



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN COUNTIES

Columbia Center Rotary Branch Music & Arts Center Policies, Terms & Conditions

Field Trip Transportation

I agree to permit the child named to participate in walking trips, field trips or other activities sponsored by the Boys & Girls Club. This permission is given with the understanding that transportation, if needed, will be provided by the Boys & Girls Club by Club Vehicle driven by Boys & Girls Club staff members or school buses and/or public transportation. I agree to provide a booster seat for my child if they are 6 years of age or younger, or weigh 60 lbs. or less. I also understand that the children will be under Club Staff supervision throughout the duration of any field trip.

Safety

Knowing there is a certain amount of risk involved in even the simplest of children's games, sports and activities, I give permission for my child to participate in Club activities and programs. I accept responsibility in the unlikely event that an accident might take place. I hereby certify that I carry Health and/or Accident Insurance for my child and that I am solely responsible for the cost for health care for my child; even as a result of my child's participation in Club programs or activities.

Insurance Coverage

I further certify that my child is covered by medical insurance as listed on the above Membership/Emergency Form. I understand that I am solely responsible to provide such coverage. I understand that I am solely responsible for any consequences of my failure to provide adequate insurance coverage. I agree to abide by all the rules of the Boys & Girls Clubs of Benton and Franklin Counties pertaining to the health and safety of the members and to inform the Club immediately of any change in my child's health, health care insurance, or medical provider. I also agree to inform the Boys & Girls Clubs of Benton and Franklin Counties immediately if my child contacts a serious communicable disease.

Negligence

I understand the Boys & Girls Clubs of Benton & Franklin Counties Columbia Center Rotary Branch Music & Arts Center is not a licensed child care facility. I understand also that the Club accepts no responsibility for keeping my child in the building or on the premises.

I agree that the Boys & Girls Clubs of Benton and Franklin Counties, its employees (both paid and volunteer), Board of Directors and affiliated agencies, shall not be liable for any claims, demands, injuries, damages, actions or causes of action, whatsoever for any injury caused to me or to my child as a result of my child's involvement in Boys & Girls Club programs or activities.

I hereby expressly forever relieve and discharge said Boys & Girls Clubs of Benton & Franklin Counties from all acts of negligence on the part of the Boys & Girls Clubs of Benton and Franklin Counties, its employees (both paid and volunteer), the corporation, its servants, agents, officers, shareholders, and affiliated agencies.

Fee Payment Policy

I understand that payment of program fees is made on a session by session basis and that prepayment is required. I agree to abide by the terms and conditions of the Boys & Girls Club Fee Policies.

Authorization and Agreement

In case of serious accident or illness to my child or in the event that the injury/illness involves my child's mouth or teeth, I hereby authorize the staff of the Boys & Girls Clubs of Benton and Franklin Counties, my children's physician, dentist, emergency personnel, and those individuals named on the Membership Form to give any necessary treatment to my child, including emergency surgery. You may call the doctor and/or ambulance if necessary at my exclusive expense. I agree that I am solely responsible for updating medical information to the Boys & Girls Clubs of Benton and Franklin Counties.

I understand the implication of this Permission and Statement of Release. I certify that I am legally capable of executing this agreement, and that I have so of my own free will on the date indicated below, on behalf of myself, my spouse, if not signed separately, and our child for whom this form was prepared. *I further certify that all information provided is the most current and understand that it is my duty to update this information should anything including but not limited to: change of address; change of school; change of employment; change of number in household; change of income; change of medical information occur.*

Tuition & Fees – Refund/Transfer of Credit

Parents seeking a refund on the credit of their balance will be assessed a \$25 service fee by the Boys & Girls Clubs of Benton and Franklin Counties. Parents do have the option of transferring any credit they have accumulated at the Music & Arts Center to any Boys & Girls Clubs of Benton and Franklin Counties program including Club Discovery (Preschool), Club Care (Licensed Child Care) or the Main Branch or Bobbie Littrell Teen Center (Drop-In Programs).

Discipline

The goal of the discipline policy as the Music & Arts Center is to have a clear and concise strategy in dealing with situations before they become more serious problems. It is our expectation that through this discipline program students' will learn about the choices they make in life and how those choices might affect themselves and others around them. The MAC Discipline Policy is available for review by parents, please contact the Branch Director for more information.

Parent Concerns/Suggestions

If you have concerns or suggestions regarding the program at the Columbia Center Rotary Branch Music & Arts Center you are encouraged to contact the Branch Director to resolve any issues. If you feel that your issue has not been resolved you should contact Brandy Ramos, Vice President of Programs for the Boys & Girls Clubs of Benton and Franklin Counties at 543-9980.

Club Closure - Holidays

The Columbia Center Rotary Branch will be closed on the following holidays:

**Labor Day * Thanksgiving and the Day After Thanksgiving * Christmas Day * New Year's Day
Memorial Day * 4th of July * One floating holiday, likely to be the day before or after Christmas**

Club Closure – Weather

In the event of inclement weather the Columbia Center Rotary Branch Music & Arts Center may open late, close early or be closed entirely. If the Kennewick School District is Closed the Music & Arts Center *may* also close for the day, although every effort will be made to open by 8:30AM.

