Welcome to Ram Kidz Village at Morgan Library! We are so happy to have your children join us in our wonderful new facility. Please read and complete the following forms and bring them with you on your first visit to Ram Kidz Village. Our staff members will go over the completed forms with you at that time and make sure that all of your questions are answered. Your child’s safety is our top priority, so we appreciate you taking the time to fill out the forms completely.

Please use the checklist below to make sure you have all the required forms and documents to bring with you on your first visit.

- Rules and Procedures Form – Please initial each item on this form.
- Registration Form – Please include information for each child registered.
- Fee Agreement - $15 per semester fee must be paid in cash.
- Medical Information Form – Must have separate form for each child registered.
- Informed Consent and Release of Liability Waiver Form
- Immunization Record
- Proof of dependency for each child registered. Any of the following are acceptable:
  - child’s birth certificate
  - child’s passport
  - tax forms
  - guardianship or adoption papers
Ram Kidz Village at Morgan Library
Drop-in Activities for Children
Rules and Procedures Form

***Parents MUST stay in the library while their children are being cared for at Ram Kidz Village***

***Failure to do so will result in the loss of privilege to use Ram Kidz Village at Morgan Library***

The Ram Kidz Village (RKV) program at Morgan Library provides drop-in activities for children ages one (1) year to eleven (11) years on a first come, first serve basis.

Student parents will use the RKV for a maximum of two (2) hours per day. There is a maximum of four children, per family, in RKV at one time.

Student parents will fill out and complete a Registration Packet which includes: Rules and Procedures Form, Registration Form, Fee Agreement, Medical Information Form for each child registered, and Informed Consent and Release of Liability Waiver Form. Parent must show proof of dependency (child’s birth certificate, child’s passport, tax forms or adoption or guardianship papers) before their child(ren) may be left for the first time. These forms will be kept in a confidential file accessed only by RKV staff, if needed. Parents will notify RKV staff if there are any changes to the information, so the file can be updated and kept current.

Student parents will go over these documents with a staff member of RKV and both the parent and a staff member will sign, before their child(ren) are left for the first time. The document will then be kept by the parent to refer to if necessary.

Student parents will have a pager checked out to them upon arrival at RKV. If they are paged, they will respond to the page within 5 minutes by returning to the RKV. Upon arriving back to pick-up their child(ren) they will return the pager to an RKV staff member. Every student parent will be subject to a random page to test service. ***If student parent does not respond to the page within 5 minutes they will lose the privilege of using RKV.***

When student parents bring their child(ren) to the RKV room, they will wash their hands in the RKV portable sink before letting their child(ren) play.

Student parents will have to show CSU Student ID when dropping off their child(ren) and photo identification when picking up their child(ren). Student parents cannot drop their children off or pick their child up without a CSU Student ID.

NO diaper changing will be allowed in the room. If a child needs their diaper changed, RKV staff will page the parent. Parents must take the child to a diaper changing station in the library. There is a restroom with a changing station next to RKV. Only parents may take the child to the bathroom or change diapers.
Due to the large amount of children with food allergies and Morgan Library policies no food or drinks will be allowed in RKV.

If there is any chance that a child(ren) will sleep while at RKV, the parent will bring a blanket for them to sleep with/on.

It is critical that RKV does its best to prevent the spread of illness. There are children ages 12 mo. to 11 yrs. in the same room. If a child has any visible signs of illness they will not be allowed to be cared for at RKV. A child who is ill upon arrival at the center shall not be admitted. Each child shall be observed for common signs of illness. When a child is ill, he or she must be separated from other children until the parent or guardian can pick up the child.

RKV staff will page the student parent if their child begins to show any signs of illness while in our care and the child will need to remain out of RKV’s care for the remainder of the day. No medication will be administered by RKV staff, with the exception of emergency situations in which a prior medical form, signed by a doctor, is provided to staff. This includes the administration of Epipens and inhalers. If a child is in need of medication, the parent is expected to administer medication either before or after bringing their child to Ram Kidz Village.

