

Registration Form for Penhold Youth Club (2026-2027)

Program Information:

Name of Program:	Penhold Youth Club (Grades 4-6)
Time of Program:	IN School Times: Wednesdays & Fridays 3:00-5:00pm *Please Check Monthly Calendars* Summer Times: TBD
Location of program:	Penhold Regional Multiplex (beside Kids Kingdom & Meeting Room #2)

Personal Information

Full Name of Youth:	Preferred name or nickname:	
Date of Birth:	Grade:	Postal Code:
Address (Please <u>do not</u> put PO box numbers):		
Name of Parent/Guardian	Email	
Home Phone Number		
Work Phone Number:		
Cell Phone Number:		

Emergency Information

Emergency Contact Person's Name:	This person is contacted if the parent/guardian cannot be reached in an emergency
Phone Number: Home or Cell or Work?	
Relationship to Youth:	
Allergies:	

If your child does have allergies, how do they react? Do they have an Epi-pen? Where is it kept if they do?	*Please be advised that PYC staff cannot administer medication*
Other medical concerns or preconditions we should be aware of:	
Anything else staff should know?	

PARENT/GUARDIAN WAIVER

Every effort for care and attention will be given to the well-being and safety of participants. Participants will be always supervised in program. A high standard of conduct will be always expected from participants. Any unacceptable behaviour will be dealt with appropriately by staff. If the severity of the misbehaviour calls for it, violators will be dismissed from the program. Please read "*Terms and Conditions of PYC Program*" below.

Program staff cannot be held responsible for any accidents that may occur. In consideration of the PYC program accepting this application, I forever release the Town of Penhold, employees and/or volunteers; from any or all claims, damages or cause of action out of participating in the PYC program and I understand and accept all the terms and conditions of the PYC program.

In the case of emergency, I, _____ being the _____ (relationship of) to _____ (child), give permission for the authorized physician to perform the necessary treatment that will alleviate the emergency situation.

Legal Parent/Guardian (Please Print): _____

Signature: _____

Signed this ____ day of _____, 2026/2027.

PARENT/GUARDIAN CONSENT

Surveillance Cameras: While all cameras operate throughout the building, actual live feed monitoring of each camera will not occur. Camera images will only be viewed by authorized Town personnel on the report of a safety incident and are put in place for the safety of staff and facility users.

1. I consent to the release of any photographs or videotapes taken by the Town of Penhold Employees, or by the press, along with my child's name, for the purpose of displays, illustration, advertising, promotion, media release or publication.

Print Name: _____

Signature _____

Protection of Privacy Act (POPA) Notice: The personal information collected on this form is collected under the authority of Alberta's Protection of Privacy Act, SA 2024, c. P-28.5. The legal authority for this collection is **section 4** of the Act. Your information will be used only as authorized by the public body and will be protected in accordance with POPA, which requires reasonable administrative, technical, and physical safeguards. If you have questions about this collection, please contact: Privacy Officer Karen Sawicki ksawicki@townofpenhold.ca 403.886.3284



Town of Penhold- Penhold Youth Club General Terms and Conditions of PYC Program

Ground Rules at PYC: **No physical contact** (this includes hitting, punching, wrestling, kicking, etc.), **No verbal fighting** (this includes swearing, name calling and teasing), **Listen to all staff and volunteers**, **No bullying** (this includes spitting, teasing, physical or verbal violence, name calling or sexual comments or behaviour), **No gossiping, respect personal space, property and each other** (this includes PYC property and belongings, staff and volunteers), **Stop when someone asks you to stop, share** (take turns on air hockey, games and video games), **Be respectful when others are talking** (no teasing, interrupting, or talking over others), **clean up after yourself** (throw out garbage, clean up spills, and pick up objects that don't belong on the ground).

PYC is a **NO tolerance zone** for **drugs, alcohol, cigarettes and weapons**. Staff will call Peace Officers or RCMP if youth have these on PYC property. Youth can be banned from the program for having these items on them.

Discipline: In the event that a youth member does not adhere to PYC's boundaries or expectations, a strike can be given or they can be asked to leave the facility. PYC uses a **THREE-STRIKE SYSTEM**. Strikes will be given when a youth repeatedly ignores or abuses the ground rules or a serious incident occurs. The decision is made on the sole discretion of staff. The following disciplinary procedures will be executed. **Strike #1:** The youth will be pulled aside by a staff member and will have a discussion about the inappropriate behaviour. Strike will be recorded and parents will be called. Youth may be asked to leave program for the day. **Strike #2:** The youth will be pulled aside by a staff member and will have a discussion about the inappropriate behaviour. Strike will be recorded and parents will be called. Youth may be asked to leave program for the day. **Strike #3:** The youth will be banned from club for a length of time. The time duration is determined based off of the situation at hand and another phone call home will be made to the parents and the youth will be asked to leave the facility. Staff will make the best effort to reach you by phone to inform you of the situation. If we cannot reach you in 20 minutes, your child will be required to walk home or call someone for a ride. We cannot hold youth against their will, so in the event they choose to leave our property after we have informed them of the strike, we cannot be held liable. If deemed appropriate or necessary, police and peace officers will be contacted in any or all cases.

