

**Youth Village, Inc.**  
***PARENT HANDBOOK***  
***2018-2019 After School Program***  
***2018 Summer Camp***

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## After School Program

- Our hours are 2:00 pm – 6:00 pm Monday-Friday  
A late fee of \$10.00 will be charged for every 10 minutes or part thereof that the child is not picked up past 6:00pm. The late fee must be paid in full by the following Monday or your child may be dismissed from the program.
- Our after school program is closed when Okaloosa County Schools are closed to include:
  1. Spring Break (1 week)
  2. Thanksgiving Break ( 1 week)
  3. Christmas Break ( 2 weeks)
  4. Labor Day
  5. Veteran's Day
  6. Martin Luther King, Jr. Holiday
  7. Washington's Birthday Holiday
  8. Memorial Day
  9. Teacher Workshop/Student Holidays
  10. Inclement weather when schools are closed
- We are open early on Okaloosa Schools Early Release Days ...at no extra charge to you.

**Please note:** We DO NOT return to the school to pick up your child once we have already picked up the students at regular dismissal times. If your child repeatedly misses the van because of stopping to chat with friends, running off to the store or anything else within their control, we will exclude your child from our pick-up list. We also DO NOT return to pick up your child for the following reasons:

- After school detention
- Sports practice or games
- Dance rehearsals
- Any extracurricular activities...
- Etc.

## After School Tuition

- **\$30.00 per week per child payable in advance on Monday of each week**
- **\$10.00 transportation fee per week for each child picked up at their school and transported back to Youth Village**
- **Full tuition is payable by the week, we do not charge or accept tuition by the day.**
- **A \$10.00 additional fee is charged for each day past Monday that your child's tuition is not paid.**
- **If we receive a returned check from your bank for “non-sufficient” funds, ALL future tuition payments must be paid in cash and you will also be liable for all fees charged by our bank. Your child's enrollment will be suspended until the balance is paid in full, including all late fees.**
- **If you are paying by a debit or credit card and your payment is rejected from a bank account or declined from a credit card, an extra \$20.00 late fee will apply and your child's enrollment will be suspended until the balance is paid in full, including ALL late fees and/or declined fees.**
- **If paying by cash or check, please put your child's weekly tuition payment in the black mailbox directly over the sign-in Ipad at the front table.**
- **If paying by cash, please use the envelope directly under the mailbox and put your child's name on the envelope.**
- **If paying by check, please put your child's name on the subject line (no envelope necessary).**
- **If paying by debit or credit card, please see the Program Director **OR** you may pay online via our website.**

**NOTE: ALL TUITION PAYMENTS ARE DUE ON MONDAY OF EACH WEEK. IF IT IS MORE CONVENIENT FOR YOU, PLEASE FEEL FREE TO PAY FOR 2 WEEKS OR MORE IN ADVANCE.**

- **Please DO NOT hand The Executive Director, Program Director or any staff member your tuition payment...thank you!**

## 2018 Summer Camp

- Summer hours are 7:30am – 5:30 pm Monday-Friday
- We are closed on Wednesday, July 4 for the holiday
- Tuition is \$85.00 per week, per child payable in advance on Monday of each week.
- Full tuition is payable by the week, we do not charge or accept tuition by the day.
- A \$10.00 additional fee is charged for each day past Monday that your child's tuition is not paid.
- A late fee of \$10.00 will be charged for every 10 minutes or part thereof that the child is not picked up past 5:30pm. The late fee must be paid in full by the following Monday or your child may be suspended from the program until payment is made.
  - **PLEASE pick up your child by 5:15 so that we can close and lock our doors by 5:30.**
- If we receive a returned check from your bank for “non-sufficient” funds, ALL future tuition payments must be paid in cash and you will also be liable for all fees charged by our bank. Your child's enrollment will be suspended until the balance is paid in full, including all late fees.
- If you are paying by a debit or credit card and your payment is rejected from a bank account or declined from a credit card, an extra \$20.00 late fee will apply and your child's enrollment will be suspended until the balance is paid in full, including ALL late fees and/or declined fees.
- If paying by cash or check, please put your child's weekly tuition payment in the black mailbox directly over the front table.
- If paying by cash, please use the envelope directly under the mailbox and put your child's name on the envelope.
- If paying by check, please put your child's name on the subject line (no envelope necessary).
- If paying by debit or credit card, please see the Program Director **OR** you may pay online via our website.

**TUITION PAYMENTS ARE DUE ON MONDAY OF EACH WEEK. IF IT IS MORE CONVENIENT FOR YOU, PLEASE FEEL FREE TO PAY FOR 2 WEEKS OR MORE IN ADVANCE.**

- Please **DO NOT** hand the Executive Director, the Program Director or any staff member your tuition payment. Put it into the black mailbox over the front table and label the envelope with both you and your child's name....thank you!
- **Note:** When you sign your child up for Summer Camp, we reserve a spot for that child. We realize that some families take vacations in the summer. We will grant you up to 1 week vacation time at no charge and no penalty if your child is not in attendance for that **entire week only, no partial weeks**. But, if you take additional vacation time, you must pay full tuition for the week(s) that your child is not in attendance **IN ADVANCE** or your child will lose his spot because we always have an extensive waiting list and we will fill your child's spot.

