



## Policies & Procedures | 2017-2018

### Changes in Schedule

It is extremely important that parents/guardians notify Bronco Elite of any changes in school pick-up. *Please call by 1:30 p.m. if your child does not need to be picked up on a day that he/she was scheduled. If our driver is unable to locate your child, appropriate measures will be taken to locate your child. Your account will be charged a \$10.00 "No Show" fee for each instance Bronco Elite was not notified that your child did not require pick up.*

### Custodial Rights

In the event of custodial disputes, the Adventures Director must be notified of all custody arrangements so the safety of your child may be ensured. We must have legal court documentation stating who has custody and when. **Without proper documentation, we cannot stop a parent from taking his/her child.**

### Drop-Off and Pick-Up

Our responsibility for your child begins when you have signed him/her in and have placed your child in the care of an Adventures Program staff member **OR** once your child has boarded the Bronco Elite van and has been checked in by our van driver. Under **NO** circumstances should children be sent into Bronco Elite alone to sign themselves in, regardless of their age.

After School Adventures Van Pick Up: If your child is scheduled to be picked up from school, he/she should be out of the school building, waiting at the assigned pick-up spot after the release bell rings. Van routes are planned according to location & timing of school release. It's important that we are able to arrive at the final school on our route within a reasonable amount of time.

Parent/Guardian Pick-Up: **ONLY** those listed on the 2017-2018 Registration form will be allowed to pick up your child unless Bronco Elite is notified in writing. Any person picking up children must be prepared to show ID at all times.

### Holiday Closures

Bronco Elite is closed for care over the following holidays: New Years Day, Memorial Day, the 4<sup>th</sup> of July, Labor Day, Thanksgiving & the day after, Christmas Eve and Christmas Day. We reserve the rights to other holiday closures.



## **Hours of Operation**

General hours are from 8:00 a.m. – 7:00 p.m. Vans depart for after-school pick up at 3:00 p.m. and child care continues through 6:00 p.m. Accounts of children who are picked up after 6 p.m. will be charged a late pick-up fee of \$1.00 per minute.

## **Immunizations**

Every child enrolled in the Adventures Program at Bronco Elite must show proof of current immunizations or a valid exemption form. We must have a copy of either document at the time of enrollment. It is the responsibility of the parent/guardian to supply us with updated records each time the child receives another immunization.

## **Injury**

Whenever a child is injured the parent will sign an incident report. The report will give details of the accident and the first-aid procedures that followed the incident. In case of major accident or emergency, proper medical authorities will be notified and the child will be transported to the appropriate medical facility if deemed necessary by medical responders.

## **In-Service Days & Snow Days**

When care is required on days that the Boise School District is closed, fees are applied as follows: Students currently enrolled in the Adventures Program: \$35/day; Drop-Ins: \$50/day. There are no additional fees for early release days.

## **Medication Policy**

Medication will be administered to your child as needed with written authorization – forms are available at the front desk. The medication must be in a prescription bottle with the child's name and exact dosage clearly marked on the label. Please provide device to administer medication.

## **Membership Fee**

A \$34.98 (plus tax) membership fee per child or \$58.30 per family (plus tax) is required when registering at Bronco Elite. The non-refundable fee covers the cost of your child's secondary medical insurance

## **Open Door Policy**

Parents are welcome to visit any time without notice. If other family members are coming to visit, please notify the front desk staff in advance so we may be prepared to greet your family members & escort them to the current Adventure Program location.



## **Optional Programs**

Gymnastics and swimming lessons are optional enrichment programs available at Bronco Elite. These skill development opportunities are provided to families that wish to participate at an additional charge.

## **Personal Belongings**

Electronics are not permitted at the Adventures Program. Bronco Elite will not be responsible for personal items that are misplaced, lost or stolen. Please help us by clearly labeling your child's belongings.

## **Schedule Changes**

Any temporary or permanent schedule changes must be submitted in writing. Changes must be received by the 5<sup>th</sup> of the month to take effect on the 16<sup>th</sup>. Changes must be received by the 20<sup>th</sup> of the month to take effect on the 1<sup>st</sup>. If additional days are used prior to the start of the scheduled change, those days will be charged at the drop-in rate.

## **Transportation**

All children riding in Bronco Elite vans must have "yes" box marked in Transportation section of Registration Packet. If your child is scheduled to be picked up from school, he/she should be out of the school building, waiting at the assigned pick-up spot after the release bell rings. Van routes are planned according to location & timing of school release. It's important that we are able to arrive at the final school on our route within a reasonable amount of time.

## **Tuition**

Automatic payment and paying online are convenient options at Bronco Elite. Tuition is due on the 1<sup>st</sup> of each month. A \$10.00 late fee will be charged to your account if tuition is not received by the 10<sup>th</sup> of the month. Tuition is charged to your account based on the days your child is scheduled to attend. As we must schedule staff in conjunction with the number of children expected to attend, tuition refunds cannot be given if your child is out for a day they were scheduled to be present.

## **Withdrawal Policy**

A Class Cancellation Form must be completed by the 25<sup>th</sup> of the month to make the cancellation effective at month end. If a child leaves the program without advanced notice, payment on the account will be expected until cancellation is received.



## Participant Acceptance of 2017-2018 Policies & Procedures

It is required that all participants and their guardians read and understand the Adventures Program policies and procedures. Upon reading the 2017-2018 Policies & Procedures and signing this document, both parents and participants agree to abide by all rules & regulations described herein and are informed of all consequences for not abiding by said regulations.

**Bronco Elite Athletics reserves the right to change, add or subtract elements of the Policies & Procedures as need arises.**

I have read the Adventures Program Policies & Procedures and upon signing this document agree to abide by all rules and regulations described herein. I understand that Bronco Elite Athletics reserves the right to change, add or subtract elements of the policies and procedures as need arises.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**\*Please read through the Adventures Program Policies & Procedures with your child before signing this acceptance form and please return this form with all other registration materials to the front desk.**