

Peterson Youth Programs Membership Checklist

Staff

Parents Initials:

Membership Fee:

- Free!!
- Additional programs and trips may require a fee

Parent Handbook issued at the time of registration. The Parent Handbook is also located on the [www.21fss.com](http://www.21fss.com) website under the Youth Programs section. Additionally, the handbook will be issued once a quarter via email.

Hours of Operation:

- M-Th: 0630-0815, 1445-1800
- Friday: 0630-0815, 1445-2100
- #WeOwnFriday: Teen only- 1900-2300 (select Friday's only, see monthly calendar for more details)

Youth/Teens Signing In and Out of Open Recreation

- Youth are responsible for their own Membership Cards.
- Youth must have their card with them to attend the program check out games.
- Youth who lose their card will be required to purchase a new one for \$5.00.

Lost or Stolen Items

- Peterson Youth Programs is not responsible for any lost or stolen items.
- Please put your youth's name on items such as backpacks, lunch boxes, etc.
- Personal electronic devices such as electronic gaming devices and tablets should be left at home.
- Phones and Ipods are allowed.
- We have a lost and found basket next to the sign in table that will be emptied once a quarter.

Discipline Policy & Dress Code

- Discipline Policy can be viewed in the Parent Handbook.

Incident/Accident Reports

- Per AFI 34-144 parents are required to sign the injury and/or accident report in a timely manner.
- Discussions with Supervisor may take place depending on the severity of the behavior.

Telephone Usage

- Children may use the Office Phone for Emergency Use Only

Movie Preferences: I authorize my 9-12 yr old to watch PG movies \_\_\_\_\_ I authorize my 13+ yr old to watch PG-13 movies \_\_\_\_\_ (Please initial the age group that applies if authorized)

All staff members at Peterson Youth Programs practice positive guidance. We are mandated to report suspicions of all types of child abuse within 24 hours. For more information, please refer to the parent handbook on page five and six.

Shot records are required in accordance with AFI 34-144 ( 11.5)

I give my child permission to use the sunscreen (Rocky Mountain Sunscreen- SPF 50), lotion, lip balm and hand sanitizer provided by the program during Youth Program hours.

**OR**

I give my child permission to use their own sunscreen, lotion, lip balm and hand sanitizer during program hours.

Parent/Guardian Signature

Employee Signature

Date

## AIR FORCE YOUTH PROGRAMS REGISTRATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. 8012 and 44 U.S.C. 3101.

**PRINCIPLE PURPOSES:** To register dependent youth of military, retired and DoD personnel in the Air Force Youth Programs. Providing Youth Programs the authorization for medical treatment in emergency situations; authorization for transportation; record youth/family information; photo use authorization; and releasing of liability.

**ROUTINE USES:** This form may be disclosed to any DoD component or part thereof, and upon request to other Federal, State and local government agencies in the pursuit of their official duties; disclosed to news media; used for other lawful purposes including law enforcement and litigation.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information may preclude the individual from participation in Air Force sponsored youth programs.

<b>YOUTH NAME</b> <small>LAST, FIRST, MI</small>	<b>SPONSOR NAME / RANK</b> <small>LAST, FIRST</small>	<b>SPOUSE NAME / RANK</b> <small>LAST, FIRST</small>	<b>EMERGENCY CONTACT</b> <small>OTHER THAN PARENT</small>
<b>BIRTHDATE / AGE</b>	<b>ORGANIZATION</b>	<b>HOME ADDRESS</b>	<b>EMERGENCY PHONE</b> <small>SAME AS CONTACT</small>
<b>MALE / FEMALE</b>	<b>WORK PHONE</b>	<b>WORK PHONE</b>	<b>PHOTO PERMISSION</b> <small>YES / NO</small>
<b>YOUTH HOME EMAIL</b>	<b>CELL PHONE</b>	<b>CELL PHONE</b>	<b>SPONSOR WORK EMAIL</b>
<b>HOBBIES &amp; INTERESTS</b>	<b>SPONSOR SS #</b> <small>(LAST 4)</small>	<b>HOME PHONE</b>	<b>PARENT VOLUNTEER</b> <small>YES / NO</small>

**SPECIAL NEEDS CARE / ILLNESS / ALLERGIES / INJURIES**

### RELEASE OF LIABILITY AND AGREEMENTS

**MEDICAL CARE AUTHORIZATION:** I hereby authorize my child to receive emergency medical treatment whenever it is deemed necessary at any U.S. Military Facility or any other medical facility when a U.S. Military Medical Facility is not available.

