

Superior Court of California, Santa Clara  
Children's Waiting Room Registration Form



<https://www.catalystcomm.org>

Your Name (Print): \_\_\_\_\_ Relationship To Child: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Court Room: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Child's First/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Allergies? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, <b>list child and their allergies:</b>	Any medical conditions? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, <b>list child and their conditions:</b>
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Are there custody/other issues we should be aware of?  yes  no (if yes, please explain)

IN CASE OF AN EMERGENCY, OR IF I AM UNABLE TO PICK-UP MY CHILD/REN, I HERBY AUTHORIZE THE FOLLOWING PERSON TO PICK-UP MY CHILD/REN. **(Please list one person besides yourself)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship:  Mother  Father  Grandparent  Legal Guardian  Other

**IN CASE OF INJURY OR SUDDEN ILLNESS, I HERBY GIVE AUTHORITY TO CATALYST COMMUNITY STAFF, SUPERIOR COURT OF CALIFORNIA, SANTA CLARA, EMERGENCY SERVICES AND ANY HOSPITAL OR DOCTOR TO RENDER IMMEDIATE AID AS MIGHT BE REQUIRED. IT IS UNDERSTOOD THAT I WILL ACCEPT THE EXPENSE OF THIS SERVICE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Children's Waiting Room Policy

- 1. Age Requirements:** Children must be at least 2 yrs old (**Fully Toilet trained. No Diapers or Pull ups**) to use the Children's Waiting Room. **Initial** \_\_\_\_
- 2. Drop-Off and Pick-up:** The Children's Waiting Room is open from 8:15 am to 4:45 pm. We are closed during lunch from **12:00 pm to 1:00 pm**. We ask that your child be **picked up before 11:45 am and 4:30pm**. We will make every effort to accommodate late pick-ups if there are extenuating circumstances. The Sheriff's Department will be contacted to take children into protective custody if the child is not picked up on time. **Initial** \_\_\_\_
- 3. Emergency Evacuation:** If an emergency evacuation occurs while your child is in our care, they will not be released to you until the building is cleared and the children have returned to the Children's Waiting Room. If the building is not cleared the Children's Waiting Room staff will contact, you with pickup information. **All Adults must follow the public evacuation process as designated by the courthouse.** **Initial** \_\_\_\_
- 4. Participation:** You must remain in the building while your child is in the Children's Waiting Room. **Initial** \_\_\_\_
- 5. Food:** Children will be offered a healthy snack. If your child has any food allergies or is on a restricted diet, please discuss the snacks with the teacher. **Initial** \_\_\_\_
- 6. Health:** All children need to be in good health to use the Children's Waiting Room. If your child shows symptoms of fever, severe cough, diarrhea, vomiting, sore throat, infections of the skin or eyes; or lice they **CAN NOT** be cared for in the Children's Waiting Room. If your child becomes sick while in our care, the teacher will contact you to pick them up immediately. **Initial** \_\_\_\_  
(For teacher use:  Eyes  Nose  Head)
- 7. Behavior Issues:** No inappropriate language or behavior will be tolerated by adults or children visiting the Children's Waiting Room. **Behavior issues may limit your future use of the Children's Waiting Room.** **Initial** \_\_\_\_
- 8. Pick-up Person:** Each adult and child will receive matching wristbands upon admittance. Children will only be released to adults wearing identical wristbands. **NO EXCEPTIONS WILL BE MADE** unless ordered by a judge or commissioner. **Initial** \_\_\_\_
- 9. Electronic Devices:** Electronic devices are prohibited in the children's waiting room. We ask that all electronic devices including cell phones, tablets, handheld video games etc. be left with the parent/guardian. If the teacher agrees to allow electronic devices in their room, we are not liable if they become lost or damaged. **Initial** \_\_\_\_
- 10. Usage Policy:** The Children's Waiting Room may be used for a maximum of 4 hours per day, not to exceed 3 times per week, and no more than 12 hours total per week. Exceptions to this policy will be considered on a case-by-case basis. **Initial** \_\_\_\_

**I have read, understand, and agree to each of the parent/guardian policies set forth in this document, and agree to hold harmless Catalyst Community Staff, Catalyst Family Inc., and the Superior Court of California, Santa Clara County, its agents, officers, and employees, from and against any and all claims, losses, liabilities or damages, including payment of attorney's fees arising or resulting from the performance of this Agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Catalyst Community Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_