

## JBER INSTRUCTIONAL YOUTH PROGRAMS CLASS CONTRACT

The following are important program requirements that you need to know when signing your child up for instructional classes. Please initial on the line to the left of each number indicating that you have read and understand each statement.

- \_\_\_\_\_ 1. Class Frequency: Times will vary, but classes are generally offered either 4 or 8 times per month. Class fees will be paid on a monthly basis.
  
- \_\_\_\_\_ 2. Make up Classes: Make up classes will be held for classes cancelled due to the fault of the instructor or natural causes. Make up classes will be scheduled according to availability. If a makeup class cannot be given, students will receive a credit for the upcoming month. Each instructor is responsible for scheduling make up classes and notifying students and parents. If you cannot attend a scheduled make up class, you WILL NOT receive a credit for the upcoming month. NOR WILL your fees be prorated.
  
- \_\_\_\_\_ 3. Youth Programs Membership: All children participating in Instructional Classes must be Youth Program members. Youth Program membership is **\$75.00** per year.
  
- \_\_\_\_\_ 4. Class Fees: All class fees **MUST** be by the 1<sup>st</sup> business day of the month. If fees are not paid on time, a **\$10.00 late fee per child per class** will be applied to your household account. Additionally, your child **WILL NOT** be allowed to attend class until payment is made. If payment is not received by the 15th of the month, your child will be removed from class and not allowed to re-enroll until all past fees are paid. Payment is the sole responsibility of the sponsor. JBER Instructional Programs and/or instructors are not responsible for notification of payment due. Payments can be made in person at Two Rivers Youth Center, or over the phone by calling 384-1508.
  
- \_\_\_\_\_ 5. Cancellation Notification: To discontinue classes. JBER Instructional Youth Programs requires a 2 week written cancellation notice. This cancellation notice must be given to us, not the instructor. Failure to provide us with your 2 week cancellation notice will result in automatic enrollment for the following month, with the appropriate fees being applied to your household account. You can pick up a cancellation form at Two Rivers Youth Center.
  
- \_\_\_\_\_ 6. Classroom Space & Facilities: Instructional Classes take place in many different facilities. As these facilities are not ours, we need to be respectful of the materials and equipment in these facilities. If you have other children with you that are not enrolled in the class, it is YOUR RESPONSIBILITY to look after them and ensure they are not running through the facility or using any equipment/materials that belong to our host facility.
  
- \_\_\_\_\_ 7. Class Attendance: For the safety and accountability of your children. Please sign them in when you arrive and sign them out when you leave from class. Please remember that this is YOUR responsibility, not the instructor's. You **MUST** remain at class sites during instructional times, unless authorized by JBER Instructional Youth Programs office.
  
- \_\_\_\_\_ 8. Release of Personal Information: JBER instructional Youth Programs will share emergency contact information, your contact numbers, e-mail addresses, and birthdates, and child's age with our volunteers, contractors and staff on an as needed basis. We provide this information as they will be the points of contact (POC's) for instructional classes, programs, and events.

- \_\_\_ 9. Photograph Agreement: Permission is given to JBER Instructional Youth Programs to photograph myself or my child for official brochures, marketing materials, newspapers, media releases and displays or official webpage usage.
- \_\_\_ 10. Mutual Monthly Contract Obligations: Once a sponsor has paid the monthly class fee, a mutual contract obligation is in effect. The instructor is obligated to instruct for the month, and the sponsor is obligated to pay for the month, whether the child attends class or not. Refund requests will be accepted for an illness of 3 consecutive class days or more or emergency leave. A doctor's certificate or emergency leave orders must accompany a refund request. After the first class of the month has been conducted, that month's fees are not refundable unless documentation is provided explaining extenuating circumstances. These circumstances would include, but are not limited to; emergency leave, long term illness or condition that prevents participation, or a PCS move.
- \_\_\_ 11. Closures: We are closed on all Federal Holidays. Winter Break, (Christmas and New Year's Week), Spring Break, PACAF down days and training holidays. Fees will be prorated for any classes that fall on closures. Please stay in contact with your instructors. It is recommended that you "Like" and "Follow" both the JBER Instructional Youth Programs and Two Rivers Youth Center Facebook pages for updates and information regarding instructional classes.
- \_\_\_ 12. Updated Personal Information: If any of your personal information changes (phone number, email, etc.). Please notify us as soon as possible so that we can update our system.
- \_\_\_ 13. Behavior Incidents: The instructor will have the discretion of removing your child from class due to behavior issues such as disrupting class, not respecting the instructor, etc. multiple incidents may result in your child being dismissed from class entirely.

Sponsor Name/Rank \_\_\_\_\_

Spouse Name (if applicable) \_\_\_\_\_

Sponsor's Unit \_\_\_\_\_

Home Telephone \_\_\_\_\_

Sponsor Work Telephone \_\_\_\_\_

Spouse Work Telephone (if applicable) \_\_\_\_\_

Name and phone number of a Local Emergency Contact **OTHER THAN the sponsor and spouse**

\_\_\_\_\_

Youth Name/ DOB: \_\_\_\_\_

Class (s) enrolled: \_\_\_\_\_

\_\_\_\_\_

I/We assume all risk and hazards incident to the above participation. I/We do hereby waive, absolve, indemnify, and agree to hold harmless the organizers, sponsors, instructors, and participants associated with the above instructional class/classes. I/We consent to collection from any account due to me from the US Government or its instrumentalities the face value of any dishonored check written by myself or my dependents plus reasonable service charges, if applicable and any other indebtedness to any Youth Activities Services if not paid within 30 days after notification that such amounts are due.

\_\_\_\_\_

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Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date \_\_\_\_\_