

Winchester-Clark County, KY Entrepreneurial Academy Parent & Guardian Consent and Acknowledgment Form

Complete all sections · Sign where indicated · Return before first session

Program: Launch Lab The Academy
Cohort: Fall [Year] Spring [Year] Academy Year [Year]

Student information

Student legal name: _____

Preferred name / goes by: _____

Date of birth (Age: ____): _____

School (Grade: ____): _____

Home address: _____
City, State, ZIP: _____

Parent / guardian information

Parent / guardian name: _____

Relationship to student: _____

Primary phone: _____

Secondary phone: _____

Email address: _____

Best time to reach: _____

Emergency contacts: List minimum two emergency contacts (different from enrolling parent/guardian) on the separate Emergency Contact Form provided with this packet. Include name, relationship, phone number, and whether they are authorized to pick up the student.

Medical alerts or conditions the Program Director should know about:

Section 1. Program Enrollment Consent

I give my consent for my student to participate in the WCEA program indicated above. I understand the program involves business concept development, customer interviews, public sales activity at community events, and a public pitch presentation. I understand the program is free — no fees will ever be charged.

- I consent to my student's enrollment in the program and cohort indicated above.
- I have read and understand the program overview provided at enrollment.
- I understand the program does not provide transportation and I am responsible for my student's transportation to all sessions and events.
- I understand my student must meet the attendance commitment described in the cohort handbook to receive a certificate of completion.

Section 2. Media Release and Photo Consent

The WCEA documents program activities through photography, video, and written stories. Student images and business stories may be used in program promotion, social media, press releases, and WCEA alumni platform listings with parent consent.

- YES — I give permission for my student's image, first name, and business name to be used in WCEA materials, social media, press releases, and WCEA alumni platform content. I understand full name, school, age, home address, and personal contact information will never appear in public materials.
- NO — I do not give permission for my student's image or identifying information in promotional materials. My student participates fully on equal terms.

Section 3. Safety and Boundary Policy

The WCEA requires background checks for all adults working with students, enforces a Two-Adult Rule at all program activities, and maintains a Boundary Policy prohibiting one-on-one private meetings, personal communications through personal devices, and personal gifts between adults and students.

- I have received and read a summary of the WCEA Boundary Policy.
- I understand all adult-student communication goes through the Program Director or official program channels – not personal phones or personal social media.
- I understand no adult in a WCEA role will transport my student in a personal vehicle.
- I understand the Two-Adult Rule requires at least two unrelated adults at all program activities at all times.
- I understand that program adults are mandatory reporters under Kentucky law and are required to report disclosures of abuse or neglect to authorities.

Section 4. Tax and Compliance Responsibility

The WCEA provides general business education – not tax, legal, or financial advice. Student business income may have tax implications that are the family's responsibility.

- I understand income my student earns may have federal and Kentucky state tax implications.
- My family – not the WCEA – is responsible for all tax compliance arising from my student's business activity.
- I understand the program recommends consulting a licensed CPA about my student's specific tax situation.
- Business licenses, permits, and registrations applicable to my student's business type are my family's responsibility to research and obtain.

Section 5. Payment Account

Most payment platforms require the account holder to be at least 18. For minor students the payment account must be in the parent or guardian's name. Student revenue goes to this account – not through WCEA or WCEA accounts.

- I understand I am responsible for setting up a business payment account for my student's program use.
- I understand student business revenue is my student's income – not WCEA income – and flows directly to the account I set up.
- I understand prize money at Pitch Night or Demo Day is paid to the parent or guardian account for minor students.
- I understand personal payment accounts – personal Venmo, personal Cash App, personal bank transfers – are not permitted for student business transactions.

Section 6. Liability Acknowledgment

The WCEA carries general liability insurance. However not all risks from student business activity – particularly higher-risk categories like food, cosmetics, and candles – are necessarily covered under the program policy. Families bear primary responsibility for risks from their student's specific business activities.

- I understand participating in WCEA programs involves business activities with inherent risks including public sales, customer interactions, and product or service delivery.
- I understand the WCEA's insurance may not extend to all risks associated with my student's specific business type.
- I agree to hold the WCEA, its board, Program Director, coaches, mentors, and volunteers harmless for claims arising from my student's individual business activities to the extent permitted by law.

Section 7. Program Policy Acknowledgments

The following WCEA policies apply to all students and families. By checking each box I confirm I have received, read, and agree to the policy.

- Non-Discrimination Policy — I have received and read the WCEA Non-Discrimination Policy and understand it applies to my student's conduct in all program contexts including online.
- Social Media Policy — I have received and read the WCEA Social Media Policy and understand violations may result in removal from WCEA promotion or from the program.
- Mobile Device Policy — I have received and read the WCEA Mobile Device Policy and understand personal communication between adults and students through personal devices is prohibited.
- Boundary Policy — I have received a summary of the WCEA Boundary Policy and understand the safety rules it establishes for all adults in the program.

Section 8. Student Conduct and Disqualification

The WCEA has a defined three-level conduct process for policy violations. Serious violations are grounds for removal from the program. The full process is in the cohort handbook.

- I will read the conduct expectations in the cohort handbook with my student before the first session.
- I understand conduct violations may result in removal from a specific event, suspension, or permanent disqualification.
- I understand parents and guardians are notified of all conduct violations involving their minor student.

Section 9. Higher-Risk Business Category — If Applicable

If your student's business involves food products, cosmetics, candles, children's products, animal handling, physical activity services, or short-term rental concepts — additional acknowledgment is required before public event clearance.

- My student's business does NOT fall into a higher-risk category.
- My student's business DOES fall into a higher-risk category. I agree to complete the separate Higher-Risk Business Acknowledgment form when provided by the Program Director.

Section 10. Open Records Notice

Because the WCEA operates under the fiscal sponsorship of a public agency, certain records may be subject to Kentucky's open records law. The WCEA takes every reasonable step to protect student privacy and will redact student identifying information from any public records response to the maximum extent permitted by law.

- I understand certain program records may be subject to Kentucky's open records law.
- I understand the WCEA protects student privacy and will not include my student's personal information in public-facing material without consent.

Section 11. Signatures

By signing below I confirm I have read this form in its entirety, that all information is accurate, and that I agree to all acknowledgments I have checked above.

Parent / guardian printed name

Student printed name

Parent / guardian signature

Student signature (age 13+)

Date signed

Cohort start date

Program Director use only: Enrollment forms received Date: _____ Background checks on file
Higher-risk form needed Cleared for first session