

2009 Subud East Coast Congress Childcare Program

Parent Contact and Child Health Form

To ensure participation, please note, registration & payment is due in advance!

CONTACT INFORMATION

Child's Name _____

Birthdate: __/__/____ Sex: M F Grade in School 2009-10 _____

Address: _____

City: _____ State/Zipcode _____

Parent/Guardian Names: _____

Parent

Email: _____

Parent Phone #s: H: _____ Cell: _____

W: _____

Parent

Email: _____

Parent Phone #s: H: _____ Cell: _____

W: _____

Best # to call in an emergency: _____

Alternate Contact Name & Phone # _____

MEDICAL INFORMATION

List chronic conditions, allergies or other pertinent health information:

Medication: _____ Dosage: _____

Specific times taken each day _____

Reason for taking _____

Additional medications _____

Date of last tetanus shot _____

Physician's Name _____

Physician's Phone # _____

**2009 Subud East Coast Congress Childcare Program
Parent Permission Form**

I give permission for my child,

to travel

to _____ on _____ as
(destination) (date)

a part of the 2009 Subud East Coast Congress Childcare Program.

I agree to bring my child to _____
(departing destination)

by _____ and agree to pick up my child at

_____ by _____.

parent/guardian name

parent/guardian signature

date

2009 Subud East Coast Congress Childcare Program

Medical Authorization Form

In case of a medical emergency, I

_____ authorize Kristiana Kalab or other 2009 Subud East Coast Congress Childcare Program staff member in whose care my child,

_____ has been entrusted to consent to any x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment or hospital care, to be rendered to the said child/minor under the general or specific supervision and on the advice of any physician or dentist under the provisions of the Medical Practice Act on the medical staff of a licensed hospital. I will be liable and agree to pay all costs and expenses incurred in connection with such medical and dental services rendered to the above named person pursuant to this authorization.

I hereby give permission for this person to ride in any vehicle designated by the adult in whose care my child, the minor, has been entrusted while participating in 2009 Subud East Coast Conference Childcare Program.

Attached is a copy of my insurance card and other pertinent information.

parent/guardian name

parent/guardian signature

date

Trip Permission Slip

I, **[name of parent]**, am the parent and/or legal guardian of **[name of child]**, a minor, and agree: **[name of entity organizing the trip]** is organizing a trip for the purpose of **[purpose for the trip]**, which will run from **[start date or of trip]** until **[end date or time of trip]**.

[name of child] has my permission to attend this trip and participate in all the related activities. **[name of entity organizing the trip]** and any chaperones or employees, servants and agents of **[name of entity organizing the trip]**, are hereby given the following authority on the time period indicated above:

To consent to any medical treatment that may be required by **[name of child]** in the place of and with the same authority as **[name of parent]**.

[name of entity organizing the trip], and the employees, servants and agents of **[name of entity organizing the trip]**, are hereby released from liability for all actions taken in good faith during the trip.

Dated:

[name of parent]

Goals and Procedures For Youth Programs at Subud Congresses, Meetings, and Camps

Our children and grandchildren are perhaps the most valuable part of our extended Subud family. This document is written as a guide to help us set up excellent Subud youth programs, using the best and most appropriate procedures.

The youth program should be dependable and consistent. If we are dependable and consistent we will be able to meet the goals of relieving the parents of childcare duties during the day at congresses and gatherings. This allows parents, often in their 20's and 30's, to have a satisfying congress experience. Also if we are dependable youth events will be well-attended so that they have the critical mass needed to be successful.

Good communications are essential, before and especially during the event. There must be a central communication area that is updated frequently so people coming and going can easily find out what is going on. The youth organizer should be available by cell phone if possible.

The people in charge of the program will be well qualified and will post their qualifications as part of the youth program. The people working under them will have training appropriate to the situation.

The children should be safe and should feel safe.

Standard best practices dictate that one adult should not be alone with one child in an isolated situation like a long hike or a room apart. This is to protect the child against child abuse and to protect the adult against an unwarranted accusation of child abuse.

Camping: If a group is being taken on a hike two adults should go with the campers. If someone is hurt then one adult and at least one camper can stay with the injured camper while the other adult goes for help. Children under 16 will always be supervised during the youth program and their whereabouts will be available at the central communication place. All events for minors need to have adult supervision, including a youth lounge aimed at older youth but accessible to younger youth.

There will be an appropriate adult/child ratio. Again, this is a standard practice:

- 1) Under 2; three children to 1 adult.
- 2) From 2 to 3; four children to 1 adult.
- 3) From 4 to 6; six children to 1 adult.
- 4) From 7 – 12; ten children to 1 adult.

Those in charge of the youth program will have training and experience in taking care of youth appropriate to the situation. This information will be posted with the program information.

Counselors: Youth counselors will be at least four years older than the children under their care, and will receive training appropriate to the situation. This training will be posted with the program information.

