

**RAF MILDENHALL
TEEN PROGRAM
2020-2021 REGISTRATION
MEMBERSHIP YEAR 1 JAN – 31 DEC**

FOR OFFICIAL USE ONLY

Required Forms Completed:

- 2020-2021 Registration
- Parental Agreement
- COVID-19 Operating Procedures
- Computer/ Internet Access Agreement
- AF Form 88
- Automatic Payment Sheet
- Immunization Record/ Waiver

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

STAFF INITIALS: _____ DATE: _____

YOUTH INFORMATION

YOUTH NAME: (LAST, FIRST, MIDDLE) _____

D.O.B: (DAY/MONTH/YEAR) _____ AGE: _____

SPONSOR INFORMATION

SPONSOR NAME: _____ DUTY PHONE: _____

UNIT/ORGANIZATION: _____ RANK/GRADE: _____

E-MAIL: _____ PHONE NUMBER: _____

PHYSICAL ADDRESS: _____

POSTAL ADDRESS: PSC _____ BOX _____ APO, AE _____

SPOUSE INFORMATION (Please put "N/A" in required fields if non-applicable)

SPOUSE NAME: _____ DUTY PHONE: _____

UNIT/ORGANIZATION: _____ RANK/ GRADE: _____

E-MAIL: _____ PHONE NUMBER: _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT: _____ PHONE: _____

**EMERGENCY CONTACT MUST BE SOMEONE OTHER THAN PARENT/ FIRST SERGEANT.*

FIRST SERGEANT: _____ PHONE: _____

SCHOOL INFORMATION

PLEASE SELECT WHAT TYPE OF SCHOOL YOUR CHILD WILL BE ATTENDING FOR SY20-21:

IN PERSON DIGITAL LEARNING HOME SCHOOL

FOR IN-PERSON SCHOOL, PLEASE COMPLETE THE FOLLOWING:

SCHOOL NAME: _____

BUS NUMBER: _____

**If your child requires transportation from their school to the Teen Center, and their bus is NOT on this list, please contact the school's bus office.*

RAF MILDENHALL TEEN PROGRAM

PARENTAL AGREEMENT

This agreement is set forth to provide information regarding the policies and procedures of the RAF Mildenhall Teen Program and to gain parental agreement to those policies and procedures.

Please check or initial to indicate your acceptance and understanding on each item of this agreement.

1. **Hours of Operation:** Teen Center Operating Hours.
 - a) **School Days:** Monday- Friday 1500-1730 (Bldg. 220).
 - b) **Winter Break, Summer Camp, Spring Break weeks and No School Days:** Monday- Friday 1300-1730
2. **Fees:** Program fees are based on an Annual Membership from 1 Jan- 31 Dec. There is a 10% discount for siblings. Select one option:
 Prorated: Paid \$ _____ (for office use only)
3. **Hardship Waiver:** A request for a hardship waiver due to unusual/emergency situations submitted to the Youth Programs Director. The Installation or Mission Support Group Commander may adjust a family's fees based on unusual financial circumstances. Such waivers reviewed on a case-by-case basis and may be for short periods of time. A family in need of a fee reduction are required to provide an A&FRC personal financial analysis and a letter from the individuals' commander, first sergeant, or supervisor. Families experiencing divorce or legal separation do not need a financial analysis, but legal documentation for reduced fees. Contractors and specified space available patrons are not eligible for a waiver request
4. **Payments:** Parents payment options are **ANNUALLY, MONTHLY, OR SUMMER. Effective 7 January 2019, the only accepted method of recurring payment will be the Orbital automatic payment system. Manual payments will no longer be accepted.** Patrons will be given a 1 day grace period for payments, after which a late payment fee of \$5.00 per day per family will be applied until bill is paid in full.
5. **Parental Termination of Teen Program Annual Membership:** If you decide to terminate your youth's enrollment a two week written notice is required. Patrons will be charged for those two weeks regardless of use.
6. **Right of Refusal:** Should center staff believe a parent is intoxicated, under the influence of drugs, or unable to safely transport a child, Security Forces will be called to evaluate the situation. Parents will be asked to remain in the lobby area until their arrival and determination is made that it is safe for the child to vacate the facility with you.
7. **Signing In/Out:** IAW AFI 34-144, all youth ages 9-18 must be sign-in and sign-out upon arrival and departure. Youth not signing in and out are subject to suspension or removal from the program.
8. **Federal Holidays/Family Days/Goal Days:** The center will be closed on all Federal holidays. The program will be closed the following family days: 28 May 2021, 11 June 2021, 2 July 2021, 3 Sept 2021. Additional Family Days may be included based on USAFE authorization. Additional Goal Days may be included based on 100 ARW authorization. RAF Mildenhall Youth Programs will be CLOSED on any additional Family and Goal Days, and patrons will be notified in advanced.