**HOLD AND SAVE HARMLESS AGREEMENT:** Now therefore, in consideration of mutual covenants and agreements between the parties here to it is agreed as follows: We the parents of the above named youth agree to save and hold harmless as well as defend the Base Youth Programs, Services Division's Central Base Fund, Department of the Air Force and the contractor from and against any and all claims, demands, actions, debts, liabilities and attorney's fees. Parent further agrees to save and hold harmless the contractor and all other parties involved from and on account of damages of any kind which the youth may suffer as a result of the acts of participating in the program.

**TRANSPORTATION/FIELD TRIP:** I give Youth Programs permission to transport the aboved named youth to and from any events that I am notified of in advance.

<b>SIGNATURE OF PARENT/LEGAL GUARDIAN</b>	<b>DATE</b>
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### FOR USE BY YOUTH PROGRAM STAFF (COMPLETE & INITIAL)

<b>PROGRAM ORIENTATION DATE</b>	<b>MEMBERSHIP CARD ISSUE DATE</b>	<b>MEMBERSHIP CARD NUMBER</b>
<b>EXPIRATION DATE</b>	<b>MEMBERSHIP FEE PAID</b>	<b>STAFF INITIAL / DATE</b>

## Members' Code of Conduct

***I hereby pledge to follow the Youth Center guidelines listed below whenever I am participating in a Youth Center activity.***

PROCEDURES: Stay in the designated age group areas. Be aware of Youth Center hours for age groups.

Youth are responsible for their own membership cards. Youth must have membership card with them at all times. Without membership card youth will not be allowed in Open Recreation. Replacement cards will be \$5.00.

Food and drink are allowed only in the Café area.

BEHAVIOR: The Youth Center is a drug, tobacco, weapon, and alcohol free environment. This includes clothing and paraphernalia in or around the Youth Center grounds.

Consumption of drugs, tobacco, and alcohol prior to participating in Youth Center activities is strictly prohibited.

Respect others regardless of gender, race, or ability.

Inappropriate and abusive language is prohibited.

The Youth Center staff is available to help resolve disagreements in a positive and constructive manner.

Physical fighting, bullying and threats will not be tolerated.

Respect Youth Center staff and other youth

Property: Equipment is the responsibility of the individual who signed it out, even if they are not the one using it.

When checking out games and equipment, you accept the responsibility of caring for each item you check out, even if it means paying to repair or replace the equipment if damaged under your care.

Notify staff if there is a problem with the equipment as soon as it is noticed. Even if it is your fault.

Membership cards are required to check out equipment. Equipment must be returned to staff in order to get card back.

Responsible furniture and electronics use is the responsibility of everyone. Misuse and abuse could result in further disciplinary action from the removal of privileges in a room or space to payment for replacement parts.

GYM: Read and understand the posted gym rules, which include:

- Bring only water into the gym.
- Only clean, non-marking tennis shoes are allowed.
- The gym may not be available at all times.

FIELD TRIPS: Seat belts must be worn at all times.

Youth must remain with the group at all times.

Parental permission forms must be provided for each trip.

CONSEQUENCES:

Inappropriate behavior will be addressed with specific consequences, which can include but are not limited to:

Verbal warnings, behavioral contracts, temporary loss of equipment check out, suspensions from certain activities or rooms, parent-staff meetings, replacement of equipment/furniture, contacting Security Forces, suspensions or removal from all Youth Center events and activities.

Participation in the Youth Center and its activities is a privilege, not a right. We reserve the right to give cool-down periods and/or suspend membership depending on the severity of infraction.

YOUTH PLEDGE

*Signing below indicates that you have read, understand, and support the behavioral guidelines listed above. Signing below also indicates that you support the consequences listed above, understand that they are not limited to those listed and are dealt with on a case-by-case basis.*

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Youth Name (Printed)

Date:

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Youth Signature

Date:

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Parent/Guardian Signature:

Date:

# R.P. Lee Youth Center Open Recreation

## Contract Agreement for Internet and Computer Use

Date: \_\_\_\_\_ (Contract expires when membership expires)

Youth Name (Print): \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian: I give my child, \_\_\_\_\_, permission to use the Internet at the PAFB Youth Center Computer Lab and agree to the Internet Use Policy.

Parent/Guardian: I give my child, \_\_\_\_\_, permission to sign up for My.Future on the BGCA website. My future is a platform where youth can share their online work with other youth on My.Future.

