

STUDENT INFORMATION

(to be completed for each child)



Child's First Name

Child's Last Name

M F

Sex (circle one)

Age

/ /

Birth date

K 1 2 3 4 5 6

Grade (circle one)

Parent/Guardian Name

Sponsor Parent/Guardian Name

Home Address (include City and Zip)

Home Phone

Email Address

Cell Phone

After-school Care 2023-2024 Registration Information

REGISTRATION: Please completely fill out the following program registration form. This program charges a fee structure now, please see below. More information available on the following pages.

After-school care hours: Monday - Friday 1400-1630
and Wednesday 1345 - 1630



Child's Name: _____

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 available on a space available basis and placement is not guaranteed.

School Care Capacity Limit and Waiting List Procedures:

- School Care has a maximum ratio of 15 children to 1 adult.
 - Children will be accepted into the School Care based on their Tier placement. Please see Page 6 for recognized Tier structure and enrollment memo on how to schedule care).

Afternoon Pick-Up Procedures:

- After-School Care ends at 4:30PM. • ALL children must be picked up no later than 4:30pm! A fee of \$5 per minute, per child will be charged for pickups after 4:30pm.

Food and Beverage:

- Parent/Guardians are permitted, but not required to provide their child with drinks and snacks during After School Care. Every day there is time set aside for an afternoon snack and the Youth Center staff will provide this service. If you choose to provide for your child, please note that there may be children with food allergies present. Parents/Guardians will be notified of any food restrictions that are identified during the school care registration process or arise during after-school care that affect all children. Children with allergies will not be personally identified.

What to send your child to After-School Care with... liquids (plenty of water!), 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 (iPhones, tablets, Nintendo's 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

Closed Days



The program will be closed in observance of the upcoming 2023-24 Federal Holidays & CDC Staff Development*

Days:

- Labor Day Sept 4th, 2023 (Mon)*
- Indigenous People's Day Oct 9th, 2023 (Mon)*
- Veterans Day Nov 10th, 2023 (Fri)*
- Thanksgiving Day Nov 23-24, 2023 (Th/F)*
- Christmas Day Dec 25th, 2023 (Mon)*
- New Years Day Jan 1st, 2024 (Mon)*
- Martin Luther King Jr Day Jan 15th, 2024 (Mon)*
- Presidents Day Feb 19th, 2024 (Mon)*
- Memorial Day May 27th, 2024 (Mon)*
- Independence Day July 4th-5th, 2024 (Th/F)*
- Coast Guard Day August 2nd, 2024 (Fri)*

**Closed for CDC Staff Development Days:*

Feb 2024 (TBD)

May 2024 (TBD)

Aug 2024 (TBD)



PARENT INVOLVMENT

- 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, Karen Torgesen, know so that this can be coordinated.

CONTACT OR COMPLAINT PROCEDURES

- 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. Karen Torgesen, YS Director at x7334 – karen.torgesen@uscg.mil
- If you feel they have not dealt with the issue to your satisfaction, please call/email LCDR Miller, Comptroller at x7288 – ronald.a.miller@uscg.mil

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

The TCP MWR Boys & Girls Club affiliated Teen Center now requires a monthly registration fee to help offset the costs of labor, equipment, games, and food, ensuring the sustainability of the program.

These fees are \$30 per month for the 1st child, and \$25 per month for each subsequent child after the first. August & Dec will be offered at a 50% discount due to the half schedule of days offered. Alternatively, there is a daily drop in rate of \$3 per child for those who choose not to purchase the monthly pass.

Snacks, water & learning materials will be provided as part of the program on a daily basis. For specialized dietary needs or allergies, please contact us.

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 school work 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

No child will be permitted to attend the TRACEN Petaluma Boys & Girls Club After-School Care 2023-2024 without this completed and signed registration form on file.

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Child's Last Name

Youth Services 2023-2024 Tiered Registration requirements

TCP Youth Services will have prioritized entry due to the limited space 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

- Childcare Staff
- Single or Dual Active Duty, Single or Dual Guard or Reserve, Service members with full time working spouse.
- 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 4. Active Duty, Guard, or Reserve Members with PT working spouse, or spouse seeking work.
- Active Duty member with PT working spouse
- Guard or Reserve members with PT working spouse or spouse seeking employment.
- Active Duty, Guard or Reserve Members with spouse enrolled in a Post-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.
- DOD Civilians
- Single or Dual DOD Civilian Employees
- DOD Civilians with a FT working spouse
- 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.

Phone calls will not be accepted without a walk home slip.

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 Boys and Girls Club School Care 2023-24

STUDENT INFORMATION (to be completed for each child)



Child's First Name

Child's Last Name

After-School Care Attendance

Please place an "X" on each time period that you are interested in registering your child(ren) for After-School Care. This is not a guarantee that your child will be accepted to attend After-School Care.

*After-School Care hours: M - F 1400 to 1630
And Wednesday 1345 to 1630*

<i>School Camp Dates</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>Week 5</i>
<i>August 2023</i>					
<i>September 2023</i>					
<i>October 2023</i>					
<i>November 2023</i>					
<i>December 2023</i>					
<i>January 2024</i>					
<i>February 2024</i>					
<i>March 2024</i>					
<i>April 2024</i>					
<i>May 2024</i>					

By signing below, I acknowledge that I have read and understand this document and certify that I have selected the correct time periods needed. Please email Karen Torgesen at karen.torgesen@uscg.mil as far in advance as possible if you need to add or cancel a requested time period.

Parent/Guardian Print Name

Parent Guardian

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, portable 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 playground 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