

School Site Locations and/or Transfer sites

**Argusville
Community Center**
107 Northern Drive
Argusville, ND 58005
701/200-6280

Centennial
4201 25th Street South
Fargo, ND 58103
701/219-1799

Clara Barton
1417 6th Street South
Fargo, ND 58103

Ellen Hopkins
2020 11th Street South
Moorhead, MN 56560
701/219-5961

Hawthorne
555 8th Avenue South
Fargo, ND 58103
701/219-1800

Head Start
3233 South University Drive
Fargo, ND 58103
701/200-3367

Kennedy
4401 42nd Street South
Fargo, ND 58104
701/219-1798

Lewis & Clark
1729 16th Street South
Fargo, ND 58103
701/219-1793

Lincoln
2120 9th Street South
Fargo, ND 58103
701/219-1786

Longfellow
20 29th Avenue North
Fargo, ND 58102
701/219-1795

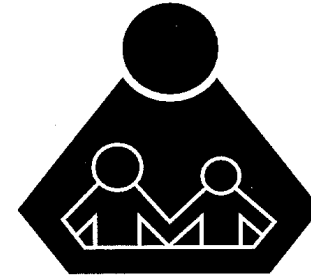
Nativity
1825 11th Street North
Fargo, ND 58103
701/235-2147

Robert Asp
910 11th Street North
Moorhead, MN 56560
701/219-5960

S.G. Reinertsen
1201 40th Avenue South
Moorhead, MN 56560
701/219-5962

Vern Bennett
2000 58th Avenue South
Fargo, ND 58103
701/219-1796

Washington
1725 North Broadway
Fargo, ND 58102
701/219-1797



**Youth Commission
Parent Handbook
2010-2011**

Fargo Youth Center
2500 18th Street South
Fargo, ND 58103
Ph: 701/235-2147
Fax: 701/235-9970
Scheduling: schedule@bgcrrv.org

Youth Center at Rose Creek
4809 University Drive South
Fargo, ND 58104
Ph: 701/478-4066
Fax: 701/478-4067

Moorhead Youth Center
215 10th Street North
Moorhead, MN 56560
Ph: 218/284-1199
Fax: 218/284-1201

Tax Id: 45-0316132
www.bgcrrv.org

This handbook contains important information for all parents.
Please read and retain for reference.

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Regulations That Apply To The Site Programs (continued)

17. Exclusion of Sick Children

A child with any of the following conditions or behaviors is a sick child and must be excluded from the Youth Center. If the child becomes sick while at the Youth Center, the child must be isolated from other children in care and the parent called immediately. The sick child will be supervised at all times.

The Youth Center must exclude a child:

- With a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not sufficient treatment to reduce the health risks to others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited two or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis or pus draining from the eye;
- Who has bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in childcare program activities with reasonable comfort; or who requires more care than the program staff can provide without compromising the health and safety of other children in care.

18. Filing a Complaint

At the Youth Commission we strive to provide quality services, but if you feel there are areas we could improve in please contact the Program Coordinator for the site that your child attends. If the Program Coordinator cannot assist you we ask that you contact the Program Director, and, if necessary, the Executive Director. If you feel you have contacted the appropriate people and have given them sufficient time to implement change or correct action and still are not satisfied the next step would be to contact the Department of Human Services, Division of Licensing in North Dakota at 701/328-2310 or Minnesota at 651/296-3971.

Youth Commission Contacts

To Schedule Your Child Contact: 701/235-2147 or schedule@bgcrrv.org
 Account Questions Contact: 701/235-2147 or accounts@bgcrrv.org
 Programming Questions Contact: 701/235-2147

Regulations That Apply To The Site Programs (continued)**14. Walking Home or Going to Another Child's Home After Programming**

(North Dakota residents only)

The YC strongly discourages families for allowing children to walk home from YC programming. If a child is to walk home the parent must notify the administrative office in writing listing the day and exact time the child is to walk home. Verbal permission by the parent is not permitted due to liability conditions.

