

Dynasty's United Youth Association



A LOS ANGELES NON- PROFIT ORGANIZATION

Parent Handbook
2021-2022

Before/after school, recreational enrichment, distance learning & Day Camp

First edition



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Dynasty's United Youth Association is a 501(c)(3) not-for-profit social services organization dedicated to youth development, healthy living, and social responsibility. Visit www.dynastyyouth.org to learn more or to donate!

Welcome to Dynasty's United Youth Association (DUYA)!

Our mission: Dynasty's United Youth Association mission is to ensure that all children and youth have access to quality programs that promote character and cultural competence.

Our values: All Dynasty's United Youth Association members are expected to conduct themselves in accordance with our values:

- We believe that every student has something to contribute
- We believe in putting the needs of our students before our own
- We believe that teamwork and community support demands stronger relationships and respect
- We believe in having a vision that inspires and motivates others
- We believe in providing a wide range of services to help our youth succeed
- We believe that parent engagement is a critical component to students success
- We are passionate about empowering the lives of our community youth

Our cause: Dynasty's United Youth Association strives to enter the most vulnerable and neglected neighborhoods where the academic, emotional, health and social needs are not being met. We also hope to build a bridge of resources that helps students leverage their strengths and find a sense of purpose that brings meaning to their lives.

Who we are: Dynasty's United Youth Association, also known as DUYA, is a 501 c3 community-based non-profit organization that operates all throughout Los Angeles County serving youth ages 5-18.



Our impact: When you unite with DUYA, you are not only a member of a youth development program, you are a member of an organization dedicated to strengthening our community. In difficult times, DUYA pivots in response to community needs and finds ways to use its resources to offer solutions. Here's what Dynasty's United Youth Association is doing right now to help those in need in our community:

- Recruited over 2,500 volunteers to provide complimentary mentorship and tutoring services to children in need
- Provided 1000 job employment/ internship opportunities to youth ages 14-24 who needed on the job training skills
- Distribution of 5,000 plus backpacks at community events, back-to-school nights, and day camps.

Involvement at DUYA: Prior to the COVID-19 shutdown on March 13, 2020, Dynasty's United Youth Association was operating at five Los Angeles library locations across South Los Angeles in District 2, 8, 9, & 10. Since March 18, 2020, Dynasty's United Youth Association became a virtual partner with the Los Angeles Public library and has not yet been provided a return date to conduct in-person library programming. COVID has revealed and exacerbated inequities that hold many students back academically and mentally. A mental health crisis is emerging amongst families. Many students have lost access to services offered by schools such as tutoring, resources support, special education support, technological support, and alternative learning options. If we are around today, we will be here to help our communities tomorrow. DUYA is currently campaigning to raise \$1M for the DUYA's Emergency Community Impact Fund in response to the COVID-19 pandemic. This comes on the heels of a \$1,000,000 matching fund commitment from a member of the DUYA's Board of Directors. Beginning today our generous donors will match your investment in the Emergency Community Impact Fund dollar for dollar. Your investment will directly support the many needs stemming from the COVID-19 pandemic. Learn more, get involved, and donate here: <https://dynastysyouth.org/donate/>



DUYA Board of Directors: DUYA's Board of Directors provides vital support for DUYA's work to create lasting social change. Through regular meetings, as well as an extensive committee structure, the board monitors ongoing operations, ensures the proper funding for the organization, and provides leadership to the long- range planning process for DUYA.

Summary of programs COVID-19 safety precautions for parents, guardians, authorized representatives, authorized visitors, children, and DUYA staff members:

- COVID- 19 Testing: The state, county, and city have free resources for COVID-19 Testing. DUYA is not a testing site. Parents must present a negative test from their local school or testing site, and or display a vaccination card in order for students to participate in DUYA's in-person after-school, recreational enrichment, and day camp programs. DUYA does not provide testing for children, parents, guardians, or authorized representatives.
- Program Closures & Cancellations Due to Low Enrollment: COVID-19 has presented some unique challenges. Dynasty's United Youth Association works to revive its after-school, recreational enrichment, distance learning, and day camp programs, it is important that DUYA programs remain viable so that the programs can continue to operate. DUYA reserves the right to close and cancel any program that is not meeting its minimum enrollment requirements. If a program closes, either temporarily or permanently, DUYA will make every attempt to notify the parent, guardian, or authorized representative as soon as possible so that other arrangements can be made.
- Physical Distancing: All DUYA's activities, curriculums, and programming are designed to help all maintain physical distancing. Children will be reminded throughout the day to maintain physical distancing (assigned tables and chairs, floor markers, etc.).

Staff-to-Child Ratios by Program Category and Type: Category: School Year Programs:

- Type: Before School/After School Recreational Enrichment: 1:12 for grades K-12
- **In response to COVID-19, DUYA will operate all After School Recreational Enrichment Programs at 1:12 (1 qualified DUYA staff member for every 12 children).



DUYA will adhere to these ratios until it is safe enough to revert back to the original ratios.

- Type: Distance Learning Child Care: 2:10 (2 qualified DUYA staff members for every 10 children)
- Face Coverings: DUYA staff members will wear face coverings at all times.
- Children are required and reminded to wear a face-covering or face mask at all times, throughout all seasons with the following exceptions: Children with breathing problems are not required to wear cloth face coverings but are strongly encouraged to wear a face shield with drape, if possible. Children are not required to wear face coverings when eating and drinking but will maintain physical distancing.

DUYA programs on school campuses will adhere to all school district COVID-19 guidelines, including mandates for all adults and children on their campuses to wear face coverings at all times. Check-In Station (more details in the sections below):

- Parents, guardians, or authorized representatives must check the child and/or children in and out of the program at the designated Check-In Station. Parents, guardians, and authorized representatives may not enter the program site beyond the Check-In Station. Children will be escorted to their group/room by a DUYA staff member.
- On arrival at the Check-In Station, all children, parents, guardians, and authorized representatives must wear a face covering. DUYA staff members will not interact with any person at the Check-In Station who is not wearing a face covering.
- Each Check-In Station will be supplied with extra face masks, gloves, and hand sanitizer pumps.
- When arriving at the Check-In Station, physical distancing is required between parents, guardians, authorized representatives, and/or families of different households.
- All children must have a complete DUYA enrollment packet to participate, which includes emergency contact phone numbers and medical information.
- While at the Check-In Station, communication between DUYA staff members and parents, guardians, and authorized representatives, must be brief. If further discussion is



needed, the parent, guardian, and authorized representative must email the DUYA Youth Program Assistant or Director of the program to set up a virtual meeting or phone conference.

