign Park District follows the Unit 4 snowdays, but may include other snow days not coinciding with Unit 4. If Unit 4 cancels due to weather and has e-learning, we will cancel rehearsal. Program cancellations can be found at champaignparks.org.

TORNADO AND SEVERE THUNDERSTORM PLAN

The site disaster plan will be followed.

FIRE PLAN

1. All persons will be led from the facilities according to the site fire plan.
2. All groups will meet at the Virginia Theatre, a safe distance away from the building and attendance will be taken.
3. The fire department will be called.
4. Parent(s)/guardian(s) will be called.

SUSPECTED ABUSE OR NEGLECT

The Illinois Abused and Neglected Child Reporting Act mandates any Champaign Park District staff having reasonable cause to believe that a child, known to them in their professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

PHOTOGRAPHS

The Park District occasionally takes photographs or video of participants for promoting/advertising our programs, services, events, activities, and facilities in our brochures, website or agency social media, and other promotional avenues. By registering for, participating in or attending Park District programs, events, or other activities, the participant (or parent/guardian of a minor participant) irrevocably agrees to the use and distribution by the Park District of his or her image (or of his minor child/ward) in photographs, video recordings, and any other electronic reproductions of such programs, events and activities for any purpose without inspection or approval and without compensation, rights to royalties or any other consideration now and in the future.

YOUTH CONDUCT REPORT GUIDELINES

- Directors and Supervisors should be immediately notified for all third degree behaviors; then the immediate contact with the participant's parent/guardian to inform them of their child's behavior.
- Each participant will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
- Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct
- LEADERS, if unsure the severity of an action please consult the Director and/or Assistant Director or Supervisor to correctly handle the situation.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FIRST DEGREE</p>	<p><i>Actions taken in response to first degree behaviors are primarily the responsibility of the leaders. Leaders are to complete Conduct Report and turn into Director/Supervisor that day.</i></p> <p>Consequence: "Internal" Ex: Short period of activity exclusion (time out)</p> <ul style="list-style-type: none"> • "Cooling off" • Given a chore to help leaders <p><i>*When participants reach (2) first offense reports, the Director and/or Assistant Directors will notify/speak with the parent/guardian of the participant.</i></p>	<p>First Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Purposely distracting the group (not listening/behaving) • Inappropriate language/remarks • Pushing and/or shoving (minor) • Refusal to follow instruction • "Talking back"
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SECOND DEGREE</p>	<p><i>Actions taken in response to second degree behaviors are the responsibility of the Leader to report the action and the Director/Assistant Directors or Supervisor to speak with the parents/guardians.</i></p> <ul style="list-style-type: none"> • Fill out Conduct Report • Inform Director/Assist Directors or Supervisor • Director/Assistant Director will call and notify parents. <p>Consequence: includes consequence of First Degree, but parents are always informed.</p>	<p>Second Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Persistent first degree behaviors (listening, following instruction, etc.) • Fighting, "provoking", spitting • Bullying or acts of aggression and violence • Excessive inappropriate language or remarks directed to other participants/ leaders • Running off/ leaving the group • Intimidation/threats to other participants • Inappropriate physical contact (pushing, tripping, etc.) • Direct/blatant disrespect to leaders
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">THIRD DEGREE</p>	<p><i>Actions taken in response to third degree behaviors are at the immediate responsibility of Director/Supervisor. Coordinator/Manager will also be involved in actions.</i></p> <ul style="list-style-type: none"> • Remove participant from group & bring to Director and/or Assistant Directors. • Complete Conduct Report. • Director will call and inform parents to come pick up their participants <p>Consequence: Participant will be suspended for the day <i>*Repeated Third Degree reports to lead to multiple day suspensions</i></p>	<p>Third Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Severe or repeated physical aggression • Physical contact to the face and/or neck • Abuse and/or harassment: verbal, physical, sexual, and emotional • Sexual misconduct • Destruction of property • Endangerment of themselves, other participants, staff or volunteers

BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Champaign Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as youth theatre, athletic leagues, and aquatic facilities.

Participants and Parent/Guardian shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from Champaign Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or Champaign Park District staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the *Conduct Report Guidelines* is attached to this handbook.

If there is need for an ADA accommodation please see “Inclusion Request Procedure” information on page 4 of this handbook.

POLICY ON BEHAVIOR MANAGEMENT

In order to provide a safe and enjoyable experience for all participant, Champaign Park District has developed a set of expectations for all participants. All participants will be treated fairly based on individual aptitude. Behavior guidelines are as follows:

1. No participant will endanger him/herself or other participants or staff.
2. Participants will use respectful, appropriate language towards staff and other participants.
3. All participants will respect their leaders, camp rules, other participants and equipment.
4. All participants will keep their hands, feet and objects to themselves.

