

Dear Parent(s)/Guardian(s),

It's that time of year to renew your annual membership to the Youth Center. The Youth Center offers many fine programs, activities, and experiences for youth ages 8 - 18. Our hours of operation are Monday –Thursday, 3:00-7:00pm and 8:00pm on Fridays. I would like to take this time to remind you of some of the Center's Highlights:

- ☺ Fully staffed Youth Center
- ☺ Field trips which can be earned by displaying positive Youth Center behavior
- ☺ Homework assistance during the school year
- ☺ Daily Gym time: grades 9-12 or ages 14 – 18, 3:00-5:00pm and ages 8-13, 5:00-6:30pm
- ☺ Special Interest Clubs
- ☺ Daily snacks
- ☺ X-BOX 360, Wii, WiiU and 5 computers
- ☺ Connection to the internet with parent/guardian's permission
- ☺ Ping pong and pool tables
- ☺ Picture ID cards
- ☺ Email alerts of closings, upcoming events and field trips
- ☺ And much, much more!!

Enclosed is the member enrollment form and agreement to follow center rules and computer policy. Please discuss the center rules with your youth and sign together. It is important to sign and check permissions on the member enrollment form and return with the yearly non-refundable fee of \$20. If you have any questions about the registration form/ permissions or payment please contact staff. Separate permission and sign-ups are required for field trips. A \$1 fee will be charged per youth per field trip. Only Enfield residents will be allowed membership to the Center.

IMPORTANT: All signatures, permissions, and fees must be returned after 3 visits. After three visits if we have not received the enrollment form, signed rules, and payment or payment arrangements your child WILL NOT be able to attend the Center.

Please note that the Youth Center is a drop in facility. Youth members are allowed to exit and enter the building by signing in and out.

Should you have any questions or concerns please feel free to call the Youth Center @ 253-6426; or Christie Amsden, Youth Center Coordinator @ 253-5004. All forms may be found on the Town of Enfield Youth Services Website at www.enfieldyouthservices.org.

Sincerely,
Christie Amsden, Coordinator

**[TOWN OF ENFIELD YOUTH SERVICES YOUTH CENTER
MEMBERSHIP, ENROLLMENT, AND PERMISSION FORMS]**

2018-2019

Participant Name: _____ Date of Birth: _____ Age: _____
 Address: _____ City: _____ Zip: _____
 School: _____ (for summer programs enter upcoming school/grade) Grade: _____ Gender: _____
 Parent/Guardian Name: _____ Home Phone: _____
 Work Phone: _____ Cell Phone: _____ E-mail: _____
 How would you like to be informed of Youth Center alerts, closing or upcoming events? _____
 Who Referred You: ___ Parent/Guardian ___ Self/(youth) ___ Outside agency ___ School

DEMOGRAPHICS* (Please check one in each section):

Race:

- ___ Alaska Native/American Indian
- ___ Asian
- ___ Black/African American
- ___ Multi Racial
- ___ Native Hawaiian/Other Pacific Islander
- ___ Other
- ___ White

Family:

- ___ Two Parent/Adoptive Parents
- ___ DCF Guardianship
- ___ Foster Parent(s)
- ___ Grandparent(s)
- ___ Joint Custody
- ___ On Own
- ___ Other
- ___ Relative/Guardian
- ___ Single Parent (Female)
- ___ Single Parent (Male)
- ___ Step and Birth Parents

**Note: The Town of Enfield and the State of CT Dept. of Education funds Youth Services. We are required to report certain demographic and survey information for statistical and programmatic purposes.*

Free/Reduced Lunch

- ___ Receives Free/Reduced Lunch
- ___ Not Eligible

Ethnicity:

- ___ Hispanic/Latino
- ___ Not Hispanic/Latino

- Please check here if you do NOT want your child's name or photo published:
- Please check here if your child does NOT have permission to fill out anonymous surveys:
- Please check here if the YSB does NOT have permission to obtain the State Assigned Student ID#:
- Please check here if the YSB does NOT have consent to correspond with EPS in regards to attendance and enrollment

Permission and Emergency/Medical Information

Emergency Contact: _____ Relationship: _____ Phone: _____

Does your child have any medical conditions for which we should be aware of: Y or N

If yes, please describe: _____

Does your child have any allergies? Y or N

If yes, please describe: _____

Does your child take any medications? Y or N

If yes, please list: _____

Does your child have any social, emotional, developmental or behavioral health conditions we should be aware of? Y or N

If yes, please describe: _____

In case of emergency, if I cannot be reached, I give permission to the attending physician to hospitalize, secure necessary treatment, order injections, anesthesia, or surgery for my child named on this form. Additionally, I the undersigned do hereby waive and hold harmless the Town of Enfield, its employees and agents, from any personal or property damage I or my child may incur while participating in this activity. I also understand the Town of Enfield does not provide accident or health insurance.

