



COMMUNITY YOUTH CENTER OF SAN FRANCISCO (CYC)

REGISTRATION FORM

Staff Use Only	
Received By:	_____
Registration Paid:	<input type="checkbox"/> \$100 Date Rec: _____
Program Fee Paid:	<input type="checkbox"/> \$500 Date Rec: _____
CMS/EMS Entry Date:	_____

APPLICANT / MINOR INFORMATION

First Name:	Last Name:	Date of Birth:
Address:	City & State:	Zip:
Grade in Fall 2019:	School Attending:	
Home Phone:	Youth Cell Phone:	Youth Email:

EMERGENCY CONTACT & AUTHORIZED PICK-UP

(1) Parent/Guardian First Name:	Last Name:	Relation to Minor:
Home Phone:	Work Phone:	Cell Phone:
Email:		
(2) Parent/Guardian First Name:	Last Name:	Relation to Minor:
Home Phone:	Work Phone:	Cell Phone:
Email:		

END OF DAY ARRANGEMENTS

Children must be picked up by 6:30pm. Late pick up of \$2 per minute will be charged after 6:30pm. Please check all that apply:

- My child walks or takes the bus home. I give permission for my child to sign themselves out.
- My child will be picked-up each day and I give permission for my child to sign themselves out.
- My child will be picked-up each day AND ONLY A PARENT/GUARDIAN may sign them out.

Write names of any **non-authorized** adults for pick up below. Please attach relevant documentation.

DEMOGRAPHIC INFORMATION

RACE/ETHNICITY <input type="checkbox"/> African American <input type="checkbox"/> Other Black: <input type="checkbox"/> Asian – Chinese <input type="checkbox"/> Asian – Filipino <input type="checkbox"/> Asian – Indian <input type="checkbox"/> Asian – Japanese <input type="checkbox"/> Asian – Korean <input type="checkbox"/> Asian – Laotian <input type="checkbox"/> Asian – Thai <input type="checkbox"/> Asian – Vietnamese <input type="checkbox"/> Asian – Other: <input type="checkbox"/> Hispanic/Latino – Mexican/Mexican American <input type="checkbox"/> Hispanic/Latino – Central American <input type="checkbox"/> Hispanic/Latino – South American <input type="checkbox"/> Hispanic/Latino – Caribbean <input type="checkbox"/> Hispanic/Latino – Other: <input type="checkbox"/> Middle Eastern – Arab <input type="checkbox"/> Middle Eastern – Iranian <input type="checkbox"/> Middle Eastern – Other: <input type="checkbox"/> Native American <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Pacific Islander – Guamanian <input type="checkbox"/> Pacific Islander – Hawaiian <input type="checkbox"/> Pacific Islander – Samoan <input type="checkbox"/> Pacific Islander – Tongan <input type="checkbox"/> Pacific Islander – Other: <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial/Multi-Ethnic <input type="checkbox"/> Other: <input type="checkbox"/> Declined to state		ENGLISH FLUENCY <input type="checkbox"/> Fluent <input type="checkbox"/> Somewhat Fluent <input type="checkbox"/> Not Fluent <input type="checkbox"/> Unknown / Unspecified PRIMARY LANGUAGE <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Cantonese <input type="checkbox"/> Japanese <input type="checkbox"/> Khmer/ <input type="checkbox"/> Cambodian <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> American <input type="checkbox"/> Sign Language <input type="checkbox"/> Mandarin <input type="checkbox"/> Samoan <input type="checkbox"/> Tagalog <input type="checkbox"/> Toishanese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Arab <input type="checkbox"/> Russian <input type="checkbox"/> Other:		GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender SPECIAL NEEDS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unspecified HOUSING STATUS <input type="checkbox"/> Permanent/Stable Housing <input type="checkbox"/> Homeless - Transitional/ <input type="checkbox"/> Supportive Housing <input type="checkbox"/> Homeless -Shelter/Emergency <input type="checkbox"/> Housing <input type="checkbox"/> Homeless - Motel/Hotel <input type="checkbox"/> Homeless - Staying with <input type="checkbox"/> Friends/Family/Doubled-up <input type="checkbox"/> Homeless - Unsheltered	
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RELEASE AND AUTHORIZATION FOR MEDICAL TREATMENT

By signing this form, I authorize CYC and ExCEL After School Program Staff to furnish and/or obtain emergency medical treatment which may be necessary for my child during the After School Program.

Health Insurance Company:	Policy/Group Number:	Doctor Name:	Doctor Phone:
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Please list medical conditions (i.e. asthma, heart condition, allergies, seizures, diabetes, etc.):

Please list name, dosage, and purpose of medications currently being taken by minor:

ENROLLMENT AND PROGRAM INFO

ATTENDANCE REQUIREMENT & EARLY RELEASE POLICY

The CYC Aptos Beacon Center's after school program is designed in collaboration with the school and is in alignment with SFUSD guidelines. The program is open immediately after school and our daily schedule offers community building, academic/homework assistance, arts and recreation, enrichment classes, and many project based learning opportunities for students. In addition, CYC collaborates with other community based organizations and service providers who will provide programs and services during our after school program. Please note they may require additional registration requirements.