9. **Exclusion Policy:** Youth who are ill or unable to participate in the daily activities in the Teen Program will be excluded from the program until they are symptom free and no longer contagious. The youth must be able to fully participate in activities to return to the Teen Program
10. **Meals:** Only food purchased and prepared by the Teen Center may be served. A snack bar is provided for youth to make purchases (cash only). **No outside food items are permitted in the Teen Center.**
11. **Intake/Enrollment:** During the enrollment process parents will inform the program if their youth has an identified disability such as special learning requirements, medical or developmental needs. All new and existing patrons must update medical documentation if new concerns arise. The program will assess if reasonable modifications can be made. In some cases the youth may be withdrawn from the program in order to ensure the best care option are provided for the youth.
12. **Special Needs:** Children with special needs will complete additional paperwork to ensure the program is meeting the needs of the child. Special needs might be a youth with asthma, speech delays, severe allergies, diagnosed medical condition, developmental delays behavioral, social, emotional or physical limitations. Prior to enrolling in the CYP, the youth's Health Assessment form for developmental and medical requirements must have been reviewed by the CYP Medical Advisor and the IAT team.
13. **Medications:** Youth Services are unable to dispense over the counter medication to children, with the exception of sunblock. All prescribed medicine must have an up to date, completed AF Form 1055-Youth Programs Medication Permission Form on file.
- Parents must ensure that prescribed medication is in its original container and label from the pharmacy with: child's name, a stop date, an expiration date and specific administering directions for each medication. The Youth Center cannot, by regulation, apply or give any medication that does not meet these requirements.
 - Parents must initial the AF Form 1055 each day medication is to be administered, yearly for asthma medications and Benadryl/Epi-pens.
14. **Inclusion Action Plan (IAT):** A recommended care plan may be needed for children/youth with or at risk of disabilities, chronic illnesses, or physical, developmental, social, behavioral, or emotional conditions requiring additional services. Decisions about referral to IAT should not be made solely based on a diagnosis. Each child's/ youth's situation must be considered on a case-by-case basis. All inclusion Action plans are updated annually or as needed.
15. **Behavior Support Plan:** The goal of the behavior support plan is to replace or reduce challenging behaviors. It is developed to meet the needs of an individual child/youth. The behavior support plan can be used independently or in conjunction with the Inclusion Action Plan.
16. **Termination:** AFI 34-144 11.6.5. Termination/suspension of enrollment (e.g. non-payment, child/youth unable to adjust to program, parent failure to comply with program policy, etc.)
- **Misconduct:** Some case may result in immediate termination or suspension, to include but not limited to: **bullying, fighting, abusive or foul language, inappropriate touching of others, sexual harassment, throwing items at adults or peers, destroying government property, and abusive, dangerous, or disorderly behavior.**
 - Although the Youth Program endeavors to provide reasonable efforts to work with the family and youth, which may include a comprehensive behavior plan. However, some cases may result in immediate suspension or termination of enrollment based on the severity of the incident. **We reserve the right to deny services.**

17. **Clothing:** Youth must follow the most current Dress Code provided by their school. Parents must provide required clothing for their child to participate in the program. It is recommended that your youth always have a jacket due to unpredictable weather.

18. **Field Trips:**
a. Field trips include any activity outside of the building. I understand field trips are a privilege for my youth. If my youth's behavior is less than favorable, I understand that my youth may not be able to attend field trips unless accompanied by a parent at their own expense.

b. Youth must arrive by the assigned time for departure.

19. **Revisions:** RAF Youth Programs may modify any portion of this contract, in writing, at any time. Patrons have 3 duty days to accept the agreement as modified. Either party may cancel this agreement with a 2 week written notice.

20. **Personal Belongings:** Teen Program staff are NOT responsible for damage or loss of any items brought into the Teen Center. Military IDs, wallets, or other valuable items are suggested to be kept in lockers while the youth is in the program.

21. **Parent Advisory Board:** The Parent Advisory Board (PAB) meets quarterly to discuss questions, concerns, and advancements to the program. The PAB is always recruiting representatives. Please see management if interested.

22. **Picture Release Statement:** Your youth's picture may be taken while attending Youth Programs. Most pictures are used only for classroom purpose; however there are times when photographs are taken for use in conjunction with outside media to include the base newspaper. Indicate by your initials, your preference concerning the use of your youth's photograph below:

I give authorization for my youth's picture to be used in conjunction with: (select all that apply)

Social Media (*Teen Center Facebook/Instagram, 100th FSS Facebook, Get Up and Go Magazine, etc.*)

Facility Use Only

I DO NOT give authorization for my youth's picture to be used in conjunction with: (select all that apply)

Social Media (*Teen Center Facebook/Instagram, 100th FSS Facebook, Get Up and Go Magazine, etc.*)

Facility Use Only

23. **Bullying Policy:** As a parent I agree to:

- Keep myself and my youth informed about and aware of Youth Program anti-bullying policies. Work in partnership with the Youth Program to encourage positive behavior, valuing differences and promoting sensitivity to others.
- Have regular discussions with my youth about their feelings about the Youth Program friendships and relationships.
- Inform Youth Programs staff of changes in my children's behavior or circumstances at home that may change their behavior at the Youth Program.
- Alert staff if any bullying/ cyber-bullying has occurred.