Water Safety: Qualified lifeguards will be on duty at any water activities during the program.

Attendance records: Counselors will take head counts before starting and at the final destination when changing locations. Any change in duty shifts should take place when the children are in a well-defined space. Sign-in and sign-out sheets should be used.

Larger events, and camps, should make sure there are medical personnel available on site and know how to reach them. Smaller events should make sure there is someone on staff with Red Cross training designated as a medical resource person, that there are basic first-aid supplies, and that there is access to a doctor off

site if needed.

Youth events managers at national and regional congresses should inquire with their committee about insurance coverage for the event.

All parents will be required to sign standard medical and legal waiver forms.

Transportation safety. If travel is planned offsite certain precautions should be kept in mind:

- 1) If the children are transported in a rented passenger van, the driver should be over 25 with a clean driving record.
- 2) Children must have specific written permission from their parents when being transported in a private vehicle.
- 3) Transportation waivers should be filled out for each child.
- 4) Before departure, drivers should check tires, gas levels and fluid levels, and whether each child is wearing a safety belt. They should have written driving directions to the destination as well as a written departure and return time and location.
- 5) Drivers should have a list of who is in the vehicle and take head counts before leaving and before returning from the destination.
- 6) Counselors must know the whereabouts of all the children under their care at all times during the outing.
- 7) Counselors and the youth organizer should have cell phones and exchange phone numbers.

The children and youth should be given opportunities to make new friends and strengthen old friendships. The activities should be planned so that children have time to visit, talk and get to know one another. The plans should not be too complicated or over-programmed.

Songs learned and sung together tend to increase a group feeling.

Eating together at meals, instead of with parents, can also create a group feeling with older children. At the beginning of congress consider having place cards and welcoming ice-breakers at their place (like a fortune cookie).

Having children make something they can wear also increases a group feeling.

Ice-breaker activities are crucial at the beginning of a congress to help overcome shyness, especially for ages 11 through 15.

The children should feel good about Subud, and older children should learn something about the basis and aims of Subud.

The children should attend the opening and closing ceremony.

Some time can be spent telling the elementary aged children about Subud projects and groups around the world.

Teens should have the opportunity to talk with older Subud members formally and informally and to work with them on projects.

Teens can also help with setting up ongoing youth programs.

We should remain neutral towards religions in the youth program. Adults should be sensitive to the fact that youth guidance from belief systems other than Subud may not be welcomed by the children's parents.

The children should have interesting and exciting activities which are appropriate to their age group and the situation.

The people planning the program should have experience with the age children they are planning for.

The congress facility should be appropriate for a children's program. Also, it is good to keep in mind that at a two- to three- day meeting things often work best if the schedule is fairly simple without a lot of changes of venue.

The program should make use of the resources particular to that location.

Youth need active and exciting programs. Inevitably this poses some amount of risk, which should be

handled by following good guidelines. It is our belief that if we do not provide lively programs the youth will find their excitement in less desirable ways during congress.

The youth should be included, where possible, in planning the program and setting the tone for the event. Whenever possible the youth can help plan the activities within the established framework.

It is often very effective for the camp organizers to call a meeting to facilitate the youth setting up their own ground rules at the beginning of an event.

At camps, and perhaps other events, it can be effective for the youth to call a council meeting to discuss any problems they see.

This sort of youth involvement will help them to be actively engaged in the program as well as set the stage for future organizational engagement.

The children should remember their good experiences at the event.

They should take home some things that they have made.

They should have some songs and stories to remember (maybe copies of the words to songs could be sent home with them).

Photos should be taken for a story in a Subud publication.

If possible address lists of attendees, or email lists, can be created so that participants can contact each other after they get home.

The Subud adults should feel positive towards the children and the youth program, and some should come away wanting to do further youth work.

Those working in the children's program who have been opened would benefit from doing latihan together before the event begins.

Other adults besides the camp counselors will be invited and encouraged to share some special interest or expertise with the children (with the counselors and leaders present). Some of the special interests that might be shared are art, poetry, music, language, acting, athletics, writing, culture, and team concepts such as icebreakers. This would work toward the enrichment and enjoyment of the youths' time at congress and help put more emphasis on creating a family atmosphere between adults and youth.

The program should be organized so that the adults can easily find where to go when they want to help. Clear schedules and information should be posted in the central communications place throughout the Congress or event.

We encourage a feeling among the whole congress community that we are a village and the youth are "ours".

The youth program should pay for itself, or should meet a budget.

There should be an overall money manager and a pre-approved budget, and no money should be spent without the manager's approval. If this guideline is not followed the manager is not required to reimburse the expense.

All monies should be collected before the program starts if at all possible.

We should ask for in-kind donations well before the program starts to defray expenses whenever possible.

At USA national congresses there is currently a policy that the congress budget (covered by adult registration fees) helps to defray childcare program costs. This is very community spirited.