



URBAN
Christian Academy

PARENT HANDBOOK 2025 - 2026

Dear Parents and Guardians,

Welcome to Urban Christian Academy (UCA)! We are excited to partner with you in supporting your child's academic, social, and spiritual growth. This Parent Handbook is designed to provide you with important information about our school policies, expectations, and the day-to-day operations that help us create a safe, nurturing, and engaging learning environment.

At UCA, we believe that strong family-school partnerships are key to student success. We encourage open communication and value your involvement in your child's educational journey. Whether you are new to our community or a returning family, we are grateful for the opportunity to serve and support you.

Please take time to review this handbook carefully and keep it for reference throughout the school year. If you have any questions, concerns, or suggestions, don't hesitate to reach out to our staff.

We look forward to a wonderful year ahead!

At UCA, we're guided by the ideas of Literacy, Integrity, Faith, and Education (LIFE). Discover how that comes to life in our mission and vision.

Our Vision

A community where students and families are engaged in exemplary educational programs that develops the whole person and provides the foundation and skills to fulfill God's good plan for their lives.

Our Mission

Urban Christian Academy responds to the community-driven educational needs of students and families with a holistic approach to programs and services. We bridge cultural and social gaps between families, schools, and communities as we prepare and develop future generations for LIFE.

How We Started

In 2013, a small group of people got together with the idea to provide students in the Chicago area with educational programs that would fill in any academic gaps in their lives. What began as a small group has blossomed into a beacon of clarity and support. It now serves students and their families from diverse ethnic and socioeconomic backgrounds.

How We Help Students

We're committed to providing opportunities for students to develop their unique, God-given talents and abilities through a well-balanced program of rigorous academics, fine arts, physical education, and service to others.

How We Help Parents

UCA supports parents who work after school hours or need extra resources to support their children academically. By turning to us, parents can take comfort in knowing that their children are on the right path towards academic growth and personal development.

Statement of Faith

We believe that all the words of the Scriptures, both Old and New Testament, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.

We believe in one God, sovereign Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit.

We believe that Jesus Christ is fully God and fully man, having been conceived of the Holy Spirit and born of the virgin Mary, lived a sinless life. He died on the cross as a sacrifice for our sins according to the Scriptures. Furthermore, He arose bodily from the dead and ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the sinner, and indwell, guide, instruct and empower the believer for godly living and service.

We believe that all people are, by nature, separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

We believe that the true Church is composed of all and only such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ.

We believe that Jesus Christ is the Lord and Head of the Church.

We believe in the personal and bodily return of our Lord Jesus Christ.

Non-discrimination policy

UCA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other school administered programs.

Daily Operations

Hours (Monday - Friday)

School Year Office Hours: 12:00 PM - 6:00 PM

Summer Office Hours: 8:00 AM - 4:00 PM

Summer Aftercare Hours: 3:00 PM - 6:00 PM

Site Location: 3033-3039 S Normal Ave, Chicago, IL 60616

Mailing Address: 1826 S. Indiana Av. Unit F, Chicago, IL 60616

Contact Information

Main Office Line: 312.404.0153

Summer Aftercare: 312.404.0153 or 312-952-8928

Email: info@UCAChicago.org

Administrative Staff

June Gin, Executive Director jgin@UCAChicago.org

Margarita Higgs, Director of Operations mhiggs@UCAChicago.org (Spanish)

Wendy Chan, Business Manager wchan@UCAChicago.org (Chinese)

Communication

At UCA, we believe strong communication between school and home is essential for student success. We use the following platforms to keep families informed and engaged:

- **Email:** Important updates, announcements, and newsletters are sent regularly via email. Please ensure your contact information is up to date.
- **REMIND App:** We use REMIND for quick text alerts, reminders, and classroom communication. We encourage all parents to join our REMIND group to stay connected in real time.

If you need help accessing or setting up these communication tools, please contact the school office for assistance.

Social Media & Website

Stay connected with UCA throughout the year by following us online! We regularly share updates, event highlights, student achievements, and important announcements on our social platforms and website.