Please listen to the radio for announcements regarding the KENNEWICK SCHOOL DISTRICT only. Once the announcement has been made and you would like to find out if we will be open, please call 509-582-4090 before bringing your children to the MAC.

In case of an ice storm/freezing rain event (similar to February 2005) the Boys & Girls Club may close early for the safety of staff and students. Once contacted, parents will have no less than 45 and no more than 90 minutes to make arrangements for their child to be transported from the Music & Arts Center.

No School Days/Camps

The Columbia Center Rotary Branch will provide No School Day Activities and Camps to bridge the time between as many out-of-school and in-school days as possible. This is a fee based service because of the significant cost increase of operating for a full day. Hours of operation during the school year will be 10:00am to 6:30pm. Beginning in **summer** hours will change to 8:00am to 6:30pm. Sign-up sheets will be available for all relevant No School Days. A minimum number of students must attend for our club to remain open for the day. In the event of closure, the Pasco Club will always be open.

Music & Arts Center Policies Acknowledgment

I have received and become familiar with the above policies. I acknowledge that I agree to follow the Policies whenever applicable and that I have shared any pertinent information necessary with my child. I have had any and all questions regarding the policies answered by Boys & Girls Clubs of Benton and Franklin Counties Staff.

Attendance

The program at the Music & Arts Center is designed to be comprehensive and goal based, so that students may gain skills which will enrich both their education and their lives. It is because of this that we ask that students miss as few classes as possible. Students who continually miss class and are not excused will be placed on Attendance Probation for a period of one term following the term which caused their probationary status to be invoked. Should the pattern of absence continue a conference with the Branch Director will occur to determine eligibility for future enrollment.

Examples of excused absences include:

Illness

Family Emergency

Conflict with *school* events (games, practices, concerts, conferences, etc) – this does not include private, club-based sports

Transportation Problems

If students are enrolled in a weekly class they must not miss (unexcused) more than three (3) classes in one term. If students are enrolled in a class which meets twice weekly they must not miss more than five (5) classes in one term. This is considered on a per-class basis, not on fulltime enrollment. Family vacations, church events and similar occurrences *may* be excused by the instructor (*not the Branch Director*) provided that the instructor has received notice at least seven (7) business days prior to the absence. This allows the instructor to brief the student on what they will miss lessening the chance of the student getting behind in their instruction.

School Activities vs. Club Activities – (only for those students in Fresh Trash/Con Brio/Advanced Marimba)

Students who participate in Fresh Trash, Con Brio, Advanced Marimba or other SHOWCASE ENSEMBLES are asked to be equitable in their absence from rehearsals because of games, practices, rehearsals or performances for their respective schools. Students who choose not to follow this policy may be removed from the ensemble and not be reinstated.

PRACTICE VS. PRACTICE- If the conflict is between practices which occur simultaneously between club and school the member is responsible for choosing which activity is more important to attend. (if there is a game coming up, you should make arrangements to miss your entire MAC rehearsal to attend all of your practice, vice versa too) If at all possible students should strive to spend time at both practices/rehearsals as it can be detrimental to all groups (School and MAC) to miss practices/rehearsals.

PRACTICE VS. GAME/PERFORMANCE- No matter whether it is for School or MAC activities, students should attend the game or performance which they have been preparing for.

GAME/PERFORMANCE VS. GAME/PERFORMANCE- This decision should be left to the student to decide. All avenues should be explored in possibly attending both, even in limited capacities, but no penalty will be given to students who are not able to attend MAC events because of school-based conflicts.

Academic Standards for Participants in Showcase Ensembles

Members of Fresh Trash and Con Brio, in addition to other Showcase Ensembles which may begin throughout the year will be held to an academic standard for participation in any extracurricular or travel performances or tours including but not limited to the National Conference. Students *must* be passing *all* classes and have a minimum GPA of 2.5. In addition, students must be current on their class work or have a written contract with their teacher stating how they plan to become current.

Tuition & Fees – Payment of

Tuition and any additional fees such as transportation, membership or extended drop-in must be paid *in full* prior to the first day off attendance. Unless a payment plan is developed a late fee of \$5 *per week* will be assessed until payment is received in full. Parents on a payment plan have only until the last scheduled day of class for the term to bring their accounts current. Students with past due accounts carried over to a new term will not be allowed to attend classes and will be assessed a \$25 service fee.

Tuition & Fees – In the Event of Cancellation

If a class or camp is cancelled for any reason by the Boys & Girls Clubs of Benton and Franklin Counties parents will receive a *full refund* of all tuition and fees associated with the class or camp. If a parent cancels enrollment in a class more than 2 weeks prior to the start of the activity they will be assessed a fee of \$15 or 25% of the full tuition rate, whichever is greater. If a cancellation occurs less than 2 weeks prior to the activity a fee of \$35 or 50% of the full tuition rate will be assessed. If after the fee is assessed there is a credit remaining that credit will remain in the account of the child for their next activity.