



Summer Camp Program Policies Agreement and Liability Waiver

This agreement is made voluntarily by me on my own behalf and on the behalf of my heirs, executors, administrators, legal representatives, and assigns to Open Doors, Inc., dba Open Doors Academy (ODA).

I hereby certify that I am over 18 years of age and am competent to contract in my own name. I also certify that I am the legal guardian of the minor child and legally make this agreement on their behalf.

This agreement shall be effective beginning June 1, 2025, and remain in effect until July 31, 2025.

Part I: PROGRAM POLICIES

I, the undersigned, understand and agree to the ODA Program Handbook and all ODA program policies:

1. **Eligibility:** I understand that participants in the Summer Program, also written herein as scholars, children, or child, must be between 5-15 years of age and attend a designated partner school. I understand that a child enrolled that does not meet these requirements may be removed from the Summer Program.
2. **Primary Costs:** ODA will cover the cost of staff supervision, programming, meals, afternoon snack, and transportation.
3. **Additional Costs:** The parent/guardian may be responsible for some costs associated with field trips or providing any additional spending money for incidental expenses such as souvenirs, t-shirts, snacks, etc.
4. **Permission to Transport:** I give permission for my child to be transported under ODA staff supervision to and from program or field trip locations via yellow bus, leased van, or another contracted vehicle.
5. **Walking Permission:** If I have indicated my child as having permission to walk home from Archbishop Lyke School and/or the chosen bus stop location as part of enrollment, I agree that ODA may sign my child out of the program and dismiss them from the designated location.
 - a. I understand that elementary and/or special education scholars may not walk home alone, but only with parent permission to walk with a middle school aged sibling or neighbor.
6. **Authorized Emergency Contact:** All participants must be picked up from the program by a parent, guardian, or designated individual specified by a parent/guardian during registration.
7. **Programming Changes:** I understand and agree that if the services and accommodations offered by ODA cannot be provided due to circumstances or causes beyond the control of ODA, all efforts will be made to provide comparable services and accommodations.
8. **Medication Administration:** I agree that for ODA staff to administer medication to my child, I must complete a JFS 1217 Form with compliant instructions on how to administer correctly.
 - a. I understand that enrolling my child with incomplete medical information will result in my child being removed from the program until all required forms are provided.
9. **Medical Transportation:** ODA has permission to secure emergency transportation for my child in case of an illness or injury requiring emergency treatment. The emergency transportation service will determine the facility to which the child will be transported.



10. **Sunscreen:** ODA may apply sunscreen to my child at their discretion for safety. I understand that if my child has a sensitivity to any sunscreen ingredients, I must inform ODA of this ahead of camp start by completing a medical form.
11. **Movie Rating Permission:** I give permission for my child to view movies that are rated G, PG, or PG-13 when selected and approved by ODA.
12. **Restricted Foods:** I understand that ODA programs do NOT permit products made with shellfish, peanuts, tree nuts, or pork. These foods may be confiscated if discovered for the safety of students with allergies.
13. **Swimming Permission:** If I have indicated my child as a swimmer through the ODA Summer Camp Enrollment, I give my child permission to participate in water-based camp activities.

Parent/Guardian Signature

Date

Parent/Guardian Name

Part II: LIABILITY WAIVER

I, the undersigned, understand and agree to this legally binding Consent Form and Release of Liability.

1. **Photography and Video Release:** ODA and its partner organizations, including but not limited to programming partners, funding partners, contracted service providers, and/or curriculum partners, have my permission to use, reproduce, and/or publish photographs and/or videos of my child and/or family while participating in ODA activities and events related to the summer camp program. I understand that the photographs and/or videos, including the image, likeness, and/or voice of myself, my family, and/or my child may be used in publications, public affairs releases, presentations, multimedia exhibits, posters, brochures, advertisements, recruitment materials, broadcast public service advertising (PSAs), and other promotional areas on behalf of the ODA program and/or its partner organizations without compensation to me or my children and/or family. This material may also appear on the internet website and/or digital social media services of ODA and/or its partner organizations. All such photographs and videos will be maintained as the property of ODA and/or its partner organizations with all rights reserved.
2. **Liability Release:** While participating in this program your child may be exposed to certain risks. These risks include, but are not limited to, accident and/or sickness without readily available medical facilities, the forces of nature, and acts of war. By completing enrollment, you are acknowledging and assuming these risks. Parents and participants in the Summer Program waive any liability against ODA and its employees, directors, volunteers, partner organizations, and contracted service providers for any injury, loss, damage, accident or expense. The parent(s)/guardian(s) acknowledges that participant is traveling



under the responsibility of parent/guardian and releases ODA, its staff, and partner organizations from any liability related to health and safety.

