

Costa Mesa ♦ Parks and Community Services Department ♦ Teen Program Excursion ♦ Registration Form

General Policies & Agreements

1. Request for refund must be submitted three (3) business days prior to the week being requested and a \$20 fee will apply. Refunds will NOT be granted if request is made fewer than three (3) business days, due to the special nature of purchasing excursion tickets. Transfer requests must be submitted three (3) business days before the week being requested and a \$10 fee will apply. Submit all requests to cmrecinfo@costamesaca.gov.
 2. A service charge of \$25 will be required on all returned checks.
 3. A \$20 fee for late pick-ups will be charged for every 15 minutes or part thereof.
- INITIAL TO AGREE TO THE TERMS BELOW:**
4. I hereby allow my teen(s) to participate in activities designated by City staff and travel in City vans or contracted vans/busses. **INITIAL:** _____
 5. I understand that I can ONLY drop off and pick up my teen(s) from the Downtown Recreation Center. **INITIAL:** ____
 6. I hereby allow my teen(s) to view PG-13 movies. **(No rated R movies will be viewed.) INITIAL:** _____
 7. I understand California state, regional, and municipal parks may contain hazards such as poisonous/dangerous plants & insects, wild animals, and other environmental conditions that may be unpredictable: **INITIAL:** _____
 8. I understand that program details/schedule/trips are subject to change without notice, and I am responsible for checking with staff daily for excursion departure time. A whiteboard will be updated daily with excursion information for your convenience. **ONCE CAMPERS HAVE DEPARTED FOR AN EXCURSION, NO LATE ARRIVALS WILL BE ACCEPTED. INITIAL:** _____
 9. I have read and understand the Sunscreen Policy **INITIAL:** _____
 10. I have read and understand the Teen Camp Disciplinary Procedures and Rules. **(see back) INITIAL:** _____
 11. I have read and understand the Teen Van Transportation Rules and Regulations. **(see back) INITIAL:** _____

Please Print and Fill Out Completely

Teen Name (First, Last): _____	Date of Birth: / /	M F
Parent/Guardian Name (First, Last): _____	Email: _____	
Home Phone: _____	Work Phone: _____	Cell Phone: _____
Parent/Guardian Name (First, Last): _____	Email: _____	
Home Phone: _____	Work Phone: _____	Cell Phone: _____
Address: _____	City: _____	State: _____ Zip: _____

Which excursion(s) would you like to attend:

Medical History

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

ALLERGIES

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	<input type="checkbox"/> No	<input type="checkbox"/> Yes

If Yes, please explain: _____

If your teen needs medication to be taken while at the Teen Program, you will need to fill out a **"Request for Administration of Medication"** form. Please request form from staff.

Name of medication: _____ Reason: _____

Additional Information

TEEN CELL PHONE (If Available):

Phone #: _____

Due to Teen Excursions' independent nature, it is highly encouraged that you indicate your teen's cell phone number if immediate communication is required.

EMERGENCY CONTACTS

Name: _____

Phone: _____

Name: _____

Phone: _____

Minor Release Waiver

I agree to waive and release the City of Costa Mesa, its officers, agents, employees, and volunteers, from and against any claims, costs, liabilities, expenses, or judgments, including attorney's fees and court costs arising out of my participating in CITY'S PROGRAMS or any illness or injury resulting there from, and hereby agree to indemnify and hold harmless the CITY from and against any and all claims, except for illness and injury resulting directly from gross negligence or willful misconduct on the part of CITY or its employees.

I hereby consent to the treatment and all medical care deemed necessary as a result of accident or injury. I further agree to pay any and all cost incurred as a result of said treatment.

If your child has been the subject of discipline/suspension/expulsion in any recreational programs, then the City reserves the right to immediately un-enroll a child who has had this history and exhibits disruptive conduct. Participants in programs are subject to being photographed and such photographs may be used to publicize future city programs and understand I will not receive any compensation for such use.

As part of our commitment to the "Americans with Disabilities Act" and our participants, are there any special accommodations needed for your participation in Camp? If yes, please explain: _____ Please note that we cannot know to provide reasonable accommodation unless specified by you.

The City of Costa Mesa Recreation Division "Civility Conduct Policy" provides a safe, friendly, and comfortable environment for our participants and staff to recreate together by "treating others as you want to be treated". I understand as a participant and/or my children as a participant who violates the "Civility Conduct Policy" and depending on the severity the following actions will apply: verbal warning; immediate removal from a program/event; denied future participation.