Damage to Property: If youth damage equipment or property at the facility, they can be expected to pay for the repairs or replacement of that damaged property or equipment. Decision about the value and reimbursement required are made at the sole complete discretion of the Town of Penhold.

Medical Emergency: In the event of an emergency, the PYC staff may administer the use of any first aid treatment necessary, and in case of a medical emergency, permission is granted to the physician selected by the supervisors to hospitalize and secure proper treatment for your child named above. Every effort will be made to contact you parents/guardians before such action. The Town of Penhold also reserves the right to call for an ambulance if deemed necessary. You also acknowledge that you must assume total responsibility for ALL medical coverage, accidental insurance and personal injury, or any other loss or damage.

Leaving Program & Program Closures: When youth are in the program they are supervised by staff and volunteers however, we cannot hold youth against their will so in the event they choose to leave our program and property we cannot be held liable. Staff will encourage youth to inform parents that they are leaving the program and youth are required to sign in and out for emergency reasons. **There is no adult supervision if your child signs out but is still in the facility.** The Town of Penhold reserves the right to close due to unforeseen circumstances which may include but are not limited to; staff

shortages, emergency situations or inclement weather. Staff may also shorten program times or close program early in extreme inclement weather such as but not limited to tornado warning or blizzard. If possible, parents will be called and asked for someone come pick up their child from program. In case of a closure, staff will notify schools to make an announcement and will post information on the Town Website, E-News and Social Media sites.

We strongly encourage all PYC families to register for E-News as this is the best way to find out about program cancelations and changes in plans.

Special Arrangements:

In the past, some parents have requested notifications when their child arrives at the program or if their child has not arrived. Others have informed staff that their child should not leave the program early. Please note that **all such arrangements must be made in advance—prior to the participant's start date**—and must be discussed directly with the Youth Coordinator, Amanda Lindgren.

Sick Policy: Please do not attend any Town of Penhold activity if you or a member of your household is experiencing one or more of the following symptoms until the course of medication has been completed or the incubation period recommended by the doctor has passed:

- a. Known diseases such as measles, mumps, and chickenpox
- b. Infected skin or eyes (including conjunctivitis)
- c. Undiagnosed rash
- d. Severe itching, dry skin on either body or scalp (if caused by head or body lice or scabies)
- e. Unexplained diarrhea or loose stool (may or may not be combined with vomiting). These symptoms may indicate a bacterial or viral gastrointestinal infection
- f. Nausea, vomiting or fever. Do not attend until all symptoms have fully ceased for 48 hours.
- g. A cold with listlessness, green runny nose, watery eyes, persistent cough or sore throat.
 - i. Once your temperature, wellbeing and energy have returned to normal and are no longer contagious, you may return to the program or activity
 - ii. If symptoms are (runny nose and eyes, coughing) and are caused by an allergy or pre-existing condition (e.g. hay fever, asthma) they may return to program or activity.

You should not attend Town of Penhold activities until the following symptoms have fully ceased or are diagnosed as not contagious:

- h. Difficulty in breathing, wheezing or persistent cough
- i. Fever accompanied by symptoms such as listlessness or sluggishness
- j. Sore throat or trouble swallowing
- k. Pain – any complaint of unexplained or undiagnosed pain

Any parent bringing a child to a Town of Penhold activity with any of these symptoms will be asked to leave the activity immediately. Staff who feel that someone may not be well has the right to not accept them into the program or activity

Field Trips: At PYC we do yearly field trips that often take place in the springtime. Since 2011 PYC has a rule that participants wanting to go on a field trip must complete 4 hours of volunteer work through the PYC program to be eligible for the trip. Volunteer work includes fundraising efforts, helping at community events and other special activities. These activities **MUST** be through the program and not on participants own time. It is not mandatory to help with these activities however members who choose not to help will not go on the 2027 field trip in the spring.

I have read and understand the terms and conditions of the Penhold Youth Club program.

Signature: _____

Signed this ____ day of _____, 2026/2027