Dear iTEENS Parents/Guardians:

The City of Santa Clarita Recreation, Community Services, Arts and Open Space Department, welcomes you to iTeens offered at the Canyon Country Community Center!

iTEENS is a teen after school program held at the Canyon Country Community Center. This structured program offers 13 to 18 year old students an opportunity to participate in homework help, leadership development, volunteer opportunities, and exercises that build relational skills. iTEENS runs Mondays, Wednesdays, and Fridays from 3:00-6:30 p.m. The iTEENS program will begin on Monday, August 20, 2018 and will continue until Wednesday, June 12, 2019.

iTEENS Registration Packet Includes:
- iTEENS Registration Form
- Parent/Guardian Handbook
- Sign-In & Sign-Out Authorization Form

Registration for iTEENS 2018-2019 school year Session I, begins online Tuesday, July 24th at 8 a.m. Walk-in registration begins Monday, July 30th, at 9:00 a.m. at the Canyon Country Community Center.

All forms must be completed in their entirety by the parent/guardian and received by the Canyon Country Community Center prior to the start of the first day of the iTEENS program. Incomplete forms will not be accepted. **Enrollment into the program is limited.**

If you have any questions, please contact the Center at (661) 290-2266 or cccc@santa-clarita.com or visit us at 18792 Flying Tiger Drive, Santa Clarita, CA 91387.

We look forward to your teen’s participation in iTEENS!

Glena Kristensen
Recreation Coordinator
PARTICIPANT INFORMATION

Last Name: _____________________________________    First Name: ______________________________________   Age:_______

Gender: Male___ / Female___    Date of Birth: ___/___/____    Address: ______________________________________________

City: __________________ ZIP Code: ____________ Primary Phone: _________________ Secondary Phone:____________________

*PARENT/GUARDIAN INFORMATION: AUTHORIZED TO PICK UP AND OBTAIN/CHANGE REGISTRATION INFORMATION

Father/Guardian (Full Name): _______________________________ Work Phone: _______________ Cell Phone: ______________

☐ Check here if address and home phone are the same as participants.

Address: ___________________________ City: ______________________ ZIP Code: ____________ Home Phone: _____________

Mother/Guardian (Full Name): _______________________________ Work Phone: _______________ Cell Phone: ______________

☐ Check here if address and home phone are the same as participants.

Address: ___________________________ City: ______________________ ZIP Code: ____________ Home Phone: _____________

Parent/guardian email address: __________________________________________________________________________________

*EMERGENCY CONTACT AND PERSONS AUTHORIZED TO PICK UP MY CHILD: (Must be at least 16 years of age)

Name: _____________________________ Relationship: _____________________________ Phone: _____________________________

Name: _____________________________ Relationship: _____________________________ Phone: _____________________________

Name: _____________________________ Relationship: _____________________________ Phone: _____________________________

*We reserve the right to request proof at any time.

HEALTH INFORMATION

The information provided here will be held in the strictest confidence. It will be kept on file in our binder or carried by the program coordinator on field trips.

Allergies  Yes ☐   No ☐ If yes, please list the allergies and describe the severity of the reaction (medication, seasonal, food, etc.)

If your child has any special need that requires specific accommodations so your child can fully enjoy the program, please contact Ivan Carrillo (661) 290-2296, or icarrillo@santa-clarita.com. To ensure appropriate accommodations, please request inclusion services a minimum of two weeks in advance.

Will your child need to take medication while at the program? Yes ☐   No ☐ Any medication taken by your child must be brought in its original prescription container and a separate form must be completed. *Staff cannot administer medication. Your child needs to be able to take the medication on their own.

PERMISSION TO PARTICIPATE

I have the authority and voluntarily agree for my child to participate in City operated activities or programs, or any extension thereof. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with such activities or programs, against the Supervisors, City of Santa Clarita, and its elected and appointed officials, agents, and employees.

As a parent/guardian, I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita to use my child(ren)’s photographs as they see fit for promotional purposes. I understand the photographs belong to the City and I will not receive payment of any kind.

I acknowledge that I have reviewed the Parent Handbook and Code of Conduct and agree to adhere to the policies and procedures outlined. ____________(initial)

I understand that my child will be participating in field trips. I hereby authorize my child to participate in these activities. ____________(initial)

I acknowledge that I have reviewed the Parent Handbook and Code of Conduct and agree to adhere to the policies and procedures outlined. ____________(initial)

Parent/Guardian Name: ___________________________________________    Date: _____________

Parent/Guardian Signature: ___________________________________________           

For Staff Use Only:

Membership #: ___________________________________________    Date: _____________    Staff Initials _____________
City of Santa Clarita
Recreation, Community Services, Arts and Open Space Department

Sign-Out Authorization Form

(No child under the age of 11 will be released, without an authorized adult, for any reason)

I hereby request the City of Santa Clarita to release my child from the program at a predetermined time, without an authorized adult.

