

# CHILD'S INFORMATION



(To be completed for each child. No child will be permitted to attend the TRACEN Petaluma Boys & Girls Club 2026-2027 without this completed and signed registration form on file.)

Child's First Name

Child's Last Name

M      F      /      /      TK K 1 2 3 4

5

6

Sex (circle one)      Age

DOB

Grade (circle one)

Parent/Guardian Name

Sponsor Parent/Guardian Name

Home Address (include City and Zip)

Home Phone

Email Address

Cell Phone

## Youth Services 2026 – 2027 Registration Information

**Registration:** Please complete the registration form in its entirety. There will be a weekly fee for Specialty Camps. More information available on the following page.

**After-School care hours:** Monday – Friday 1400-1630 and Wednesday 1345-1630

**Specialty Camp hours:** Monday – Friday 0730-1500



Child's Name: \_\_\_\_\_

## Camp Parent/Guardian Responsibilities and Expectations Contract

Registration contracts must be updated annually. Please keep in mind that this Youth Services program is an incentive and not a requirement. This program is on a space available basis, and placement is not guaranteed.

### School Care Capacity Limit and Waiting List Procedures:

- Youth Services Camps have a maximum ratio of 15 children to 1 adult.
  - Children will be accepted into the camps based on their Tier placement. Tier 1 will be of highest priority while Tier 6 will be of lowest priority. (Please see enrollment memo on how to schedule care).

### Afternoon Pick-Up Procedures:

- Summer camp ends at 1500. A fee of \$5 per minute, per child will be charged for pickups after closing.
- 

### Food and Beverage:

- Parent/Guardians are responsible for providing their child with adequate drinks and snacks (unless otherwise noted). For each day of after-school care there is time set aside for an afternoon snack. For each day of Specialty Camps, 2 snack times and lunch time will be set aside. Please provide for your child accordingly. Please note that there may be children with food allergies in the camp. Parents/Guardians will be notified of any food restrictions that are identified during the registration process or arise during camp that affect all children. Children with allergies will not be personally identified.

What to send your child to camp with... liquids (plenty of water!), lunch, snacks, and close toed shoes.

What not to send your child to After-School Care with... (School Care is not responsible for lost, broken, or stolen items) Cell phones, handheld video games & personal music devices (iPad, tablets, Nintendo DS, etc.), toys, trading cards, pets, and other items at the Training Center Petaluma Boys & Girls Club Staff's discretion. Lost and Found items will be kept for one month. Clothing left at the facility for a period of one month or more will be donated to TRACEN Treasures.

I agree to adhere to the above listed contract.

---

Parent/Guardian Signature

Date

---

Parent / Guardian Print Name

# Youth Service Closures

**The program will be closed in observance of ALL observed federal holidays:**

**2026/2027**

- **New Year's Day**
- **Martin Luther King, Jr. Day**
- **Washington's Birthday**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Christmas Day**



## PARENT INVOLVEMENT

- You are always welcome to observe our program, help in some way, or share a skill. If you would like to share a special talent or observe, please let the Program Director know, so that this can be coordinated.

## COMPLAINT PROCEDURE

- If you have a questions or problem with something that is happening or has happened at the Youth Center, please talk with the Youth Services Director first.
- If you feel we have not dealt with the issue to your satisfaction, please call the MWR Director. Director@petalumamwr.com

## PARENT / STAFF CONFERENCES

- Parent / Director conferences may be arranged at any time by request of the parent or site Director. At the time of a scheduled conference, other staff members may be invited to attend as necessary.

## REGISTRATION FEE

- Summer Camp is \$125/week per child.

## OUR PROMISE TO YOU

- We believe in positively empowering and nurturing the potential of every child. We also believe that the values and skills our kids learn early on are vital building blocks for quality of life and making healthier life choices. When kids participate in the TRACEN Petaluma Youth Services program, they enhance their academic potential through asset- developing activities; learn about the importance of physical activity and healthy food choices; learn the value of supporting their neighbors through group activities; and, most importantly, learn how to be themselves! That makes for more confident kids today and contributing, engaged adults, tomorrow.

Child's Name: \_\_\_\_\_  
**MEDICAL RELEASE AND INFORMATION SHEET**



I hereby absolve USCG Training Center (TRACEN), Petaluma Morale, Well-Being and Recreation (MWR), its agents, and chaperones from any and all liability from any injury which may be suffered from participation in any MWR activity or event. In the event emergency treatment is needed and a parent/guardian cannot be reached, I authorize the TRACEN, MWR and/or its agents and chaperones to take appropriate action as deemed necessary.

---

Parent/Guardian Signature

Date

**MEDICAL INFORMATION**

Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Person that is to be notified if parent/guardian cannot be reached:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Date of last Medical Exam: \_\_\_\_\_

Medications, Activity Restrictions, and/or Comments:

---

---

---

Allergies:    YES    NO

If Yes, please explain: \_\_\_\_\_

Special Needs:    YES    NO

If Yes, please explain: \_\_\_\_\_

I consent to the following:

1. Use audio/video/photos of my child for TRACEN BGCA media purposes    Y    N

2. Participate in walks and field trips (across TRACEN property)    Y    N

---

Parent/Guardian Signature

Date

**STUDENT INFORMATION**  
**(to be completed for each child)**



---

Child's First Name

Child's Last Name

**Youth Services 2026-2027 Tiered Registration**

Youth Services will have prioritized entry due to the limited spaces available in the Program. This is determined by the parent's military status and are described below.

