



Montville Youth Service Bureau

289 Route 32
Uncasville, CT 06382
Office (860) 848-7724
Fax (860) 848-4058
www.montvilleyouth.org

Dear Parent/Guardian,

Montville Youth Service Bureau staff would like to welcome you and your child/children to our After School Program for the 2011-2012 school year! Please read through this packet carefully, as it has important information about our program and your family's participation. It is very important that you fill out the attached registration paperwork **IN FULL** for us to better serve you and your children in our program.

ONE REGISTRATION PACKET MUST BE FILLED OUT FOR EACH INDIVIDUAL CHILD.

After School Program Hours are as follows:

Monday through Friday	2:30 – 5:45 pm (full school days)
Half Days	12:00 – 5:30 pm (*see below)
Holidays	CLOSED
Full Staff Development Days	CLOSED
School Vacations	CLOSED
Snow Days	CLOSED (*see below)

*Modified Hours

Half Days – On half days of school your child/children **DO NOT** eat lunch at school. Your child will need to pack a lunch from home or bring money for lunch from Friendly Pizza or The Nook. Prior to the half day, your child's lunch order will have to be placed with the staff, as to pre-order lunch so it is ready when they arrive. Payment will be due the day of the half day, staff can not hold money for your child. Please use exact change whenever possible.

Snow Days/Early Dismissal- if Montville Public Schools have a snow day or have an early dismissal due to inclement weather, **MYSB IS CLOSED**. Please make arrangements for your child to take the bus directly home from school. **If after school activities are cancelled due to inclement weather, the ASP will also be closed. If after school activities are cancelled for any other reason we will remain open.*

Bus Schedule:

Buses arrive at Youth Services as follows (all times are approximate):

High School	Full Days – 2:30 pm	Half Days – 11:30 am
Middle School	Full Days – 3:05 pm	Half Days – 12:00 pm
Elementary Schools	Full Days – 3:45 pm	Half Days – 12:45 pm

(Note: Middle School Late Bus arrives between 4:20 and 4:40 pm)

Participation:

Due to the growing waiting list for our program, we expect that your child/children attend **AT LEAST three (3) days per week, every week***. Children who do not participate in the program at least three days a week will be removed from the program and their spot will be given to the next child on the waiting list. *If your child is not participating in the full 3 days a week for special circumstances (i.e.: vacations, illnesses, extracurricular activities, etc) they must attend **one (1) day per week AND you must notify the staff in advance**. **MYSB staff is not responsible for contacting you.**

Late Fee's:

Our program hours are noted above and are scheduled to meet the needs of the families whom participate in our program. We ask that you arrive no later than 15 minutes prior to closing time so that staff can complete closing procedures. **If you are late picking up your child, you will be assessed a \$5 charge for every five (5) minutes you are late.** (For example, if you are 15 minutes late, you will be charged \$15) **After three (3) late fee assessments, your child/children will be removed from the program.** MYSB asks that if you know you will be late that you please call and inform the staff of your lateness.

Announcements:

Montville Youth Service Bureau makes every effort to communicate with you and your child of all upcoming events or dates of interest. Information regarding events, hours and so on is communicated to you in MANY forms. We put information out on the youth center calendar, the white board for daily reminders, flyers on the sign in table, the door, the front window and the back bulletin board, as well as our monthly newsletter, The Youth Scoop, on our website, www.montvilleyouth.org, and through our new Facebook Page! Please make the effort to keep yourself informed.

Photo ID Cards:

Montville Bus Garage requires all registered participants to show a valid photo ID to the driver of the bus they will be taking to Youth Services after school. A temporary ID will be issued for the first week or so in order to make the permanent photo ID's. Once the ID is issued, your child will be responsible for keeping it with them to show the bus driver. If an ID is lost, MYSB can replace them for a fee of \$3.00.

Volunteer Opportunities:

The Parent Action Council (P.A.C.) was started to help Youth Services advocate for your child in many forms. We need your help with things such as advocating, fundraising and most importantly support. P.A.C. meets once a month and is in charge of organizing three (3) fundraisers per year; Pancake Breakfast in October, The Scholastic Book Fair/Holiday Parade in December and the Pick Your Own Pasta Benefit Dinner in March/April. We ask that each family volunteers their time at one (1) fundraiser during the school year.

We also have a Youth Advisory Board that advises the Director on issues and programs that effect our community youth. We are always looking for volunteers to serve on this municipal board. The commitment is one hour a month, as well as time for facilitation of projects and fundraisers. Please let us know if you would be interested in participating in either of these wonderful aspects of Youth Services.