- **Website:** UCACHICAGO.ORG
Visit our website for program information, registration links, and more.
- **Instagram:** UCACHICAGO
Follow us for photos, videos, and real-time updates from inside the classroom and beyond. Don't miss a moment—our latest Instagram Reels are now featured right on the homepage of our website!
- **Facebook:** Urban Christian Academy
Like our page to stay in the loop with school news, parent resources, and community events.

We encourage families to follow us and engage with our content to stay informed and celebrate the UCA community!

Admissions & Enrollment

UCA is committed to providing a welcoming and inclusive environment for all families. To enroll in our Afterschool and Summer Programs, families must complete the registration process online.

- **Enrollment Requirements:**

Registration must be completed through our website at UCACHICAGO.org. Space is limited, so we encourage early registration to secure your spot.

Please ensure that all required forms and documentation are submitted during the registration process. If you have any questions or need assistance, please contact the UCA office.

Required documents include:

- Student Pick-Up Authorization Form
- Student Information Form
- Parent Communication Authorization Form
- Immunization record

Drop-Off & Pick-Up Procedures

- School Year: We offer pick-up service from local schools (fees apply). Parents must complete the Pick-Up Authorization Form to ensure their child is eligible for transportation.
 - After-school pick-up will take place at the front entrance of the facility.
- Summer School: All students should enter and exit through the rear gym door. During dismissal, UCA staff will call your student outside for your convenience.

Attendance & Tardy Policies

Consistent attendance is essential for student success. To help us support your child's learning and ensure smooth operations, please review the following guidelines:

Absences

- If a student will be absent, parents must notify UCA staff as soon as possible—preferably before the start of the school day.
- Absences can be reported via phone or email.
- Please include the student's name, grade, reason for absence, and expected return date.

Early Dismissals

- If a student needs to leave early, parents must notify the office in advance.
- Students will only be released to individuals listed on the approved pickup list.
- A valid photo ID may be required at pickup.

Behavior & Discipline Policy

At UCA, we use a classroom economy system to encourage responsibility, positive behavior, and accountability.

Earning Classroom Money

Students have the opportunity to earn classroom money daily by:

- Bringing their agendas
- Being prepared to work
- Following directions
- Cleaning their desk area
- Completing classroom tasks

Receiving Tickets

Tickets are issued when students:

- Forget to bring their agendas
- Do not complete homework
- Fail to follow directions

Weekly Rent & Rewards

- At the end of each week, students pay “rent” and any tickets they’ve received.
- Remaining money can be used to purchase items from the **Treasure & Snack Shop**, offering fun rewards and treats.

This system helps students develop real-world skills like budgeting, responsibility, and decision-making—all while keeping the classroom environment positive and productive.

Serious Behavior Concerns

More severe behavior issues will be addressed directly by the Administration Team. These include, but are not limited to:

- Fighting or physical aggression
- Use of inappropriate or offensive language
- Disrespectful behavior toward staff or peers

Such incidents may result in disciplinary action, parent conferences, or further administrative review, depending on the severity.

Homework Expectations

At UCA, we encourage students to develop strong study habits using the **Pomodoro Technique**, a time-management method that helps improve focus and productivity.

How It Works

- Students work in focused intervals of **25–30 minutes**
- Followed by a **10–15 minute break** to recharge
- This cycle can be repeated as needed to complete homework efficiently

Using this system helps students avoid burnout, stay organized, and manage their time wisely. Homework is expected to be completed daily. Parents are encouraged to support this routine at home to reinforce consistency and success.

Assignment & Grade Monitoring

- UCA staff regularly check Aspen and Google Classroom to ensure students are completing all assigned work.
- Grades are monitored consistently to track academic progress and identify areas where support may be needed.

Parents are encouraged to check these platforms as well and support their child's homework routine at home.

Parent Communication Authorization

To support academic success, we ask that parents complete the **Parent Communication Authorization Form**. This allows UCA staff to communicate directly with teachers regarding assignments, grades, and any concerns that may arise.

Code of Conduct

Positive choices and attitudes keep UCA a safe place to learn and grow. Below are guidelines participants are expected to follow:

- Follow the instructions of the UCA staff
- Play fairly and be honest
- Avoid inappropriate language
- Eat and drink in designated areas
- Listen during appropriate times
- Be respectful of others and their property
- Take care of the UCA facility, grounds, and equipment
- Tobacco, drugs, alcohol, and weapons are prohibited.