Participant’s Name: ___________________________ Birth Date: ______________ Age: _____

Program Location: ____________________________________________________________

Requested Time of Release (on or after): _______________________________________

WAIVER: I understand that it is the official policy of the City to allow only those individuals listed on my child’s Registration form to pick them up from the program. I hereby grant permission for my child to leave the program without the guidance of an authorized adult, contrary to program policy. I understand and agree that the City of Santa Clarita will not assume responsibility or liability for my child once he/she has signed themselves out on or after the time listed above. I forever hold harmless the City of Santa Clarita and its elected and appointed officials, agents and employees from any lawsuits, damages, claims, or judgments arising or resulting from any personal injuries including death, or personal property damages that my child may sustain or cause once he/she has left the program and/or facility, thereby indicating to program staff that he/she is no longer participating in an activity sponsored by the City of Santa Clarita.

By signing this waiver, I authorize my child (listed above) to sign themselves out and leave the program without an adult. Of age participants may sign themselves out, only when an authorization form is signed, dated by parent/guardian, and on file. Without a signed authorization form, your child will not be released without an authorized adult.

_________________________        __________________________          _____________________
Parent/Guardian Name                      Parent/Guardian Signature            Date
The City of Santa Clarita’s Recreation, Community Services, Arts and Open Space Department welcomes you to iTEEENS offered at the Canyon Country Community Center! iTEEENS is a structured after school program that offers 13 to 18 year old students an opportunity to participate in homework help, leadership development, volunteer opportunities, and exercises that build relational skills. All staff is First Aid/CPR certified, have participated in a background clearance, and are trained in supervising teens and facilitating group programs/activities.

Please review this parent/guardian handbook, as it will familiarize you with the program expectations.

**Program Information**

iTEENS is offered Mondays, Wednesdays and Fridays from 3:00-6:30 p.m. This program is not offered during school breaks or on national holidays.

**Enrollment**

Parents/Guardians must register their teen with the Center before they are able to attend the program. iTEEENS will be offered Monday, August 20, 2018 – Wednesday, June 12, 2019.

**Membership**

All iTEEENS participants must be a member of the Canyon Country Community Center. Membership is free and can be obtained at the front counter of the Center. Participants must bring their membership cards with them daily in order to participate in the program. There is a $5.00 fee for a replacement card if the card is lost or forgotten.

**Daily Schedule**

- 3:00-3:30 Sign-In/Announcements & Icebreakers
- 3:30-4:00 Team Building Activities
- 4:00-4:30 High-Energy Games
- 4:30-5:00 Homework
- 5:00-5:30 Low-Energy Activities
- 5:30-6:00 Enrichment
- 6:00-6:30 Board Games/Sign-Out

*daily schedule is subject to change

**Sign-In/Out Procedures**

Parents/Guardians of the participants in the program must sign a Sign-In and Sign-Out Authorization form authorizing the participant to sign themselves into and out of the iTEEENS program without an adult.

**Court Orders**

Parents/Guardians listed on the Registration Form are automatically authorized to pick up their teen. The City of Santa Clarita cannot restrict the rights of one parent/guardian at the request of the other parent/guardian without a copy of a custody order or court order affecting one parent’s/guardian’s rights. Staff will not restrict a parent’s/guardian’s custody rights without a valid court order. For City staff to follow a court order, custody orders and/or restraining orders must be on file with the program supervisor and submitted immediately to the City. Please be aware, City staff is not trained to interpret court orders. If disputes arise between parties, as necessary, the Los Angeles County Sheriff will be called to determine and establish resolution.

**Late Pick-Up Policy**

Please adhere to the agreed pick up time of 6:30 p.m. or earlier. There is a $5, per teen, charge for each 15-minute increment, or portion thereof, that you are late in picking up your teen beginning at 6:30 p.m. The late charge is due and payable at the Center the day you are late. Three late pick-ups will be reviewed and your teen may be suspended or removed from the program.
School Holidays
iTEENS is not offered during school breaks or on national holidays. The Center may offer various programs and activities that are not part of this program, so be sure to check with staff regarding other opportunities offered for teens during these breaks. iTEENS will not be offered on the following days: Fall Break (October 2-6), Veteran’s Day (Friday, November 10), Thanksgiving (November 22-23), Martin Luther King Day (January, 21), President’s Day (February 18), and Memorial Day (May 27).