# **Additional information for the after school program AND summer camp**

All information on the enrollment forms **MUST** be filled out before your child is allowed into the program. This information is kept strictly confidential.

**Upon arrival:** You or a designated person must sign your child in each day. We sign in all children that ride in our vans from their schools. Children are not to sign themselves in.

**Upon departure:** You or a designated person must sign child out each day. Children are not allowed to sign themselves out.

Your child will not be allowed to leave the program with an unauthorized person.

For your child's safety and to protect our liability, your child will not be released to any person that appears to be under the influence of drugs or alcohol. Our staff will refuse to release the child and the proper authorities will be notified.

*Please do not be offended by this rule...we are doing our job, which is to help protect your child.*

## **Scholarship information:**

If you wish to apply for a Youth Village scholarship for either our after school program or summer camp, please see Nellie Bogar or Valerie Bogar for more information.

**In case of emergencies only!!!!** If you need us to drop your child off to your home because of emergency situations ONLY, you MUST give us a signed note stating why with your child's name, your name and the date, in advance if possible. If you cannot do this in advance, you MUST send us a text or email stating that we may transfer your child. If this is not possible, you MUST give us this note within 24 hours of the situation.

## **Discipline:**

All children are expected to follow the rules of the program. If a major discipline problem occurs, you will be contacted to immediately pick up your child. We reserve the right to have any child removed from the program.

The discipline procedures are as follows:

1. Reminder of the rules.
2. Verbal warning-we will explain to your child why the behavior is not appropriate.
3. Time out alone in a designated area.
4. Written notice and/or conference with parent/guardian.
5. Suspension from the program (time suspended depends on the infraction)
6. Permanent expulsion from the program

## **Health:**

We are concerned for the health and welfare of each individual child; therefore, in the event your child becomes ill at the program, **we require that your child be picked up within 45 minutes of notification.**

In the interest of other children, teachers, and staff of Youth Village please keep your child home in the event of illness. Please refrain from sending your child to our program if the following occurs **(subject but not limited to):**

- **Vomiting or Diarrhea**
- **Fever**
- **Symptoms of Childhood illnesses, i.e. chicken pox, scarlet fever, strep throat, flu, etc.**
- **Pink eye or other infections**
- **Indications or finding of lice or nits**

To help keep illness to a minimum, the director along with the Youth Village staff will make a decision about whether or not your child needs to be sent home based on the symptoms they are presenting while in our care. If a doctor's visit is required for their illness, your child will be permitted to return with a doctor's note 24 hours after your child's fever has subsided or 24 hours after the start of an antibiotic to treat bacterial infection. If no doctor's visit is required, the child must be kept out of Youth Village for at least 24 hours after the presenting symptoms have subsided.

Please contact Youth Village should your child have a communicable disease so we may extend the courtesy to other parents to notify them of the possible spread of the illness.

Any child with a fever of 101.0 or higher will be sent home and can return after they are fever free for 24 hours without the use of medication or with a doctor's note stating that they are not contagious.

If a child is found having lice or nits, the child will be removed from the other children immediately and a parent or guardian will be contacted to pick up the child. The child may not be readmitted until all lice and nits are removed and treatment has been completed. Proof of treatment including receipt and empty bottle will be required and an inspection of the head of the child will be performed upon return. For the safety of the child and other children in the facility, a proof of second treatment two weeks beyond the first treatment will also be required to ensure the child is lice and nit free.

**Update of information:** Please be sure to update any changes in personal information. We need to be able to contact you at any time. Remember, when we have your child in our care we need access to you at all times and we need to be able to reach you!

Changes include:

- Home, work or cell phone numbers
- Parental/guardian custodial matters
- Employment changes
- Changes in addresses or any other pertinent information.



**NOTE: We are mandated by state law to report any suspected cases of child abuse or neglect to the proper authorities for investigation.**

## Youth Village Rules and Regulations

1. No fighting
2. No foul or abusive language
3. No weapons whatsoever
4. No one is to leave the program area without permission
5. No removing Youth Village property from the premises
6. No disrespectful behavior to the staff or volunteers
7. No running inside the building
8. Youth must respect other people and their property at all times. No “borrowing” without permission of the owner.
9. No belly buttons showing or low cut tops
10. No sagging pants with underwear showing
11. No extra short-shorts or skirts
12. No name-calling, racial slurs, ethnic slurs or derogatory remarks of any kind
13. No checking email messages or chat room on computers
14. No. CD players, MP3 players, cell phones, radios, etc. of any kind except those provided by the program
15. Everyone helps clean up

**Note: If your child repeatedly has problems adhering to the above rules, he or she will be suspended or expelled according to the infraction.**

# **Parent/Guardian Agreement**

**This sheet is to be signed and returned to Youth Village.  
The rest of this handbook  
is yours to keep for your records.**

I have read and I understand the Policies and Procedures and the Rules and Regulations of the Youth Village program. I understand that non-compliance could result in my child being dismissed from the program.

I have also explained the rules and regulations of behavior to my child.

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Parent/Guardian signature

Date

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Child's name (please print)