

Fall 2020 Enrichment Class Policies

Registration

Registration closes when capacity has been reached, or on the date listed in the class description.

Registration is limited to the classes designated to students' age or grades listed in the class description.

If a class has not met its minimum enrollment, a determination about cancellation may be made as early as a week prior to class to give parents ample notice of potential cancellation. All effected families will be contacted as early as possible and given the option of transferring to another class with available spaces or receiving a refund.

Students may only attend the class(es) they are registered for. No unregistered visitors are allowed in SBTO classrooms for any reason.

All students must have all required signed consent and release forms signed and on file prior to the beginning of class.

Tuition Assistance is limited and entirely based on financial need. Sliding scale tuition assistance awards are limited to one class per student per program and can cover up to 50% of tuition. If your family is in need of tuition assistance, you may apply through our registration system which allows you to check that as a payment option on the checkout page. Once tuition assistance is approved, families must meet the deadline to pay the remaining balance, or student's spot will not be held.

Refund and Cancellation Policy

We understand that unexpected things come up and sometimes changes need to be made. Should you family need to make a change after you have completed registration:

- \$50 of your payment will be considered a non-refundable deposit from the time of payment.

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- Families canceling a registration more than one week prior to the start date will receive a full refund minus our \$50 non-refundable deposit.
- OR your entire paid balance (including the \$50 deposit) can be transferred to any other suitable and available Fall class for an additional fee of \$25 dollars. Since class pricing varies, any remaining balance must be paid at the time of transfer in order to complete your student's registration for the new class.
- In the event that SOUYP must cancel a class for any reason, families will receive full refund including their \$50 non-refundable deposit.
- We are not able to accommodate any requests for transfers or offer a refund or credit for late, non-arrival, or early withdrawal after the start date of class.
- SOUYP reserves the right to provide a short-term substitute instructor and activity in the rare event of a short notice unforeseen instructor absence, in order to avoid last minute cancellation for families.

Should a family need to appeal any retention of funds due to extraordinary circumstances, of COVID-19 related concerns, they should contact our offices at kilpatrih@sou.edu or 541-552-6452 for resolution.

Rest assured that SOU YP will act in good faith to accommodate transfers, credits, and refunds to the best of our ability should extraordinary circumstances occur, or if your reason for cancellation involves COVID-19.

Information About Your Child

Undisclosed needs cannot be anticipated or accommodated, and could interfere with your child's ability to participate in class. As part of the registration process, we will ask you to share more about your student so

we can be prepared to reasonably support them. During online registration, there is a section that asks for “anything we should know about your child”, please use this space to let us know how we can best support your child so they have a successful experience. Parent/guardians registering their children bear the responsibility for enrolling those students in activities suited to their students’ abilities and needs. If you have any questions or concerns, please get in touch with us at 541-552-6452 or kilpatrih@sou.edu before registering your student.

Code of Conduct

SOU YP adheres to the conduct policy of: Be Safe, Be Respectful, Be Responsible. Students in violation of the code of conduct will be removed from class and may be asked to leave the program.

Students are expected to participate in class activities and follow instructions. Students are expected to remain visible to adults at all times, and to stay in designated class locations. Students are expected to contribute in a respectful and positive way, and to respond to redirection. Students are expected to have the ability to self-regulate and to contribute in collaborative situations in a safe and positive way. Students are expected to exercise personal responsibility and respect in use of all equipment, spaces, and supplies provided. Parents/guardians will be held financially responsible for damage to equipment, spaces, and supplies by their students.

Parents are expected to communicate important information to SOU YP staff. Parent/guardians registering students bear the responsibility for enrolling students in appropriate activities and learning situations that suit their students’ abilities and needs. Parents unsure of the suitability of a class, or what activities might entail, are encouraged to contact our office for clarification prior to registering their student. Parents are expected to respond to attempts to communicate in a timely manner. Parents are expected to familiarize themselves with SOU YP policies and procedures and to make sure their children are equipped to succeed in their classes by adhering to those policies and procedures. Parents are expected to assist their children in adhering to guidelines.

Visitors

No visitors or drop-in students are allowed in SOU YP classrooms (even virtual ones). Anyone over the age of 18 is required to pass an SOU-verified criminal history background check to be present in an SOU YP classroom. Unregistered guests, friends, parent/guardians, siblings, and other adults are not allowed for any reason in SOU YP classes without express permission of the program director and the appropriate forms on file at least one week prior to the start date of the class.

Electronic Devices

No use of personal electronic devices by students will be allowed in SOU YP classrooms (even virtual ones). Parents wishing to communicate with their students will be expected to do so through the program coordinators and our office, not through student cell phones. Students should address any need to communicate with their parent/guardians/emergency contacts during class time to their instructor, and they will be assisted in doing so in accordance with this policy. Personal electronic devices may be collected by staff and held until they can be conveyed to parents/guardians if participants are using them during class times. Students violating this rule by texting, making video or audio recordings, taking photographs of themselves or others, or otherwise using a personal electronic device during class may be asked to leave the program.