Visual Health Check

- At check-in, a DUYA staff member will conduct a visual and verbal well-child health assessment with all children entering the program, which includes observations for the following: Visual observation for signs and symptoms of respiratory illness, sickness, and COVID-19.
- A verbal health questionnaire (asking about cough, difficulty breathing or other respiratory symptoms, recent travel, etc.) Infrared temperature reading with a no-touch thermometer.
- DUYA staff members will document the child's temperature, as well as all observations and responses, daily.

Mandatory 5-Day Quarantine

- A child will not be permitted to attend the program for 5 days if the following is observed or recorded: Child has been out of the country or in contact with someone who has been out of the country, within the past 14 days.
- The child, parent, guardian, and/or authorized representative to appear to be sick.
- Child, parent, guardian, and/or authorized representative has been in contact with someone who is sick, or who has been in contact with someone who has tested positive for COVID-19, within the past 14 days.
- Children, parents, guardians, and/or authorized representatives to record a temperature that is 100.4 degrees or higher.
- Children, parents, guardians, or authorized representatives must stay home for at least 5 days if they are sick, appear sick, record a temperature that is 100.4 or higher, test positive for COVID-19 or has been in contact with someone who is sick, appears sick, has a recorded temperature of 100.4 or higher, has tested positive for COVID-19 or has been in contact with someone who has tested positive for COVID-19. If any of these



scenarios are true, the parent, guardian, or authorized representative, on behalf of themselves and/or the child will be encouraged to immediately consult with their physician.

Child Becomes Ill or Sick During Program and/or Begins to Show Symptoms of COVID-19:

- DUYA staff members will remind parents, guardians, or authorized representatives to update their emergency contact information regularly so DUYA staff members can get in touch quickly if they need to. When a child does show signs of illness, they will need to be picked up immediately, within one hour or less, with no exceptions.
- Children who develop symptoms of illness after drop-off will be immediately separated from their group and placed into a designated sick room or sick area. The designated sick room or sick area is an isolated area where no other persons would enter or pass. The child must remain in the sick room or sick area until they are picked up from the program site by a parent, guardian, or authorized representative. The child in the sick room or sick area will be supervised, at a safe distance, by a DUYA staff member.
- If possible and age-appropriate, a surgical mask will be placed on the child, as soon as possible. The child's face covering can be placed over the surgical mask.
- The child must stay home in isolation and not return to the program site for a minimum of 5 days after onset of symptoms and until their symptoms have improved and they are free of fever for at least 72 hours without fever-reducing medication. After which time, the parent, guardian, or authorized representative would be required to provide DUYA with negative COVID-19 test results for the child and every member in the household. Guidance for home isolation from the DPH website:
<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>
- Upon the child's exit from the program site, the isolated area will be aired out and then cleaned, sanitized, and disinfected.
- While the virus is spread when the infected person is clearly ill, many individuals can infect others even when they don't have obvious symptoms or any symptoms at all.



Given that risk, children who have been exposed to someone who has respiratory illness will remain home for 5 days to see if they also develop symptoms of illness. Home quarantine of an exposed child reduces the chance of spread to other children and DUYA staff members. If no symptoms appear within 5 days, the child may return to the program site.

- Parents, guardians, or authorized representatives are reminded that when the child is at home, to keep as much separation between the child and any sick household members. The importance of good prevention hygiene for all will be emphasized.

It is vital that the DUYA is provided with correct and current contact information for the child and any adults, including the parents, guardians, and authorized representatives, connected to the child. By participating in DUYA's program, the parent, guardian and authorized representatives agree to be readily available and able to pick up their child from DUYA's program site, upon notification from DUYA that their child is sick or ill or that their child is showing signs/symptoms of sickness or illness. Readily available is defined as being able to pick up the child from DUYA's program site within one hour or less; no exceptions. Parents, guardians, and authorized representatives must ensure that they have made all the necessary arrangements for emergency pick-up, including a backup plan, should they be contacted suddenly by DUYA to pick up their child from DUYA's program site. The backup plan must include other adults and authorized individuals who can be readily available to pick up the child from DUYA's program site. Failure by the parent, guardian, or authorized representative to pick up the child within one hour or less, upon notification from DUYA that their child is sick or ill or that the child is showing signs/symptoms of sickness or illness, will result in the child and family's immediate dismissal from DUYA program. Given the serious nature of the COVID-19 pandemic, the parent, guardian, or authorized representatives inability to leave work, lack of transportation, or any other excuse that may arise that prevents the parent, guardian, or authorized representative from getting to DUYA's program site within one hour or less, is not acceptable.



Travel Exclusions:

- Parents, guardians, authorized representatives, family members, DUYA staff members, etc., who have traveled to an area identified by the CDC as Level 3 Travel Health Notice, may not attend the program site for 5 days from the day that they returned to the United States. Countries continue to move off the Level 3 Travel Health Notice list. For the most up-to-date list, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Los Angeles County Department of Public Health (DPH) Orders of the Health Officer:

- The Los Angeles County Department of Public Health (DPH) has released reopening guidance for several sectors. DUYA is constantly reviewing these Health Orders and modifying DUYA guidelines, as required. Below is a summary of selected highlights from the Order of the Health Officer. Parents, guardians, and authorized representatives can view the complete orders of the health offices on the DPH website at: www.ph.lacounty.gov.

Visitor & Volunteers:

- DUYA's program has strict guidelines about visitors in areas and sites that serve children. Although DUYA strives to create a welcoming environment for parents, guardians, authorized representatives, and authorized visitors, under the current health orders, these individuals will not be permitted beyond the Check-In Station for any reason. During this time, DUYA has been required to greatly reduce its program volunteer opportunities. This is for the safety of all children and guests. DUYA has limited these opportunities



DUYA's Program Philosophy and Goals:

DUYA's Services: All services are available both in-person and online to students.