Consequences for inappropriate behavior are:

1. *First Offense:* Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup.
2. *Second Offense:* Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. After being removed from the group, parents will also be notified and asked to pick their participant up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.
3. *Third Offense:* The participant’s parent/guardian will be called for immediate pickup, and the participant will be suspended from youth theatre for up to 5 days, without refund. When the participant is picked up, the Youth Theatre Supervisor and Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)
4. *Fourth Offense:* The participant’s parent/guardian will be called for immediate pickup, and the participant will be suspended from the current youth theatre show, without a refund for that particular session. If the participant is registered for any subsequent programs, the parent/guardian will be refunded their deposit/fees for those programs and the participant will not be allowed to participate in any program with the Champaign Park District. When the participant is picked up, the Youth Theatre Director and Program Supervisor will meet with the parent/guardian, discuss the incident and discuss the temporarily but indefinitely suspension. Participants with Inclusion Services will also meet with the Inclusion Coordinator at Champaign-Urbana Special Recreation. (*If participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

Please note: In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.

POLICY ON PARTICIPANT RELEASE FROM REHEARSALS AND PERFORMANCES

For the safety and welfare of the child under the supervision of the staff at the Champaign Park District, the following policy shall be generally adhered to:

“A child who leaves the premises of the site of the Champaign Park District Youth Theatre Program must be released to an adult, member of the family, or some other person whom the parent or guardian has so indicated.”

I agree that once my child has left the premises and/or the care and supervision of Champaign Park District Youth Theatre staff, the Champaign Park District and its employees are not responsible or liable for the safety and welfare of my child nor any action of his/hers which may occur before he/she arrives and/or after the time he/she leaves, and I hereby expressly assume the risk and waive and release the Champaign Park District and its employees from any and all claims for injuries, damages or loss which I or my minor child/ward might sustain and arising there from.

POLICY ON HEAD LICE (Refer to page 7 of 17)

1. Proof of purchase of shampoo for first treatment
2. Doctor’s note to return
3. Proof of purchase of shampoo for second treatment

PROCEDURES FOR DISPENSING MEDICATION

The parent/guardian must:

1. Complete the *Permission to Dispense Medication Waiver and Release of All Claims* form.
2. Deliver all medication to designated staff member in the original prescription bottle which includes the participant’s name, medication, dosage, and time of day medication is to be given.
3. Changes in medication must be submitted to the Champaign Park District in writing, including specific instructions for medication.

I understand that it is my responsibility to give the medication directly to Champaign Park District Program staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform the Champaign Park District of any changes in the dispensing of medication.

Champaign Park District program staff must:

1. Ensure that the *Permission to Dispense Medication Waiver and Release of All Claims* form is fully completed and signed by the parent/guardian prior to the dispensing of any medication.
2. Ensure that medication is delivered only to authorized Champaign Park District staff (e.g., Supervisor/Assistant Supervisor). **Send only the designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. Champaign Park District staff will secure all medicine.**
3. It is also the responsibility of the authorized Champaign Park District staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. *It is extremely important that stored medication be out of reach from other patrons, particularly children.*
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized Champaign Park District program staff.

5. Youth Theatre Supervisor responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained Champaign Park District program staff will be allowed to dispense medication.
7. Champaign Park District program staff responsible for dispensing medication will fully complete the medication information contained on the *Medication Log* form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into a designated site and kept in a permanent file for at least three years at the conclusion of the program.



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PARTICIPANT INFORMATION
Champaign Park District Youth Theatre Program

Name of Program _____

Name of Participant _____ Birth date _____ Age _____

Address (street, city, state, zip) _____

School _____ 2024-25 Grade _____

Name of Primary Guardian #1 _____ Relationship _____

Address (street, city, state, zip) _____

Employer _____

Primary phone _____ Secondary phone _____ Work phone _____

Name of Primary Guardian #2 _____ Relationship _____

Address (street, city, state, zip) _____

Employer _____

Primary phone _____ Secondary phone _____ Work phone _____

Marital Status of Parents _____ If not married, who has custody of your child? _____

In addition to the Parents/Guardians listed above, my child may be released to the following individuals (your child will not be released to anyone else unless permission is given in writing by you):

Name _____ Relationship _____

Address (street, city, state, zip) _____

Primary phone _____ Secondary phone _____ Work phone _____

Check if also an emergency contact

Name _____ Relationship _____

Address (street, city, state, zip) _____

Primary phone _____ Secondary phone _____ Work phone _____

Check if also an emergency contact

Name _____ Relationship _____

Address (street, city, state, zip) _____

Primary phone _____ Secondary phone _____ Work phone _____

Check if also an emergency contact



PERMISSIONS FORM

Champaign Park District Youth Theatre Program

Please initial and sign below to agree to policies stated in this Parent & Participant Handbook.

