



# JBLE Langley Air Force Base Youth Programs Weekly Summer Theme Camp Contract 2017 For Ages 9-18

CHILD'S NAME: \_\_\_\_\_  
Last First Middle Initial

DATE OF BIRTH: \_\_\_\_\_ AGE \_\_\_\_\_ GENDER M F Shirt Size Adult SM MED LG XL  
Month Day Year Circle one Circle one

Please initial indicating that you have read and understand the terms of enrollment agreement below.

1. **PROGRAM ENROLLMENT:** The following registration requirements must be completed prior to entrance into the program. I understand it is my responsibility to ensure all documents are kept-up-to date.

- AF Form 88
- Scheduled for Parent Orientation
- Received Parent Handbook
- Parent Agreement signed
- Credit Card Auto Pay Authorization
- Behavior Agreement
- List of Current Immunizations

\_\_\_\_\_ **a.** A written withdrawal notice must be provided to Youth Programs two weeks in advance for withdrawal or cancellation of contract, to avoid penalty. **The written withdrawal notice will be placed in a binder located at the front desk.** If such notice is not given, parents must pay the full amount for that week. **The \$10 deposit will not be refunded.**

\_\_\_\_\_ **b.** The Manager may terminate the enrollment of any child for just cause. This includes but is not limited to continual inappropriate behavior problems, lack of cooperation from parent and failure to pay fees. The staff and Manager will make every effort to discuss problems with parents to help resolve the situation prior to termination of a child's enrollment.

2. **FEES/PAYMENT:** YP Weekly Summer Theme Camp is a full week payment, and is not prorated for federal holidays, designated ACC Family Days, absences due to illness, missed days/vacation, program closure due to inclement weather/national emergencies, etc.).

\_\_\_\_\_ **a.** All payments are due on Monday of each week and must be paid NLT close of business on Tuesday. Failure to pay on time will result in a \$25.00 late fee. If payment has not been received by the 3rd day, a charge will be assessed to the credit card account on file. If payment is not received by close of business on Friday, services will be terminated and any additional weeks of care will be cancelled. Payments may be made by cash, check, or credit card.

\_\_\_\_\_ **b.** Fees are payable prior to service being rendered. All individuals utilizing youth programs are required to provide a credit/debit card number or bank authorization on their program application and agree to have the card charged or account debited for the child/children participating in this program. This information is safeguarded in accordance with AFI 33.332, Privacy Act Program. For the omission of credit/debit information, a waiver for the omission of bank information must be submitted and approved by the Mission Support Group (MSG). In the event of the credit card being declined, a \$25.00 late fee will be assessed. It is the customer's responsibility to update the credit card information on file. If the account becomes 2 weeks delinquent enrollment may be terminated.

\_\_\_\_\_ **c.** Dishonored Checks: I consent to collection of the face value of any dishonored checks written by myself or my dependents to the JBLE Langley Child Development Program, plus the service fee established by the Langley AFB Non-appropriated Fund Accounting Office and any other indebtedness if not paid within 30 days after notification that such amounts are due.

### 3. **HOURS OF OPERATION:**

\_\_\_\_\_ **a.** A Weekly Summer Theme Camp Program consisting of twelve (11) weeks beginning 19 June thru 1 September is being offered for twelve (11) youth each week, ages 9-18, with a current Youth Programs membership. Daily camp sessions will be in operation from 0800-1500 daily. Youth may be dropped off at Youth Programs as early as 0700 with an additional \$5.00 per hour assessed daily. All youth must arrive at Youth Programs by 0900 daily.

\_\_\_\_\_ **b.** Youth may join the open recreation program from 1500 – 1900 P.M with a valid Youth Programs membership. Weekly camp fees vary according to activities planned and staff assigned. **A non-refundable \$10 per week deposit** fee is required at registration. Deposit fee will be applied to the weekly fee.

\_\_\_\_\_ **4. CALL-OUTS:** When a child is enrolled in the Family Member Programs and is not going to be in attendance on a specific day(s) or is absent due to illness or other emergency, it is the family’s responsibility to contact Youth Programs and notify them of the absence. If this does not happen, Youth Programs will implement necessary steps to locate the child.

