

## Welcome to our school community.

We are excited that you have decided to enroll. This packet contains all of the forms and information you need to get started. Please take the time to read and complete each required form. The optional paperwork is provided for your review and convenience.

Please let us know if you have any questions.

### Required Paperwork

- Enrollment Form
- Enrollment Contract
- General Release of Liability

### Optional Paperwork

- On-campus Certification Agreements
- Off-campus Certification Agreements
- Computer Use Certification
- Video Game Certification
- Movie and Media Certification
- General Media Release of Information Form
- Authorized Picker-Uppers
- Request to Participate in EDP



# Enrollment Form 2009-2010

## Please thoroughly complete this form.

Note: Your answers are not determining factors in the admission process but are used to ensure student health and safety.

Today's Date: \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

### Parents & Guardians (may include nannies or caregivers)

1) Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Please mark if this person prefers to receive school communication through the family box at the school rather than by email.

Occupation and Place of Work: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Please mark if this person prefers to receive school communication through the family box at the school rather than by email.

Occupation and Place of Work: \_\_\_\_\_

3) Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Please mark if this person prefers to receive school communication through the family box at the school rather than by email.

Occupation and Place of Work: \_\_\_\_\_

### Additional Emergency Contacts

	<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
4)	_____	_____	_____
5)	_____	_____	_____

The Village Free School admits students of any race, color, religion, gender, disability, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. This public benefit corporation does not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs, employment practices, election of officers, membership, or election to The Council.

**A Little History and Personal Information**

What, if any, are the student's sibling's names, ages, and their relationship? \_\_\_\_\_

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**Previous Schools or Education:**

A) \_\_\_\_\_

City and State: \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

B) \_\_\_\_\_

City and State: \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**History of Health and Well Being**

Does the student have any life-threatening or severe medical conditions or allergies? Yes / No

Please list any significant health conditions our staff should be aware of and any helpful explanation:

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**Medication Information:** \_\_\_\_\_

**Primary Healthcare Provider's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Other Healthcare Contacts** (i.e. Dentist): \_\_\_\_\_

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**Medical Insurance Provider:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_ **Group Number:** \_\_\_\_\_

**Name of Primary Insured:** \_\_\_\_\_

Does the student need any accommodations or have any special emotional needs? Yes / No

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the student ever been diagnosed or labeled with a developmental or learning disability?

Yes / No Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would the student and/or their caregivers describe as the students preferred learning styles?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything not covered by the above questions that you would want us to know about the student?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Tuition Rates for 2009-2010

Rate Options	12 months	9 months	Trimester	Total Yearly Cost
<b>Standard</b> (required)	\$406.25	\$541.67	\$1,625	\$4,875
<b>Earned Discount Program</b> (upon request)	\$275	\$366.67	\$1,100	\$3,300

**Standard Tuition:** This is the general rate families are billed unless they request to participate in our Earned Discount Program.

**Earned Discount Program (EDP):** EDP participants will receive a credit to their invoice each month they meet their commitment to the program. The EDP requires volunteering approximately 150 hours over the course of the school year, attendance at mandatory training sessions, and accountable tracking of your contributions. Any family enrolling more than one student and participating in the EDP will be given the EDP discount without needing to complete additional volunteer hours. Parents, students, or any members of their larger family are able to do volunteering towards completing the hours required by participation in the Earned Discount Program.

## Tuition Payment Options

Tuition can be paid in four ways. **All payments are due on the 1<sup>st</sup> day of the month owed.** If you choose to leave the school mid-year you are obligated to provide 30 days notice and pay through the last day of that notice, in addition to losing the non-refundable tuition pre-payment, whether a student is in attendance or not. This policy is intended to help the school remain financially stable while honoring that the school might not work for everyone's needs.

1. Month-to-Month over 12 months
2. Month-to-Month over 9 months
3. Trimesters
4. Annually

### The Per Day Cost of School is estimated to be \$29.19 for 2009-2010

Each of the payment plans results in the school receiving the exact same amount of money regardless of the choice of plan. If paying for tuition under one of these plans at the cost provided will not work for you, we encourage you to think creatively, reach out to resources around you, and to contact us.