15. Dispensing of Medication

At all sites, children requiring medication must have a **Medication Permission Form/ Log** signed by the parent to be kept on file at the Youth Centers. All medication will be kept inside a locked medication box at the site of attendance. Please indicate if the medication needs to be refrigerated, as not all sites have refrigeration available. A staff person at the site will be designated to dispense the medication.

Parents must provide a current prescription of a one week supply of medications if the medication is taken on an on-going basis during YC programming hours. Please do not exceed a one week supply at a time. Short-term medications, such as antibiotics, may be brought in daily. Medication bottles must have the child's name, name of the medication and specific dosage with time of day to be given. At the end of the week, the empty bottle will be returned to the parent for re-fill.

It is extremely important that good communication exists between parents and staff in order to ensure proper medication dispensing.

16. Sick Children

For the well-being of the children and staff, **please do not send children to the sites if they are ill**. If a child arrives ill, or becomes ill while attending the YC, parents will be contacted immediately and asked to take their child home. Basic first aid will be administered to the child until a parent arrives.

Any contagious illness or conditions must be reported immediately to YC Administration. An exposure notice will then be posted to let families know their child has been exposed. If your child becomes sick over the weekend you will need to contact YC Administration on Monday morning. If your child is home ill and not attending school, or you are having a family emergency, please notify the YC office. Tuition charges are waived for all sick days, as well as family emergencies, in the event that YC administration is notified **the morning of that day**.

Welcome to the Youth Commission!

The Youth Commission (YC) is a private, nonprofit corporation serving the Fargo-Moorhead area since 1972 and has been operating after school childcare programs since 1986. We are currently licensed to provide services for over 300 children in Moorhead and over 1,000 children in Fargo.

We provide safe, convenient and affordable care for children ages 5 to 12; an important need throughout the elementary years. We know that flexible childcare can be hard to find and transportation even more difficult to arrange. That's why the YC, in cooperation with the local school districts, offers the convenience of a childcare program at or near your child's school. Our goal is to create a climate of warmth and acceptance for every child.

Our childcare staff is enthusiastic and full of ideas that will delight your child. A large majority of our site supervisors and youth workers are college students majoring in fields such as education or child development. All staff members are thoroughly screened and highly trained. Among the training requirements are First Aid and CPR certification.

Mission of the Youth Commission

To provide programs and services enabling all young people to achieve their full potential in a safe and caring environment.

Goals of the Youth Commission

- To provide safe, convenient and affordable care to families with school-age children in order to reduce the incident of children being left alone in their neighborhoods.
- To provide services that will increase children's ability to be safe in their communities and their homes.
- To provide services that will give youth opportunities to build self-care, self-esteem and decision-making skills with the support of caring adults.

Philosophy Statement of the Youth Commission

The Youth Commission provides opportunities for each child to utilize styles through structured play, hands-on experience, natural discovery and community activities. The working principle of the YC is to create an environment of choices that promotes healthy decision-making skills and increases self-esteem.

Program Goals of the Youth Commission

To create an environment for children that:

- Is physically safe, clean and sanitary;
- Promotes healthy development by providing nutritious snacks and exercise;
- Is nurturing and emotionally supportive;
- Meets the needs of all children, including those with special needs;
- Encourages independence according to each child's needs;
- Provides opportunities for children to have quiet time, art experiences, games, reading, exercise, cultural awareness and languages;
- Promotes individual thought and behavior;
- Allows interactions with people of diverse backgrounds, ages, abilities and cultures;
- Provides a balance of child-directed and staff directed activities.

To provide experiences, interactions and activities to aid each child's development in the following areas:

- Social
- Emotional
- Cultural
- Creativity
- Nutrition self-care
- Fine/large motor skills
- Language
- Cognitive/intellectual

To provide caregivers who:

- Treat children with dignity and respect;
- Are educated, consistent, patient and predictable;
- Utilize developmentally appropriate methods in response to children's behavior;
- Respect children as individuals;
- Understand that physical abuse, verbal abuse or neglect of any individual within or outside the YC is forbidden.

