

125b La Posta Rd * Taos, NM 87571 * 575-425-0222 * admin@truekids1.org * www.truekids1.org

Student Intake Information Form

Welcome to True Kids 1 (TK1). As a nonprofit providing **free after-school programs** to young learners across northern New Mexico in our Headquarters facility, we request the following information to ensure we can best serve you and your child. Note that this packet also contains a *Pick-Up & Release*, *TK1 Code of Conduct*, a *Media & Liability Release* and a *Consent for Minor Transportation Waiver*. All forms must be complete *before* participation.

Name of Student:

Preferred Pronouns:

Age, Grade, School:

Student Date of Birth:

Student Phone and Email:

Name of Parent/Guardian:

Signature of Parent/ Guardian:

Date:

Phone and Email of Parent/Guardian:

Mailing Address of Parent/Guardian:

Does your child have any special needs that we should know about? This could include a special medical condition, allergy, or health challenge.

Is there anything else (e.g. behavioral concerns or family situations) about your child that TK1 should know before the student participates in our programs?

Emergency Contacts

This list of contacts will only be used by TK1 when you, the parent/guardian, cannot be reached. The lists of emergency contacts and “additional contacts” below will also serve as a release form. **Students will not be released to anyone except the parents/guardians and those who are listed below unless written confirmation is given to True Kids 1.**

Emergency Contacts

1. Name:

Relationship:

Cell Phone:

2. Name:

Relationship:

Cell Phone:

Additional Contacts (for those taking your child home from TK1):

1. Name:

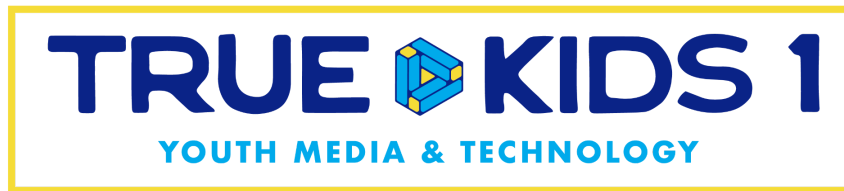
Relationship:

Cell Phone:

2. Name:

Relationship:

Cell Phone:



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Student Pick-Up & Release Procedures

For the safety of all students participating in True Kids 1 (TK1) programs, the following pick-up and release procedures apply to all families, guardians, and authorized contacts. *We strongly recommend that you discuss these Pick-up & Release Procedures with your child before beginning at TK1.*

1. Authorized Pick-Up Persons. Students will only be released to:

- Parents/guardians; or
- Individuals specifically authorized and listed as emergency contacts on the student intake packet.

Parents/guardians are responsible for keeping authorized contact information current.

2. Changes to Pick-Up Arrangements. Any changes to authorized pick-up persons must be communicated to TK1 by a parent/guardian in writing, by email, or by phone *prior* to pick-up.

3. Identification. TK1 staff have the right to request a valid photo ID before releasing a student to any individual, including authorized contacts, particularly if staff are unfamiliar with the individual.

4. Student Sign-Out. Parents/guardians or authorized individuals may be required to come inside TK1's facility to sign students out and/or let a TK1 staff member know they are picking up the student.

5. Student Drivers/Self-Release. Parents/guardians who wish to allow a student to leave independently may be asked to provide written permission. Students who are permitted to drive themselves to and from TK1 programs must inform a TK1 staff member *before* leaving.

Once a student has left the TK1 facility, the student is considered released from TK1 supervision and responsibility. TK1 is not responsible for students after they depart the premises.

6. Student safety. Participants may **not** leave the premises or staff supervision without prior TK1 authorization and staff knowledge.

7. Late Pick-Up. Parents/guardians are expected to pick up students promptly at the end of programming. If a student has not been picked up within 15 minutes after program dismissal:

- TK1 staff will attempt to contact the parent/guardian and emergency contacts.
- Repeated late pick-ups may result in suspension or dismissal from programming.

If no authorized contact can be reached and staff are unable to ensure the student's safe release, TK1 may contact the appropriate authorities, including child welfare services, as required by law.

8. Emergency Situations. In the event of an emergency, program closure, evacuation, or other unforeseen circumstances, TK1 may release students only to authorized individuals listed unless otherwise directed by emergency personnel.

9. Assumption of Responsibility. Once a student has been released to a parent/guardian, emergency contact, or approved for self-release, responsibility for the student transfers from TK1 to that individual.

I acknowledge and agree to comply with these *Pick-Up & Release Procedures*.

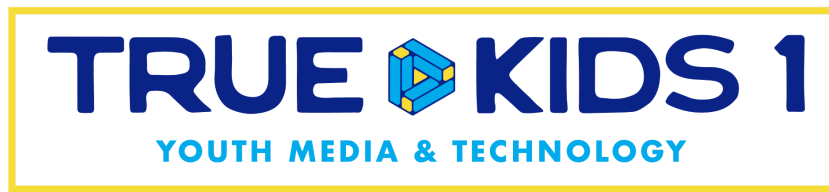
Name of Student and Age:

Name of Parent/Guardian:

Parent/Guardian Phone:

Parent Signature:

Date:



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The TK1 Code of Conduct @ HQ

Welcome to TK1! Here are our HQ Rules, which you will be expected to observe, maintain, and help those around you respect.

