

Please complete the following information

FORMS -STAFF USE ONLY

___ Medical Release

___ Agreement of Indemnity/Release of Liability and Assumption of Risk

___ Youth/Parent Agreement

CONTACT INFORMATION

Youth Participant Name: _____

Days attending Teen Center: Mon Tues Weds Thurs Fri

Youth Participant D.O.B.: _____

Youth Participant Email: _____

Youth Participant Cell Number: _____

Youth Participant Grade/Teacher: _____

Parent 1 /Guardian Name(s): _____

Parent 1 /Guardian Email: _____

Parent 1 /Guardian Work Number: _____ Cell: _____ Home: _____

Parent 2 /Guardian Name(s): _____

Parent 2 /Guardian Email: _____

Parent 2 /Guardian Work Number: _____ Cell: _____ Home: _____



CITY OF ALBANY TEEN CENTER

YOUTH/PARENT AGREEMENT

Youth Participant Name: _____ D.O.B.: _____

Parent/Guardian Email: _____

Primary contact phone number: _____

Additional Contact Number(s): _____

YOUTH POLICIES (PARENTS - PLEASE REVIEW WITH YOUR CHILD)

The following have been established to ensure the safety of all Teen Center Participants.

- a. All youth will be required to sign-in with a staff member upon arrival at the Teen Center (*parents* are required to sign members out before leaving). No in/out privileges without written parental approval. See Parent Agreement.
- b. Alcohol, cigarettes, drugs, and weapons are prohibited in Memorial Park, at the Teen Center and during all Teen Center sponsored events. Youth may be expelled from the program for possession of the mentioned items and parents and police will be notified.
- c. Any youth exhibiting inappropriate behavior at the Teen Center will be given a verbal warning and parent/guardian will be notified. If after the verbal warning the inappropriate behavior continues, the youth may be suspended or expelled from the program. See Discipline Policy.
- d. Youth are financially responsible for damage to any materials or supplies borrowed from the Teen Center.
- e. Shirts and shoes are required at all times.
- f. No skateboarding, riding bikes, riding scooters without a helmet and/or without parental permission. Youth may not ride any skateboard, bike or scooter that does not belong to them.
- g. Youth are encouraged not to bring large amounts of money or valuable items such as game devices, phones, laptop computers, tablets, media players etc. to the Teen Center. The Teen Center is not responsible if these items are lost, stolen or damaged.
- h. It is the responsibility of each member to know, understand, and abide by these rules.

I (Youth Participant), _____ agree to be a responsible member of the Albany Teen Center. I will behave in a way that promotes respect for others, their belongings, and the facility. I understand that any participation privileges may be revoked at any time as a result of improper behavior or mistreatment of Teen Center property. I further agree to hold the City of Albany, its officers, agents, and staff harmless should any accident occur while participating in Teen Center sponsored activities.

Youth Participant Signature Date

Parent/Legal Guardian Signature Date

DISCIPLINE POLICY

Minor incidents include but are not limited to:

- Foul Language
- Running Indoors
- Yelling Indoors
- Rude Behavior
- Rough Play w/ Equipment
- Littering
- Talking Back
- Put-downs
- Skateboarding w/o Helmet
- Inappropriate Physical Contact

Step 1. Verbal Counseling and/or loss of privileges for the day. Contact parent to discuss

Step 2. Dismissal from the program for the day. Parent/Guardian will be notified and expected to pick up their child . A parent conference (either in person or by phone) is required for youth participant to return to Teen Center

Major incidents include but are not limited to:

- Violence
- Sexual Harassment
- Stealing
- Vandalism
- Drug or Alcohol Use
- Racial/Ethnic/Religious Epithets
- Leaving w/o Permission
- Ongoing Minor Infractions

Step 1 Depending on severity, any combination of the following

- Loss of privileges for the day or a period of days.
- Privileges may include video games, karaoke, computers or ability to attend field trips.
- Dismissal from the program for the day or period of days
- Conference with parents
- Police involvement
- Expulsion from program

I've read and fully understand the Teen Center Discipline Policy

Parent / Guardian Signature

Parent / Guardian Printed Name

PARENT AGREEMENT

CLOTHING/ATTIRE

Youth should dress in proper active play clothing. Please remember to provide your child with the appropriate clothing for the current weather conditions.

ENROLLMENT

Provided that there is space in our program, we are open for enrollment. Before we admit your child into our program the proper paper work must be completed and submitted. Payment must be received before your child will be admitted into our program. It is very important that we have the following paperwork submitted upon your child's enrollment: City of Albany Program Registration Form, Teen Center Agreement of Indemnity/Release of Liability and Assumption of Risk, Teen Center Parent Youth Agreement, Medical Release form, & immunization records.

PAYMENT

Payment must be made in full before youth participate in any Teen Center program activities. All payments shall be made at the City of Albany Community Center located at 1249 Marin Ave in Albany between the hours of 8:30 am and 5:00 pm Monday through Friday. Checks should be made to the City of Albany. If the check is returned due to lack of funds, a \$10.00 fee will be charged. If more than one is returned, future payments must be made by cash, money order or credit card. All emergency forms and policy agreements must be signed and turned in to Teen Center staff before youth attend program or trips.

