



Notice from the Commanding Officer

January 15, 2021

To all Youth Services Families,

In an effort to better serve our Training Center community and families, effective February 1, 2021 the USCG Petaluma Youth Program will change the way enrollments are set up. Each month the sponsors will be asked to email the days they need services to the Youth Program POC at riley.j.wilson@uscg.mil, by the last week of the previous month. (As an example; for February we need your schedule no later than January 25th.) We will send you email reminders leading up to that date. **However; if you do not provide your schedule by the 25th; you will not be signed up for care that month. Therefore you may not have a spot within the facility.** In the case of an emergency you may call the program to speak with us about daily care. If there is space you may be allowed to use care.

If you request care for multiple days on a repeated basis and do not show, your spot within the program could be lost. Please only request care for the days you need.

The staff will no longer call the Friday before to confirm if you need services. If you have any question or concerns please feel free to reach out to our Youth Center staff at (707) 217 2429.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven E. Ramassini".

Steven E. Ramassini
Captain, U.S. Coast Guard
Commanding Officer
Training Center Petaluma

STUDENT INFORMATION

(to be completed for each child)

Child's First Name Child's Last Name

M F / / K 1 2 3 4 5 6
Sex (circle one) Age Birth date Grade (circle one)

Parent/Guardian Name

Sponsor Parent/Guardian Name

Home Address (include City and Zip) Home Phone

Email Address Cell Phone

Summer Kids Camp 2021 Registration Information REGISTRATION: Please completely fill out the registration form. This program is being offered free of charge. More information available on the following page.

School Care hours: 7:30am-4:30pm

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 a incentive and **not** a requirement. This program is available on a space available basis during COVID, and placement is not guaranteed.

School Care Capacity Limit and Waiting List Procedures:

- School Care has a maximum capacity of 24 children per day. This includes 12 children in 2 separate groups.
- Children will be accepted into the School Care 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).

Morning Drop Off Procedures:

- No child is allowed to be dropped off prior to **7:30AM**.
- Parent/Guardian must wait in their car while their child is checked in daily. When child is dropped off, they will be scanned for a temperature and sent home if temperature is 100 degrees or greater.
- Child(ren) sent home with a fever must stay home till child(ren) are fever free for at least 24 hours without medication. (Different policies may apply due to COVID)

***Exception:** If your child bikes/walks to camp. You will have to fill out a separate form for this. If a child bikes down and has a fever, they will be sent home immediately and a parent will be notified.*

Afternoon Pick-Up Procedures:

- School Care Day ends at **4:30PM**.
- **ALL students must be picked up no later than 4:30pm!**
- Parents are ask to not enter the building, rather to call the cell phone or come to the door and wait for their child.

Food and Beverage:

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

What to send your child to School Care with...

A labeled electronic device with charger, lunch, liquids (plenty of water!), snacks, several face masks, and close toed shoes.

What not to send your child to School Care with... (School Care is not responsible for lost, broken, or stolen items)

Cell phones, handheld video games & personal music devices (iPod, tablets, Nintendo DS, etc.), toys, trading cards, pets, and other items at the Training Center Petaluma Boys & Girls Club Staff's discretion.

I agree to adhere to the above listed contract.

 Parent/Guardian Signature

 Date

 Parent/Guardian Print Name

Child's Name: _____

MEDICAL RELEASE AND INFORMATION SHEET

I hereby absolve USCG Training Center (TRACEN), Petaluma Morale, Well-Being and Recreation (MWR), it's 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 it's 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 School Care 2021 without this completed and signed registration form on file.

STUDENT INFORMATION

(to be completed for each child)

Child's First Name

Child's Last Name

Youth Services 2021 Tiered Registration & Payment

Youth Services have tiered entry due to the COVID-19 restrictions placed on the Program. These tiers are determined by the parents military status and are described below. Children will be accepted into the camp based on their Tier starting from Tier 1 – Tier 6. Please review and circle the appropriate tier level below. Proof of Tier is not required at registration but may be required at a later date if any questions or concerns arise regarding the tier level you selected.