Each school site receiving after school funding is required to:

1. Operate an after school program at least 3 hours/day for at least 15 hours/week and until 6 pm (CYC Beacon is open until 6:30.)
2. Provide academic, enrichment, recreation and physical activities
3. Provide a nutritious snack
4. Operate with student-to-staff ratio that will not exceed twenty-to-one (20:1)

Per grant guidelines, enrolled elementary & middle school students are expected to attend the program every day until 6pm. Early release from the program can be arranged. Whenever you pick up your child, prior to the end of program, please be aware that the staff are REQUIRED to give you a code to use on the ExCEL Sign Out Sheet.

All youth are welcome to enroll in our program, but priority enrollment will be given based on the following:

- Foster and homeless youth; free/reduced lunch eligible youth.
- Academic need: Identified by school or CYC staff and teachers based on test scores, assessments, or grades.
- Social/emotional support: Identified by the school staff, teachers, SAP team, or social worker as a student who will benefit from the after school program.
- Students who attend the program every day until 6pm.

CO-PAYMENT PROGRAM FEE STRUCTURE

Fee based Programs - All ExCEL after school programs in elementary and middle schools are fee based programs. An annual non-refundable sliding scale registration or application fee from \$25-\$350 may be required by the ExCEL After School Program Lead Agency. SFUSD has a district wide co-payment fee structure for ALL ExCEL elementary/K-8 and middle after school programs.

- The annual co-payment fee will be waived for a family with a child in the program who is a homeless youth or for a child who is in foster care.
- The annual co-payment fee will be waived for a family that is eligible for Free or Reduced lunch except for those co-payments required by local, state or federal tuition subsidy programs. Families should complete the SFUSD Meal Application on an annual basis to be eligible for the annual co-payment fee waiver. If you are eligible for free & reduced lunch, please provide a copy of your Free or Reduced lunch document and attach it to this application. To apply or print a copy of the verification, you can visit: <https://schoolmealapp.sfusd.edu/Register.aspx>
- A family that is not eligible for free/reduced lunch will pay a co-payment fee on a sliding scale from \$50- \$500/month.

CYC'S REGISTRATION AND ANNUAL CO-PAYMENT FEE STRUCTURE FOR 2019-2020:

Registration Fee:	\$100.00 (Non-refundable and due with registration form.)
Annual Co-Payment Program Fee:	\$500.00 (Non-refundable and due within 2 weeks after notification of program acceptance) Non-payment or late payment will result in cancellation of student's slot in the after school program. Please contact staff if you need to make other payment arrangements.

Please make all payments payable to Community Youth Center of SF by due dates. A \$25 bank fee will be charged for any returned payments. Applications will be notified of program acceptance by May 31, 2019 or within 2 weeks of application after this date.

There are a limited number of subsidized slots available to families who meet any of the below criteria.

Please check and provide verification if you qualify:

- The Annual Program Co-payment Fee will be waived for a family that is eligible for free & reduced lunch. If you are eligible for free & reduced lunch, please provide a copy of your SFUSD free & reduced lunch document and attach it to this application. To apply or print a copy of the verification, you can visit: <https://schoolmealapp.sfusd.edu/Register.aspx>
- The Annual Program Co-payment Fee will be waived for a family of a child who is a homeless youth or for a child who is in foster care.

FINANCIAL ASSISTANCE

To ensure our programs are accessible to all families, financial assistance is available to qualifying families. To apply, please contact our office to complete the Financial Assistance Form and attach required income verification documents (i.e. IRS Form 1040 Adjusted Gross Income, pay stubs, or other qualifying verification).

PERMISSION TO ACCESS 504 PLAN OR INDIVIDUALIZED EDUCATION PLAN (IEP)

I authorize the exchange of information for my child described below between the San Francisco Unified School District and the following agency and/ or individual(s):

Agency Community Youth Center of San Francisco (CYC)

This authorization applies to the following information: (check each line that applies)

504 Plan

Individualized Education Plan (IEP)

Expiration: This authorization expires at the end of school year 2019-2020.

Restrictions: Providers who receive this information may not release it to someone else unless another authorization form is signed.

Your Rights: You may refuse to sign this form. You may cancel it at anytime by informing the San Francisco Unified School District in writing. If you cancel your permission to allow the release of information about you/ your child, it will go into effect immediately (unless someone already released information). You have the right to receive a copy of this Authorization.