Allergies and Intake

We **do not recommend** our classes with food-based activities for students with food sensitivities, food allergies, or dietary restrictions. In all our classes, our students are responsible for monitoring their own intake and proximity to allergens and refusing a potentially hazardous offered foods. It is extremely rare that planned food-based class activities (such as a cooking project in our culinary camp) can be altered to accommodate specific allergies and dietary restrictions.

Activities Involving Risk

By registering for camps, parents and students acknowledge that activities include inherent risks. A signed release waiver must be on file with SOU Youth Programs before participants can engage in activities. Classes

occurring in certain locations on and off campus may require an additional waiver specific to that space. By registering for classes and camps with activities, parents and students acknowledge that they recognize that there are risks, hazards, and dangers in participating in activities that could result in injury. All students will be expected to follow all activity instructions and to minimize risks. Students agree to comply with all safety guidelines including (but not limited to): properly wearing safety equipment, participating in training and adhering to all instructions given, conducting themselves with awareness of their own safety and the safety of others, participating in the activity only during designated and approved times, engaging with equipment and spaces in a safe and conscientious manner, and reporting an injury or condition that would hinder proper execution and potentially endanger themselves or others, refraining from further participation in the activity if asked to by SOU Youth Programs staff or instructors, or any other SOU staff, immediately reporting any injury or circumstance that might impact their safe participation. Any students not following instructions or behaving in a way that puts themselves or others at risk, may be asked to not participate in activities.

Emergency Notification

In the event of an emergency, the staff will attempt to notify the parent/guardian by telephone. If we are unable to contact a parent/guardian, we will call the emergency contacts listed on the registration form in order. Parents/Emergency Contacts are expected to respond to notification by arriving for pick up as swiftly as possible. SOU YP staff will monitor the child until a parent/guardian or emergency contact arrive to pick up the child, but please note that SOUYP staff are not medically trained, and cannot provide medical care or assessment. If the need seems dire, staff may call for emergency transport to the nearest medical facility, and all costs resulting from that transport request and subsequent treatment will be the responsibility of the parent/guardians. The parent/guardian agrees and acknowledges that the SOUYP staff has permission to administer first aid or to obtain emergency medical treatment in the child's best interest at the discretion of SOUYP staff. Parents/guardians agree to be financially liable for all medical transport and treatment deemed necessary by SOUYP staff.

In-Person Classes:

COVID-19 Policies

Due to the presence of COVID-19, SOUYP will be taking steps to reduce the risk of exposure and transmission for all staff, instructors, students, and their families. These steps might include (but not be limited to): maintaining adequate social distancing; frequent hand washing, hygiene, and sanitation measures; not sharing materials, equipment, and spaces; providing and wearing any requested PPE; and moving activities outdoors when possible. By registering, students and their families agree to comply with whatever additional health and safety measures are being requested by SOUYP at the time of their class(es).

By registering, students and their families agree that should they develop any symptoms (even those unrelated to COVID-19) in the weeks leading up to camp or during camp, (or have exposure to persons who are ill with COVID-19 symptoms) they will immediately and voluntarily withdraw from participation in the class until they have confirmed negative test results, are cleared by a physician, and are approved for return by the SOUYP coordinator for this program.

Arrival and Departure

All children are expected to be picked up by a parent or authorized person at the end of class, unless prior written authorization has been given. Parents wishing to give their children permission to walk or bike home from the program must put this permission in writing during the online registration process. Students responsible for walking or biking home will be dismissed to do so at the end of the class when pick up begins, any request for earlier dismissals must be put in writing and sent with the student to be given to the instructor on the day of the request. Without a signed note, instructors cannot allow students to leave class early.

SOUYP cannot offer supervision outside of scheduled class hours. Late arrivals for pick-up may necessitate a call to parent/guardians and or the emergency contacts. Ongoing disregard for the designated arrival and

pick-up times may jeopardize the student's continued enrollment in the program.

Snacks and Water

Parents should send a snack and water bottle with their students to all classes of any length.

SOU YP does not provide food or beverages, and no food is made available for purchase.

Photo Release

By participating in SOU Youth Programs, you grant permission for SOU Youth Programs to use your child's photograph and/or video likeness solely for the purpose of printed, televised, and/or online promotional materials and publications. You waive any rights of compensation or ownership thereto, and you acknowledge SOU Youth Programs right to crop or treat images or video. You also grant permission for outside organizations (new media, partner organizations, etc.) to use your child's photograph and/or video likeness solely for the purpose of printed, televised, and/or online promotional materials and publications. You also acknowledge that SOU Youth Programs may choose not to use your child's photograph at this time, but may do so at its own discretion at a later date.

