

GENERAL REQUIREMENTS -Teen STEPS To Discovery

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To ensure your Teen is accepted and can enter the training room of Teen STEPS to Discovery, the legal guardian of the Teen must meet all requirements outlined in these general requirements.

Note:

Only the legal guardian, who has accurately and completely submitted all required documents and satisfied the training fees prior to the training, can be assured that the Teen will be accepted into the training room.

- The legal guardian must accurately complete and sign all forms and releases. These documents must be received in the Discovery! Austin office no later than the Friday before the training – which is one week prior to actual training date.
- Full payment for individual training Sessions (Session One and/or Session Two) must be received by Discovery! Austin 1 week prior to the training date, unless you have been approved by the Discovery Office to make alternative payment arrangements.
- Any missing or incomplete documents will automatically exclude your Teen from attending the current training. Your Teen will be placed on a waiting list for the next training.

REGISTRATION OVERVIEW:

For your convenience, the following required 5 forms/releases are posted to our website <http://www.discovery-austin.org/TeenSTEPS.asp> to be downloaded for your immediate access, your completion (to include required signatures) and mailed or faxed back to the Discovery office 10 days prior to the scheduled training for which your teen has registered:

1. Teen STEPS to Discovery Information Form
2. Authorization Regarding Consent to Treatment; Insurance Information Form
3. Authorization to Participate and General Release Form
4. Counselor or Medical Authorization Form (If applicable, requires attending professional's signature)
5. Highland Lakes Student Release Form

PROCESS OVERVIEW:

Upon receipt of Teens electronic on-line registration, parents will receive an electronic confirmation letter entitled "**PARENT LETTER**" and a form entitled "**TEEN PACKING LIST**" covering the following information:

1. PARENT LETTER, inclusive of the following:

- a) Confirms receipt of Teen's registration by the Discovery office
- b) Weekend training schedule
- c) Description of sleeping accommodations and meals, including dietary requirements
- d) A General Requirements and Program Overview Document
- e) Copy of the Teen Packing List (What to Bring and Not to Bring)

2. TEEN CONFIRMATION RECEIPT:

- a) Teen receives confirmation of the following:
- b) Electronic confirmation of their on-line registration
- c) Confirmation of completion their on-line Teen Questionnaire
- d) Teen Packing List (Itemizing what to bring and what not to bring)

3. DISCOVERY OFFICE PHONE CALL:

According to space available and on a first come first serve basis, **Felicia Joseph, Discovery! Training Coordinator** and point of contact for Teen STEPS, will call the parent to obtain following:

- 1) Verification of parents email address
- 2) General Q&A exchange between Discovery Office contact and parent(s)
- 3) Confirmation that Teen received the following electronic documents:
 1. Packing List
 2. Confirmation of Registration
 3. Student Release Form for Highland Lakes Camp

TEEN CANCELLATION – REFUND -TRANSFER POLICY:

- Cancellations received by phone or email 5 days prior to the training date may be transferred to a future program date or issued a full refund.
- Cancellations received less than 5 days prior to the training date may be transferred to a future program date. No refund is given. Transfers to a future program date must be scheduled within 6 months or tuition will be forfeited.
- No Shows and no calls before program begins, no refund or transfer will be granted. Tuition will be forfeited.

- Trainees leaving the training early during the weekend, no refund will be granted.
- Trainees may reschedule their class to a future date. Transfers to a future program date must be scheduled within 6 months or class tuition will be forfeited.

CONTACT US:

Any questions or concerns please contact: Felicia Joseph, Training Coordinator
Discovery! Austin at (512) 276-8967 Email: fjoseph@discovery-austin.org

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