

**Costa Mesa ♦ Parks and Community Services Department ♦ TeWinkle Teen Center Registration Form**

**Active Net Activity # 19691**

**General Policies & Agreements - Please Fill Out Completely (all fields are mandatory)**

<b>Teen Name</b> (First, Last):	<b>Grade:</b>	Date of Birth: / /	(dd/mm/yyyy)
<b>Middle/High School:</b>			
<b>Parent/Guardian Name</b> (First, Last):		Email:	
Home Phone:	Work Phone:	Cell Phone:	
<b>Parent/Guardian Name</b> (First, Last):		Email:	
Home Phone:	Work Phone:	Cell Phone:	
Address:	City:	State:	Zip:

**Medical History**

**Additional Information**

*Please check all that apply:*

ADD/ADHD	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Asthma	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Diabetes	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Seizures	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Chicken Pox	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Head Lice (recent)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other Diseases/Conditions	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>ALLERGIES</b>		
Bee Stings	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Latex	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Foods	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Drug Allergies	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Any Other Allergies

If Yes, please explain: \_\_\_\_\_

If your teen needs medication to be administered by the Teen Program staff, while at the Teen Center, you will need to fill out a **“Request for Administration of Medication”** form.

Please request the form via email: [jose.guzman@costamesaca.gov](mailto:jose.guzman@costamesaca.gov)

Name of medication: \_\_\_\_\_

Reason: \_\_\_\_\_

**Participants with Disabilities**

Please note that the City strives to make reasonable accommodations for participants with a special need or developmental disability. The City does not currently offer structured inclusion services to participants who require 1-on-1 aid for assistance or supervision during program hours. A 1-on-1 aid provided by the participant’s family/guardian will be accepted with proper documentation. For documentation requirements, please contact: [jose.guzman@costamesaca.gov](mailto:jose.guzman@costamesaca.gov)

**EMERGENCY CONTACTS:**

1<sup>st</sup> Contact: \_\_\_\_\_

Relationship to Teen: \_\_\_\_\_

Phone: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_

Relationship to Teen: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

**Approved Individuals for pick-up/sign-out from the Teen Center:**

If the participant is being picked up by someone other than a parent / legal guardian, please state your name, phone nr, and relationship here. Note: 3 individuals other than parent/guardian are permitted.

1<sup>st</sup>: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

2<sup>nd</sup>: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

**Minor Release Waiver**

**GENERAL POLICIES:** I, the undersigned, understand and agree to the General Policies set forth herein. I further understand that if a participant has previously been or is the subject of discipline, suspension, or expulsion in connection with any City recreation programs, or has exhibited disruptive conduct, the City may, in its discretion, immediately unenroll the participant.

**ASSUMPTION OF RISK:** I fully understand that my or my child/children’s participation in City recreation programs may expose me or my child/children to the risk of personal injury, death and/or property damage. I hereby acknowledge that participation in City programs is voluntary and I agree to assume the full risk of any injuries and/or damages and/or losses of property, regardless of severity and including death, that may occur in connection with my or my child/children’s participation in City programs.

**PHOTO RELEASE:** I understand that City representatives may photograph or record activities of City programs and participants. I hereby grant permission for the City to use and/or publish my or my child/children’s photograph or likeness photographed or recorded during my or my child/children’s participation in City programs to promote City programs and services, and for any other purpose, without compensation to me or my child/children.

**MEDICAL RELEASE:** I authorize the City to provide or cause to be provided such medical treatment to me or my child/children as may be necessary or appropriate if any injury occurs during my or my child/children's participation in City recreation programs. I further agree to pay any and all costs incurred in connection with such treatment.

**CIVILITY CONDUCT POLICY:** I understand that the Recreation Division's Civility Conduct Policy is intended to provide a safe, friendly and comfortable environment for participants and staff by requiring that everyone "treat others the way you want to be treated." I understand that any participant that violates the Civility Conduct Policy may, depending on the severity of the violation, be subject to disciplinary action, including, but not limited to, a verbal warning, immediate removal from the program/event, and/or denial of future participation in City programs.

