

**Burns Park Players
2008 Child Care Rules and Guidelines**

As the Child Care/Parent Volunteer Coordinators, we look forward to working with you and your children in the weeks ahead. We count on your cooperation and support to make the play successful and fun! This handout outlines the basic procedures of our childcare services, a parent volunteer description, as well as the rules necessary to ensure the safety and enjoyment of everyone.

Please read over this material and discuss the process and rules together as a family. **All children must sign the kid's contract on the back of the Emergency Form.**

Childcare fees: \$35 per child (this applies to all grades)
 \$5 voluntary donation for new games
 \$5 per child drop-in per night (this fee is due even if the parent is volunteering for the night or in the show)

**** No children under the age of four as we cannot be liable for such young ages****

Please contact us as the numbers below if you have any questions.

Child care will cover both dress rehearsals (Monday, February 4 and Thursday, February 7) and all four performances (February 8, 9, 15, 16).

One parent from each family in the show must work one shift of child care on one of the six dates above for each child in child care.

****Single parents and families with two parents in the show will be exempt from child care duties, but will need to help in other ways (i.e., providing snacks or game donations). You will be contacted by one of the Parent Coordinators.****

IMPORTANT: Please sign up for your shift and pay the fee **NO LATER THAN JANUARY 18, 2007** (see form). Parents will be assigned to their shifts on a first come first served basis so HURRY. Sign up now and get your first choice! Forms and payments can be sent to:

Carole Durgy
The Burns Park Players
1407 Brooklyn
Ann Arbor, MI 48104

Child care/Parent Volunteer Coordinators:

Diana Hough	Child Care Coordinator
Carole Durgy	Parent Coordinator
Anne Gilbert	Parent Coordinator

*****Send in your form as soon as possible***
Deadline: January 18, 2007**

Burns Park Players 2008 Child Care Information and Guidelines

*All children participating in the play must come to child care during dress rehearsals and performances.

*Child care is available at 6:30 during dress rehearsals and evening performances (February 4, 7, 8, 15) and at 3:00 during matinee performances (February 9, 16)

*All children must be signed in and out each night. We will have attendance sheets and color-coded name tags by grade at the entrance of the cafeteria. After the first night, kids will be allowed to sign themselves in on arrival, but for obvious safety reasons, they must wait for an adult to sign them out. Name tags are to remain in child care. The children may take them home after the last performance.

*The cost of child care covers supervision, entertainment, and food. Pizza will be provided on the Saturday performances. We will have movies, a variety of games, activities and crafts. We will also have a quiet area for homework and reading.

*PLEASE LEAVE ALL ELECTRONIC GAMES AT HOME! Children are welcome to bring a special toy, book, game to share, or homework. Movies are also welcome (they must be suitable for all children, grades 1-5). Please make sure all items are clearly labeled. Again, many activities are provided for the children during these child care hours.

*Children must stay in the cafeteria. They cannot go outside, run in the hallways, or leave without an adult. An adult will accompany them with their group when it is time to perform. Thursday night, the children will be taken as a group to see the play in a reserved balcony section. If a parent plans to take their child to the show, they must have a paid ticket for the child.

***Please no pop or candy in the cafeteria or any child care area.**

***If any problems arise, the following consequences will take place:**

1. First time problem, child receives a warning.
2. Second time problem, child is taken to the parent.
3. Third time problem, child is removed from child care and from the show.

*Each family will be expected to volunteer for one shift of child care. Tasks include: playing games, arts and crafts with the children, escorting performers to/from the stage, helping at the snack table, room set-up and clean-up (during curtain call), etc. Please check-in and get a nametag when you arrive. Remember, this is your opportunity and responsibility to INTERACT with the children and have fun, too!

*Please check the Burns Park Players website for confirmation of your assignment during the week following January 18.

*If both parents have substantial involvement in the show (i.e. EVERY NIGHT), or if you are a single parent and in the show, you may assist us in other ways. Please remember to check the exempt box on the Emergency Form. You will be contacted by one of our Parent Coordinators.

Please mail or turn in your choice of dates, child care fee, and Emergency Form by January 18, 2007.

