

Dear Parent(s)/Guardian(s),

It's that time of year to renew your annual membership to the Youth Center. The Youth Center offers many programs, activities and experiences for Enfield youth ages 8-18. Our hours are Monday-Friday 3:00-7:00pm.

I would like to take this time to remind you of some of the Center's Highlights:

- ☺ Fully staffed Youth Center
- ☺ Field trips which can be earned by displaying positive Youth Center behavior
- ☺ Homework assistance during the school year
- ☺ Daily Gym time: grades 9-12 or ages 14 – 18
- ☺ Special Interest Clubs
- ☺ Daily snacks
- ☺ X-BOX 360, X-BOX ONE, Wii, WiiU and 5 computers
- ☺ Connection to the internet with parent/guardian's permission
- ☺ Picture ID cards
- ☺ Email alerts of closings, upcoming events and field trips
- ☺ And much, much more!!

Enclosed is the member enrollment form and agreement to follow center rules and computer policy. Please discuss the center rules with your youth and sign together. It is important to sign and check permissions on the member enrollment form and return with the yearly non-refundable fee of \$20. If you have any questions about the registration form/ permissions or payment please contact staff. Separate permission and sign-ups are required for field trips. Only Enfield residents will be allowed membership to the Center.

**IMPORTANT: During the COVID crisis we are no longer a drop- in program, all signatures, permissions, and fees must be returned before youth can be admitted to the Center.**

- Mask and hand sanitizer will be available for all youth.
- Masks will be required in all indoor spaces.
- Staff will be required to wear a mask in the center.

Should you have any questions or concerns please feel free to call the Youth Center @ 253-6426; or Christie Amsden, Youth Center Coordinator @ 253-5004. All forms may be found on the Town of Enfield Youth Services Website at [www.enfielddyouthservices.org](http://www.enfielddyouthservices.org).

Sincerely,  
Christie Amsden, Coordinator

**TOWN OF ENFIELD YOUTH SERVICES YOUTH CENTER  
MEMBERSHIP, ENROLLMENT, AND PERMISSION FORMS]**

2021-2022

Participant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School: \_\_\_\_\_ (for summer programs enter upcoming school) Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How would you like to be informed of Youth Center alerts, closing or upcoming events? \_\_\_\_\_

Who Referred You: \_\_\_ Parent/Guardian \_\_\_ Self \_\_\_ DCF \_\_\_ School \_\_\_ Police \_\_\_ Social Service Agency \_\_\_ JRB

**DEMOGRAPHICS\*** (Please check one in each section):

**Race:**

- \_\_\_ Alaska Native/American Indian
- \_\_\_ Asian
- \_\_\_ Black/African American
- \_\_\_ Multi Racial
- \_\_\_ Native Hawaiian/Other Pacific Islander
- \_\_\_ Other
- \_\_\_ White

**Family Household: (Lives with)**

- \_\_\_ Two Parent/Adoptive Parents
- \_\_\_ DCF Guardianship
- \_\_\_ Foster Parent(s)
- \_\_\_ Grandparent(s)
- \_\_\_ Joint Custody
- \_\_\_ On Own
- \_\_\_ Other
- \_\_\_ Relative/Guardian
- \_\_\_ Single Parent (Female)
- \_\_\_ Single Parent (Male)
- \_\_\_ Step and Birth Parents

*\*Note: The Town of Enfield and the State of CT Dept. of Education funds Youth Services. We are required to report certain demographic and survey information for statistical and programmatic purposes.*

**Free/Reduced Lunch**

- \_\_\_ Receives Free/Reduced Lunch
- \_\_\_ Not Eligible

**Ethnicity:**

- \_\_\_ Hispanic/Latino
- \_\_\_ Not Hispanic/Latino

- Please check here if you do NOT want your child's name or photo published:
- Please check here if your child does NOT have permission to fill out anonymous surveys:
- Please check here if the YSB does NOT have permission to obtain the State Assigned Student ID#:
- Please check here if the YSB does NOT have consent to correspond with EPS in regards to attendance and enrollment

