

YOUR COPY

KEEP THIS COPY

## Important Instructions — Retain for Your Reference

# DO NOT MAIL THIS COPY BACK

### WORKSHOP STRUCTURE

The registration table is located at the entrance of Smith Hall on the side of the building facing the campus. Please enter there instead of on the side facing Palm St.

**ALL participants need to arrive to ALL sessions no later than 9:30am in order to check in at the registration table. (All participants must check in at each session.) If you have small children, arrive at least 5 minutes earlier. Always take them to the bathroom before checking them in at their group room.**

**The registration desk will be set up at 9:30am. Facilitators will be available in children's rooms at 9:45am.**

#### Sessions are numbered "1"—"8" for a total of 8 sessions

**(1.) SESSION #1** —Plan to arrive no later than 9:52am to complete the registration process. All parents and children will check in at the registration table. There may be additional paperwork to complete before the session begins. You will also need to take your younger children to the restrooms before taking them to their orientation. All sessions will begin at 10:00am and end at 11:30am.

**a. Children ages 4 – 9 (Yellow and Red groups)** will meet together for orientation in one room. For this age group, you will also need to sign the children in at the door. Group leaders will greet you at the door with a sign-in sheet. After orientation they will be taken to a different room for their individual group sessions. You will be instructed in your orientation where to pick up your children at 11:30. When you pick them up, you will need to sign them out.

**b. Children ages 10 – 17 (Orange and Purple groups)** will meet together for orientation in one room. After orientation they will be taken to a different room for their individual group sessions. (You will be given those room numbers also during your orientation. This age group does not need to be signed in and out.)

**c. Parents:** Parents will be attending an orientation, which will last the entire time. All parents will be in the same room together; however there will be no group interaction. You will be given information about the program and you will see two videos. You will also be given your group assignments and directions to your individual group rooms for the following week. Afterwards, you will pick up your children from their individual group sessions.

**(2.) SESSIONS # 2 - 8** — Please arrive at 9:52 for check in at the registration table. Remember, take your young children to the bathroom before sessions begin. You will then go to your individual group sessions.

**SESSION #8: THE FAMILIES WILL ALL MEET TOGETHER FOLLOWING THE LAST SESSION FOR A GRADUATION EXERCISE AND TO RECEIVE GRADUATION CERTIFICATES (11:40AM TO 12:45 PM). THIS IS A MANDATORY PORTION OF THE PROGRAM. PLEASE ARRANGE YOUR SCHEDULE FOR THAT DAY TO FINISH AT 12:45.**

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# KIDS FIRST

## WORKSHOP DATES FOR YEAR 2009/2010

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### All sessions held on Saturday mornings

Check-In: 9:30 am

Sessions: 10:00 – 11:30 am; Week 8 ends 12:67 pm.

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### **Program Beginning September 26, 2009**

Session “1” –	Sept. 26	Session “5” –	Oct. 24
Session “2” –	Oct. 03	Session “6” –	Oct. 31
Session “3” –	Oct. 10	Session “7” –	Nov. 07
Session “4” –	Oct. 17	Session “8” –	Nov. 14

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### **Program Beginning January 16, 2010**

Session “1” –	Jan. 16	Session “5” –	Feb. 20
Session “2” –	Jan. 23	Session “6” –	Feb. 27
Session “3” –	Jan. 30	Session “7” –	Mar. 06
Session “4” –	Feb. 13	Session “8” –	Mar. 13

***Please note: No session is scheduled for February 6***

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### **Program Beginning March 20, 2010**

Session “1” –	Mar. 20	Session “5” –	Apr. 24
Session “2” –	Mar. 27	Session “6” –	May 01
Session “3” –	Apr. 10	Session “7” –	May 08
Session “4” –	Apr. 17	Session “8” –	May 15

***Please note: No session is scheduled for April 3***

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### **Program Beginning June 05, 2010**

Session “1” –	Jun. 05	Session “5” –	July 10
Session “2” –	Jun. 12	Session “6” –	July 17
Session “3” –	Jun. 19	Session “7” –	July 24
Session “4” –	Jun. 26	Session “8” –	July 31

***Please note: No session is scheduled for July 3***

#### **Location:**

- Chapman University
- City of Orange
- Focus point: Glassell and Palm.
- Uo kj "J cm

#### **Parking:**

Do not park on Palm or any surrounding street with **PERMIT PARKING ONLY** Signs. Chapman parking lots for Kids First are accessible from University Dr., one block North of Palm, behind the Law School, West of Glassell; and, from Walnut, two blocks North of Palm, East of Glassell. Parking lot permits will be provided.

See “Workshop  
Structure” for more  
workshop information

[Rev. 8/13/2009]

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#### **8 [fYW]cbg.**

“”: fca `@g'5 b[ YYg.

- Take 405 Freeway SOUTH and Exit onto 22 Freeway EAST
- Take 22 Freeway EAST to Glassell St. Exit
- Take Glassell St. NORTH to Sycamore
- Turn LEFT on Sycamore
- Enter Chapman University Parking Structure (left)

“”: fca `GUb'8 [Y[ c.”