Rare exceptions to this policy may be made only when a child's safety is at risk. If this is the case, you must contact our office to make arrangements to accommodate this request before registering your child. 541-552-6452 or kilpatrih@sou.edu.

Illness and Injury

A child who is sick will not be able to participate fully, and may spread illness to other children and staff. Parents should not send children to classes and camps who have had a fever or displayed any symptoms of illness during 24 hours prior to class times. Any child exhibiting any of

these symptoms during an SOU YP class will be removed to the office and parents will be contacted for immediate pick-up or transfer to a medical facility. Parents should be prepared to transport ill or injured students if needed. SBTO staff are not authorized to transport ill or injured children, and will need to call emergency services to offer transport to students whose parents are unable to respond promptly. All costs resulting from an emergency transport request and subsequent treatment will be the responsibility of the parent/guardians.

Any child suffering an injury (such as broken bones, injury to head or back, or sprains, etc.) should not participate in SOU YP class activities until cleared by a doctor (written proof may be required) and receive permission from the program director to do so. Participation without notification of prior injury, and without doctor clearance, will result in the student being asked to leave the program.

Loss/Damage

No pets, toys, or valuable items should come to class with students. SOU Youth Programs is not responsible for loss or damage to personal items brought by students. Students should dress in attire appropriate for the activities they are registered for, including but not limited to: comfortable active shoes, weather-appropriate clothing, clothing that can be stained or damaged, etc.

Internet Use

We follow SOU Technology Use Guidelines. Students are responsible for good behavior on SOU computer networks just as they are in a classroom. Communications on the network are often public in nature. General program rules for behavior and communication apply to online conduct. Individual users of computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with appropriate behavioral standards and the code of conduct. Beyond the clarification of such standards, SOU Youth Programs is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Within reason, freedom of speech and access to information will be honored. Violations may result in a loss of access.

The following are not permitted, violation will result in loss of access:

- Sending or displaying offensive messages or pictures e.g.: sexual, drug, violence or alcohol related messages
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Undisclosed and unauthorized recording of audio, video, or images

Parent/Guardians should be aware that SOU network computers are designed to primarily be a resource for adults, and therefore do not have the kind of filters in place that students might be used to experiencing at their other schools or at home. Please review the computer use policy with your student prior to class, and discuss the importance of authorized use of computers for safe and class-appropriate content only. Be aware that student access to online searches on SOU network computers may be limited, and should be conducted only under the supervision of their instructor and when directed to do so as part of a class activity.

Online Fall 2020 Classes:

Internet Use

We follow SOU Technology Use Guidelines. Students are responsible for good behavior on SOU computer networks just as they are in a classroom. Communications on the network are often public in nature. General program rules for behavior and communication apply to online conduct. Individual users of computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with appropriate behavioral standards and the code of conduct. Beyond the clarification of such standards, SOU Youth Programs is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. SOU has a zero

tolerance policy for harassment, discrimination, abusive speech or actions, and behaviors that impede another student's ability to engage in their pursuit of knowledge in a safe and supportive environment.

Families are warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to connect with students through various software platforms to further educational goals and objectives, students may find ways to access other materials as well. SOU Pre-College Youth Program staff will make good faith efforts to direct students to appropriate Internet materials, but ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The following are not permitted:

- Sending or displaying offensive messages or pictures (e.g. sexual, violent, discriminatory, drug or alcohol-related messages)
- Using obscene or suggestive language or sexual innuendo
- Harassing, insulting, or attacking others, invading the privacy of others
- Violating copyright and piracy laws
- Using another's password, or reposting images or content without permission.
- Trespassing in another's folders, work, online accounts, or files
- Connecting with other participants for purposes other than the intended goals of this program.

Violations may result in immediate discontinuation of access to participation in our programming without reimbursement, and could lead to disciplinary or legal action if necessary.

Supervision

Remote-delivery instruction cannot provide physical supervision of minor children. Parents/guardians remain fully and solely responsible for providing supervision, monitoring their child's well-being, and ensuring their child's safety during online instruction periods.

Instructors may ask for parent/guardians to be present during any activity that involves risk. Should on-site adult supervision be required, instructors will notify families with as much advanced notice as possible. Students

without supervision might be asked to refrain from participating in activities that involve risk if adult supervision is unavailable to them.

Technological Difficulties & Disruptions

SOUYP cannot be responsible for technological disruptions or difficulties. In the event that a student experiences technical difficulties and misses a significant period of instruction, please notify SOUYP right away. SOUYP will then make every effort to supply that student with as much of the missed information as possible. No refunds will be offered for technological disruptions or difficulties.

Recorded Classes

In order to best serve our Fall Enrichment Class students, SOU YP requires that participant's cameras be on at all times and students must remain visible to instructors during class sessions.

Participants and their Parent/Guardians, should also be aware that all class sessions will be recorded. Recordings of class sessions are archived for SOUYP internal use, and when possible, may be share with participants that have missed content due to technical difficulties.