

THE CENTER

1154 Great Plain Ave * Needham, MA 02492 * (781) 444-2510 * info@myyouthcenter.org * www.myyouthcenter.org

Welcome!

Dear Parents and Guardians,

Welcome to *The Center*, at The Congregational Church of Needham, the newest after school program for sixth graders in the community! *The Center* is a safe place to develop independence. With staff supervision and guidance, we hope that youth will take ownership of the program, make choices about what they would like to do, and help us develop what the program looks like.

Starting September 8, 2011, *The Center* offers:

- flexible, drop-in hours for after school care
 - *The Center* will be open Monday through Friday from 2pm-6pm on all normal school days, and 11:30am-6pm on Early Release days. Youth may come to *The Center* during any open days and hours of the program, once registered and issued a Membership Card. We do ask that parents email or call in their youth's actual schedule of planned attendance at *The Center* for each week, in order to best prepare for staffing, snacks, supplies and materials.
- trained and certified adult staff members (CORI checked, CPR/First Aid Certified)
- a variety of activities, including:
 - a quiet room for homework time and reading, with fiction and reference books and school supplies
 - a computer lab, with computers, printer, scanner, and other devices
 - a game room, with foosball, ping pong, Wii sports, and board games
 - a gathering space for sports, snacks, teambuilding and group activities, community service, and more!

We would like to welcome all of our parents, guardians and youth to our open registration process. Registration is now open for the 2011-2012 school year, and continues all year until enrollment has reached maximum capacity, after which youth will be placed on a Wait List and will be contacted when a spot opens up. Below you will find information on documents and fees that will be required. We encourage everyone to make sure you have the required documentation submitted for registration to ensure not only a smooth process but also that your youth gets enrolled in the program and receives a Membership Card, in order to attend *The Center*. We look forward to seeing you and your youth at *The Center*! Please do not hesitate to contact me, the Director of *The Center* with any questions, comments or concerns you have!

Thank you,

Rev. Jamie Green
Director of *The Center*
The Congregational
Church of Needham
1154 Great Plain Ave
Needham, MA 02492
(781) 444-2510
director@myyouthcenter.org
www.myyouthcenter.org

Registration Dates:

- Ongoing throughout the year. Registration materials available at www.myyouthcenter.org and at *The Center*
 - Completed materials may be mailed to *The Center* at 1154 Great Plain Ave, Needham, MA 02492

Documents Required for Registration:

- Completed registration packet; All Forms must be completed: Registration Form, Parent Handbook Release, Behavioral Contract, Computer Use and Internet Safety Agreement, Release/Pick-Up Authorization, Approximate Weekly Schedule, Administration of Medicine Form
- Registration fee of \$25

Take a tour!:

- Call The Center to make an appointment for a private tour- visit the facility, meet the staff, have your questions answered, and register!

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Registration Form

<u>Youth Information</u>		
Youth Name:	Date of Birth (mm/dd/yy):	
2011-2012 Grade:	School:	
Youth Email Address:	Youth Cell Phone:	
Mailing Address (include Zip Code):	Home Phone:	
<u>Parents/Guardians Information</u>		
Name and relationship to youth:	Mailing Address/Home Phone if different than above:	
Cell Phone:	Work Phone:	
Email Address:		
Name and relationship to youth:	Mailing Address/Home Phone if different than above:	
Cell Phone:	Work Phone:	
Email Address:		
<u>Emergency Contact Information (other than listed above)</u>		
Name	Phone	Relationship
Name	Phone	Relationship
<u>Medical Information</u>		
Doctor Name	Doctor Address	Doctor Phone
Health Insurance Company	Policy Number	
Allergies/Dietary Restrictions/Food Preferences	Medications**	
Medical Conditions/Special Needs/Limitations		
** note: for all medications, please complete the Administration of Medication Form		

Fees

The fee for Registration for the 2011-2012 school year is \$25.00. The fee for use of *The Center* is \$25/day or \$20/day if paid in advance using our Punch Pass System. We offer a 10 Punch Pass for \$200 that may be purchased in advance at any time, and may be used for any open days during the 2011-2012 school year. One punch will be used each day your youth attends, with the exception of early release days when two punches will be used. Once you have purchased the Punch Pass, your youth can attend any day at *The Center*. We prefer that you email or call in your youth's schedule of planned attendance at *The Center* for the upcoming week by Friday at 5pm, or call *The Center* by noon on the day your youth plans to attend. The Punch Pass is non-transferable and non-refundable, and expires at the end of the 2011/2012 school year. You will be notified via email when your Punch Pass has two punches left, at which time you may purchase additional Punch Passes.

