



**Freewheelin' Community Bikes**  
**3355 Central Ave**  
**Indianapolis, IN 46205**

## **Youth Programming Policies**

In order to ensure that all of our youth have an enjoyable, meaningful experience with Freewheelin' Community Bikes, we have prepared the following list of guidelines and requirements for participants and parents/guardians to follow. We have also enumerated the promises we will make to ensure a safe and positive experience.

### **Freewheelin' Participant Promises**

#### **Attendance**

- I will check in upon arrival and ensure that I am marked "here"

#### **Use of Electronic Devices**

- I will not use electronics during class time unless it is required for a lesson. If I need to contact someone, I will discuss with a member of the staff.

#### **Selection of Earned Bicycle**

- I understand that the staff promises to help me identify a donated bicycle that properly fits me and meets my preferences in terms of color and style and I will accept (or refuse) the restored bicycle upon completion of the class.

#### **Safety and Health Rules**

- I understand that I will follow all health and safety rules in the classroom and while riding a bicycle.
- I will bring my own water bottle to class sessions.
- I will not eat food or snacks during class sessions unless I have a dietary or medical restriction.

### **Freewheelin' Parents/Guardians Promises**

#### **Registration:**

- I understand that the actual cost of this program is approximately \$300 and that the \$25 registration fee\* represents a commitment to ensuring my youth attends and engages in the program. Therefore, I promise my youth's program fee will be paid no later than the sixth class.

\*If this fee is a burden, it can be waived. If your household can afford to pay more than the nominal fee; we would welcome a donation.

- I understand that much of the programming offered by Freewheelin' is paid with grant monies and that funders often require demographic information about the people served by their money. I promise I will supply all information requested on our Participant Registration Form.

### **Attendance**

- I promise my youth will arrive on-time for class.
- I promise I will notify the class instructor or program manager director within 6 hours before the start of class if my youth cannot make the upcoming class.
- I promise my youth will not miss more than two (2) of the eight (8) class sessions. Any more than this and I understand that I will need to start over and take another class at a later date when there is room available\*
- I understand that if my youth missed instruction time, I will have my youth attend a Bike Lab session to make-up their lesson. This make-up session must be completed before the last two class sessions for testing.
- I understand my youth must attend the last two class sessions, as these are both testing days. If they miss either of these days, they will be required to retake the test with the next class session.

\*Exceptions may be made with the Program Management Director in the case of illness, death in the family, etc.

### **Adult Class Participation:**

- I understand that, due to limited classroom space and the need to keep the participants focused on the instruction, I agree to not attend classes without explicit prior authorization.

\*Exceptions are made with required Partner Organization Chaperones

### **Pick-up and Drop-off:**

- I promise I, or my designee, will physically accompany my youth into the instruction space at the start of the class and will physically retrieve my youth from the instruction space at the conclusion of class so that I can receive general updates about the program or specific information about my youth from the program instructors. While in the instruction space, I promise I will ask my youth to show or tell me about what they learned to engage in their learning!

### **Disruptions/Behaviors:**

- I understand that I will be contacted if (and only if) my youth engages in a disruptive manner which could harm themselves or others and a resolution cannot be found.
- I understand that any threats or acts of violence or harm that my youth initiates will not be tolerated in our classroom space or during bike riding instruction and could result in the immediate expulsion of my youth from the program. No refunds will be provided.
- I understand that if my youth is a victim of another participant's harmful behavior, I will be informed and will have the right to remove my youth from the class with a refund of the participation fee.

### **Dress Preparation:**

- I understand my youth will be working in conditions where they could become dirty, wet, sweaty or sunburned. I promise my youth will be appropriately dressed and prepared to work

in a workshop and ride a bicycle in a variety of conditions.

**Communication:**

- I understand that I may receive communication from Freewheelin' staff via email, text or phone call. I promise to monitor and respond to communication received should a response be required.

**Continued Participation after the End of the Program:**

- I understand that Freewheelin' Community Bikes offers additional training and bicycle programs that my youth and I could partake in. I promise I will support my youth in pursuing their additional experiences with Freewheelin' if they so desire.

**Bike Riding Ability:**

- Youth must be able to ride a bike without training wheels to fully complete this program.  
\*If your youth needs to learn how to ride a bike, we will be

**Donations:**

- I understand that, in the event my youth already possesses a properly fitted bicycle and all safety package items (Helmet, Lights, Locks), I am welcomed to "donate" back to Freewheelin' the promised program equipment.

**Freewheelin' Staff Promises**

**Buddy System:**

- All staff at Freewheelin' Community Bikes are certified in Youth Protection Training through Scouts BSA. With this training, we use the buddy system to ensure safety for everyone. This means your youth will never be alone, one-on-one with an adult employee.

**Electronic Devices:**

- We will never take your youth's electronics away. However, should use of electronics during class time become a problem, we will discuss rescheduling your youth for a later date.

**Riding Cutoff:**

- We promise you youth will not ride on days with heavy rain, temperatures below 40°, or after dark.

**Communication:**

- We promise we will communicate any changes, cancellation of classes or other relevant information through email as early as possible. In the event of cancellation within twenty-four (24) hours of class, we will call the number on file with youth registration.

**Safety and Health:**

- In light of the COVID19 crisis, we will practice local and state regulations regarding safe health practices. We will provide a mask for your youth participant and they will be required to wear a mask whenever close to others; we will require hand washing before and after classes; we

will provide hand sanitizer and encourage the youth to use it often and we will practice social distancing, keeping all participants and staff six feet apart.

**Bicycles and Safe Packages:**

- Freewheelin' promises that, upon successful completion of all assessments, the participant will be given a restored, high quality bicycle that has been selected by the youth and staff at the beginning of the class. We will have this bicycle properly fitted for the youth according to their height and the riding style we discuss in the class.

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Guardian's Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Father/Guardian's Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_