Service	Grade level	Logistics	Designated time
Homework Assistance	K-12	<ul style="list-style-type: none"> ● Small group instruction ● All subjects 	Monday- Thursday 4:00pm- 7:00pm PST
Tutoring	K-12	<ul style="list-style-type: none"> ● Individual instruction ● All subjects ● Pre and post diagnostics ● Lesson planning ● Goal setting ● Progress reports ● Quizzes 	Monday- Friday 2:00pm- 8:00pm PST
College and career advisement	8th- 12th	<ul style="list-style-type: none"> ● Independent and small group instruction ● Parent/ guardian involvement ● College and career exploration ● Goal Setting ● Applying for colleges ● Applying for scholarships ● Assistance with personal statements ● Enrichment activities 	Monday- Thursday 2:00pm- 8:00pm PST
Job- readiness	9th- 12th	<ul style="list-style-type: none"> ● Mock interview training ● Resume building ● Cover letter building ● Internships available ● Enrichment activities 	Monday- Thursday 4:00pm- 8:00pm PST
Counseling	9th- 12th	<ul style="list-style-type: none"> ● Individual counseling ● Intake Assessment ● Behavior management support ● Case management services ● Negotiating and navigating resources ● Social-emotional support 	Monday- Thursday 2:00pm- 8:00pm PST
Peer mentoring	K-12th	<ul style="list-style-type: none"> ● Social skills group ● Life Skills group 	Monday- Thursday Scheduled on



		<ul style="list-style-type: none"> ● Boys mentoring group ● Girls mentorship group ● Enrichment activities 	certain days and times of the week between the hours of 4:00 pm- 7:00 pm
Story Time	K-12th	<ul style="list-style-type: none"> ● Small group reading group ● Reading comprehension ● Enrichment activities 	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm
Independent Reading	6th- 12th	<ul style="list-style-type: none"> ● Small group reading group ● Reading comprehension ● Enrichment activities 	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm
Beginner Spanish	K- 5th	<ul style="list-style-type: none"> ● Small- large group instruction ● Beginner words ● Practicing beginner sentences ● Word Identification ● Enrichment activities 	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm
Art & Craft	K-12th	<ul style="list-style-type: none"> ● Small- large group instruction ● Enrichment activities 	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm
STEM	K-12th	<ul style="list-style-type: none"> ● Small- large group instruction ● Enrichment activities 	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm



Beginner Typing	K-12th	<ul style="list-style-type: none">• Small- large group instruction• Enrichment activities	Monday- Thursday Scheduled on certain days and times of the week between the hours of 4:00 pm- 7:00 pm
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DUYA Hybrid- Programming and Registration (available online and person):

DUYA programming is scheduled throughout the entire year operating according to local school districts schedules. DUYA is open 11 calendar months out of each school year which includes a total of 45 weeks of service:

- Fall Semester: August- December (15 weeks- open)
- Winter Break: December- January (4 weeks- closed)
- Spring Semester: January- June (21 weeks-open)
- Summer Semester: June- August (9 weeks-open)

Holiday Closures: *DUYA is closed during Pupil free days, recognized holidays, and holiday breaks. All programs will be closed on the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- MLK Day
- Veteran's Day

Membership Registration Fees: There are no one-time pre-program and/or annual registration fees for any of the DUYA program types listed above. All services are free to students unless the parent/ guardian is interested in membership services and programs that are outside of the Homework club membership. When a student is enrolled they will be automatically enrolled with the Homework club membership which gives students access to all programming within the



Homework club membership. Parents/guardians are not required to enroll in any other membership outside of the Homework club membership. All membership packages include one student per package regardless of how many children are enrolled in the program. Membership packages cannot be altered, shared, replaced, or given to another student after the memberships have been purchased and services have been rendered to the student.

Membership rates: Due to Southern California's **6.6%** inflation rate, all membership fees, grandfathered rates, and homework lab fees will increase by \$10.00 per calendar year in August of each year. Diagnostic Assessment fees may be subject to change depending on unforeseen economic challenges.

Pausing a membership: Parents do have the option to pause their membership for a total of two weeks in case of emergency (legal, medical, etc.). If additional time is needed than provided it will be the responsibility of the parent to communicate with one of DUYA's Youth Program Assistants to see further extension or waivers if possible. Waivers and further extensions are not guaranteed depending on the basis of each family case. However, we do not provide refunds for membership fees but will offer alternative options for the families to be supported.

Below are the different types of memberships.

Membership Type	Membership fee	Membership access
Homework club membership	Free \$0.00	<ul style="list-style-type: none">● Attend one day a week of group tutoring anytime M-Th 4 pm-7 pm (drop-in support)● Small Groups including 3-4 students● Access to enrichment activities of the day● Access to counseling services● No contract involved or hidden fees● Available online and in-person



Green Membership	\$140.00 per month	<ul style="list-style-type: none">● 1 Private Tutoring Session per week<ul style="list-style-type: none">○ Homework lab day is included with the scheduled day of tutoring● 60 minutes per session, 240 mins. per month● Learning plans● Weekly progress reports● Quizzes● 6 month- 1-year Contract● Access to Oases learning online portal● Access to enrichment or counseling services
Yellow Membership	\$280.00 per month	<ul style="list-style-type: none">● 2 Private Tutoring Sessions per week<ul style="list-style-type: none">○ Homework lab day is included with the scheduled day of tutoring● 60 minutes per session, 480 mins. per month● Learning plans● Weekly progress reports● Quizzes● 6 month- 1-year Contract● Access to Oases learning online portal● Access to enrichment or counseling services
Orange Membership	\$420.00 per month	<ul style="list-style-type: none">● 3 Private Tutoring Sessions per week<ul style="list-style-type: none">○ Homework lab day is included with the scheduled day of tutoring● 60 minutes per session, 780 mins. per month● Learning plans● Weekly progress reports



		<ul style="list-style-type: none"> ● Quizzes ● 6 month- 1-year Contract ● Access to Oases learning online portal ● Access to enrichment or counseling services
Purple Membership	\$560.00 per month	<ul style="list-style-type: none"> ● 4 Private Tutoring Sessions per week <ul style="list-style-type: none"> ○ Homework lab day is included with the scheduled day of tutoring ● 60 minutes per session, 960 mins. per month ● Learning plans ● Weekly progress reports ● Quizzes ● 6 month- 1-year Contract ● Access to Oases learning online portal ● Access to enrichment or counseling services
Additional supports:		<ul style="list-style-type: none"> ● Additional homework lab days outside of membership package: \$10.00 per day ● Pre- diagnostic test- \$30.00 (one-time fee per grade level)- assess students Math and Language arts skills and grade equivalency ● Post-diagnostic test - \$30.00 (one-time fee per grade level)- assess students Math and Language arts skills and grade equivalency

Memberships rights to entry: Dynasty’s United Youth Association does not discriminate in terms of race, ethnicity, and/or disabilities . However, Dynasty’s United Youth Association as a non- profit organization has the right to refuse any membership or programming if a student has



seriously broken school program rules. If allowing them to stay in programming would seriously harm their education or welfare, or the education or welfare of other students or staff.

