



## 2017/18 The Rock Youth Center Registration Packet

### Instructions

Please review all pages of this document carefully. Your signature on pages 3,6 and 8 will verify that you have read the rules and guidelines and understand that they are the terms of youth center membership. For your child's protection and well-being. Your completed and signed registration documents must be received by The Rock before he or she can attend.

The documents (pages 2-8 in the .pdf file) include The Rock **Contract**, **Release/Pick-up Authorization** and **Emergency Contact** forms and the **Network Computing/Email Policy & Contract**. You can fill them out electronically or print them out and fill them out by hand. Delivery options:

- A. Save your changes to the .pdf and email it to: [programs@therockofkingsley.com](mailto:programs@therockofkingsley.com)
- B. Scan the completed, signed document and email it to [programs@therockofkingsley.com](mailto:programs@therockofkingsley.com)
- C. Mail printed-out document to P.O. Box 207, 115 E. Blair St., Kingsley, MI 49649
- D. Deliver packet to The Rock in person Monday through Friday between the hours of 3:30 and 6:30 p.m.

Thank you!

### Our Mission

Since opening as a youth center in 2010, The Rock has expanded and also serves as a multigenerational community center. We provide a safe, values-centric family environment for social interaction, education, character development, leisure activities and emergency resources in times of need.



## The Rock Contract 2017/18

[PLEASE READ](#) with your student(s) and keep for future reference

### RULES AND GUIDELINES FOR AFTER SCHOOL & SUMMER PROGRAM

It is required that The Rock Youth Center has a record of all youth who attend, along with emergency contacts and information. [ALL FORMS MUST BE FILLED OUT COMPLETELY, OR THEY WILL BE RETURNED.](#) Thank you.

Members (6-12 gr.) hereby agree to abide by all of the rules and policies developed by the staff and members and guests of the Youth Center, as stated below:

1. It is mandatory that all participants sign in when they arrive at The Rock and sign out when they leave. Once you sign out [YOU CANNOT RE-ENTER WITHOUT PARENT/GUARDIAN.](#)
2. Participants are expected at **ALL** times to treat volunteer staff and peers with respect and consideration. **Teasing, bullying or confrontation is strictly prohibited.**
3. We expect that all equipment and property of The Rock will be treated with respect and care. Phone use is limited to contact parent/guardian and calls should not exceed 5 min. **PLEASE ASK TO USE THE PHONE.**
4. Members will be responsible for any damage they cause at the Youth Center site. Members should return any equipment in the same condition at the end of the day prior to leaving the Youth Center. **If not, the member's parent/guardian will be responsible for replacing any equipment checked out that is lost, missing, or damaged.**
5. No weapons or fighting.
6. No smoking, drugs, alcohol or gambling.
7. No roughhousing, yelling, screaming or running.
8. Use appropriate language.
9. Kissing and cuddling are prohibited. Holding hands is ok
10. Dress appropriately and no bare feet.
11. Clean up after yourself. Throw away trash. Cans and bottles go in designated receptacles. Snack Shack closes 30 min. before the Center closes. **Excess snack trash may result in closing the Snack Shack for a designated period of time.**

The Rock Contract 2017/18, cont.

12. No loitering on youth center property. If you leave or are asked to leave you must exit the property.

13. Violations of any of the rules at the Youth Center may jeopardize your privileges in the program.

**Rock HOURS: Mon–Fri: 3:30-6:30 pm Occasional extended hours, weekends, or evenings may be scheduled for special events.**

I understand that The Rock Youth Center has an open door policy. This policy means that my child in the 6<sup>th</sup> - 12<sup>th</sup> grade is welcome at any time during open hours. I also understand that if my child leaves the Rock Youth Center for any reason during that time they will not be allowed to re-enter the building (that day/night) unless accompanied by parent. [Our staff is not responsible for teens when they leave the Center or with whom they leave.](#)

**PICK-UP POLICY**

[I understand that my child needs to be picked up on time when the Youth Center closes. I also understand that if I am late I will be charged \\$5.00 for every twenty minutes I am late. \(Circumstances will be reviewed by Youth Center Staff.\) Hours and program schedules are subject to change without notice, although staff will make every effort to keep you and your teen informed.](#)

Using The Rock Youth Center is a *privilege*. Members are expected to exhibit good behavior and follow all Youth Center rules and regulations. [Inappropriate behavior will not be tolerated!](#)

**FIRST OFFENSE:** Failure to exhibit good behavior will result in: Warning!

**SECOND OFFENSE:** Parent / Guardian notification by letter then any additional offenses will result in loss of Youth Center privileges.

**THIRD OFFENSE:** Loss of The Rock Youth Center privilege for the year.

**ABSOLUTELY NO FOOD OR BEVERAGES CAN BE BROUGHT IN UNLESS PRE-APPROVED BY THE DIRECTOR.**

**PARENTS: We need volunteers, financial donations and donated items from our wish list. Each month designated items will be posted at The Rock and on the web site at [theRockofkingsley.com](http://theRockofkingsley.com).**



**The Rock Release/Pick-up Authorization 2017/18**

Youth Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Ph \_\_\_\_\_

I understand that my youth will not be permitted to leave The Rock in any other method or with anyone other than the person(s) that I have listed below.

Youth may walk home.

Youth may be picked up by any of the following people.

Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Youth may NOT be picked up by any of the following people.

Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

I authorize my youth to be released from The Rock according to the information above. Additionally, I have communicated with my youth the ways in which I permit my youth to leave The Rock. I understand that if I am late I will be charged \$5.00 for every 20 minutes I am late. I understand that The Rock assumes no responsibility for transportation to or from The Rock, and that The Rock is not responsible for youth before they arrive at or after they leave The Rock.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



The Rock Emergency Contact Form 2017/18

Please consider making a donation. We need your help in order to continue after-school programs! You'll find a donation form under this item on our web site.