**Permission and Emergency/Medical Information**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any medical conditions for which we should be aware of: Y or N

If yes, please describe: \_\_\_\_\_

Does your child have any allergies? Y or N

If yes, please describe: \_\_\_\_\_

Does your child take any medications? Y or N

If yes, please list: \_\_\_\_\_

Does your child have any social, emotional, developmental or behavioral health conditions we should be aware of? Y or N

If yes, please describe: \_\_\_\_\_

At the Enfield Youth Center, we are committed to meeting any special needs your child may have and will provide your child with an opportunity to participate in the Center's programs and services. It is important that you and the Center's administrators discuss your child's health care, physical needs and/or emotional needs, during the application and enrollment period. This information will enable the Center's staff to gather the information necessary for the preparation of an individualized assessment and determination whether we can adequately meet your child's specific needs.

**TOWN OF ENFIELD YOUTH SERVICES YOUTH CENTER  
MEMBERSHIP, ENROLLMENT, AND PERMISSION FORMS]**

2021-2022

We will make all reasonable modifications in the Enfield Youth Center's policies and procedures to integrate children with disabilities, their parents and guardians into the Center's program unless doing so constitutes a fundamental alteration thereto and creates an undue hardship. We will also provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue hardship.

In case of emergency, if I cannot be reached, I give permission to the attending physician to hospitalize, secure necessary treatment, order injections, anesthesia, or surgery for my child named on this form. Additionally, I the undersigned do hereby waive and hold harmless the Town of Enfield, its employees and agents, from any personal or property damage I or my child may incur while participating in this activity. I also understand the Town of Enfield does not provide accident or health insurance.

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

**OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ (P) or \_\_\_\_\_ (C) STAFF NAME: \_\_\_\_\_ PHOTO TAKEN: \_\_\_\_\_

FEE: \$20 PAID AMOUNT: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ STAFF NAME (Accepting Payment): \_\_\_\_\_ DATE: \_\_\_\_\_

**The Youth Center Rules**

1. Youth Center members must be Enfield residents between 8-18 years old who are currently enrolled in school.
2. Members must sign in and out at the main desk - NO EXCEPTIONS!
3. Members must enter and exit through the side entrance by the playground.
4. Be in staffed areas only
5. Dress Code: clothing promoting drinking/drugs or clothing exposing stomach or torso.
6. Gambling of any type is not permitted.
7. Smoking is not allowed on Town property.
8. Members appearing to be under the influence of drugs or alcohol will not be admitted.
9. If you did not go to school, you cannot come to the Center.
10. Snacks and juice are sold here; members are not allowed to bring previously opened cans into the Youth Center.
11. Lockers are available for youth to use but the Youth Center is not responsible for lost or stolen items.
12. Use respectful language and behavior. Disrespectful language or unsafe behaviors will be addressed by staff
13. Follow directions from all staff, loss of privileges including video games, gym, or activity may be a consequence of not listening to staff

**The Youth Center is committed to providing the best possible experience for your youth. In order to ensure safety and maintain a positive environment, staff must use discipline procedures with members who exhibit inappropriate behavior. The Youth Center has a 3 step policy - Step 1: verbal redirection and warning; Step 2: Reflection and alternative choice; Step 3 - if a behavior continues it will result in a conference call to your parent(s)/guardian(s) and you will be asked to leave for the day.**

1. swearing - a progressive refusal to display respectful language or behavior
2. aggressive body language
3. escalating out of control and refusing to discuss situation with staff
4. not responding to staff direction or accepting of consequences of behavior

**The following serious behaviors will result in a call to your parent(s)/guardian(s) and you will be asked to leave for the day, a review of the incident with a supervisor the following day for re-entry plan.**

1. swearing directly to others or staff
2. inappropriate sexual language or gestures
3. threatening language or behaviors
4. bullying, taunting and teasing of others