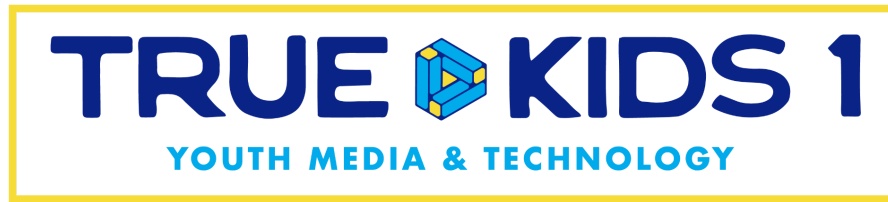
- 1. Choose kindness, empathy, understanding, collaboration, and open communication in all your HQ activities.** Be conscious and aware at HQ. If you have a challenge with another student, discuss with TK1 staff immediately. *Effective communication is essential to your time at HQ.* Be mindful of the noise you make too!
- 2. Restrict your cell phone use.** At HQ, we balance screen use in our projects. Keep your phones in your bag as best you can, and if you're told to put your device away, put it away.
- 3. Health first.** If you are unwell, *do not come to HQ.* Respect others in this space.
- 4. Keep it Clean.** Be responsible for the space you're in. Throw out used food wrappers, drink containers, and so on. *Pick up after yourself.*
- 5. No drugs, alcohol, firearms, or weapons of any kind are allowed at HQ.** If you are not sober, you will be asked to leave. A repeat offense could expel you from our facility.
- 6. Positive Communication.** Celebrate our unique backgrounds, experiences, and perspectives in an inclusive and welcoming environment. *No violence, sexuality, drug use, homophobia, misogyny, racism etc. in the media you produce.*
- 7. Care for our Technology.** The items you use at HQ are valuable. Treat them with utter care and respect. Clean lenses, charge batteries, close software windows you use etc.
- 8. Eat our food!** It's there for you. Never hesitate. *Just dispose of any waste you create!*

I understand that any violation of this *Code* may result in TK1 barring me from HQ.
I understand the *TK1 Code of Conduct* and pledge to uphold it.
I will encourage all other students at HQ to uphold these principles too.

Name of Student:

Signature:

Date:



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TK1 Media Release

I grant True Kids 1, a New Mexico Nonprofit Corporation, ("TK1") the unconditional and unrestricted license and right to make both visual and/or audio broadcast, recording, and use of my or my student's voice, image and creative work ("Student Media," created individually or collectively) authored or produced under TK1's instruction or mentorship. I understand and agree that from time to time, due to our ubiquity, TK1 staff may capture my child's likeness for educational, programmatic, or promotional purposes on a personal cellphone.

I further consent for TK1 to use my or my student's name, voice, likeness, biographical information, creative work, and any or all of the Student Media in any of TK1's programming or the promotion thereof. In addition, I agree the rights granted hereunder shall include the perpetual, worldwide right of TK1 to edit, telecast, cablecast, rerun, record, publish, reproduce, use, syndicate, license, print, distribute, and otherwise use the Student Media, or any portion thereof, in any manner and in any medium or forum, whether now known or hereafter devised, including but not limited to publicity, illustration, advertising, and web content. All grants of permission and consent, and all covenants, agreements and understandings contained herein are irrevocable.

TK1 Liability Release

I hereby release TK1 from any liability claims pertaining to damage of my or my child's personal devices (e.g. mobile telephone, laptop, camera, etc.) that may occur during a Workshop or after-school program at TK1's facility. I understand that using my own or my child's personal device in a Workshop or after-school program is my own choice and that

use of such device is not a requirement for attending or participating in a TK1 program. I hereby relinquish any potential or future claims for damage.

Therefore, under the terms of this Liability Release, I do hereby release and forever discharge TK1 of any liability, including their agents, employees, consultants, volunteers and/or Board members, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which now have or may hereafter have, arising out of or in any way relating to any and all damages, and also any and all damages that may develop in the future, as a result of or in any way relating to the Workshop or after-school program.

Name of Student:

Student Signature:

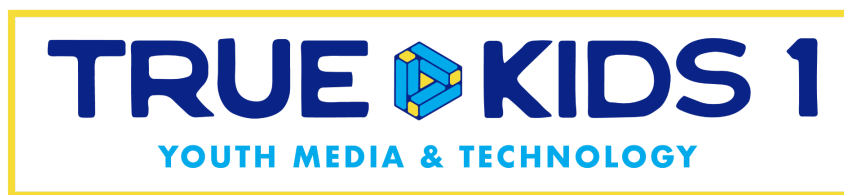
Date:

Name of Parent/Guardian:

Parent/Guardian Phone Number:

Parent/Guardian Signature:

Date:



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Consent to Transport Minor: Waiver and Release Form

I, the undersigned, give my consent for _____ to be transported by True Kids 1 ("TK1") and will assume all liability for their participation in this work/activity/event and any injury that may happen for the duration of the transport or at the site of the work/activity/event.

Further, by signing below:

- 1) I authorize TK1 to procure and provide transport for my child/children.
- 2) I authorize TK1 to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the person in the course of such work/activities/events or the duration of travel, and I agree to accept the cost of the transportation and/or treatment by medical personnel or facility.
- 3) I, on behalf of my child as listed below, agree to defend, protect, indemnify, and hold TK1 harmless from any personal injury or property damage, liabilities, claims damages, losses or expenses occasioned or caused by its programs, co-students or employees, subject in all cases to the immunities and limitations of the *New Mexico Tort Claims Act* (41-4-1 et set. NMSA 1978 Comp. as amended) or by third parties resulting from the performance of any TK1-led activities or events, whether in-school, after-school, or out-of-school.
- 4) I accept full responsibility and hereby grant permission for my child to travel with TK1.

Does the Student have any special medical condition, allergy, or health challenge of which TK1 staff should be aware of ***for transporting needs only?***

Name of Student and Age:

Name of Parent/Guardian:

Parent/Guardian Phone:

Signature:

Date: