



YOUTH PROGRAMS INSTRUCTIONAL CLASS REGISTRATION

NAME OF PARTICIPANT: _____

AGE: _____ DOB: _____ EMAIL: _____

SPONSOR'S NAME: _____ RANK: _____

ORGANIZATION: _____ DUTY EXT: _____ SPONSOR'S CELL PHONE: _____

SPOUSE NAME: _____ SPOUSE'S CELL PHONE: _____

HOME PHONE: _____

EMERGENCY CONTACT (Other than Parent): _____ TEL NO: _____

ALLERGIES/SPECIAL NEEDS: _____

Release of Liability and Agreements

I, the parent of _____ do hereby give permission for the participation in the Youth Program as listed above. Medical care authorization: I hereby authorize my child to receive medical treatment whenever deemed necessary at any U.S. military medical facility or any other medical facility when a U.S. facility is not available. I agree to comply with and have received a copy of the policies for instructional classes.

Signature Parent/ Guardian: _____ Date: _____

Please list the classes you are registering your child in:

1. _____ 2. _____

POLICIES FOR INSTRUCTIONAL CLASSES- Please read and check each box then sign and date below.

- Payments are due no later than the 15th of every month for the following month of classes** (ex. Payments for October must be made by Sept 15th, etc). If a payment is not made by the 15th of each month a \$5.00 late fee will be assessed for each week that follows until payment is made. Students are not permitted to participate in class until all fees are paid in full and up to date. **Reminder notices will not be sent.** Failure to make payment for the month can result in expulsion from class.
- Make-up classes will be scheduled at the instructor's discretion.
- Classes are not held on Federal Holidays; please check for individual Down Days and Goal Days.
- Payments can be made at Youth Programs from 12.00- 1800 Monday through Friday.
- A 2-week written notice must be given to the front desk to withdraw from a class. A withdraw form must be completed before withdrawal from a class is official. Fees are owed until the date shown on the withdrawal form; verbal notice will not be accepted. Emergencies and unforeseen circumstances may be honored at Youth Director's discretion.
- All refunds must be approved by the Youth Center Director. If approved, refunds will be given as half-month or full-month only.
- All class participants must have a completed registration form on file at AYP before commencing classes.

Signature Parent/ Guardian: _____ Date: _____

For Staff Use Only:

Initial Payment: _____ Date Paid: _____ Receipt #: _____ Staff Initials: _____



Youth Program Instructional Class Policies and Guidelines

To ensure that all Youth Program classes provide a positive and enjoyable experience for all participants it is necessary to establish and enforce high standards of behavior. We ask that all participants respect and follow the guidelines below.

- ✓ **Courtesy and Respect** – Youth staff members are the adults who supervise the Instructional Programs and they should be respected. Yelling, personally insulting comments and the like will not be tolerated. Treat other youth program members with respect. Mature and responsible behavior is expected.
- ✓ **Punctuality** – Please be on time for all classes. If you will not be able to attend, or will be late, please call the front desk at YP, ext. 7575.
- ✓ **Prohibited Items** – No gum, food or drinks are allowed in the gym, auditorium or dance room. Smoking, drugs and the use of alcohol by minors is illegal. Anyone found with tobacco products, drugs or alcohol, suspected of using tobacco products, drugs or alcohol, or suspected of encouraging others to participate in the use of tobacco products, drugs or alcohol will be reported to the proper authorities immediately. Any youth found with a weapon or threatening others with an object will be reported to the proper authorities immediately. Profanity, insulting language and gambling will not be tolerated.
- ✓ **Facility and all equipment are to be used properly** – We must take responsibility for the equipment and areas we use while attending the Youth Program. Anyone damaging and/or vandalizing the facility and equipment will leave the center. Parents will be advised of such incidents. The individual who caused the damage or destruction of the facility and/or property will be responsible for the repair or replacement of the damaged area/item.

Fees and Payment Policies

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- ✓ Make-up classes will be scheduled at the instructor's discretion.
- ✓ Classes are not held on Federal Holidays; please check for individual Down Days and Goal Days.
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