

# PNCA

## Youth Program Permission Form

It is PNCA's primary goal to guarantee the joy, well-being and safety of all students on our campus. To achieve this goal, the PNCA Youth Program observes and follows policies and procedures for PNCA instructors and staff as well as youth students and their parents, which in some instances are different from and exceed the policy requirements of adult programs at PNCA. For example, Youth Program employees are required to familiarize themselves with mandatory reporting laws and youth program assistants must be certified in first aid and CPR.

### Check-In/Absence Policy

All students attending Youth Program and Pre College classes must be signed in and out of class at each class meeting.

- Students ages 9 and under must be accompanied to class by a parent, and signed in and out at the beginning and at the end of each class by the parent or another adult previously authorized by the parent.
- Students between the ages of 10-13 must be accompanied to class by a parent unless otherwise authorized on the check-in permission form.
- Pre-College Students (ages 14-18) must sign themselves in and out of class.
- Program staff will call the parents/guardians within an hour of the start of class, whenever there is an unexplained student absence.

### STUDENT CHECK-IN / CHECK-OUT PERMISSION FORM

I (Parent Name) \_\_\_\_\_ hereby give permission for my child/children (Student Name) \_\_\_\_\_ to Check-In/ Out of class for the duration of the semester. I understand that by authorizing my child to check in and out of class by themselves they will have permission to leave PNCA at the end of the class session.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

### ALTERNATE PICK-UP AUTHORIZATION FORM

I (Parent Name) \_\_\_\_\_ hereby give permission for my child/children (Student Name) \_\_\_\_\_ to be Checked-In/ Out of class by a person other than an immediate family member for the duration of the semester.

Name of person picking up your child/ children: \_\_\_\_\_

Person's relationship to student: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_