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## The Depot, Jordan Valley Teen Center

PO Box 283

East Jordan, MI 49727

Phone: (231) 222-2224

[www.ejdepot.org](http://www.ejdepot.org) – [depotjvteencenter@gmail.com](mailto:depotjvteencenter@gmail.com)

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### 2017/2018 Youth Registration Packet

#### **Instructions:**

Please carefully review all pages of this document. This registration packet must be completed before a youth can attend and participate at The Depot. A registered youth is considered a member of The Depot and will be referred to as Member in the documents.

This document includes:

1. Youth Registration Form
2. Emergency Medical Consent Form, **signed**
3. Release / Pick-up Authorization Form, **signed**
4. Membership Agreement, **signed**
5. Youth and Parent Handbook – **please keep for your information**

These forms can be submitted in the following ways:

1. Scan the completed forms and email them to [depotjvteencenter@gmail.com](mailto:depotjvteencenter@gmail.com)
2. Mail the completed forms to The Depot, PO Box 283, East Jordan, MI 49727
3. Deliver the packet in person to The Depot during our hours of operations.

Thank you!

#### Our Motto

A place to BE... A path to BECOME



# The Depot, Jordan Valley Teen Center

## Youth Registration Form

The Depot requires that each youth who participates in activities and events is registered by a parent or guardian. The following information should be provided by the parent or guardian and then updated as necessary. All the information will be kept confidential.

### **Participant Information:**

Name First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **Parent/Guardian Information:**

Name First: \_\_\_\_\_ Last: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Name First: \_\_\_\_\_ Last: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_



# The Depot, Jordan Valley Teen Center Emergency Medical Consent Form

I, \_\_\_\_\_, the parent/guardian of

\_\_\_\_\_ recognize that medical emergencies may occur that require medical treatment, and further recognize that Depot personnel may be unable to contact me for consent of emergency medical care. I do hereby consent in advance to such emergency care including hospital care, as may be deemed necessary under the then-existing circumstances and to assume the expenses of such care.

\_\_\_\_\_  
Signature of Parent/Guardian/18 year old or older participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

## Emergency Information For:

\_\_\_\_\_  
Member Name (print)

\_\_\_\_\_  
Date

## Emergency Contacts (not listed above):

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Phone

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies:  No  Yes List: \_\_\_\_\_

Other pertinent medical information: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Contact Information: \_\_\_\_\_



# The Depot, Jordan Valley Teen Center

## Release / Pick-up Authorization

Youth Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone: \_\_\_\_\_

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

Youth may leave on his or her own at any time without supervision.

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

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

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

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

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

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: \_\_\_\_\_

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

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

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

I authorize my youth to be released from The Depot according to the information above. Additionally, I have communicated with my youth the ways in which I permit my youth to leave The Depot. I understand that if my youth is not allowed to walk home and no one comes to pick up the youth by closing time a \$5.00 charge will be assessed for every twenty minutes the youth is not picked up. I understand that The Depot assumes no responsibility for transportation to or from The Depot, and that The Depot is not responsible for youth before they arrive at or after they leave The Depot.

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

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



Youth participating in Depot programs and activities, on or off site, are required to conduct themselves according to the following code of conduct.

I, \_\_\_\_\_ will:

1. Be responsible for my own behavior.
2. Support and abide by The Depot staff and follow their directions.
3. Practice good citizenship, leadership, and have a positive attitude.
4. Be honest and trustworthy.
5. Show respect to others.
6. Use appropriate language.
7. Maintain acceptable noise levels inside The Depot.
8. Be free from the possession and consumption of drugs, alcohol, and/or tobacco.
9. Leave all bikes and skateboards/long boards in their designated area.
10. Use the appropriate bathroom.
11. Keep my hands to myself, and refrain from PDA.
12. Respect the property of others and The Depot
13. Clean up after myself and help staff pick up if necessary.
14. Report any problems or issues to the staff on duty.
15. Sign in with my correct name when I arrive and sign out when I leave.
16. **Accept the consequences for inappropriate behavior** (see Handbook).

I have read, understand and pledge to follow these standards of behavior in order to make The Depot a safe, fun, and positive environment, for myself and for all members of The Depot.

\_\_\_\_\_  
YOUTH SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



The Depot understands the importance of the involvement of the parent/guardian in the life of sons and daughters. Please read carefully and sign where you desire to give consent. Then to complete the form read the Waiver of Liability and Statement of Understanding and have your daughter/son join you in signing this form.

**Media Release:** I give The Depot permission to use my daughter/son’s name and/or photograph in the press/media when releasing information about the accomplishments and highlights of the Teen Center. I also give permission for pictures and/or videos that include my daughter/son to be posted on The Depot’s social media and/or webpage.

Yes  No Initials: \_\_\_\_\_

**Viewing Agreement:** I give permission for my daughter/son to view PG/PG 13 movies that are being shown at The Depot and that have been previously viewed by staff and are deemed appropriate for youth attending The Depot.

Yes  No Initials: \_\_\_\_\_

**Gaming Agreement:** I give permission for my daughter/son to play and watch video games rated T for Teens or below, and that are deemed appropriate by Depot staff.