Personal Property
Please be sure to clearly mark your teen’s belongings. Be aware that possessions do get lost or misplaced, and we strongly discourage your teen from bringing toys or anything of value. Cell phones or electronic devices (PSP, iPod, iPads, etc.) are not to be used during the program. The City of Santa Clarita’s Recreation, Community Services, Arts and Open Space Department is not responsible for the teen’s personal belongings.

Lost and Found
Our staff will do their best to ensure that participants do not lose any belongings; however, we cannot be responsible for any lost or stolen items. We recommend that participants keep all necessary items in a bag or backpack and refrain from bringing unnecessary items to the program. Any items placed in the lost and found will be kept on-site for one week. After this time, all items in the lost and found will be donated to a non-profit organization.

Illness Policy
In order to keep staff and other participants healthy, we request that you keep your teen at home that are sick or showing symptoms of illness. Your teen will be better served by staying home until he/she is feeling better.

Fever: If your teen has a fever, he/she cannot attend. If your teen develops a fever with a temperature of 100 degrees or greater, you will be called to pick up your teen. Teens should not return unless they have been fever free for 24 hours without the use of fever reducing medication.

Communicable Diseases (i.e., chicken pox, measles): Please let us know if your teen contracts a communicable disease so that we may inform other parents. Your teen may come back when cleared by a doctor. For chicken pox, all spots must be dry.

Lice: If your teen is found to have lice, you will be called to pick up your teen since lice is highly transmittable. Before your teen may return, he/she needs to be free of lice, as well as eggs. Please thoroughly clean wherever your teen puts his/her head—car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the Center (e.g. rugs, mats).

Additional illnesses and conditions where we ask that you keep your teen at home include, but are not limited to: vomiting and/or diarrhea within the previous 24 hours, runny nose with any colored discharge, sore throat, any unexplained rash, any skin infections, pink eye and other eye infections, continuous cough, or just not well enough to follow the day’s routine.

If your teen has allergies which result in a continuous runny nose, please bring a note from your teen’s doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not. While at the Center, if a teen displays symptoms of illness, he/she will be isolated and kept comfortable while the parent/guardian is notified. If the parent/guardian cannot be contacted, your emergency contacts will be called.

Discipline Policy
We strive to provide a fun and safe environment for all participants. In order to do so, each participant has a responsibility to act in a way that assures a positive experience for all. For that purpose, we have established the following rules:

1. Be safe
2. Listen to staff
3. Use appropriate language
4. Be respectful
Please review these rules with your teen.

In the event a participant doesn’t adhere to the policy, the following Disciplinary Action Plan will be followed:

1. The participant will be given a verbal warning and staff will direct to a more appropriate behavior.

2. The participant will be given a time out away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving a time out, as well as the consequences for future negative behavior. The incident will be documented in the Behavior Log, for the parent/guardian to review and sign.

3. The participant will speak with the Recreation Coordinator and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.

4. If the behavior persists, the participant will be removed from all activities and parents/guardians will be called to pick up the teen. **If the teen’s behavior at any time threatens his/her immediate safety, or the safety of other participants or staff, the parent/guardian will be notified and expected to pick up the teen immediately.**

5. If the negative behavior continues and the teen is sent home a second time, the parent/guardian will be contacted by the Recreation Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.

6. In the event the participant continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the iTeens program.

7. The Recreation Supervisor or Coordinator reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a teen based on the severity of the behavior.

**Code of Conduct**

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook specific to the program. By submitting the registration form for your teen to participate in this program, you on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita Recreation, Community Services, Arts and Open Space Department “Code of Conduct”. (For complete Code of Conduct policy, see our website at santa-clarita.com and click on Registration or locate it on the back of the membership form.)

**Reporting Suspected Child Abuse**

In order to ensure the wellbeing of the teens in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the teen in regards to any incidences of alleged child abuse and may legally do so without parent/guardian permission or consent.

City of Santa Clarita staff is mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parent/guardian, other staff, or any other person on the subject of reported child abuse. Parent/Guardian may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or local law enforcement.

**Withdrawal/Removal from the Program**

If at any time you wish to withdraw your teen from iTeens, please inform the registration counter at the Center. City staff reserves the right to remove a participant from the program due to failure to follow agreed-upon Code of Conduct, program rules, and the attendance policy.

**Contact:**

If you have any questions or would like further information, please speak with the registration counter at the Center or contact the Center at (661) 290-2266, or cccc@santa-clarita.com.