

June 2021

Dear Parent(s):

Welcome to the Youth Center at St. James'! We hope that your child will be joining us this upcoming school year, where we will once again be together rebuilding social skills and creating community. The Youth Center's reputation is based on the quality of our program activities and staff. We believe that the key to our success is our relationally-minded staff that care deeply for our youth, invest significant energy into responding appropriately to each of our students. Our staff are also committed to safety and to helping every child flourish.

We believe that every child is a special individual with unique gifts and interests. The Youth Center is a safe, supervised space, where students can participate in enrichment activities, build relationships with peers, and work on academic goals/homework. We strive to model and reinforce skills that will help our students to succeed throughout life: resolving conflicts peacefully, effective communication, and learning how to make and keep friends. We welcome you to visit our website:

[www.youthcenterstjames.com/home.html](http://www.youthcenterstjames.com/home.html).

If you would like to enroll your child in the Youth Center at St. James', please complete the enclosed forms, scan, and return them to [youthcenter@sjcsp.org](mailto:youthcenter@sjcsp.org) as soon as possible.

*Application submitted electronically on or before July 12, 2021*

- \$40.00 registration fee is waived

*Application submitted electronically after July 12, 2021*

- \$40.00 registration fee is required

The first month's payment is due on the first day of school: <https://www.paypal.me/stjamesyouth>. or by check.

In person application drop offs can be made by appointment, email [youthcenter@sjcsp.org](mailto:youthcenter@sjcsp.org). We're looking forward to a fun and exciting year with your child!

Sincerely,

Susanne Wright-Nava  
Director, Youth Center at St. James'

## **YOUTH CENTER AT ST. JAMES' GENERAL INFORMATION**

### **DAYS/HOURS PER WEEK**

Our hours of operation are from 2:00pm - 6:30pm (Monday through Thursday) and 2:00pm - 6:00pm (Friday). We follow the South Pasadena Middle School academic calendar. The Youth Center program is available for students in the 6th - 8th grade.

### **BILLING**

Payments are due at the beginning of each month, by personal check or electronic payments through PayPal. **Please note that you will be responsible for PayPal's nominal service fee in addition to the Youth Center's program fee.** Payment after the 15th day of the month will incur a late fee of \$20.00 unless an arrangement has been made with the Director. Please keep your account current. Failure to do so may result in your child's dismissal from the program.

**2021-2022 Youth Center program rates:** We offer two plans to best fit your student's schedule:

Full-time (5 days per week).....\$375/month

Part-time (3 days per week).....\$325/month

**Fees are subject to change. Please note that we do not have daily rates and there is no option for 2 days per week. If your child comes over 3 days per week, we will charge full-time tuition. If your child comes 1-2 days per week, we will still charge part-time tuition.**

For families with siblings, we offer a 10% discount off the second, third, etc. siblings.

**Returning families: Please note that the 10% discount will operate differently than it did in 2019-2020.**

All enrichment activities, including homework tutoring, cooking activities, and a daily snack are included in the monthly rates.

To ensure the quality of our program, you will be billed monthly for the program (full-time or part-time) that you indicate on the application. If you need to change your monthly schedule, you may do so in writing and with authorization from the Youth Center Director.

### **CANCELLATIONS/ADJUSTMENTS**

Two weeks' notice is required to withdraw permanently or to change your monthly schedule. In the event of an immediate cancellation, your account will be billed for two more weeks at the minimum part-time (three-day) charge in accordance with this policy. The Youth Center reserves the right to dismiss a student whose conduct or influence is unsatisfactory, or in the opinion of the Director, is not in the best interest of

the program.

### **PICKING UP YOUR STUDENT**

Parents must pick up their children on Monday - Thursday by 6:30pm and on Friday by 6:00pm. A late fee will be charged if you pick up your child late:

Up to 15 minutes: \$15

Between 15-30 minutes: \$25

Between 30-60 minutes: \$50

More than 60 minutes: \$75

Late charges will be added to the next month's invoice.

