



Policies and Procedures

All necessary forms must be completed and signed prior to the start of each lesson. It is the parent's responsibility to ensure all forms are updated immediately upon changes and new forms must be completed at least once a year. Upon arrival at Fabricate Studios the parent/guardian dropping off the child, must escort the child into the building and ensure that the instructor is aware of their presence.

DOCUMENTATION CHECKLIST

- Policies and Procedures
- Registration Form
- Parental Agreement
- Student Injury and General Release Form
- COVID-19 Waiver

EMERGENCY MEDICAL CARE

In the event of an emergency with your child, parents will be called, and if necessary the child will be transported by ambulance to the nearest hospital.

ADMINISTRATION OF MEDICATION

No child will be given any medication, prescription or over-the-counter.

PARENT NOTIFICATION

Parents of any child who becomes ill or is injured at Fabricate Studios will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, will be communicated to the parents as soon as they arise.

EMERGENCY PLANS

The following procedures will be followed in the circumstances listed below:

Fire: Get the children out of building and conduct a head count to ensure all children are safely out. Call the fire department, call the parents.

Severe Weather: Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents.

Loss of Water: Have bottled water available for drinking purposes. Call the water department. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents.

Child's Name (please print) _____

Parent/Guardian _____ Date _____



Child Registration Form

Child's Name _____

Child's Home Address _____

Parent/Guardian #1

Name _____

Address (if different from the child) _____

Primary Phone _____

Secondary Phone _____

Email Address _____

Parent/Guardian #2

Name _____

Address (if different from the child) _____

Primary Phone _____

Secondary Phone _____

Email Address _____

Emergency Contacts

(Persons to contact in the event that either parent/guardian cannot be contacted)

Name _____

Relationship _____

Primary Phone _____

Secondary Phone _____

Name _____

Relationship _____

Primary Phone _____

Secondary Phone _____

In addition to the parent/guardian signing this form, my child may also be released to the following person/persons:

Name _____

Relationship _____

Address _____

Cell Phone _____

Name _____

Relationship _____

Address _____

Cell Phone _____

Parent/Guardian _____ Date _____



Parental Agreements with Fabricate Studios

I, _____ acknowledge that I have been informed that this program is not a licensed child care facility. I also understand that this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Fabricate Studios will provide sewing lessons for _____
(Child's Name)

beginning at _____ on _____ and ending at _____ on _____.

Your child will not be allowed to enter or leave the facility without being escorted by the parent(s), person(s) authorized by parent(s), or Fabricate Studios instructor.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, etc.

Fabricate Studios agrees to keep me informed of any incidents, including illnesses, injuries, etc. which include my child.

I authorize Fabricate Studios to obtain emergency medical care for my child when I'm not available.

I have received a copy and agree to abide by the policies and procedures for Fabricate Studios.

Parent/Guardian _____ Date _____



INJURY WAIVER AND GENERAL RELEASE FORM

By signing your name below as a customer/student, and/or parent/legal guardian at Fabricate Studios you acknowledge that participation exposes you to a possibility of personal injury. You, being fully aware that participation exposes you to a possible risk of personal injury, hereby release Fabricate Studios and its owners, officers, directors, employees, agents, licenses, subsidiaries, consultants, independent contractors and affiliates from any and all liability from property damage, personal injuries, or other claims arising from or in connection with your participation including claims that are known and unknown, foreseen and unforeseen, future or contingent.

You acknowledge that you have read and fully understand the Injury Waiver and General Release Form. This agreement shall be binding on you, your spouse, your children, legal representatives, heirs, successors and assigns.

Student Name _____

Legal Guardian Name _____

Legal Guardian Signature

Date

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

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Fabricate Studios (“Fabricate”) has put in place preventative measures to reduce the spread of COVID-19; however, Fabricate cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Fabricate could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Fabricate and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Fabricate may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Fabricate instructors, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at Fabricate (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Fabricate, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Fabricate, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Fabricate class, session, or program.

Student Name

Legal Guardian Name

Legal Guardian Signature

Date