



## City of Federal Way Debit/Credit Card Payment Authorization for AFTER SCHOOL PROGRAM

The only way to guarantee your child's spot in After School Program is with this Debit/Credit Card Payment Authorization.

Here's how it works: First place your \$10 holding fees on the months of After School Program that you will be attending and then complete and sign the authorization form. Holding fees are non-transferable/non-refundable.

**We will process your payment on the 15<sup>th</sup> of the month prior to the session start date.** Your receipt will be mailed out to you. If the 15<sup>th</sup> falls on a weekend we will run your card on the following business day.

If auto-payment is declined for any reason (insufficient funds, expired card, etc.) a \$10 decline fee will be added. It is the parent or guardian's responsibility to provide updated auto-payment forms to avoid added fees. If prearranged dates have been discussed, a \$10 fee will be added to your account.

I, \_\_\_\_\_ authorize the City of Federal Way Parks and Recreation Department to process the following Debit/Credit card payment. This authority will remain in **effect until all payments are made or Auto Payment is canceled.**

Child's Name \_\_\_\_\_ Name on Card \_\_\_\_\_

Card Holder's Address \_\_\_\_\_

Check one Phone \_\_\_\_\_

Visa  MasterCard

Card Account Number \_\_\_\_\_ Expiration \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

At any time you can pay your balance in full or cancel your Auto Pay by contacting:

Kimberly Ledyard: [kim.ledyard@cityoffederal.com](mailto:kim.ledyard@cityoffederal.com) or 253.835.6934

Thank you for choosing the City of Federal Way!

**AFTER SCHOOL INFORMATION**  
**September 11th and runs monthly until June 2018**

**To reserve your space in our AFTER SCHOOL PROGRAM:**

- **Fill our REGISTRATION FORM & sign off on POLICIES.** A staff member from the Federal Way Community Center will receive the form and contact you within 48 business hours (Monday-Friday) to collect payment.
- **Pay:** Enrollment Fee \$40 (per child) - The registration fee is good for the entire school year & Holding Fees \$10 per month prepaid to guarantee spot (non-transferable/non-refundable).

NOTE: September payment will be due in FULL at the time of registration.

*The remainder of the balance will be charged to the card on file the 15th of the month prior to session start date.*

- **A Debit/Credit Card Payment Authorization Form** will be emailed to the email provided—After School Program payments will be processed on 15th of the month prior to session start date. Your receipt will be mailed.

NOTE: Prearranged payment date changes and declines will receive a \$10 fee. If auto-payment is declined for any reason (insufficient funds, expired card, etc.) a \$10 decline fee will be added. It is the parent or guardian's responsibility to provide updated auto-payment forms to avoid added fees.

**AFTER SCHOOL PROGRAM POLICIES**

All children must stay on the grounds of the community center for the duration of the program unless released to a parent or guardian. Adults picking up must be listed on the Registration Form and show Picture ID.

After School Program Hours are 3:30pm – 6:00pm. We charge \$1.00 per minute for late pick-ups from 6- 6:30pm and \$2 per minute after 6:30pm.

If withdrawing child from recreation program, a Request for Participant Withdrawal Form must be fill out, signed and turned into Day Camp \$5 withdraw fee, if 48hrs in advance. (no refunds).

**If child stays home from school, a parent must contact program cell phone and leave a message stating child's name and date they will not be dropped off by bus to the after school program.**

If your child is sick, they will not be allowed to stay at program. Children need to be picked up within 1hour of phone call from site lead. Child must be fever, vomit, lice, and diarrhea free for 24 hours before returning to camp. No refunds or credits will be issued due to child illness.

Staff are unable to administer any medication to children.

Please review with your child the height requirement for the swimming pool slides. Your child must be 4'0 (48") tall to use the pool slide. If you would like your child to wear a life jacket, please add to Youth Registration Form. If you would like to make changes to your child's Youth Registration Form, please initial next to changes on form.

No bad language, talk of sex or violence will be permitted. Bullying, hitting, violent behavior, name-calling, etc. are prohibited and may result in dismissal without refunds.

No weapons or sharp object of any kind will be allowed. This will result in immediate dismissal from camp.

Leave all electronics & expensive toys at home, cell phones must be kept in backpack. City of Federal Way is not responsible for lost personal belongings.

Label all of child's belongings and check our lost & found

**Disciplinary Action Plan**

1. Verbal Reminder
2. Verbal Reminder; Removal from Activity; Behavior will be documented—call parent or guardian
3. Meeting with Camp Administration, Parent and Child before returning to camp
4. Dismissal from camp without refund

Children will need parents/guardian to provide swimming suit and towel on early release days. Program will provide an afternoon snack each day.

We will be moving and getting messy. Please dress your child appropriately for activities (including coats for rainy days). Hats are not to be worn inside the Federal Way Community Center. We strongly encourage children to wear tennis shoes each day rather than flip flops or sandals.