\_\_\_\_\_ **5. MEALS:** **Meals will not be provided for daily camps unless otherwise noted.** Bag lunches & beverages must be supplied daily by patrons. Lunch time will be observed sometime between 1100-1300 daily. Parents are encouraged to send lunch money with children for offsite lunches.

\_\_\_\_\_ **6. SIGN-IN/OUT:** Youth must sign “in” and “out” daily on the roster located in preteen classroom. This procedure is critical for accountability of children. It is critical that we are able to locate the sponsor, spouse or emergency contact if youth need to be picked up. Only person(s) listed on AF Form 88 will be authorized to pick up the youth between the hours of 0700-1500. This person must be at least 16 years of age and be able to produce proper identification. After 1500 youth programs members ages 9 – 18 can sign themselves into and out of open rec on their own.

\_\_\_\_\_ **a.** Participation in the Open Recreation Program requires parents to obtain a membership card for their child/children by completing an AF Form 88 and paying an annual fee at the front desk.

**7. PERMISSIONS:**

\_\_\_\_\_ **a. I grant/do not grant (circle one)** the JBLE Langley Youth Program permission to make and have made, publish, reproduce, use and reuse photographs, videos, or likeness of my child(ren), listed in this agreement, in which my child(ren) appears with or without his/her name, and to circulate and use the same for educational or program promotional purposes. Photos may be used on the JBLE website, Youth Programs Facebook page, calendars, flyers or other social media deemed appropriate.

\_\_\_\_\_ **b. I grant/do not grant (circle one)** the JBLE Langley Youth Program permission to transport my child(ren), listed in this agreement to and from activities/field trips and in case of extreme emergencies.

\_\_\_\_\_ **c. I grant/do not grant (circle one)** my child(ren) permission to apply sunscreen when needed. Sunscreens used must have at least a 30 SPF and must be provided by the parent. In the event medical ointment is needed, a doctor’s note must be provided.

\_\_\_\_\_ **d. I grant/do not grant (circle one)** my child(ren) permission to apply insect repellent when needed. Use of insect repellent is provided by the parent and requires monthly approval from the parent if it will be used on a regular basis or daily approval on the AF Form 1055 if it is used intermittently. Only insect repellent approved by the medical advisor and containing no more than 10% DEET is to be used. All manufactures’ requirements and instructions for application must be followed when using insect repellants.

\_\_\_\_\_ **8. PERSONAL ITEMS:** **Youth Programs are not responsible for your child’s personal items.** Please ensure that all items brought into the center are labeled with your child’s first and last name. Children must be sent to the Program with suitable clothing. Clothing with inappropriate language or images are not allowed. Please ensure climate appropriate clothing is provided for your child. For safety, no open toe shoes may be worn. Please do not allow your child to bring toys from home. The program will not be held responsible for lost, misplaced, stolen, or damaged personal items.

\_\_\_\_\_ **9. Contract Agreement.** By signing this agreement, I acknowledge that I have read and fully understand the terms and conditions of this agreement; and, have received a copy of this agreement and the program’s Parent Handbook. I further understand that failure to comply with the policies/procedures as outlined in both documents may result in denial services.

\_\_\_\_\_  
Sponsor’s Signature

\_\_\_\_\_  
Program Representative’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PLEASE INDICATE WEEKS YOUR CHILDREN REQUIRE CARE FOR SUMMER 2016**