**[Returning families: Please note the policy change for late pick-ups.]**

If you are going to be late, please call the Youth Center and notify us. Thank you for your consideration of our staff. Students will not be permitted to wait unsupervised on-site for pick-up after 6:30pm. Please make every effort to pick up your student by 6:30pm Monday - Thursday and 6:00pm on Friday.

### **ACCIDENTS**

If a student is injured at the Youth Center and needs emergency treatment, the Director will immediately try to reach the student's parents, followed by the alternate contact. It is, therefore, important to keep all your work and emergency phone numbers current. If neither guardian can be reached or it is deemed necessary, emergency services will be contacted. The Youth Center's accident insurance covers, up to our policy limits, any injury received at the Youth Center to the extent that they are not covered by any other health and/or accident insurance covering the child.

### **ALLERGIES/MEDICATION**

Students requiring emergency allergy medication or other medication (i.e., EpiPens, asthma inhalers, etc.) administered during program hours will be required to provide documentation with the current procedures and permission from the child's doctor. Only children able to administer their own medication independently will be admitted to the program.

**The Youth Center at St. James'**  
**2021 - 2022 Enrollment Application**

Student's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Birthday \_\_\_\_\_ Gender \_\_\_\_\_ Grade (in Fall '20) \_\_\_\_\_

Student's Cell (\_\_\_\_) \_\_\_\_\_

Primary Phone (\_\_\_\_) \_\_\_\_\_ (Call first, if necessary) Primary email  
address: \_\_\_\_\_ (Used for required communications) Billing email

(if different): \_\_\_\_\_ (Used for electronic invoicing) Parent

1/Guardian Name \_\_\_\_\_ Parent

1/Guardian Contact No. 1 (\_\_\_\_) \_\_\_\_\_ No. 2 (\_\_\_\_) \_\_\_\_\_ Parent

1/Guardian Occupation \_\_\_\_\_ Parent

2/Guardian Name \_\_\_\_\_ Parent

2/Guardian Contact No. 1 (\_\_\_\_) \_\_\_\_\_ No. 2 (\_\_\_\_) \_\_\_\_\_ Parent

2/Guardian Occupation \_\_\_\_\_

Student lives with (circle one): Parent 1 Parent 2 Both Split time Guardian/Alternate Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_ Any medical/behavioral  
conditions we should know about your child?

\_\_\_\_\_  
**Parent Authorization:** In the event that I cannot be reached in an emergency, I hereby give permission to  
the Physician selected by the Director of the Youth Center or Youth Center staff to secure proper treatment  
for my child as named above. To the best of my knowledge, my child is in good health. Parent/Guardian

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PROGRAM SELECTION for the 2021-2022 School Year**

Full Program (Monday - Thursday 2:30-6:30pm and Friday 2:30-6:00pm, includes snack, homework lab and enrichment activities).

Please **check** the corresponding box.

- 5 days per week.....\$375/month
- 3 days per week.....\$325/month

Please **circle** the days of the week your child will typically be attending the program.\*\*

Monday Tuesday Wednesday Thursday Friday

\*\* There is flexibility in which days your student attends. We use this as a guide for staffing and programming purposes.

Please enroll my child \_\_\_\_\_, grade \_\_\_\_\_, in the Youth Center at St. James' afterschool program located at St. James' Church during the 2021-2022 school year.

I understand and accept the following stipulations:

Program fees are payable by the 15th of the month, unless arrangements are made with the Director. If I fail to maintain my account, the Youth Center can suspend services for my child until I have paid my balance. A minimum enrollment of three days per week is required. Your child may come one or two days in a week, but you will still pay the part-time (3 days/week) program fee.

Two weeks' notice is required to withdraw my child from the program. In the event of an immediate cancellation, my account will be billed for two more weeks at the part-time (3 days/week) minimum charge.

If I wish to change my child's enrollment (full- or part-time), I will inform the director before the end of the month. I understand that no reimbursement will be given if I switch from full- to part-time enrollment in the middle of the month. The fee change will take effect at the next billing cycle.

My emergency information form will be kept current. I will notify the Youth Center staff regarding any physical concerns or limitations my child may have or develop and of any changes to phone numbers. A completed health history form is required for program attendance.