### Please indicate the Payment Plan you expect to follow:

- Monthly for 12 months beginning September 1<sup>st</sup>, 2009 through August 1<sup>st</sup>, 2010
- Monthly for 9 months beginning September 1<sup>st</sup>, 2009 through May 1<sup>st</sup>, 2010
- Trimester payments on September 1<sup>st</sup>, December 1<sup>st</sup>, and March 1<sup>st</sup>
- Annual payment - Lump Sum on or before September 1<sup>st</sup>, 2009

### Two Important Notes:

1. Upon withdrawal from the school, a Family will owe the full balance due on their account, including 30 days tuition from the date of notice of withdrawal. **A Family choosing a 12-month payment option pays a monthly tuition payment that is less than the actual monthly cost of school resulting in a larger balance due if withdrawing mid-year.**
2. Your non-refundable Tuition Pre-payment is applied to your final payment only when enrollment continues to the end of the year.

**Please mark the Payment Method you plan to use:**

- I will pay by **cash or check** on the 1<sup>st</sup> of each month (late on the 8<sup>th</sup>).
- I will pay by **credit card online** at the school's website on the 1<sup>st</sup> of each month and understand there will be a **3% handling charge** for paying in this manner.
- I would like the school to make a **secure deduction from my checking account** (on the 15<sup>th</sup> of each month).

Name of your Bank: \_\_\_\_\_

Your Bank Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

(Need help? The Routing Number is the first series of numbers at the bottom of your check)

I hereby authorize The Village Free School to initiate recurring DEBIT entries in the amount indicated on the enclosed reply device at the depository financial institution (DEPOSITORY) named. I acknowledge that the origination of ACH transactions to The Village Free School must comply with the provisions of US law. Authorization will require funds to be available in the account prior to origination to allow reasonable time for processing near or on the 15<sup>th</sup> of each month. This authorization will remain in full force and effect until The Village Free School has received written notification of its termination and such time and manner as to afford The Village Free School and the depository reasonable opportunity to act upon it.

**I affirm that the above information is correct** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- Yes, I would like to make an automatic tax-deductible donation to the school in the amount of \$ \_\_\_\_\_ to occur at the same time tuition is drawn from our account!**

# THE VILLAGE FREE SCHOOL

## ENROLLMENT CONTRACT

### TERMS AND CONDITIONS

The terms and conditions provided below (hereafter the “**Terms and Conditions**”), together with the completed and signed Enrollment Form (hereafter the “**Enrollment Form**”), will form a contract (hereafter the “**Contract**”) between the Student (hereafter the “**Student**”) and the Student’s parent(s) or guardian(s) submitting an Application (hereafter the “**Family**”) and The Village Free School (hereafter the “**School**”) at such time as an official representative of the school signs at the bottom of the Contract completing the Student’s enrollment.

The complete Contract will consist of the following documents:

- the completed Enrollment Form;
- these Terms and Conditions signed by the Family and the School

The School reserves the right to modify at any time during the Term of the Contract any of the foregoing documents upon reasonable advance notice.

**1.0 Term of the Contract.** The Term of the Contract is from the first day of enrollment to the last day of the academic school year as indicated in the Official School Calendar.

**2.0 School Day.** The School will be open from 8:00 AM - 4:00 PM each day. The School may extend or reduce these hours upon reasonable advance notice.