----Select one----

<b>WEEK</b>	<b>DATE OF CAMP</b>	<b>SELECT WEEK (Initial week)</b>	<b>WAIT LIST WEEK (Initial week)</b>	<b>CAMP DESCRIPTION</b>
<b>WEEK 1 \$200</b>	<b>19-23 JUNE</b>			Technology camp
<b>WEEK 2 \$200</b>	<b>26-30 JUNE</b>			Movies, Batting cage, Go-Carting, Tides baseball game, & swimming.
<b>WEEK 3 \$120</b>	<b>5-7 JULY</b>			Crabbing, Fishing, Swimming
<b>WEEK 4 \$200</b>	<b>10-14 JULY</b>			Basketball camp
<b>WEEK 5 \$200</b>	<b>17-21 JULY</b>			Bowling, Go-Carting, Skating, Rebounders, Swimming
<b>WEEK 6 \$200</b>	<b>24-28 JULY</b>			Laser Quest, Rock climbing, Escape room, Park outing, Swimming
<b>WEEK 7 \$200</b>	<b>31 JUL TO 4 AUGUST</b>			Fort Eustis museum, Casemate museum, Charles H Taylor Museum. Chrysler museum, swimming
<b>WEEK 8 \$200</b>	<b>7-11 AUGUST</b>			Fort fun, I-Fly, Nauticus, Fort Monroe crabbing, swimming
<b>WEEK 9 \$200</b>	<b>14-18 AUGUST</b>			<b>ARTS/MISSOULA THEATER,</b>
<b>WEEK 10 \$200</b>	<b>21-25 AUGUST</b>			Say It With Music
<b>WEEK 11 \$250</b>	<b>28 AUGUST TO 1 SEPTEMBER</b>			Park hopping week, Busch Gardens, Ocean Breeze, Kings Dominion, Sprit of Norfolk, Water Country

**Camps are subject to change without prior notification**

**YOUTH PROGRAMS WEEKLY SUMMER THEME CAMP CREDIT CARD PAYMENT INFORMATION**

CHILD'S NAME \_\_\_\_\_  
(PLEASE PRINT)

**REQUIRED CREDIT CARD INFORMATION:**

CREDIT CARD TYPE (VISA OR MASTERCARD) \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

NAME APPEARING ON CREDIT CARD \_\_\_\_\_  
(PLEASE PRINT)

**By Signing below, I authorize Youth Programs to automatically charge my account for any weekly balance due for services that have not been paid by the close of business on the 2nd business day.**

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties”

# SPECIAL NEEDS CHECKLIST

We need to know about any health concerns relating to your child in order to provide the very best service for your child enrolled in Langley AFB Youth Programs. Has your child been diagnosed, have difficulty with, receive medication or treatment for any of the following:

(Please check all that apply)

- Allergies, List type \_\_\_\_\_
- Asthma
- Attention Deficit Disorder (ADD)
- Attention Deficit Hyperactivity Disorder (ADHD)
- Auditory or Hearing Problems
- Behavior or Social Conduct Concerns
- Bipolar Disorder or Manic Depressive Syndrome
- Bleeding Disorder (such as Hemophilia)
- Blindness
- Bone, Joint or Muscle Concerns
- Cancer
- Cerebral Palsy
- Depression
- Developmental Delay
- Diabetes
- Down Syndrome
- Emotional Disability/ Disorder
- Fetal Alcohol Syndrome
- Heart Problems
- Mental Retardation
- Personality Disorders
- Seizures
- Sickle Cell Anemia
- Shunt
- Skin Disorder
- Spinal Bifida
- Toileting concerns/ difficulties
- Tourettes Syndrome
- Other: \_\_\_\_\_
- My child is enrolled in \_\_\_\_\_ Exceptional Family Member Program
- My child has no health, medical, or behavior concerns at this time.

I give consent to allow youth programs to discretely post an allergy list with my child's name if applicable to be viewed by staff or emergency personnel only IAW AFI 34-144

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## Langley AFB Youth Programs Membership Code of Conduct & Responsibility

Langley AFB Youth Center is a place to gather with friends and share positive experiences. To support an environment that encourages cooperation, fairness, and respect. The following are rules of conduct that each member is required to follow. Parents, please initial each item as you review it with your child. ***This agreement must be signed and returned to complete program enrollment.***

\_\_\_\_\_ **Think Safety & Play Safely** - Having fun is very important, but it is not fun to get hurt. Behavior and actions must be safe and must not pose any threat to you or others.

\_\_\_\_\_ **Listen to Counselors** – Youth staff members (counselors) are the adults who supervise the Recreation Programs and they should be respected. Disagreements with peers must be dealt with in a calm manner. Ask for assistance from a counselor if you need help solving your problem. Yelling, personally insulting comments, and the like will not be tolerated.