I will notify the Youth Center if I am unable to pick-up my child by 6:30pm (Monday - Thursday) and by

6:00pm on Friday. For each late pick-up, a fee will be assessed. Late fees will be added to the next month's invoice at the following rates per incident:

Up to 15 minutes: \$15

Between 15-30 minutes: \$25

Between 30-60 minutes: \$50

More than 60 minutes: \$75

The Youth Center reserves the right to dismiss a child whose conduct or influence is unsatisfactory, or, in the opinion of the Director, is not in the best interest of the program.

The Youth Center programs are offered Monday through Thursday from school dismissal until 6:30pm and 6:00pm on Fridays. We are not open holidays or school vacations unless otherwise notified.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this agreement will be left in your student file.

## HEALTH HISTORY FORM

This form must be returned to the Youth Center office **before** your child may attend the program.

Child's Full Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent 1/Guardian: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent 2/Guardian: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### **If not available in an emergency, notify:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you carry family medical/hospital insurance? If so, indicate: Carrier \_\_\_\_\_

Policy or Group #: \_\_\_\_\_

Any allergies (food, drugs, plants, insects, etc.):

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Are there any specific conditions that the staff should be aware of (hyperactivity, speech problems, physical challenges, etc.)? Is this child required to take medications during program hours?

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Any medical, physical and/or emotional history, medical conditions that staff should be aware of, to best support your child?

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Does your child carry emergency medication (i.e., EpiPens, asthma inhaler, etc.)?

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**PARENT'S AUTHORIZATION**

This Health History is correct so far as I know, and the person herein described has permission to engage in all prescribed Youth Center activities except as noted. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Youth Center to secure proper treatment for me or my child named above. This form may be photocopied.

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ In

the case of severe allergies or medication during program hours, an additional release may be required.

**PICK-UP/RELEASE INFORMATION**

In addition to the parents/legal guardians, the student **may be released** to the following individuals:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I understand that the Youth Center at St. James' is **NOT** a childcare facility; my child may sign out of the Youth Center at St. James' by him/herself with parent permission.

**Movie Release:** The Youth Center at St. James' offers movie times on an occasional basis. Movies that will be most commonly shown to all students in our program are rated "PG" or "PG-13." If you do not wish for your child to participate in the movies, please notify the staff and alternative activities will be made available for your student.

**The Youth Center at St. James' is not a childcare facility.** We are an after-school program providing recreational activities and academic assistance to 6th-8th grade students. The students are expected to arrive at the Youth Center from the Middle School and may leave upon signing out. Transportation will not be provided from South Pasadena Middle School to the Youth Center. Students walking with a staff member will sign in at the Middle School in front of the marquee and are then required to remain with the group until they arrive at the Youth Center. The Youth Center will assume responsibility for students once they sign in, either at the Middle School, or upon their arrival to the Youth Center. The Youth Center is not equipped to take care of sick children. You must pick up your child in the event of an illness. Only students enrolled in the program will be escorted to the Youth Center.

**Permission to Walk Independently** (please **initial**)

\_\_\_\_\_ My child **HAS** permission to walk to the Youth Center at St. James' from the Middle School independently from the Counselor and the student group. I understand that the Youth Center is not responsible for my child until they sign in at the Youth Center. I will notify the Youth Center **in writing**, if my child is no longer able to walk independently from the group.

\_\_\_\_\_ My child **DOES NOT** have permission to walk to the Youth Center at St. James' from the Middle School independently from the Counselor and student group.  
WAIVER AND RELEASE by Legal Guardian of Minor Child

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, my minor ("CHILD")

HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge THE EPISCOPAL DIOCESE OF LOS ANGELES and the Youth Center at St. James' Episcopal Church South Pasadena, including its agents, employees, officers, directors, volunteers, faculty, staff, chaperones, and successors, of and from any and all claims, demands, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or my CHILD ever had or may have arising from or in any way related to my CHILD's voluntary participation in the Youth Center at St. James' Church, provided that this waiver of liability does not apply to any acts of gross negligence or wanton misconduct.