Enrollment Questions: For questions, comments, or concerns about payments, usernames, and passwords, please contact our YPA's:

- Chianti Warrior: cwarrior@dynastysyouth.org
- Marielly Rodriquez: mrodriguez@dynastysyouth.org
- Jennifer De Santiago jdsantiago@dynastysyouth.org

DUYA's Enrollment Process:

1. Parents/Guardians complete a student application online at <https://dynastysyouth.org>
2. Once the application is received DUYA's Youth Program Assistant has 24-72 hours to schedule an enrollment appointment with the parent/ guardian using Calendly that will include a date, time, and location of the meeting.
3. During the enrollment process, we focus on building an individualized schedule to meet the needs of each student based on the results of their intake appointment with the parent/ guardian. This is a time when we share our program's policies, procedures, and expectations of programming involvement.
 - a. *It is the responsibility of the parent, guardian, or authorized representative to select a program and understand the program type being offered.*
4. Once the enrollment meeting is complete, the YPA's will send the parent an email with the student schedules along with the parent handbook. Parents are required to sign all enrollment forms and documents.

Concerns: It is essential that all pertinent information about the child's needs be available to DUYA staff members from the onset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent, guardian or authorized representative has the obligation to disclose significant medical, physical, or behavioral issues at the time of the child's enrollment and on an ongoing basis.



Spaces: Spaces are limited in DUYA programs. DUYA cannot hold or reserve spaces in any program. Online registration remains open until the program is full.

School District Restrictions on Program Eligibility: All DUYA programs on school campuses maintain a strong relationship with school districts, superintendents, administrators, and principals. Some partnership agreements provided to DUYA and the school district may require that all participants in DUYA's program be students of that same district. If this is the case, it will be noted on the program's fee schedule.

DUYA's dis-enrollment process:

DUYA ensures that each student has full access to after school, daily programming, and distance learning during their enrollment. Students are only disenrolled for three reasons including but not limited to (1) Parent/ Guardian discontinues the student's participation in programming (2) Student is absent more than 2 consecutive days with no parent contact (3) Student is expelled from DUYA's programming.

Perimeters: No parent contact means that the DUYA's staff was not able to get in contact with the parent via email, phone, or text. The parent/ guardian has not returned the staff member's call and there is no communication present with the parent.

Parent communication and involvement are vital to staying enrolled in DUYA services and programming. If the parent/ guardian's contact information changes we expect the parents to inform a DUYA staff member immediately to prevent future disconnects. During dis-enrollment, students lose their space which could be fulfilled by another waitlisted applicant if the parent/ guardian does not contact a DUYA staff member within a 1-2 week period (7 -14 days).

Students who are disenrolled can be re-enrolled at any time unless the student was expelled from DUYA's programming. Once a parent contacts DUYA to re-enroll their child an enrollment appointment will be scheduled in order for the re-entry process to start. If there is space available the student will be provided a new schedule. However, if there are no spaces available for daily programming the student will be waitlisted.



****Perimeters: If there are any medical/ safety/ legal reasons as to why the student has not been present and the parent has not been responsive will be taken into consideration when re-enrolling the student. The possibility of a waiver may be applied. However, depending on how long the student is absent will determine if a space is available for the student.*

DUYA Hybrid- Programming Logistics & Financial policies (available online and person):

Arrival and Dismissal for students:

Students under the age of 12 are not allowed to leave the program without their parents being present. Students ages 12 and up are allowed to leave the session at any time with their parents consent; unless told by parents to do otherwise.

Membership policies and procedures:

****Attendance policy for homework club membership:*

Attendance is very important here at DUYA, and we want to ensure that our program meets your satisfaction. As part of our protocol, if a student misses two consecutive days of programming with no parent contact, we are required to send a dis-enrollment letter. Any student that is disenrolled can be re-enrolled as long as their parent/guardian contacts a YPA. After the re-entry process, the student will be placed on the waiting list unless our availability is open. If you know beforehand which day your child will be absent, please let your child's tutor know via email or phone 15 minutes to -4 hours ahead of time.

*As long as the parent communicates about their student's attendance and keeps the YPA's and tutors informed the student will not be disenrolled. The message above only applies to parents who do not communicate or keep in contact with DUYA team members during the two-week consecutive period.

Rescheduling policy: Students attending homework labs cannot reschedule sessions missed. *Special circumstances/exceptions to the rescheduling policy: The student must have a doctor's note, court paper, or documentation that prevents the student from attending.

Refund policy: There are no refunds after payments are submitted for membership services.



*****Attendance policy for membership packages outside of homework club membership:**

Attendance is very important here at DUYA, and we want to ensure that our program meets your satisfaction. As part of our protocol, if a student misses two consecutive days of programming with no parent contact, we are required to send a dis-enrollment letter. Any student that is disenrolled can be re-enrolled as long as their parent/guardian contacts a YPA. After the re-entry process, the student will be placed on the waiting list unless our availability is open. If you know beforehand which day your child will be absent, please let your child's tutor know via email or phone 15 minutes - 4 hours ahead of time.

*As long as the parent communicates about their student's attendance and keeps the YPA's and tutors informed the student will not be disenrolled. The message above only applies to parents who do not communicate or keep in contact with DUYA team members during the two-week consecutive period.

Rescheduling policy: If a parent/student needs to reschedule a private tutoring session, the parent/student must contact the Youth Program Assistant and/ or the assigned tutor within 15 minutes - 4 hours before their tutoring session starts. ***If the YPA and/ or tutor is not contacted within that specific time frame the session will not be rescheduled and the first attempt will not be waived.*** Students are only allowed one time per month to cancel/reschedule sessions with no additional charges. This first attempt can also be used for COVID-19 illness and/or sickness. However, when the session is rescheduled it will be pushed back another week and the renewal date will be altered. Therefore, if a parent/student attempts to reschedule a private tutoring session more than once in one month, rescheduling will not be an option. The student will lose their session for the week, and the monthly membership renewing date will not be pushed back, changed, or altered.

