



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