Signature _____ **Print Name** _____ **Date** _____

OFFICE ONLY

Received by: _____ Date: _____ Registered for Teen Center: _____

Teen Camp Rules and Regulations

1. **Signing-In/Out:** Participants **MUST** check in and check out each excursion they visit. **They may not check out of the Teen Excursions while at an excursion site. Exceptions will only be made in the event of an emergency.**
2. **Excursions:** Teens **must** remain in their groups while on excursions. **A group is considered to be a MINIMUM of 3 teens. Each group must have at least one cell phone.** Failure to remain in their respective groups will result in a Disciplinary Action Form and the teen remaining with staff for the remainder of that day or the week.
3. **Van Transportation:** Teens must always wear their seat belts, stay seated, and refrain from loud noises that may distract the driver. Gum, food, candy, and drinks other than water are prohibited. Teens must pick up their trash upon exit and ensure the van is clean.
4. **Meeting Points:** When on excursions, teens must check in with staff throughout the day. Staff will designate teen check-in times and locations upon arrival. Failure to check-in or late check-in will result in a loss of privileges.
5. **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, gender identity, or age, will not be tolerated and is subject to immediate removal from Teen Camp.
6. **Respect:** Teen Camp participants shall behave respectfully to Community Services 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.
7. **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, **NO EXCEPTIONS.**
8. **Conflict Resolution:** Participants who are experiencing harassment, disrespect, or are subject to inappropriate behavior from another participant should report the problem to Community Services Leaders immediately.
9. **Personal Belongings:** Personal belongings should not be left unattended. The City is not responsible for lost, stolen, or damaged items at Teen Camp while in the Teen Center, on excursions, or in transit. Additionally, personal belongings that are brought to the Teen Camp may not interfere with program activity or pose a safety concern to all employees or participants.
10. **Illegal/Inappropriate Material:** City staff will confiscate any illegal or inappropriate material, which will result in a suspension or expulsion, depending on the severity of the situation. Possession of weapons, drugs, or alcohol is strictly prohibited.
11. **Photography/Recording/Social Media:** Participants must consent to take pictures or record other participants or staff on their cell phones or cameras. Uploading photos to social media of other participants or staff that have been distorted or added to inappropriate content will result in immediate disciplinary action. If electronic devices are misused, the city staff will confiscate them.
12. **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 Teen Camp. Appropriate swimwear must be worn when on aquatic excursions, and appropriate footwear must be worn on hike/park days. Parks and Community Services Staff reserve the right to determine what is and is not appropriate.

Disciplinary Procedures

Failure to comply with Teen Camp's rules may result in disciplinary action. The level of disciplinary action is at the discretion of Parks and Community Services Staff. Disciplinary action may result in automatic suspension or expulsion, regardless if the teen has had a verbal warning and/or a written disciplinary action form if the behavior is severe. The following are the Teen Center's disciplinary procedures:

1. **Verbal Warning (First offense)** —Verbal warnings are given when a singular instance of inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form.
2. **Written Disciplinary Action Form**—After one verbal warning, or if the original infraction is severe enough, the participant will receive a written Disciplinary Action Form. Parents/Guardians will be contacted and informed of the written disciplinary action. The participant may be sent home for the remainder of the day.
3. **Suspension**—A second written Disciplinary Action Form will result in a suspension for a specified amount of time (two to fourteen days) at the discretion of the Recreation Coordinator. Parents/Guardians will be contacted and informed of the suspension, and the participant will be sent home for a remainder of the day.
4. **Expulsion**—A third Disciplinary Action Form will result in expulsion from the program for the remainder of the summer. The participant may return to the Teen Camp the following year. Parents/Guardians will be contacted and informed of the expulsion, and the participant will be sent home.
5. **Automatic Expulsion from the Teen Camp**—Participants will be automatically expelled for any illegal activity including, but not limited to: theft; smoking and/or any use of illegal drugs or alcohol, possession of substances, weapons or inappropriate materials; and/or endangering the safety of others by fighting, verbal abuse, harassment, threats, etc. Other activities warranting automatic expulsion are left to the discretion of Parks and Community Services Staff. The Costa Mesa Police Department will be immediately notified of any illegal activity, **NO EXCEPTIONS.**

By signing below, I signify that I have read and agree to abide by the Teen Center Rules and Regulations and I understand that any violations of these rules and regulations are subject to the Teen Center disciplinary policies.

Teen Name (Print)

Parent Name (Print)

Teen Signature

Date

Parent Signature

Date