UCA Anti-Bullying Policy

At UCA, every student has the right to feel safe, respected, and valued. Bullying of any kind is not tolerated and will be addressed promptly and seriously.

What Is Bullying?

Bullying is any repeated, intentional behavior that hurts, threatens, or embarrasses another person. It can be:

- **Physical:** hitting, pushing, or damaging someone's belongings
- **Verbal:** teasing, name-calling, or using hurtful language
- **Social:** excluding others, spreading rumors, or encouraging others to isolate someone
- **Cyberbullying:** using phones, social media, or other technology to harass or intimidate

Our Commitment

- UCA staff will respond to all reports of bullying quickly and respectfully.
- Students who engage in bullying behavior will face appropriate consequences, which may include parent conferences, loss of privileges, or administrative action.
- Support will be provided to both the targeted student and the student exhibiting bullying behavior to promote understanding and change.

What Students Should Do

- **Speak up:** If you see bullying, tell a trusted adult or report it anonymously.
- **Stand together:** Support classmates who are being mistreated.
- **Be kind:** Treat others the way you want to be treated.

Reporting Bullying

Students and parents can report bullying by contacting the Administration Team

Conflict Resolution Policy

Guided by Biblical Principles

At UCA, we believe that resolving conflict is an opportunity for growth, understanding, and restoration. Our approach is rooted in biblical values that encourage love, forgiveness, and accountability.

Biblical Foundations

- **Matthew 18:15** – “If your brother sins against you, go and tell him his fault, between you and him alone.”
We encourage students to address issues directly and respectfully before involving others.
- **Ephesians 4:32** – “Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.”
Forgiveness is a key part of healing and moving forward.
- **James 1:19** – “Everyone should be quick to listen, slow to speak and slow to become angry.”
Listening with empathy helps build understanding and resolve tension.

Steps to Resolve Conflict

1. **Self-Reflection**
Think about your role in the conflict and how your actions may have affected others.
2. **Private Conversation**
Speak directly with the person involved in a calm and respectful manner.
3. **Seek Mediation**
If the issue isn't resolved, ask a teacher or staff member to help mediate the conversation.
4. **Follow-Up & Forgiveness**
After resolution, both parties are encouraged to forgive, restore the relationship, and move forward in peace.

Our Commitment

- UCA staff will model and teach biblical conflict resolution.
- Students will be supported in learning how to handle disagreements with grace and maturity.
- Reconciliation is always the goal—restoring relationships and building a stronger community.

Health & Safety Policy

Creating a Safe, Supportive, and Christ-Centered Environment

Urban Christian Academy is committed to maintaining a safe and healthy environment for all students, staff, and visitors. This policy outlines our approach to promoting physical well-being, preventing hazards, and responding to emergencies with care and professionalism.

UCA will:

- Provides a safe and hazard-free environment
- Complies with local, state, and federal safety regulations
- Promotes health-conscious behavior and emergency preparedness
- Upholds Christian values of stewardship, care, and responsibility

Preventative Measures

UCA will:

- Conduct regular safety inspections of classrooms, common areas, and equipment
- Maintain clean and sanitary conditions throughout the building.
- Provide training on safety procedures and emergency protocols
- Ensure access to first aid supplies and trained personnel

Emergency Management

- UCA maintains an Emergency Action Plan for fire, severe weather, medical emergencies, and lockdown situations
- Staff are trained to respond quickly and calmly to emergencies
- Emergency drills are conducted regularly to ensure preparedness

Health Practices

- Students and staff are encouraged to practice good hygiene
- Illnesses should be reported promptly to the school administration
- Parents will be notified if a student shows signs of contagious illness or requires medical attention

Reporting & Accountability

- All incidents, injuries, or safety concerns must be reported to school administration immediately
- UCA will investigate and document all reports, and take appropriate corrective action
- Staff are expected to model and enforce safety practices at all times

Parents are asked to complete and sign the **AUTHORIZATION FOR MEDICAL CARE form**.

