

**Enfield Youth Center
19 North Main Street
Enfield, CT 06082
Season 2010-2011**

Dear Parent(s)/Guardian(s),

Enclosed please find a copy of the Enfield Youth Center rules, permission slip for your child's daily participation in any Youth Center activity, Individual Service Report, computer network and/or Internet agreement form and center rules, separate field trip permission slips are still required for any activity that requires transportation.

The reasons for this packet are as follows, first is to keep the lines of communication clear between the Center and home, many children spend a great deal of time here and we feel it is important to keep you informed. The second is to streamline the field trip permission slips and make them easier for parent(s)/guardian(s) to fill out.

I would also like to take this time to remind you of some of the Center Highlights:

- ☺ A fully staffed Youth Center with 5 part-time staff on at all times
- ☺ Weekly field trips through the summer
- ☺ Staffed Homework Room- Monday through Thursday 3:00-6:00pm
- ☺ Daily craft activities
- ☺ Daily Gym time
- ☺ Special Interest Clubs
- ☺ Daily snacks
- ☺ Friday Nights " Dinner and a movie"
- ☺ Monthly Field trips
- ☺ Quarterly Family Events
- ☺ X-BOX 360 and Wii
- ☺ Connection to the internet with parent/guardian's permission

And much, much more!!!

All this for only \$10.00 per year!!!

Please send the permission slip back as soon as possible.

Should you have any questions please feel free to call the main number @ 253-6426 or the Youth Center Coordinator @ 253-5004.

Sincerely,
Christie Amsden
Coordinator

Enfield Youth Center Rules

1. Youth Center members must be between 8-18 years old.
2. Members must sign in and out - NO EXCEPTIONS!
3. Members must enter and exit through the side entrance by the playground.
4. Hang out in the Center or gym.
5. Gambling of any type is not permitted!
6. Smoking is not allowed on Town property.
7. Members appearing to be under the influence of drugs or alcohol will not be admitted.
8. If you didn't go to school you can't come to the Center.
9. Snacks and juice are sold here; members are not allowed to bring previously opened cans into the Youth Center.
10. The Youth Center is not responsible for lost or stolen items.

The following serious behaviors will result in a call to your parent(s)/guardian(s) and you will be asked to leave for the day:

1. swearing directly to others or staff
2. threatening language or behaviors
3. aggressive body language
4. escalating out of control: not responding to staff's interventions
5. inappropriate sexual language or gestures

The following serious behaviors will result in a call to the police and parent(s)/guardian(s). Members will not be allowed to return without a meeting with Coordinator or Director of Youth Services.

1. assault
2. threatening; breach of peace
3. destruction of property
4. theft
5. vandalism

Participant's Signature

Date

Enfield Youth Services

Computer Network and/or Internet Youth Center Member Acceptable Use Agreement

The **Enfield Youth Center** will be offering Internet access for youth center member use. This document is the Enfield Youth Center (The Town of Enfield's) Computer Network and/or Internet Youth Center Member Acceptable Use Agreement. This system is for limited educational and youth center approved interactive games and activities. It has not been established as a public access or public forum. The **Town of Enfield** Reserves the right to place reasonable restrictions on the material accessed or posted and to enforce all rules set forth in the Youth Center Policies, The Town of Enfield Administrative Regulations, and applicable local, state, and federal laws.

Further, the youth center member may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through the youth center only with the permission of Enfield Youth Services and the youth center member's parents/guardians.

The purpose of this agreement is to ensure that the use of Network and/or Internet resources is consistent with The Town of Enfield's stated computer use policies. The smooth operation of the network relies upon the proper conduct of the youth center members and staff. Any youth center member violating this agreement will be subject to loss of privilege of computer and up to revoking youth center membership.

TERMS AND CONDITIONS

Personal Safety

Youth Center Member **WILL:**

1. Report receipt of an inappropriate message to youth center staff immediately.
2. Agree not to have personal contact with anyone met online.

Youth Center Member **WILL NOT:**

1. Post personal contact information (e.g., address, phone number) about him/herself or any other person.

Illegal Activities

Youth Center Member **WILL NOT:**

1. Attempt to gain unauthorized access or any Town of Enfield computer system.
2. Enter another person's account number or access another person's files
3. Disrupt the computer system or destroy data by any means including computer viruses.
4. Use the **Town of Enfield Computer Network and/or Internet System** to engage in any illegal acts, such as arranging for the purchase or sale of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.

Youth Center Member **WILL:**

1. Notify a Youth Center Staff or the system administrator immediately if a possible security problem is identified.
2. Avoid the spread of computer viruses.

Youth Center Member **WILL NOT:**

1. Download any software.
2. Move or modify equipment
3. Use any removable media (example: 3 1/2" floppy, DC-ROM or Zip disk) in any PC System without permission of the system administrator.
4. Look for security problems; this may be construed as an illegal attempt to gain access.

Inappropriate Language

Youth Center Member **WILL NOT:**

1. Use obscene, profane, lewd, vulgar, rude inflammatory, threatening, or disrespectful language.
2. Post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
3. Harass, distress, or annoy another person by any persistent action.