To encourage open, frequent communication between parents and staff by:

- Inviting parents to stop and observe children at any time;
- Sending parents newsletters and a monthly calendar;
- Providing written incident and behavior reports when necessary;
- Conducting parent quality assessment questionnaires as administration deems necessary.

Regulations That Apply To The Site Programs (continued)

10. Impaired Person Policy

The safety of the children enrolled in the YC programming is of paramount concern to our organization. Therefore, no person who appears to be affected by, or under the influence of any alcoholic beverage or drugs shall be allowed to pick up any child from YC programming sites. This policy shall apply with equal force to all persons including a child's parent and/or guardian. If a parent or guardian is under the influence and insists on taking the child, the local Police Department will be contacted immediately.

11. Inclement Weather/Closings/Natural Disaster or Utility Failure

The Youth Commission will follow the weather-closing schedule of the **school district of each program site**. If a school opens late due to weather, YC morning programs will not be held. If the school closes midday and the YC programs have not begun, **NO** YC services will be provided. The Executive Director will decide during site operating hours if an early closing is advisable. For programs that are held at the YC Youth Centers, YC Administration will decide on weather related closings and early dismissals. At that time, the closing will be announced on **KFGO, KVLV, and WDAY**. All YC supervisory staff will remain on site until all children are picked up. Children will not be transported by the YC during inclement weather.

In the event of a natural disaster or utility failure children will be bussed to the nearest Youth Center or operating Youth Center. Announcements would also be made on our website, radio and television.

12. Personal Belongings

The YC discourages children from bringing personal items. (Example: Nintendo DS, games, CD players and collectible cards). The YC will not be responsible for children's lost personal items while at the YC sites, although we will make every effort to insure the children go home with all of their personal belongings. Please notify the site supervisor or call the administration office of the YC if your child has lost an item while attending YC programming.

13. Accident Procedures

In the event of an accident or dental emergency, we will make every attempt to immediately reach you at home or at work. If you cannot be reached, we will use the emergency numbers listed on your registration form. If you or any other individual listed cannot be reached and we feel your child's condition is severe, we will call 911 and have the child transported to the hospital listed on the registration form. We will then continue to make every attempt possible to contact you. Please make sure all of your emergency phone numbers listed are current and correct. This is extremely important for the safety and care of your children. For emergency purposes, parent's cellular phone numbers are extremely helpful and should be indicated on the registration forms.

Regulations That Apply To The Site Programs (continued)

6. Field Trips

Will be announced on the YC monthly calendars & website. All staff and children are expected to participate unless permission has been given by Administration to stay back. One staff member will supervise 8-10 children on field trip activities off of the school grounds. Parents are asked not to pick up their child while attending the out activity due to safety precautions. The YC does not charge parents for children to attend the field trip activities and strongly recommends that children do not bring money with them when going on these field trips. In the event a field trip is cancelled parents will be notified.

7. Pick-Up & Sign-Out

It is the policy of the Youth Commission that a child will not be released to any individual who is not named on the registration form as a Parent/Guardian or indicated as an authorized pickup. **Verbal permission by the parent is not permitted.** Any changes must be made to the administration office in writing by the Parent/Guardian. **A photo ID is required at time of pickup.** It is also our policy that if a child is not picked up by 7:00pm and every attempt has been made to locate Parent/Guardian, the YC will contact the local Police Department for assistance.

Parents must sign their child out from the site when removing them from YC care. This is a liability release and safety issue requirement. Parent cooperation is greatly appreciated. The site sign out sheets are for YC liability and billing purposes. YC administration may reference these documents to resolve any billing discrepancies. Due to the confidential information contained on these documents, they are not available to any Parent/Guardian for purposes of information gathering. Dropping children off and/or picking children up from off-campus activities on a regular basis is strongly discouraged.

