

## YOUTH INFORMATION:

|                |                                |
|----------------|--------------------------------|
| Full Name:     | Male:___ Female:___ Other_____ |
| Date of Birth: | Age:                           |
| School:        | Grade:                         |
| *Email:        | *Cell Phone:                   |

## PARENT/GUARDIAN INFORMATION:

|                   |              |
|-------------------|--------------|
| Full Name:        | Work Phone:  |
| Physical Address: | Home Phone:  |
| *Email:           | *Cell Phone: |

## EMERGENCY CONTACT INFORMATION (other than Parent/Guardian):

|                   |             |
|-------------------|-------------|
| Full Name:        | Work Phone: |
| Physical Address: | Home Phone: |
|                   | Cell Phone: |

## HEALTH INFORMATION:

|                                        |
|----------------------------------------|
| Alberta Health Care Number (optional): |
| Allergies:                             |
| Medications:                           |
| Any Other Concerns:                    |
|                                        |
|                                        |

\*Email address & cell phone numbers are optional. They may be used to send out information about the Ponoka Youth Centre youth programs.

## FAMILY HISTORY:

The following information is optional and is used for demographic and statistical information that our organization requires for funding. The answers you provide are completely confidential and your cooperation in providing this information is appreciated.

|                                       |                                                                                 |
|---------------------------------------|---------------------------------------------------------------------------------|
| Ethnic Background of Youth:           | ___ Caucasian ___ Aboriginal ___ Hispanic ___ Asian<br>___ Other:               |
| Parent/Guardian Marital Status:       | ___ Married ___ Separated ___ Divorced ___ Single ___ Common-law                |
| Youth Primarily Resides With:         | ___ Mother ___ Father ___ Both ___ Kinship Care ___ In-Care<br>___ Other: _____ |
| Number of People In Household:        | ___ 2-3 ___ 4-5 ___ 6-7 ___ Other: _____                                        |
| Employment Status of Parent/Guardian: | ___ Full-time ___ Part-time ___ Unemployed ___ Student<br>___ Other: _____      |

# RELEASE OF LIABILITY & FOIP

## Liability Clause

- I agree that the Ponoka Youth Centre (PYC) will not be responsible for any injuries my youth may sustain from/while participating in any PYC activities, programs or fundraisers.
- The said youth and myself do hereby release the PYC, it's respective employees, directors, board members and volunteers from any and all actions, causes of action, claims and demands whether arising from negligence or otherwise, I ever had, now have or hereafter can, shall or may have for by any reason of any cause, matter or thing arising from the involvement of the said youth with the PYC.
- The said youth and myself do hereby agree to hold harmless and indemnify the PYC from and against any and all claims, demands, actions and costs which might arise out of the association of the said youth with the PYC.
- I have read the Expectations of Behavior that are on the back of this form with my child and understand the consequences of the listed behaviors.

## Damage Clause

- I agree to cover the costs of any facility or equipment damages my child intentionally causes as a result of outbursts of anger, fighting, poor sportsmanship, etc. during programs.

## Medical Waiver

- I waive my legal right against the PYC staff or volunteers for any loss, injury or damage suffered at any PYC activities, programs or fundraisers.
- I hereby authorize staff or volunteers of the PYC to have my youth transported to the hospital for any emergency treatment that may appear necessary in the event that I cannot be contacted immediately.
- I further consent to pay any medical expenses incurred that are not covered by my health insurance plan.
- I understand that if any of the above contact or emergency information changes, it is my responsibility to notify the PYC.

## FOIP Waiver

- I **DO** \_\_\_/ **DO NOT** \_\_\_ grant permission to the PYC to use any photographs, slides, moving pictures or sound recordings of my youth in furthering the work of the agency.
- I **DO** \_\_\_/ **DO NOT** \_\_\_ grant permission to the PYC to use my youth's name in furthering the work of the agency.

## Volunteering

- Volunteers are an essential part of the PYC. Would you be interested in volunteering?  
YES \_\_\_ NO \_\_\_

## Membership Number

- Your youth will receive a membership number upon returning this application. For each visit to the Teen Drop In Centre, your youth must sign-in with their membership number.

As the parent/guardian of the said child, I hereby provide consent for my child to participate in the youth programs offered by Ponoka Youth Centre.

**Parent/Guardian Name** (please print): \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you require further information, please contact the Ponoka Youth Centre at 403-783-3112.