Afterschool & Summer Meal Program

During afterschool hours and summer programming, UCA provides free meals through the Greater Chicago Food Depository. These meals support student health and nutrition while ensuring access to balanced food options.

Food Allergy Policy

- UCA is not a nut-free environment, but we take every precaution to ensure that children with known food allergies are not served allergenic items.
- Staff are trained to follow allergy-safe procedures and monitor food distribution carefully.

Outside Food Policy

- Outside food is not permitted unless it is provided directly by UCA.
- This policy helps us maintain food safety standards and protect students with dietary restrictions or allergies.

Financial Information

2025-2026 SCHOOL YEAR Tuition Fees

	Yearly Total	Monthly Installment Payment	Daily Rate
1st child	\$4125	\$410* (*Expect August payment)	\$26
Sibling(s)	\$3500	\$350	\$22

\$50 Nonrefundable Student Fee, due upon registration.

CCAP Students: \$200 deposit required until case is approved.

- Tuition is based on 176 CPS open school days in the year. Holidays and breaks are non-attending days and are not counted.
- No credit for days absent unless approved by UCA.
- Sibling discounts and daily rates (for part time attendance) apply.
- All school/project supplies, use of laptops, internet, and printing are included in the tuition.
- Free Greater Chicago Food Depository meals

ADDITIONAL BENEFITS

Full Day Childcare Days	Full Time Students	Part Time Students
3 non-attending school days	No additional cost	\$45/per per child
5 days – Spring Break	No additional cost	\$45/per per child
Meal Charge during childcare days	\$5/per day per child	\$ 5/per day per child

10-Month Payment Plan

Full time students, attending 5 days a week

- Ten Installments
- Monthly installments from August through May, due on the 1st of each month.
- Payments are considered overdue after the 10th of each month. A **\$20 late fee** will be charged to the account for each overdue payment.

Part time students, attending less than 5 days a week

- Prepayment due on the 1st of each month on projected days of attendance

10-Month Payment Plan Schedule

2025 - 2026	Payment Due Date	New Rate	Sibling Rate
Payment 1	8/18/25	\$435	\$350
Payment 2	9/01/25	\$410	\$350
Payment 3	10/01/25	\$410	\$350
Payment 4	11/01/25	\$410	\$350
Payment 5	12/01/25	\$410	\$350
Payment 6	1/06/26	\$410	\$350
Payment 7	2/01/26	\$410	\$350
Payment 8	3/01/26	\$410	\$350
Payment 9	4/01/26	\$410	\$350
Payment 10	5/01/26	\$410	\$350

Additional Nonrefundable Fees

Transportation	\$70 School Pick Up (from nearby schools only, no charge for Healy) \$25 After School Club Dismissal \$70 Home Drop Off** \$95 School Pick Up and Home Drop Off** **(special cases only)
Equipment Fee (If UCA equipment is damaged)	Head phones \$20 (students may bring their own) Laptops \$250 Tablets \$150

Delinquent Account Policy

If a student is delinquent, for more than two payments, on after-school tuition the student will be asked to leave the program unless a payment plan is arranged. Payment plan must be approved by the UCA Executive Director

Zelle payments: Please reference your students name and what the payment is for.

Send to: PAYUCA@UCACHICAGO.ORG

UCA Refund & Withdrawal Policy

Afterschool & Summer Programs

To ensure smooth operations and fair planning, UCA has established the following guidelines for student withdrawals and tuition refunds:

Afterschool Program

- If a student withdraws **before the end of a week**, the **full week's tuition will be retained**.
- **No partial refunds** are issued for mid-week withdrawals.

Summer Program

- A **minimum two-week notice** is requested for all student withdrawals.
- Due to **prepaid events, trips, and activities**, a portion of the tuition may be **non-refundable**.
- Refunds are reviewed **case-by-case**, based on timing and non-recoverable expenses.

Financial Aid: Child Care Assistance Program (CCAP)

The Child Care Assistance Program (CCAP) is a state-funded initiative that helps low-income Illinois families cover the cost of child care. This support allows parents to work, attend school, or participate in approved training programs while ensuring their children are cared for in a safe, nurturing environment.

If you believe you may qualify, please don't hesitate to speak with our administrative staff. We're happy to guide you through the process and help you access the support you need.