**3.0 Tuition and Other Fees.** The Family will pay a predetermined fee (the “**Tuition**”) to The Village Free School for the right to attend the School during the Term of the Contract. Tuition payments are due on the 1<sup>st</sup> day of each month of the pay period chosen by the Family. Tuition payments will be considered late when received after 4:00pm on the 8<sup>th</sup> day of each month of the pay period chosen by the Family. Payment for Tuition as described in the Enrollment Form of this Contract is due and payable in advance at the School located at 8660 SE Foster Road, Portland, Oregon 97266 or at such other places as the School may designate. In addition to Tuition, the Family will be liable for payment of other fees (“**Other Fees**”) including the following:

- Interview Fee: a nonrefundable one-time fee, payable upon submission of an Application for Admission to the School and prior to the completion of an Admissions Interview.
- Non-Refundable Tuition Pre-Payment: a one-time non-refundable payment charged to the Family during the enrollment process and retained by the School to ensure performance of the Family’s obligations under the Contract.
- Late charges: A late charge of \$25.00 will be imposed if Tuition Charges remain unpaid at 4:00 p.m. on the eighth day after the due date (typically the eighth day of each month with payment scheduled to be paid on the first of each month).
- Returned Check Charges: Any dishonored check will be treated as unpaid Tuition Charges and will be subject to late charges plus a handling fee.
- Other Fees which the School may impose from time to time in conformity with School rules and policies.

Initial

**4.0 Non-Refundable Tuition Pre-Payment.** The Family will provide a \$300.00 payment at the time of enrolling for The Village Free School. The Non-Refundable Tuition Pre-Payment does not represent the maximum liability the Family could incur for violation of the terms and conditions of this Contract, but is instead intended to provide security for performance by the Family of their obligations under the Contract. With the exception of those instances described in this Contract in which the Tuition Prepayment is forfeited, the School will apply the payment towards the last payment owed by the Family according to the payment plan selected on the Enrollment Form.

**5.0 Charges for Damage.** The Family shares responsibility for keeping the School and its property clean and free from damage. The Family agrees to pay the actual cost of cleaning and repairing damages to the School and its property beyond normal wear and tear when acts by a Student or Family member results in such damages to the School.

**6.0 Disputed Charges and Fees.** The Family has the right to dispute Tuition Charges or Other Fees, charges for cleaning and damage, or the School’s decision to retain all or a portion of the Tuition Pre-Payment, if the Family believes such charges or fees or the School’s decision are incorrect. Any claim of an improperly assessed charge or fee must be made in writing to the School within 30 days following the date the charge or fee is imposed.

Initial

**7.0 Release from Contract.** While this Contract ends on the last day of the academic school year, the Family may terminate the Contract in two ways:

- **Enrollment ends during Conditional Enrollment period:** The Conditional Enrollment period is for five calendar weeks from the first date of enrollment at the school under any contract or when the Full Enrollment process is completed, whichever comes sooner. If enrollment ends during the Conditional Enrollment period the Family will be charged through the last day of the Conditional Enrollment period, whether the student is in attendance or not.
- **Notice of Intent to Withdraw:** The Family may terminate the Contract after the Conditional Enrollment Period by completing and submitting a *Notice of Intent to Withdraw (NIW)* to the School thirty (30) days in advance of withdrawal. The Family will be charged through the last day of the notice in addition to losing the Non-Refundable Tuition Pre-Payment, whether the Student is in attendance or not. The School will offer a formal intervention process at the written request of any family considering leaving the school. This formal intervention will include a meeting of at least two staff members, the Student, and the Family. At the meeting, the goal will be for everyone to understand any present concerns and to make, if possible, written agreements that the School and the Family can take to address concerns. If the Family chooses to withdraw, the School will use the date it received the written request for formal intervention for the *Notice of Intent to Withdraw*. (For example: If a Family enters the formal process and then after 30 days elects to leave the school, their \$300.00 non-refundable tuition pre-payment would be retained by the School but they would, in effect, not owe any additional fees).

**8.0 The School’s Right to Terminate the Contract.** The School may terminate this Contract at any time during the Term of the Contract for any of the following reasons:

- the Family has failed to make all payments, including payment of Tuition and Other Fees, when due; or
- the Family or the Student has failed to complete the requirements of Enrollment; or
- the Family has violated a non-monetary term or condition of this Contract and has failed to correct the violation to the satisfaction of the School; or
- the Family has committed a serious violation or has committed repeated minor violations of these terms or conditions of the School’s other policies and community laws; or
- The School determines that termination of the Contract is necessary in order to complete facility work or due to an emergency or as a result of program changes or fiscal needs affecting the School.