General Information:

Montville Youth Service Bureau offers several different options for after school snacks. Parents are able to bring in a small Tupperware bin with their child's name on it, and fill it with snacks. We also have a refrigerator to put drinks in. Parents are responsible for making sure the bin has snacks in them. We have a place in the kitchen to store the bins that the children can access on their own.

We also sell ice cream, which costs from \$.50 to \$1.50. Vending machines for soda/juice and chips/candy are also available. We ask that children who bring money to the Youth Center bring small bills. We do not have the means of making change for \$10 and \$20, as we are not a bank.

MYSB offers a wide variety of activities for children to participate in during their time at the Youth Center. We require that children spend a minimum of twenty (20) minutes outside each day (weather permitting)

before they engage in activities such as video games and using the computer. Pool, Air Hockey and Foosball may not be played until 4:30 pm Monday through Thursday.

Field Trips are offered on half days of school and are limited to a maximum of 40 participants. Sign up is on a first come, first serve basis. **It is your responsibility to sign your child up for the trip.** If your child is not signed up for a field trip they must take the school bus directly home. If your child is signed up for a field trip they **MUST** attend the field trip. If your child does not want to go on the trip, they should not sign up, this will allow a spot to open up for a child who wants to go. There is a small nominal fee associated with each trip, which covers the cost for the transportation and the fee for the activity.

Children are allowed to have cell phones and will be allowed to use their cell phones during the ASP at the discretion of the staff. If cell phones become a problem, then staff will no longer allow the use of cell phones.*

Hand held video games, such as; PSP, DS, Game Boy, etc will only be allowed on Fridays.* Therefore they should not bring them to the Youth Center Monday through Thursday.

*Staff reserves the rights to change these policies without notice.

Discipline:

We have very clear expectations regarding behavior in the After School Program. Our disciplinary procedure is the same for everyone child who attends our program.

1. **Verbal:** We make every effort to resolve conflicts with your child on an individual basis. However, we supervise many children in this program and there may be times where we will communicate with you verbally about our concerns as needed if there is availability for us to do so.
2. **Written:** If our attempts to resolve the situation with your child are unsuccessful and the behavior is consistently a problem, we will notify you verbally and in writing about the situation.
3. **Suspension:** If your child's behavior continues to be a problem and they fail to respond to a redirection, they will be suspended from our program(s) for a period of two (2) school weeks (ten days). There are no exceptions to this.
4. **Expulsion:** Any future behavior problems [following the suspension] will result in your child losing their place in the program for the remainder of the school year.

Disciplinary action taken by any staff member is at their discretion and will take the totality of the situation into consideration.

These are examples of the issues of concern:

- | | |
|---|--|
| -Bullying in any form (Verbal, Written or Physical) | -Disrespect for property/people |
| -Disregard for, or opposition to, staff limit setting | -Persistent failure to obey center rules |
| -Threatening other children/staff | -Being Unmanageable |

Youth Center Rules

Please make sure you take the time to go over the rules with your child prior to the start of the school year. Each child will be responsible for abiding by the following rules;

- You must sign in upon entry, and your parent/guardian must sign you out when leaving. Only authorized adults may sign you out, unless *we* speak to your parent / guardian.
- Anyone over the age of 18, other than parent(s) / guardian(s), is not permitted without permission from a staff member.
- No fighting! (Verbal or physical). **No Tolerance!**
- No bullying. **No Tolerance!**
- No drugs, alcohol, or smoking in or on the center property. **No Tolerance!**
- Treat others & their property with RESPECT! This includes the staff and property of MYSB!
- No running inside the center.
- No foul language.
- Follow staff directions at all times.
- Participants are not allowed in the kitchen, unless getting food from their snack bin.
- Weather permitting; you must spend at least 20 minutes outside, unless you have homework.
- You must ask permission to use computers. Computer time is limited to 20 minutes.
- You must sign out and return video games and controllers. The last person to sign the game out will be responsible for the game.
- Homework must be completed as soon as you arrive, unless otherwise specified by a parent / guardian.**
- You are responsible for cleaning up your area; i.e. wiping down tables, washing any dishes you use, pushing in your chair, properly putting away games/items you were using.

**Please speak with your child about their homework responsibilities. If you would like your child to be doing their homework, make sure they know and understand that. Staff can not be responsible for the daily monitoring of homework, ie, checking backpacks and agendas for assignments, or asking them if they have homework that needs to be done. Staff is available for help, but will not be held responsible for incomplete or missing assignments. Children in the program who lie about not having homework or it being completed will be suspended from the program or removed completely. Please take the time to make sure your child understands what is expected of them.

Once again, we are very excited to welcome you to our program. We have many great programs that we offer throughout the school year, and to make everything run smoothly, please make note of the above information. Please do your part to help us help you. If you have any questions or would like more information about any of our other programs or services, please do not hesitate to contact any of the staff and we will be more than happy to help.