Amount paid for Registration Fee= \$ _____

Total number of Punch Passes purchased today _____ x \$200 = \$ _____

Total; Paid with Check # _____ = \$ _____

Checks may be made out to "*The Congregational Church of Needham*", memo line= *The Center*

**Please note there is also a \$1 per minute late fee for any youth at The Center past closing time of 6pm. If youth is permitted to walk home, youth must leave premises of The Center and The Congregational Church of Needham by 6pm.*

Terms of Membership and Release of Liability

I and my parents and/or guardian assume all risk of injury to person or property resulting from, caused by, or connected with, any and all activities of *The Center* at The Congregational Church of Needham, UCC from September 8, 2011 through June 19, 2012. I hereby, for myself, heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against The Congregational Church of Needham, UCC ; their or their members, agents, representatives, successors, or assigns and for all injuries suffered by me during the duration of the above mentioned activities.

In the event of an emergency, including illness, injury, or incapacity suffered by the Youth during the course of the programming, I hereby authorize the director or staff member to act as agent for me in consenting to any reasonably necessary X-Ray examination, medical, dental, surgical, or psychological diagnosis, treatment, and/or care, advised and supervised by a physician, dentist, surgeon, psychologist, or social worker licensed to practice under the laws of the state in which the services are rendered. I understand that I, or the applicable insurance carrier(s), will be financially responsible for any such emergency services. I expect that reasonable attempts will be made to contact me in the event of any such emergency.

____ Please check here if you do NOT want photos/videos of your youth be used for various publicity media, including brochures, websites, and advertising.

I have read the above terms of membership and release of liability and fully understand. I certify that all information is correct, to the best of my knowledge, and the person herein described has permission to engage in all prescribed Center activities as noted.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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Parent Handbook Release

Youth Name: _____ Date of Birth: _____ Home Phone: _____

I have read entire contents of the Parent Handbook and understand all of the rules, procedures and policies within. I will be liable for any misdeeds, improper conduct and any other policies or rules I have not abided by. I also understand that *The Center* reserves the right to make changes or alterations to the handbook as deemed necessary and expect to be informed of these changes as they are made.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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Behavioral Contract

Youth Name: _____ Date of Birth: _____ Home Phone: _____

Philosophy of Discipline

It is the goal of *The Center* to guide youth in becoming responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. When behavior problems arise, youth will be given options. We will find out what works best for each youth.

The program will use the following forms of positive guidance:

- Listen to youth's concerns and answer their questions
- Respect each youth's point of view
- Be sensitive to all cultures
- Encourage creativity, growth and foster self-esteem in each youth
- Assist each youth in recreational and educational development
- Provide positive reinforcement and mild consequences to the youth for negative conduct
- Encourage problem solving and critical thinking

Program Rules and Expectations

1. Respect all Staff and Volunteers.
2. Respect other youth, their space, and their belongings.
3. Respect the furniture and equipment and property of *The Center* and The Congregational Church of Needham.
4. No fighting, horseplay, inappropriate or violent physical contact (including hitting, pinching, biting, kicking or spitting).
5. No threatening, bullying or intimidating other youth.
6. No foul or abusive language. No hate-speech.
7. No tobacco, alcohol or controlled substances.
8. No weapons (including pocket knives, lighters)
9. No "public displays of affection."
10. Youth may not use the Computer Lab until a Computer and Internet Safety Agreement has been signed by youth and parent/guardian.
11. Food may only be eaten in the Gathering Room – no food of any type in the other areas.
12. There is a No Nut Policy in place, so any food brought into *The Center* must be Nut Free.
13. Youth may not enter the kitchen or use the phone without permission. Please stay out of areas posted as "Staff Only".
14. Youth must remain within the bounds of *The Center* and in view of staff members.
15. Youth may only leave *The Center* at the time designated by their parent/guardian, and only by the method and with the people designated on the Release/Pick-Up Authorization Form.
16. Youth must clean up all food, garbage, and activity messes with staff supervision before going on to another activity. *The Center* must be cleaned before the youth leave for home.

17. Noise level will be kept at a moderate level in the gathering and game rooms, low level in the computer lab, and silence in the quiet room.
18. All clothing, book bags, lunch boxes, and other belongings should be marked with the youth's name. *The Center* staff will not be responsible for personal items lost, stolen or broken.
19. Youth must follow the directions and instructions of *The Center* staff at all times.

Consequences for Inappropriate Behavior

The following disciplinary actions may be taken for participants who violate this agreement, depending on the severity of the behavior:

- Meeting between youth and staff on how to improve behavior and make better choices
- Contact with parents via phone or in-person meeting
- Increased supervision of youth while at *The Center*
- Personal responsibility for the cost of repairs of any damaged equipment or property
- Temporary or permanent dismissal from the program

All actions taken will be documented.