The Family has a right to appeal the School’s decision to terminate the Contract. However, the School reserves the right to require the Student or any Family member to immediately vacate the premises, pending the outcome of a hearing, if the School believes the Student or Family member poses a significant danger to themselves or others, or if the School believes the Student or Family member may cause serious damage to the School or surrounding premises.

If the School terminates the Contract, the Family will remain liable for all financial payments due under the Contract, including the payment of Tuition Charges.

**10.0 Privacy and School Rights of Access to Student Property.** The School acknowledges and respects each Student’s right to a reasonable expectation of privacy. The Student acknowledges and agrees that notwithstanding this expectation of privacy, the School has the right described in this section to search, inspect, and seize property of the Student within the premises of the School in order to maintain a reasonable condition of health and safety, to prevent serious disruption, and to prevent property loss or damage. The Student may not unreasonably withhold consent from the School to perform such activities as set forth in this section. The School will not abuse the right to search, inspect, or seize or use it to harass the Student.

If the School seizes the property of the Student on the premises it will give the Student written notice within 24 hours after the act, including the date and time of the act, the nature of the emergency, and the names of the people involved.

For purposes of this section, “School” includes School employees. The Student has the right, and is encouraged, to demand positive identification from any person seeking to inspect or seize their property who claims to represent the School, and may withhold consent to such actions if reasonably satisfactory identification is not produced.

**11.0 Limitation of Liability.** The Student is responsible for all personal property brought on the premises of the School. The School is not liable for loss or damage to personal property in the School, public areas, parking lots, adjacent property, vehicles, and storage rooms.



**12.0 Student Responsibilities.** The Student and Family agree to comply at all times with state and federal laws and regulations. Without limiting this obligation in any way, the Student and Family agree the Student will:

- keep the School clean;
- prevent damage to the School and its furnishings beyond normal wear and tear;
- dispose of all waste in a sanitary and safe manner;
- use the School, common facilities and all appliances and fixtures in a reasonable manner that, more likely than not, allow them to continued to be used for the purposes they were designed and intended;
- not deliberately or negligently destroy or remove any part of the School or its furnishings or knowingly permit others to do so;
- report immediately to the School any need for repairs;

The Student and Family also agree to conduct themselves and their guests in a reasonable manner that does not disturb other Students or their guests and is in accordance with the rules, policies, and community agreements of the School.

**13.0 School Responsibilities.** The School agrees to provide an educational environment consistent with the materials and marketing it provides to Students and the general public. The School is not responsible in the event the services listed above are interrupted due to an “act of nature”; strike or lockout of employees or suppliers’ employees; electric, water, or sewer interruptions from off-campus sources; or in the event of other events beyond the control of the School. The School is not responsible for annoyance and/or disruption resulting from external sources (e.g., private businesses, public services, construction, road noise, and community events).

**14.0 Fire, Safety and Sanitation.**

Inspections. The Village Free School will conduct a fire, safety and sanitation inspection of its premises at least annually and more frequently as determined necessary by the School.

Reporting a Fire. In the event of a fire in the School, the Student should notify the following if it can be done without jeopardizing the safety of the Student: (1) A Staff Member (2) If Staff is unable, the Fire Department, 911

Fire Extinguishers. Fire extinguishers must be used for fires only and must not be removed from their hangers except for fires. Expended extinguishers must be reported to the School immediately for replacement.

Smoke Detectors. Tampering with smoke detectors is prohibited and will subject the Student to a financial penalty.

Prohibited Items. For reasons of health and safety, explosives, internal combustion engines, weapons, firearms, and destructive devices are not permitted at the School. Cooking appliances with an exposed element or open flame are not permitted inside the School except in a designated kitchen area. The School reserves the right to approve or limit any electrical or other device for safety reasons. An exception to this policy may be granted only if a proposal outlining how a prohibited item (i.e. an engine or decorative knife) will be brought into the school safely is approved by the Staff and the All School Meeting.

