

## Fairchild Air Force Base 2012 Pre-Teen / Teen Center Registration Form

Youth's Name	Sponsor's Name & Rank/grade	Spouse's name

Instructions: Parent/Guardian and Youth need to read through each statement in its entirety. A parent/guardian and the youth are both required to initial next to each statement indicating that they have read and understand the statement. It is recommended that parents/guardians and the youth read through the document together and discuss the issues so that there is complete understanding. Questions about the statements or any portion of the contract need to be brought to the attention of the Teen Center Manager or the Youth Programs Chief.

Initials

Parent      Youth

- \_\_\_\_\_      \_\_\_\_\_ a. **MISSION STATEMENT:** To provide targeted programs and opportunities for youth that foster resiliency and enhances their quality of life.
- \_\_\_\_\_      \_\_\_\_\_ b. **PURPOSE:** The purpose of the Teen & Pre-teen Program is to provide social and recreational activities that are age appropriate, educational, and entertaining for youth when school is not in session. Please note: The Pre-teen and Teen Center is NOT childcare. Youth have more freedoms and more levels of responsibility and therefore have greater expectation on issues related to maturity and accountability. Statements below will address these issues.
- \_\_\_\_\_      \_\_\_\_\_ c. **ELIGIBILITY:** Sponsored dependents of active duty, DoD civilians, active Reservists/Air National Guard, contractors, and retired military are eligible for enrollment. The Pre-Teen Center is designated for youth ages 9-12. The Teen Center is designated for youth ages 13-18 and still in high school.
- \_\_\_\_\_      \_\_\_\_\_ d. **FEE INFORMATION:** Currently, there are no fees for membership; however special activities such as field trips may have a cost associated with them. Payment is due at the time of registration.
- \_\_\_\_\_      \_\_\_\_\_ e. **SIGNING YOUTH IN/OUT:** Youth 9 years and older are required to sign themselves in & out of our programs. Other youth, siblings, and/or parents are not allowed to sign youth in and out of the program. This process is the responsibility of each youth and they need to take ownership of the process and develop the habit themselves. Please note: Youth Programs staff cannot prevent youth from signing themselves out of the program and leaving the center even if that is the desire of the parent. **Repeated offenses may result in a removal and/or suspension from the program.**
- \_\_\_\_\_      \_\_\_\_\_ f. **ACCOUNTABILITY:** Youth safety is a number one priority and it is required that all youth must be accounted for when they are in our program. In addition to signing in and signing out, youth are required to notify staff if they are leaving the building, going to the restroom, etc. Those who fail to do so will be reminded by staff. Frequent violations may result in a removal and/or suspension of the program.
- \_\_\_\_\_      \_\_\_\_\_ g. **LATE PICK UP:** Unlike the CDC and SAP, Preteen and Teen programs are not childcare programs. When the scheduled operating hours or program event/activity have concluded the facility will close. If a parent has not come to pick-up their youth, the youth will be required to sign themselves out of the program and leave the site. Youth will be given the option to call a parent or other phone numbers prior to closing in order to locate a parent. Youth Programs staff are not required to stay with the youth once the program/facility closes.

