

Schnucks Cooks for Kids Parent Handbook

Guidelines and Policies

Schnucks welcomes you and your child to cooking class. Before we get started, below is information that will help all of us to have a safe, healthy and, most importantly, FUN experience. Bon Appetit!

REGISTRATION: *All forms must be complete and payment received in order for your child to be registered and participate in class.* Class registration is on a first-come, first-served basis. Registration the day of the class is not allowed as adequate time is needed to prepare for each cooking class. Early registration is encouraged; many classes will fill up quickly.

Required forms:

- 1) **Camper Registration Form** – please fill out and return.
- 2) **Parent Registration Information Form** – please fill out and return.
- 3) **Schnucks Cooks for Kids Parent Handbook Acknowledgement Form** – please read and keep at home for your records (there is a space on Camper Registration Form to sign acknowledging you have read and received this form.

QUESTIONS:

- ▶ For questions about **registration or class availability**, please call Schnucks Cooks Cooking School at (314) 909-1704. This is also the number to call if you need to reach camp staff during camp hours.
- ▶ For questions about **class content or to discuss special accommodations needed for your child**, please email kidscamp@schnucks.com with your Name, Phone Number, and a Short Description of your concern, and you will be contacted as soon as possible by camp staff to discuss.

LOCATION: All classes will be held in the Schnucks Cooks Cooking School, located at Schnucks Des Peres, 12332 Manchester Road, St. Louis, MO 63131.

ATTIRE: Campers should wear comfortable clothing in which they can cook, move and play. Closed toed shoes are to be worn. Long hair should be tied back. We provide aprons that kids can wear during class.

FOOD ALLERGIES/SPECIAL NEEDS: If your child has food allergies or special needs, this **must** be noted on the Camper Registration Form. For specific guidance/questions, please email kidscamp@schnucks.com with your Name, Phone Number, and a Brief Description of your concern, and Kids Camp staff will contact you as soon as possible to discuss. Please note we are not an allergen free facility. With advance notice we work to make special arrangements or recipe modifications to ensure a safe and positive cooking experience for your child. While we take care to clean and sanitize utensils after each class be aware that cross contamination may occur among food products and we cannot guarantee that our food will be safe for customers with food allergies.

MEDICATIONS: If your child carries an epi-pen for a food allergy, or requires medication to be on hand during class hours for a medical condition, this must be noted on the Camper Registration Form, and the **“Medication Authorization”** section on the back of Camper Registration Form **must** be completed by the parent/guardian in order for your child to attend class. You are responsible for bringing the epi-pen/medication to the class leader at sign-in each day of camp that your child attends. Medications will be stored out of reach of children during camp hours.

CANCELLATIONS/REFUNDS: We work hard to bring you the best and most engaging kids’ classes, and that work begins long before the class is scheduled. We will accept cancellations up until **three (3) days prior** to the class for which your child is registered. *If you cancel within three days of the class, or your child does not show up for class, we regret that we will be unable to refund any portion of your fee.**

***MEDICAL CANCELLATIONS:** Inside of the 3-day no-refund window, *exceptions will only be granted for documented medical conditions.* You must submit a physician’s note on letterhead to the Cooking School in order to receive a refund. Schnucks also offers the opportunity for students that are absent due to medical reasons the option of transferring to another class if space is available.

DIVORCE/SEPARATION/CUSTODY ARRANGEMENT INFORMATION: A legal restraining order must be on file at Schnucks if biological/adoptive parent is not allowed to pick up the child. Please see a Schnucks Kids Cooking Camp staff representative or email kidscamp@schnucks.com for further questions.

AUTHORIZED PICK-UP: For children aged 15 and under, it is required that legal guardians or a person authorized for pick-up by the legal guardian sign your child in and out of class every day. Notification of any changes in persons authorized for pick-up is pertinent for your child's welfare. Pick-up will only be allowed from the classroom area, not from other areas or outside of the store.

A child will only be released to persons authorized by the legal guardians on the registration form. Anyone not on your list or who is not authorized in writing will not be allowed to take your child from the cooking class location, even if your child appears to know the person. Permission for someone who is not on the list to pick up your child must be given in writing with your signature. In an emergency, a phone call will be accepted. The person picking up your child will be required to show a valid driver's license. Staff will ask for ID until they become familiar with persons picking up your child.

LATE PICK-UP: Your child must be picked up at the conclusion of class. It is your responsibility to make other arrangements if you cannot pick up your child. If a child is left at camp past closing time we will call the emergency contacts/legal guardians. If contact has not been made by one hour after the conclusion of class the police and the Department of Health will be notified that the child has not been picked up, so they can assist in locating the parents.

BEHAVIOR MANAGEMENT: Schnucks is a family-friendly organization. We expect all of our guests to exercise caring, honesty, respect, responsibility---in their conduct and language. The Schnucks staff is dedicated to working together with the children and parents to resolve any concerns that may arise. The use of physical punishment is never permitted. If a child is endangering him/herself or others s/he will be promptly and appropriately guided away from the situation. Any participant who is determined at the sole discretion of Schnucks to have intentionally harmed or attempted to harm another participant, staff member or him/herself will be immediately suspended from the program and subject to termination from all Schnucks programs. Failure to disclose any and all pertinent information about your child can lead to termination from the class or future programs. If terminated or suspended from a Schnucks cooking class, all fees are forfeited.

CELL PHONES: Cell phones and electronic devices are not permitted for use during class. All cell phones must be turned off and kept in a bag and not in a pocket or on student's person. If a student is in violation of this policy, the device will be confiscated by a staff member, stored and safely returned after class.

RESTROOM PROCEDURES: Your child will be accompanied to the restroom by at least one (1) Schnucks staff member, but at no time will your child be one-on-one with a Schnucks staff member in a restroom. All children enrolled in the Schnucks program must be completely toilet trained due to insurance, hygiene, and legal requirements. Schnucks understands that any child may have an accident; however, if any child has more than one accident, they must be suspended from future classes and not permitted to re-enroll until they have been completely toilet trained.

CHILD INJURY: If a child is injured, an Accident Report will be completed the same day with a copy given to the parent, Schnucks corporate office and one retained in the child's file at Schnucks cooking class location. The Schnucks cooking class leader, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance. Schnucks does not provide accident insurance for your child. This will be the responsibility of the parent.

SCHNUCKS STAFF: All leaders and volunteers go through background checks and training. Schnucks staff are carefully and thoroughly screened through the National Criminal Index.

ACKNOWLEDGEMENT PAGE: My signature below verifies that I have received, read and understood the Schnucks Cooking Class Parent Handbook. I agree to abide by the policies set forth herein.

Child's Name (print) : _____

Parent/Guardian Name (print) : _____

Parent/Guardian Signature: _____

Date: _____

This page must be returned to the Schnucks cooking class leader along with other required forms prior to Schnucks cooking class attendance. Items in the Parent Handbook are subject to change.