



United Way of
Lanark County



CPYC Membership Registration Form

The Carleton Place and District Youth Centre is a non-profit youth organization dedicated to enhancing the quality of life for ALL young people. We provide a safe and supervised environment for young people to voluntarily participate in activities and programs and a space to call their own, building community spirit and pride.

Membership is FREE to all young people ages 8-18 (Please refer to monthly calendar for activity ages)

MEMBER'S RESPONSIBILITIES:

1. To have FUN by playing safe and smart,
2. To be respectful of others including all youth, staff, volunteers and youth centre belongings,
3. To actively participate in activities, programs, events, fundraising and the community,
4. To be smart enough to stay away from the centre if you are carrying or using drugs or alcohol,
5. To come to staff and/or volunteers if you need to talk or need help. We are here for you!

If you choose not to be responsible, you will be asked to leave.

Member's Name: _____ Age: _____

Address: _____

Town/Township: *(please check one)*

Carleton Place	<input type="checkbox"/>	Almonte	<input type="checkbox"/>	Mississippi Mills Twp.	<input type="checkbox"/>
Beckwith Twp.	<input type="checkbox"/>	Perth	<input type="checkbox"/>	Drummond/North Elmsley Twp.	<input type="checkbox"/>
Smith Falls	<input type="checkbox"/>	Montague Twp.	<input type="checkbox"/>	Tay Valley Twp.	<input type="checkbox"/>
Lanark	<input type="checkbox"/>	Other _____	<input type="checkbox"/>		<input type="checkbox"/>

Youth Information

Date of Birth: Day ____ Month ____ Year ____

Gender: _____

Youth Personal Phone Number: _____

Youth Personal Email: _____

School: _____

Grade: _____

Interested in Volunteering: Yes ____ No ____

What Services Are You Looking For: *(Check all that apply)*

____ Education ____ Recreation ____ Drop-In ____ Life Skills ____ Socializing

Medical Conditions

Allergies: _____

Medical Conditions: _____

Any Medication (Oral, Injection, or Inhaler): _____

Specific Conditions That May Impact Participation: _____

Any Additional Details Relating to Above: _____

Guardian Information

Name: _____

Relationship: _____

Home Phone Number: _____

Cell Phone Number: _____

Email: _____

Put Me on the Mailing List Please: Yes No

In Case of Emergency Contact

Name: _____

Relationship: _____

Home Phone Number: _____

Cell Phone Number: _____

Adult Volunteering and Fundraising

Volunteers and fundraising are the cornerstone of our organization. We are always welcoming volunteers to help in our Youth Centre and benefit youth, as well as adult/youth who wish to help with fundraising. To Volunteer with our organization, any Adult 18+ will need to complete a Volunteer Application and will require a Police Record Vulnerable Sector Check recent in the past 6 months.

Adult/Parent/Guardian: Are you interested in volunteering and/or fundraising? Yes No

Adult Name: _____

Email: _____

I have reviewed and understand my responsibilities as a youth centre member.

Youth Signature

Date

Photo Release Form

I give consent for my child _____ to have photos taken and published by the Carleton Place and District Youth Centre.

I do not give consent for my child _____ to have photos taken and published by the Carleton Place and District Youth Centre.

Eligibility to Leave Centre After Drop-In

I give permission for my child _____ to sign themselves out and leave the centre at the end of drop-in (5pm or earlier).

I do not give permission for my child _____ to sign themselves out and leave the centre at the end of drop-in (5pm or earlier).

Eligibility to Leave Centre After Scheduled Programming

I give permission for my child _____ to sign themselves out and leave the centre at the end of the scheduled programming (7pm or earlier).

I do not give permission for my child _____ to sign themselves out and leave the centre at the end of the scheduled programming (7pm or earlier).

Name of Parent/Guardian

Signature

Date

Carleton Place and District Youth Centre Policy
RULES – YOUTH CODE OF CONDUCT

RATIONALE:

The “K.I.S.” Principle (Keep It Simple) seems to be the most effective method of enforcing rules. Most youth are resistant to going to a place where there are a lot of rules. Many couldn’t be bothered and will simply go elsewhere. We have found that one rule can cover most areas of concern within the youth centre.

TREAT ONE ANOTHER, THE CENTRE, AND THE EQUIPMENT WITH RESPECT.

This rule covers:

- Language
- Vandalism
- Physical and verbal aggression
- Misuse of equipment
- Other forms of disrespect (racism, sexism, etc.)
- Horseplay (in inappropriate areas)

There still needs to be the basic rules about smoking, drugs and alcohol, but most youth expect these types of rules and rarely have difficulties understanding the need for them.

There will always be youth that have difficulty following even these rules, and consequences will need to be developed when this occurs. If a youth is not demonstrating respect, the staff/volunteer should privately discuss the situation and explain why the behaviour is not respectful and therefore breaking the youth centre’s primary rule.

By documenting the consequences and following policies and standard procedures, it is easier to ensure youth will be given equal and fair treatment.

There are three types of infractions of YC rules:

1. Minor infractions
2. Major infractions
3. Illegal action

1. Minor Infractions

- Foul language
- Horseplay in inappropriate areas
- Misuse of equipment
- Racist, sexist, homophobic, offensive comments
- Inappropriate comments on drugs, alcohol and violence
- Verbal arguments between youth
- Not following staff directions
- Disrespectful attitudes direct or implied toward the Centre and its programming
- Not listening to counsellors/program leaders’ directions

PROCEDURE:

Youth will be warned about their actions/behaviors and will be given the opportunity to correct their behavior. Youth who are warned three times in an evening or at an event, regarding inappropriate comments and/or behavior, will be **asked to leave for the remainder of the evening and parents/guardians will be contacted to pick them up.** Youth are to check in with the Executive Director the next day, or upon their next visit to the Centre for follow up.

Youth who are asked to leave three times for continued inappropriate comments/behaviors will be **asked to leave for one week.**

Upon completion of a one-week suspension, the youth must have a mandatory meeting with the YC Executive Director or designate where an action plan will be drawn and implemented addressing the youth's behavior. If the youth refuses/fails to follow through with the action plan or exhibits continuing misbehavior, he/she will be suspended. Reinstatement will be based upon what actions and/or services the youth has accessed in order to rectify his/her behavior.

2. Major Infractions

- Foul language directed at staff/volunteers/other youth
- Smoking inside YC
- Use of alcohol, narcotics on YC property
- Arriving at YC under influence of alcohol or narcotics
- Damaging property
- Inappropriate sexual behaviors
- Threatening staff/volunteers/other youth

PROCEDURE:

Youth committing major infractions will be **asked to leave for a minimum of one week.**

3. Illegal Actions

- Narcotics dealing
- Physical violence
- Vandalism
- Bringing weapons to YC
- Physical aggression towards youth /volunteer/staff

PROCEDURE:

The O.P.P. will be called and they will then decide whether to charge or refer to Diversions.

Youth committing illegal infractions will be **asked to leave for a minimum of one month and must speak to the Executive Director or designee before they can return.**