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Ph \_\_\_\_\_ Work Ph \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell Ph \_\_\_\_\_ Work Ph \_\_\_\_\_

Email Address \_\_\_\_\_ Home Ph \_\_\_\_\_

Emergency Contact (not parent) \_\_\_\_\_ Ph \_\_\_\_\_

Physician \_\_\_\_\_ Ph \_\_\_\_\_ Hospital \_\_\_\_\_

Additional Medical Information (allergies, medicines, etc.) \_\_\_\_\_

Name of medical insurance \_\_\_\_\_ Policy No. \_\_\_\_\_

**As a Parent/Guardian of a Teen Registered at The Rock I will Help:**

Volunteer My Time       Donate Money       Donate Wish List Items  
 Weekly       Monthly       Special Events       Sponsorships

**The Rock Emergency Contact Form 2017/18, cont.**

I, the undersigned Parent/Legal Guardian of the named student on this form, hereby consent to and give my permission for the following:

1. To participate as a member of the Rock Youth Center.
2. To participate in all Youth Center activities which may also include activities held at other locations.
3. On behalf of the member and myself, I acknowledge that the member will be participating at his/her own risk and I, on his/her and my own behalf, hereby release, discharge and indemnify the Rock Youth Center and all other affiliates associated with the Rock Youth Center from all liability for injury to person or damage to property of myself and member arising out of participation in, and transportation associated with the Rock Youth Center.
4. In permitting the member to participate, I am specifically granting permission to the Rock Youth Center to use the likeness, voice and words of the member in television, radio, films, newspapers, magazines and other media, and in any form not heretofore described, for the purpose of advertising or communicating the purposes and activities of the Rock Youth Center and appealing for funds to support such activities.
5. If I am not personally at Youth Center activities in which the member is participating, so as to be consulted in case of necessity, you are authorized on my behalf and at my account to take such measures to arrange for such medical and hospital treatment as you may deem advisable for the health and wellbeing of the member.

Parent/Legal Guardian's Name (please print) \_\_\_\_\_

Parent/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



## The Rock Network Computing/Email Policy & Contract 2017/18

The Rock of Kingsley Youth Center is responsible for securing its network and computing system to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of the expected standards of conduct and the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action and possible revocation of use regardless of the success or failure of the attempt. ***Once a user is granted permission to access the electronics network facilities, the user is solely responsible for all actions while using the equipment. Therefore, the following actions are prohibited:***

- any deliberate action, which damages or disrupts a computing system or network, alters its normal performance or causes malfunction, regardless of location or time duration. (trying to “crash” network systems or programs)
- any willful development or introduction of computer “viruses,” disruptive, or destructive programs into the Rock Youth Center network. **NO DOWNLOADING WITHOUT PERMISSION!**
- deleting, copying, or modification of any files and/or data belonging to other users without their prior consent.
- transmitting and/or processing files containing obscene, indecent, lewd material or other material, which explicitly or implicitly refer to sexual conduct.
- transmitting any material in violation of any United States or state regulations. This includes, but not limited to, copyrighted and threatening materials.
- impeding other users through mass consumption of system resources.
- using facilities and/or services for unauthorized commercial purposes.
- forging or attempting to forge electronic mails messages.
- attempting to read, delete, copy, modify, or view without permission, other users email.
- sending or attempting to send harassing, obscene and/or threatening email to another user.
- attempting to send unsolicited junk mail, “for profit” messages, or chain letters.
- or any other action that is deemed inappropriate.

The Rock of Kingsley Youth Center electronic network facilities are to be used exclusively for education, related functions, and applications. The Rock Youth Center Director will have access to all files, including email files. Users will have no expectation of privacy with regard to said files or email. Any attempt to break the law through the use of the network will result in litigation against the offender by the proper authorities. If such an event should occur, the Rock of Kingsley Youth center will fully comply with the authorities to provide any information necessary for the litigation process.

I understand and agree to abide by the terms and conditions of the Rock Youth Centers’ Network Computing and E-mail Policy. I further understand that any violations of the above regulations are unethical and may constitute a criminal offense. I understand that any violation of these terms and conditions will result in the revocation of my access rights and the imposition of youth center

**The Rock Network Computing/Email Policy & Contract 2017/18, cont.**

**discipline. In addition the Rock Youth Center will comply with the authorities to provide any information necessary for the litigation process. As the parent/guardian of this student, I have read the Terms and Conditions for access to the Rock of Kingsley Youth Center Network Computing and E-mail Policy. I understand that this access is designed for educational purposes and the Rock Youth Center has taken precautions to eliminate controversial materials. However, I also recognize that it is impossible for the Rock of Kingsley Youth Center to restrict access to all controversial materials, and I will not hold the Rock of Kingsley Youth Center, the Rock Youth Center's Staff, or the Rock of Kingsley Youth Center Board of Directors responsible for materials acquired on the network. Further, I understand that the inappropriate use of network by my child will result in the revocation of my child's access rights and imposition of youth center discipline. In addition, the Rock of Kingsley Youth Center will comply with the authorities to provide any information necessary for the litigation process. I accept full responsibility for supervision if and when my child's use is not in a youth center setting. Further, I accept responsibility for any damages or injuries caused by my child's use of the network, either in the youth center or outside of the youth center, in a manner which violates the Terms and Conditions set forth in this agreement. With this understanding, I hereby give permission to issue electronic access for my child and certify that the information on this form is correct.**

Member's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_