Please Note: The Director of *The Center* has the authority to suspend or terminate membership at any time for behavior that threatens the enjoyment and/or safety of a peer or staff member, or for serious disruption of normal program proceedings. If a youth is dismissed from the program for disciplinary reasons, no refunds for fees or punch passes will be issued.

Agreement

In consideration of participation in *The Center*, the undersigned member of *The Center* agrees to abide by all rules and guidelines established for the safe operation of *The Center* and the enjoyment of the membership as a whole. The undersigned member and parent/guardian understand that the Director of *The Center* has the authority to suspend or terminate membership for behavior that threatens the safety and/or enjoyment of youth or staff at *The Center*. This action will only be taken in rare cases, and staff will make every effort to work with the member and their family to correct inappropriate behavior well before suspension or termination of membership becomes necessary. If a youth is dismissed from the program for disciplinary reasons, no refunds for fees or punch passes will be issued.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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Computer Use and Internet Safety Agreement

Youth Name: _____ Date of Birth: _____ Home Phone: _____

Computer Use and Internet Access

The Center's Computer Lab offers youth the use of Computers with Internet access for research or recreation, with homework taking priority. The Computer Lab is intended to promote educational excellence by facilitating resource sharing, communication, and access to the most current information. While access to the Internet will provide the opportunity to explore thousands of information resources, families should be warned that some material accessible via the Internet may be illegal, defamatory, inaccurate, or potentially offensive. In accordance with federal law, appropriate measures, including Internet filters, will be taken in an effort to block language and visual depictions that are obscene, offensive, lewd or pornographic and lacking serious literary, artistic, political or scientific values with respect to minors. Youth may be allowed electronic mail access to their own personal accounts. To gain Internet access, all users and parents/guardians must sign the Computer Use and Internet Safety Agreement indicating their understanding of and agreement to abide by *The Center's* policy.

Guidelines For Youth Use of Computers

1. Youth should adhere to the same standard of conduct expected and required in *The Center* when using the provided computer and technology resources.
2. Computer and technology resources are the property of *The Center*. Users should not expect that files stored on *The Center's* servers and workstations will always be private. *The Center* may monitor access to equipment, networking structures and systems, and all data stored or transmitted on computers in order to ensure the security and performance of its equipment, systems, and networks and to enforce applicable laws and policies.
3. Youth are asked to limit their time online if others are waiting, and share the resources available accordingly, with homework needs taking priority.

Unacceptable Use

The following uses are **strictly prohibited**:

1. Rough-housing in the computer area.
2. Putting food and drinks near the computers. A table has been provided for youth to put cups or cans on during computer use.
3. Downloading software or files without permission, include music and videos.
4. Accessing, producing, posting, displaying or sending offensive messages, music or images, including images of exposed private body parts. Offensive material includes obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.
5. Sending false or defamatory information about a person or organization.
6. Harassing, threatening, insulting, attacking , or "cyber bullying".
7. Damaging or changing system settings on computers, software or networks.
8. Violating copyright laws or plagiarism.

9. Using another youth's or staff member's ID or password.
10. Illegal or unauthorized use of data in folders or work files.
11. Misusing limited resources including distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, storing files on file servers without proper authorization, failing to log out appropriately, and introducing computer viruses.
12. Using access for gambling, commercial or for-profit purposes, such as buying or selling on Craigslist, eBay, or similar entities.
13. Hacking or attempting to gain unauthorized access to *The Center's* network.
14. Engaging in, arranging to engage in, or advocating any illegal act or violence (including accessing materials about pornography and hate literature).
15. Vandalism, abuse or misuse of property.
16. Any other use in violation of federal or state law.

Consequences of Violation of Policy

In the event that a youth violates this policy, the following consequences may result. Any of these consequences may be enforced alone or in conjunction with one another by *The Center* against the violating youth.

1. Revocation or limitation of computer access privileges.
2. Disciplinary action including supervision of computer use by staff at *The Center*.
3. Personal liability for damage to *The Center's* computer resources caused by intentional misuse.
4. Any other sanctions or remedies provided by law.

Waiver of Responsibility

YOUTH

I understand and will abide by *The Center's* Computer Use and Internet Safety Agreement and understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

Youth Name (please print): _____

Youth Signature: _____ Date: _____

PARENT/GUARDIAN

As the parent or guardian of this youth, I have read *The Center's* Computer Use and Internet Safety Agreement. I understand that this access, including access to the Internet, is designed for educational and recreational purposes. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold *The Center* or The Congregational Church of Needham responsible for materials accessed on the network. I accept full responsibility for my youth's compliance with this Agreement and hereby give my permission for my youth to use the network.