FEES

Monthly fees are due on the first of every new month. Payments received after 6:00pm on the first day of the new month will be considered late. If the first of the month falls a weekend or a holiday, your payment must be received by 6:00 pm the Friday prior to the first of the new month. If your payment is considered late you will be charged a \$10.00 late fee. After 10 days an additional \$25.00 will be added to your late fees. This will result in a total of \$35.00 in late fees being added to your bill. If payment is not received in 30 days this may result in your child being dismissed from the program.

DAYS OF OPERATION

The after-school program operates from 3:00 pm – 6:00 pm (2:15 on Wednesdays) on regular scheduled school days and from noon-6:00 pm on half days. Full day programs operate from 8 am to 6 pm. Weekend programs vary. Home school classes run from 9am until 2pm Mon-Fri.

REFUNDS

Refund requests must be submitted in writing before the start of the Teen Center session. A \$10.00 dollar processing fee will be assessed. There are no refunds after the Teen Center session has started. There is no refund of any fees if a child is expelled from the Teen Center after school program.

ATTENDANCE

It is the parent's responsibility to coordinate attendance with their child and communicate schedules with Teen Center Staff. Parents will be notified by phone, text, and/or email if a youth has not arrived by the start of class. Please call (510) 525-0576 if your child will not be attending class.

SIGN IN/ OUT POLICY

Each youth must be signed in and out every day that they participate in Albany Teen Center activities, whether by recreation staff, Parent/ Guardian or an authorized adult. If someone under the age of 18 is to pick up your youth. Please submit a written letter authorizing this person to pick up your child. This letter must be on file at the Teen Center prior to pick up.

TERMINATION CONDITIONS

Enrollment may be terminated and a participant may be expelled from the Teen Center session for any of (but not limited to) the following conditions: 1. participant's unacceptable behavior has not improved after several attempts by staff to help resolve the problem with the participant and their parent/guardian 2. Parent/Guardian has not cooperated with the facility personnel regarding the child's discipline or behavior needs 3. Participant and/or parent/guardian are a threat to the staff or program participant.

SPECIAL REQUEST

Special requests for staff attention must be in writing. Please notify Teen Center staff of any special requests.

MEDICATION

For any reason your child must have medication while attending Teen Center, you the parent/guardian must fill out a medication release form before anyone on our staff can administer medication. The Teen Center staff can only administer prescription medication.

LUNCH/SNACKS

Snack is provided each day for full day afterschool enrollees. One snack or food based activity will be provided by Teen Center each day of the TGIF@TC program. Youth should bring a snack for all other enrichment classes unless otherwise noted in the course description. Parents/Guardians may also elect to donate healthy food items (fresh fruits and vegetables, bread, tortilla chips, canned food, etc) to the Teen Center. Any donations will be shared for free among all participants. For a list of acceptable items, please see Teen Center staff.

LATE PICK UP FEES

Please be aware that a late fee will be charged if a youth is left on the Teen Center premises or is still on the grounds of Memorial Park after the end of their respective class. Youth may not sign themselves out only to wait in front of the Teen Center. Participants who walk home or ride their bikes may not loiter in front of the Teen Center or remain on the grounds of Memorial Park. The fee is \$20.00 for every 15 min. increment after 6:00 pm. It is parent/guardian's responsibility to pick-up youth or arrange plans for your child to walk home, or be picked up by someone authorized on the emergency contact form. If your child has not been picked-up by 6:00 pm, your child may be left in the custody of the Albany Police Department

MODIFICATIONS

The City of Albany "Teen Center" reserves the right to modify any of the conditions in this agreement upon 30 days written notice to the Parent/Guardian of a program participant.

TRANSPORTATION FROM AMS

Youth are met at Albany Middle School by a Teen Center staff member, who walks with the youth to Teen Center. The Teen Center is .4 miles from Albany Middle School, this is a 7 minute walk.

I _____ give permission for my son/daughter _____ to walk, ride public transportation or ride in a City of Albany vehicle with a City of Albany Staff Member during excursions between the hours of 7 am and 10 pm, Monday through Friday during the Teen Center program. I understand that my teen will be accompanied by other Teen Center members and supervised by City of Albany staff. I release the City of Albany, its officers, agents, and staff from any liability. I authorize staff to seek medical attention for my son/daughter should the need arise. Furthermore, I agree to hold the City of Albany harmless should any injury occur while my child is involved with Teen Center activities.

YOUTH AGREEMENT

I have read and gone over all Teen Center guidelines with my child. Both my child and I understand Teen Center rules and guidelines.

Youth Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PARENT AGREEMENT

I've read and fully understand the Teen Center Parent Agreement and release the City of Albany, its officers, agents, and staff from any liability. I agree to hold the City of Albany harmless should any injury occur while my child is involved in Teen Center activities.

Parent / Guardian Printed Name

Parent / Guardian Signature

Date