*Special circumstances/exceptions to the rescheduling policy: The student must have a doctor's note, court paper, or documentation that prevents the student from attending.

Refund policy: There are no refunds after payments are submitted for membership services.



Membership rates: Due to Southern California's **6.6%** inflation rate, all membership fees, grandfathered rates, and homework lab fees will increase by \$10.00 per calendar year in August of each year. Diagnostic Assessment fees may be subject to change depending on unforeseen economic challenges.

DUYA Hybrid- Programming Components (available online and person):

Curriculum Calendar & Activities: Each program has a curriculum calendar designed to give parents, guardians and authorized representatives a snapshot of what activities will be included in the program each day. The curriculum calendar will typically be posted and available at the Check-In Station and by request, via email. It may also be available for download on DUYA's website. Due to the COVID-19 national health emergency, all activities have been designed to maintain physical distancing, while maximizing as much fun as possible. Curriculum calendars for each week are typically available the Friday before each program week or the Monday of each program week, but this may vary by DUYA's program site, library sites, recreational park sites, and district sites. DUYA reserves the right to modify or cancel scheduled activities, without prior notice. Daily schedule of activities will vary by DUYA's program site and is subject to change without notice. Although this does not happen often, YMCA staff members are trained to be flexible with activities and make changes based on various factors (how children respond, resources, etc).

Components of a regular day:

Time:	Schedule:
12:00pm	DUYA's doors open
12:00pm- 1:00pm	DUYA's Staff Professional Development
1:00pm- 3:00pm	Staff Planning time and/or traveling to a school/library/park site, private sessions if needed begin
3:00pm- 3:30pm	Lunch
3:30pm- 4:00pm	Prepare afterschool program



4:00pm- 7:00pm	After School hours begin, students enter the door. All services began: academic, enrichment, counseling, etc.
7:00pm- 8:00pm	After school hours are closed, Staff are preparing for dismissal
8:00pm- 8:30pm	Staff professional debrief and group consultation

Components of typical after school day (in-person): Starting at 4:00pm PST

Homework lab (in- person) K-4th	Homework lab (In- person) 5th- 12th	Private tutoring (in-person) K-12
4:00pm- 5:15pm HW Assistance	4:00pm- 5:15pm HW Assistance	2:00pm- 3:00pm Individual instruction
5:15pm- 5:30pm Snack time	5:15pm- 5:30pm Snack time	4:00pm- 5:00pm Individual instruction
5:30pm- 6:00pm <i>Monday: Board games Tuesday: Activity worksheets Wednesday: Online games Thursday: Board games</i>	5:30pm- 6:00pm <i>Monday: Typing lessons Tuesday: Activity worksheets Wednesday: Typing lessons Thursday: Activity worksheets</i>	5:00pm- 6:00pm Individual instruction
6:00pm- 6:30pm Story time	6:00pm- 6:30pm Independent reading	6:00pm- 7:00pm Individual instruction
6:30pm- 7:00pm <i>Monday: Social skills workshop Tuesday: Spanish workshop Wednesday: Arts & Crafts workshop Thursday: STEM workshop</i>	6:30pm- 7:00pm <i>Monday: Social skills workshop Tuesday: Spanish workshop Wednesday: Arts & Crafts workshop Thursday: STEM workshop</i>	7:00pm- 8:00pm Individual instruction



Components of typical after school day (distance learning): Starting at 4:00pm PST

Homework lab (online) K-12	Private tutoring (online) K-12
4:00pm- 5:15pm HW Assistance	2:00pm- 3:00pm Individual instruction
5:15pm- 5:30pm Snack time	4:00pm- 5:00pm Individual instruction
5:30pm- 6:30pm HW Assistance	5:00pm- 6:00pm Individual instruction
6:30pm- 7:00pm <i>Monday: Social skills workshop Tuesday: Spanish workshop Wednesday: Arts & Crafts workshop Thursday: STEM workshop</i>	6:00pm- 7:00pm Individual instruction
	7:00pm- 8:00pm Individual instruction

Components of typical Summer day camp schedule (Hybrid): Subject to change every year

Activities include: Field trips, Educational workshops, Literacy Workshops, Recreational activities, Fitness support, Language workshops

Time:	Schedule:
Breakfast	7:00am- 8:00am
Fitness	8:00am- 8:30am
Ice breaker/ Team building	8:30am- 8:45am
Program Activity: TBD	8:45- 9:45
Program Activity: TBD	9:45- 10:45
Program Activity: TBD	10:45- 11:45
Preparing for lunch	11:45am- 12:00pm
Lunch	12:00pm- 12:45pm



Preparing for transition	12:45- 1:00pm
Nap time/movie	1:00pm- 2:00pm
Program Activity: TBD	2:00pm- 3:00pm
Program Activity: TBD	3:00pm- 4:00pm
Program Activity: TBD	4:00pm- 5:00pm
Preparing for dismissal	5:00pm- 6:00pm

DUYA Staff and program leadership:

Commitment to Excellence:

Director, Staff, and Volunteer Commitment

- o I will arrive at DUYA on time.
- o I will remain at DUYA throughout the entire instructional day.
- o I will dress in a professional manner everyday.
- o I will always teach/tutor in the best way I know how and I will do whatever it takes for our students to learn.
- o I will plan and execute social- emotional programs to help prepare our students for school, college, and life.
- o I will provide parents opportunities to volunteer and participate in their child's progress in this program.
- o I will regularly provide parents with updates on their child's progress via conversations, student profiles, and parent orientations.
- o I will make myself available for a parent-tutor conference in which we discuss students' individual achievement and progress.
- o I will protect the safety, interest, and rights of all individuals in our program.
- o I will be available to students and parents for all concerns they may have, by phone or in person.
- o I will strive to be the best mentor I can be, by modeling excellence and taking no shortcuts in preparing our students for success in school and life.

DUYA staff members attend trainings that include:



- COVID-19 DPH Guidelines
- Positive Discipline
- Emergency Procedures
- Safety Practices
- Positive Role Modeling
- Group Building within the confines of Physical Distancing
- Character Development
- Building Self-Esteem
- Leadership Skills
- Professionalism
- Child Abuse Prevention

Concerns: DUYA is dedicated to developing and maintaining high levels of member service and wants to hear from parents, guardians or authorized representatives if any of these goals are not accomplished. The DUYA Director of the program is available to assist parents, guardians or authorized representatives with questions or concerns and will work with parents, guardians or authorized representatives to come up with a resolution. In the event that a parent, guardian or authorized representative's concern is not resolved to their satisfaction, parents, guardians or authorized representatives may contact the DUYA Direct Leadership team or submit their concern, in writing, to the email addresses listed below.

