



Montville Youth Service Bureau

836 Old Colchester Road
Oakdale, CT 06370
Office (860) 848-7724
Fax (860) 848-4058
www.montvilleyouth.org

Program Registration

MYSB's After School Program is a fee based program.
Nominal fees will occur throughout the year for trips and special events.
Please Print **Clearly** and Please Fill out form **completely for each child.**

Section One – Child

Child	Date of Birth	Sex
School	Grade (2017-2018)	

Section Two – Parents / Guardians

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

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

Office Use Only: Registered EM Card Log Waiting List Deposit Balance

Section Three – Emergency Contact –
YOU MUST PROVIDE AT LEAST TWO EMERGENCY CONTACTS WITH VALID NUMBERS & TRANSPORTATION OTHER THAN PARENTS OR GUARDIANS

Emergency Contact 1	Relationship	
Home Phone	Work Phone	Other Phone

Emergency Contact	Relationship	
Home Phone	Work Phone	Other Phone

SECTION FOUR - HEALTH

Allergies
Medications
<p>*NEW REQUIREMENT* The State of Connecticut Office of Early Childhood now requires <u>ALL</u> After School Programs to have a current copy of your child(ren)s school physical form on file <u>at the ASP site</u>. Please provide us with a copy as soon as possible.</p>

SECTION FIVE – FAMILY AND FRIENDS

Please list names and numbers of others, in addition to emergency contacts and parents/guardians who may pick up your child:	
Name	Phone Number

Would you like receive the newsletter, reminders and updates through email? ___ Yes ___ No *You may also receive important reminders in the mail.*



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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



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Dear Parents/Guardians,

Montville Youth Service Bureau staff would like to welcome you and your child/children to our After School Program for the 2017-2018 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 Fees:

There will be a \$280 registration fee each year your child is in the program. A \$50 non-refundable registration fee will be due at time of registration in the program (staff will let you know when your balance is due at the time of registration). Parents with more than one child will have the following payment plan: 1st child- \$280, 2nd child- \$255, and 3rd child-\$230. (Children who will be placed on the waiting list do not have to pay the fee until a spot is open for them in the After School Program.)

After School Program Hours are as follows:

Monday through Friday	2:00 – 6:00 pm (full school days)
Half Days	11:30 am – 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, the middle school and high school does not provide your child/children with lunch. (Elementary schools do.) MYSB may provide a \$5 pizza lunch option (sign-ups will be required) or children must pack a lunch.

****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 before 12pm, the ASP will also be closed. If after school activities are cancelled for any other reason we will remain open.** Please make sure you check our website and/or Facebook page for up-to-date information about school closings and cancellations.

Bus Schedule:

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

High School	Full Days – 2:15 pm	Half Days – 11:30 am
Middle School	Full Days – 2:45 pm	Half Days – 12:00 pm
Elementary Schools	Full Days – 3:30-4:15 pm	Half Days – 12:45-1:30 pm

(Note: Middle School Late Bus arrives at approximately 4:15pm.)

New This School Year!!

We are excited to announce the a new addition to our program! Beginning in the fall of 2017, MYSB will be opening its very own ASP Store! We will be selling healthy snacks, MYSB & Got Youth Apparel and gadgets, school supplies and more! Stay tuned for more information!

Participation:

In order for your child to get the most out of the After School Program we ask that your child/children attend **AT LEAST three (3) days per week, every week***. If your child is not attending the program three days a week on a regular basis, they may be removed from the program. *If your child is not participating in the full 3 days a week for special circumstances (i.e.: vacations, illnesses, extracurricular activities, etc) we ask that they attend **one (1) day per week AND you must notify the staff in advance. As our waiting list grows, if you and your child are no longer interested in attending the ASP, please contact MYSB as soon as possible. It is not responsibility of MYSB Staff to contact 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 (5:45pm) 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.) MYSB asks that if you know you will be late that you please call and inform the staff of your lateness before 5:45pm, when possible.

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 in the following places; flyers on the sign in table, the door to the front room, the MYSB Bulletin Board, as well as our monthly newsletter, The Youth Scoop, on our website, www.montvilleyouth.org, and through our Facebook Page! Please make the effort to keep yourself informed. For text message alerts, please sign up for our Remind Text Messages by texting: @mysb to (484) 483-2035.

Parent Involvement:

MYSB encourages parents to be involved in our program events and activities! You can be involved by donating to our fundraisers, attending our Pancake Breakfast every fall, bringing in items for our holiday socials, to name a few. Please see staff if you have questions about how you can be involved with our programs.

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 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 occasionally sell different items during the year; ice cream, baked goods, popcorn, etc. These items cost between \$.25 and \$1.00. 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 cannot make change for \$10's or \$20's.

MYSB offers a wide variety of activities for children to participate in during their time at the Youth Center. Our policy is for children to spend a minimum of twenty-five (25) minutes outside each day (weather permitting) before they engage in activities such as video games and using the computer.

Children are allowed to have cell phones on Friday ONLY!* Monday-Thursday cell phones must stay in your child's backpack. If you need to get in touch with your child, then **YOU** must call the youth center. Please put our contact information in your phone! Hand held video games, Kindles and iPods will be allowed AFTER 4:30 pm on Monday-Thursday and on Fridays.*

*Staff reserves the right to change these policies without any notice.

Homework:

Unless otherwise specified by a parent / guardian, homework must be completed as soon as you arrive.

Please speak with your child about his/her homework responsibilities. Staff cannot be responsible for the daily monitoring of homework, i.e., checking backpacks and agendas for assignments or asking if they have homework that needs to be done. **Staff is available for homework help as your child's academic success is important to us, however we will not be held responsible for incomplete or missing assignments.** There may be days where students from Montville High School's National Honor Society will be available for extra homework help.

Discipline:

We have very clear expectations regarding behavior in the After School Program. Our disciplinary procedure is the same for every 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. **Removal from Program:** 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 the totality of the situation will be taken 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

Students who get into trouble at school and are either in In School Suspension (ISS), Out of School Suspension (OSS), or are suspended from the school bus may not attend the After School Program while they are serving their suspensions.

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.
- **Cell phones must remain in your backpack Monday-Thursday. You may only use your cell phones on Fridays.**
- No fighting! (Verbal or physical). **No Tolerance!**
- No bullying. **No Tolerance!**
- No drugs, alcohol, or smoking in or on the center property. **No Tolerance!**
- **No Energy Drinks!** (This includes field trips!)
- 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 25 minutes outside, unless you have homework.
- You must ask permission to use computers. Computer time is limited to 20 minutes. Social Network access is NOT permitted (Facebook, Twitter, Instagram, Tumblr, etc. YouTube access is permitted with staff supervision.)
- MYSB has various video games that are available during the ASP. Xbox 360 and the Wii are limited to 25 minutes, and children may play a limited number per week.
- 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.

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.



Barbara A. Lockhart, M.S.
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