



Start Date: _____
Amount Paid: _____
Staff Initials: _____

Misawa Instructionals Registration Form

Youth's Name: _____

Guardian's Name(s) _____

Guardian Email Address _____

Child Date of Birth _____ Age: _____ Grade _____

Class/ Program: _____

Instructor: _____

Class Day/s: _____ Time: _____

- 1. Class Frequency:** Instructor contracts vary, but generally classes are taught 4-12 times per month. In months that are 5 weeks long, there will be no classes the fifth week of the month. All instructional classes offered are continuous in nature. Your child is in the class until you decide to remove them from the class by providing a termination in writing, or the instructor has advanced your child to the next level. It is the responsibility of the instructor to inform the parents and the youth center of any changes in schedules.
- 2. Make Up Classes/ Class Cancellation:** Make up classes will be held for classes that are cancelled at the fault of the instructor. Each instructor is responsible for scheduling make-up dates and notifying students. There will be no credit or refunds given for illness, inclement weather, disciplinary suspension, emergency closing, or days parents choose not to bring their child to the program. Federal Holidays and PACAF days are pro-rated in the monthly fees.
- 3. Mutual Monthly Contract Obligations:** Once the sponsor pays the monthly class fee and the child has attended one class, a mutual contract obligation is in effect. Class payments are collected for a participant to have a slot in a class. There is no refund or credit given if a child does not attend a regularly scheduled class. Refund requests will be considered with proper documentation for injury or emergency leave lasting two weeks or more when accompanied by a doctor's statement or emergency leave orders. In these cases, class positions can be held for a maximum of two months. These will be considered on a case by case basis and all decisions are made by the Youth Programs Director. Failure to provide verification will result in automatic financial responsibility for the full amount even if the child does not attend class.
- 4. Waiting Room:** All parents are required to wait in the waiting room of Lunney Youth Center for children participating in classes located in the building. The sign in sheet is located at the front desk of the center, and is mandatory for all parents to sign in. Parents are **NOT** allowed to linger in the lobby, or allow their younger children play in lobby while the Youth Center is open to youth. This is a safety and child abuse accountability procedure. Classes located outside of Lunney Youth Center, all have designated waiting areas which will be pointed out by the instructor. Parents who do not adhere to this policy will be asked to leave the building, and continued failure to comply with these rules can result in termination of services.