- \_\_\_\_\_ h. HEALTH AND ILLNESS: The program will not accept Youth into the program who are exhibiting signs of illness. If your child has been exposed to a contagious illness, please notify the supervisor on duty. If your youth becomes ill while in the program, you will be called to pick him/her up from the program to prevent others from being exposed. The youth must be picked up immediately upon notification. Depending on the nature of the illness, your youth may be required to provide a medical evaluation before readmission to the program.
- \_\_\_\_\_ i. HYGIENE: Parents: Please be aware that youth in this age group have multiple issues related to personal hygiene. This can be everything from body odor as a result of physical activity to the beginnings of menstruation for young girls. Please discuss personal hygiene with your youth, and ensure that they are taking the necessary steps to be prepared. This includes having deodorant and any other personal hygiene items in their belongings in the event a need arises. Youth Programs will not have these items available.
- \_\_\_\_\_ j. MEDICATION & SPECIAL NEEDS: Medication will not be stored or administered in Pre-Teen & Teen programs. Youth who have medication that they are able to self administer (such as an asthma inhaler, or other medication) are required to notify youth programs staff on a daily basis that they have the medication and where it is located. Under NO circumstances are youth allowed to share medication with any other youth. This includes, but is not limited to over the counter medications (such as aspirin, Tylenol, cough drops and cough suppressants) or prescription drugs. If your youth has a special need, it is your responsibility to enter the appropriate information on the AF88 and to notify the Youth Program Manager.
- \_\_\_\_\_ k. EMERGENCIES: For youth who experience health problems or injuries while in the program, parents will be notified about the situation. Parents will be contacted immediately for serious accidents or illness. In the event that a parent/guardian cannot be contacted, Youth Program staff will attempt to contact the person listed as the Emergency Contact on the AF88. It is for this reason that the emergency contact person cannot be a parent or sponsor and that the information provided must be accurate and current. The supervisor on duty will determine if the youth is to be removed from the program. An ambulance will be called for youth who have conditions requiring medical attention beyond basic first aid. Accidents will be reported on AF Form 1187, Youth Flight Accident Report. Parents are required to read and sign the report. If your youth is seen by a doctor and/or requires hospitalization, parents are required to notify Youth Programs immediately.
- \_\_\_\_\_ l. SMOKING/SMOKELESS TOBACCO: Smoking and/or the use of smokeless tobacco is not permitted for both youth and adults in or around the Teen & Pre-teen Program. Smoking by adults is not permitted within 50 feet of any Youth Programs building, activity, or event. Use or possession of tobacco products in Youth Programs may be grounds for a removal from the program.
- \_\_\_\_\_ m. DRUGS, ALCOHOL, & WEAPONS: Alcohol, illegal drugs and weapons of any kind are not allowed in Youth Programs facilities or YP sponsored trips and events. Use or possession of any of these items in Youth Programs may be grounds for removal from the program.
- \_\_\_\_\_ n. TRANSPORTATION AGREEMENT: Sponsors give permission for the program to transport their youth to and from program locations for field trips, emergencies, etc. Air Force and/or contracted vehicles will be used in all cases except emergencies when the most expedient means of transportation will be used. Staff members who transport youth must have a valid driver's license and a good driving record. Field trips requiring transportation may be either on or off base. At no time will staff be allowed to transport youth in a privately owned vehicle.
- \_\_\_\_\_ o. DRESS CODE: Please make sure your youth dresses in appropriate clothing. We may send your youth home to change clothes if the clothing is deemed inappropriate by the Youth Programs staff. Inappropriate clothing includes, but is not limited to: shorts/skirts that are too short, clothing with excessive holes, shirts with inappropriate or profane advertisements, etc. **Due to safety reasons, youth are not permitted to wear open-toe or sandal type shoes to the program.** Clothing should be appropriate for the activities and seasonal weather.

- \_\_\_\_\_ p. PERSONAL ITEMS: We discourage youth from having valuables with them or carrying them in their belongings. This includes large amounts of money or other personal belongings, especially electronics. The program will not be held accountable for lost or stolen articles. The Teen and Pre-teen Program maintains a lost and found container. Any items left over 90 days may be donated to the Airman's Attic. We recommend that all personal belongings are clearly marked with the youth's name.
- \_\_\_\_\_ q. PHOTO/VIDEO RELEASE: For many of our activities we take photos and videos to document experiences. All photos taken may be used in specific reference to Youth Programs for training, documentation, or recognition of the program. Photos may also be used for display through out our programs. Photos and videos WILL NOT be released or used for external marketing purposes unless authorized on the AF88.
- \_\_\_\_\_ r. AGE APPROPRIATE MATERIALS- Age appropriate materials will be used in the programs. Teen Programs will show PG-13 movies and below and have other items that are rated Teen. Pre-teen activities will show PG and below movies and have materials that are age appropriate.
- \_\_\_\_\_ s. BEHAVIOR GUIDELINES & EXPECTATIONS: All youth who attend the Teen/Preteen Center must adhere to these guidelines and expectations in order to have continued access to the center. Failure to adhere to these guidelines and expectations will result in appropriate consequences for a duration to be determined by the Program Manager. Serious offenses may result in a suspension from the program. If an offense requires long-term expulsion from the program, determination will be made by the Youth Programs Chief. Approval of long term expulsions will be made by the Family Member Programs Flight Chief.