# Expectations of Behavior of Ponoka Youth Centre

As a youth participant in this program, I agree to the following:

|  |                                                                                                                                                                                                                                                                          |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | I have read and understand the Expectations of Behavior of the Ponoka Youth Centre.                                                                                                                                                                                      |
|  | I understand the consequences for violating the Expectations of Behavior.                                                                                                                                                                                                |
|  | I understand that drugs, alcohol and tobacco are not allowed in or on the premises of the Ponoka Youth Centre.                                                                                                                                                           |
|  | I understand that if I choose to come to the Ponoka Youth Centre under the influence of either drugs or alcohol, I will be required to leave and that the RCMP and my parent/guardian may be notified.                                                                   |
|  | I understand that violence and harassment towards fellow members, staff or volunteers of the Ponoka Youth Centre are not allowed.                                                                                                                                        |
|  | I agree to respect the property and people within the Ponoka Youth Centre. Failure to do so may result in loss of privileges or RCMP involvement.                                                                                                                        |
|  | I recognize that I have the right to be safe in the Ponoka Youth Centre. This includes emotional, physical and sexual safety.                                                                                                                                            |
|  | I am aware of the responsibilities of being a member of the Drop In Centre: <ul style="list-style-type: none"> <li>• I will be issued a membership number</li> <li>• I must sign in with my name and membership number each time I attend the Drop In Centre.</li> </ul> |

| Offense:                                                   | Action Taken:                                                                                                                                                                                                                                                                    | Suspension/Expulsion:                                                                                                                           | Parent/Guardian Informed:                                                                                                         |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Possession of tobacco, drugs or alcohol (including vaping) | - ask the youth to leave the premises immediately                                                                                                                                                                                                                                | - current night plus one night                                                                                                                  | - phone parent/guardian regarding youth's action and dismissal                                                                    |
| Under the influence of drugs or alcohol                    | - ask the youth to leave immediately<br>- await supervision of parent/guardian if youth is unsafe to leave on own                                                                                                                                                                | - current night plus three nights<br>- expulsion if incident is repeated                                                                        | - phone parent/guardian regarding youth's action and dismissal                                                                    |
| Mild harassment or abuse towards staff or volunteers       | - issue a warning<br>- if persists, ask youth to leave (e.g. defiance to rules, swearing, inappropriate behavior, etc.)                                                                                                                                                          | - ask to leave for the current night if appropriate                                                                                             | n/a                                                                                                                               |
| Severe harassment or abuse towards staff or volunteers     | - ask the youth to leave the premises immediately or call RCMP based on severity<br>- inform the offended person of their right to press charges if warranted<br>- have the youth apologize to the person offended (e.g. physical or verbal violence, persistent defiance, etc.) | - current night plus three nights<br>- can be extended based on severity<br>- expulsion based upon severity                                     | - phone parent/guardian<br>- if RCMP are called the parent should attend if possible                                              |
| Mild harassment or abuse towards youth                     | - issue a warning<br>- resolve with other youth<br>- if persists, ask youth to leave                                                                                                                                                                                             | - ask to leave for the current night if appropriate                                                                                             | n/a                                                                                                                               |
| Severe harassment or abuse towards youth                   | - ask the youth to leave the premises immediately or call RCMP based on severity<br>- inform the offended person of their right to press charges if warranted<br>- have the youth apologize to the person offended (e.g. physical or verbal violence, persistent bullying)       | - two weeks to one month<br>- expulsion based upon severity                                                                                     | - phone parent/guardian<br>- if RCMP are called the parent should attend if possible<br>- phone parent/guardian of offended youth |
| Mild abuse of property                                     | - issue a warning<br>- have youth clean up or fix property abused (e.g. littering, messes, etc.)                                                                                                                                                                                 | - if the youth refuses to clean up or fix, ask them to leave for the current night<br>- if it is repetitive, longer suspension may be necessary | n/a                                                                                                                               |
| Severe abuse of property                                   | - ask the youth to leave the premises immediately<br>- call RCMP to charge for vandalism if warranted (e.g. damage to property, theft, etc.)                                                                                                                                     | - current night plus three nights or till damage has been fixed<br>- cost of damage replaced in money or time                                   | - phone parent/guardian                                                                                                           |
| Mild public displays of affection                          | - issue a warning<br>- if persists, ask to leave                                                                                                                                                                                                                                 | - current night<br>- if it is repetitive a longer suspension may be required and contact of parents                                             | n/a                                                                                                                               |
| Severe public displays of affection                        | - ask the youth to leave the premises immediately                                                                                                                                                                                                                                | - current night plus one night                                                                                                                  | - phone parent/guardian                                                                                                           |

I have read the above Expectations of Behavior with my child and understand the consequences of the above-listed behaviors.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Youth Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**YOUTH MEMBERSHIP INFORMATION**

Date of Membership Acceptance: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Name of Staff Issuing Number: \_\_\_\_\_

**STAFF CHECKLIST**

(Please initial after completion)

1. Front page is filled out fully \_\_\_\_\_
2. Expectations of Behavior Declaration is discussed and signed by both youth and staff members. \_\_\_\_\_
3. New name is added to membership list on wall. \_\_\_\_\_
4. Membership number to youth. \_\_\_\_\_
5. Form is placed in the Communication Binder. \_\_\_\_\_