Policies & Legal

Technology Use: Student Laptop Policy

Empowering Learning Through Responsible Technology Use

UCA provides laptops to students as a valuable tool for completing homework, projects, and other academic tasks. These devices are intended to support learning and foster digital responsibility.

Usage Guidelines

- Laptops are to be used exclusively for educational purposes.
- Students must handle laptops with care and respect.
- Students responsibility that all devices should be charged nightly and ready for use each day.

Damage & Accountability

- If a laptop is damaged due to student misuse or negligence, a repair or replacement fee will be charged to the student's account.
- Parents/guardians will be notified promptly of any incidents involving damage.
- Students may be temporarily restricted from laptop use until the issue is resolved.

Care & Protection

- Avoid eating or drinking near the device.
- Do not attempt to repair or modify the laptop yourself.

Communication & Support

- UCA's tech team is available to assist with technical issues and routine maintenance.
- Questions or concerns about laptop use or fees can be directed to the school office.

Internet Safety Guidelines

Technology & Communication Policy

At Urban Christian Academy (UCA), the Internet is a vital tool for education and communication. All students are expected to use Internet access responsibly and in alignment with UCA's mission and values.

Purpose of Internet Use

- Internet access is provided primarily for school-related work, research, and communication.
- Personal use is not permitted unless approved by UCA staff.

Monitoring & Accountability

- All Internet activity is subject to inspection and monitoring to ensure appropriate use.
- Violations of this policy may result in corrective action, including non use of laptops.

Prohibited Activities

Misuse of Internet access includes, but is not limited to:

- Attempting to gain unauthorized access to any computer or communications system.
- Disabling or bypassing school-installed security software (e.g., antivirus protection).
- Playing games or browsing for entertainment during school hours.
- Using instant messaging or visiting chat rooms during school hours.
- Using Internet resources to bully or harass others (see UCA Bullying & Cyberbullying Policy).
- Downloading copyrighted materials without proper authorization or payment.
- Accessing, transmitting, or storing illegal, sexually explicit, or discriminatory content using school equipment or services.

Commitment to Safe Use

UCA is committed to fostering a safe and respectful digital environment. All users are expected to:

- Uphold **Christian values** in online conduct.
- Protect the integrity of school systems and data.
- Report any suspicious or inappropriate activity to school administration.

UCA Staff Mandated Reporting Responsibilities

Protecting Students. Upholding Trust.

Urban Christian Academy (UCA) is committed to creating a safe and nurturing environment for all students. As part of this commitment, all staff members are considered mandated reporters under state law and school policy.

What Is Mandated Reporting?

Mandated reporters are legally required to report any suspected abuse, neglect, or maltreatment of a child to the appropriate authorities. This includes physical, emotional, sexual abuse, and neglect.

Licensing

Urban Christian Academy is not licensed or regulated by the Department of Children and Family Services (DCFS). According to the State of Illinois Child Care Act, UCA falls under the license exempt programs that meet the following:

- Serve only school-age children and youth (defined as full-time kindergarten children)
- Are organized to promote childhood learning, child and youth development, educational or recreational activities, or character-building
- Operate primarily during out-of-school time or at times when school is not normally in session.

Though we are not licensed by DCFS, UCA remains committed to the highest quality of service for all our students.

Firearm Policy

UCA's policy strictly prohibits students from using, possessing, controlling, or transferring a weapon or any other object that can reasonably be considered, or looks like, a weapon." A weapon is defined as:

- Any gun, rifle, shotgun
- Any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs, and razor blades
- "Look-alikes" of any weapon as defined above

To be clear, a look-alike weapon could be anything that is made to represent a weapon. Examples of look-a-like weapons below and include, but are not limited to:

- Toy Guns, Squirt Guns, Pocket Knives, BB Guns, Razor Blades, Ammunition, Handmade Knives

Students must not bring any weapons or look-alike weapons to school or display them on any virtual platform that could cause a disruption to the school environment.