In the event that you must drop off or pick-up your child during off-campus activities, advance notice to the YC Administration is required in order for a safe and appropriate exchange. A child pick-up waiver will be required to be signed. Please understand that having children dropped off and/or picked up during off-campus activities is in direct opposition to the YC safety practices.

8. Research & Public Relations Permission

The Youth Commission will ensure that written permission is obtained from a parent before each occasion their child is involved in experimental research or public relations activity. A copy of the permission form will be maintained in the child's file.

9. Child Drop-Off

For the safety of your child, it is your responsibility that your child arrives at the Youth Commission programming area either by escorting them into the programming area and notifying the site staff of their arrival or by contacting the site staff by cell phone. Parent cooperation is greatly appreciated.

Statement of Guidance/Behavior Guidance Policies

The Youth Commission uses guidance to help children learn appropriate ways of handling their feelings and desires. We want to ensure that each child is provided with a positive model of acceptable behavior to enable the child(ren) to develop self-control. Our goal is to protect the safety of children and staff persons at all times.

The Youth Commission does not use punishment. Instead, we provide direction toward alternative and acceptable ways of behaving, guided by the individual and developmental needs of children and families. These include:

- Modeling, praising and encouraging positive behaviors;
- Setting clear, reasonable and consistent rules which are explained to children;
- Planning developmentally appropriate activities;
- Continuous monitoring and assessing of the environment;
- Practicing low child to staff ratios;
- Permitting flexibility within curriculum;
- Facilitating problem solving skills in children;
- Maintaining developmentally appropriate expectations of children;
- Being aware of possible causes of behaviors.

If and when behavior issues occur, staff will use one or a combination of the following directives:

- Ignoring minor attention seeking occurrences;
- Verbally reminding children of rules;
- Redirecting children to another activity;
- Teaching children how to use acceptable alternatives to problem behavior;
- Allowing natural and logical consequences for behaviors within limits;
- Partnering with parents to develop guidance techniques.

Persistent Unacceptable Behavior:

Non-aggressive Behaviors

Staff will do the following if a child is demonstrating non-aggressive behaviors:

- Ignore minor attention seeking occurrences;
- Verbally remind children of rules;
- Redirect children to another activity;
- Allow for natural and logical consequences for behaviors within limits;
- Partner with parents to develop guidance techniques;
- If behavior continues, place the child in an area designated as a time out area. This is not to be an enclosed area out of sight or sound of Youth Commission staff, but rather a quiet area where the child can sit and be monitored by staff. Time out is not to exceed 10 minutes after the child calms down. Shorter length of time may be used depending upon the situation. Food or water may not be withheld as a form of punishment.

Statement of Guidance/Behavior Guidance Policies (continued)

Documentation is to be written in detail regarding the situation on a behavior slip. The parent(s), as well as Youth Commission Administration, will receive a copy of the behavior slip. The Program Director and Program Coordinator will review and track each child's behavior concern slip. If necessary, parents may be contacted by Administration to set up a meeting to discuss concerns. A referral can be made if necessary to a professional agency for help with the child's behavior. Administration may decide if suspension and/or expulsion from the program is necessary.

*Persistent Unacceptable Behavior:*Aggressive Behaviors

Staff will do the following if a child is demonstrating aggressive behaviors:

- Guide the child away from other children and calmly discuss why his/her behavior is not acceptable.
- Redirect the child's activity away from the subject of his/her anger.
- If behavior continues, place the child in an area designated as a time out area. This is not to be an enclosed area out of sight of Youth Commission staff, but rather a quiet area where the child can sit and be monitored by staff. Time out is not to exceed 10 minutes after the child calms down. Shorter length of time may be used depending upon the situation. Food or water may not be withheld as a form of punishment.

Any situations where the child becomes physically aggressive to another child or staff member, the parents and Program Coordinator must be notified immediately and the child should be removed from the programming area. If a child is removed from the programming area a Separation Report form will be filled out and turned into administration.

