

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



Misawa Instructional 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/Fee:** Instructor contracts vary, but generally classes are taught once or twice per week. Federal Holidays, PACAF days, scheduled instructor absences, and available lesson days all impact the number of sessions scheduled in any given month. It is the responsibility of the instructor to inform the parents and the youth center of any changes in schedules. Fees are due the first of every month and the amount is based on the number of scheduled classes for the session. Your child is enrolled in a four month session, if you decide to remove them from the class written notice of termination is required before the 20th of the month or a \$25 cancellation fee will be incurred. No refunds will be given after the billing cycle has processed for the month. Termination may also happen if the instructor has advanced your child to the next level, or the instructor, in coordination with the program coordinator, has determined that they are unable or unwilling to teach your child due to irreconcilable difficulties with behavior, compliance, or communication.
- 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.
- 3. Mutual Contract Obligations:** Once the sponsor pays the first 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. It is mandatory for all parents to sign in at the front desk. For the safety of the other children in the youth center and accountability reasons, parents and children are **NOT** allowed to linger outside of the waiting room while the Youth Center is open to youth. Classes located outside of Lunney Youth Center all have designated waiting areas which will be pointed out by the instructor.