



THE SALVATION ARMY - HENLEY YOUTH CENTER
REGISTRATION FORM 2018-2019



Child's Name _____ Age _____ DOB _____

Address _____

City, State, Zip Code _____ Home Phone: _____

Cell Phone: _____ Business Phone: _____

Grade Entering Fall 2018 _____ School _____

Parent E-mail Address _____

Afterschool Kindergarten: \$540.00 per month <input type="checkbox"/>	Afterschool 1 st - 8 th : \$440.00 per month <input type="checkbox"/>
Drop-In Care Kindergarten: \$40 a day <input type="checkbox"/>	Drop-In Care 1 st -8 th grade: \$40 a day <input type="checkbox"/>

TERMS & LIABILITY WAIVER

By signing this form I (we) agree to the following: (1) member and any guests in his/her party will abide by the terms of this Agreement at all times during the period of membership and will comply with all rules and regulations posted or otherwise communicated to member, (2) in case of illness or injury, The Salvation Army Tustin Ranch is authorized to secure emergency medical treatment at the member's expense, (3) The Salvation Army Tustin Ranch reserves the right to remove from the facility or terminate the membership of any member who fails to comply with any posted rules and regulations or otherwise breaches the terms of this Agreement, in which case member will not be entitled to a refund of dues, and (4) membership rights are not transferable.

LIABILITY WAIVER - I understand that use of the facilities and equipment at The Salvation Army Tustin Ranch may involve risk of bodily injury or property damage and I agree to assume any such risks. I understand that it is up to me to consult physician and other professional to make sure that I can safely participate in activities and events at The Salvation Army Tustin Ranch. I also understand and agree that by signing this Agreement, I am giving up my (or the minor for whom I sign) right to make any claim against The Salvation Army, its agents, employees and volunteers, including the right to sue them, for bodily injury or property damage or any other loss that I might suffer while using The Salvation Army Tustin Ranch facilities, activities, field trips, and services, except as limited by law.

CONSENT TO TAKE AND PUBLISH PHOTOGRAPHS, VIDEO, AUDIO, AND MEDIA RECORDINGS - I hereby grant The Salvation Army, its agents and those by whom it is commissioned, unrestricted and unlimited license, right, permission, and consent to use and reuse, copyright, print, reproduce, publish, and republish, for any and all trade purposes or commercial or other advertising or public purposes, said media usage depicting me or a minor for whom I have legal responsibility. I warrant that I have not limited or restricted the use of my name or photograph to the use of any organization or person.

NOTICE - In order to promote a safe and secure environment, The Salvation Army Tustin Ranch has placed video cameras in various locations. As part of our commitment to the safety of children and vulnerable persons, The Salvation Army Tustin Ranch reserves the right to consult public sources to determine whether any member or guest of any member poses an unreasonable risk of harm to its patrons, staff, or visitors.

 PARENT NAME (PLEASE PRINT)

 PARENT SIGNATURE

 DATE



THE SALVATION ARMY - HENLEY YOUTH CENTER
Youth Center Policy Agreement



Please read all information carefully and initial each to note agreement.

REGISTRATION FORMS AND FEE SCHEDULE _____ (initial)

A completed registration packet and non-refundable registration fee are required for each child three days prior attending. Along with Salvation Army forms, the following State Licensing forms are required: Identification & Emergency Info - **form LIC 70**; Health History - **form LIC 702**; Consent for Emergency Medical Treatment – **LIC627**; Personal Rights - **form LIC 613A**; Notification of Parents Rights - **form LIC 995**.

- \$50 Registration Fee per Child (non-refundable)
 - \$20 Additional Daily Fee for School Holidays and Breaks
 - \$30 NSF charge for all declined payments
 - \$20 Late pick-up charged for every partial 15 minutes beyond 6pm
- **No credit is given for child absence and or holidays. Monthly tuition remains the same as long as child is enrolled. This does not apply to "Drop In" children, which are billed only when they are present.**

Monthly payments are charged out the first business day of the month. Payment must be in form of ACH or Credit Card Debit, please fill out and sign the Credit Card Authorization form or ACH Authorization form that is included. Monthly statements will be made available at the beginning of each month. Failure to pay and/or continuous late payments may result in removal from the program.

CLOSURES AND NON-SCHOOL DAYS _____ (initial)

The Henley Youth Center will be closed on national and Christian holidays. These will be posted well in advance. There are some non-school days, including school breaks, when the Center will be open for an additional fee.

