

## **YOUTH PROGRAMS**

As part of its commitment to community service, RVCC offers a variety of academic, athletic, and enrichment programs specifically designed for youth from 5-17 years of age. The following policies apply to all of the College's Youth Programs. Individual programs may have additional policies and/or requirements.

### **Registration and Payment**

An official Registration Form is required for all Youth Program participants. Full payment of all tuition and fees must accompany each Registration Form. Incomplete Registration Forms or payments are not processed.

The College reserves the right to limit registration or to combine/cancel programs as necessary.

### **Refunds**

If a Youth Program participant withdraws from a program by written notification ten or more business days before the first day of the program, a refund of all payment will be processed, excluding any identified non-refundable fees. No refund will be processed for withdrawal requests received within ten working days of the first day of the program.

If the College cancels a program before the first day of the program a full refund of all payment will be processed.

### **Participant Supervision**

Youth Program participants must be under adult supervision the entire time they are on the College campus.

### **Participant Release Authorization**

Youth Program participants will be released only to specific individuals identified on the participant's Registration Form. Any changes to the list of authorized individuals must be received, in writing, by the College at least 48 hours in advance of the participant's anticipated release.

## **Emergency Medical Release Authorization**

A parent/guardian of a Youth Program participant must sign an Emergency Medical Release Authorization as part of the registration process. This release authorizes the College to treat and/or to send the participant to a physician or hospital for necessary treatment. The release also authorizes the physician or hospital to return the participant to an authorized representative of the College.

## **Photo/Video Recordings**

The College reserves the right to make photo/video recordings of participants engaging in Youth Program activities. The College will not publish or otherwise release these recordings without specific approval from the participant's parent/guardian.

## **Medications**

The College will not administer any medications to Youth Program participants.

## **Responsible Administrators**

- Dean of College Advancement

## **Revised and reaffirmed**

- August 2011

**Communication** – This policy is communicated to the College community in the following documents:

- Program Brochures
- College Website