

Youth Village, Inc.

PARENT HANDBOOK

**Nellie Bogar: Founder/Executive Director
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**Valerie Bogar: Program Director
(850) 460-5649**

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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.

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 Miss Valerie Bogar **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 me or any staff member your tuition payment...thank you!**

Summer Camp

- Summer hours are 7:30am – 5:30 pm Monday-Friday
- If July 4th comes on a week day, we are closed that day
- Tuition is \$75.00 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 6:00pm. The late fee must be paid in full by the following Monday or your child may be suspended from the program until payment is paid in full.
- 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 Miss Valerie Bogar **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 me or any staff member your tuition payment...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 (after school and summer)

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, a person designated person or your child must sign in each day in the sign-in book. We sign in all children that ride in our vans from their schools.

Upon departure: You or a designated person must sign child out each day.

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 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

Abuse: Illness/injury:

- 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.**
- If your child has a communicable disease, please notify the staff when symptoms first appear and do not bring your child back to the program until the problem has been cleared through your physician.
- We also require a note from your physician that the problem has been resolved.
- We will not administer ANY medication to your child without a written and signed note from you, including non-prescription medicine such as aspirin, etc.
- All prescription medicine left with us to administer must be in its original container.
- All minor injuries handled by our staff will be reported to you upon your arrival.

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

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.

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.

Parent/Guardian signature

Date

Child's name (please print)