**15.0 Smoking.** Smoking is not permitted on the premises of the School.

**16.0 Enforcement.** This Contract is a binding agreement between the Family and the School. *If a dispute arises out of or relates to this contract or the breach thereof and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. Any controversy or claim arising out of or relating to this contract, or the breach thereof, that cannot be settled through mediation shall then be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.* The Family agrees that any violation of the terms and conditions of this Contract may subject the Family to disciplinary action. The Family agrees to pay the collection costs, fees, or court costs incurred by the School in obtaining payment of amounts due under this agreement.

**Please take the time to read and fully understand the Tuition Contract before signing.**

I agree to be bound by The Village Free School Tuition Contract Terms and Conditions. I further accept financial responsibility for complying with the terms of this contract.

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ AND

**Signature of parent/legal guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a representative of The Village Free School, I attest that this Student has been accepted for Enrollment and has completed the Enrollment Form and Contract:

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**Representative of The Village Free School**                      **Signature**    **Date**



**GENERAL ASSUMPTION OF RISK AND RELEASE FROM LIABILITY  
FOR PARTICIPATION IN GENERAL ACTIVITIES  
INCLUDING SCHOOL ORGANIZED FIELD TRIPS AND OFF-CAMPUS EVENTS**

Given the nature of the services offered by The Village Free School, it is important that all parties are clear about the frequency students will travel off the school premises using several modes of transportation (foot, bike, bus, car, etc). While activity-specific waivers may be utilized for certain events, it is vital to the daily operations of the school that students and guardians be informed of the potential risks involved. These risks appear to be no more nor less than the day-to-day risks experienced by youth ages 5 to 18 in the course of learning, playing, and exploring together.

I, \_\_\_\_\_ (Student's Guardian) \_\_\_\_\_ (Student's Name) ("I" or "My"), want \_\_\_\_\_ (the "Student") to be able to actively participate in the activities that occur at The Village Free School including but not limited to: performing science experiments, playing sports, riding bicycles, skateboarding, utilizing tools, using park and playground equipment, using sewing machines, cooking, and traveling to and from the school with approved employees or agents of the school. I fully understand and appreciate the dangers, hazards and risks inherent in these activities, which could include, but are not limited to: bruises, sprains, eye injuries, cuts, fractures, broken bones, punctures, hypothermia, burns, loss, or death. By signing this document, I agree to assume these risks in return for allowing my Student the opportunity to participate in the general activities of The Village Free School.

I fully understand that these activities may occur in remote areas where medical services may not be available. In the event of illness or injury to My Student, and in the event that medical services can be obtained, and if I am unable to grant permission at the time emergency treatment is required, I hereby authorize The Village Free School by and through its authorized representative(s) or agent(s), if any, to secure any necessary treatment, including the administration of an anesthetic and surgery. I agree to be the party responsible for all medical expenses that are incurred on My Student's behalf.

I hereby certify that My Student is in good health and good physical condition and has no medical conditions or circumstances that would put him or her at any additional risk by his or her participation in the general activities of the school. I understand that if I want insurance coverage for possible injury or death to My Student in the course of his or her general participation in the school, it is My responsibility to purchase such coverage before allowing My Student's participation.

In consideration of the risks inherent in the general activities of The Village Free School, I, on behalf of myself, my heirs and my assigns, hereby agree to indemnify and hold harmless The Village Free School and their officers, employees and agents from any and all claims and causes of action for damage to or loss of property, personal illness, injury or death arising out of my participation in The Village Free School.

**This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I certify that I have read and understood the above statements, agree to the same and that I am the Guardian (parent, caregiver, etc.) for the Student named above.**

Signature of Guardian: \_\_\_\_\_

## On-campus Certification Agreement

*(Last updated 4/14/08)*

I, \_\_\_\_\_, am a student at The Village Free School and plan to be outside –on the school’s campus while unsupervised during school hours as part of my learning.

We, \_\_\_\_\_, the legal guardians of \_\_\_\_\_ are in support of our child being certified to be outside or downstairs without the direct supervision of an employee or volunteer of The Village Free School.