The following list of behavior expectations is required of all youth who attend the program. Each youth will:

- a. Respect the Staff who work and operate the Preteen and Teen Center
- b. Respect the other youth who attend the Preteen and Teen Center
- c. Respect the physical property of the Preteen and Teen Center, including the building, grounds and equipment.

Respect is defined as: ***'To consider with high regard and esteem, and to refrain from interfering with.'*** Since different people approach respect from different positions, the position of reference is that of the Program Manager and the Youth Programs Chief. This means that while a youth and/or parent may not interpret a behavior as being disrespectful, it may be interpreted that way by a staff member. The Program Manager and Youth Programs Chief will have final authority in determining if the behavior is disrespectful or not.

In addition to the expectations listed above, the following are general guidelines\* of behavior that Each youth is expected to follow at all times in the center and on authorized activities outside of the center:

- a. All Youth are required to sign in and out of the program
- b. Food and Beverages are to be consumed only in the lobby area. The only exceptions are during special events, activities, and field trips as determined by the Program Manager and Staff.
- c. All equipment will be checked out using the Teen/Preteen center membership card. Transferring equipment from one person to another is not allowed. Youth are required to return equipment prior to signing out of the center. Youth will be responsible for any equipment checked out until it is returned.
- d. Disruptive behavior, such as roughhousing, horseplay, fighting (hitting, kicking, biting, pushing, etc.) is not allowed.
- e. Bullying, including name-calling, put-downs, teasing, or any type of discriminating behavior is not allowed.
- f. Public displays of affection (PDA) are not allowed.

\*Please note: this is not an exhaustive list. It would be impossible to list all of the behavior expectations and guidelines for youth to follow and eventually the list would be too long. Since this is the case, youth will be expected to follow common sense guidelines.

If problems and conflicts arise between youth, they are expected to attempt problem solving the issues between themselves first, before involving a staff member. Youth will be encouraged to use positive conflict resolution skills. At no time should any youth use physical, violent, or threatening methods to try and solve problems. Please be aware that fighting can result in an automatic removal from the program, regardless of who initiated the contact, who retaliated, or who was defending themselves against a physical altercation.

I HAVE READ AND UNDERSTAND THIS CONTRACT AND AGREE TO ABIDE BY ALL CONDITIONS AND RESTRICTION ABOVE. I ALSO ACKNOWLEDGE THAT FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT COULD RESULT IN THE TERMINATION OF THIS CONTRACT.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Member/Youth Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pre-Teen/Teen Center Internet and Computer Lab Contract**