Parent/Legal Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY:

DATE RECEIVED: _____ (P) or _____ (C) STAFF NAME: _____ PHOTO TAKEN: _____

FEE: \$20 PAID AMOUNT: \$ _____ DATE PAID: _____ STAFF NAME (Accepting Payment): _____ DATE: _____

The Youth Center Rules

1. Youth Center members must be Enfield residents between 8-18 years old who are currently enrolled in school.
2. Members must sign in and out at the main desk - NO EXCEPTIONS!
3. Members must enter and exit through the side entrance by the playground.
4. Be in staffed areas only
5. Dress Code: clothing promoting drinking/drugs or clothing exposing stomach or torso.
6. Gambling of any type is not permitted.
7. Smoking is not allowed on Town property.
8. Members appearing to be under the influence of drugs or alcohol will not be admitted.
9. If you did not go to school, you cannot come to the Center.
10. Snacks and juice are sold here; members are not allowed to bring previously opened cans into the Youth Center.
11. Lockers are available for youth to use but the Youth Center is not responsible for lost or stolen items.
12. Use respectful language and behavior. Disrespectful language or unsafe behaviors will be addressed by staff
13. Follow directions from all staff, loss of privileges including video games, gym, or activity may be a consequence of not listening to staff

The Youth Center has a 3 strike/warning policy, if a behavior continues after 3 strikes/warnings it will result in a call to your parent(s)/guardian(s) and you will be asked to leave for the day.

1. swearing - a progressive refusal to display respectful language or behavior
2. aggressive body language
3. escalating out of control and refusing to discuss situation with staff
4. not responding to staff direction or accepting of consequences of behavior

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, a review of the incident with a supervisor the following day for re-entry plan.

1. swearing directly to others or staff
2. inappropriate sexual language or gestures
3. threatening language or behaviors
4. bullying, taunting and teasing of others

If your child has been suspended from the Youth Center for an extended period of time, he or she can't return to the Center until the suspension has been completed. Suspension is consecutive days out of the Center.

Certain persistent behaviors can result in progressive discipline. If the behaviors persist over time and create safety concerns toward other members, staff or a hostile youth center climate, membership can be revoked and no refunds will be issued. After the suspension has been completed a meeting may be requested with a parent and administration before they can return. Enfield Youth Services may also require the youth to engage in counseling services to ensure a safe return.

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. We reserve the right to suspend or revoke membership and trespass members should the safety of the Center be compromised.

1. assault
2. threatening; breach of peace
3. destruction of property
4. theft
5. vandalism
6. possession of drugs/alcohol

I agree to follow the rules of the Center:

Participant's Signature

Date

Parent/Guardian Signature

Date

Town of Enfield Youth Services
Enfield, Connecticut

COMPUTER NETWORK AND/OR INTERNET
Enfield Youth Services Participant ACCEPTABLE USE AGREEMENT POLICY

Enfield Youth Services provides computers, networks and Internet access to support the mission and goals of Youth Services and to enhance the learning opportunities for youth participants.

The purpose of this policy is to ensure that participants utilize Enfield Youth Service computers, networks and Internet services for games, activities and educational-related purposes and is consistent with the Enfield Youth Service's stated mission, goals and objectives. **The Town of Enfield** reserves the right to place restrictions on the material accessed or posted and to enforce all rules set forth in the Town of Enfield Policies, Administrative Regulations, and applicable local, state, and federal laws.

Any Enfield Youth Service participant who violates this policy and/or any rules governing use of the Enfield Youth Service computers, networks and Internet services will be subject to progressive consequences, up to and including termination of program privileges. Illegal uses of the town's computers will also result in referral to law enforcement authorities.

All Enfield Youth Service computers remain under the control, custody and supervision of the Town of Enfield. Enfield Youth Service reserves the right to monitor all computer and Internet activity by participants. Participants have no expectation of privacy in their use of town computers.

Each Enfield Youth Service participant authorized to access the town's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations.

Malicious use of the Enfield Youth Service computer network to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of the entity of the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, cyberbullying, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email-messages, instant messages, text messages, digital pictures, images, and Web site postings.

The Director of Youth Services or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising of the need for any future amendments or revisions to the policy/regulations. The Director of Youth Services or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the Enfield Youth Service computers, networks and Internet services system as long as they are consistent with the Town of Enfield's policy. The Director of Youth Services may delegate specific responsibilities to other Youth Services supervisors as he/she deems appropriate.

**Town of Enfield Youth Services
Enfield, Connecticut**

**COMPUTER NETWORK AND/OR INTERNET
Enfield Youth Services Participant ACCEPTABLE USE AGREEMENT POLICY**

The Enfield Youth Service Computer Network and/or Internet participant Acceptable Use Agreement governs the use of computers, local area networks, and the Internet in all of Youth Services program areas.

This agreement must be read and signed by both the Enfield Youth Service participant and a parent/guardian and returned to the Enfield Services. Access to Enfield Youth Service Computer Network and/or Internet System will not be granted until the agreement has been signed and returned.

Any Enfield Youth Service participant violating this agreement will be subject to progressive consequences based on the Enfield Youth Service's Policies and Administrative Regulations. Any Enfield Youth Service participant and his/her parents/guardian can be held financially liable for labor and associated costs incurred by the town if the Enfield Youth Service participant vandalizes property and/or violates this agreement.

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

Participant Name

Participant Address

Participant Signature

Date

Parent/Guardian's Name

Parent/Guardian's Telephone

Parent/Guardian's Signature

Date