If a student parent has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they will contact Jenny Pickett in the Adult Learner and Veteran Services office, room 195 of the Lory Student Center, (970) 491-3977. If they do not feel that the concern/complaint was dealt with or they have a concern/complaint about the Director they can call the Public Health Office, Jeanine Reiss, at 970-491-6745.

Staff at RKV are Mandatory Reporters for Child Abuse.

The staff at RKV welcomes children with disabilities. All efforts will be made by our limited staff to meet the needs of the child with special needs. If the child’s needs exceed what our staff is able to do, then we may not be able to care for the child.

The staff at RKV will provide positive guidance while children are in our care. If all efforts have been exhausted by the staff in the room and/or a child is being unsafe towards staff and/or other children, the child’s parent will be paged. At that time, the staff will discuss with the parent what they tried and what was not working. The parent will remove their child from care for the remainder of the day. RKV staff is prohibited from using physical discipline (spanking, slapping, etc.) or verbal discipline (yelling, belittling, etc.) Parent requests to use any form of punishment that is prohibited will be denied.

If you have been contacted regarding your child’s disruptive behavior three times, you may lose privileges of RKV services.
If a child is injured while at RKV, staff will follow CPR/First Aid procedures. If the injury is minor the staff will let the student parent know when they pick up their child. If the injury is more severe the staff will page the student parent immediately. If the injury is very serious the staff will call 911 and page the student parent at the same time. The RKV program manager will be on-site at all times.

In the event of an emergency, where evacuation of the library is necessary, staff will follow the Library Emergency Procedures, which are posted in the room. Staff will take the children to a safe location, which will also be posted, where student parents will then be able to pick them up.

If child(ren) is/ are not picked up within 15 minutes after RKV is closed, staff will call CSU police and the child(ren) will be taken into their custody.

______________________________  ______________________________
Parent Signature                        Date

______________________________  ______________________________
RKV Staff Signature                   Date
Ram Kidz Village at Morgan Library
Registration Form

Today’s Date ____/____/____

Child Information

Child # 1 ___________________________     ___________________________________________
(Child’s First and Last Name)  (Child’s Address, City, State, Zip)

_________________________     _______
Date of Birth  Gender

Child # 2 ___________________________     ___________________________________________
(Child’s First and Last Name)  (Child’s Address, City, State, Zip)

_________________________     _______
Date of Birth  Gender

Child # 3 ___________________________     ___________________________________________
(Child’s First and Last Name)  (Child’s Address, City, State, Zip)

_________________________     _______
Date of Birth  Gender

Child # 4 ___________________________     ___________________________________________
(Child’s First and Last Name)  (Child’s Address, City, State, Zip)

_________________________     _______
Date of Birth  Gender
## Parent Information

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<tr>
<th>Parent Name</th>
<th>Cell Phone</th>
<th>Email</th>
<th>Student ID#</th>
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## Insurance Information

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## In case of an emergency, specify authorized persons to pick-up child:

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<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
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PHOTO RELEASE FORM

I, ____________________________, grant permission to Ram Kidz Village at Morgan Library to use my child(ren)’s image(s) for the purpose of publicity, public relations, editorial, or other advertising purposes.

Initials ________

I DO NOT grant permission to Ram Kidz Village at Morgan Library to release my child(ren)’s image(s) for any purpose and am OPTING OUT of the photo release.

Initials ________
At the time of enrollment the parent or guardian understands that they will be charged $15 per family per semester. This fee must be paid in full and in cash before children are able to use RKV.

