

# Youth Center TRACEN Petaluma

## STUDENT INFORMATION

(to be completed for each child)

Child's First Name

Child's Last Name

M F

Sex (circle one)

Age

Birth date

K 1 2 3 4 5 6

Grade (circle one)

Parent/Guardian Name

Sponsor Parent/Guardian Name

Home Address (include City and Zip)

Home Phone

Email Address

Cell Phone

### **Summer Camp/After-school Care 2024-2025 Registration Information**

REGISTRATION: Please completely fill out the following program registration form.

Summer Camp hours: Monday – Friday 7:30-1630

After-school care hours: Monday – Friday 1400-1630

Wednesday 1345 – 1630



## Closed Days

The program will be closed in observance of the upcoming 2024-25 Federal Holidays & Youth Center\* Staff Development Days:

Independence Day	July 4th-5th, 2024 (Th/F)
Coast Guard Day (half day)	August 2nd, 2024 (Fri)
Labor Day	Sept 2nd, 2024 (Mon)
Indigenous People's Day	Oct 14th, 2024 (Mon)
Veterans Day	Nov 11th, 2024 (Mon)
Thanksgiving Day	Nov 28-29, 2024 (Th/F)
Christmas Day	Dec 25th, 2024 (Wed)
New Years Day	Jan 1st, 2025 (Wed)
Martin Luther King Jr Day	Jan 20th, 2025 (Mon)
Presidents Day	Feb 17th, 2025 (Mon)
Memorial Day	May 26th, 2025 (Mon)

### \*Closed for Youth Center Staff Development Days:

Feb 2025 (TBD)

May 2025 (TBD)

Aug 2025 (TBD)

## **PARENT INVOLVMENT**

-You are always welcome to observe our program, help in some way, or share a skill. If you would like to share a special talent or observe, please let the Program Director, Karen Torgesen, know so that this can be coordinated.

## **CONTACT OR COMPLAINT PROCEDURES**

-If you have a questions or problem with something that is happening or has happened at the Youth Center, please talk with the Youth Services Director first. Karen Torgesen, YS Director at (707) 217.2429 - [karen.torgesen@uscg.mil](mailto:karen.torgesen@uscg.mil) If you feel they have not dealt with the issue to your satisfaction, please call/email LCDR Miller, Comptroller at x7288 - [ronald.a.miller@uscg.mil](mailto:ronald.a.miller@uscg.mil)

## **PARENT / STAFF CONFERENCES**

Parent / Director conferences may be arranged at any time by request of the parent or site Director. At the time of a scheduled conference, other staff members may be invited to attend as necessary.

## **OUR PROMISE TO YOU**

We believe in positively empowering and nurturing the potential of every child. We also believe that the values and skills our kids learn early on are vital building blocks for quality of life and making healthier life choices. When kids participate in the TRACEN Petaluma Youth Services program, they enhance their schoolwork through asset-developing activities; learn about the importance of physical activity and healthy food choices; learn the value of supporting their neighbors through group activities; and, most importantly, learn how to be themselves! That makes for more confident kids today and contributing, engaged adults, tomorrow.

Child's Name: \_\_\_\_\_

**MEDICAL RELEASE AND INFORMATION SHEET**

I hereby absolve USCG Training Center (TRACEN), Petaluma Morale, Well-Being and Recreation (MWR), its agents, and chaperones from any and all liability from any injury which may be suffered from participation in any MWR activity or event. In the event emergency treatment is needed and a parent/guardian cannot be reached, I authorize the TRACEN, MWR and/or its agents and chaperones to take appropriate action as deemed necessary.

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

\_\_\_\_\_  
Date

**MEDICAL INFORMATION**

Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Person that is to be notified if parent/guardian cannot be reached:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Date of last Medical Exam: \_\_\_\_\_

Medications, Activity Restrictions, and/or Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_ YES \_\_\_ NO

If yes, please explain: \_\_\_\_\_

Special Needs: \_\_\_ YES \_\_\_ NO

If yes, please explain: \_\_\_\_\_

I consent to the following:

1. use audio/video/photos of my child for TRACEN BGCA media purposes \_\_\_ Y \_\_\_ N
2. Participate in walks and field trips (across TRACEN property) \_\_\_ Y \_\_\_ N

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

\_\_\_\_\_  
Date

## Authorization to Pick-up

To ensure the safety and accountability of all children in the program, children will NOT be allowed to leave the center with adults who are not listed as a "child release". Each child needs to have at least two child release designated below in the case of an emergency. Parents do not need to be designated to pick up and CANNOT be used as one of the 2 emergency contacts. These contacts should be local in the case of an emergency when the parent cannot be reached. Please notify your child release (for permission) BEFORE you provide us with their information.

Child Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Release 1- \_\_\_\_\_

Relationship - \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Release 2- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Release 3- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Release 4- \_\_\_\_\_ Relationship - \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

## TRACEN Petaluma Youth Services Conduct Guidelines

Child's Name: \_\_\_\_\_

In any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Therefore, the following guidelines and rules apply to you and each participant, and the expectation is for you to follow them. We are here to have FUN in a safe, supportive, and welcoming environment.

### GENERAL CONDUCT GUIDELINES:

1. You are responsible for your own actions.
2. GOLDEN RULE: Treat others the way you wish to be treated.
3. Use common sense: if you think there is a chance you or someone else might get hurt, DON'T DO IT!
4. Use kind words. No "Put Downs" will be allowed: making fun of a person's name, appearance, family, abilities, race, religion, or handicap.
5. You must stay with the group in the assigned area unless you ask and are given permission to leave.
6. Appropriate language and attitude will be expected by you at all times. Foul language is never appropriate or allowed.
7. If it does not belong to you, ask permission to use it.
8. Stealing or damaging TRACEN Petaluma or other people's property is never allowed.
9. Clean-up is part of every activity and everyone is expected to help.
10. People are not for hitting, biting, scratching, pinching, punching, or kicking. These and other negative types of behavior or bodily harm will not be tolerated. Use kind words to solve your problems or find an adult to help.
11. For your safety, we need you to listen to all staff including directors, counselors, teachers, and leaders.
12. Youth Services is not responsible for any lost, stolen, or damaged such as Cellphones, portable electronics, money, toys, and valuables.

## SAFETY GUIDELINES AND RULES:

1. There is no running inside.
2. Rocks and sticks are to stay on the ground and should never be thrown.
3. Balls are not to be bounced or played with inside the building.
4. Toys, board games, puzzles, and all other games / equipment will be treated with respect.
5. The playground slide is for sliding down and must not be climbed up or on.
6. Always use the buddy system whenever you get permission to leave the group.
7. ABSOLUTELY NO roughhousing, play fighting, or chasing (unless playing tag).

If you cannot handle the above responsibilities and follow our guidelines and rules, the following will occur depending on the severity and the number of occurrences.

1. You will be reminded of the rules and a discussion of the problem and more acceptable behavior will take place.
2. You will lose the privilege of participating in a specific activity.
3. You will be given time to think about the problem and what you did.
4. We will have a conference with your parent(s).
5. You may be denied the privilege of a special activity or day.
6. You may be suspended from the program for a day or more.
7. You may be asked to leave the program permanently.

I have read and/or discussed the conduct and safety guidelines and rules with my parents. I know that I am responsible for my own actions and will always try to follow these guidelines and rules.

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Child's Signature

Date

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Parent's Signature

Date