

## AIR FORCE YOUTH PROGRAMS REGISTRATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. 8012 and 44 U.S.C. 3101.

**PRINCIPLE PURPOSES:** To register dependent youth of military, retired and DoD personnel in the Air Force Youth Programs. Providing Youth Programs the authorization for medical treatment in emergency situations; authorization for transportation; record youth/family information; photo use authorization; and releasing of liability.

**ROUTINE USES:** This form may be disclosed to any DoD component or part thereof, and upon request to other Federal, State and local government agencies in the pursuit of their official duties; disclosed to news media; used for other lawful purposes including law enforcement and litigation.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information may preclude the individual from participation in Air Force sponsored youth programs.

<b>YOUTH NAME</b> LAST, FIRST, MI	<b>SPONSOR NAME / RANK</b> LAST, FIRST	<b>SPOUSE NAME / RANK</b> LAST, FIRST	<b>EMERGENCY CONTACT</b> OTHER THAN PARENT
<b>BIRTHDATE / AGE</b>	<b>ORGANIZATION</b>	<b>HOME ADDRESS</b>	<b>EMERGENCY PHONE</b> SAME AS CONTACT
<b>MALE / FEMALE</b>	<b>WORK PHONE</b>	<b>WORK PHONE</b>	<b>PHOTO PERMISSION</b> YES / NO
<b>YOUTH HOME EMAIL</b>	<b>CELL PHONE</b>	<b>CELL PHONE</b>	<b>SPONSOR WORK EMAIL</b>
<b>HOBBIES &amp; INTERESTS</b>	<b>SPONSOR SS #</b> (LAST 4)	<b>HOME PHONE</b>	<b>PARENT VOLUNTEER</b> YES / NO

**SPECIAL NEEDS CARE / ILLNESS / ALLERGIES / INJURIES**

### RELEASE OF LIABILITY AND AGREEMENTS

**MEDICAL CARE AUTHORIZATION:** I hereby authorize my child to receive emergency medical treatment whenever it is deemed necessary at any U.S. Military Facility or any other medical facility when a U.S. Military Medical Facility is not available.

**HOLD AND SAVE HARMLESS AGREEMENT:** Now therefore, in consideration of mutual covenants and agreements between the parties here to it is agreed as follows: We the parents of the above named youth agree to save and hold harmless as well as defend the Base Youth Programs, Services Division's Central Base Fund, Department of the Air Force and the contractor from and against any and all claims, demands, actions, debts, liabilities and attorney's fees. Parent further agrees to save and hold harmless the contractor and all other parties involved from and on account of damages of any kind which the youth may suffer as a result of the acts of participating in the program.

**TRANSPORTATION/FIELD TRIP:** I give Youth Programs permission to transport the aboved named youth to and from any events that I am notified of in advance.

<b>SIGNATURE OF PARENT/LEGAL GUARDIAN</b>	<b>DATE</b>
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### FOR USE BY YOUTH PROGRAM STAFF (COMPLETE & INITIAL)

<b>PROGRAM ORIENTATION DATE</b>	<b>MEMBERSHIP CARD ISSUE DATE</b>	<b>MEMBERSHIP CARD NUMBER</b>
<b>EXPIRATION DATE</b>	<b>MEMBERSHIP FEE PAID</b>	<b>STAFF INITIAL / DATE</b>

# Edwards Youth Programs Parent Orientation

## Parent's Initials

- \_\_\_\_ **Membership Fees:**
- Ages 9-18 - \$270.00 School Year, \$5.00 Daily Fee
- \_\_\_\_ **Parent Handbook issued at time of registration.**
- \_\_\_\_ **Open Recreation Transportation and Bus Pass Agreement**
- Completed and signed (We cannot pickup your child without a parent signature)
- \_\_\_\_ **Hours of Operation**
- Open Rec hours Monday thru Friday 2pm-6pm, Office hours Monday thru Friday 9am-5pm \* we are not responsible for children left after closing hours. (6pm)
  - Closed on all Federal holidays and Family days
- \_\_\_\_ **Children Signing In and Out of Open Recreation.**
- Children will be issued a membership card when registered with the Open Recreation Program.
  - We are not responsible for children who have signed themselves out of Open Recreation.
- \_\_\_\_ **Lost or Stolen Items.**
- The Edwards Youth Programs is **not** responsible for any Lost or Stolen Articles.
  - Please put your Child's Name on items such as Backpacks, Lunch boxes etc.
  - We do have a Lost & Found area, but each quarter we donate items that have not been claimed.
- \_\_\_\_ **Discipline Policy & Dress Code.**
- Discipline Policy can be reviewed in the Parent Handbook. Youth Programs Dress Code follows along with the dress code enforced by the local school district.
- \_\_\_\_ **Incidents/Accidents Reports.**
- Behavior Incidents will be in writing for Parents to sign, The Outline of Actions that could result are included in our Discipline Policy.
- \_\_\_\_ **Withdrawal from Program/Refunds.**
- Refunds only for PCS or special circumstances with Director's approval.
- \_\_\_\_ **Telephone Usage.**
- Children may use the Office Phone for **Emergency Use Only**.
- \_\_\_\_ **Age Requirements.**
- Open Recreation/Main Center Ages 9-12.
  - Teen Center Ages 13-18 and registered in high school.
- \_\_\_\_ **Late Pick Up Fee Policy**
- Late fees come into affect after 6 pm (Open Recreation Operating Hours) Monday thru Friday
  - Late fee is \$5 for the first 15 minutes and \$1 for every minute thereafter.
  - If after 6pm you give permission for your child to wait outside unattended, please sign: Yes No.
- \_\_\_\_ **All staff members at the Edwards Youth Programs facilities practice positive guidance by law. We are mandated to report suspicions of all types of child abuse within 24 hours. For more information, please refer to the parent handbook.**
- \_\_\_\_ **Parent who signs orientation paperwork must ensure other parent has a copy of orientation information.**
- \_\_\_\_ **Shot records are required in accordance with AFI 34-144, 2 July 2019**
- \_\_\_\_ **I give my child permission to administer their personal Sunscreen, Lotion, Lip Balm, and hand sanitizer during Youth Program hours.**

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Open Recreation Transportation and Bus Agreement

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

School Attending: \_\_\_\_\_ School Year: \_\_\_\_\_

### **TRANSPORTATION AGREEMENT:**

I wish to have my child, \_\_\_\_\_, transported from school to Edwards Youth Programs, building 5210, while he/she is attending the Open Recreation Program. I understand that the Youth Programs will provide a **shuttle service, consisting of one or more bus runs**, by staff members of the Youth Programs. If multiple runs are necessary my child may need to wait for the next bus run. I am responsible for my child's transportation should he/she be required to stay after school late or not show up for the bus at the scheduled times. I am also responsible for my child's transportation should he/she choose to participate in a special event or activity that would alter the regular Youth Programs transportation. This is not a form of care and attendance will not be taken.

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Parent's signature

Date