**If your child has been suspended from the Youth Center for an extended period of time, he or she can't return to the Center until the suspension has been completed. Suspension is consecutive days out of the Center. Certain persistent behaviors can result in progressive discipline. If the behaviors persist over time and create safety concerns toward other members, staff or a hostile youth center climate, membership can be revoked and no refunds will be issued. After the suspension has been completed a meeting may be requested with a parent and administration before they can return. Enfield Youth Services may also require the youth to engage in counseling services to ensure a safe return.**

**The following serious behaviors will result in a call to the police and parent(s)/guardian(s). Members will not be allowed to return without a meeting with Coordinator or Director of Youth Services. We reserve the right to suspend or revoke membership and trespass members should the safety of the Center be compromised.**

1. assault
2. threatening; breach of peace
3. destruction of property
4. theft
5. vandalism
6. possession of drugs/alcohol

I agree to follow the rules of the Center:

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Town of Enfield Youth Services  
Enfield, Connecticut**

**COMPUTER NETWORK AND/OR INTERNET  
Enfield Youth Services Participant ACCEPTABLE USE AGREEMENT POLICY**

**Enfield Youth Services** provides computers, networks and Internet access to support the mission and goals of Youth Services and to enhance the learning opportunities for youth participants.

The purpose of this policy is to ensure that participants utilize Enfield Youth Service computers, networks and Internet services for games, activities and educational-related purposes and is consistent with the Enfield Youth Service's stated mission, goals and objectives. **The Town of Enfield** reserves the right to place restrictions on the material accessed or posted and to enforce all rules set forth in the Town of Enfield Policies, Administrative Regulations, and applicable local, state, and federal laws.

Any Enfield Youth Service participant who violates this policy and/or any rules governing use of the Enfield Youth Service computers, networks and Internet services will be subject to progressive consequences, up to and including termination of program privileges. Illegal uses of the town's computers will also result in referral to law enforcement authorities.

All Enfield Youth Service computers remain under the control, custody and supervision of the Town of Enfield. Enfield Youth Service reserves the right to monitor all computer and Internet activity by participants. Participants have no expectation of privacy in their use of town computers.

Each Enfield Youth Service participant authorized to access the town's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations.

Malicious use of the Enfield Youth Service computer network to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of the entity of the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, cyberbullying, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email-messages, instant messages, text messages, digital pictures, images, and Web site postings.

The Director of Youth Services or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising of the need for any future amendments or revisions to the policy/regulations. The Director of Youth Services or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the Enfield Youth Service computers, networks and Internet services system as long as they are consistent with the Town of Enfield's policy. The Director of Youth Services may delegate specific responsibilities to other Youth Services supervisors as he/she deems appropriate.

**Town of Enfield Youth Services  
Enfield, Connecticut**

**COMPUTER NETWORK AND/OR INTERNET  
Enfield Youth Services Participant ACCEPTABLE USE AGREEMENT POLICY**

The Enfield Youth Service Computer Network and/or Internet participant Acceptable Use Agreement governs the use of computers, local area networks, and the Internet in all of Youth Services program areas.

This agreement must be read and signed by both the Enfield Youth Service participant and a parent/guardian and returned to the Enfield Services. Access to Enfield Youth Service Computer Network and/or Internet System will not be granted until the agreement has been signed and returned.

Any Enfield Youth Service participant violating this agreement will be subject to progressive consequences based on the Enfield Youth Service's Policies and Administrative Regulations. Any Enfield Youth Service participant and his/her parents/guardian can be held financially liable for labor and associated costs incurred by the town if the Enfield Youth Service participant vandalizes property and/or violates this agreement.

By signing this statement, I acknowledge that I have read, understand, and agree to all terms as outlined in the Enfield Youth Services Computer Network and/or Internet Acceptable Use Agreement.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Address

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Telephone

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

\_\_\_\_\_  
Date