I hereby authorize and grant permission for the Youth Center at St. James' to escort my CHILD from South Pasadena Middle School to the Youth Center. I agree hereby to release and hold harmless any and all the Youth Center's adult chaperones supervising my CHILD in the activities planned for the year 2020-21 including, but not limited to, any damages, loss or injury which my CHILD may sustain through transportation to, from, as well as through sponsored activities on the trip.

By this WAIVER, I, on behalf of my CHILD, assume all risks and responsibilities, and therefore waive all claims of personal injury, death, or loss of personal property arising from my CHILD's participation in ALL Youth Center's Activities for the year August 2021 - June 2022.

THIS WAIVER AND RELEASE contains the full agreement of the parties and supersedes any prior written agreements or oral representations by either party.

I have read, understand and fully agree to the terms of this WAIVER and RELEASE.

I understand and confirm that by signing this WAIVER and RELEASE, my CHILD and I have given up considerable future legal rights. I have signed this agreement freely and voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me.

My signature is proof of my intention to execute and complete an unconditional WAIVER and RELEASE of all liability to the full extent of the law.

In the event my CHILD should require emergency medical care, I authorize the Youth Center at St. James' and/or its staff members to disclose these conditions to a physician or other medical professional.

Printed Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

## Parental/Guardian Photography Consent Form

We are sending you this parental consent form both to inform you and to request permission for your child(ren)'s photo/image to be published on the Youth Center at St. James' website, Church Annual Report and Youth Center bulletin boards.

As you are aware, there are potential dangers associated with the posting of photos on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time **in writing** by sending a letter to the Director of the Youth Center and such rescission will take effect upon receipt by the Youth Center.

*Check **one** of the following choices:*

\_\_\_\_\_ I/We **GRANT** permission for a photo/image that includes this student without any other personal identifiers to be published on the Youth Center's website and/or publications.

\_\_\_\_\_ I/We **DO NOT GRANT** permission for photo/image that includes this student to be published on the Youth Center website and/or publications.

Student's Name (please print): \_\_\_\_\_

Print name of Parent/Guardian (print): \_\_\_\_\_

Signature of Parent/Guardian (sign): \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

### Program Fees 2021-2022

**Full-time (5-days/week or fewer): \$375\*\*\***

**Part-time (3-days/week or fewer): \$325\*\*\***

Months for which payment will be in full:

Month	5-day/week program fee	3-day/week program fee
September 2020	\$375.00	\$325.00
October 2020	\$375.00	\$325.00
November 2020	\$375.00	\$325.00
January 2021	\$375.00	\$325.00
February 2021	\$375.00	\$325.00
March 2021	\$375.00	\$325.00
April 2021	\$375.00	\$325.00
May 2021	\$375.00	\$325.00

Months for which payment will be reduced due to fewer days at the Youth Center, as per school calendar.

Month	5-days/week program fee	3-days/week program fee
August 2020	\$200.00*	\$175.00*
December 2020	\$200.00	\$175.00
June 2021	\$75.00	\$60.00

\* Additional registration fee of \$40 will be added to the first month's total program fee. However, if you submit the application before July 12, 2021, the registration fee will be waived.

\*\* Fees are subject to change.

\*\*\* You are responsible for the nominal service charge for using PayPal.

## YOUTH CENTER PROGRAM CALENDAR 2021-2022

Typically, we include in our information packet a calendar for Youth Center closures that relate closely to South Pasadena Middle School's academic calendar. Due to pandemic-related uncertainties, our calendar for 2021-2022 will be provided at a later date. (The first day of school is August 12, 2021, and we will be open on early dismissal days during parent/teacher conference week in October)

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### Youth Center at St. James' COVID-19 Statement

The world has changed and there are many uncertainties related to COVID-19--at least for now. The Youth Center director and staff will do everything we can to keep our students and community safe.

We are working hard to stay up-to-date on government guidelines and best practices and will implement them as best as we can.

We ask for your help and cooperation as we try out new procedures to reduce the risk of spreading infection. As vaccines become more available to young people, we hope that your family will take advantage of these opportunities.

We wish you all a very safe and healthy 2021 - 2022 school year, when we will once again BE TOGETHER!

Susanne Wright-Nava  
Director, Youth Center at St. James'