

Annex B: Code of Conduct & Safety Rules

Free Spirit Winter Haven (365 Seed Labs LLC dba)

Homeschool Co-Op for ages 7–16 (and public-school children)

1848 5th St SE, Winter Haven, 33880, Polk County, FL

At Free Spirit Winter Haven, we aim to create a welcoming, respectful, and safe environment where children are free to explore, learn, and create. These guidelines ensure a positive experience for everyone involved.

1. Respect for Others

- Students are expected to be kind, respectful, and cooperative with instructors, volunteers, and fellow classmates.
- Bullying, teasing, or disruptive behavior of any kind will not be tolerated.
- Students must follow directions given by instructors the first time they are given.

2. Respect for Materials & Property

- All tools, electronics, and learning materials must be handled carefully and returned to their proper place after use.
- Misuse of tools or equipment (including 3D printers, crafting materials, or trains) may result in loss of access to those items.
- Students are expected to help clean up their work area before leaving class.
- Students may not touch others' work without permission.

3. Appropriate Conduct

- Students are expected to remain in designated classroom areas unless given permission to move elsewhere.
- Running, roughhousing, or climbing on outdoor structures (including the garden railway) is not allowed unless part of a supervised activity.
- Students must speak respectfully - no shouting, name-calling, or inappropriate language.

4. Safety First

- Closed-toe shoes must be worn during all classes. No sandals or flip-flops allowed.
- In workshop or railroad areas, additional safety gear (such as goggles or gloves) may be required and must be worn when instructed.
- Students are not permitted to use sharp tools, soldering equipment, or power tools without direct supervision.
- No food or drink is allowed in the workshop; water bottles are allowed in class areas.
- Students should wash hands before snacks and after using the restroom.

5. Class-Specific Conduct

Yoga for Children

- Students are expected to participate calmly and respectfully in all activities.
- Talking during mindfulness or quiet portions of class is discouraged.
- Shoes must be removed before entering the yoga area.
- Personal space should be respected at all times.

Art Studio

- Creative freedom is encouraged, but students must clean up their workspaces.
- Paints, markers, and other media must be used only on approved surfaces.
- Clothing may get messy—please dress accordingly.
- Students should not interrupt or touch another student's artwork.

6. Arrival & Dismissal

- Students must be dropped off no more than 10 minutes before class and picked up promptly at the end of class.
- Parents/guardians must sign in and out their children unless prior written permission has been given for older children to arrive or leave independently.
- Children will only be released to the adult(s) listed on their enrollment form.

7. Illness & Hygiene

- Children must be kept home if they have a fever, contagious illness, or have been vomiting within the past 24 hours.
- Students are expected to follow basic hygiene practices (e.g., hand washing before snacks, after restroom use, etc.).
- If a student becomes ill during class, a parent or emergency contact will be called immediately.

8. Consequences for Misconduct

Free Spirit Winter Haven follows a three-step approach to discipline:

1. Verbal reminder and redirection
2. Temporary removal from the activity or area
3. Parent notification and behavior conference
4. Dismissal from the program (in cases of repeated or serious violations)

Repeated or severe violations may result in dismissal from the program without refund.

Appendix: Garden Railroad Safety Rules

The outdoor garden railway is a highlight of the Free Spirit experience and is treated as a working STEM lab.

To ensure everyone's safety, students must observe the following:

- Entry to the railway layout is only permitted with instructor permission.
- Students must never step on or cross the tracks unless instructed.
- Hands and tools must be kept clear of moving trains at all times.
- Electrical components and control units must not be touched unless under direct supervision.
- The layout includes trip hazards - running and horseplay are strictly prohibited.
- Personal belongings (water bottles, bags, etc.) should be kept outside the layout area.
- Parents are responsible for ensuring appropriate clothing (closed-toe shoes, sun hats, etc.) during outdoor sessions.

Parent/Student Acknowledgment

We ask all participating families to read, understand, and agree to these policies.

By signing below, I acknowledge that I have read and agree to the Code of Conduct & Safety Rules for Free Spirit Winter Haven. I have reviewed these expectations with my child. I understand that failure to follow these rules may result in removal from activities or the program.

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Annex C: Photography & Media Release Form

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At Free Spirit Winter Haven, we often capture moments of creativity, discovery, and joy to celebrate our students and share the unique spirit of our homeschool co-op with the broader community. This form allows you to give or withhold permission for the use of photos and video that may include your child.

1. Use of Media

With your permission, photographs or video footage of your child may be used in the following ways:

- On the Free Spirit Winter Haven and 365 Seed Labs LLC websites
- On social media platforms (e.g., Facebook, Instagram)
- In printed materials such as brochures, flyers, or posters
- In presentations, newsletters, or educational documentation
- In news media or community announcements

All photos and videos will be used respectfully, showcasing students engaged in learning or creative activities. No names or identifying information will be used without additional consent.

2. Consent

Please select one of the following options:

☐ **YES, I give permission** for Free Spirit Winter Haven to photograph and/or video my child during class sessions and events. I understand that these images may be used for promotional, educational, and marketing purposes as outlined above.

☐ **NO, I do not give permission** for Free Spirit Winter Haven to photograph or video my child. I understand that reasonable effort will be made to exclude my child from group photos and recordings, and their image will not be used in any published materials.

Acknowledgment & Signature

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Annex D: Medical & Allergy Information Form

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This form helps us ensure the health and safety of your child while participating in any class or event at Free Spirit Winter Haven. Please fill out one form **per child** enrolled.

1. Student Information

Student Name: _____
Date of Birth: _____
Preferred Name/Nickname: _____

2. Parent / Guardian Contact

Primary Parent/Guardian Name: _____
Phone Number: _____
Email: _____
Secondary Emergency Contact Name: _____
Relationship to Child: _____
Phone Number: _____

3. Medical Conditions

Does your child have any diagnosed medical conditions we should be aware of?
[] Yes [] No

If yes, please describe: _____

Is your child currently taking any medications?

☐ Yes ☐ No

If yes, please list medications, purpose, and administration time (if applicable):

4. Allergies & Sensitivities

Does your child have any **food allergies**, **environmental allergies**, or **sensitivities** (e.g., latex, bees, nuts, etc.)?

☐ Yes ☐ No

If yes, please list all known allergies and describe the severity of the reaction:

Does your child carry an EpiPen?

☐ Yes ☐ No ☐ Will be provided to staff at drop-off

If your child has an allergy action plan, please attach a copy to this form.

5. Medical Consent & Emergency Authorization

In the event of an accident or medical emergency, I authorize the staff of Free Spirit Winter Haven to administer basic first aid and to contact emergency medical services if necessary. I understand that all efforts will be made to contact me (or the emergency contact listed above) before further action is taken.

I acknowledge that I am responsible for any medical expenses incurred and that Free Spirit Winter Haven does not provide medical insurance coverage.

[] I give consent for emergency treatment as described above.

[] I do **not** give consent (please explain on reverse side).

Acknowledgment & Signature

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Annex E: Medical & Allergy Information Form

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