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TOWN OF MILFORD, MASSACHUSETTS

MILFORD YOUTH CENTER

24 Pearl St., Milford, MA 01757

P: (508) 473-1756

F: (508) 381-0759



Dear Parent/Guardian,

We would like to welcome you and your family to the Milford Youth Center (MYC). The Milford Youth Center has become the focal point for the children of Milford. It hosts many different activities and events throughout the year for the youth of Milford and/or the Milford Schools. The Milford Youth Center's after school program is open for youth ages 8-18, free of charge, from 2-6 pm, Monday through Friday (check monthly calendar, website and social media for any changes due to weather, holidays or vacation weeks). All Youth members must be picked up by time of closing (unless they walk home). Pick up is outside of the building on 24 Pearl St. Please visit our website for both our weather policy and traffic control plan.

All participants must fill out a registration form annually to be a member. Once this form is completed and returned to the Center, the member will be provided with a key tag and ID number. This will be how the Youth Center staff will track attendance. Therefore, all members are required to bring in their key tag in order to enter the facility. If the key tag is lost, the Center will charge \$1.00 for replacement. The game room, lounge and gymnasium will be offered daily. There will be structured programs that participants must sign up for to participate in. Members are also able to use our washer and dryer, free of charge during operation hours.

There may be additional permission forms to participate, due to some programs being held off site (transportation is not provided). Occasionally, the Center offers programs on topics on substance abuse, mental and sexual health. We post all programs online. The Youth Center also provides a free snack and dinner to every after school member during the academic school year. This program would not have been possible without the collaboration of CACFP, Hockomock Area YMCA and the Milford School Food & Nutrition Services department. Items are nut free, but cannot be guaranteed to be produced in a nut free facility. An environment free of allergens, including but not limited to food allergens, CANNOT be guaranteed at the Milford Youth Center. The MYC prepares meals in a facility that uses nuts, soy, wheat, and other known allergens. Therefore, we cannot guarantee that any particular food product is free of all traces of any particular allergen, that consumption of a food product will not result in some form of allergic reaction, or that the participant will not come into contact with any allergens while at the Milford Youth Center and participating in the programs. Please notify your child if you would not like them to participate in any of these programs and communicate with the Youth Center via email or letter.

Thank you for participating in the Milford Youth Center Program! Currently, the Town of Milford covers the salary of the Director, Assistant Director and the utility and maintenance bills of the facility. In order to run our free after school program for the community, the Center currently relies on individual donations, rental and summer fees, fundraisers, grants and support from the Town of Milford, United Way of Tri-County and the Teacher's Driving Academy. It's due to the generosity of local businesses, organizations and individuals that we are able to continue to offer free after school programming, an affordable summer camp, and provide a safe and fun environment for the youth of Milford. Please consider making an annual donation or attending our fundraisers to help sustain and continue to grow this program for the community! All donations can be made online or be sent by check, made out to "Town of Milford- MYC" and sent to 24 Pearl St.

Please visit our website for policies, calendars and ways to contribute: www.milfordyouthcenter.net

Thank you from the MYC!

Please read second page: MYC Code of Conduct and Discipline Policy

MYC Code of Conduct:

The Milford Youth Center Code of Conduct prohibits the following activities:

- Possession and/or use of alcoholic beverages, tobacco and illegal substances (including vaping and E-cigarettes);
- Sexual misconduct and/or harassment;
- Possession of weapons or firearms;
- Use of foul language or profanity (including on clothing/belongings);
- Appropriate use of all technology (personal and MYC property);
- Behavior that violates state, local laws, school or facility rules and regulations.

The Milford Youth Center Code of Conduct requires and considers mandatory the following activities:

- Observance of all facility rules and regulations;
- Completed and signed conduct and medical forms;
- Signing in and out of the center with MYC key tag or ID number;
- Participants must be picked up by closing of After School Program (unless they are walkers). Three tardy pickups will result in a “strike” violation;
- Reporting of conduct violations by all participants, and whereas, the Milford Youth Center Code of Conduct requires that all members respect the property and personal boundaries (ex. No bullying of either a physical or verbal nature) of others and the staff members in which any Milford Youth Center sponsored activity is held. Misuse or damage of any equipment and/or property is the responsibility of the parent and/or guardian.

Cameras are in use at all times

We utilize local law enforcement for any violations in building or on grounds

Discipline

If these rules are broken the Milford Youth Center adheres to the three strike policy.

- **First offense:** MYC member is expelled from the Center for one day and parent/guardian is notified.
- **Second offense:** MYC member is expelled for one week. Parent/guardian is notified and must meet with Youth Center staff before being accepted back into the Center.
- **Third offense:** MYC member is expelled indefinitely or time is set at the discretion of Youth Center staff. Parent/guardian is notified and must meet with Youth Center staff if he/she will be allowed back into the Center/property.