Yes  No Initials: \_\_\_\_\_

**Volunteer Commitment:** I understand the need for volunteers and would like to serve as a volunteer.

Yes  No Initials: \_\_\_\_\_

**Waiver of Liability and Statement of Understanding:** We (parent/ guardian) and (youth) hereby state that we have read, understand, and agree to the rules and stipulations accompanying this waiver as set out by The Depot, Jordan Valley Teen Center. I further hereby release and discharge The Depot and all host sponsors of Depot programming of and from any and all claims, demands, damages, causes of action, and liability whatsoever which may arise or grow out of my daughter/son’s participation in Depot programs.

\_\_\_\_\_  
YOUTH NAME (PRINTED)

\_\_\_\_\_  
YOUTH SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN NAME (PRINTED)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



## The Depot, Jordan Valley Teen Center Youth and Parent Handbook

The Depot, Jordan Valley Teen Center, is a faith-based ministry that provides youth in East Jordan a safe place to be, where their needs will be met through Christ-like love. Our goal is to help these young people become connected, responsible, confident, equipped and prepared young adults.

The Depot is located in the Community Center down town East Jordan and is a faith based 501(C)(3) non-profit corporation.

### Program Description

The Depot offers an unstructured drop-in center as well as variety of structured programs and activities for youth 6<sup>th</sup> – 12<sup>th</sup> grades. Many of the programs are available free of charge though some activities do charge a nominal fee to cover material costs.

The Depot offers the Depot Café where youth can purchase simple concession style foods for a nominal fee to cover the cost of the items. In the various rooms that are open to the youth there are a variety of games that can be used. Items like controllers, paddles, and balls are signed out to help with scheduling the activity as well as assisting in the care of the items. On occasions, there will be activities in the gymnasium or other rooms depending on programming for the day.

Our volunteer staff has been screened for the safety of the youth and will be present to supervise, assist with programming, provide mentoring and assistance with homework where possible.

### Membership

Youth are required to become members to participate at The Depot. Membership is free, but requires registration and compliance with the Membership Agreement. Parents/guardians should carefully review this handbook and the Membership Agreement with their youth before signing the forms. Upon submission of these forms, all parents/guardians will receive a follow up phone call to ensure the information is correct. Registration packets are available at The Depot and on the website, [www.ejdepot.org](http://www.ejdepot.org). Youths and their parent or legal guardian are required to provide the following information.

1. Current contact information, address, age, school and grade.
2. Medical information, emergency contacts, allergies, and other pertinent information, **signed**.
3. Membership Agreement form, **signed**.
4. Release / Pickup Authorization, **signed**.
5. Email addresses are strongly encouraged. A majority of notices are distributed via email.

### Youth Rights and Responsibilities

The following is a list of rights and responsibilities to guide member's behavior at The Depot. The list is not to be all inclusive. Parents should promote cooperation and agreement between the home and The Depot in an attempt to develop citizenship and high standards of behavior in our youth.

Youth have the right to:

- Participate in all Depot activities in a safe and supportive environment.
- Be supervised by highly qualified staff.
- Purchase snacks and drinks and other snacks and drinks are available for a minimal charge. No food or beverage may be brought in to The Depot without the pre-approval of the Director.
- Contact their parent or guardian. Youth must ask a Staff for permission before using The Depot's phone. The Depot's phone number is (231) 222-2224

Youth are responsible for:

- Abiding by the Membership Agreement at all times while at The Depot or Depot sponsored activity.
- Being courteous and respectful of adults and fellow participants at all times.
- Showing respect for Depot property, City property and personal property of others.
- Following the instruction of Depot Staff. If a participant disobeys any Depot Staff either by action or word, a parent/guardian will be notified and possible suspension may occur.
- Signing in and out EVERY time they enter or exit The Depot. Using their correct first and last name, and the current time when entering or leaving, and write legibly. Once signed out the youth may not reenter without a parent/guardian or when prearranged with The Depot staff.
- Reporting any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fireworks, fights, property damage, theft, etc. or information regarding such to a staff member.
- Obeying general facility rules.
  - Bicycles/Rollerblades/Roller skates/Scooters/Skateboards/Skate shoes(“heelies”) & Mopeds – The mentioned items may not be used inside The Depot. Bicycles, Mopeds and other motorized scooters must be left and parked neatly in the appropriate area. The Depot and City of East Jordan assumes no responsibility for thefts or vandalism of such items. All skateboards, skates, and non-motorized scooters must be placed in the appropriate location upon entering the facility.
  - Cell Phones – Cell phones may be used in the facility. When using a cell phone, be courteous toward others and remember your conversation will be heard by all around you. Viewing or sharing inappropriate material is prohibited. Using texting or messaging to bully or communicate inappropriately is also prohibited.
  - Dress – Participants at The Depot have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment.
  - Fireworks/Flammables – Participants are not to be in possession of fireworks of any kind while at The Depot or surrounding area, nor are they to have possession of matches, lighters or other combustible materials.
  - Interpersonal Relationships – Appropriate personal relationships are encouraged. The Depot policy is one of “hands off.” Holding hands, arm-in-arm, sitting on laps, hugging and kissing is not appropriate while at The Depot. Sexual harassment will not be tolerated.
  - Swearing, Profanity – Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.
  - Threats – Threats of personal injury upon other participants or Staff are strictly prohibited and will be dealt with in a swift and severe manner.
  - Tobacco, Possession of Tobacco and Smoking – If a participant of the Teen Center has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is ground for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they too, may be suspended.