### Computers:

1. All youth using the R.P. Lee Youth Center computer lab must abide by all Lab rules.
2. Current membership cards, with contract on file, is required for computer use. Card must belong to youth using computer.
3. Computer users must sign in and out of each computer on a daily Computer Use Log.
4. Obtaining or distributing the Lab network password without permission is prohibited. It is illegal to hack or gain entry into other computers or personal accounts.
5. Illegal activities are strictly forbidden.
6. Inappropriate language, swearing, and abusive language are forbidden. Internet websites promoting this language are prohibited.
7. Drug, alcohol, tobacco, and violent messages and images are prohibited. Internet websites promoting these messages are forbidden.
8. Accessing and making changes to computer, display, desktop, or control panel settings is prohibited.
9. Headphones are required at all times sound is used on the computers.
10. Time limits may exist for computer use based on daily attendance.

### Printing:

1. Users are limited to printing five black and white pages a day, and should recycle unused pages, when appropriate.
2. Users must abide by copyright laws.
3. All paper is to be provided by staff.

### Internet:

1. Understand privacy is NOT guaranteed when using the Internet and services associated with Internet traffic.
2. Attempts to bypass restrictions of the firewall are prohibited.
3. Youth may not order products or services on the computers.
4. Personal addresses, phone numbers, and personal date of youth are NOT to be revealed over the Internet.
5. I give permission for my child have access to an e-mail account using the Youth Center computers.

### Consequences:

1. The use of computers/technology is a privilege, not a right and the Youth Center management or Open Recreation staff reserves the right to remove a user from the lab/network if these policies are not followed.
2. Parents are responsible for the actions of their youth.
3. The R.P. Lee Youth Center and the Youth Center Management and Staff are not responsible for any consequences resulting from youth's inappropriate use of the Internet, Email, chat rooms, web page postings, digital pictures and video.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Youth Name (Print): \_\_\_\_\_

Youth Signature (Print): \_\_\_\_\_

MEMORANDUM:

FROM: Peterson Child and Youth Programs

[Insert name of installation, school, camp, facility]

SUBJECT: Child and Youth Behavioral Military & Family Life Counselor

1. This letter is to inform you about the Child and Youth Behavioral Military and Family Life Counseling (CYB-MFLC) program services. Due to the unique challenges faced by military families, the Department of Defense is offering this private and confidential non-medical counseling service to military service members, military families, and military family service member's children in Child and Youth Programs, Department of Defense Education Activity schools, Local Education Agencies, DoDEA CYP summer programs, National Military Family Association Operation Purple Camps, Guard/Reserve camps, and Operation Military Kids Camps.
2. The CYB-MFLC counselors may support the centers, schools, summer programs and camps and work with military children and their families in the following ways:
  - Observe, participate and engage in activities with children and youth.
  - Provide direct interaction with military children.
  - Model behavioral techniques and provide feedback.
  - Suggest courses of age appropriate behavioral interventions to enhance coping and behavioral skills.
  - Provide outreach to military parents when they are available such as when they drop off or pick up their children or at family events.
  - Be available for military parents to contact for guidance and support.
  - Facilitate psycho-educational groups.
  - Conduct training for staff and parents.
  - Recommend referrals to military family programs and other resources as needed.
3. The counselor may assist military parents, military children and centers with the following type of issues:
  - Communication
  - Self-esteem/self-confidence
  - Resolving conflicts
  - Behavioral management techniques
  - Bullying
  - Helping children deal with angry feelings
  - Sibling/parental relationships
  - Deployment and reintegration issues
4. The counselor may also work with military children in settings such as field trips and other center, camp, or school sponsored activities.

5. The counselor is available to accommodate appointments and meetings/activities after hours and on weekends with advance notice.
6. At no time will the counselor meet individually with a child without being in line of sight of a CYP, DoDEA, LEA, or camp employee or a parent/guardian.
7. The counselor may use only OSD approved materials for trainings, groups, and any other activities.
8. **With the exception of mandatory state, federal, and military reporting requirements (i.e., domestic violence, child abuse, and duty-to-warn situations), as well as oversight review by DoD of the service you received should an adverse or harmful event occur, MFLC support is private and confidential to encourage the greatest level of participation.**

Print Name of Child: \_\_\_\_\_

Select only one check box below:

**I understand the above CYB-MFLC program description and authorize my child to participate in CYB-MFLC services. This authorization is valid for the duration of my child's enrollment. I understand I can revoke this authorization at any time in writing.**

**I do not authorize my child to participate in CYB-MFLC services.**

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