_____________________________  ________
(Signature of Parent or Guardian)      (Date)

_____________________________  ________
(Signature of Parent or Guardian)      (Date)

_____________________________  _________
(Signature of Staff)                     (Date)
Ram Kidz Village at Morgan Library
Medical Information Form
Must have separate form for each child registered

Today’s Date: ____/____/_____

Parent Name: _______________________________ Student ID#: _______________________

Childs First and Last Name: _______________________________ Child’s age: _____

Medical Information: Please indicate any of the following that apply to your child:

- Allergy to medicine, food, animal
- ADHD (Attention Deficit Hyperactive Disorder)
- Asthma
- Seizures
- Heart Trouble
- Diabetes
- Bleeding disorders
- Other

Please explain any checked item from above:

Please list any medications your child is currently taking. Student workers are not authorized to administer medication to children, with the exception of emergency situations in which a prior medical form, signed by a doctor, is provided to staff. This includes the administration of Epipens or inhalers. If a child is in need of medication, the parent is expected to administer medication either before or after bringing their child to Ram Kidz Village.

What are your child’s favorite toys, games, and things to do?

How do you comfort your child when s/he is upset?

Please attach a copy of your child’s immunization record or waiver form
INFORMED CONSENT AND RELEASE FOR OUR Ram Kidz Village at Morgan Library
DROP-IN ACTIVITIES FOR CHILDREN

I, ________________________, hereby certify that I am the natural or legal guardian of the minor child(ren): ________________________________.

I authorize Colorado State University its officers, agents and employees acting through the Associated Students of Colorado State University (ASCSU) to provide temporary care, custody, and control over my child(ren) during the times in which I place my child(ren) with Ram Kidz Village at Morgan Library.

I understand that I must remain, at all times, in CSU’s Morgan Library while the Ram Kidz Village at Morgan Library provides children’s activities to my child(ren). I further understand that the Ram Kidz Village at Morgan Library will provide me with a pager when I drop off my child(ren). I understand that I must have the pager with me at all times during my child(ren)’s stay at the Ram Kidz Village at Morgan Library and that I must respond immediately to the Ram Kidz Village at Morgan Library if I am paged during my child(ren)’s stay at the Ram Kidz Village at Morgan Library. I understand that violation of these rules will disqualify me and my child(ren) from further visits to the Ram Kidz Village at Morgan Library.

In case of emergency and I cannot be timely reached, I further authorize CSU, its officers, agents, and employees acting through the Ram Kidz Village at Morgan Library to obtain such emergency medical attention for my child(ren) as may appear reasonably necessary in my absence. I understand that said treatment may be carried out within or without the Ram Kidz Village at Morgan Library. I further understand and agree that I will be financially responsible for all charges and fees incurred in rendering said emergency treatment, regardless of whether my medical insurance would cover such charges and fees.

I will disclose any medical, physical, mental, or emotional health conditions that would require the Ram Kidz Village at Morgan Library to render special care or assistance to my child(ren) or that would pose any risks to other children at the Ram Kidz Village at Morgan Library. I understand that the Ram Kidz Village at Morgan Library may not be able to provide such special care or assistance and may, therefore, not be able to host my child(ren).

I hereby waive any right to claims, damages, or other legal relief which may arise from injury to me, my child(ren), or my property from the acts or omissions of CSU, its officers, agents, and employees acting through Ram Kidz Village at Morgan Library. In consideration of the services provided to myself and my child(ren) by Ram Kidz Village at Morgan Library, I agree to indemnify and hold harmless CSU, its agents, and employees acting through Ram Kidz Village at Morgan Library with respect to any loss of any kind suffered by CSU or any third person as the result of my child(ren)’s visit or use of services at Ram Kidz Village at Morgan Library.

I understand that the terms of this Informed Consent and Release will apply to each occasion my child(ren) or I visit or use the services of Ram Kidz Village at Morgan Library.
I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THIS AGREEMENT AND RELEASE OF LIABILITY.

Print Name: _______________________________________ Student
ID#__________________

Parent’s Signature: _________________________________   Date:_____/_____/_______

Print Name: _______________________________________ Student
ID#__________________

Parent’s Signature: _________________________________   Date:_____/_____/_______