Program Philosophy on Child Guidance and Discipline:

Safety Policies and Procedures

Zero Tolerance Policy: DUYA has a zero-tolerance policy for serious behavior infractions. Since the goal of the DUYA is to provide a healthy, safe and fun environment, inappropriate behaviors have no place. The behaviors listed below are grounds for immediate removal from DUYA's programs for the remainder of the current day, and additional days as deemed necessary by DUYA and DUYA's staff members. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at DUYA.

- Any behavior that endangers the health and safety of children or YMCA staff members, including behaviors that violate state, county and local COVID-19 public health orders.
- Leaving the program site without permission, or refusing to remain with assigned group
- Inappropriate touching of other children or sexual misconduct
- Theft, defacing or destruction of property belonging to the DUYA or others
- Verbal abuse or threats, bullying, or name-calling



- Any kind of physical assault such as hitting, kicking or biting children found with weapons or dangerous objects are immediately terminated from DUYA's program.

The type of consequence imposed will vary depending upon the circumstances. Each case will be evaluated on a case-by-case basis, looking at a variety of factors, including, but not limited to, the type, nature and severity of the behavior or event, whether this was an isolated event or a series of events and/or whether this is a first violation or a repeat violation. The type of discipline imposed will be at the Program Director's sole discretion.

The Director/Supervisor will cover all of the safety policies and procedures during orientation, staff meetings, and individual supervision.

Behavior System

Preventative Measures/ Positive reinforcement: At Dynasty's United Youth Association we aim to motivate and encourage our students strengths by acknowledging their hard work and showing leadership. In order to maintain structure within a positive learning environment, there must be rules in place to govern the organization's policies.

Below is a reward system that is used by our team:

- Token economy system: is a system of contingency management based on the systematic reinforcement of target behavior. The reinforcers are symbols or tokens that can be exchanged for other reinforcers.
- When students are caught in the act of being kind, working hard, sharing supplies, cooperating during sessions and workshops, staying in their seat, following directions the first time given, completing their assigned task, arriving on time, and/or being a great helper they should be awarded.
- Students who continuously win prizes throughout the semester will receive an award and will also be mentioned and recognized during our monthly newsletter, video advisory, and parent orientations.

Processing Challenging Behaviors: At Dynasty's United Youth Association, we actively involve parents as partners in ensuring the behavioral/ character growth of all students. We provide honest, yet sensitive observations and collaborate with parents when additional behavior support is needed. We invite parents in our environment to confront the realities of challenging behaviors



and work together towards improvements. Examples of serious challenging behaviors may include but not limited to:

- Hitting another child
- Threatening or intimidating others
- Injuring another child or DUYA staff member
- Leaving the program site and/or refusing to remain with their group
- Use of foul language or being repeatedly disrespectful towards a DUYA staff member
- Defacing DUYA or school property
- Stealing
- Behaviors or actions that cause themselves or others to violate state, county and local COVID-19 health orders.

Should it be decided by DUYA’s Director of the program or DUYA’s Leadership team that a child poses a serious discipline problem; the child may be suspended/ terminated from the program. If a child is suspended or removed from DUYA’s program, DUYA will not issue any refunds or credits for any program fees paid.

Behavior Management Chart:

Stages	Description of Stage	Perimeters
Modeling Stage	Warn the student by modeling appropriate behavior or redirecting the students attention back to their studies (Trials or 2/3)	If the student does not respond appropriately please revert to the “Separation Stage”
Separation Stage:	Separate the student from the rest of the group by placing them at a separate table for 10-15 minutes before re-entering the student back into the group session; document the action and behavior demonstrated by using the behavior report doc. (mandatory)	If the student does not respond appropriately entering back into the session please redirect the student back to the “Separation Stage”, as you transition to the “Communication Stage”
Communication Stage	Speak to the Director/Supervisor about	If the student returns to the following session and



	<p>the problems presented in session so that the issue can be communicated to the parent.</p> <p>-Interns report to Supervisor/ Director</p> <p>-Supervisor reports to Director</p>	<p>demonstrates the same type of behavior; Staff shall notify the Director immediately to plan the next course of action.</p>
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Health, Safety, and Risk Management:

Drills in cases of emergency

Fire, Lockdown, Earthquake, Shelter- in – Place, The Great Shake, Intruders

- During a drill or alarming event students should remain in the library/center under their desk for safety purposes until the shaking comes to a stop, unless there is a fire, all staff will line students up against the wall, grab student applications,
- and exit students and staff members out of the building either through the emergency exit in the meeting room or the nearest exit. Once everyone has been evacuated out the building staff will count the students and then contact the parents immediately.

Emergency Preparedness guidelines: Please read below:

Item	Where?	What/ How?	Notes
Passes:	Accessible to staff and mentors	To be carried by students anytime they are out of the session (bathroom, library, etc.)	Students under 10 years old are not allowed to leave the sessions unsupervised, which means that a staff member needs to be present.
Cell Phone:	Accessible at all time	Monitor Slack, text messages, and emails for emergency announcement and questions	Please be mindful of using the Slack thread for whole staff communication. Only emergency and group announcements should be made via Slack.
First Aid Kit	Accessible to staff and mentors	A kit with band-aids and Neosporin.	For commonplace injuries (paper cuts, scrapes, etc.), band aides should be provided within the program by staff only. Students are required to clean the wounded area in the bathroom. Neosporin and band-aids are provided.



Additional policies and guidelines:

Student Technology Policies and Procedures

Toys

Students are not permitted to bring toys to the program unless approval is given. Students are not allowed to bring play equipment such as footballs, basketballs and soccer balls to the program unless the activities provided are in an outdoor space.

Electronic Devices

Electronic handheld iPods, eReaders, CD players, etc. are not allowed during homework time, unless they have headphones. Students are permitted to keep cell phones in their backpacks for use before and after their homework, unless it's being used for a purposeful reason.

Please ensure that any form or device borrowed by the DUYA/ LAPL must be supervised by staff/interns and also must be returned at the end of the session. Students should not have food or drinks around electronic equipment.