SFUSD PERMISSION TO EVALUATE PROGRAMS & TRACK STUDENT PROGRESS

During your child’s attendance in the after school program, he/ she may benefit from aligned support across the school day into after school program. In order to best serve your child, please check below:

I give permission for the after school program staff to review my child’s school data (test scores, reports cards and other performance indices), for the purpose of providing targeted academic instruction and assessing the academic effectiveness of the after school program. I also give permission for the staff to monitor my child’s progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act (ADA), our after school program is accessible to students with disabilities by providing reasonable accommodations (e.g. federal, state and local disabilities rights such as Section 504). Enrollment in program can include query if student needs additional supports, but cannot use that information to influence enrollment. If a student has a 504 plan or IEP plan, our program may request access to that information in order to identify what reasonable accommodation can be made to support access to program.

CYC PROGRESSIVE RESPONSE POLICY

CYC believes that emotional and physical safety is really important and we strive to create a safe and supportive place for children, youth and their families. We are required to document any injuries, referrals and crisis situations. To ensure a safe and supportive community all program managers, directors and coordinators are trained in restorative practices, guidelines and procedures and use them to manage behaviors.

Parents/ guardians are given a parent handbook with agency policies and protocols during orientation and are given opportunities to comment and questions. CYC’s progressive response process and outline:

1. Issues and behaviors are communicated with parents/ guardians often or as needed. Referrals to school care team will be made if necessary for further supports.
2. Restorative circles will be used and behavior agreements will be reviewed and written up for more support. Parent/ guardian will be asked to be present at all meetings to ensure clear communication of agreements.
3. If agreements are broken, or if student is physically hurting themselves or others, discussions for suspension maybe made.

It is under the discretion of the Director, Program Manager or Site Coordinator to redirect the child and family to services that may provide more support after a number of unsuccessful attempts to accommodate the child without undermining the quality of the program.

By signing below, I acknowledge that I have reviewed, understand, and agree to the program policies and information.

Signature of Participant: _____ PRINT Name of Participant: _____ Date: _____

IF UNDER AGE 18,

Signature of Parent/Guardian: _____ PRINT Name of Parent/Guardian: _____ Date: _____



COMMUNITY YOUTH CENTER OF SAN FRANCISCO (CYC)

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Our agency is supported by grants from the San Francisco Department of Children, Youth and Their Families (DCYF), SFUSD, and other CYC funders. As a condition of the funding we receive, we are required to report information about the services we provide and the children, youth, and families that we serve to DCYF and other CYC funders. DCYF works in close partnership with the San Francisco Unified School District (SFUSD) and CYC. The data that we report to DCYF is also shared with SFUSD and other CYC funders.

By signing this form, you authorize our agency to share information about your child’s participation in our program (or your participation, if you are 18 years of age or older) with authorized staff at DCYF, SFUSD, CYC, and its funders for the purposes described above. The information that we report to our funders may include:

- Personal information, such as name, date of birth, and address;
- Demographic information, such as race/ethnicity and gender identity;
- Education information, such as school name and grade level;
- Participation in activities and services, such as attendance dates and hours attended; and
- Anonymous and voluntary youth experience surveys.

DCYF, SFUSD and CYC funders will not publicly report any information that we provide in a way that may be used to identify your child (or you, if you are 18 years of age or older).

Restrictions: All information that we provide that is related to an SFUSD student is protected by federal and state laws that govern the use, disclosure, and re-disclosure of student education records. Parties other than DCYF and SFUSD will not have access to any personally identifiable information that we report, except to the extent that the parties have obtained prior written authorization from you or have followed SFUSD policies and procedures to obtain access to such information.

Your Rights: You may refuse to sign this form. You may cancel it at any time by informing our agency in writing. If you cancel your permission allowing us to release information to DCYF, SFUSD and CYC funders, it will go into effect immediately, unless the information has already been released. You have a right to receive a copy of this form.

PHOTOGRAPHY AND MEDIA RELEASE

You or your child participates in a program funded by the San Francisco Department of Children, Youth, and Their Families (DCYF), SFUSD, and other CYC funders. DCYF and CYC staff or contractors may on occasion visit this program to take photographs or videos for public information projects and program promotions.

The public information projects and program promotions aim to educate civic leaders and the general public about programs and services available for San Francisco children, youth and families as well as showcase the work of CYC. Example projects include DCYF publications and exhibits, CYC newsletters, as well as the DCYF and CYC websites (<http://www.dcyf.org> and <http://www.cycsf.org>).

By signing this form, you authorize DCYF, SFUSD, and CYC staff or contractors to take photographs or videos of program activities that may include images of you or your child and to use these photographs or video clips for the public information projects and program promotions described above.

By signing this form, you authorize and consent to both the Authorization for Release of Confidential Information AND Photography and Media Release as described above.