**WAIVER AND RELEASE OF LIABILITY:** I, intending to be legally bound for myself and my heirs, personal representatives, next of kin, and anyone who might make a claim on my behalf, hereby waive, release, and discharge the City of Costa Mesa, and its elected officials, officers, agents, employees, and volunteers from any and all claims for damages and/or liability, whether caused by any active or passive negligent act or omission of the City of Costa Mesa, or its elected officials, officers, agents, employees, and/or volunteers, or otherwise related to my or my child/children's participation in City programs, and promise not to sue the City of Costa Mesa, or its elected officials, officers, agents, employees, and/or volunteers for any damages I incur in connection with the City's programs. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

Initial: \_\_\_\_\_

## Teen Center Rules and Disciplinary Procedures

1. **School Rules = Teen Center Rules:** All school rules apply, and participants are responsible for obtaining their student handbook from their school.
2. **Signing-In/Out:** Participants MUST sign in and out each day they visit the Teen Center. Participants do not have permission to sign themselves out of the TeWinkle Teen Center unless a parent/guardian gives written permission to Teen Program staff that participant has permission to sign themselves out. If the participant is being picked up by any individual other than a parent / legal guardian, please fill out the "Approved Individuals" section on page 1 of this registration form.  
**Note:** All participants may sign themselves out to attend TeWinkle school activities on campus or take the school bus.
3. **TeWinkle Teen Center:** Participants must remain in the Teen Center at all times unless attending a school activity on campus. They may not enter the Teen Center after 3 p.m. unless escorted by TeWinkle Middle School personnel.
4. **Harassment:** Harassment, also known as bullying, by a participant of another participant or Teen Center employee based on race, religion, color, national origin, ancestry, handicap, disability, medical condition, sex, sexual orientation, dressing according to gender identity, or age, will not be tolerated and is subject to immediate removal from the Teen Center.
5. **Respect:** Teen Center participants shall behave respectfully to Recreation Leaders and fellow participants. All participants should treat others the same way they would like to be treated. Violation of this policy includes but is not limited to, loud, disruptive, obscene, profane, or abusive language, verbal or physical threats, or stealing.
6. **Inappropriate Behavior:** Inappropriate behavior, including, but not limited to, spitting, teasing, sexual behavior, gambling, fighting, being under the influence of drugs/alcohol, or anything else deemed inappropriate by Parks and Community Services Department staff, will not be tolerated. These actions may result in an automatic suspension or expulsion, depending on the severity of the infraction. The Costa Mesa Police Department will be immediately notified of any illegal activity, and there are **NO EXCEPTIONS**.
7. **Conflict Resolution:** Participants who are experiencing harassment, disrespect, or inappropriate behavior from another participant should report the problem to Recreation Leaders immediately.
8. **Personal Belongings:** Personal belongings should not be left unattended. The City is not responsible for lost, stolen, or damaged items within the Teen Center. Additionally, Personal belongings brought to the Teen Center may not interfere with program activity or pose a safety concern to employees or participants.
9. **Illegal/Inappropriate Material:** Illegal or inappropriate material will result in a suspension or expulsion, depending on the severity of the situation. Possession of weapons, drugs, or alcohol is strictly prohibited.
10. **Photography/Recording/Social Media:** Participants must consent to take pictures or record other participants or staff on their cell phones or cameras. Uploading photos on social media of other participants or staff that have been distorted or altered with inappropriate content will result in immediate disciplinary action.
11. **Dress Code:** Participants must be fully clothed at all times. No offensive, explicit, anti-discrimination, gang affiliation by color, insignia or symbolism, or inappropriate words or pictures are allowed on clothing during visits to the Teen Center. Parks and Community Services Staff reserve the right to determine what is and is not appropriate.
12. **Disciplinary Procedures:** Please see attached parent packet for disciplinary procedures.

Initial: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Teen Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY** Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Teen Center: \_\_\_\_\_ Date (entered): \_\_\_\_\_ Entered by: \_\_\_\_\_

*Note: TeWinkle Teen Center: TeWinkle students only; DRC Teen Center: 7<sup>th</sup> – 12<sup>th</sup> grade*