Under no circumstance is the staff member allowed to use physical punishment or physical restraints with a child, this includes using exercise as a punishment. It is extremely important that staff remain calm and under control at all times. Staff are to refrain from yelling at children; calm voices are required to model desired behavior. Documentation is to be written in detail regarding the situation on a behavior slip and/or separation report form. The parent(s), as well as Youth Commission Administration, will receive a copy of the behavior report and/or separation report. Administration will determine if the child will be suspended and/or expelled from the program.

Continuous concerns or behaviors that compromise the programming environment may lead to suspension/ and or expulsion of program attendance.

Regulations That Apply To The Site Programs**1. Social Services**

The regulations are to establish minimum standards for licensed school-age childcare centers and to ensure that those standards are maintained.

2. Child Abuse and Neglect Law

The YC recognizes each individual's basic human and legal rights. Any staff member, care giver or volunteer who has knowledge of abuse (physical, verbal or emotional) or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual MUST report this information to Social Services as required by North Dakota Century Code 50-25.1 and Minnesota Statutes, section 626.556. If a report is made to Social Services the Program Director is responsible for completing an internal review of the policies and procedures. The internal review will be documented and reviewed by the administration and kept on file. In the event the Program Director is absent the Program Coordinator will be responsible for the internal review.

Where to Report

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the following agencies:

- MN Dept. of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123
- Cass County Social Services at (701) 241-5761

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agencies:

- Clay County Social Services at (218) 299-5200 or Moorhead Police at (218) 299-5120
- Cass County Social Services at (701) 241-5761 or Fargo Police at (701) 235-4493

If your report does not involve possible abuse or neglect, but does involve possible violations of state licensing regulations that govern our facility, you should call the following agencies:

- MN Department of Human Services, Licensing Division at (651) 296-3971
- ND Department of Human Services at 1-800-472-2622

3. Health Regulations

The Youth Commission abides by the guidelines set by North Dakota and Minnesota Health Services. Animals are not allowed in any YC site without prior approval of YC Administration. An animal notice sign will be posted in advance to notify families that animals will be present.

4. Fire Regulations

The YC has annual inspections completed by local or state authorities. Fire and tornado drills are performed at the sites in accordance with the school fire and tornado drills as recommended by local authorities.

5. Transportation Regulations

The current busing company is responsible for liability insurance when transporting the children and staff. When the Youth Commission's vehicles are used during transportation, the YC assumes liability.

Payment & Collection Policy (continued)**3. Payment & Delinquent Accounts* (continued)**

Past due accounts with children no longer enrolled may be forwarded to a collection agency. Accounts with a history of being delinquent may be required to pre-pay for all programming services.

**Participants whose account has, at any time, become more than two payments past due will be required to arrange for their payments in one of the following ways 1) bi-weekly debit from a bank account, 2) bi-weekly debit to a valid credit card, or 3) pre-payment of all services.*

4. Scholarships and Crisis Assistance

Scholarships and Crisis Assistance funds are available and may be applied to past due balances. For information on these programs and to find out if you qualify, please contact the Executive Director.

5. Child Care Assistance

For those enrolled in the Child Care Assistance Program please inform the Youth Commission at the time of registration or contact the Bookkeeper at 701/235-2147. Questions or concerns regarding the account balances should be directed to our Bookkeeper at 701/235-2147 or emailed to accounts@bgcrrv.org.

The Youth Commission Board of Directors and its Executive Director reserve the right to make alternate financial arrangements, on a case by case basis, with individuals in times of emergency or extenuating circumstances.

6. Tax Identification Number

The Youth Commission's **TAX IDENTIFICATION NUMBER IS 45-0316132.**

If you are in need of an end of the year receipt for a flex plan please call and request one from our Bookkeeper at 701/235-2147. The Youth Commission mails out year end statements in January for the previous year.

Statement of Guidance/Behavior Guidance Policies (continued)**Prohibited Actions:**

The Youth Commission prohibits the following actions against children or staff in the program. Failure to comply may result in expulsion from the program.