Parent or Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

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Release/Pick-Up Authorization

Youth Name: _____ Date of Birth: _____ Home Phone: _____

I understand that my youth will not be permitted to leave The Center in any other method or with anyone other than the person(s) that I have listed below.

___ Youth may walk home

___ Youth may be picked up by any of the following people:

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

___ Youth may NOT be picked up by any of the following people:

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

Name: _____ Relationship to Youth: _____

I authorize my youth to be released from *The Center* according to the information above. Additionally, I have communicated with my youth the ways in which I permit my youth to leave *The Center*. I understand that there is a \$1 per minute late fee for any youth remaining at *The Center* after closing time of 6pm. If youth is permitted to walk home, I understand and have communicated with my youth that my youth must leave premises of *The Center* and The Congregational Church of Needham by 6pm. I understand that *The Center* assumes no responsibility for transportation to or from *The Center*, and that *The Center* is not responsible for youth before they arrive at or after they leave *The Center*.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

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Anticipated Attendance Schedule: 2011-2012

Youth Name: _____ Date of Birth: _____ Home Phone: _____

Anticipated Weekly Schedule of Attendance at the Center:

*note *The Center* is open from 2 p.m. to 6 p.m., Monday through Friday, on all regular school days.
(*The Center* will be open from 11:30 a.m. to 6 p.m. on Early Release Days with the exception of November 23rd)

Please fill out your best estimate for scheduling your youth for the 2011-2012 school year.

___ Mondays	Time: _____ p.m. to _____ p.m.
___ Tuesdays	Time: _____ p.m. to _____ p.m.
___ Wednesdays	Time: _____ p.m. to _____ p.m.
___ Thursdays	Time: _____ p.m. to _____ p.m.
___ Fridays	Time: _____ p.m. to _____ p.m.
___ Early Release Days	Time: _____ p.m. to _____ p.m.

Special notes regarding scheduling:

Please note: This information will not be considered the youth's actual attendance schedule and will not be used to take attendance during the school year. While youth may arrive at or depart from the program at any time during the open hours of the program, we do ask that parents email or call in their youth's actual schedule of planned attendance at *The Center* for each week by the **previous Friday at 5pm**, or call *The Center* by noon on the day your youth plans to attend, in order to best prepare for staffing, snacks, supplies and materials. You may use the Actual Weekly Schedule Form, found at the front desk and also on our website, www.myyouthcenter.org.

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Administration of Medication Form

Youth Name: _____ Date of Birth: _____ Home Phone: _____

TO BE COMPLETED BY THE YOUTH'S PROVIDER (Physician/Nurse Practitioner/Dentist)

Name of Medication: _____ Dosage: _____

Frequency: _____ How Administered: _____ Date to Begin/End: _____

Possible side effects that should be reported to the physician: _____

Possible side effects to another youth whom the medication is NOT prescribed who receives a dose: _____

Special conditions for storage of drug: _____

For emergency medication: Please attach an emergency action plan with procedures to be followed if emergency medication does not alleviate youth's emergency.

For Epinephrine only: _____ I have determined that this youth is capable of possessing and using this auto injector/epipen appropriately and have provided the youth with training in the proper use of the auto-injector.

Provider's Signature: _____ Date: _____

Provider's Name (print): _____ Phone Number: _____

TO BE COMPLETED BY THE YOUTH'S PARENT/GUARDIAN

The medicine must be in pill, capsule, liquid, auto-injector or inhaler form, must be clearly marked from the pharmacist, and in its original container. The label must show the youth's name, medication name, dosage directions, doctor, and prescription number.
Pharmacy: _____ Phone Number: _____

Please check the following if applicable:

For Youth with Asthma: _____ As the parent/guardian of this youth, I authorize the youth to possess and use an asthma inhaler as prescribed, at *The Center* and any activity, event, or program sponsored by or in which *The Center* participates.

For Youth with EpiPen/Twinject/Auto Injector: _____ As the parent/guardian of this youth, I authorize the youth to possess and use an Epinephrine Auto-Injector, as prescribed, at *The Center* and any activity, event, or program sponsored by or in which *The Center* participates. I understand that *The Center's* Director will immediately request assistance from an emergency medical service provider if this medication is administered.

As the parent/guardian of this youth, I give permission for the Director of *The Center* to administer the prescribed medication. The undersigned agrees not to file or make any claim for negligence in connection with the administration or non-administration of this medicine(s) and further agrees to hold them harmless from any liability incurred as a result of the administration or non-administration of any medicines.

Parent or Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____