### **Rules vs. Laws**

The following are not only against The Depot rules, but are against the law. The Police Department may be notified if any teen is caught breaking the law.

- Assault & Battery
- Sexual Assault
- Gambling - Any form of gambling will not be tolerated.



- Harassment /Hate Crimes
- Illegal Substance, Drug and Alcohol
- Serious Injury, Attempting to Cause - If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled permanently from the Teen Center.
- Theft - Participants have the responsibility for taking care of their own possessions. Participants are discouraged from bringing large amounts of money or valuable items to The Depot. The Depot is not responsible for any lost or stolen items brought by a participant in the facility.
- Vandalism - Damaging Depot property, city property or the property of others will not be tolerated. In any matter regarding such situations however, incidents will be written at all times by The Depot Staff to keep a record of such behavior. Youth and/or parents may be liable to pay for damages.
- Weapons Brought - Any participant will be suspended and possibly expelled for possession of any firearm, knife, explosive or other dangerous object at The Depot or at any Depot sponsored activity.

### **Discipline of Youth**

Participation at The Depot is a privilege. Members are expected to exhibit good behavior and abide by the Membership Agreement. Inappropriate behavior will not be tolerated. The Depot policy for dealing with violations of the Membership Agreement are as follows.

First Offense: The first offense will be recorded and result in a warning.

Second Offense: When a second offense occurs, it will be recorded and the parent/guardian will be notified by phone, along with an email (or mail) letter describing the incident.

Third Offense: When a third offense occurs, notification to the parent/guardian will occur as in the second offense. In addition, the youth will lose the privilege of participating at The Depot for a period determined by The Depot Discipline Team based on the severity of the offense.

If the youth is guilty of breaking the Law rather than simply violating the Membership Agreement the youth faces the consequences of the Law and forfeit their privilege of participating at The Depot for a term determined by The Depot Discipline Team.

### **Staff Rights and Responsibilities**

Staff have the right to:

- Work in a safe and respectful work environment. Disrespect to staff will not be tolerated.
- Discipline negative behaviors appropriately and will administer with firmness, fairness and consistency.
- Suspend participants who exhibit continued and willful disobedience.

Staff have the responsibility to:

- Treat all Teen Center participants and families with respect (i.e. promote positive and effective communication & help youth feel valued as members of a group)
- Respect the property of others including cleaning up after myself, supervising youth's clean-up efforts after activities and requesting permission before handling anything belonging to staff, youth, or their families.
- Maintain an appropriate and professional appearance (i.e. no offensive or suggestive language printed on clothing or accessories).

- Maintain confidentiality, impartiality, and professional boundaries (i.e. no evidence of the following: sexual behavior, possession of anything deemed to be a weapon; no possession of tobacco, drugs, alcohol or drug paraphernalia) while at The Depot.
- Enter The Depot free from the influence of drugs or alcohol.
- Use appropriate role-modeling language (i.e. no swearing, vulgar, or offensive language).
- Approach all conflict using a youth-centered approach (i.e. approach all conflict in an unthreatening manner, get all sides of the conflict and remain objective and neutral, help young people understand the effects of their behavior on others, engage youth in identifying possible solutions, and follow-up before youth leave for the day).
- Fill out an appropriate report for every disciplinary issue, injury or other incident that should be reported and give it to the Director before leaving that day.

## **Emergency Procedures**

### **Responsibility of Staff**

Each staff member shall assume responsibility for emergency care involving a youth while he/she is under our program supervision.

Parents and guardians will be notified of any participant injury. The East Jordan EMS will be called for any injury The Depot Staff determine necessary.

Staff will submit an Incident Report to The Depot's Director before leaving that day.

### **Fire/Emergency Evacuation**

The Depot Staff will use the Sign-In/Sign-Out Sheet to determine everyone has exited the building safely. Please stay with Staff and meet at the band shell so all youth can be accounted for before leaving the area. This ensures the safety of participants as well as Staff and emergency responders.

### **Building Closures**

The Depot is closed during inclement weather such as severe snow storms. Every effort to inform all participants and scheduled staff of closures. These announcements can also be found on our website: [www.ejdepot.org](http://www.ejdepot.org).

### **Emergency Information**

It is imperative that The Depot is notified of any contact information changes. Please notify staff immediately of any phone number, address or email changes. Please provide emergency contacts of who to notify incase parent or guardians are unavailable. Update requests will be issued annually at the beginning of each school year.

### **Parents as Volunteers**

Research shows that parent involvement is an important factor in positive youth development. Youth who have their parents involved in their school, after school and daily lives do better in school, are less likely to engage in risky behavior and become more successful adults. The Depot encourages all parents to volunteer.