

*This form must be completed and submitted to the Department of Human Resources
at least thirty (30) days prior to the start of the program.*

I. Program Information

New Program: _____ Renewing Program: _____

Sponsoring Department/Division: _____

Program Director: _____

Program Director Contact:
Email: _____ Phone: _____

Purpose of the Program:

Program Type:
Day Program _____ Overnight Program _____

Days of Operation
SU M TU W TH F SA

Hours
From: _____ To: _____

Start Date: _____ End Date: _____

Trips
No Trips: _____ Itinerary Submitted: _____

II. Planned Program Services/Activities

Classroom Instruction: No Yes
Performance: Dance Drama Music
Off-Site Trips: No Yes (Off-site trips require itinerary & parental consent forms)
Other: _____

Description of Services/Activities:

III. **Participant Information** (Please enter the requested information for all minors participating in the program/activity.)

| Age Group | # Males | # Females |
|--------------------|---------|-----------|
| 5 years and under | | |
| 6 to 7 | | |
| 8 to 12 | | |
| 13 to 15 | | |
| 16 to 17 | | |
| Total Participants | | |

Average Skill Level of Participants:

Beginner Intermediate Advanced

Does the program combine minor and adult participants? No Yes

If yes, please describe:

IV. **Program Staffing** (Please list all personnel, indicating position/status as student, faculty, staff or volunteer; Include email and phone.)

V. **Rooms/Areas to be used for Program Services/Activities**

| Room Type (e.g. Classroom, Dorm, Theater, Studio, etc.) | Building & Floor # | Room # |
|---|--------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

VI. **Safety and Supervision**

All programs must establish an adequate plan for the supervision and safety of minor children. Please outline your safety plan below, including, but not limited to, who will have primary responsibility for program staff and staff supervision; drop-off and pick-up logistics, if any; procedures for monitoring and/or accounting for minors (e.g., taking attendance, establishing curfews; etc.); buddy systems; procedures to follow in emergencies, including evacuation plans, procedures for notification of parents/guardians and emergency medical protocols; recognizing and reporting suspected child abuse, etc. You may use the back of this form or attach additional pages as needed. Additional guidance on safety and supervision requirements can be found in The Juilliard School Working with Minors Policy.

Are you or any of your staff currently certified in...?

| | | |
|-----------|----|-----|
| First Aid | No | Yes |
| CPR | No | Yes |
| AED | No | Yes |

If yes, please indicate whom and date of certification:

VIII. Background Checks

All program staff **must** have undergone a criminal background check by Juilliard’s Human Resources Department within the past three years. Program staffs are also required to undergo a sex offender registry check by Juilliard HR every year. The sex offender registry check will include a review of the New York State Sex Offender Registry or the similar registry of the state of the staff member’s primary residence and the national sex offender registry.

All required background and sex offender registry checks must be completed **prior** to the day the employee or volunteer begins working in the program. It is the duty of the program director to ensure that the required background and sex offender registry checks have been completed and maintain appropriate records in his/her files.

Please indicate if the required checks have been completed for you and your staff (including volunteers):

No Yes If Yes, indicated date Submitted: _____ Returned: _____

REMINDER:

Mandated Reporters are legally required to report suspected child abuse, neglect or maltreatment. Mandated Reporters include, but are not limited to, School officials, instructors, administrators, counselors and medical professionals. For additional information about mandatory reporting, visit: <http://www.nysmandatedreporter.org/default2.html>.

All program staff should familiarize themselves with the School’s Working with Minors Policy and Child Abuse & Neglect Prevention Policy and Mandatory Reporting Procedure.

Call **1-800-635-1522** or **311** to report suspicions of child abuse or neglect.

If a child is in immediate danger, call **911** and **Juilliard Security ext. 246**.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE JULLIARD SCHOOL’S WORKING WITH MINORS POLICY AND THE CHILD ABUSE & NEGLECT PREVENTION POLICY AND MANDATORY REPORTING PROCEDURE. I CERTIFY THAT THE INFORMATION SUBMITTED IN THIS APPLICATION IS COMPLETE AND ACCURATE. I UNDERSTAND THAT SUBMITTING FALSE INFORMATION MAY SUBJECT ME TO DISCIPLINARY SANCTIONS.

Signature of Program Director: _____

Print Name: _____

Date: _____