

## General Information

- Staff/Volunteer: Any person whose duties include direct care, supervision, and guidance of minor children (“Participants”) in an education program setting (camp or overnight events) (“Programs”). An individual meeting this definition will undergo a background check.
- Intermittent Volunteer: An individual parent, grandparent, or aid provided by the family of the Participant infrequently assisting with the Program activities without compensation and who is supervised by RBZG Program staff at all times. RBZG will not obtain a background check on an individual meeting this definition.
- All Riverbanks Zoo and Garden (“RBZG”) staff are first aid/CPR/AED certified and have been trained in the use of EpiPen.

## Policies

### Medication Policy:

- Participants may not bring or self-administer medications, vitamins, or supplements during Program hours without Guardian consent and prior written communication with RBZG Program staff.
- RBZG Program staff will store and administer all medication, vitamins, and supplements to Participants with a completed, signed and dated “Medication Administration Form “.
- All medicine should be in the original container and given to the RBZG Program staff at check in labeled with name, dosage and time of administration.
- A new “Medication Administration Form” must be completed for each educational program.
- EpiPens and Inhalers will be kept in first aid bags with the RBZG Program staff at all times and can be administered to Participants in the event of emergency.
- RBZG Program staff are not able to administer injections of any sort including blood sugar checks or insulin shots. Guardians should contact the RBZG Program staff to discuss alternative options.

### Minor Injury Policy

- RBZG Program staff will administer basic first aid.
- RBZG Program staff are authorized by Guardian to administer topical sting relief, anti-itch and antibiotic ointment unless notified by the Guardian of an allergy preventing its use.
- If there has been an injury, RBZG Program staff will notify Guardians at pick-up or conclusion of Program.

### Medical Emergency Policy

- In the event that a Participant requires medical treatment, RBZG Program staff will provide first aid, CPR, and any other action, as needed and as determined by RBZG Program staff.
- RBZG does not carry medical insurance for Participants and Participants and their Guardians are responsible for the cost of any medical services and transport expenses.
- A RBZG Program staff person will accompany unaccompanied Participants to the nearest hospital and remain until a Guardian arrives. Emergency contacts will be contacted immediately following emergency personnel.

## **Wellness Policy**

- Participants will not attend RBZG Programs while ill with any communicable disease.
- Participants that show any symptoms of a communicable illness will be asked to leave the Program immediately. Participants will not be allowed to participate in Programs the following day and must be symptom free for over 24 hours before they may attend again or provide a clearance note from a doctor. These symptoms include: green mucus, consistent cough, fever, undiagnosed rash, pink eye, lice, vomiting, and diarrhea.
- Guardians are to report recent exposure or contraction of communicable illnesses such as influenza, chicken pox, rashes, measles, lice, worms, strep throat, pink eye, etc promptly to RBZG Program staff.
- Participant's unable to attend a Program due to illness or injury, will not be provided a refund and may not be transferred to an alternate week without 3 weeks written notice.
- As a preventive measure, information will be issued to Guardians when any communicable illness is reported in a Program.
- Programs do not require immunization records for participation and do not limit participation to Programs based on them or the lack there of.
- RBZG Program staff utilize good health procedures during program hours such as hand washing, cleaning tables and counters following activities, hand sanitizing after touching animals, etc.
- Sunscreen and insect repellent will not be applied by RBZG Program staff. Products should be applied in advance of Programs or may be self-administered if brought in a Ziplock bag.
- Guardians are required to provide RBZG Program staff with detailed information of allergies or other health concerns that could limit a Participant's engagement in the Program or necessitate special accommodations. One week prior written notification is required.
- RBZG is NOT a nut free facility. Food will not be provided without prior notification.
- Participants wishing to bring in treats or snacks for birthday celebrations should notify RBZG Program staff one week in advance.