Cell Phone Usage

Note: You may only ask a student to “put away their cell phone”. Do not attempt to physically take a cell phone from a student. If he/she refuses, reach out to the Director for support. DUYA does not confiscate students' cell phones.

Substances or medications:

medication (both over-the counter and unauthorized prescription drugs), needles, other illegal substances, radios, poison, cleaning products, other and any personal sports equipment (including but not limited to archery, equipment, bats, hockey sticks, climbing gear and other equipment that should be stored and handled safely for the protections of all people) or any like items that are unlisted. These items can be distracting, can be dangerous or unsafe, can be stolen or damaged, and can inhibit the YMCA program.

Textbooks and Library Books



Staff is required to set clear expectations for student use of DUYA books or materials and library books and/or data. Keeping materials and books accounted for and in good repair is a professional responsibility.

Parent/Guardian Commitment

- o We understand that our child must follow DUYA's rules. We, not the organization, are responsible for the behavior and actions of our child.
- o We will ensure our child arrives at DUYA on time in order to successfully be admitted into the program.
- o We will notify the Director if we have any problems with operation and/or staff management (programs, staff, applications, etc.).
- o We will ensure our child adheres to DUYA's behavior management plan and program rules.
- o We will communicate with the Director and staff about our child's progress if needed.
- o We will ensure that our child arrives with homework and/or area of interest in order to be admitted into the program.
- o We will commit to participate at DUYA by volunteering during events or activities, supporting the organization's mission, and helping to raise awareness in the community.

Student commitment

- o I will come to the program on time with homework and/or an area of interest.
- o I will work, think, and behave in the best way I know how. I will do whatever it takes to learn.
- o I will finish all of my homework. If I have a question, I will ask my mentor for help.
- o I will listen to the mentors and follow program rules.
- o I will protect the safety, rights, and interests of everyone in the program.
- o I will leave my hands, feet, and mouth to myself.

Parental Involvement

At DUYA, we recognize families as partners in driving student achievement. We strive to ensure that all families attend important program meetings/events and we work with families to



accommodate schedules and provide alternate forms of participation (i.e notes, phone conferences, assessments, orientations, newsletters, and meetings). As part of the program there are three parent orientations held per year. Parents are required to attend at least one parent orientation per calendar year for their child to continue with the program. It is the staff's responsibility to communicate with the parents about applications and submission requirements and informing them about current meetings and events. Parents are always welcome to stay and be present during any session that their child is involved in.

Student Involvement

At DUYA, students who are actively enrolled into the program are not required to attend every program session. However, students that do attend the program are required to have homework or an area of interest in order to be submitted into the program. Students are also encouraged to bring their own school supplies for assignments and projects. During the session, it is the student's responsibility to adhere to all program, partner, or district rules.

Final Statement: Please note that these policies are subject to change at the discretion of Dynasty's United Youth Association with a 15-day written notice.

General Contact Information:

Title	Name	Email	Phone
Founder, Executive Director	Dynasty Taylor	dtaylor@dynastysyouth.org	(323) 306-2928 Ext. 101
Youth Program Assistant	Chianti Warrior	cwarrior@dynastysyoutho.org	(323) 306-2928 Ext. 105
Youth Program Assistant	Marielly Rodriquez	mrodriguez@dynastysyouth.org	(323) 306-2928 Ext. 102
Youth Program Assistant	Jennifer De Santiago	jdsantiago@dynastysyouth.org	(323) 306-2928 Ext. 107



Dynasty's United Youth Association: Admission Agreement

Directions: Please read and initial each statement below and initial in each box:	
<input type="checkbox"/>	I acknowledge that I have reviewed DUYA's Program COVID-19 safety precautions. I understand that by participating in DUYA's program, I agree to be READILY available to pick-up my child from the program site, within one-hour or less. Parents, guardians and authorized representatives must ensure that all the necessary arrangements are made to ensure that someone is able to pick-up the child within one hour or less, upon notification that the child is sick. Failure to do so may result in the child and family's immediate dismissal from the program.
<input type="checkbox"/>	I understand that it is vital that DUYA is provided with correct and current contact information for my child, myself, and any other parents, guardians and authorized representatives, connected to my child. By participating in DUYA's program, I agree to be READILY AVAILABLE and able to pick-up my child from DUYA's program site, upon notification from DUYA that my child is sick or ill or that my child is showing signs/symptoms of sickness or illness. I understand that DUYA defines READILY AVAILABLE as being able to pick-up my child from DUYA's program site within one hour or less; no exceptions. I understand that I must ensure that I have made all the necessary arrangements for emergency pick-up, including a back-up plan, should I be contacted suddenly by DUYA to pick-up my child from DUYA program site. The back-up plan must include other adults and authorized individuals who can be READILY AVAILABLE to pick-up my child from DUYA's program site. I understand that if I fail to pick-up my child within one hour or less, upon notification from DUYA that my child is sick or ill or that my child is showing signs/symptoms of sickness or illness, my child and family will be immediately dismissed from DUYA's program. Given the serious nature of the COVID-19 pandemic, I understand that my possible inability to leave work, lack of transportation or any other excuse that may arise that prevents me from getting to DUYA's program site within one hour or less, is not acceptable.
<input type="checkbox"/>	I have read and agree to the following statements regarding the transportation of my child while in DUYA's programs (if applicable): It is DUYA's goal that while transporting children, they are safe at all times. In order for DUYA to do this, the basic safety rules listed below must be followed: <ul style="list-style-type: none">• Stay seated at all times while in the vehicle.• Properly wear a seat belt at all times when equipped.• Refrain from eating and or drinking while in the vehicle.• Use a low voice while in the vehicle.• Keep all body parts inside the vehicle at all times.• Adhere to the driver's directions.