1. Subjection of a child/staff to corporal punishment, which includes but is not limited to:
 - Rough handling
 - Shoving
 - Hair pulling
 - Ear pulling
 - Shaking
 - Slapping
 - Kicking
 - Biting
 - Pinching
 - Hitting
 - Spanking
2. Subjection of a child to emotional stress, which includes but is not limited to:
 - Name calling
 - Ostracism
 - Shaming
 - Making derogatory remarks about a child/staff or the child/staff's family
 - Using language that threatens, humiliates, or frightens the child/staff
3. Separation of a child from the group that is not warranted.
4. Punishment for lapses in toileting.
5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
7. The use of mechanical restraints, such as tying.

Summer Program

Fargo Summer Program begins June 1, 2010 and ends August 24, 2010. You will be charged the full time or part time contract rates from the date your child is scheduled to begin the summer program until August 24, 2010. Please note after June 1, 2010 only the part time contract is available. Moorhead Summer Program begins June 4, 2010 and ends September 3, 2010. You will be charged the full time or part time contract rates from the date your child is scheduled to begin the summer program until September 3, 2010. Please note after June 4, 2010 only the part time contract is available. At no time can contracts be switched or changed. Registration must be filled out on a separate summer registration form along with a \$35 non-refundable registration fee (per family) as well as a \$25.00 activity fee (per child).

1. Full-Day Full-Time Contract/\$115.00 per child, per week (M-F)

This is only available for the full summer. This is a 5 days per week contract with 5 (no-charge) vacation days allowed (**vacation days must be requested in advance and specified as “vacation days”**). Parents will be charged \$115.00 per week from date of enrollment through the end of the summer program.

Summer School

Parents of children attending summer school must contact the administrative office to get a rate change good only for the time your child is in school. This is the only exception for changing contracts during the summer program and must be indicated prior to beginning the summer program. Parents will be charged the Half Day Full Time contract during the weeks of summer school and will switch back to the Full Day Full Time contract after summer school has been completed. The charge for the Half Day contract will be \$70.00 per child, per week. Parents will need to fill out an extra-curricular activity form and hand it into the administrative office at least 3 business days prior to summer school starting. The Youth Commission does NOT provide transportation for summer school.

2. Part-Time Contract/\$25.00 per child, per day

(There is a \$50.00 per week charge for weeks of no attendance). Parents select the days of attendance and will have full day programming available to them. **There is a \$50 per week charge for weeks of no attendance.** All schedules must be in on Thursday by 6:00pm for the following week. Any schedules received after Thursday require a 3 business day notice (not including the weekend).

Payment & Collection Policy

1. Statements & Payments

Statements are mailed every other Tuesday and include charges from the previous 2 week period. All payments must be made payable to the Youth Commission and mailed to:

Fargo Youth Center—2500 18th Street South—Fargo, ND 58103

Payments are also accepted by phone or in person. The Youth Commission accepts all Visa, Mastercard, and Discover Card. If paying with cash, a receipt will be issued. **Please note that the Youth Commission does not keep cash on hand** at the administration office and will not be able to give change when making a payment. When payment is made by check, your cancelled check is your receipt. Please write your child's name(s) on the “memo” section of the check in order to credit the appropriate account. ***Under no circumstances are parents to leave their payments with the site staff.***

2. Automatic Payment Option

The Youth Commission offers automatic payments to all participants by using a credit card, debit card or checking/savings account. Once you have set up your account your payments will be deducted automatically according to the program's payment due dates. You will continue to receive a bi-weekly statement detailing all payments and charges.

3. Payment & Delinquent Accounts*

In order for an account to remain current, payment of a statement is due before the next statement is mailed. Any account not current (past due) will result in the account being placed on a possible suspension list and notice will be sent to the name on the account.