Signature of Participant: _____ PRINT Name of Participant: _____ Date: _____

IF UNDER AGE 18,
Signature of Parent/Guardian: _____ PRINT Name of Parent/Guardian: _____ Date: _____



Motivating Youth to Succeed
啟導青年 邁步向前

**COMMUNITY YOUTH CENTER OF SAN FRANCISCO (CYC)
LIABILITY RELEASE AND WAIVER AGREEMENT**

In consideration for permission to participate in Community Youth Center of San Francisco (CYC) programs and activities, each person signing below hereby stipulates and agrees:

1. ASSUMPTION OF RISK

I represent that I am physically sound and have medical approval to participate in CYC programs and related activities. I have recently sought and received a medical examination that determined that it is safe for me to participate. I shall promptly notify CYC in writing of any changes in my health that might call into question the appropriateness of me continuing to participate.

I VOLUNTARILY AND FREELY CHOOSE TO ASSUME ALL RISKS AND DANGERS, including the risk of injury or death that may be associated with, or result from, my participation.

2. RELEASE FROM LIABILITY

I agree, for myself and my heirs, to fully and forever discharge and release CYC, their officers, directors, agents and employees from any and all liabilities, claims, demands, actions and causes of action whatsoever whether known or unknown based upon any injuries, costs, loss of services, expenses, actions and causes of action, whether caused by their NEGLIGENCE or for any other reason, on the account of, or in any way resulting from, personal injuries, conscious suffering, death or property damage to myself or to any other person or property, in any way connected with my preparation or practice for, or participation in, the activities. I agree that this Liability Release and Waiver Agreement shall include my participation in any and all sports activities sponsored by the Releasees including, but not limited to, practice sessions, instructional sessions, activities directed by a coach or a team representative and/or promotion activities.

3. COVENANT NOT TO SUE

I agree, for myself and all my heirs, not to sue Releasees, not to initiate to assist the prosecution of any claim for damages or case of action which I or my heirs may have by reason of personal injury or death to participation or destruction to participant's property arising from Releasees' activities.

4. INDEMNITY AGREEMENT

I agree, for myself and my heirs, to indemnify and hold harmless the Releasees from any loss, claims, action, causes of action, or proceedings of any kind which may be initiated by me or by any other person, entity or organization, including demands, judgments, costs, loss of services, expenses, or reimbursement of counsel fees incurred by participant or by the Releasees from activities contemplated by this agreement. I give permission to Releasees to obtain on my behalf any emergency medical treatment. In case of sickness, accident or injury, Releasees have my express permission to secure, at my expense, such medical treatment as is deemed necessary in the sole discretion of Releasees.

5. CONTINUATION OF OBLIGATIONS

I agree, for myself and my heirs, that the above provisions, including ASSUMPTION OF RISK, RELEASE FROM LIABILITY, COVENANT NOT TO SUE & INDEMNITY AGREEMENT shall continue in full force and effect now and at all future times when participant is involved in the activities. In the event of any dispute or controversy arising with respect to this Release and Liability Agreement, its interpretation, application and/or extinction, said dispute or controversy will be resolved by binding arbitration proceedings conducted by the American Arbitration Association ("AAA") in San Francisco, California, pursuant to the commercial arbitration AAA rules then in effect.

6. CYC MEDIA RELEASE

CYC may from time to time, capture photographs and video of our participants at all related sponsor CYC activities in action. Therefore, we request that you agree with the terms of our media release. I hereby grant Community Youth Center of San Francisco the unrestricted right and permission to copyright and use, re-use, publish, and republish photographic portraits, pictures, videos or audio recordings of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever, as well as any publication thereof..

I HEREBY ACKNOWLEDGE THAT I HAVE FULLY READ EACH OF THE ABOVE PROVISIONS AND FULLY UNDERSTAND AND AGREE WITH EACH PROVISION. I HAVE HAD THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOICE REVIEW IT WITH ME. I HAVE READ AND FULLY UNDERSTAND AND ACCEPT EACH OF THE PROVISIONS OF THIS AGREEMENT. I HEREBY EXPRESSLY WAIVE THE PROVISIONS OF CALIFORNIA CIVIL CODE SECTION 1542 WHICH PROVIDES AS FOLLOWS: CERTAIN CLAIMS NOT AFFECTED BY GENERAL RELEASE. A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM, MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

I HEREBY UNDERSTAND AND AGREE that all rights under Section 1542 of the California Civil Code are expressly waived and that this Release releases all injuries, damages, or losses to the person and property, real or personal, whether known or unknown, foreseeable, unforeseeable, patent or latent, which she/he may have against another party or parties herein released. I hereby declare that I am over the age of 18, unless my guardian has signed below.

Signature of Participant: _____ PRINT Name of Participant: _____ Date: _____

IF UNDER AGE 18,
Signature of Parent/Guardian: _____ PRINT Name of Parent/Guardian: _____ Date: _____