



## CITY OF PINOLE RECREATION DEPARTMENT

### Registration Form

635 Tennent Ave., Pinole, CA 94564

Phone: (510) 724-9004 • Fax: (510) 724-1528 • [recreation@ci.pinole.ca.us](mailto:recreation@ci.pinole.ca.us)

**CHILD'S BIRTH CERTIFICATE OR OTHER LEGAL DOCUMENT/ PROOF OF GUARDIANSHIP MUST BE PRESENTED AT THE TIME OF REGISTRATION FOR ALL NEW APPLICANTS. PLEASE SUBMIT A NEW REGISTRATION PACKET AND PROOF OF RESIDENCY AT THE BEGINNING OF EACH SUMMER OR SCHOOL YEAR.**

### HOW TO REGISTER FOR A PINOLE RECREATION CLASS

For registration forms, please feel free to download at <http://www.ci.pinole.ca.us/youth>. You may also pick up paper copies at the Pinole Youth Center, or email [youth@ci.pinole.ca.us](mailto:youth@ci.pinole.ca.us) to have one sent to you electronically.

#### 1. ONLINE

Go to the City of Pinole website: [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us)

On the home page, scroll down to the bottom of the screen. Click on the "Online Rec Registration" icon and follow the prompts. Please contact Youth Center Office at 510-724-9004 for forgotten PIN and Login ID before creating new account.

#### 2. BY MAIL

Fill out the registration form and enclose a check payable to the City of Pinole or, once paperwork is submitted, call to make payment by telephone.

Mail the completed form to: Pinole Recreation Dept., 635 Tennent Ave., Pinole, CA 94564

#### 3. BY FAX

Fill out the registration form and fax them to: (510) 724-1528. Complete the payment by telephone or mail/drop payment to the Pinole Youth Center.

#### 4. IN PERSON

Registration may be completed in person at the Pinole Youth Center at 635 Tennent Ave., Pinole.

Youth Center Office hours vary, please call (510) 724-9004 prior to coming, or email [youth@ci.pinole.ca.us](mailto:youth@ci.pinole.ca.us) to schedule an appointment.

### Payment Information

Registration is based on a first come, first served basis. Payments are non-refundable and programs may not be prorated for irregular attendance.

**AFTER SCHOOL PROGRAM:** Fees are due no later than 5pm on the 20<sup>th</sup> of each month prior to child's expected attendance. Example: Payment is due January 20<sup>th</sup> for February registration. Late fees will be enforced.

**DAY OFF AND BREAK WEEK CAMPS:** Includes Summer Camp Programs. Fees are due no later than 5pm on the Wednesday before child's expected attendance. Late fees will be enforced.

Financial Aid is not available. LIT's must submit an LIT application, registration packet, and satisfactorily complete an interview. We accept the following forms of payment: Visa and MasterCard, Checks, Money Orders, and Cash.

### Tax Information Notice

Please keep a copy of your registration forms and receipts for tax purposes. **Our Tax ID number is 94-6000394.**

### Late Pick Up Policy

Any child picked up later than the program end time will be charged \$1 per minute after an initial grace period of 5 minutes. This fee is payable at the program site when the child is picked up.

In signing this form I understand and agree to the above policies and procedures. I agree to pay all fees associated with program registration. I have read, understand, and agree to all policies outlined in the *Parent Guardian Handout*. I understand that completion of this form is required for me or my child to participate in the City of Pinole activities, and a new form is required each school year.

Printed Name

Signature

Date



**PINOLE YOUTH CENTER  
CHILD PICK-UP PROCEDURE**

**PLEASE ONLY FILL OUT IF YOU ARE A NEW APPLICANT OR HAVE UPDATES**

Please specify below whether your child will have permission from you as their legal guardian to leave the Pinole Youth Center by them self, or with another adult you have specified below, or if you choose to waive this right and will sign them out on a daily basis.

Please check one of the following boxes:

- I agree that my designated person(s) or I will come into the Pinole Youth Center to sign my child \_\_\_\_\_ **Child's Name** out on a daily basis.
- I agree that my child \_\_\_\_\_ **Child's Name** may leave on his/her own the following designated days without my signing out. I understand that Pinole Youth Center is not responsible for my child once they sign them self out and they leave the Pinole Youth Center Building for that day.

Monday	Tuesday	Wednesday	Thursday	Friday
<i>ex. Leave @ 5:30</i>	<i>Leave @ 6:00</i>	<i>I will Sign Out</i>	<i>John Doe Sign Out</i>	<i>I will Sign Out</i>

The following person(s) may sign my child out:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

I understand that I may at any time change my mind and will fill out this form again to specify any change for my child. I understand that the Pinole Youth Center closes 15 minutes after the program time ends and that my child will no longer be supervised by Pinole Youth Center staff and the Pinole Youth Center is not liable for my child after that point in time.

\_\_\_\_\_  
(Parent/Guardian's Name – printed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian's Signature)

**PINOLE YOUTH CENTER**  
**BEHAVIOR CONTRACT**  
**PLEASE ONLY FILL OUT AND SIGN**

The Pinole Youth Center would like to welcome you and your youth to our facility. To ensure that your child(ren) gets the most out of our programs in a safe and undistruptive facility, we have developed regulations, behavior guidelines, and codes of conduct. These guidelines are designed to inform parents/guardians and participants of the Youth Center what is expected of them while they are at the Youth Center or in the care of Youth Center staff.