After a possible suspension notice, any account more than two statement periods past due must be immediately brought current. **If the account is not made current immediate suspension from the program will result.**

If an account has been suspended from the program the account must be made current before participation is allowed. If the site at which the children of the account attends has a waiting list the suspended account will have one week to bring the account current. If not, the children of the suspended account will move to the end of the waiting list.

Registration (continued)**5. All Day Program Information (continued)**

Children attending ALL DAY programming need to bring a sack lunch from home and have appropriate clothing for the activity on that day. Please contact the administration office regarding activity. Morning and afternoon snacks are provided by the YC.

The cost for the All Day Program is \$25.00 per day for registered children and \$30.00 per day for unscheduled attendance. Space for unscheduled attendance is not guaranteed and may be unavailable due to full enrollment counts or limited staff availability.

6. Special Needs Information

For YC purposes, "Special Needs" children will be those children currently being served by their public school district in Special Education. The parent is responsible for setting up a meeting with the Program Director prior to enrollment to discuss the child's needs. The YC reserves the right to reject any child's application if it is determined that the YC cannot serve the child competently, properly or adequately based on the handicapping condition.

7. Food and Nutrition

All children enrolled in the Youth Commission's Programs for more than three hours will be offered a nutritious morning and afternoon snack including 100% fruit juice. Afternoon snacks will be offered during the Youth Commission's after school programs, morning and afternoon snacks will be offered during All Day Programs and Summer Day Camp Programs. No snack will be offered during the Youth Commission's before school programs. Snacks are provided free of charge to the children.

Parents are responsible to provide a nutritious sack lunch each day their child is in the Youth Commission's care during lunch hours. Children's lunches must meet the USDA Food Chart Requirements. The YC will provide each child in attendance during lunch hours a half pint of 2% milk free of charge. If a child's lunch is not in accordance with the Food Chart the Youth Commission must supplement these items for the children. If the YC must supplement a portion of a child's lunch a note will be given to the parent regarding the supplement. A member of the Youth Commission's administration will contact parents regarding supplementation prior to billing for any supplements given.

If a child has a medical condition that prohibits the child from having a component required by the USDA Food Chart, the parent is responsible to notify the Youth Commission's Administration. Written notification from the child's doctor may be requested.

Schedule/Drop In**How to Schedule Your Child**

A unique aspect of the Youth Commission's programming is that you only pay for the days your child is scheduled to attend. Those parents flexing their child's schedules must submit their weekly schedule to the administration office by Thursday 6:00pm in order for the YC to print attendance schedules and staff sites for the following week. All other schedule changes require a 3 business day advance notice otherwise parents will be charged for that day or be assessed the \$30 unscheduled fee. **All notices MUST be made with the administration office and not at the school sites with the site staff.**

The YC does not provide "drop-in" services. If your child attends programming on a day when you have not scheduled attendance, either for the morning or afternoon program, a \$30 unscheduled fee will be assessed to your account.

Registration/Program Information

The Youth Commission allows parents to register their children at any time during the year, provided the sites have openings. Due to North Dakota and Minnesota Rules and Regulations for Day Care Centers, we are restricted to a specific number of children at each site based on the space given to the program by the host school. The Youth Commission strives to maintain a ten to one ratio of children with adult youth workers; well below what the state requires. **The school year and summer sessions are two separate programs; each requiring a separate registration form for each child attending (one for the school year and one for the summer).** Families enrolling multiple children must have one registration form for each child, although the **registration fee is per family, not per child. Registration forms do not carry-over from one year to the next. Healthcare summaries are due within 30 days of enrollment and immunizations are due upon enrollment (Moorhead Residents ONLY). If your child has a Health Care Plan and/or is on an IEP we will need a copy for our records.** Registration forms must be completed in their entirety, along with a **\$35.00** non-refundable registration fee, before the form will be processed for enrollment. All forms must be returned to the Fargo Youth Center during regular business hours for processing. Please make sure you have signed off on the YC release form.