25. **Child Abuse Reporting:** As Child and Youth Program staff are mandated reporters, we are required to notify authorities of suspected abuse or neglect. If you see or suspect child abuse, child neglect, or a safety violation in your DoD Child and Youth Programs or Schools, report it to the following installation programs:

Family Advocacy Program: 226-8070
DoD Child Abuse and Safety Violation Hotline at: 571-372-5348 (collect)

Child and Youth Services Flight Chief: 238-3515
CDC: 238-2042
Youth Center: 238-5437

I have read and understand the above conditions of the Youth Programs Agreement.

This program agreement is valid from date of signature to May 31, 2021.

Parent's Signature

Date

Youth Programs Representative

Date



RAF MILDENHALL TEEN PROGRAM

COVID-19 OPERATING PROCEDURES

The following procedures have been put in place to ensure the safety of our youth and staff. These procedures are subject to change, and parents will be notified in writing of any changes.

Please review and acknowledge the following Teen Program COVID-19 Operating Procedures:

- Face masks MUST be worn at all times
- All youth will be screened for COVID-19 symptoms prior to entering the facility following exposure and symptom questions from Public Health:
- Exposure Questions
- a. Has the child been instructed by the Medical Group to quarantine or isolate?
 - b. Has the child been exposed to anyone with COVID-19 in the last 14 days?
 - c. Does the child live with anyone exposed to COVID-19 in the last 14 days?
- If any exposure question above is answered yes, do not enter The Teen Center.
- Symptom Questions
- In the last 24 hours, has the child experienced any of the following symptoms?
Fever (if yes, was a temperature taken that was above 100.3 F); Chills; Cough; Shortness of breath; Headache; Sore throat; Loss of the sense of smell or taste; Body aches; Vomiting; Diarrhea
- If any symptom question above is answered yes, do not enter The Teen Center. Return home or to your car and call the COVID Hotline at 226-8556. If the COVID Hotline advises that you do not meet criteria for testing and your child feels unwell, contact your medical provider.
- Please do not bring any non-essential personal items into the program. All items brought into the program must be kept in an assigned locker. Youth may not share lockers.
- Social Distancing measures will be in effect, this will limit the amount of participants in the program, as well as in each designated space within the Teen Center
- The Teen Center will CLOSE if DOD schools close due to COVID-19. Refunds will be issued if necessary.
- The Teen Center staff MUST be notified if any Teen Program member, or a member of their household, is being tested for COVID-19.
- Parents and family members are not permitted inside of the Teen Center.

Parent's Signature

Date

RAF MILDENHALL TEEN PROGRAM

COMPUTER AND INTERNET ACCESS AGREEMENT

ALL RAF MILDENHALL YOUTH PROGRAM PARENTS MUST COMPLETE THESE FORMS AND REVIEW THEM WITH THEIR CHILD BEFORE A MEMBER CAN GAIN ACCESS TO THE COMPUTERS FOR EDUCATIONAL AND RECREATIONAL USE.

Terms & Conditions for Network and Internet Usage

Users are defined as youth members who have completed the required training and are authorized to access the Youth Program network to use software or the Internet. Please read each section below and initial the line after the section title to indicate your understanding and acceptance of the terms set forth in this agreement.

1. Acceptable Use

- A. Users will use the Youth Program's computer services only in a manner consistent with the educational objectives of the Youth Center. Users may not download files or subscribe to bulletin boards.
- B. Users must respect and adhere to all of the Youth Program's rules governing computer and Internet use and the rules of any other network or computing resource to which users have access through Youth Programs equipment.
- C. Users will not transmit any material (whether sent or received) in violation of any U.S. or state regulation. This is strictly prohibited and may violate criminal law. Users will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. Users will not publish the name, photograph, home address or telephone number of themselves, another youth, staff member or any other person.
- E. Users understand using the Youth Program's computer equipment for commercial purposes, product advertisement, or political lobbying is prohibited and may be illegal. Illegal activities are strictly forbidden.
- F. **Accessing and the use of chat rooms and instant messaging programs are also forbidden.**

2. Privileges

- A. Users understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of the privileges. (Each user will receive instructions regarding the terms and protocols referenced in this document before network access is provided.)
- B. **Users will be disciplined if they send messages or download files inconsistent with the Terms and Conditions. At the discretion of the Program Assistants or Youth Programs Director, users may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.**

3. Internet Etiquette

- A. Users will be polite in all communication with others using the Youth Program equipment. Users will not use sexual, violent, or abusive language of any kind in messages to others.
- B. Users will use courteous, respectful language. Users will not swear, use vulgarities, sexual, harsh, racist, or disrespectful language of any kind.
- C. Users understand any transmission, including electronic mail, is not private and that their communications and access will be monitored.
- D. Users will evaluate information carefully. As with any research material, users must review it for accuracy and bias.
- E. Users will not use the network or the Internet in such a way as to disrupt the use of the network by other users. Users will not send "chain letters," or "broadcast" messages to lists or individuals.