- Take 5 Freeway NORTH from San Diego
- Exit onto 55 Freeway NORTH
- Take 55 Freeway NORTH to Chapman Avenue, Orange
- Turn WEST on Chapman Avenue (right off the freeway exit ramp)
- Take Chapman Avenue WEST to traffic circle (Glassell St.)
- Exit the first exit on the traffic circle (Glassess St. NORTH)
- Take Glassell St. NORTH to Sycamore and Turn LEFT on Sycamore
- Enter Chapman University Parking Structure (left)

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## CONFIDENTIALITY AGREEMENT

*Please read carefully. All adults participating must sign this agreement.*

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### **Kids First Agreement with Parents**

All information disclosed by participants of the Kids First program (both parents and children) will be kept strictly confidential. EXCEPTION: Where there is a reasonable suspicion of child or elder abuse we are mandated by law to file a report to the authorities.

### **Kids First Agreement with Children**

All information disclosed by children will be kept confidential and will not be reported to parents unless there is some indication that the child might harm him/herself or others or if we feel the child is in need of further professional treatment.

We request that parents not ask Kids First staff members to reveal information shared by their children during sessions and that they not put pressure on their children to share such information. You might ask general questions such as: "How did it go today?" If the child does not freely respond with information, do not continue to question him/her.

It is important that children feel safe to reveal their thoughts and feelings in the sessions without fear that it will be reported to their parents. One of the goals of Kids First is to help parents create a safe environment for children to share their feelings. At the same time, children are encouraged to communicate with their parents.

You will be provided a handout outlining the topics covered in the children's groups throughout the program.

### **Group Confidentiality**

Both parents and children are asked to agree to strict confidentiality regarding the identity of and information shared by other group members. Confidentiality is an important commitment you make to other participants in order to maximize the benefits to all.

This agreement does not restrict the sharing of "session content" as it refers to the topics and materials of the Kids First program. Neither does it restrict the sharing of the names of Kids First facilitators and comments made by them in the process of teaching as it relates to program content. Neither does it restrict participants from revealing the content of their own confidences, personal insights and experiences related to their participation in Kids First.

**Any use of recording devices by participants for any purpose whatsoever during Kids First Sessions is STRICTLY PROHIBITED. *In the event Kids First should have a need to record certain portions of the program, this will be done with prior notification to all participants (and parents of participants) involved. You will be given the specific purposes(s) and uses of such recordings and will be asked to sign a release form giving your permission for yourself or your children to be recorded. Any person who chooses to decline signing such an agreement will not be recorded.***

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### **I, the undersigned agree that:**

1. **I will, under no circumstance, for any purpose, bring into a Kids First session any recording devices.**
2. **I will not repeat to anyone the information revealed by other participants in the Kids First sessions.**
3. **I will not identify the others participating in the Kids First sessions.**
4. **I will respect the confidentiality of my child(ren)'s Kids First sessions and will not request that those confidences be revealed to me.**
5. **I will, under no circumstances, request that another Kids First participant or anyone associated with Kids First (staff member, board member or administrator) repeat, reveal or testify to any information disclosed in the Kids First sessions.**
6. **I am bound by this confidentiality agreement as a condition of attending Kids First.**
7. **I have read and understand all the information provided in this document.**

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Stepparent or Significant Other)

Participants Copy (please sign and retain for your records)

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**PROGRAM PARTICIPATION CONSENT FORM**

*Read thoroughly and sign. (Stepparents and significant others do not need to sign this form.)*

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I, \_\_\_\_\_, parent of minor child(ren),

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Χηλδσ Ναμε

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Χηλδσ Ναμε

\_\_\_\_\_ ,  
Χηλδσ Ναμε

hereby give consent for myself and my child(ren) to participate in the Kids First Workshop, a program conducted at Chapman University in Orange, California. The purpose of the program is to offer education and support to help children and parents in the process of family reorganization, separation or divorce.

I agree to participate and I hereby give my consent for my child(ren) to participate in the Kids First Program. I understand that, within the bounds set by law, all information, communications, observations and opinions derived from the workshop shall be considered private and confidential between the Kids First workshop and myself. I understand, too, that the program may be described in written publications but that no information will be provided that could identify any individual participant in the program.

I agree that neither I, nor anyone representing me shall call on any person involved with Kids First to provide either written or oral testimony at a deposition or in court on any issue related to the custody or visitation of my children. Nor shall I subpoena any records from Kids First for such purposes and I hereby waive my right to do so.

Parent's Name (Print) \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**ATTENDANCE AGREEMENT**

*Please read and sign this agreement only if you were referred by the court to attend Kids First.*

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All families ordered by the court to attend Kids First must attend **ALL EIGHT SESSIONS**. "Families" includes all children ages 4 through 17.

It is the **PARENT'S** responsibility to ensure that the children attend in order for the **PARENT** to receive full credit for a completed program. Children will receive a certificate whether or not they attend all sessions. On any given workshop date, the parent who has custody that day is responsible for child's attendance.

Parent's Name (Print) \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Stepparent or Significant Other)

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Kids First Copy (please sign document and bring to registration table first day of workshop)