Upon completion of enrollment, I certify that the information I filled in is complete and genuine. I have read and agree to the Summer Program Liability Waiver.

Parent/Guardian Signature

Date

Part III: PROGRAM STRUCTURE

I understand and agree that ODA summer camp offers scholars at each grade level a varied, developmentally appropriate set of academic learning and enrichment activities across all focus areas, including Literacy, Arts, and Culture; STEM/STEAM; Sports and Recreation; Health and Wellness; Leadership Development; College and Career Readiness; Social-Emotional Learning.

I understand that my scholar cannot opt out of assigned activities due to preference, except for specific accommodations made for physical, medical, cultural, or religious limitations or other approved reasons. All accommodation requests must be made to ODA prior to camp start date by emailing summercamp@odacle.org.

ODA will make every effort to differentiate instruction and engagement techniques to ensure that scholars have a positive and enriching experience during each summer camp learning unit.

Parent/Guardian Signature

Date

Part IV: ATTENDANCE POLICY

ODA summer camp programs are in high demand, and each year we have families on the waitlist. Unexcused absences from the summer program put ODA in the position of holding a space for a scholar who is not attending. As a result, we make every effort to offer unused camp spaces to families who will attend.



I understand and agree to the ODA Summer Camp Attendance Policy:

- a) **Attend All Day, On Time:** Scholars are expected to attend for the entire duration of the program day. Late arrivals and early dismissals must be excused.
 - a. The Front Office must be informed before program start if a student is going to be absent or late.
 - b. ODA does NOT allow scholars to split days during the Summer Program with another program or sport. Scholars who do not utilize the full program day will be removed and their space will be offered to a waitlisted scholar who intends to fully participate.
- b) **Removal for Unexcused Absences:** ODA reserves the right to remove a scholar from the summer program if they have 2 or more unexcused absences and offer their space to another scholar.
- c) **Unexcused Absences:** Unexcused absences will be defined as absences, late arrivals, or early dismissals from the summer program due to a reason other than those on the excused absence reasons below.
- d) **Excused Absences:** ODA staff may excuse absences if they are informed ahead of program start time about an absence resulting from the following reasons:
 - a. Sickness, family emergency, religious holiday, funeral, or medical appointment.
 - b. Repeated absences under the excused absence policy may not be counted as excused if ODA staff believe that the reasons are not truthful.
- e) ODA staff shall make all decisions regarding what is considered an excused or unexcused absence.

Parent/Guardian Signature

Date

Part V: BUS TRANSPORTATION POLICY

ODA is proud to provide transportation services to and from Summer Camp headquarters to different locations around the city during the Summer Program, as well as to and from field trips and traveling activities that are part of the Summer Program.

Prompt Drop Off and Pickup: I understand that if I choose to utilize ODA-provided transportation to and from a bus stop location, I agree to the following:

- a) Scholars must be dropped off at the bus stop location between 8:00 AM and 8:20 AM local time (ET) on all Summer Program days.
- b) Scholars must be picked up from the bus stop location between 4:30 PM and 5:00 PM local time (ET) on all Summer Program days.

I understand that scholars who are not promptly picked up and/or dropped off may be removed from the bus route or from the Summer Program if the issue is not corrected.



Bus Rules: I understand that to utilize ODA-provided transportation, scholars must abide by the following rules:

- Our expectations while riding ODA-provided transportation:
 1. Remain seated during transit.
 2. No scholars or objects in the aisle.
 3. Scholars may not put any part of their body or any items outside the window.
 4. No throwing items.
 5. Wait for staff before boarding.
 6. No eating or drinking.
 7. Keep the bus clean, take all items with them when they get off the bus, and do not damage or deface the bus equipment.
 8. Observe absolute quiet at railroad crossings.
 9. Use indoor voices during transit.
 10. Listen to ODA staff and the bus driver at all times.