	<p>In the event that a child endangers him/her self or others by not adhering to one or more of the above stated basic safety rules, you should expect the following consequences, as determined by DUYA's Director of the program and DUYA's Leadership Team:</p> <ul style="list-style-type: none">• Parent conference (virtually or via conference call, unless safe enough to be held in-person).• Suspension from transportation the following day.• Suspension from transportation for one (1) week.• Transportation privilege terminated. <p>We do not typically take off-site field trips, via bus in School Year Programs. Transportation is typically provided in School Break Programs only. Children whose transportation privileges have been suspended or terminated, may not be able to continue attending the program. You may provide alternative transportation at the approval and discretion of DUYA's Director of the program and DUYA's Leadership Team. There are no alternative programs for children who have lost their transportation privileges. If the program will be off-site for the day, you would be responsible for your child's care for that day.</p>
<input type="checkbox"/>	<p>I understand that DUYA staff members and volunteers are not permitted to babysit, transport or relate to children/participants anytime outside of DUYA's program.</p>
<input type="checkbox"/>	<p>At DUYA, we believe our strength is in the diversity of our DUYA staff members, volunteers, members and participants. We work proactively and collaboratively every day to build organizational and individual capacity towards providing the most inclusive and welcoming experience for every individual we serve and engage. In that regard, DUYA complies with all federal, state and local equal employment opportunity/non-discrimination laws. Ensuring ADA compliance is the law, and inclusion is critical to our strategy and impact. If you, or any of your family members who are participating in a program or an activity, have any type of special medical need (such as, a disability or a medical condition, including life threatening/severe allergies or other medical and/or dietary restrictions) that requires an accommodation, may impact the program experience, or requires additional DUYA staff member training and/or DUYA staff member supervision, please inform DUYA's Director of the program or DUYA's Leadership team, prior to your participation in such activity. In order for some reasonable accommodations to be provided, current documentation from a qualified individual knowledgeable about the disability or medical condition may need to be submitted. After receiving the request for the accommodation, a DUYA staff member will engage in an interactive dialogue with you or the relevant family member to explore potential reasonable accommodations.</p>



<input type="checkbox"/>	<p>I acknowledge that I have read the following statement: I am solely responsible for determining if my child is physically fit for the activities provided for children in DUYA's programs. It is always advisable, especially if your child has an illness, injury or impairment, to consult a physician before undertaking any active recreational or child care program. It is my responsibility to contact DUYA should I need to submit a request for accommodations for my child (see above).</p>
<input type="checkbox"/>	<p>I understand that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, for my child's safety, DUYA's staff members may have no recourse but to contact the local police or sheriff.</p>
<input type="checkbox"/>	<p>I understand that all DUYA's staff members are mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.</p>
<input type="checkbox"/>	<p>I acknowledge that I have read and understood DUYA's Program Philosophy on Child Guidance and Discipline, found in the most recent edition of the Program Handbook.</p>
<input type="checkbox"/>	<p>I understand that DUYA may terminate my child's enrollment for any of the following reasons, including, but not limited to:</p> <ul style="list-style-type: none">• Emergency names and phone numbers are incorrect.• Parent is late picking up their children after the program closes.• Non-payment, late payment or returned item, such as non-sufficient funds• Failure to adhere to the sign in and out policy.• Failure to notify DUYA that the child is absent.• Child leaving the program site without authorized permission.• Behavior that is continually disruptive or dangerous to others and/or self.• Behavior that is disruptive to property and/or refusal to replace said property.• Any single incident that is deemed by DUYA's Leadership Team to be dangerous, harmful or disruptive.• Harassment, violent behavior or threat of such behaviors against a DUYA staff member or other member by parent/guardian or persons associated with the child (family member, family friend, etc.). <p>I understand that the type of consequence imposed will vary depending upon the circumstances. Each case will be evaluated on a case-by-case basis, looking at a variety of factors, including, but not limited to, the type, nature and severity of the behavior or event, whether this was an isolated event or a series of events and/or whether this is a first violation or a repeat violation. The type of discipline imposed will be at the sole discretion of DUYA's Leadership Team.</p>



<input type="checkbox"/>	<p>I understand that program participation requires that my account is in good standing with all balances current. This includes program fees and membership dues (if applicable). Non-payment of program fees and/or membership dues, will result in my child not being allowed to participate in the program and could result in legal referral with the additional costs to myself, until the balance is paid and current. I further understand that there is an administrative processing fee for any payment returned by my bank or credit account and for late payments.</p>
<input type="checkbox"/>	<p>I acknowledge that I have read DUYA's Financial Policies Agreement and will comply with the guidelines, policies and procedures listed therein.</p>
<input type="checkbox"/>	<p>I understand that DUYA is not responsible for lost, stolen or damaged personal items that my child or I may bring to DUYA's program site, including on designated theme or share days. All personal items brought to DUYA's program site, by my child or myself, are at our own risk. I understand that I must mark all of my child's belongings (i.e., lunch boxes, jackets, coats) and be sure to check my child's backpack and cubby at the end of each day. I understand, as a safety precaution during the COVID-19 pandemic, my child should leave non-essential personal items at home. I understand that all items brought to the program by my child must fit into one bag or backpack. I understand that I must consult with the DUYA Director or Leadership team of the program before bringing additional items to the program, from home. I understand that gaming devices and cellular phones are not permitted at DUYA's program site, except under special circumstances or when it is programmatically appropriate, as determined and announced by DUYA's Director of the program. For safety reasons around COVID-19, I understand that DUYA will not maintain a lost and found. Found items will be stored at DUYA program sites for up to two weeks. When possible, found items will be returned to me, if I claim them. I understand that if the found item(s) are not claimed within two weeks, DUYA will donate the found item(s) and give them away. For my child's safety, I understand that they must wear closed-toe and closed-heel shoes at all times.</p>
<input type="checkbox"/>	<p>By signing below, I acknowledge the following:</p> <ol style="list-style-type: none">1. I have received the most recent Program Handbook, relevant to the program that I have enrolled my child.2. I have read the Program Handbook, in its entirety.3. I have understood the Program Handbook, in its entirety.4. I have accepted all policies, procedures and guidelines listed within the Program Handbook and enrollment materials.5. I will comply with all policies, procedures and guidelines listed within the Program Handbook and enrollment materials.6. I take responsibility for ensuring that I have the most recent Program Handbook that is relevant to the program that I have enrolled my child. If I am unsure, I will



email the Youth Program Assistants to ensure that I have the most recent and relevant Program Handbook.

By signing below, I acknowledge that the above six (6) statements are true. In addition, I agree that this Enrollment Packet may be signed by me, electronically.

Please note, due to COVID-19 and the uncertainties of how the 2021-2023 school year will be structured, DUYA reserves the right to modify, eliminate, reduce or postpone policies, procedures and guidelines, in this document. If such action is necessary, DUYA will amend this document prior to opening enrollment.

Name of child being enrolled in DUYA programming:

Printed Name of Parent/Guardian/Authorized Representative:

Signature of Parent/Guardian/Authorized Representative:

Date: