

## FLYERS ENROLLMENT AGREEMENT

### UNDERSTANDING

I understand that I am enrolling my child in the Leroy Springs FLYERS After School Program.

### WEEKLY PAYMENTS, LATE PAYMENTS & HOURS OF OPERATION

I understand that I am responsible for making payments on a weekly basis and that payments are due seven days prior to the program week. A \$10 Late Fee will be enforced for payments not received on due date. If weekly payment is not received for the prior week by Wednesday, I understand that my child may be removed from the program. Children with outstanding balances will not be able to attend FLYERS. After four late payments, I understand that I must sign up for the Automatic Weekly Credit Card Payment or leave the program.

I understand that Hours of Operation are from school dismissal to 6:00 pm. A \$10 Late Fee for every 15 minutes (6:01-6:15 = \$10, 6:16-6:30 = \$20) will be due that day, if I am late picking up my child. On the third late pick up, I understand the charges are \$20 for every 15 minutes that I am late. On the fourth occurrence, I understand that my child may be removed from the program.

### EARLY WITHDRAWAL

I agree to give a two week notice in writing when withdrawing my child from the program. During the two week notice, I agree to make scheduled FLYERS payment.

### WHERE TO MAKE PAYMENTS

Program payments should be made at Leroy Springs Recreation Complex. Convenient Automatic Weekly Payments are available. Payment by cash, check or credit card also accepted. Payments by credit card may be called in to the Member Services Desk at 803-547-4575 every Monday. The Complex is open seven days a week. I understand that full payment is due for every week during the school year; this includes partial weeks and full day weeks.

### HOLIDAYS, TEACHER WORKDAYS & EARLY SCHOOL CLOSING

I understand that there are some holidays & teachers workdays that FLYERS will not be open. FLYERS will not be in session on the following days: September 6, November 2, 24-26, December 20-24, April 15 and May 30.

FLYERS will be open on teacher work days. I will have to sign up two weeks in advance to secure a spot. There is no additional charge for Full days but prior reservations and account update are mandatory, so I will need to plan ahead. The following days are scheduled as **Full days**: October 11, 29, December 27-31, January 14, 17, February 21, March 18, April 18-22, and June 3. Full day hours are 7:00am-6:00pm. Full day sites will be posted in advance.

I understand that FLYERS will be closed during Christmas week with no program payment required. FLYERS WILL NOT MEET THE WEEK OF DECEMBER 20-24. There is no program fee for this week. I understand that if school is closed early due to inclement weather, the FLYERS program will not meet. Leroy Springs Recreation Complex cannot refund due to absences due to illness or inclement weather.

### ABSENCES DURING PROGRAM

I understand that in the event of any absences during program hours, I will be responsible for fees for time reserved, not for actual time spent at the program. This would include any vacation time.

**AUTHORIZE PICK UP**

I understand that my child will not be released to any unauthorized person. I must sign my child out daily.

**PERMISSIONS**

I hereby give my child permission to participate in all activities of the program including swimming and field trips.

I give my child permission to leave the program site for trips in a school activity bus, or chartered transportation to off-site locations and enrichment programs. I understand that I will be notified before each activity.

I give my child permission to walk to points of interest in close proximity to the program site under FLYERS supervision.

I give permission to have my child appear in any media coverage or Complex brochure approved by the recreation staff.

I give my child permission to watch PG movies.

**MEDICAL AUTHORIZATION**

I authorize the FLYERS Site Director or designee to administer medication when necessary. I understand that I will have to sign a medication authorization form before any medication can be administered. FLYERS' staff will not administer shots (other than an epi pen) or suppositories.

**STAFFING**

I understand that FLYERS is not staffed to serve children who need one on one direct care. The ratio of children to staff is 13 to 1. All children who attend FLYERS must be able to use the toilet without assistance.

**FLYERS BEHAVIOR POLICY**

I understand that my child will have to abide by the FLYERS policies and procedures to ensure that each participant is safe and plays fair. My child will be taken away from activities when he/she cannot behave in a safe and expected manner. I will be informed of unacceptable behavior and asked to sign a discipline form. I understand that fighting of any kind will not be tolerated and will result in an automatic suspension. If behavior continues to be a problem, the Site Director will have the discretion to suspend my child from the program. If behavior does not improve, as a last resort, my child will be removed from the program. FLYERS do not use corporal punishment.

By signing this form, I understand and agree to the policies set forth upon this document.

Father/Guardian signature & date \_\_\_\_\_

Mother/Guardian signature & date \_\_\_\_\_