

Today's Date: _____



REGISTRATION FORM 2017-2018

(Completion of this form allows your child use of the center as well as the ability to participate in any center-sponsored programs and activities)

Participant's Name: _____ **Date of Birth:** _____ **Age:** _____
Home Address: _____
Home Phone: _____ **School:** _____ **Grade:** _____
Email: _____ **Cell Phone:** _____

Mother/Guardian Name: _____ **Home Phone:** _____
Work Phone: _____ **Cell Phone:** _____
E-Mail: _____

Father/Guardian Name: _____ **Home Phone:** _____
Work Phone: _____ **Cell Phone:** _____
E-Mail: _____

Emergency Contact (please provide a local contact in case of an emergency – not parents)

Emergency Contact: _____ **Relation:** _____
Home Phone: _____ **Cell Phone:** _____

Medical Information

(This information is strictly confidential and will be kept on file)

Please list any allergies to food, bees, medications, etc.

Please list any physical conditions, injuries, illnesses or disabilities that might limit your child's participation in any activities:

Please explain any emotional or behavioral conditions that might limit your child's participation in any activities:

Please list all current medications (prescription and over-the-counter)

In case of emergency, I hereby give permission for the above-named child to be transported to the nearest emergency facility and authorize licensed emergency or hospital-based health practitioners to evaluate my child and administer such treatment as is medically necessary. I understand that the center staff will make every effort to notify me as soon as possible in the event of an accident or emergency.

Parent/Guardian Signature _____ Date: _____

Dover Teen Center

Community Behavior Expectations and Policies

You must read, sign and return this prior to participating at the Dover Teen Center.

At the Dover Teen Center, we believe strongly in the development of all participants. Whether it is through team building activities, educational field trips, simple dialogues, friendly competition or just hanging out; one of our goals remains constant, which is to see our participants involved positively within the community around them. In order to promote safety and responsibility, we ask that all Dover Teen Center participants read and sign the following code of conduct.

The Code of Conduct is based on the premise that we should respect the rights and dignity of others; therefore, ***any actions or language that jeopardizes another's safety is unacceptable.*** Specifically, this includes:

1. Physical contact with another person in an angry or threatening way.
2. Theft or behavior that results in the destruction of property of others.
3. Carrying or concealing any weapons, devices, or objects that may be used as a weapon or appear to be a weapon.
4. Possessing or using illegal substances, alcohol or drug paraphernalia or coming to the Teen Center under the influence of such substances.
5. Harassment, bullying and/or intimidation by words, gestures, body language, etc.
6. Any demonstration of sexual activity or sexual contact with another person.
7. Offensive or vulgar language.
8. Unacceptable attire; (clothing that is too revealing; advertises drugs, alcohol, has obscenities or vulgarity on it; displays symbols, pictures or words which in any way are determined to be in conflict with Teen Center core community values and expectations (see registration packet)).

Note: If participants choose to violate the code of conduct, the Teen Center participant in question may have their parent(s) or guardian(s) contacted and the participant will be sent home.

In addition all backpacks, coats and bags must be left in the designated areas. The Dover Teen Center is not responsible for any lost or stolen items. We recommend that participants avoid bringing valuable items such as headphones/ear buds, cell phones and other personal electronics, as well as cash of any kind.

OUR CORE COMMUNITY VALUES

**** RESPECT * HONESTY * APPROPRIATE LANGUAGE * PICK UP AFTER YOURSELF * LEAD WITH INTEGRITY * SHARE *
* COMMUNICATE * CHALLENGE and EXPRESS YOURSELF * THINK and HAVE FUN ****

OUR CHECK-IN/CHECK OUT PROCESS and IDENTIFICATION POLICY

Each participant will be issued a photo ID and lanyard. These **MUST** be worn at all times, while participating at the Dover Teen Center. All ID lanyards will be kept at the Dover Teen Center. Upon arrival, participants will sign-in at the TC Staff Desk and be handed their ID lanyard to wear for the afternoon. When leaving for the day, participants **MUST** drop-off their ID lanyard back at the TC Staff Desk. Each participant is allowed (1) replacement ID lanyard, should it be lost or missing. Additional replacement ID lanyards will cost \$10.00 and come with a suspension of privileges for 15 days.

