



Cuyahoga County
Public Library

Club Cuyahoga

Attendance Requirements

We expect Club Cuyahoga to be very popular. Unfortunately, we can only take 30 students per week. Therefore, we will uphold a very strict attendance policy.

- If your child will not be able to attend one day or a portion of a day during Club Cuyahoga, we are asking that you not sign your child up for that week.
- If a situation arises and you discover that your child will not be able to attend a weekly Club Cuyahoga session, please call to cancel as soon as possible. This way we can ask a child on the waiting list to join us.
- If an illness/emergency arises the day of a Club Cuyahoga session and your child will not be able to attend, please call and ask for Ms. Kepple at 216.475.5000 at the Maple Heights Branch and Ms. Heinz at 216.464.5280 at the Warrensville Branch that same day. If she is not in, ask for the Children’s Department and leave a message explaining your child’s absence.
- If we do not hear from you for two consecutive days, we will assume that your child has dropped out of the program, and he/she will not be allowed to return.

In order for Club Cuyahoga to be a successful experience for your child, it is very important for them to be on time. Club sessions begin at 11:00 a.m. Students may begin to arrive at 10:45 a.m. They may NOT arrive at 9:00 a.m. and stay in the library until the club session begins. For their safety, please remember that club sessions end promptly at 4:00 p.m. Again, students may NOT stay in the library. They must have a way home.

Release Preference (please initial your choice)

_____	Release my child promptly at 4:00 p.m.
_____	Keep my child in the supervised area until I check them out no later than 4:30 p.m.

It is our hope to serve as many children as possible and with a limited registration, it will be important to uphold a very strict attendance policy. Therefore, if the above guidelines are not followed, your child will forfeit their place in all future club sessions.

As always, we reserve the right to remove any students from Club Cuyahoga due to discipline or other issues.

I have read and understand the attendance requirements for Club Cuyahoga,

Parent/Guardian Signature

Weekly Evaluations

Parents and children will be expected to fill out weekly evaluations. Parent evaluations may be returned to the library with your child, or filled out electronically. If you would prefer to have an option to fill out the evaluation via email please provide your email address here:_____.

Library Card

Children will be expected to possess a valid library card. Included is a library card application. If your child does not have a valid library card, please complete the application and bring it to the library with a photo ID and proof of current address. Parent/Guardian must be present to complete application.



JOB # _____

PROGRAM TITLE _____

MODEL RELEASE FORM

For value given (receipt of which is hereby acknowledged), I hereby give Cuyahoga County Public Library (CCPL hereafter) the absolute, irrevocable right and permission, forever and throughout the world, in connection with the photographs, video images, and/or audio recordings CCPL has taken of me, or in which I may be included with others, the following:

- (a.) The right to use and reuse, in any manner at all, said photographs, video images, and/or audio recordings, in whole or in part, either by themselves or in conjunction with other photographs, video images, and/or audio recordings, in any medium, but not limited to public display, commercial or cable broadcast, radio transmission, and Web access for any purposes whatsoever, including without limitation, all promotional and advertising uses, and other trade purposes, as well as using my name in connection therewith, if CCPL so desires; and,
- (b.) The right to copyright said photographs, video images, and/or audio recordings in the name of CCPL or in any other name that CCPL may select.

I hereby forever release and discharge CCPL from any and all claims, action and demands arising out of or in connection with the use of said photographs, video images, and/or audio recordings including, without limitation, any and all claims for invasion of privacy and libel.

This release shall inure to the benefit of the assigns, licensees and legal representatives of CCPL, as well as the party(ies) for whom said photographs, video images, and/or audio recordings were made.

I represent that I am over the age of eighteen (18) years and that I have read the foregoing and fully and completely understand the contents and implications hereof.

Model Name _____ Date _____

Address _____ City _____ State _____

Phone _____ Age (if under 18) _____ Agency _____

Signature _____ email _____

Guardian _____ Phone _____

Photographer _____

Forward to MKD at ADM