

Youth Programming General Policy

Purpose: The purpose of this document is to outline the general policy (this “**Policy**”) for all Woodburn Games (“**Woodburn**”) programming directed at participants under the age of eighteen (18) (each, a “**Youth Participant**”). This Policy is not intended for programming targeted at the general public that allows youth to participate. In those instances, Guardians (as defined below) are expected to stay with any child under the age of sixteen (16).

By reference, this Policy incorporates the terms outlined in the [General Terms & Conditions](#) and [Privacy Policy](#). Participation in Youth Programming constitutes acceptance of those referenced terms.

Definitions:

- “**Dedicated Staff**”: An employee scheduled *solely* for Youth Programming (without splitting time between the Youth Programming and ordinary retail).
- The “**Guardian**”: Any individual with legal authority to make decisions for a Youth Participant such as a parent or legal guardian.
- “**Scheduled End Time**”: Advertised end time of an event (for example, 4pm is the Scheduled End Time for an event scheduled from 1pm – 4pm).
- “**Store Suspension**”: A period where a Youth Participant is not able to participate in Youth Programming. Unless otherwise specified by Woodburn, the Store Suspension period is six (6) months.
- “**Youth Programming**”: Programming and events directed at or intended for Youth Participants.

General Policy

- 1) Youth Programming includes a fee of five dollars per hour (\$5/hr) for each Youth Participant. If a higher rate applies, the store will notify the Guardian.
- 2) Youth Participants must be at or over the age of ten (10) years old.
- 3) Youth Participants must be under the age of eighteen (18) years old.



4) The Guardian must complete a general waiver including the Guardian's contact information.

(a) For Youth Participants over the age of fourteen (14), an addendum is available allowing the Youth Participant to be released from the store without the Guardian present.

5) Youth Programming will be published with a start time and Scheduled End Time. Scheduled End Times will be no later than one (1) hour before store closure.

6) Fee for youth programming will be charged at a rate of at least five dollars an hour (\$5/hr) per child.

(a) If a higher rate applies, Woodburn will notify and obtain explicit consent from the Guardian.

7) Pick Up Policy

(a) Guardians are expected to arrive before the Scheduled End Time to pick up their Youth Participant(s). Woodburn provides a five (5) minute grace period after the Scheduled End Time.

(b) After the grace period, Woodburn will call the Guardian.

i. If the Guardian does not answer or respond:

1. Guardian will be called again around thirty (30) minutes after the Scheduled End Time.

2. If the Guardian cannot be reached after the second call, Woodburn will contact the Ohio Department of Job and Family Services.

ii. Youth Participants will be accommodated at no extra cost up to one (1) hour past the Scheduled End Time.

1. However, after this additional hour, there will be an additional (prorated) fee of forty dollars per hour (\$40/hr) for each Youth Participant.

8) Staffing Guidelines

(a) All Woodburn staff will have background checks (BCI and FBI) on file;

(b) At minimum, one (1) Dedicated Staff will be present for every twenty (20) Youth Participants (with a preference for a 1:12 ratio); and



(c) At minimum, there will be two (2) staff members in the building during Youth Programming.

9) Discipline Guidelines

(a) Participants will be expected to follow all Woodburn community guidelines including this Policy.

(b) Youth Programming begins with a review of community guidelines in age-appropriate language.

(c) Consequences for violating community guidelines will be handled at Woodburn's sole discretion, depending on the severity of the violation.

i. Minor violation (for example, casual use of profanity):

1. 1st offense: conversation with the Youth Participant.

2. 2nd offense (within six (6) months): conversation with Youth Participant and Guardian.

3. 3rd offense (within six (6) months of the 1st offense): Store Suspension.

ii. Major violation (i.e. physical outburst):

1. 1st offense: Store Suspension and conversation with Youth Participant and Guardian.

2. 2nd offense (after returning from Store Suspension): Youth Participant will be permanently banned from Youth Programming.

10) Photos and Video are allowed at Youth Programming.

(a) To protect privacy, Woodburn will not publish or associate last names with the child's image without the Guardian's explicit consent.