



City of Chino - Community Services Department

Chino Experience Teen Center Registration Form 2014-15

Program Information/Policies and Procedures



Receipt# _____ Staff _____

Participant Information

Participant's Full Name _____
Last First

Gender _____ Birth Date _____ Age _____ Grade _____
M/F Month/Day/Year

School Name _____

Home Address _____
Street Apt# City Zip Code

Father/Guardian Full Name _____

Phone Numbers: Day time _____ Evening _____

Mother/Guardian Full Name _____

Phone Numbers: Day time _____ Evening _____

Main Parent's Email Address _____

Home Phone# _____

Medical Group/Family Doctor _____
Name Address Phone

Medical Coverage Insurance Company _____ Policy/Group Number _____

Please list any medications and medical concerns or health problems that the staff should be aware of.

Emergency Contacts

The information in this section must be current and complete. It is the parent/guardians responsibility to notify Chino Experience Staff in writing if the information needs to be changed. Individuals to be contacted in case of an emergency should agree and be available to provide assistance if necessary. Please list all persons you authorize to pick up/provide assistance for your teen in case of an emergency. Individuals must be at least 18 years of age and have a valid ID.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

I, the undersigned, certify the above information is correct, and I do give my permission for the above authorized person(s) listed to pick up my teen. I also understand that I am the only authorized person to make changes to this form.

Print Parent/Guardian Full Name Signature Date



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Program Information

The Chino Experience Teen Center provides a safe space for teens in the 7th-12th grades that includes academic tutoring, intermural sports, visual and performing arts, intergenerational programming, and community service. Through the College & Career Resource Center, also housed at the Teen Center, teens and young adults can also access information and services that will help them pursue a college degree or a vocational education.

We encourage and challenge participants to:

- Succeed in school;
- Develop healthy attitudes and behaviors;
- Gain life skill, and;
- Develop community pride through community service.

The Chino Experience Center is a Drop-In program, meaning the teens are allowed to come into and go or leave as they please into/out of the Center. Loitering outside of the facility is not allowed. The Center is not a child care service and is not responsible to monitor the teen's attendance. Teens will be asked to sign-in/sign-out when arriving or leaving. Parents/guardians are welcome to review the sign in/out log; however, it should be understood that these logs are not to monitor who is in the building, rather to keep a record of how many participants visit the Center for reporting purposes. When the Center closes in the evening, it is the responsibility of the teen and parent/guardian to arrange transportation. Program services are not available when school is out. Modified program services may be available during the summer months.

Registration and Fees

Participants must complete a registration form and pay program fees in advance in order to participate in the Center.

1. Teen Center - \$5 per month per student
2. Shuttling* - \$20 per month per student

(*Shuttling is only offered from Briggs Fundamental and Don Lugo High School. See Shuttle Service section for additional information and requirements.)

Discipline and Behavior Guide

The Chino Experience Teen Center strives to build a positive environment that is safe and nurturing for all participants. In our discipline plan we emphasize fairness, consistency, and responsibility. We use positive reinforcement techniques continuously and conflict mediation when necessary. We expect all the teens that visit the Center to follow these rules:

- Respect and obey all adults, Program Staff, Volunteers, and other participants.
- Take care of all property and equipment. Damaging or defacing City of Chino property will result in the suspension and/or possible expulsion from the Teen Center and its programs. Any and all damages and costs incurred in repairing or replacing property/equipment will be the sole responsibility of the parent(s)/guardian(s).
- Use common sense. If there is a chance that someone might get hurt, "Don't Do It!"
- No profanity or lewd acts will be tolerated.
- Anyone wearing attire that promotes gangs, drug/alcohol use, violence or profanity will not be allowed to enter the facility.
- Absolutely no fighting, in play or for real. Threats of violence and/or bullying are not acceptable and may result in the immediate suspension and/or expulsion from the Teen Center and its programs.
- No weapons of any sort are allowed.
- Anyone under the influence of drugs and/or alcohol will not be allowed in or around the Teen Center.
- No smoking in or around the Center.
- No skateboarding, rollerblading or bike riding in the Center or parking lot.
- No hanging out outside the building (including the parking lot, sidewalks and behind the building).

Failure to comply with the rules may result in suspension and/or expulsion from the program. Severe and/or repeated negative behavior will result in written and verbal contact with parents/guardians. Continuous unacceptable behavior may result in expulsion from the program.

Policies and Procedures

I have read, understood and accept the terms as established by the City of Chino. I further understand that these policies and procedures may be modified and that all modifications will be distributed.

Print Parent/Guardian Full Name

Signature

Date



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Movies

The Chino Experience Teen Center will show movies that are generally rated “G” and/or “PG,” but may sometimes include a “PG-13” rated film. Watching the movies is optional and any teen that does not wish to participate will have the option to participate in another activity or spend time in the study room. A completed Movie Release Form for each teen that participates in the Teen Center must be on file before they can watch a movie.

Do you authorize your teen to view the following rated movies:		
G rating	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG rating	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PG-13 rating	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Print Parent/Guardian Full Name

Signature

Date

Personal Property

It is considered the responsibility of the participant to keep their belongings in a safe place. The Chino Experience Teen Center, the City, and its Staff will not be responsible for any items that are lost, stolen, damaged or broken. The Chino Experience Teen Center reserves the right of not allowing certain items to be brought to the Center.

Shuttle Service Rules and Expectations

- The Shuttle Service is \$20 per month per student and will provide transportation from the designated school to the Teen Center.
- **The Shuttle Service is a benefit to those who participate daily in the Chino Experience Teen Center. Therefore, Shuttle participants agree to participate, at minimum, in the daily Homework Hour. Staff will track attendance each day to monitor participation. Not complying with this requirement may result in the dismissal of the participant from the Shuttle Service.**
- All shuttle riders must be a registered participant and all completed form on file with Staff prior to using the service.
- All shuttle riders must be a member of the Chino Experience, in good standing and be current on all fees.
- The Shuttle will pick up in front of the school, near the bus pick up. Participants should look for the Chino Experience Shuttle.
- All riders must wear a seatbelt at all time and must obey all Chino Experience Staff and rules while on the shuttle. Failure to do so may result in suspension from the service.
- There are limited spaces on the shuttle, thus second trips might be necessary.
- Any type of physical violence or intentionally hurting of others will not be tolerated. Example: fighting, rough play, name calling, etc.
- Food and drinks are not allowed on the shuttle.
- Damaging or defacing City of Chino property will result in the suspension and/or possible expulsion from the Teen Center and its programs. Any and all damages and costs incurred in repairing or replacing property/equipment will be the sole responsibility of the parent(s)/guardian(s).
- Due to the varying number of participants each day, shuttle times may vary.
- Shuttle services will be provided on early days.

Shuttle Service locations and pick-up times:

- | | | |
|----------------------|---------------|---------|
| • Don Lugo High | Monday-Friday | 2:15 PM |
| • Briggs Fundamental | Monday-Friday | 2:25 PM |

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