

Eielson AFB Youth Center Policy

Class Fees and Registration: Each household participating must have an account active in CYPBMS. The class fee/event will be invoiced and paid monthly on the 15th of every month. If the payment is declined there will be a 10.00 late fee assessed. Late fees for nonpayment will not be refunded. If payment in full to include late fee has not been received by the close of business on the 20th of the month, the student will be dropped from the class roster. If there is a waitlist your child may be replaced with a student from the waitlist and your child will be added to the bottom of the waitlist. No child will be admitted back into class without the past due amount being reconciled. Registration must be completed prior to the start of monthly classes.

Communication: Youth Center will communicate all information via CYPBMS email to the emails on file in CYPBMS.

Withdrawal: It is your responsibility as a parent, to inform the Youth Program and Instructor if you decide to dis-enroll your child. Failure to notify YP and the Instructor will result in being charged for the month. The charge is nonrefundable as it was holding a spot in the program that could have been offered to another youth member. Notifications are required to occur prior to the start of the month being billed and must be received before the 15th of the prior month (i.e. Dis-enroll December request received NLT 15 November). Please contact the Youth Center for a change of status form and submit NLT 15th of the previous month.

Open rec/ Teen Events, Sports, & Field trips: Once a sponsor pays the registration fee, a mutual contract obligation is in effect. There is no REFUND or CREDIT given if a child does not attend an event/sport/trip hosted by Eielson Youth Programs. Missed events/sport/instructional/trips due to family commitments or similar circumstances will not be refunded. Cancellation of attendance to events or trips must take effect on the 15th of the prior month. If the event is cancelled on behalf of YP then it will be refunded and/or rescheduled.

Make-Up Classes: Make up classes will be held if classes are cancelled due to the fault of the instructor, natural causes, or facility closure. Make up classes will be scheduled in a timely manner. The Youth Center will communicate the date for the make up session via CYPBMS email to the emails on file in CYPBMS.

Class Frequency: Instructor contracts vary. All instructional classes offered are continuous in nature. Your child is in the class until you decide to remove your child from the class, or the instructor has advanced your child to the next level. It is the responsibility of the instructor to inform you of any changes in class schedules or advancements. The Youth Center will communicate the dates of classes by the 15th of the month prior via CYPBMS email to the emails on file in CYPBMS.

Mutual Monthly Contract Obligations: Once a sponsor pays the monthly class fee and the instructor has taught the first required class, a mutual contract obligation is in effect. There is no REFUND or CREDIT given if a child does not attend a regularly scheduled class. Missed classes due to family commitments or similar circumstances will not be refunded.

Liability Waiver/Medical Release: I hereby authorize any military or civilian health care facility to render emergency care to my minor child in the event of injury relating to participation in Eielson Youth Programs sponsored activities.

Required Documents: MEMBERSHIP: Current CYPBMS account, Code of Conduct, Transportation Agreement, Photo Release, and Immunization Record with current Flu Shot required annually. PHYSICAL: A current physical must be on file for any high-risk instructional class and/or sport. Your child will not be able to participate until one is provided but you will be charged to hold the spot. If your child's physical expires during the season they may no longer participate until its current. IMMUNIZATION RECORDS: All participants are required to provide an updated immunization record annually by 31 October which contains the current season influenza vaccination or have an approved waiver on file. If the annual required documents are not on file by the required date, then the youth will be un-enrolled from the program.

Loss of Privileges: I understand that any adverse behavior on the part of our child may result in the suspension of our privileges for this program.

When a youth, either a member or guest, enters the Youth Center, he/she must accept certain responsibilities. These responsibilities are based respect for everyone. We have a minimum number of guidelines, which the participants must follow:

1. Proper respect of staff members and other youth must be always observed.
2. Persons damaging or defacing furniture, equipment, or property will be held financially responsible for such damage, this includes taking another youth's personal property, withholding/ hiding it.
3. Children 0 to 8 years of age must be accompanied by a parent or sibling 16 years of age or older unless they are participating in an activity that includes continuous supervision by an adult, (i.e. instructional classes). **All youth entering the Youth Center must sign in and out of the Youth Center upon each arrival and departure.**
4. Youth are not permitted in the office area at any time.
5. No obscene or abusive language is permitted at any time, this includes music in the common areas.
6. The following items and behaviors are prohibited at the Youth Center: Fireworks, weapons, gambling, drugs, alcoholic beverages, and vulgarity (by actions or words), violent, inappropriate and pornographic material (includes personal devices), stealing (another youths property, club property, games, and/or merchandise), spitting, bullying (gossiping, making fun of, excessive teasing, laying hands on, pushing, pulling, physically harming another individual with intent. This list is no all-inclusive.
7. There will be no running, horseplay, or throwing of objects in the Youth Center, except as necessary for normal activities in the gymnasium portion of the Youth Center

8. This is an open recreation program; youth will sign themselves in/out of the program

at will. Youth are not permitted to loiter in the parking lot or adjacent woods once they are signed out.

10. All persons using the Youth Center must present a neat and clean appearance.

11. There is no smoking in the Youth Center or on the premises.

12. Persons suspected of having consumed alcoholic beverages or using drugs will not be admitted to the Youth Center. Consumption of alcohol or drugs in/or around the Youth Center will not be tolerated. If a person is suspected of being under the influence of alcohol or drugs, the parents and Security Force will be notified.

13. Food or drink is to be consumed only in the designated eating area.

14. Public displays of affection and physical altercations are not acceptable under any circumstances.

Youth Center membership may be restricted or suspended by the Youth Center Director for violation of Youth Center policies or rules. The length of suspension or restriction will be based upon:

- The seriousness of the offense
- The frequency of the rule violation(s) by the youth involved
- The attitude of the youth toward the rules of the Youth Center as determined by the Youth Center Director

A parent or guardian will be notified by telephone or email before any youth is restricted or suspended. I have received, discussed, and agree to these rules with my youth.