

RAF MILDENHALL TEEN PROGRAM 2024 REGISTRATION MEMBERSHIP YEAR 1 JAN 2024 - 31 DEC 2024

FOR OFFICIAL USE ONLY

Required Forms Completed:
___ 2024 Registration
___ Parental Agreement
___ Computer/ Internet Access Agreement
___ AF Form 88
___ Unsafe and Concerning Behaviors Policy
___ 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 Our Family is currently in temporary housing.

SPONSOR NAME: _____ DUTY PHONE: _____
UNIT/ORGANIZATION: _____ RANK/GRADE: _____
E-MAIL: _____ PHONE NUMBER: _____
PERSONAL E-MAIL: _____
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: _____
PERSONAL E-MAIL: _____

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:

___ DODEA ___ LOCAL (BRITISH) ___ HOME SCHOOL

FOR DODEA SCHOOL, PLEASE COMPLETE THE FOLLOWING:

SCHOOL NAME: _____ BUS NUMBER: _____

payment. The Air Force Services Standard Business policy dated March 14, 2006 requires that all individuals using Air Force Child Development Programs provide a credit or debit card number and by doing so, agree to have their card charged or account debited for late payments. The primary purpose of this policy is to collect funds in the event that a payment is not received on time. Auto payment is mandatory. 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. **Termination of Teen Program Annual Membership:** 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.)

- 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.
- If you are transferring to another Air Force Youth Program, all fees must be settled prior to account transfer.
- Termination, suspension or the denying of privileges may occur from continual behavior problems, lack of cooperation from parent, failure to pay fees, and any violation of this agreement. The staff and Director will make every effort to discuss problems with parents to help resolve the situation prior to recommending termination of a child's enrollment.
 - **Misconduct:** A child/youth can be terminated or suspended from the program due to the following: 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 CYP endeavors to provide reasonable efforts to work with the family and youth, which may include a comprehensive behavior plan, 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.*
 - Reference AFI 34-144, Child and Youth Programs, 12.7.5 Termination/suspension of enrollment for more information.

6. **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.

7. _____ **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 parent.
8. _____ **Signing In/Out** All youth ages 9-18 must sign-in and sign-out upon arrival and departure. Youth not signing in and out are subject to suspension or removal from the program.
_____ I give permission for my child to sign themselves in and out of the Teen Program, I understand that by doing so will allow my child to come and go from the program on their own free will. Reference IAW AFI 34-144, Child and Youth Programs, 13.14.3.
9. _____ **Federal Holidays/Family Days/Goal Days:** The center will be closed on all Federal holidays. Additionally the Teen Center will be closed on all USAFE Family Days and Goal Days.
10. _____ **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.
11. _____ **Meals:** Only food purchased and prepared by the Youth Center may be served. A snack bar is provided for youth to make purchases. **No outside food items are permitted in the Youth Center without prior approval.**
12. _____ **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 accommodations 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.
13. _____ **Special Needs:** If your child has been diagnosed with a special need prior to enrolling in CYP, the child's developmental and/or medical requirements will be reviewed by the Inclusion Action Team (IAT) which includes: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the AFS Flight Chief, the Flight Training and Curriculum (T&C) Specialist, CDC Director/Assistant Director, Youth Programs Director/Assistant Director, Teen Coordinator, FCC Coordinator, the Exceptional Family Member Program Family Support Specialist, and others as determined by IAT. The IAT convenes to determine if reasonable accommodations can be met. If the child is identified with a special need(s) after enrollment, the child's developmental and/or medical requirements must be reviewed by the CYP Medical Advisor and the team of experts listed above within 30 days of diagnosis.
14. _____ **Illness:** Children with obvious signs of illness will not be admitted to program that day. In the event that your child becomes ill while in the program, you will be contacted to pick your child up. Parents are required to pick up within 1 hour of the initial notification. If we are unable to reach you within 30 minutes, we will notify the emergency contact you have listed for your child. Please make sure your emergency contact details remain current and you provide authorization for them to pick up. CYP Personnel will refer to the Exclusion Policy to make illness/exclusion determination. A current copy is kept at the front desk for your convenience.
15. _____ **Medical Information:** If your child has any medical conditions, chronic illnesses, allergies (including food allergies) or any special needs, please note this in CYPBMS and on their health assessment. A special needs form will need to be completed by your child's doctor to determine necessary modifications. This must be done prior to enrollment or within 30 days of diagnosis.