*****Send in your form as soon as possible*****

Burns Park Players
2008 Emergency Form and Medical Authorization

Child 1: _____ **Birth Date:** _____ **Grade:** _____

Child 2: _____ **Birth Date:** _____ **Grade:** _____

Parent's Signature: _____ **Date:** _____

As above referenced parent/guardian of said minor child, I/we do hereby release for and on behalf of ourselves and our minor child the Burns Park Players, Tappan Middle School, Ann Arbor Public Schools, and any of its employees and any party contracted to manage the Burns Park Players program from any and all liability, law, damages, and/or personal injury that may occur in and from any connection with the sponsors, Burns Park Players program, including rehearsals except in gross negligence or intentional misconduct. This is a full release of any and all claims given in consideration to the Burns Park Players of Ann Arbor, Michigan, Tappan Middle School, Ann Arbor Public Schools or any of its employees and any party contracted to manage the Burns Park Players for sponsoring the above mentioned youth program/rehearsals. I/we have read this release and understand all of its terms and hereby execute it voluntarily with full knowledge and understanding of its significance.

Medical Waiver: to enable parents/guardians to authorize the provision of emergency treatment for participants/performers who may become ill or injured when parent/guardian cannot be reasonably reached, I/we have provided the following information –

Child's physician: Dr. _____ Phone: _____ Cell/pager: _____

Child's dentist: Dr. _____ Phone: _____ Cell/pager: _____

Hospital preference: _____ Phone number: _____

Does your child have any allergies, previous medical problems or special needs? _____

If yes, please explain: _____

Please understand that due to our medication policy the Burns Park Players are not responsible for treating your child's illness. Please administer any necessary medication before or after performance/rehearsal hours. Please instruct your child how to use any special medication devices.

In the event of an emergency contact the following:

Parent/Guardian: _____

Address: _____ Email: _____

Home phone: _____ Cell / Work phone: _____

Person other than parent/guardian authorized to approve medical treatment for my child/ren:

Name: _____ Relationship to Child: _____

Address: _____

Home phone: _____ Cell / Work phone: _____

In the event that reasonable attempts to contact parent/guardian mentioned above or other person(s) name above, full consent is given to emergency medical or hospital services that may be rendered by an accredited hospital or by an appointed physician(s) in the event that the administration of any treatment is deemed necessary by a duly licensed physician or medical practitioner.

Persons whom Burns Park Players is authorized to release my child/ren other than those listed above (we reserve the right to ask for identification):

Name: _____ Relationship to Child: _____

Address: _____

Home phone: _____ Cell / Work phone: _____

Other emergency contact (name): _____

Relationship to Child: _____ Phone #(s): _____

**Burns Park Players
2008 Child Care Shift Selection and Kid's Contract**

Please select your choice for the child care shift (include 1st, 2nd, and 3rd choices) with an X. If you decide to send a surrogate child care provider, that surrogate must be 18 years or older:

<input type="checkbox"/> Monday (2/4), 6:00-9:30pm	<input type="checkbox"/> Thursday (2/7), 6:00-9:30pm	<input type="checkbox"/> Friday (2/8), 6:00-9:30pm
<input type="checkbox"/> Saturday (2/9), 2:30 – 7:00 pm	<input type="checkbox"/> Friday (2/15), 6:00-9:30pm	<input type="checkbox"/> Saturday (2/16), 2:30 – 7:00 pm
<input type="checkbox"/> Exempt (provide specific reason):		

Please include your payment: \$35 for each child in all grades (Optional \$5 contribution for new games). Make your check payable to the Burns Park Players and mail it or drop off with this form by January 18 to:

Carole Durgy
The Burns Park Players
1407 Brooklyn
Ann Arbor, MI 48104

***** **KID'S CONTRACT** *****

Kid's Choice: This is your opportunity to let us know what interests you! Please make a suggestion for each option.

Movie: _____

Game: _____

Craft/Project: _____

I (we) agree to abide by the rules and guidelines outline in this handout for all rehearsals and performances while in child care. I (we) understand the consequences for breaking my (our) promise is removal from the show and child care.

All children in the performance MUST sign above

Send in your form as soon as possible
Deadline: January 18, 2008