Registration (continued)

1. The Youth Commission Closes at 6:00 pm*

Youth Commission services close at 6:00pm daily. When a child is not picked up by 6:00pm there will be an additional **\$10 late charge for every 15 minutes after 6:00pm**. For example, an additional \$10 charge will be incurred by the following times: 6:01pm \$10, 6:16pm \$10 and so on. In the event of multiple children attending from one family and all children are picked up after 6:00pm, **each child will be assessed the late fee**. We understand that emergencies do arise, so please call if you will be late. **NO CHILD** will be left unsupervised while waiting for a parent or guardian. If we cannot locate an authorized adult within one hour after closing (7:00pm), YC administration will call the local police department for assistance.

*In the event a parent is chronically late at picking their child up, termination from the program may result.

2. Extra-Curricular Activities

The YC will be happy to work with parents of children involved in before and after school activities in conjunction with YC programming. Parents are required to incorporate those schedule modifications into their advanced scheduling to the YC, complete with dates and times of YC attendance. **The time of arrival to the YC programming after the activity must be specific and cannot be “whenever the activity is over” or “only if he wants to go”**. The same is true for the after school homework room. As with all scheduling, the YC requires a 3 business day notice and must be made with the administration office and not at the school site. To avoid the possibility of miscommunication, written schedules of all extra curricular activities are required. An extra-curricular activities form is available at the main office, at the school sites and on our website (www.bgcrrv.org) for your convenience. The YC will not be held accountable for children who do not report directly to the YC site when cancellations of non-YC after school activities take place. YC accountability begins when the child arrives at the YC programming site, as site staff are unaware of extra curricular cancellations.

3. When Child is Not Going to Attend on a Scheduled Day

In the event your child is ill or will not be attending the program for various reasons, please notify the Fargo Youth Center by phone 701/235-2147, email schedule@bgcrrv.org or in person prior to the start of the program so we can notify the site staff and avoid confusion. Daily charges will be dropped for scheduled days missed due to illness or family emergencies only when parents notify the administration office prior to programming on that day. All other absences will be assessed the daily charge unless a 3 business day notice has been given to administration for a schedule change.

Registration (continued)

3. When Child is Not Going to Attend on a Scheduled Day (continued)

All information regarding your child must be given to the administration office. Administration will pass pertinent information on to the site staff and manage the lines of communication, while documenting all incoming information from parents.

4. Fall Program Information

Tuition Rates: School Year Programming

Each family will be required to pay a \$35 non-refundable registration fee with the registration form, before registration forms will be processed.

School Year Program Rates per child per day:

Morning Only (6:45-8:30am)	\$4.50 per day
Afternoons Only (after school until 4:30pm)	\$7.50 per day
Afternoon Only (after school until 6:00pm)	\$10.50 per day
Before & After School until 4:30pm	\$12.00 per day
Before & After School until 6:00pm	\$15.00 per day
All Day Programming	\$25.00 per day
Unscheduled Services	\$30.00 per day
Argusville Outreach Program (3:30pm-6:00pm)	\$10.00 per day
SENDCAA Head Start Pre-School (3:30pm-6:30pm)	\$10.50 per day

5. All Day Program Information

All Day care is provided on days when the elementary school is not in session, such as certain holidays, teacher conferences days, etc. Please check your YC monthly calendar for specific All Day programming. These ALL DAY programs require the parent to **sign the child up in advance** and are not counted as a regular YC day. **Sign up is on a first come, first serve basis and may fill up quickly** due to limited site space. Parents may register their child by calling the Fargo Youth Center 701/235-2147, email schedule@bgcrrv.org or in person. All Day scheduling will open one month in advance of the scheduled day and cut off dates for scheduling and cancellations will be noted on the monthly calendars prior to the all day date. YC needs to know how many children will be attending these days in order to adequately staff for a manageable ratio. Attendance after the cut-off date will result in an unscheduled fee charge and be available only if space and staffing ratios allow the additional attendance count.

All scheduling must be made with the administration office and not with the site staff. Under no circumstances, should parents ever sign their child up for an All Day Program with the site staff.