

# CHINESE CULTURAL & EDUCATIONAL ASSOCIATION – CHINESE LANGUAGE SCHOOL

## GENERAL RULES AND GUIDELINES FOR PARENTS AND STUDENTS

Chinese Cultural & Educational Association-Chinese Language School (“CCEA”), located at the property commonly known as 9800 Crawford Avenue, Skokie, Illinois (the “Building”), conducts its in-person learning activities on Saturday afternoons during the school year within designated classrooms on the 1st floor and 2nd floor; an open area on the 2nd floor; and certain areas in the basement of the Building. Evangelical Trinity Church, owner and lessor of the Building, has the sole and exclusive use and control of all areas of the Building, where various activities take place with participants unknown to CCEA. For the safety and welfare of our students, CCEA strongly discourages its students to wander beyond the designated areas of the Building during school hours while attending CCEA activities, except as described herein. During school hours, CCEA can only provide supervision in the students’ classrooms by its teachers and very light supervision in the hallways during recesses by parent volunteers. There is no supervision beyond the designated areas of the Building. The two recesses are intended for students to go to the restrooms and walk around in the hallways to stretch their legs. Any horseplay or leaving the designated areas is not allowed. CCEA, its board members, officers, volunteers and teachers shall have no responsibility for any bodily injury sustained by a student or property damages caused by a student’s failure to comply with the rules described herein; all injury and damages related thereto shall be borne solely by the student (if 18 or older) or the student’s parents (if a minor). It is the parents’ responsibility to educate their children of the dangers lurking in our society. Parents have the sole responsibility to communicate to their children on the drop-off and pickup procedures. CCEA recommends that parents drop off and pick up their children to and from their classrooms. CCEA recommends and welcomes parents to discuss any concerns with the CCEA officers.

In addition to the above, CCEA students may participate in school sponsored or community sponsored events to showcase CCEA programs and to promote Chinese language and culture. These events may or may not take place at the Building. All injury and damages related thereto shall be borne solely by the student (if 18 or older) or the student’s parents (if a minor). CCEA, its board members, officers, volunteers and teachers shall have no responsibility for any bodily injury sustained by a student or property damages resulting from a student’s participation of such events.

By signing the release and consent below you acknowledge that you fully understand and agree, for yourself and on behalf of your minor child(ren), as applicable, to abide by the rules as set forth herein.

## COMPLETE AND GENERAL RELEASE AND CONSENT

I, the undersigned, acknowledge that I voluntarily register myself and/or the member(s) of my family listed below to participate in the activities which I and/or my family member(s) participate as a CCEA student. I acknowledge and understand that unforeseen injuries or accidents may arise in the course of these CCEA activities. I also acknowledge and understand that school officials cannot control the conditions present at the location(s) where CCEA activities are conducted. I further acknowledge and understand that CCEA cannot and does not assume any responsibility for the safety and welfare of the students where CCEA activities take place. My signature below constitutes evidence of my full understanding of the CCEA General Rules and Guidelines for Parents and Students. In consideration for CCEA allowing me and/or my child(ren) to participate in CCEA activities, for myself and my child(ren) I do hereby: 1) accept full responsibility and liability for the participation of myself and/or each member of my family in CCEA activities and 2) release, discharge, covenant not to sue, and INDEMNIFY, HOLD HARMLESS AND DEFEND CCEA, its board members, officers, volunteers and teachers, from all claims, actions, liability, loss, damages, suits, fees, costs, expenses, medical expenses or attorneys’ fees, arising from or out of my or any member of my family’s attendance or participation in CCEA activities.

_____ Student Name (Please print name clearly)	Sign: _____ Student Signature (if 18 or older)	Date: ____/____/____
_____ Student Name (Please print name clearly)	Sign: _____ Student Signature (if 18 or older)	Date: ____/____/____
_____ Student Name (Please print name clearly)		
_____ Student Name (Please print name clearly)		
_____ Parent or Guardian Name (if minor student(s)) (Please print your name clearly)	Sign: _____ Parent or Guardian Signature (if minor student(s))	Date: ____/____/____

1) **Authorization and Consent for Medical Treatment:** In the event of an emergency, I, the undersigned, authorize CCEA officials to act on my behalf and in my stead, to arrange immediate medical treatment for myself and/or my family member(s) from a licensed or certified physician and/or to call emergency 911, as CCEA officials deem necessary or appropriate. I hereby assume sole responsibility for and agree to pay or to dispute at my own expense, any and all expenses, costs, and liabilities arising therefrom, and hereby agree to DEFEND, INDEMNIFY AND HOLD HARMLESS CCEA, its board members, officers, volunteers and teachers, from all claims, actions, liability, loss, damages, suits, fees, costs, expenses, medical expenses or attorneys' fees, arising from or out of any such immediate or emergency medical treatment.

2) **Emergency contact for myself and/or my family member(s)** are as follows:

Primary:

\_\_\_\_\_  
Name and Relationship

\_\_\_\_\_  
( )  
Telephone

Secondary:

\_\_\_\_\_  
Name and Relationship

\_\_\_\_\_  
( )  
Telephone

3) **Release of Pictures and Recordings:** CCEA will have pictures and recordings, including audio with or without video, taken throughout the school year for its Chinese New Year celebration, yearbook publication, and/or video tape. Pictures and recordings may also be taken during other CCEA activities, including but not limited to, school potlucks, picnics, and community sponsored events to showcase CCEA programs and to promote Chinese language and culture. Pictures and recordings taken by or on behalf CCEA may be used in connection with CCEA in-class instructions, including year-end showcase of student achievements, school flyers, newspaper publications, and/or posted on CCEA website and social media to promote CCEA and its programs. CCEA would like to obtain your consent to release these pictures and video. **Your consent is optional.** However, please be advised that if you withhold your consent, your family will not be able to participate in Chinese New Year performance.

**IF YOU DO NOT GIVE YOUR CONSENT TO RELEASE PICTURES/RECORDINGS, CHECK 3RD BOX ONLY**

☐ **I agree to give my consent** to release the pictures and recordings of my family, and for myself and my minor children; and I hereby release CCEA, its board members, officers, trustees, volunteers, and teachers, from all claims, actions, liability, loss, damages, suits, fees, costs, and expenses, resulting from the use or release of such pictures and recordings.

☐ **I agree to give my consent** to release the pictures and recordings of my family, and for myself and my minor children **for the limited purpose of participating in the virtual Chinese New Year celebration, if applicable;** and I hereby release CCEA, its board members, officers, trustees, volunteers, and teachers, from all claims, actions, liability, loss, damages, suits, fees, costs, and expenses, resulting from the use or release of such pictures and recordings.

☐ **I do not give my consent** to release the pictures and recordings of my family.

**NOTE: CCEA cannot control and does not assume responsibility for any release of pictures and recordings by third parties during any CCEA activities (either sponsored by CCEA or third parties).**

\_\_\_\_\_  
Student Name (Please print name clearly)

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student Signature (if 18 or older)

\_\_\_\_\_  
Student Name (Please print name clearly)

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student Signature (if 18 or older)

\_\_\_\_\_  
Student Name (Please print name clearly)

\_\_\_\_\_  
Student Name (Please print name clearly)

\_\_\_\_\_  
Parent or Guardian Name (if minor student(s))  
(Please print your name clearly)

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent or Guardian Signature (if minor student(s))