Please review and check off your family's appropriate status below. Proof of status is not required at registration but may be required at a later date if any questions or concerns arise regarding the level you selected.

**Priority Description of Patrons**

- TRACEN MWR Staff
- Single or Dual Active Duty military members
  - Single or Dual Guard or Reserve members
  - Active Duty members with a FT working spouse
  - Guard or Reserve members with a FT working spouse
- Active Duty Members with PT working spouse, or spouse seeking work.
  - Guard or Reserve members with PT working spouse or spouse seeking employment.
- Active Duty, Guard or Reserve Members with spouse enrolled in a Secondary Institution Full Time.
- Active Duty member with spouse enrolled in FT post-secondary institution. Guard or Reserve members with spouse enrolled in FT post-secondary institution.
- DHS and DOD Civilians
- Space Available Care

**By signing below, I acknowledge that I have read and understand this document and certify that I have selected the correct tier level.**

---

Parent/Guardian Print Name

Signature

Date



## Authorization to Pick Up

In order to ensure the safety and accountability of all children in the program, **children will NOT be allowed to leave the center with adults who are not listed as a "child release"**. Each child needs to have at least two child release designated below in the case of an emergency. Parents do not need to be designated to pick up and CANNOT be used as one of the 2 emergency contacts.

These contacts should be local in the case of an emergency when the parent cannot be reached. Please notify your child release (for permission) BEFORE you provide us with their information.

Child Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Release 1- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Release 2- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Release 3- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Release 4- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

## Walk or Bike Permission Slip



**Children will NOT be allowed to leave the center without a parent present unless there is a signed permission slip on file for your child.**

**Child Name:** \_\_\_\_\_

**Child DOB:** \_\_\_\_\_

I, \_\_\_\_\_ (sponsor name) authorize \_\_\_\_\_ (child name) to leave the youth services program daily at \_\_\_\_\_ (time). I understand that the program is NOT responsible for my child after they leave the youth services facility.

- My child will walk home**
- My child will ride their bike home**
- I will pick my child up daily. They are NOT allowed to leave without a parent present.**

---

**Sponsor Signature**

**Sponsor Printed Name**

---

**Date**

## TRACEN Petaluma Youth Services Conduct Guidelines

Child's Name: \_\_\_\_\_



In any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Therefore, the following guidelines and rules apply to you and each participant and the expectation is for you to follow them. We are here to have FUN in a safe, supportive, and welcoming environment.

### **GENERAL CONDUCT GUIDELINES:**

- 1. You are responsible for your own actions**
- 2. GOLDEN RULE: Treat others the way you wish to be treated.**
- 3. Use common sense: if you think there is a chance you or someone else might get hurt, DON'T DO IT!**
- 4. Use kind words. No "Put Downs" will be allowed: making fun of a person's name, appearance, family, abilities, race, religion, or handicap.**
- 5. You must stay with the group in the assigned area unless you ask and are given permission to leave.**
- 6. Appropriate language and attitude will be expected by you at all times. Foul language is never appropriate or allowed.**
- 7. If it does not belong to you, ask permission to use it.**
- 8. Stealing or damaging TRACEN Petaluma or other people's property is never allowed.**
- 9. Clean-up is part of every activity and everyone is expected to help.**
- 10. People are not for hitting, biting, scratching, pinching, punching, or kicking. These and other negative types of behavior or bodily harm will not be tolerated. Use kind words to solve your problems or find an adult to help.**
- 11. For your safety, we need you to listen to all staff including directors, counselors, teachers, and leaders.**
- 12. Cellphones, electronics, money, and all other toys and valuables should be left at home. Youth Services is not responsible for any lost, stolen, or damaged items.**

## SAFETY GUIDELINES AND RULES:



1. There is no running inside.
2. Rocks and sticks are to stay on the ground and should never be thrown.
3. Balls are not to be bounced or played with inside the building.
4. Toys, board games, puzzles, and all other games / equipment will be treated with respect.
5. The slide is for sliding down and must not be climbed up or on.
6. Always use the buddy system whenever you get permission to leave the group.
7. ABSOLUTELY NO roughhousing, play fighting, or chasing (unless playing tag).

If you cannot handle the above responsibilities and follow our guidelines and rules, the following will occur depending on the severity and the number of occurrences.

1. You will be reminded of the rules and a discussion of the problem and more acceptable behavior will take place.
2. You will lose the privilege of participating in a specific activity.
3. You will be given a time out to think about the problem and what you did.
4. We will have a conference with your parent(s).
5. You may be denied the privilege of a special activity or day.
6. You may be suspended from the program for a day or more.
7. You may be asked to leave the program permanently.

I have read and/or discussed the conduct and safety guidelines and rules with my parents. I know that I am responsible for my own actions and will try at all times to follow these guidelines and rules.

---

Child's signature

Date

---

Parent's Signature

Date