Respect for Privacy

Youth Center Member **WILL NOT:**

1. Repost a message that was sent to the member privately without permission of the person who sent the message.
2. Post private information about him/herself.
3. Post private information about any other person.

Respecting Resource Limits

Youth Center member **WILL:**

1. Use the system only for educational and youth center approved games and activities.

Youth Center Member **WILL NOT:**

1. Print large files or documents
2. Post chain letters or engage in "spamming"

Plagiarism and Copyright Infringement

Youth Center member **WILL:**

1. Respect the rights of copyright owners and direct any questions regarding copyright laws to a youth center member staff

Youth Center Member **WILL NOT:**

1. Plagiarize information found on the internet
2. Duplicate software licensed to The Town of Enfield

Access to Inappropriate Material

Youth Center Member **WILL:**

1. Notify youth center staff of any inappropriate information accessed over the Internet

Youth Center Member **WILL NOT:**

1. Use the Town of Enfield Computer Network and/or Internet System to access material that is profane or obscene (pornography).
2. Use the Town of Enfield Computer Network and/or Internet System to advocate illegal acts, violence or discrimination toward other people (hate literature).

Your Rights

1. **Free Speech.** The right to free speech, as set forth in Youth Center Membership Behavioral Policies, also applies to communication on the computer network. The network is considered a limited forum; therefore, the Youth Center may restrict the right to free speech for valid inappropriate speech that may violate our Youth Center Policies.

2. Search and Seizure. Routine maintenance and monitoring of the system may lead to discovery that the youth center member has violated this agreement, the Town of Enfield Computer Policy, The Youth Center Behavioral Policy, or the law.

An individual search will be conducted if there is reasonable suspicion that a youth center member has violated this agreement, the Town Of Enfield computer policies, the Youth Center Behavioral Policies, or the law. The investigation will be reasonable and related to the suspected violation. Parents/Guardians have the right to see the content of their children work on the computers at any time.

3. Due Process.

The Enfield Youth Services makes no guarantee that the functions or the services provided by or through the Town of Enfield computer network will be error-free or without defect.

The Town of Enfield WILL NOT be responsible for:

1. **Any damage suffered including, but not limited to, loss of data or interruption of service.**
2. **The accuracy or quality of the information attained through or stored on the system.**
3. **Financial obligations arising from unauthorized use of the system.**

**ENFIELD YOUTH SERVICES
Youth Center
Enfield, Connecticut**

**Computer Network and/or Internet
Youth Center Member acceptable use agreement
AGREEMENT FORM**

The **Town of Enfield Computer Network and/or Internet Youth Center Member Acceptable Use Agreement** governs the use of computers and the Internet in the Youth Center and the Homework room.

This agreement must be read and signed by both the Youth Center Member and a parent/guardian and returned to the Youth Center Staff. Access to the Town Of Enfield Youth Center Computer Network and/or Internet System will not be granted until the agreement has been signed and returned to the Youth Center.

Any youth center member violating this agreement will be subjected to disciplinary action based on the Youth Center Behavioral Policies and The Town of Enfield Computer Policies.

By signing this agreement, I acknowledge that I have read, understand, and agree to all terms as outlined in the Enfield Youth Services, Youth Center Computer Network and/or Internet Acceptable Use Agreement.

Youth Center Member Name

Youth Center Member Address

Youth Center Member Signature

Date

Parent/Guardian's Name

Parent/Guardian's Telephone Number

Parent/Guardian's Signature

Date

_____ **Please initial here if you want your child to have access to computers in the youth center, but NOT to have access to the Internet.**

**Enfield Youth Center
Individual Service Report
2010-2011**

Name: Last _____ First _____ Middle initial _____

Gender: Male _____
Female: _____

Date of birth: Month _____ Day _____ Year _____ **Age:** _____

School child attends: _____

Child's Grade in school: Check one that applies for September

<input type="checkbox"/> K	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 12
<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> College
<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10	<input type="checkbox"/> Not enrolled in school or college
<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11	

Race/Ethnicity:

Caucasian
 African American
 Hispanic/Latino
 Asian
 Native American
 Multiracial
 Other

Family Constellation:

Two birth/adoptive parents
 Step and birth parent
 Single parent (female)
 Single parent (male)
 Grandparents
 Relative/Guardian
 DCF Guardianship
 Foster Parents
 On own

Household Income:

Does the household receive AFDC/TFA? yes _____ no _____

Does this child receive free/reduced price meals at school? yes _____ no _____

Please provide the following range this household income falls within at the present time by checking the appropriate line below.

_____ \$0-\$1,000 per month **OR** \$0 - \$12,000 per year
_____ \$1,001 - \$2,000 per month **OR** \$12,001 - \$24,000 per year
_____ \$2,001 - \$3,000 per month **OR** \$24,001 - \$36,000 per year
_____ \$3,001 - \$4,000 per month **OR** \$36,001 - \$48,000 per year
_____ \$4,001 per month **OR** \$48,001 per year and over