\_\_\_\_\_ **Mutual Respect** - Treat youth program members with respect. Avoid "put-down" remarks and use statements of appreciation with peers. Act and speak in a manner that respects an individual's cultural values, beliefs, and needs. Mutual respect between adults for youth members supports a positive environment for all. Mature and responsible behavior is expected.

\_\_\_\_\_ **Profanity, insulting language and gambling will not be tolerated** - Youth should not use language that is consider profane or insulting to one's race, gender or ethnic background. Gambling is illegal and will be reported to the proper authorities immediately.

\_\_\_\_\_ **Smoking, Drugs and Alcohol are absolutely prohibited** – Smoking, Drugs and the use of alcohol by minors are illegal. Anyone found with drugs or alcohol, suspected of using drugs or alcohol, or suspected of encouraging others to participate in the use of drugs or alcohol will be reported to the proper authorities immediately. The Youth Center and surrounding area is a smoke-free environment.

\_\_\_\_\_ **Physical and verbal abuse is absolutely prohibited** - Absolutely no pushing, shoving, hitting and other forms of physical aggression will be tolerated. Verbal abuse such as inappropriate language directed toward an individual or group, name calling, frequent teasing, hazing, etc. are considered abusing.

\_\_\_\_\_ **Weapons or things that can be used for weapons absolutely prohibited** - Any youth found with a weapon or threatening others with an object will be reported to the proper authorities immediately.

\_\_\_\_\_ **Membership Card Issue** – With a paid membership for the Youth Center program youth will be receiving a Membership Card. These cards are to accompany youth at all times when using the facilities. If card at any time becomes lost, damaged, and/or stolen there is a \$1.00 replacement fee. This fee is to cover the cost of supplies used in issuing a duplicate Membership Card.

\_\_\_\_\_ **Facility and all equipment are to be used properly** - We must all take responsibility for the equipment and areas we use while attending the Langley Youth Center. Anyone damaging and/or vandalizing the facility and equipment will leave the center. Parents will be advised of such incidents. The individual who caused the damage or destruction of the facility and/or property will be responsible for the repair or replacement of the damaged area/item. Sitting, climbing, or lying on the pool tables, bookcases, or any other equipment is not allowed. Jumping on, in, or over furniture is not allowed. Membership cards are required to check out equipment. Equipment must be returned to staff in order to get card back.

\_\_\_\_\_ **Food and beverage in designated areas only** – Areas designated for food are the only places we can eat and drink. Signs posted throughout the building will be respected and followed. Failure to maintain cleanliness will result in revocation of food and drink privileges in the facility.

\_\_\_\_\_ **Gym** – Only water and clean, non-marking tennis shoes are allowed. The gym may not be available at all times.

\_\_\_\_\_ **Field trips** - Seat belts must be worn at all times vehicles are in motion. Youth must also remain with the group.

\_\_\_\_\_ **Consequences** - Inappropriate behavior will be addressed with specific consequences, which can include but are not limited to: Verbal warnings, written incident reports, temporary loss of equipment check out, suspensions from certain activities or rooms, child-parent-staff meetings, replacement of equipment, contacting Security Forces, suspensions or removal from all Youth Center events and activities.

Signing below indicates that you have read, understand, and support the behavioral guidelines listed above. Signing below also indicates that you support the consequences listed above, understand that they are not limited to those listed and are dealt with on a case-by-case basis.

Youth Name (PRINT): \_\_\_\_\_

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Information Required for Air Force and Boys & Girls Club of America Annual Reports\*

Member Ethnicity:

African American

Asian

Hispanic

Caucasian

Native American

Multi-Racial

School: \_\_\_\_\_ Grade: \_\_\_\_\_

## AIR FORCE YOUTH PROGRAMS REGISTRATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. 8012 and 44 U.S.C. 3101.

**PRINCIPLE PURPOSES:** To register dependent youth of military, retired and DoD personnel in the Air Force Youth Programs. Providing Youth Programs the authorization for medical treatment in emergency situations; authorization for transportation; record youth/family information; photo use authorization; and releasing of liability.