4. No Warranties

- A. Users understand that the Teen Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Teen Center is not responsible for any damages users may suffer. This includes loss of data, delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or their errors or omissions.
- B. Users understand the use of any information obtained via the Teen Center is at their own risk. The Teen Center specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- C. Users understand the Teen Center has no obligation or authority to defend them against any legal actions brought against by them by anyone arising from their misuse of Teen Center computer resources or violations of any U.S. or foreign laws.

5. Security

- A. Users understand security of any computer system is a high priority, especially when the system involves many users. Users will notify a staff member if they notice a security problem. Users will not demonstrate the problem to other users.
- B. Users will not give their user password to other individuals. Any activity associated with their account will be considered their activity. It is the user's responsibility to protect their account and password.
- C. Users may be denied access to the network if they are identified as a security risk.

6. Vandalism

- A. Users understand vandalism will result in cancellation of privileges.
 - B. Users will not maliciously attempt to harm or destroy data of another user, Internet, individual computer, or network. This includes, but it is not limited to, the uploading or creation of computer viruses.
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**Computer and Internet Access Agreement
PARENTAL AUTHORIZATION**

*A parent or guardian must read and sign this agreement before their child to be allowed access to the Teen Center's computers.
Parent or Guardian:*

I, _____, have read the Terms and Conditions. I understand that network access is designed for educational and recreational purposes. RAF Mildenhall Youth Programs has taken precautions to eliminate controversial material. However, I also recognize it is impossible for RAF Mildenhall Youth Programs to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in the program setting.

I understand that my child is required to complete and sign the Computer and Internet Access Orientation and Agreement. All youth will be required to sign an agreement of acceptable use terms and conditions prior to using the RAF Mildenhall Youth Programs network resources. After successful completion of the required paperwork, my youth will be authorized to use the internet and computers maintained at the Mildenhall Teen Center.

I understand, consistent with Youth Program policy to protect individual privacy, my child's written and art work and name may be displayed, but the Youth Programs does not authorize the use of photographs, home address, or home telephone number in association with my child's name. I understand that I will be notified in advance of any display or publication of my child's work. I also understand that the Youth Programs does not authorize the use of the facility's Internet service for commercial activity or personal use inconsistent with the terms and conditions.

I understand: (1) This form does not relinquish my child's rights in his or her work. (2) RAF Mildenhall Youth Programs is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through program staff.

Parent or Guardian Signature

Date

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.

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

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 results 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.

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

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

AUTHORIZATION FOR AUTOMATIC PAYMENT

By signing below, I authorize RAFM Youth Programs to charge my account for any balance due for services. Effective 1 January, all SAC patrons must use the automated Chase/Orbital billing system. Fees are calculated using total family income by RAFM Youth Programs and may include additional costs, such as late fees or additional charges for extended program hours. Late payments must be reconciled within 24hour of the due date in order to avoid a late charge. Late payment fees are \$5.00/day per family.

Effective January 1, 2019, we will no longer accept manual payments. All payments must be made using the automatic ORBITAL BILLING SYSTEM PAYMENT DUE

Please Initial One:

Monthly (2nd) _____

Annually _____

PERSONAL INFORMATION OF CARDHOLDER:

Please **print** the following information. Thank you.

NAME OF CHILD(REN):

NAME OF CARD HOLDER:

(AS APPEARS ON CARD)

TYPE OF CARD:

VISA MASTERCARD AMERICAN EXPRESS

Please print the following information clearly:

Charge Card Number:

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Expiration date: (MM/YY)

		/		
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PSC or Stateside Address associated with the above card:

Email Address: _____

I understand and agree that by signing this completed form, I give permission for my credit card to be charged for fees set by the RAF Mildenhall Youth Programs. **I also understand that if my card is declined, all late fees will apply and I am responsible for bringing my account current. If my card is declined twice, this service will be discontinued.**

Cardholder's Signature

Date

Verifier's Signature

Date

RAF MILDENHALL TEEN PROGRAM

REGISTRATION CHECKLIST

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- Immunization Record/ Waiver

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

RETURN ALL PAPERWORK TO:

100FssSchoolAgeAll@us.af.mil

Please allow our administrative 2-3 business days to process all paperwork. Thank you.