



## 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 \_\_\_\_\_