

Registration Form for Penhold Youth Club (2019-2020)

Program Information:

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|----------------------|---|
| Name of Program: | Youth Advisory Committee (Grades 10-12) |
| Time of Program: | Mondays 3:00-5:00pm *YAC starts September 28th* |
| Location of program: | Penhold Regional Multiplex (beside Kids Kingdom & Meeting Room #2) |

Personal Information

| | | | |
|--|----------------|--------|-------|
| Full Name of Youth: | Date of Birth: | Grade: | |
| Address (Please <u>do not</u> put PO box numbers): | | | |
| Name of Parent/Guardian | Email | | |
| Phone Number: | Home: | Work: | Cell: |

Emergency Information

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|--|---|
| Emergency Contact Person's Name: | This person is contacted if the parent/guardian cannot be reached in an emergency situation |
| Phone Number: | Home: Work: Cell: |
| 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 first aid treatment* |
| 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. All participants will be supervised at all times in program. A high standard of conduct will be expected at all times 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 _____, 2020/2021.

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 _____

*The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection for Privacy Act of Alberta. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained in accordance with information Management policy and guidelines. If you have any questions about the collection and use of this personal information, please contact **Town of Penhold**, c/o Human Resources, Penhold Regional Multiplex, #1 Waskasoo Avenue, Box 10, Penhold, Alberta, T0M 1R0. Phone number 403-886-4567.*



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, he/she 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. In case of a closure, staff will notify schools to make an announcement and will post information on the Town Website and social media sites.

COVID Information: The COVID situation is changing regularly. PYC staff will post on social media, remind app and e-news on new information on the situation. At times, our participants may have to sign up for PYC days. This means we may not be able to allow drop-in for all or certain groups within PYC to ensure the safety of the youth and staff and follow AHS guidelines. Our

capacity may change if staff are ill or self-isolating and we may have to decrease our numbers for those days. Our program follows close to schools if the schools have to close for a period of time we will have to adjust our program to different formats like virtual platforms to reflect what the schools are doing. Youth will be pre-screened by staff when they arrive and if the youth says yes to any of the questions the youth will not be allowed to stay at program for that day. Masks will be mandatory for certain activities such as crafts and circle games. Gym games masks are not required.

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

Signature: _____

Signed this ____ day of _____, 2020/2021.