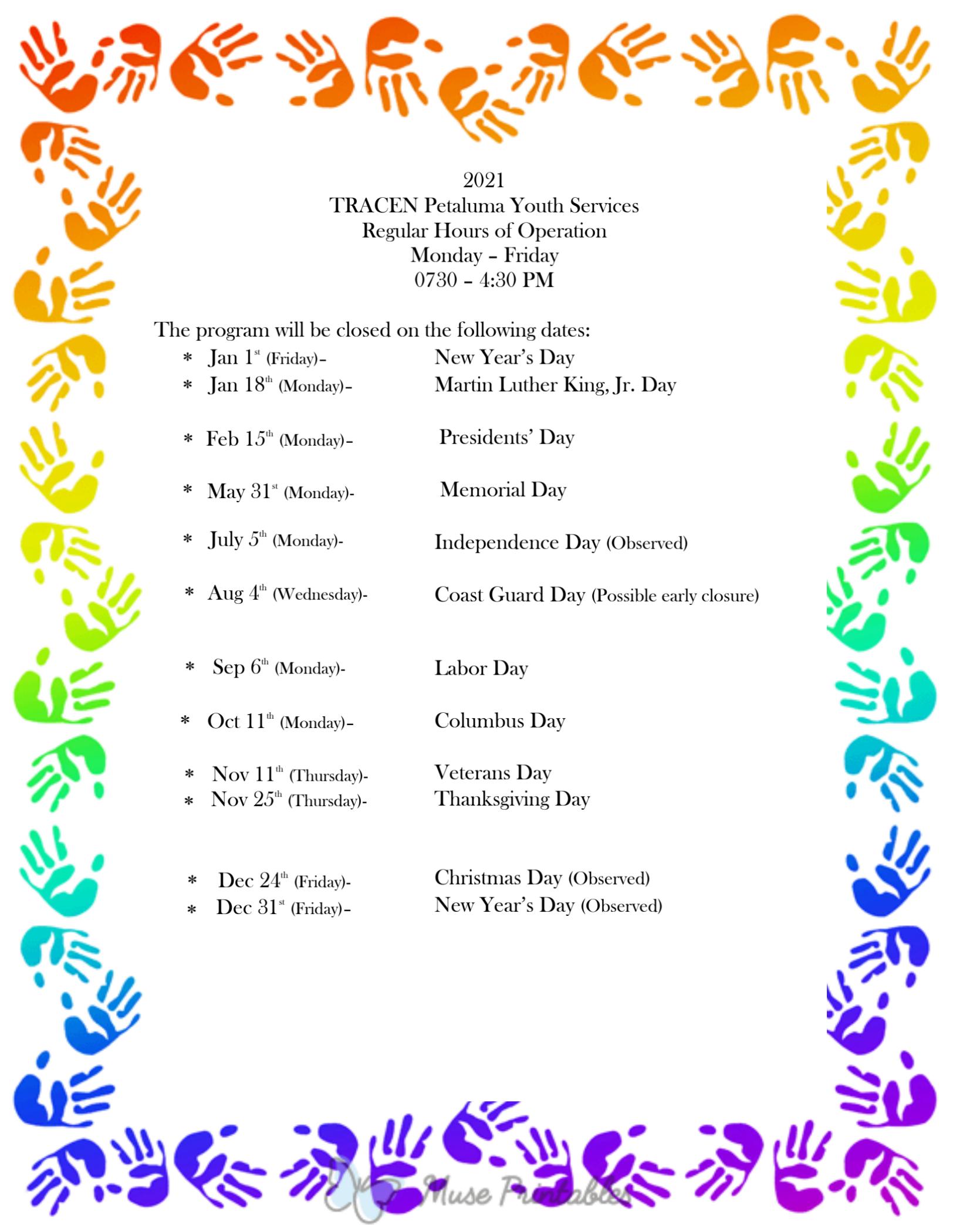
Tier	Description of Patrons
Tier 1	TRACEN Petaluma, single parents, Active Duty, essential workers (non-eligible teleworkers)
Tier 2	TRACEN Petaluma, Dual Active Duty parents both essential workers (non-eligible teleworkers)
Tier 3	TRACEN Petaluma single Parents, both A/D and civilian, essential workers (non-eligible teleworkers)
Tier 4	TRACEN Petaluma, both parents A/D or civilian essential workers at TRACEN (neither has telework options)
Tier 5	TRACEN Petaluma members, both parents essential full-time employees at either TRACEN or work off base.
Tier 6	All other patrons including contractors that do not have ability to telework

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

 Parent/Guardian Signature

 Date



2021
TRACEN Petaluma Youth Services
Regular Hours of Operation
Monday - Friday
0730 - 4:30 PM

The program will be closed on the following dates:

- * Jan 1st (Friday)- New Year's Day
- * Jan 18th (Monday)- Martin Luther King, Jr. Day

- * Feb 15th (Monday)- Presidents' Day

- * May 31st (Monday)- Memorial Day

- * July 5th (Monday)- Independence Day (Observed)

- * Aug 4th (Wednesday)- Coast Guard Day (Possible early closure)

- * Sep 6th (Monday)- Labor Day

- * Oct 11th (Monday)- Columbus Day

- * Nov 11th (Thursday)- Veterans Day
- * Nov 25th (Thursday)- Thanksgiving Day

- * Dec 24th (Friday)- Christmas Day (Observed)
- * Dec 31st (Friday)- New Year's Day (Observed)

Authorization to Pick-up

!!! Starting February 01, 2021; 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 _____



Daily your child will need the following:

- *Childs daily class schedule.
- *Labeled laptop with charger
- *All passwords needed to ensure your child has full access as required for school assignments (computer passwords too).
- *Headphones
- *Lunch & Snacks (2) with water bottle and utensils as needed
- *Any materials your child may need to complete assignments; such as calculators, paper and pencils.
- *Each child is required to wear masks while in the program, please make sure they have at least 2.

*****No outside toys at all will be allowed into the program due to COVID restrictions. *****

Without the above items, your child may not be able to complete their assignments for the day. If they come to care without the proper materials on a repeated basis, your child could lose their placement within the program.



Reminders & Updates

*Children must come prepared with food for the entire day, that food should be ready to eat (no prep required). A brown paper bag with a sandwich and snack is sufficient for lunch. Please make sure your child has a water bottle for the day.

*Some children may finish their assigned materials from their teachers early, please provide them with “Busy” work to keep them entertained until all students are done with class time. Worksheets or a book is sufficient.

*Ensure your child comes to care with weather appropriate clothing and shoes. We will go outside.

*Please remember the Youth Services staff are not licensed teachers, they will help as much as they can. HOWEVER they cannot provide one on one care with one child for extended periods of time.

*Due to COVID, health requirements may change as the COVID numbers rise. **Please notify the staff if you plan on traveling out of the area.** If you or your child show any COVID symptoms, please let the staff know as well.



Walk or Bike Permission Slip

!!! Starting February 01, 2021; In order to ensure the safety and accountability of all children in the program, 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 _____ 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 _____