We understand that being on-campus unsupervised carries with it potential hazards which are beyond the control of The Village Free School and its employees. The Village Free School does not knowingly approve experiential learning opportunities that would pose undue risks to our students.

We agree to abide by the decisions of The Village Free School and its employees, should they determine that \_\_\_\_\_’s ability to be on-campus while unsupervised must be limited or terminated because of conduct that might bring The Village Free School into disrepute or jeopardy. We understand that such a decision may be final and result in other action.

\_\_\_\_\_ freely chooses to be on-campus while unsupervised and understands that such participation is not required by The Village Free School. This on-campus certification does not remove \_\_\_\_\_ from any responsibilities (such as meetings or clean-up) normally required of members of the school community.

On-Campus Areas	Initial and date of parent	Initial and date of VFS Staff
Outside Blacktop & Green Space		
Gymnasium		
Downstairs (but not kitchen)		
Kitchen		

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**Parent/Guardian:**

I/we do hereby release and forever discharge and covenant not to sue The Village Free School, its governing board (The Council), employees, agents, successors and assigns, as to any and all liability that may arise out of injury or harm to my/our child, death, or property damage, resulting from my/our child’s participation in unsupervised on-campus experiential learning taking place outside but on the school grounds as authorized by The Village Free School.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Village Free School Staff Advisor:**

I acknowledge that the above has been read and signed by the student and her/his parents or guardians.

**ADVISOR SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

## Steps for outside on-campus certification:

### Step 1:

When a student or parent comes to a staff member about “outside on-campus” certification that staff member will provide and explain the On-Campus Agreement to the student and/or parent/caregivers.

### Step 2:

Once the On-Campus Agreement is returned to the school, the student’s advisor will bring up the request to be certified at the next staff meeting possible.

### Step 3:

The staff will address any concerns about that student’s ability to:

- ◇ Conduct themselves in a way that reflects well on the school.
- ◇ Be respectful, aware, and able to clean up after themselves.
- ◇ Have the skills to handle the types of situations and emergencies that could happen outside while on-campus.

### Step 4:

The student demonstrates to a staff member their knowledge of the responsibilities and guidelines for being certified to be outside on-campus including:

#### **For Blacktop/Green Space/Gym**

- ◇ Being able to stay inside the designated cones and grass areas
- ◇ Can cross safely from the school to the coned area
- ◇ Being able to watch out for cars
- ◇ Knowing and showing what to do if a car enters the coned area
  - Head to the nearest safe place (back to school steps or green space)
  - Signal to everyone else outside that a car is inside the cones
  - Stay in a safe place until the car has left the cones
- ◇ Knowing and showing what to do if approached by a stranger
  - Never leave campus with a stranger or in order to talk to a stranger, regardless of the reason (not even stepping out onto the sidewalk)
  - Get a Staff member immediately if you feel threatened or at all unsafe
- ◇ Knowing how to behave appropriately and treat any people you encounter in a way that reflects well on the school
  - Appropriate use of your speech and language
  - Being courteous at least
- ◇ Knowing and showing what to do if something goes out of the designated areas.
- ◇ Being able to bring in items that are taken out.
- ◇ Being able to clean up any trash created.
- ◇ Being able to uphold the Community Agreements and VFS Policies including wearing a helmet when on wheels.
- ◇ Knowing when you need help from a Staff member or Volunteer
  - If someone is hurt and it seems serious, if they are bleeding, unconscious, or having trouble breathing
  - In any other case that you feel you or others are unsafe
- ◇ Making sure that any students who go out with you are certified and not encouraging non-certified students to go outside without supervision.
- ◇ If you see someone not following these guidelines: remind them or tell a Staff member immediately.

#### **For Downstairs**

- ◇ Staying out of places that VFS does not have permission to go (storage room & boiler room)
- ◇ No throwing objects (especially at ceiling due to asbestos wrappings on pipes).

### Step 5:

The student’s advisor will discuss and finalize the permission process with the student and their parent/caregivers, including resolving any concerns that have been brought up by the staff.