The following is a list of rules to guide participant behavior at the Youth Center. The list is not intended to be all-inclusive. We appreciate all opportunities to join with parents to inspire a dynamic recreational environment at PYC. We hope that by working together we can encourage high standards of behavior in our youth.

As a general rule, all Youth Center participants shall:

Treat others the way you want to be treated; the Youth Center belongs to everyone.

Respect others and respect the Pinole Youth Center staff.

Key Reminders:

**Safety First:** Stay within the eye sight of a Recreation Leader. Stay within the boundaries of the Pinole Youth Center or boundaries given by a Leader. Bring any hazardous, dangerous, and concerning issues which may result in harm to youth to the attention of staff right away.

**Vehicle Safety:** Leave your seatbelt on until the vehicle comes to a complete stop, and the driver states that they may be removed. Only open the door when the vehicle is completely stopped and you are directed to do so by a staff member. No eating or drinking in any City vehicle. Booster Seats must be used by all children unless they are 8 years or 80 pounds.

**Cell phones:** may only be used to notify your parent or guardian that you are with a PYC staff member. After contacting your parent or guardian cell phones are not to be used and must be stored out of site.

**DISCIPLINE PROCEDURES**

If a rule or policy is violated the following steps will be taken:

<b>Pinole Youth Center Progressive Behavior Plan</b>				
<b>Concerning Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> Incident</b>	<b>3<sup>rd</sup> Incident</b>	<b>4<sup>th</sup> Incident</b>
<p><b>Disruptive Behavior</b></p> <ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Use of profanity &amp; vulgarity</li> <li>• Refusal to follow agreements &amp; guidelines</li> <li>• Attempted tampering or destruction of program equipment</li> <li>• Access of City property without permission (including cabinets, drawers, and/or closets)</li> <li>• Running from area or leaving designated area without permission</li> <li>• Teasing/Bullying</li> <li>• Stealing from program/program participants/and- or staff</li> <li>• Removal of seatbelt or unsafe behavior in program vehicles</li> <li>• Eating or drinking in City Vehicles</li> <li>• Inappropriate display of affection including, but not limited to, kissing</li> <li>• Inappropriate use of bathroom—including making a mess</li> </ul> <p><b>Dress</b></p> <ul style="list-style-type: none"> <li>• Wearing clothing that doesn't cover body parts.</li> <li>• Clothing bearing offensive or obscene words</li> </ul>	<ul style="list-style-type: none"> <li>• Child advised regarding concerning behavior and provided with alternative behavior choices</li> <li>• Document in Behavior Log</li> </ul>	<ul style="list-style-type: none"> <li>• Child advised regarding concerning behavior and provided with alternative behavior choices</li> <li>• Document in Behavior Log</li> <li>• Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Child advised regarding concerning behavior and provided with alternative behavior choices</li> <li>• Document in Behavior Log</li> <li>• Parent Notification</li> <li>• Request that Child be picked up for the remainder of the day</li> <li>• Up to a 10 day dismissal from program depending of level of behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Child advised regarding concerning behavior and provided with alternative behavior choices</li> <li>• Document in Behavior Log</li> <li>• Parent Notification</li> <li>• Up to a 30 day dismissal from program</li> <li>• Any additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year.</li> </ul>

## Elevated Concerning Behavior

<ul style="list-style-type: none"> <li>• Verbal threat (to cause harm or damage against another individual)</li> <li>• Physical Fighting</li> <li>• Falsifying Information             <ul style="list-style-type: none"> <li>• Deception</li> <li>• Forgery</li> <li>• Use of someone else's identity</li> </ul> </li> <li>• Verbal harassment, hate crimes and or racial slurs</li> <li>• Vandalism or property destruction</li> <li>• Trespassing (coming onto property/entering facilities without authorization)</li> <li>• Tobacco (as well as other drugs) use or possession</li> <li>• Inappropriate touching of another person*</li> <li>• <i>Aggressive behaviors that are unresponsive to corrective action</i></li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• Parent provided with cost of repair</li> <li>• Up to 5 days suspension depending of level of behavior</li> <li>• Document in Behavior Log</li> </ul> <p>*May be readmitted with parent/staff agreed behavior plan in place</p> <p><i>Parent will be called for immediate pick-up. If behavior is too great, emergency personnel will be called to collect the child at once. Any associated costs will be the responsibility of the parent or guardian. Aggressive behaviors will be subject to full dismissal from the program. Reinstatement may be considered following discussion with parents and staff at the start of the following school year.</i></p>	<ul style="list-style-type: none"> <li>• Any Additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year.</li> <li>• Document in Behavior Log</li> </ul>		
---	---	--	--	--

*Revised April 20, 2016*

The PYC staff reserves the right to determine if a participant has violated a policy, the severity of the violation and the proposed action. The parent/guardian will be contacted in accordance with the Behavior Plan violation. This policy is to ensure the safety of youth, staff members, volunteers, and the general public.

Please be reminded that PYC offers recreational programming. While we make every effort to create a warm and engaging program for all children in our care, our staff are not trained in therapeutic or behavior modification practices.

_____ youth initials	I have read the Discipline Procedures and I agree to follow them. I also understand that if I do not <i>follow</i> the rules my parent/guardian will be contacted and I will be disciplined based on the severity of my behavior.
----------------------	---

Print Youth Name \_\_\_\_\_ Youth Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Any disciplinary action taken will not result in a credit or refund of registration fees.*

*Anyone included on registration material as an emergency contact should be available to pick child up within 20 minutes.*