16. _____ **Medications:** Youth Services are unable to dispense over the counter medication to children, with the exception of sunblock. If your child needs medication administered while participating in the CYP, an AF Form 1055 (Medication Permission Form) is required to be filled out. The AF Form 1055 will be initialed by the parent/guardian ANNUALLY to authorize administration of the “as needed” emergency medication. If medications are administered by staff daily it must be initialed DAILY. All medication, over the counter or otherwise, must be prescribed by a doctor and have the prescription label on the container or box, including a start/stop date. The parent must administer the first dose of medication prior to bringing it to the CYP. Out-of-date medication will not be administered. Staff members are trained in CPR, First Aid and medication administration. In the event your child may require emergency assistance, Emergency Medical Services will be contacted and you will be notified immediately. It is the parent’s responsibility to ensure their home, duty, and emergency numbers are CURRENT in CYPBMS at all times. Prescription medication is administered during the hours of 10:00 and 14:00. If the health care provider directs medication to be administered 3 times per day, CYP personnel will administer the medication once during the typical day (10 hours of care during field trips, or special programming). If the medication is to be administered 4 times per day, CYP personnel will administer the medication two times during a typical day (10 hours of care during field trips, or special programming). If medication is to be administered 1 or 2 times a day, medication will not be administered in the CYP. 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.
17. _____ **Sunscreen Permission:** I give RAF Mildenhall Teen Program staff permission to provide sunscreen (approved by medical advisor) to my child. Sunscreen is provided by the Youth Center, and may not be brought from home.
18. _____ **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
19. _____ **Behavior Support Plan (When applicable):** 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. Although we cannot match all accommodations provided in the schools you are welcome to provide any documentation that you feel may be beneficial in our support of your child, to include but not limited to IEPs and 504 plans.
20. _____ **Clothing:** Youth must follow the most current dress code provided by their school. Children must be sent to the center dressed appropriately for play as they may engage in a variety of sensory activities throughout the day. Please send climate appropriate clothing with your child. **Closed toe shoes must be worn at all times to protect children’s feet. Staff members will refuse to accept a child into program with opened toed shoes.** CYP Director/Assistant Director reserves the right to request an additional change of clothes for any child not following appropriate clothing guidelines.
21. _____ **Field Trips:**

- 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.
- Youth must arrive by the assigned time for the activity. Failure to arrive prior to departure time on the day of, or failure to notify the Youth Center prior to the end of business the day prior or as specified in the event registration that your child will not be attending can result in charges being incurred for the cost event.

_____ I hereby authorize the staff of the RAF Mildenhall CYP or contracted transportation agency to transport my child to and from educational field trips.

22. _____ **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.

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

24. _____ **Release of Information Policy:** The program may disclose confidential information to authorized agencies only in the context of these standards, when legally permissible, and in the best interest of the child.

25. _____ **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.

_____ *I would like to join the parent advisory board.*

26. _____ **Picture Release Statement:** Your youth's picture may be taken while attending Youth Programs. Most pictures are used only for classroom purposes; however there are times when photographs are taken for use in conjunction with outside media to include base marketing.

_____ I hereby give permission for my child to be photographed at RAFM CYP. I understand the only agencies authorized will be the CYP or the U.S. Forces agencies (Base magazine, AFN, Public Affairs, 100 FSS marketing, etc.) If there are any outside groups requesting permission, I understand I will be notified in advance.

27. _____ **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

28. _____ **Child and Youth Behavioral (CYB) and Military and Family Life Consultant (MFLC):**

_____ I acknowledge that a CYB-MFLC is available to myself and my children.

_____ I **DO** authorize my child to receive CYB-MFLC support.

**I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ABOVE POLICIES MAY RESULT IN DENIAL
OR SUSPENSION OF MY CYP PRIVILEGES.**

Sponsor Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

RAFM Child and Youth Representative Signature: _____ Date: _____

DEPARTMENT OF THE AIR FORCE



YOUTH PROGRAMS

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 rights will be revoked if they send messages or download files inconsistent with the Terms and Conditions. At the discretion of the Program Assistants or Youth Center 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 Youth Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Youth Center is not responsible for any damages users may suffer. This includes loss of

data, delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or their errors or omissions.

- B. Users understand the use of any information obtained via the Youth Center is at their own risk. The Youth Center specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- C. Users understand the Youth Center has no obligation or authority to defend them against any legal actions brought against by them by anyone arising from their misuse of Youth 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.

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

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 result of the acts of participating in the program.

TRANSPORTATION/FIELD TRIP: I give Youth Programs permission to transport the above 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



**CONTROLLED UNCLASSIFIED INFORMATION
DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAF) ROYAL AIR
FORCE MILDENHALL, UNITED KINGDOM**

MEMORANDUM FOR PARENTS

SUBJECT: BEHAVIOR

1. On the _____ day of _____ 20___, your child _____ had an incident.

2. The agreement in the contract on the behavior policy. Parents of children exhibiting unsafe or harmful behaviors may be called and asked to remove the child from the program. In some instances, children may not be permitted back the following day. Repeated behaviors that jeopardize the safety of your child and other children or staff may result in your child being temporarily suspended from the program or require that your family seek additional, specialized support services. Further action may be necessary.

3. Incident # _____.

First Incident - child is sent home for the remainder of the day.

Second Incident – child is sent home for the remainder of the day and can return to care after two business days from the time the child was picked up.

Third Incident – Will result in a rest time/break from care and can return after five business days from the time the child was picked up.

Fourth Incident- Could result in removal or suspension from the program for an indefinite amount of time.

If you have any questions, please contact me at 238-5437 or email me at alvin.koposko.1@us.af.mil

Parent Signature

Date

Alvin Koposko
Youth Programs Director
RAF Mildenhall Youth Programs

AIRMEN – READINESS – CULTURE

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RAF MILDENHALL TEEN PROGRAM

REGISTRATION CHECKLIST

- 2024 Registration
- Parental Agreement
- Computer/ Internet Access Agreement
- AF Form 88
- Immunization Record/ Waiver

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

RETURN ALL PAPERWORK TO:

Elexys.nobles@us.af.mil

Please allow 2-3 business days to process all paperwork.

Thank you.

Current November 2023