Rules Children and Parents Need to Know:

A) In order for children to attend Programs, the Youth and Family Programs ("YFP") staff must be able to contact parents or guardians by phone during programming time. Additionally, it is the responsibility of the parent or guardian to inform the YFP Resident Director when contact information changes. This includes phone numbers and email addresses of parents, guardians, and emergency contacts.

B) Children must attend programs regularly. Any child who has a record of consistent absences will be dropped from the Programs to make room for other families on the YFP waiting list. Regular attendance for daily Programs in Kindergarten Kids Club and After School Adventures is three days a week. Regular attendance for Toddler Time is once a week. If children will be absent from Programs for an extended period of time, a parent or guardian must inform the YFP Residence Director.

C) If children are ill, parents or guardians should not send them to the FRC as this will expose other children and adults to the illness. If children become ill during Programs, a parent or guardian will be contacted to pick up their child as soon as possible.

D) Children are to remain at the FRC for the duration of the Program unless Program activities require otherwise. If a child needs to leave a Program early, the YFP staff must receive prior written permission or a phone call (on the designated day) from the parent or guardian granting specific permission for his or her child to leave Programs early. Please note that this only applies for children in After School Adventures/Summer Adventures and Teen Club; in all other Programs, parents or guardians either attend with their children or they are required to drop off and pick up their children.

E) YFP staff will not release a child to an individual who is not listed as a parent, guardian, or emergency contact. Parents may authorize additional individuals to drop off and pick up their children by meeting with the YFP Residence Director.

F) All children under age 7 enrolled in Toddler Time or Kindergarten Kids Club must be dropped off and picked up by a parent, guardian, or emergency contact as listed on the Child Information Sheet. Children in After School Adventures/Summer Adventures and Teen Club may walk home by themselves if a parent or guardian chooses to grant permission as designated on the Child Information Sheet. Parents may authorize an older sibling to pick up younger siblings only if he or she is at least twelve years of age and has been granted permission to do so as designated on the Child Information Sheet.

G) There is a $10 fee for every half hour late to pick up a child. If a parent or guardian will be late to pick up a child, he or she must contact the YFP Residence Director or a Children’s Programming Assistant at 405-744-6539. Consistent late pick-ups will result in a $10 fee applied to the parent or guardian's bursar account.
H) During the academic year (fall and spring programs), the YFP staff meet the children enrolled in after school Programs as they arrive to the FRC from the bus. The YFP staff supervise the children’s entry to the building and to their appropriate after school program.

I) Because our Programs provide a wide variety of toys, games, and materials, we discourage children from bringing personal belongings. This includes electronic devices such as cell phones and gaming devices. If items from home are brought to the FRC, the YFP Staff is not responsible for any lost, stolen or damaged property.

J) Since our Programs provide snacks, we discourage children from bringing snacks from home. Children will be provided with snacks that meet their dietary restrictions, as indicated on the Child Information Form. If there are changes in the dietary needs/restrictions of a child, notify the YFP Residence Director.

K) Planned activities are at times messy, so parents are asked to dress children in play clothes. Parents are also encouraged to label clothing, jackets, and bags with their child’s name. Lost and found items will be kept one month and then discarded. YFP Staff is not responsible for lost, stolen or damaged property.

L) The FRC has two University vehicles (a 15-passenger van and a 5-passenger car) that the YFP Staff may utilize to transport children on Program field trips. In order to attend field trips, permission forms must be signed and dated by a parent or guardian. Permission forms will contain specific information including the purpose, date, times, and mode of transportation.

M) During Programs children will have the option of going outside during free time for activities if the wind chill is not below freezing. Children are required to have hat, mittens, and coat to go outside if the temperature is below 40 degrees. If a parent would not like their child to go outside they need to notify the YFP Residence Director.

N) In cases of severe weather that are predicted to occur during or near Program times, FRC staff will be monitoring the weather. The FRC is not a storm shelter; parents are strongly encouraged to monitor the weather and be prepared to pick up their children early from Programs. Should the likelihood of severe weather increase significantly throughout the day, parents will be contacted to pick up their children from Programs immediately in order to insure the safety of children and staff.

O) Programs coincide with the OSU calendar and as such, there are no YFP Programs on University or Student Holidays and Intercessions.

P) Campus regulations prohibit the use of alcohol, tobacco, and other illegal substances. Children may not possess, use, distribute, or sell alcoholic beverages, tobacco, drugs, firearms, weapons or fireworks.
Q) In accordance with state law, smoking and use of other tobacco products is prohibited by anyone under the age of 18. Neither smoking nor any other tobacco use is permitted at Oklahoma State University; OSU is proud to be a tobacco-free campus.

R) Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from Programs immediately. Children may not interfere with any security system or tamper with locks in rooms and other areas.

Notice: Vandalism and pranks will not be permitted. Any damages caused on FRC property will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.