LATE PICK UP & FAILURE TO PICK UP _____ (initial)

State licensing requirements require children be picked up by 6:00pm. In addition, State Title 22 requires staff take appropriate measures for the safety and welfare of the child.

The steps taken at The Salvation Army in this situation are:

- At 6:05pm staff will attempt to contact a parent/guardian or emergency contact.
- If no one is available and parent has not arrived or telephoned to make suitable arrangements by 6:30pm, Child Protective Services and the police will be called. The child will be taken into protective custody until a parent/guardian can be located. If parents/guardians arrive at the center after 6:30pm and find it closed, we suggest:
- Contacting the emergency contacts on your registration form to verify whether they have picked up your child.
- Calling the local police if your child has not been picked up by the emergency contact.

Late pick-ups will be charged a late fee of \$20 per every partial 15-minute period. Late fees will be added to account balance.

CHRISTIAN MISSION

The Salvation Army, an international movement is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the gospel of Jesus Christ and meet human needs in his name without discrimination.

BEHAVIOR EXPECTATIONS & MANAGEMENT ____ (initial)

- Respect for staff, participants, and property of Henley Youth Center
- Listen and follow the directions.
- Fighting, bullying or teasing of any kind is not tolerated.
- Clothing should be conservative and appropriate for activities. Close-toed shoes are recommended sometimes required.
- All electronic use will be appropriate.
- Adhere to all policies outlined in Henley Handbook.

SIGN IN AND SIGN OUT

All children must be signed in and out by their parent or legal guardian using a full legal signature. (Designated staff will sign in children picked up from school). Guardians must be at least 18 years of age and be on the approved contact list. For safety reasons, photo ID is required for sign out. Parents agree to notify the center in writing whenever anyone other than an authorized emergency contact will pick up child. **There can be no exceptions to this safety rule.**

ILLNESS

The center must be notified of all communicable diseases such as chicken pox, head lice, impetigo, strep throat, hepatitis, etc. These require posted notices of possible exposure. In some circumstances, a note from the child’s physician stating that the child is no longer contagious may be required for the child to return.

TERMINATION of AGREEMENT ____ (initial)

All children are enrolled on a trial basis. Parent/guardians or The Salvation Army may discontinue childcare services if it’s believed to be in the best interest of the child, center, staff and/or other children. Withdrawal by parent/guardians requires a 2-week notice.

The Salvation Army also reserves the right to terminate this agreement and expel a child for any of the following:

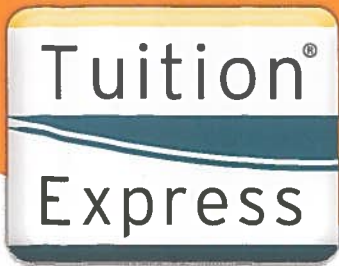
- Parent/Guardian is deemed verbally or physically abusive to staff, children, or anyone on site. (Immediate)
- Child exhibits excessive unacceptable, aggressive, or inappropriate behavior that may endanger him/her, other children or staff. This includes but is not limited to: biting, hitting, and kicking. (24-hr notice)
- Parent/Guardian shows general disregard for center’s policies. (1-week notice)
- Parent /Guardian is consistently or excessively late for pick-up. (1-week notice)

I acknowledge that I have carefully the above documents, that I know and understand their content, and that I sign this document by my own free act.

Parent Name (Printed)

Parent Signature

Date



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) Salvation Army to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card) **2% Fee**

Cardholder Name _____		Phone # _____	
Cardholder Address _____		City _____	State _____ Zip _____
Account Number _____		Expiration Date _____	
Cardholder Signature _____		Date _____	

SECTION B (Bank Account)

Your Name _____		Phone # _____	
Address _____		City _____	State _____ Zip _____
Bank or Credit Union Name _____	Bank or Credit Union Address _____	City _____	State _____ Zip _____
Routing Transit Number (see sample below) _____		Account Number (see sample below) _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature _____		Date _____	

For Official Use Only

Date Received
Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: Attach Voided Check Here \$ _____		
_____ Dollars		
Deposit slips not accepted		
123456789	18003388	0226
Routing Number	Account Number	Check Number

A service of



Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 256-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Payments made electronically will post to this statement with the Tuition Express label. Statements issued through your bank or credit card provider will display the name of your child care center for debited transactions.

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.