Please keep this page for your reference.

Please fill out registration form (page 3-4, front and back) completely and return to MYC.

This must be returned before attending program.

Milford Youth Center Membership Form: Valid from August 29, 2018 to June 30, 2019

Parent/Guardian is responsible for updating front desk for any changes in information

Participant's Name _____ Gender: _____

Birth date: ____/____/____ Age: _____ Grade _____ School _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian's Name _____

Phone #'s - (H) _____ (W) _____ (Cell) _____

Email: _____

Emergency Contact name: _____ Phone #: _____

Optional:

1. Race (please select all that apply):

- American Indian or Alaska Native
- Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
- Hispanic or Latino
- White or Caucasian
- Other: _____

2. Primary Language Spoken: _____ **Secondary Language (s):** _____

3. Please circle yes or no for the answer that applies to your child:

- a. Is your child part of the free lunch program at school (please circle): Yes / No
- b. Is your child part of the reduced lunch program at school (please circle): Yes / No

Liability Release:

I, _____ parent/guardian of _____, in consideration of being allowed to participate in the MYC after-school program, for the 2018-2019 school year sponsored by the Milford Youth Center and approved by the Milford Youth Commission, agree to the following conditions: The program organizer(s), group chaperones, the Milford Youth Commission, the town of Milford and their respective employees and agents shall not be liable for any personal injury (including death), damages, or loss to my person or property arising from participation in this program (including offsite programming). It is further agreed that in consideration of being so permitted to participate, (I)(we) do forever release, acquit, discharge and covenant to hold harmless the Milford Youth Commission and the Town of Milford, and their successors, departments, officers, employees, servants, and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly all known and unknown personal injury or property damage which may hereafter occur, and also any claims or rights of actions for damages which have or hereafter may acquire, resulting from participation in the subject excursion.

Parent Signature: _____

Date: _____

The Milford Youth Center is not directly affiliated with Milford Public Schools, therefore we do not have access to any medical, behavioral or mental health information. There is no medical staff on site during after school program nor are our staff trained for one on one care. Therefore, any food restrictions (allergies, medical concerns etc.) must be communicated in writing, due to the possible participation in nutrition and/or our free food program. All information is confidential and we encourage you to provide any concerns that we should be aware of to help provide the best experience for the participant (In addition, please provide any documentation that maybe helpful to us):

Medical Release

Knowing that the physical condition of my child is satisfactory to participate at the Milford Youth Center and activities, I hereby give permission for him/her to participate. I further accept responsibility for my child in case of injury. I hereby release the Milford Youth Center and its Employees, the towns and their agents, and such other officers and/or volunteers from any liability that may occur to my child, as a result of an accident. I/We the parent(s)/guardian(s) of _____ hereby give my/our approval to his/her participation in any and all Milford Youth Center activities during the current After School program. I/We assume all risks and hazards incidental to such participation, including transportation to and from the activities; and I/We do hereby waive, release, absolve, indemnify and agree to hold harmless the Milford Youth Center, the Town of Milford, the organizers, supervisors, sponsors, participants, and persons transporting my/our child to or from activities, for any claim arising out of an injury to my/our child to the extent covered by accident or liability insurance. On rare occasions, an emergency requiring hospitalization and/or surgery develops. As a general rule, anesthesia may not be administered to or operations performed upon a minor without written permission by his/her parent/guardian. Therefore, in order to prevent a dangerous delay, if an emergency does occur, and we are unable to contact the parent or legal guardian, the parent/guardian is asked to sign the release form below. In the event of injury or illness to me/my son/daughter _____, born on, _____, I hereby authorize Milford Youth Center representative(s) to secure whatever treatment is deemed necessary and, if recommended by an attending physician, the administration of an anesthetic or performance of surgery. We do hereby release and discharge the Milford Youth Center, officers, employees, and agents, from any and all actions or claims for damages suffered by me/us or my/our child, as a result of the permission for any medical care for my/our child during his/her participation in any Milford Youth Center activity, event or trip.

Parent/Guardian Signature _____ **Date** _____

Photo Release

I understand that my child's name and photo may be used in photographs, videos, literature, web pages, and news releases in local papers and other media outlets. I, _____ give permission of my son/daughter _____ to be photographed and named for After School activities for the Milford Youth Center.

Parent/Guardian Signature _____ **Date** _____

Below is for staff use only

Any additional paperwork needed for medical and or behavioral: _____
CORI needed (18 yrs. Old – need form and ID): _____
MYC Key TAG #: _____
Photo for MySeniorCenter: _____ Registration complete: _____ Staff member: _____ File: _____