Initial

- Policy on Behavior Management Rehearsal Attendance Policy
- Policy on Head Lice Volunteer Hours

Policy on Sign-In & Release *(initial only one below)*

I grant permission for my child to sign themselves in and out for each class or rehearsal they are enrolled in at Springer Cultural Center.

OR

I, or one of my designated guardians listed, will sign my child in and out for each class or rehearsal they are enrolled in at Springer Cultural Center.

Parent Name Printed: _____

X _____
Signature of Parent or Guardian Date

MEDICAL INFORMATION

ADA INFORMATION: Do you need any accommodation in accordance with the Americans and Disabilities Act, to participate or use an activity, program, or facility?

- YES NO

Information: _____

Please understand that untimely or late notification of an accommodation request may result in delay of participation.

Please check the appropriate answer to the following questions:

Does your child have any allergies? YES NO

Please list: _____

**Participants with life-threatening environmental allergies requiring an accommodation may be required to provide medical clearance documentation. Failure to comply may result in a delay in participation.*

Diet restrictions? YES NO

Please list: _____

Can your child participate in all activities? YES NO

Please explain: _____

If Champaign Park District will be administering medication for your child, please complete the following form.



POLICY ON DISPENSING MEDICATION

Champaign Park District Youth Theatre Program

The Champaign Park District will not dispense medication to a minor child or other participants until the *Permission to Dispense Medication Waiver and Release of All Claims* form has been completed by a parent/guardian. The Champaign Park District's internal procedures on dispensing medication are available for review.

PERMISSION TO DISPENSE MEDICATION

Waiver and Release of All Claims

I, (please print your name) _____, the Parent/Guardian of

(please print name of participant) _____

give permission to Champaign Park District program staff to administer to my child or ward the medication(s) listed below. I understand that it is my responsibility to give the medication directly to Champaign Park District Program staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform the Champaign Park District of any changes in the dispensing of medication.

Name of Medication _____

Dispensing and Storage Instructions _____

Complete Dosage Instructions _____

Possible Side Effects _____

Name of Medication _____

Dispensing and Storage Instructions _____

Complete Dosage Instructions _____

Possible Side Effects _____

In all cases the prescribed dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Champaign Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Champaign Park District administering medication to my minor child, I do hereby fully release or discharge the Champaign Park District and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

X _____
Signature of Parent or Guardian Date



ATTENDANCE POLICY FOR YOUTH THEATRE

Champaign Park District Youth Theatre Program

Rehearsals for Youth Theatre are mandatory. A grace period of 3 missed rehearsals is allowed for emergencies and sickness. After 3 missed rehearsals, the staff of Youth Theatre reserve the right to assign the student's character part to another student. Tardiness is defined as being 10 minutes late for the scheduled rehearsal time and 2 times being tardy counts as one missed rehearsal. At the time of auditions parents are asked to report any conflicts their student has with the rehearsal schedule, and those conflicts are considered excused. These conflicts are considered in the casting process by the supervisors.

Please sign:

We agree to commit fully to the rehearsal schedule set by the Youth Theatre program, and understand the attendance policy.

Participant's Name Printed: _____

Parent Name Printed: _____

X _____
Signature of Parent or Guardian Date

VOLUNTEER HOURS

Our volunteers are an invaluable asset to the youth theatre program and help to keep each production's costs at a minimum. Parents must fill out a volunteer application, sign a waiver, and a background check will be run yearly if your child is enrolled. An explanatory volunteer form is provided for you in the packet handed out at the parent meeting. Families registered are asked to volunteer a minimum of 10 hours per show, from the time of registration until the end of the performances, due to the large time and labor commitment to produce a quality production. A sign in and sign out book will be present each time a volunteer opportunity is presented to you. It will be your responsibility to sign in and out, or if a project is taken home the hours must be reported to the youth theatre staff, in the same week. After the performances, all hours will be calculated and any family not fulfilling their 10 hours will be charged \$10.00 for each hour not fulfilled. This will be charged to your account and must be paid within 7 days after the performance ends. If you choose not to fulfill any of your volunteer hours or are unable to due to extenuating circumstances, you may do so by paying an additional \$100.00 to the program. You can make this choice anytime from the time of registration until the end of performances.

Please sign:

We agree to the commitment to volunteer a minimum of 10 hours from the time of registration through the performances, and will pay \$10.00 per hour not fulfilled in volunteering.

Parent Name Printed: _____

X _____
Signature of Parent or Guardian Date

I choose to not fulfill 10 hours of volunteering from the time of registration through the performances and will pay \$100.00 in place of volunteer hours.

Participant's Name Printed: _____

Parent Name Printed: _____

X _____
Signature of Parent or Guardian Date