



**City of Montclair  
Human Services Department  
Montclair Youth Center**

**POLICIES AND PROCEDURES**

**Participation**

Participation in the Montclair Youth Center is free for the 2017-2018 school year. After completion of this registration packet, each member's emergency card will be placed on file. This card is required to utilize the facility and for checking out equipment. Participation is limited to a first-come, first-serve basis, until capacity is reached.

**Drop-in Program**

The Montclair Youth Center is a drop-in recreational program and staff cannot physically prevent participants from leaving the site. Parents should discuss the arrival and departure time with their teens and strongly discourage them from leaving the facility prior to the agreed upon time. It is the responsibility of the participant and parent to arrange transportation to and from the facility.

**Discipline and Behavior Guide**

The Montclair Youth Center staff strives to build a positive and safe environment for participants, and all participants are expected to follow the Youth Center Code of Conduct contract found within this registration packet.

**Personal Belongings**

The Montclair Youth Center staff is not responsible for any personal property brought to the facility. Please encourage your teen to keep their valuables at home.

**Movies**

Movies are a part of the Montclair Youth Center activities. Movies shown have a rating range of G to PG-13. Participation in movies is optional.

**Phones**

The Montclair Youth Center phones are for business use and participants are only allowed to call parents in case of emergency, be picked up by parent, or notify parent of whereabouts.

**Waivers**

In the event any of the information provided on the attached waiver changes please notify the Montclair Youth Center staff so participant files can be updated.

We would like to thank you in advance for reading this packet thoroughly, completing the necessary forms, and understanding its content to the best of your ability.

Sincerely,

Fernando Saltos, Recreation Supervisor (909) 625-9496,  
Quaresha Fields, Senior Recreation Specialist (909) 625-9486 and  
Emily Gomez-Medina, Senior Recreation Specialist (909) 625-9482

For Volunteer information and opportunities: (909) 625-9484



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**RULES AND REGULATIONS**

The Youth Center and its activities are a privilege and rules and regulations must be followed by everyone.

- A completed Youth Center Registration Form is required to enter the facility.
- Participants must be in 7<sup>th</sup> – 10<sup>th</sup> grade and be a Montclair resident or attend a Montclair school. Student may be asked to show valid school I.D.
- School dress code rules apply and are expected to be followed at all times (no gang attire, no midriff tops, etc.)
- Weapons, drugs, alcohol, and tobacco products and the use of any such products in or around the center are prohibited and will result in permanent expulsion from the program.
- No skateboarding, scooter or bike riding is allowed in the center.
- Harassment of any kind will not be tolerated.
- Participant is responsible for his/her own personal property.
- Food and drinks are allowed in designated areas only.
- No profanity, fighting, inappropriate language, or unruly conduct allowed.
- Equipment must be used properly.
- Participants must keep their hands and feet to themselves.
- Vandalism or defacing of facility or equipment is prohibited.
- Respect the personal property of others.
- Disrespect of any staff member will result in disciplinary action.
- Theft is prohibited.
- Loitering outside of the facility is not allowed.

The City of Montclair reserves the right to search participants and/or their belongings at the City's discretion if suspicion of a violation of a rule of conduct exists. Violation of the rules listed above and/or rules posted at the Youth Center may result in the suspension and/or expulsion from any current and or future Montclair programs. All actions are subject to review by the administrators of the program.

**MOVIE AND TELEVISION**

The Montclair Youth Center provides its members with an opportunity to view movies during various programs. Due to some of the movie content the ratings may range from G to PG-13. The movies viewed may include mature themes, strong language, mild violence or comedic violence. Staff will attempt to avoid any movies that contain inappropriate material, such as excessive profane language, graphic violence and explicit sexual content.

**VIDEO GAME**

Participants may be allowed to use the Xbox 360, Wii system, Playstation 4 and various video games. Staff will monitor the use of the video games in order to avoid the viewing of inappropriate content, but the City cannot guarantee the extent or effectiveness of such monitoring.



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**2017-2018 SCHOOL YEAR REGISTRATION FORM**

NAME _____		BIRTHDATE _____	
ADDRESS _____		CITY _____	ZIP _____
SCHOOL _____		GRADE _____	AGE _____ SEX _____
PARTICIPANT'S CELL NUMBER (____) _____		EMAIL _____	
MOTHER _____	CELL PH. (____) _____	EMAIL _____	
FATHER _____	CELL PH. (____) _____	EMAIL _____	
PLEASE LIST ANY TYPE OF CONDITION OR SPECIAL NEED THAT STAFF SHOULD BE AWARE OF: _____			
_____			

<b>FOR STAFF USE ONLY</b>		
DATE RECEIVED: _____	SCHOOL ID #: _____	COMMENTS: _____

**Emergency Authorization**

I the undersigned, parent or legal guardian of the participant, a minor, hereby authorizes the City of Montclair Staff as my agents, to consent to medical, surgical or dental examination and/or treatment. In case of an emergency I hereby authorize treatment and or care at any hospital. If there is an emergency and I cannot be reached, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_, whom is authorized to act on my behalf.

If you wish your family doctor be contacted in case of emergency, please list contact information below:

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Acknowledgement and Consent:**

For both the internal and external use, I acknowledge that the City of Montclair may compile address and mailing labels and may utilize photographs and video of the named individual. I consent to such uses and hereby waive all rights to compensation.

**Waiver of Liability and Disclaimer:**

I, the parent or guardian of the above named minor, acknowledge that participation in recreation activities necessarily involves risk of physical injury. In consideration for accepting the registration of the above named minor and permitting the voluntary participation of said minor in its programs, I hereby release, discharge, and hold harmless the City of Montclair, its officers, agents, employees, volunteers and other representatives from any claims, actions or demands arising out of the minor's participation in these events sponsored by the City of Montclair, including any physical injury caused by the negligence or omission of any officers, agents, employees, volunteers or other representatives of the City of Montclair. If your child has special physical/behavioral/hygiene needs that are beyond the scope of the program, we reserve the right to determine whether or not your child may participate in the program. In addition I have received, read, understand, and agree with the information, rules and regulations regarding the Youth Center program.

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



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**PARTICIPANT PLEDGE**

In order to ensure that all Youth Center participants have fun in a safe and healthy environment we ask that you adhere to the following rules. These rules are here to provide a safe and enjoyable environment for all.

I PLEDGE TO...

- 1) Treat **all** Youth Center staff and participants with respect and courtesy.
- 2) Always do the right thing.
- 3) Throw away all my trash.
- 4) Only take part in actions that do not cause harm.

I have read, understand, and acknowledge all policies listed and mentioned within the Montclair Youth Center registration packet, which includes: "Policies and Procedures", "Rules and Regulations", "Movie and Television", "Video Game", and "Participant Pledge."

**I am aware that any violation of these rules may result in the suspension and/or expulsion from any current and or future Montclair Youth Center privileges.**

\_\_\_\_\_  
Participant Name (Print)

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

\_\_\_\_\_  
Date