



CITY OF PINOLE

Recreation Department

635 Tennent Ave.
Pinole, CA 94564
Phone: (510) 741-2999
FAX: (510) 724-1528
www.ci.pinole.ca.us/recreation

HOW TO REGISTER FOR A PINOLE RECREATION CLASS

To receive a registration form, you may download it at www.ci.pinole.ca.us/youth or call the Recreation Department at (510) 741-2999 to have one sent to you. *If leaving a voicemail message, please be sure to spell out your name and address to have a form mailed to you or spell out your e-mail address to have a form e-mailed.*

1. ONLINE

Go to the City of Pinole website: www.ci.pinole.ca.us

On the home page, scroll down to the bottom of the screen. Click on the "Online Rec Registration" icon and follow the prompts.

2. BY MAIL

Fill out the registration form and enclose a check payable to the City of Pinole or complete the credit card portion of the payment form.

Mail the completed form to: Pinole Recreation Dept., 635 Tennent Ave., Pinole, CA 94564

3. By Fax

Fill out the registration form and complete the credit card portion of the payment form or mail/drop payment to the Pinole Youth Center. Fax the completed forms to: (510) 724-1528

4. IN PERSON

Registration may be completed in person at the Pinole Recreation Department/Pinole Youth Center at 635 Tennent Ave., Pinole.

Hours of Operation: Monday – Friday, 9am – 1pm and 2pm– 4pm.

Summer hours may vary, please call (510) 741-2999 to confirm.

Youth Center Office hours vary, please call prior to coming (510) 724-9004.

Payment Information

Registration is based on a first come, first served basis, per course. Participants may pre-register by paying a \$25 non-refundable fee that is applied to the full cost of course. Note: Full payments are due on specific dates before the course begins, by 5:00PM or the \$25 fee and the space for that course are forfeited. A \$25 cancellation fee will be charged for courses that have already been paid in full. There is a \$15 charge to transfer from one course to another. Financial Aid is available. LIT's must fill out an LIT application and pass the interview before they register. We accept the following forms of payment: Visa and MasterCard, Checks and Money Orders (made payable to the City of Pinole) and Cash.

Tax Information Notice

Please keep a copy of your registration forms and receipts for tax purposes. Our tax ID number is 94-6000394.

Late Pick Up Policy

Any child picked up later than 6:00pm will be charged \$1 per minute after an initial grace period. This fee is payable at the Youth Center when the child is picked up.

In signing this form I understand the above policies and procedures and that completion of this form is required for myself (or my child) to participate in the City of Pinole activities.

Printed Name _____ Signature _____ Date _____

PINOLE YOUTH CENTER
BEHAVIOR CONTRACT

PLEASE ONLY FILL OUT IF YOU ARE A NEW APPLICANT

1. RESPECT EACH OTHER AND RESPECT DIVERSITY

No put-downs, swearing or fighting. Respect everyone's personal and public property. Do not use others' property without permission.

2. SAFE AND SOBER SPACE

Absolutely no smoking, drugs or alcohol allowed anywhere in or around the Youth Center, regardless of age.

3. BE NICE AND PLAY FAIR

Fighting, destructive behavior, and comments are not tolerated.

4. THE YOUTH CENTER BELONGS TO EVERYBODY

Share... It's for all of us. Help keep your Youth Center clean. Clean up trash and put away what you use.

5. APPROPRIATE BEHAVIOR AT THE YOUTH CENTER

Listen to the staff, be aware of your surroundings, and behave appropriately in public.

6. STAY IN THE PROGRAM BOUNDARIES

This includes the Youth Center and Fernandez Park.

DISCIPLINE PROCEDURES

If a rule or policy is violated the following steps will be taken:

- The staff will discuss the violation with the teen participant and give an appropriate warning with clear consequences if their behavior continues. Parents will be notified.
- If the behavior does continue or is initially severe enough, the staff will contact the parent/guardian and remove the teen from the situation as needed.

The staff reserves the right to suspend or expel a youth participant from the program at any time based on the severity of their actions. The parent/guardian will always be contacted before this step is taken. This policy is to ensure the safety of students, staff members, and volunteers at the Center.

_____ I have read the Discipline Procedures and understand that if I do not
youth initials follow the rules I know my parent/guardian will be contacted and I will be disciplined based on the severity
of my behavior.

_____ I have read the Youth Center Rules and I agree to follow them.
youth initials

_____ I agree to listen to and show respect to all Youth Center staff
youth initials

_____ I agree to respect all youth center participants
youth initials

Print Youth Name _____

Youth Participant Signature _____

PINOLE YOUTH CENTER
CHILD PICK-UP PROCEDURE

PLEASE ONLY FILL OUT IF YOU ARE A NEW APPLICANT

Please specify below whether your child will have permission from you as their legal guardian to leave the Pinole Youth Center by them self, or with another adult you have specified below, or if you choose to waive this right and will sign them out on a daily basis.

Please check one of the following boxes:

- I agree that my designated person(s) or I will come into the Pinole Youth Center to sign my child _____ **Child's Name** _____ out on a daily basis.
- I agree that my child _____ **Child's Name** _____ may leave on the following designated days without my signature. I understand that Pinole Youth Center is not responsible for my child once they sign them self out and they leave the Pinole Youth Center Building for that day.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|---------------------|------------------------|--------------------------|------------------------|
| <i>ex. Leave @ 5:30</i> | Leave @ 6:00 | <i>I will Sign Out</i> | <i>John Doe Sign Out</i> | <i>I will Sign Out</i> |
| | | | | |

The following person(s) may sign my child out:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I understand that I may at any time change my mind and will fill out this form again to specify any change for my child. I understand that the Pinole Youth Center closes 15 minutes after the program time ends and that my child will no longer be supervised by Pinole Youth Center staff, will be asked to wait outside regardless of weather, and that Pinole Youth Center is not liable for my child.

(Parent/Guardian's Name – printed)

(Date)

(Parent/Guardian's Signature)

Pinole Youth Center
DISCUSSION GROUP
PARENTAL PERMISSION FORM

PLEASE ONLY FILL OUT IF YOU ARE A NEW APPLICANT

Child's Name _____ has my permission to participate in the Pinole Youth Center Discussion Group. I understand this is facilitated by Pinole Youth Center staff and other local community groups. I understand this is a confidential group and the facilitator will not be able to discuss specific issues with parents unless the youth participant has given him/her permission. The facilitator is legally required to report to the appropriate agencies, any situations in which a youth is in danger of being abused, are being abused, are suicidal or may be a threat to themselves or others. Issues discussed in the group will vary according to their needs and may include peer pressure, anger, drugs and alcohol, friends, relationships, dating, family, violence issues, sex education, puberty, etc.

Our primary focus is to provide youth with a safe place to discuss issues important to them and provide them with support and resources.

Signature of Parent/Legal Guardian

Printed name

Date

Contact Information:

Jo Scrutchins, Youth Services Coordinator
Pinole Youth Center
635 Tennent Avenue, Pinole
(510) 724-9004
youth@ci.pinole.ca.us