**Note:** Amendments to the On-Campus Certification document must be passed by both All School Meeting and Staff Meeting  
**Off-Campus Certification Agreement**

I, \_\_\_\_\_, am a student at The Village Free School and plan to travel off-campus while unsupervised during school hours as part of my learning.

I understand that any unsupervised off campus class, internship or travel carries with it potential hazards which are beyond the control of The Village Free School and its employees. The Village Free School does not knowingly approve experiential learning and/or internship opportunities which pose undue risks to their participants.

I understand that the responsibilities and circumstances of unsupervised off-campus experiential learning opportunities and/or internships may require a standard of conduct that differs from that of The Village Free School. Therefore, I indicate my willingness to understand and conform to the standard of conduct at the internship site.

I agree to abide by the decisions of The Village Free School and its employees, should they decide that my ability to go off-campus while unsupervised and/or participate in internships must be limited or terminated because of conduct that might bring The Village Free School into disrepute or the internship site into jeopardy. That decision will be final and may result in other action.

I freely choose to travel off campus while unsupervised to study, volunteer, or intern and understand that such participation is not required by The Village Free School. This off-campus certification does not remove me from any responsibilities (such as meetings or clean-up) normally required of members of the school community.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**Parent/Guardian:**

I/we do hereby release and forever discharge and covenant not to sue The Village Free School, its governing board (The Council), employees, agents, successors and assigns, as to any and all liability that may arise out of injury or harm to my/our child, death, or property damage, resulting from my/our child's participation in unsupervised off-campus experiential learning and/or internships authorized by The Village Free School.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Village Free School Staff Advisor:**

I acknowledge that the above has been read and understood by the student and her/his parents or guardians.

**ADVISOR SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

Name: \_\_\_\_\_ has permission to leave campus during school hours without staff supervision in the following manner:

Locations student may go: Any location (\_\_\_) Only locations listed below (\_\_\_)

Name, address, phone number if applicable	Initial and date of parent

The following process must be followed when the student wishes to leave campus:

**Mandatory**

- 1) Student must carry emergency contact information with them
- 2) Student must tell a staff member where they are going and for how long. Student must get a verbal acknowledgement that he/she is leaving campus.
- 3) Student must sign out, writing down the time they are leaving and their destination.

**Optional**

- 4) Student must check in with parent each time before leaving campus: Yes(\_\_\_) No(\_\_\_)
- 5) Student must check travel plans (bus routes, etc.) with a staff member: Yes(\_\_\_) No(\_\_\_)
- 6) Student must call the school when s/he has arrived at the destination: Yes (\_\_\_) No (\_\_\_)

Additional steps, restrictions, or comments:

*Steps for off-campus certification:*

Step 1: When a student or parent comes to a staff member about off campus certification that staff member should bring it up at a staff meeting.

Step 2: The staff will address any concerns about that student's ability to \*Get to where they are going safely. - (for example: know the rules of the bus, or bike safety and what route(s) to take to get where they are going. Etc.) \*Be able to tell time. \*Conduct themselves in a way that reflects well on the school. - Be respectful, aware, and be able to talk about the school and where they are going. \*Have the skills to handle an emergency. - Have basic skills around personal safety and awareness. Carry phone charge or a cell phone.

Step 3: After any concerns have been brought up by the staff, the student, student's advisor, and parents will have a conference about if and how the student should be granted off campus certification.

## Computer Use Certification

All students must be certified before using the internet at school with limited supervision. Certification will include the understanding that it is the responsibility of the person accessing content on the internet to ensure that others who don't have the same level of access won't experience (see or hear) what they are.

All computers will be left unfiltered. This decision was reached because the staff determined that filtering provides a false sense of security and a wish that students who aren't ready to use the internet with limited supervision would benefit more by having people there to discuss what is being viewed.

Uncertified students will need to have the "internet opened" just like having "outside opened" - which means having access to someone who can be present and available while they explore the world wide web.

Certification includes clear education on the how to use the internet safely and the responsibilities of using computers at school around people of different ages, experiences, and values.

