

## **St. Mary of the Hills Youth Program Policies and Procedures**

### **Definition of Events:**

Official Events: any gathering or event at St. Mary's is considered an official youth event. Off-site events require the completion of a Trip Form prior to departure. Official events might also include cosponsored events with other area churches.

Unofficial Events: these events are deemed so in advance so parents KNOW that the standard policies of supervision will not apply. These events will typically be held in public places such as school plays, sporting events, etc.

### **Mandatory Report/ Abuse Protection**

St. Mary of the Hills Youth Program strives to comply with the policies stated in the Code of Conduct for the Protection of Children and Youth.

### **EYC Visitation Policy:**

Former EYC members can return to visit meetings once graduated, but not regularly attend meetings.

Adults can visit a weekly-scheduled meeting with advanced notice to the youth program director; visiting adults are **not** encouraged to be present for the whole of the meeting to respect the potential need for confidentiality among youth. Youth members or supervising adults **can** ask that the visitor sit out or leave at any time.

Youth and Friends of Youth can visit EYC meetings. When doing so, EYC members can ask that the visitor sit out at any time to respect the confidentiality and relationships already established within the group. If a youth attends more than three EYC meetings, they must get a permission slip signed by a parent to attend any additional meetings. In effect, they have become a member of EYC and will be treated as such.

### **Youth Event Payment Policy**

We work very hard to keep fees minimal and supplement costs whenever possible. However, due to a low budget for the youth program, there are times when we may require a fee for an event and your prompt payment is greatly appreciated.

- We sincerely request you pay fees in advance. Fees will be collected at the beginning of an event, but we strongly prefer prepayment.
- If there is an event that requires a deposit to secure your space, those deposits are nonrefundable.
- Fees are accepted in the form of cash or check only. If you would like a receipt, please request it at the time of payment.
- In the event that you wish to participate in an event that requires a fee, and you are not financially capable of paying that fee and wish to request assistance, please do so by contacting the Youth Director at least one week in advance. We will attempt to assist as much as possible in the payment of youth fees, as we understand that each youth and their family are unique in their financial situation. You can

contact the Youth Director at [junebugnc@gmail.com](mailto:junebugnc@gmail.com) or 828-295-7323.

- If the fees for an event have not been paid prior to the start of the event, the Youth Director will send you a bill for the cost of the event. You are expected to pay the fee within thirty days of the conclusion of the event. If you habitually neglect to pay fees, we reserve the right to ask your child not to participate in youth events at St. Mary's.

### **Parent Feedback**

The youth director will sponsor an annual parent meeting during which parents and guardians are solicited for their feedback on the youth program. During this time, parents/ guardians are encouraged to bring up any concerns they might have about policies or programming within the youth program. If parents/guardians have a concern at any other time, they should contact the youth director by emailing [junebugnc@gmail.com](mailto:junebugnc@gmail.com) or by leaving a note with the church secretary. If parents are concerned about confidentiality regarding their feedback, it will be honored at their request. We do ask that parents bring their concerns to the youth director first, rather than going first to other church officials, unless the circumstances warrant higher review.