

## 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 make-up 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 Programs members. Youth Program membership is **\$75.00 per year or \$10.00 per month.**

\_\_\_\_\_ 4. **Class Fees:** All class fees are collected during the first week of each month. If fees are not collected before the close of business on the 15<sup>th</sup> day of the month, 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 last day 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 are collected via the credit card information collected on the Credit Card Authorization form included in the enrollment packet. It is the sole responsibility of the sponsor to provide any updated credit card information if the form of payment changes.

\_\_\_\_\_ 5. **Class Withdraw:** To discontinue classes, JBER Instructional Youth Programs requires a **2-week** cancellation notice. This cancellation notice must be provided to the Two Rivers Youth Center front desk, not the instructor.

\_\_\_\_\_ 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 and using equipment and materials that do not belong to us.

\_\_\_\_\_ 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 instructors. 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, 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. **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 emergence 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 PCS move.

\_\_\_\_\_ 10. **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 and "Like" and "Follow" both JBER Instructional Youth Programs Facebook page and Two Rivers Youth Center Facebook page for updates and information regarding instructional classes.

\_\_\_\_\_ 11. **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.

\_\_\_\_\_ 12. **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.

Sponsors Name (Rank)

\_\_\_\_\_

Spouse's Name

\_\_\_\_\_

Sponsor's Branch of Service and Phone Number

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Email Address

\_\_\_\_\_

Local Emergency Contact Name & Phone Number

\_\_\_\_\_

Youth's Date of Birth

\_\_\_\_\_

Youth's First and Last Name

\_\_\_\_\_

Class/Classes Enrolled In

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 my dependents or I 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.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Copy Requested

\_\_\_\_\_ Yes \_\_\_\_\_ No

Clerks Initials: \_\_\_\_\_