Game room computers can be used for games or other content. Until 12:30pm each day, only content E-10+ or lower can be viewed. The game room is closed for lunch and clean-up time. From 1:00pm until 3:30pm, content level Teen or lower is allowed. All present gamers are responsible for everyone upholding gameroom rules.

Staff and Assistant Staff will regularly check-up on game room participants to see how they are doing.

Students ages 5 and 6 can only use the computers in the lab and game room:

- a) prior to Morning Meeting
- b) after Clean-up Time
- c) between 1:00pm and 2:00pm on Mondays, Wednesdays, and Fridays when they will be assisted by certified student helpers, volunteers, or staff
- d) When they have permission from their parents to play unsupervised (lmted supervision) at other times along with the consent of their advisor (who will make sure they know how to care for the computer equipment and have internet certification).

\_\_\_\_\_ (please initial here if ok for your 5 or 6 year-old)

Completion of this form allows a student to use the computers at school.

If you have a student age 5 or 6, you must initial above for them to use computers more often then indicated under a, b, and c.

Student Name: \_\_\_\_\_

They have my/our permission to use the computers to play video games at anytime during the day at The Village Free School with limited supervision.

Parent/Caregiver Name: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

As this students Advisor, I consent to their use of the computers in the backroom and for them to play video games at anytime during the day. I have made sure they know how to correctly start and turn off computers. I have made sure they are certified to use the internet.

Advisor Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

## Video Game Rating Certification:

My child, \_\_\_\_\_, may play games with the following ratings as determined by ESRB and/or the VFS Rating Committee: (circle all that apply)



Other agreements to be noted by staff:

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Here are descriptions of each rating. You may request a new form and to update the information at any time. If you have any questions or concerns about this please contact a staff member.



### EVERYONE 10+

Titles rated **E10+ (Everyone 10 and older)** have content that may be suitable for ages 10 and older. Titles in this category may contain more cartoon, fantasy or mild violence, mild language, and/or minimal suggestive themes.



### TEEN

Titles rated **T (Teen)** have content that may be suitable for ages 13 and older. Titles in this category may contain violence, suggestive themes, crude humor, minimal blood and/or infrequent use of strong language.



### MATURE

Titles rated **M (Mature)** have content that may be suitable for persons ages 17 and older. Titles in this category may contain intense violence, blood and gore, sexual content, and/or strong language.



### Movie and Media Certification:

There is a wide variety of interests and values when it comes to what kinds of images and sounds students experience at school. When it comes to movie or TV watching, we ask that parents play a part in the certification process for watching any movies over G in rating.

**Parents fill out this part:**

My student, \_\_\_\_\_, may watch any movies with the following ratings without needing to check with me first:

Please Circle All the Apply:



Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## General Media Release of Information Form

We often have visitors, media opportunities, and outreach efforts going on. Signing this general release would allow us to utilize pictures, video, or sound recordings of your son or daughter on our website, marketing materials, etc without needing to check with you each time. Please sign only if you are comfortable with allowing us this privilege. If left unsigned, we will check with you on a case by case basis.

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I authorize the use of any photographs or other media recordings of my son or daughter for the purposes of sharing information about The Village Free School.

Student Signature: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Authorized Picker-Upper Form

The following people have my permission to pick up our student(s) \_\_\_\_\_  
during or after school.

Name

Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_  
Parent Name

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

\_\_\_\_\_  
Date

**Request to Participate in the Earned Discount Program**  
2009-2010

Completing this form indicates that you plan to fulfill the requirements of the Earned Discount Program. You will be billed for Standard Tuition and then see a credit at the end of each month that corresponds with your earned discount.

Student(s) who will receive tuition credit: \_\_\_\_\_

Family members who will be volunteering: \_\_\_\_\_

Best phone number: \_\_\_\_\_

Best email: \_\_\_\_\_

Best days, times, and way to reach you when a response is needed: \_\_\_\_\_

Other information you want our Volunteer Coordinator to know: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Note: Please remove this page and give to EDP Volunteer Coordinator
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