OUR DAILY ATTENDANCE POLICY

It is our belief at the Dover Teen Center that participants attend the Teen Center to use our space, or the space that is designated for day-to-day events, happenings, trips and programs. We cannot be responsible for participants' actions when they are not under our supervision. It is with this in mind that participants must understand that once they choose to leave the Dover Teen Center, that they may not re-enter that same afternoon. There are only **TWO** exceptions to this rule... (1) a parent/guardian can call to inform the TC Staff that their participant has an appointment/meeting and needs to leave the TC without supervision or (2) any participant (s) may leave with the supervision of a TC Staff member (s). Failure to comply with this policy will lead to suspension of privileges. (Duration of suspension TBD)

When found in violation of the Community Behavior Expectations and Policies, staff will compose an incident report. The incident will also be reported to the parent(s)/guardian(s), appropriate school personnel and the Community Outreach Bureau of the Dover Police Department.

After reading these rules and guidelines carefully, I agree to follow them and will encourage my friends to follow them also.

Participant's Name: _____ Participant's Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Participant Consent

The Dover Teen Center's mission is to provide a comfortable, safe and fun environment for Dover residents in grades 6-12. As such, both program staff and participants are held to high standards for behavior. Respect for the center, other participants and program staff/volunteers is required of everyone. In signing this, I agree to participate in TC activities; both at the center and off-site, in a safe and respectful manner, and "Learn, Lead and Live" by the Dover Teen Center's Community Expectations (outlined on the next page). In addition, I agree to follow all rules and guidelines outlined in the Code of Conduct and understand that, if I don't, my continued participation in center activities could be limited or revoked.

Participant Signature _____

Date: _____

Parent/Guardian Authorization

I give my permission for the Teen Center to publish my student's name and/or photograph in the newspaper or other publications, including, but not limited to: brochures, website and social media:

___ Yes

___ No

I give my permission for the Teen Center to transport my child during program times and on regular off-site trips:

___ Yes

___ No

I give my permission for the center staff to contact the school system and my child's teacher(s) or guidance counselor with regards to my child. The purpose of this communication would be to access information on academic performance, attendance and overall behavior that would be relevant to your child's participation in Teen Center events.

___ Yes

___ No

I confirm that all of the above information is correct and that I have granted permission as stated. I give my permission for the above-named child to be at the teen center when it is open and/or participate in center-sponsored events on or off-site. While it is the intent of the center to provide supervised activities, I realize that there is a reasonable opportunity for accidents to occur and I release the center, its staff and the City of Dover from liability if my child is injured while at the center or participating in events sponsored by the center.

Our Philosophy on Behavior, Education and Accountability

Most of the situations that we handle at the TC end up being quick interventions. For example, if someone uses foul language, we address it immediately with a quick, on-the-spot education with one or more of our staff members. In many cases, once the participant has had the opportunity to talk with a staff member, they understand the situation, and everyone moves on. From time to time, we encounter more serious situations, where we may have to involve the parent/guardian, or even, the Police Department.

Should we identify a pattern of poor behavior in any participant, we will also work with a parent or guardian to inform them of the trend, and as always, be a resource.

Our first choice is to always educate, however participants understand that attending the Teen Center is a privilege, and that if they choose to display conduct that is inappropriate, that they will lose privileges.

Should a participant lose privileges, we will begin with a multiple-day suspension. This could be two, five, ten or fifteen days and is left up to the discretion of the Director. If a participant returns and once again displays behavior that leads to loss of privileges, he/she could receive a 30 or 60-day suspension. If we have a third instance with the same individual, they will risk being permanently removed from the program. All suspensions of privileges include Teen Center facility as well as McConnell Center campus.

Overall, our goal is to keep the TC a safe place for all of our participants and staff. Participation at the Dover Teen Center is not a right, it is a privilege.

