Tunbridge Library

School/Youth Permission Slip

Hours: Tues. 10-5, Wed. 3-6, Thurs. 10-5, Fri. 3-6

Dear Parents and Guardians,

Tunbridge Public Library welcomes people of all ages to use the library. We are committed to

making the library an inviting place for children. Students in grades 4-8 may use our spaces

unaccompanied after school Tuesday-Friday. However, considering our space constraints and the need to make the library accessible and safe for all, we ask that parents refrain from sending fourth-eighth graders to the library every weekday if at all possible. Children in third grade and

younger are not allowed to use the library after school without a parent, guardian, or caregiver

of at least high school age. Tunbridge staff and trustees would like to make sure that children, parents, and guardians are aware of library policies. The following policies are in place to protect children who use the library and the use of the library by other patrons:

1) The Library does not act “in loco parentis.” Library staff, volunteers or trustees do not take

the place of a parent, act as a caregiver or babysitter, nor assume responsibility for the

children on Library premises.

2) Children in third grade or younger shall, at all times, be adequately attended by a

responsible person, preferably a parent, guardian or caregiver of at least high school age,

while in the Library.

3) Children in fourth grade and up may use the library unattended, subject to other rules and

regulations in effect at the Library.

4) It is the responsibility of parents and/or legal guardians to determine what materials their

minor children, and only their children, may use, borrow or access. This includes materials

accessed through library computers.

5) The library staff is particularly concerned about children who may be unattended when the

library closes for the day. In order to ensure the child’s safety after the library closes, a staff

member will determine if the child is aware of a pick-up schedule. If not, the child will be

invited to make a phone call to make immediate arrangements to get safely home.

6) The Library encourages parents to have a contingency plan for their children if they are

asked to leave or if the library closes unexpectedly. If the Library must close unexpectedly

(e.g. due to extreme weather or power outage after sunset) all children will be asked to notify

their parents. Staff will wait with children for 20 minutes after parents have been notified. After

20 minutes, a staff member will call the Police to plan for the care of any remaining children

under 12 years of age.

7) The Library suggests that children carry phone numbers for use in case of an emergency.

Students are expected to display mature and responsible behavior in the library and on library

grounds. Disruptive behavior will be dealt with on a three-warning system. If the student fails

to control his or her behavior, they will be asked to leave and not return to the library for one

week. Extreme behaviors could result in a ban from the library. Students will be responsible for cleaning up after themselves.

Please also fill out your work and home phone numbers so that we can reach you in the event of an emergency.

BUS RIDE INFORMATION:

I hereby give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to take the school bus to the Tunbridge Library. I understand that adequate and appropriate supervision will be provided. We recognize, however, that unanticipated situations and problems can arise on any trip, which are not foreseeable or reasonably within the control of the supervising teachers or staff (including parent volunteers). In such instances, we agree that the WRVSU member school district, the supervising teachers and library staff (including parent volunteers) are not to be held legally responsible in the event of an accident or injury. I further

recognize that if transportation to the library is provided by parent volunteers and in the event of an injury suffered during the transportation to and from the school, I agree to look solely to the insurance carrier providing insurance on the transporting vehicle for compensation and release and waive all claims against the WRVSU, School District and Tunbridge Library, and any parent volunteer for any injury, accident, illness or death during or by reason of the transportation for visit.

Further, in the event of an emergency, we give permission for the school to call emergency medical personnel to transport the student to the nearest medical facility and to authorize emergency treatment. We will assume full responsibility for all charges related to the above.

While withholding library programs can and will not be used as a punishment for misbehavior at school, safety on the bus is always a consideration. If teachers and school staff deem the child’s behavior unsafe for the bus ride, students parents will be notified before the school day is over.

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STUDENT’S NAME (Please Print) TELEPHONE/HOME AND EMERGENCY

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SIGNATURE OF PARENT/GUARDIAN PRINT PARENT/GUARDIAN NAME

Sincerely,

The Trustees and Staff of the Tunbridge Public Library

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_