1. I will sign in and out on the computer lab sheets. I will write my first and last name so that it can be read by a staff member.
2. I will be limited to 1 hour of computer time a day.
3. I understand that youth completing homework assignments and Pre-Teen/Teen Center projects have a priority on the computers over youth using them for recreation. Staff will determine priority.
4. If I want to listen to music or sound effects to a game at my computer, I will keep the volume to a respectful level or wear headphones to not disturb others in the computer lab.
5. I am responsible for saving my games. I will only play games under my username and password.
6. I will not play any games on the internet that use weapons or violence.
7. I will only log in to my own personal Facebook, or other social media sites account.
8. I will only log in to my own personal email account (Google, Yahoo, or AOL) on the computer.
9. I will be responsible for making sure I sign out of my Facebook, email, and other social media sites account.
10. I will not use Facebook, other social media sites, or email to bully, threaten, or harass another person whether they are a member or non-member of the Pre-Teen/Teen Center.
11. I will not create a Facebook or email account at the Pre-Teen/Teen Center.
12. I will not download games or music onto the computer.
13. If a website has been blocked, I will not try to access it.
14. I will not give out my address, phone number, age, or school while on the internet.
15. I will not explore other websites without permission.
16. If I accidentally see a website that has inappropriate pictures or language I will turn off the monitor and immediately notify staff.
17. I will not take someone else's ideas from a website and pretend that they are my ideas.
18. I understand that my choices on the internet are limited to keep me safe and I will not argue with Staff about this.

I agree to follow the internet and computer lab agreement. If I do not follow it, I will lose my computer privileges.

\_\_\_\_\_  
Youth Name (Printed)

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth Signature

## **Pre-Teen/ Teen Center Parent or Guardian Computer Lab Agreement**

1. I understand that my youth may be limited to 1 hour of computer time a day.
2. I understand that if my youth does not follow their Computer Lab contract the Pre-Teen/Teen Center staff may take away my youth's computer privileges.
3. I understand that youth completing homework assignments and Pre-Teen/Teen Center projects have a priority on the computers over youth using them for recreation. Staff will determine priority.
4. I understand that I can be held financially responsible should my youth cause damage to the Computer Lab property through misuse.
5. I understand that the computers are subject to monitoring because they are official US Government property. (This includes monitoring physical use, software use, and internet use.)
6. I understand that my youth must follow all items outlined in their Computer Lab Agreement. I have reviewed this agreement with my youth and have ensured that they understand the agreement.
7. I understand that my youth may visit social networking websites and email websites while using the internet at the Pre-Teen/Teen Center.
8. I understand if my youth uses Facebook, other social media sites, or email to bully, threaten, or harass another person whether they are a member or non-member of the Pre-Teen/Teen Center that they may lose their computer lab privileges and I will be contacted immediately.
9. I understand that the computers use Cybersitter software to restrict access to inappropriate materials. I understand that the Cybersitter software may not prevent my youth from accessing something inappropriate.
10. I understand that my youth will only have access to the internet when they are logged in to the computer lab.
11. I understand that my youth must follow all items outlined in their Internet Use Agreement. I have reviewed this agreement with my youth and have ensured that they understand the agreement.

I understand and agree to the Internet and Computer Lab Contract for my youth enrolled in the Pre-Teen/Teen Center Program.

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

**WASHINGTON STATE UNIVERSITY**  
**SPOKANE COUNTY EXTENSION**



**4-H**  
**Member Enrollment**

School Name: \_\_\_\_\_

Member Name: (Last)\_\_\_\_\_ (First)\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Food or Drug Allergies: \_\_\_\_\_

Photo Release (circle one) yes no

Gender (optional circle one): male female

Race (optional circle one ) African Am. Am. Indian Caucasian Hispanic Asian Other

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Cooperating agencies: Washington State University, U.S. Department of Agriculture, and Spokane County, Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.



It's Fit Factor Time. What is Fit Factor? First of all, it's completely **FREE**.

Fit Factor is an incentive based program to promote healthy lifestyle habits in our kids.

As in **FREE** stuff for living a healthy lifestyle. Incentive prizes can be won throughout the year based on level completion and special events.

Just fill out this registration, and your kids are ready to go!

Youth must be **SIX YEARS OLD** in order to participate

Youths Name \_\_\_\_\_

Gender: Male or Female (circle one)

Birthday: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Address:

School Grade \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

You are all set, you can go to [www.afgetfit.com](http://www.afgetfit.com) to check out all the cool activities.

**Everything on this sheet must be completed to be enrolled in Fit Factor**