Thank you,
MYSB Staff



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Program Registration

Please Print **Clearly** and Please Fill Out Form **Completely**

Section One – Child

Child	Date of Birth	Sex
School	Grade	

Section Two – Parents / Guardians

1.						
Parent / Guardian	Relationship					
Mailing Address	Apt. #	Town	State	Zip		
Home Phone	Work Phone	Other Phone				
2.						
Parent / Guardian	Relationship					
Mailing Address	Apt. #	Town	State	Zip		
Home Phone	Work Phone	Other Phone				

Section Three – Emergency Contact –

YOU MUST PROVIDE AT LEAST TWO EMERGENCY CONTACTS WITH VALID NUMBERS

Emergency Contact 1(other than parent / guardian)	Relationship	
Home Phone	Work Phone	Other Phone

Office Use Only: Registered EM Card Log Waiting List

Emergency Contact continued

_____		_____
Emergency Contact 2(other than parent / guardian)	Relationship	
_____	_____	_____
Home Phone	Work Phone	Other Phone

SECTION FOUR - HEALTH

Allergies

Medications

SECTION FIVE – FAMILY AND FRIENDS

Please list names and numbers of others (in addition to emergency contacts) who may pick up your child:

Name	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____

SECTION SIX – PUBLICATIONS

Would you like to receive our monthly newsletter(s) in the mail? OR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to receive the newsletter and other publications via email to help us "Go Green!"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes" please provide your email: _____		

SECTION SEVEN – PERMISSIONS

My child may walk to Friendly Pizza with staff permission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____
* MYSB requires youth to use a buddy system for this privilege. The privilege to go is at the discretion of staff.			



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Authorization / Consent / Liability Release

I, _____, parent or legal guardian of _____
(parent / legal guardian) (child's name)

hereby consent to _____'s participation in the Montville Youth Service
(child's name)

Bureau's programs, which include a variety of social and recreational activities. I understand that there may be some inherent and other risks involved in these programs and / or activities and I hereby on behalf of myself and _____ release the Montville Youth
(child's name)

Service Bureau, the Town of Montville, Connecticut and their agents, servants and employees from any and all claims whatsoever, including, but not limited to, claims arising from negligence, in connection with _____'s participation in the aforesaid programs and
(child's name)

activities. I also agree for myself and _____ to hold harmless and
(child's name)

indemnify the Montville Youth Service Bureau, the Town of Montville, Connecticut and their agents, servants or employees for any losses or damages that may be incurred by _____ in participation by his / her in the aforesaid programs and
(child's name)

activities including, but not limited to, losses or damages caused by negligence.

I also agree that by consenting to _____'s participation in the aforesaid
(child's name)

programs and / or activities his / her photograph or image may be used for promotional purposes by the Montville Youth Service Bureau and / or the Town of Montville, Connecticut. Promotional purposes may include, but shall not be limited to, the display of images and / or photographs as may be used on the website of the Montville Youth Service Bureau, www.montvilleyouth.org or at any other place including, but not limited to, the Montville Youth Service Bureau's center or at public or private events.

I also agree that by consenting to _____'s participation in the aforesaid
(child's name)

programs and / or activities his / her name may be released to third parties which release shall be used solely to facilitate the running of said programs and / or activities; provided, however, release of said names will be utilized only in connection with non-counseling programs.

- Approved for use by the Montville Town Council at their regular business meeting of June 14, 2004

Printed Name

Signature

Date



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Montville Youth Service Bureau is required by the Connecticut State Department of Education to report statistical data of participants in our programs. Your child/children name(s) will not be released, or publicized in any way. This required information is for state funding purposes only. The state receives numerical information **only**.

Please answer the following questions and return with your registration paperwork.

D.O.B.: _____
Program: **AFTER SCHOOL PROGRAM**

RACE/ETHNICITY

(Please check one)

- Caucasian/White
- African American
- Hispanic/Latino
- Asian
- Native American
- Multiracial
- Other

FAMILY CONSTELLATION

(Please check one)

- Two Parent
- Joint Custody
- Step & Birth Parent
- Single Parent (Female)
- Single Parent (Male)
- Grandparents
- Relative/Guardian
- DCF Guardianship
- Foster Parent(s)
- On Own

If you have any questions or concerns, please feel free to contact the office at 860-848-7724.

Sincerely,

Handwritten signature of Barbara A. Lockhart in cursive script.

Barbara A. Lockhart, B.A. M.S.
Director of Youth Services
Municipal Agent for Children

Handwritten signature of Kimberly Grant in cursive script.

Kimberly Grant, B.A.
Program Developer