

**1. Title:** Student Information Forms

**2. Purpose:** To assure that teachers and leaders have pertinent information necessary to provide safety and maximum child protection.

**3. Policy:**

3.1 There are three types of Information Forms which apply to children and youth: 1) Registration 2) Permission 3) Medical/Release

3.2 A dated Registration Form containing name, gender, address, phone number, birth date, grade, health concerns, and emergency contact must be on file for each child or youth attending Sunday School, WNL, or VBS. (See FPCC Student Registration Form, F-100401 on the FPCC Web Page.)

3.3 Trip Consent Form must be completed and signed for all programs and activities outside the regular classes and meetings. These would include, but not be limited to: overnight lock-ins, off-campus service projects, off-campus fellowship activities, and out of town trips. (See Trip Consent Form – F-230201 on the FPCC Web Page.)

3.4 A Medical Information and Release Form must be completed and signed for any person less than 21 years of age who participate in a mission trip. (See Medical Information and Release Form - F-230401 on the FPCC Web Page)

**4. Definitions:**

*Children and Youth* - Individuals between the ages of birth to 18 years.

**6. Applicability:**

The Director of Christian Education and/or the Associate Pastor is responsible for supplying Registration and Medical/Permission forms.

**7. Procedures:**

7.1 Blank Forms for Registration and Medical/Permission are to be maintained and filed in the Forms Notebook in the Church Office. Online PDF fillable and printable forms are also available on the FPCC Web Page.

7.2 Completed Registration Forms should be kept current and filed in a notebook in the Sunday School or WNL classroom. During VBS, Registration Forms shall be filed in the Church Records in the Church Office.

7.3 Completed Trip Consent and Medical Release Forms should be kept current and in the possession of Leaders during events whether on or off campus. At the conclusion of the trip, these documents shall be archived in the Church Office for legal purposes until the statute of limitations has passed, normally two years from completion of the trip, unless longer retention is warranted due to ongoing legal concerns.

**8. Review Schedule:**

The Discipleship Committee Chairman shall review this OPS every three years on the anniversary of the effective date and make any needed revisions for Session's approval.

**9. Approval:**

The Session **approved** this OPS on the above effective date.