## **Inclusion Policy**

- Program staff seek to make accommodations for Participants with special needs to insure their successful participation.
- Guardians are required to provide Program staff information about physical, mental, emotional, sensory, or communication limitations and accommodation requests that would allow a Participant's successful engagement in the Program.
- RBZG is not staffed to provide one-to-one aids for Participants. If a Participant requires a one-to-one aide, Guardians will be required to provide an aide, at Guardians' expense. RBZG Program staff should be notified at registration that an aide will be attending.
- All aides should arrive and depart with Participants at regular check-in and check-out locations and times unless prior arrangements have been made. Aids must be on the approved authorized pick up list to sign out a Participant.

## **Behavior Policy**

- Participants will be expected to follow basic classroom and safety rules through the duration of a Program.
- If a Participant struggles to follow basic classrooms and safety rules, RBZG Program staff will use appropriate behavior management strategies to redirect the behavior. RBZG Program staff may contact the Guardian if the behavior continues or becomes disruptive or unsafe for other Participants.
- Behaviors that may result in immediate dismissal from a Program include any action that could threaten or pose a direct threat to the physical or emotional safety of the Participant, other Participants and staff. These actions include running away from staff, inappropriate language, threats, bullying or intimidation, possession of a weapon of any kind, vandalism or destruction of RBZG property or someone else's property, sexual misconduct and possession or use of alcohol or other controlled substances. Violence of any kind is not tolerated and will result in immediate dismissal from a Program.
- RBZG Program staff have the right to ask Participants dismissed from a Program due to any of the above behaviors to not return for the remainder or future Programs. Program transfers or refunds will not be issued in such instances.

## **Safety Policy**

- Participant(s) will only be released to the person that registers a Participant or is listed as an authorized pick up. The release of a participant to any other person will require a court order, permission from the person that registered the Participant, or with the approval of the RBZG President and Chief Executive Officer.
- A Participant's personal information can only be altered by the individual that registered the Participant or by one of the listed emergency contacts. Any individual registering a Participant has the right to change that Participant's authorized pick up list.
- All Participants must be fully potty trained and able to go to the bathroom without assistance before attending programs. RBZG Program staff are unable to assist Participants in the bathroom.
- Participants visiting Waterfall Junction should wear water shoes, modest suits and/or rash guard shirts.

## Waiver

I am enrolling a child ("Participant") for an educational program ("Program") at the Riverbanks Zoo and Garden ("RBZG"). I give permission for Participant to engage in those activities and to use any materials selected by the RBZG staff, except as specifically excluded above. I acknowledge that RBZG does not carry medical insurance for Participant and that I am solely responsible for payment for my Participant's medical care. In case of medical emergency, I understand that RBZG will attempt to contact persons from the emergency contacts listed. In the event that emergency contacts cannot be reached, I give permission for the staff of the RBZG to hospitalize, secure proper treatment for, and/or consent to any treatment deemed necessary for an injury or illness sustained by my Participant. I agree that I will not bring my Participant to the RBZG while my Participant is ill with any communicable disease. After discussion with RBZG staff, if warranted, I understand that I am responsible for providing an assistant for my Participant if they need individual attention. I understand that injury or loss of personal property may occur while participating in activities at RBZG and that RBZG assumes no responsibility or liability for accident or loss to any person resulting from or any way connected to the condition or use of the premises. I knowingly release and discharge RBZG and any of its employees, officers, directors, staff and agents and any other persons (the "Released Parties"), of and from any and all causes of action or claims which I have or may in the future be entitled to have on behalf of myself or the participant/minor against the Released Parties due to injuries or damage sustained as a result of participating in the Program at RBZG, and waive all claims relating to same. Commercial photography and filming activities are conducted at RBZG. Entry into RBZG and/or purchase of any admission or Program ticket constitutes my consent for RBZG to use my Participant's picture or child's work for publicity or other such purposes. I understand that RBZG reserves the right to deny access to its facilities to individuals who refuse to obey RBZG rules or personnel and I also agree that if my Participant is excluded from any activity because of inappropriate behavior, I am not entitled to a refund.

By registering a Participant in the RBZG Program, the undersigned represents they have the legal authority (Guardian) to do so and hereby agrees to above Education Program Policies and all other RBZG rules and requirements.

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Parent/Guardian Printed Name

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Parent/Guardian Signature

Date

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Relationship to Participant

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