ODA staff will speak with parents/guardians about any behavior issues during transportation and be responsible for enforcing the rules. I understand that scholars who do not follow bus rules may be removed from the bus route or from the Summer Program if their behavior is not corrected.

Bus Stop Location: I understand that my child must be dropped off and picked up from a single bus stop location. I also understand that any changes to my child's bus stop must be approved by the Summer Camp Front Office.

Parent/Guardian Signature

Date

Part VI: ON-SITE PICK UP AND DROP OFF POLICY

If bus transportation is not ideal for families enrolled in the Summer Program, ODA also facilitates pick up and drop off on-site at Archbishop Lyke School for those families that prefer this transportation method.

Prompt Drop Off and Pickup: I understand that if I choose on-site to drop off and pick up for my child, I agree to the following:

- a) Scholars must be dropped off at Archbishop Lyke School between 8:15 AM and 9:00 AM local time (ET) on all Summer Program days.
- b) Scholars must be picked up from Archbishop Lyke School between 4:00 PM and 4:30 PM local time (ET) on all Summer Program days.

I understand that scholars who are not promptly picked up and/or dropped off may be removed from the Summer Program if the issue is not corrected.



Sign In/Out for All Late Drop Offs and Early Pick Ups: If ODA is not aware that your child is in our care, this is a serious safety risk and compliance risk. To prevent this risk to my child, I agree to the following:

- a) I understand that it is strictly prohibited to pick up or drop off a scholar outside of designated pick up and drop off periods without signing in/out with the Front Office.
- b) I understand this doing this is grounds for removal from the Summer Program.

Parent/Guardian Signature

Date

Part VII: BEHAVIOR POLICY

ODA reserves the right to cancel and/or terminate participation or refuse service to any participant who fails to comply with the rules of the program, or for any other reason deemed necessary at the sole discretion of ODA.

Summer Camp Rules for Participants: I understand and agree that my child will be subject to ODA program rules and all applicable laws during all Summer Program activities and transportation periods, including:

1. Be respectful of all staff and peers.
2. Actively participate in all activities.
3. Follow all directions of camp staff, e.g. walking in line, being quiet while waiting, etc.
4. Remain in designated program space in the presence of ODA staff at all times.
5. Do NOT bring any weapons, cash, or items of value to summer camp.
6. Do NOT bring perishable foods, allergen foods, or pork items to summer camp.

Repeated misconduct will be reported to parents/guardians and could result in suspension or removal from the Summer Program. High risk misconduct, such as fighting or leaving the program space without permission, will result in immediate removal from the Summer Program.

Any threats of or acts of violence by a camp participant, whether made digitally, verbally, or physically, are grounds for immediate removal from the Summer Programs and a ban from all future enrollment in ODA programs.

ODA reserves the right to confiscate items that are a danger to other students or staff. Confiscated items, such as weapons, banned food items (nuts, pork, etc.), may not be returned until the conclusion of the camp if they pose a safety risk.

I understand and agree that if my child is removed from the program, a parent, guardian, or emergency contact may be required to immediately pick-up my child from the camp location.



Parent/Guardian Misconduct: I understand and agree that parent(s)/guardian(s) are expected to be courteous and respectful of ODA staff, partner staff, fellow parent(s)/guardian(s), camp participants, school staff, security staff, custodial staff, and culinary staff. Parent(s)/guardian(s) must obey all local laws, traffic laws, and ODA program rules.

Misconduct by a parent/guardian that poses a risk to other program participants, ODA staff, partner staff, or other parent(s)/guardian(s) will result in the family's removal from the Summer Program.

Any threats of or acts of violence by parent(s)/guardian(s), whether made digitally, verbally, or physically, are grounds for immediate removal from the Summer Programs and a ban from all future enrollment in ODA programs.

Parent/Guardian Signature

Date