The Illinois State Police No Firearm Poster will be posted at all entrances. **All firearms are prohibited on the premises.**

Student Enrollment Record Retention Policy

At Urban Christian Academy, we are committed to maintaining a safe, organized, and transparent environment for all of our students and their families. As part of our ongoing efforts to comply with state regulations and protect the privacy of your family's information, we want to inform you of our Enrollment Record Retention Policy.

What We Collect

Upon enrollment, we collect essential information to support class rosters, maintain parent contact and emergency information, and gather other demographic data. This includes:

- Home address
- Emergency contacts
- Medical records (e.g., immunizations and physicals)
- Authorized pick-up information
- Parent/guardian contact details

How Long We Keep Records

- Medical records are securely retained for 7 years.
- Enrollment applications and supporting documents are retained for 5 years after a child leaves the program.

How We Protect Your Information

All personal records are stored securely and are accessible only to authorized staff members. At the end of the retention period, records are disposed of securely—this includes shredding physical documents and permanently deleting digital files from our secure system.

We Do Not Share Your Information

Please note that we do not share any information collected with outside companies, agencies, or third parties.

Your family's privacy is a top priority at Urban Christian Academy. If you have any questions about this policy or would like to request access to your child's records, please contact our administrative office.

AUTHORIZATION TO PRODUCE AND USE AUDIOVISUAL MATERIALS

I hereby voluntarily and without compensation authorize Urban Christian Academy(UCA) to produce photographs, movies, video tapes, audio tapes, and PowerPoint Presentations of the below named participant. This authorization is given on the condition that the materials taken or produced will be used for the purpose of community education or program promotion. I understand UCA and its employees will not use these materials for compensation. I understand that this grant of permission shall only be revoked by a written instrument delivered to the Executive Director UCA. This consent shall remain in effect, unless revoked.

AUTHORIZATION FOR MEDICAL CARE

In the event of a medical emergency or illness, I hereby authorize Urban Christian Academy to provide first aid (to include medicine), and/or to request emergency medical treatment and transportation to a hospital. Any hospital or emergency medical personnel are authorized to provide treatment to my child of such nature as they deem appropriate and to consult with our physician. Parent/Guardian(s) will be notified upon the event.

LIABILITY WAIVER

In case of illness or accident, UCA (Urban Christian Academy) is authorized to secure emergency medical treatment at my expense. UCA reserves the right to dismiss any participant who does not show respect for the facility, including but not limited to: property, equipment, policies, other members and staff. Participants who are dismissed will not be given a refund of fees paid. UCA assumes no responsibility for personal property. By signing this Registration Form, I (we) hereby waive any and all claims against UCA. I understand that use of the facilities and equipment at UCA may involve risk of bodily injury or property damage and I agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that the child registered above can safely participate in activities and events at UCA. I also understand and agree that by signing this Agreement, I am giving up my (or the minor for whom I sign) right to make any claim against UCA, its agents, employees and volunteers, including the right to sue them, for bodily injury or property damage or any other loss that I might suffer while using UCA facilities and services, except as limited by law.

Parent Acknowledgment Form

By signing below, I confirm that I have read and understand the following materials and policies provided by Urban Christian Academy (UCA):

I acknowledge that I have reviewed:

- The Parent Handbook, including all school policies (available in physical or digital format)
- The UCA Tuition 10-Month Payment Plan
- The UCA Refund & Withdrawal Policy for Afterschool and Summer Programs

I understand and agree that:

- Tuition is non-refundable for mid-week withdrawals from the Afterschool Program
- A two-week notice is required for withdrawals from the Summer Program
- Refunds may be limited due to prepaid events, trips, and activities

Authorization to Produce and Use Audiovisual Materials

UCA occasionally photographs or records students during activities for educational, promotional, or celebratory purposes. Please indicate your preference:

- **Yes**, I give permission for my child(ren) to be photographed or recorded.
- **No**, I do **not** give permission for my child(ren) to be photographed or recorded.

Authorization for Medical Care

In the event that medication needs to be administered during program hours, please indicate your authorization:

- **Yes**, I authorize UCA staff to distribute medication to my child(ren) as needed.
- **No**, I do **not** authorize UCA staff to administer medication to my child(ren).

Liability Waiver

- **Yes**, By signing this document I (we) agree Liability Waiver terms.

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Signature: _____

Date: _____