**ROUTINE USES:** This form may be disclosed to any DoD component or part thereof, and upon request to other Federal, State and local government agencies in the pursuit of their official duties; disclosed to news media; used for other lawful purposes including law enforcement and litigation.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information may preclude the individual from participation in Air Force sponsored youth programs.

<b>YOUTH NAME</b> <small>LAST, FIRST, MI</small>	<b>SPONSOR NAME / RANK</b> <small>LAST, FIRST</small>	<b>SPOUSE NAME / RANK</b> <small>LAST, FIRST</small>	<b>EMERGENCY CONTACT</b> <small>OTHER THAN PARENT</small>
<b>BIRTHDATE / AGE</b>	<b>ORGANIZATION</b>	<b>HOME ADDRESS</b>	<b>EMERGENCY PHONE</b> <small>SAME AS CONTACT</small>
<b>MALE / FEMALE</b>	<b>WORK PHONE</b>	<b>WORK PHONE</b>	<b>MEDIA PERMISSION</b> <small>YES / NO</small>
<b>YOUTH HOME EMAIL</b>	<b>CELL PHONE</b>	<b>CELL PHONE</b>	<b>SPONSOR WORK EMAIL</b>
<b>HOBBIES &amp; INTERESTS</b>	<b>SPONSOR SS #</b> <small>(LAST 4)</small>	<b>HOME PHONE</b>	<b>PARENT VOLUNTEER</b> <small>YES / NO</small>

**SPECIAL NEEDS CARE / ILLNESS / ALLERGIES / INJURIES**

### RELEASE OF LIABILITY AND AGREEMENTS

**MEDICAL CARE AUTHORIZATION:** I hereby authorize my child to receive emergency medical treatment whenever it is deemed necessary at any U.S. Military Facility or any other medical facility when a U.S. Military Medical Facility is not available.

**HOLD AND SAVE HARMLESS AGREEMENT:** Now therefore, in consideration of mutual covenants and agreements between the parties here to it is agreed as follows: We the parents of the above named youth agree to save and hold harmless as well as defend the Base Youth Programs, Services Division's Central Base Fund, Department of the Air Force and the contractor from and against any and all claims, demands, actions, debts, liabilities and attorney's fees. Parent further agrees to save and hold harmless the contractor and all other parties involved from and on account of damages of any kind which the youth may suffer as a result of the acts of participating in the program.

**TRANSPORTATION/FIELD TRIP:** I give Youth Programs permission to transport the aboved named youth to and from any events that I am notified of in advance.

<b>SIGNATURE OF PARENT/LEGAL GUARDIAN</b>	<b>DATE</b>
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### FOR USE BY YOUTH PROGRAM STAFF (COMPLETE & INITIAL)

<b>PROGRAM ORIENTATION DATE</b>	<b>MEMBERSHIP CARD ISSUE DATE</b>	<b>MEMBERSHIP CARD NUMBER</b>
<b>EXPIRATION DATE</b>	<b>MEMBERSHIP FEE PAID</b>	<b>STAFF INITIAL / DATE</b>

## Waiver of Liability and Youth Programs Handbook Receipt

In consideration of being allowed to use the facilities of the United States Air Force, being aware of the potential risks and possible hazards involved by participating in youth recreation activities and using those facilities, I hereby agree on behalf of my minor child to assume full responsibility for my minor child's safety and to indemnify, save, and hold harmless and defend the government of the United States and all its employees and agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney fees arising out of claimed on account of, or in any manner predicted on loss or damage to the property of injuries to, or death of any persons whatsoever, which may occur resulting from my minor child's within the limits of youth program activities, in connection with participation in the above mentioned sport or activity. Such agreement includes, but is not limited to, and agreement that anyone who attempts to claim or sue, whether for accident, negligence, whether simple, wanton, willful, reckless, intentional, or gross, however designated, shall pay all attorney's fees, costs, and expenses including discovery costs, of all opponents whether named or not. Each person enters JBLE, the installation's youth athletic fields, and parking lots entirely at his/her own risk. This agreement is effective upon signing.

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

Saturday from 7-10 is Teens Only. All children under 13 will be asked to leave or wait in the lobby area by the front to call their parents for pick up.

I have also read and understood the Youth Programs Handbook

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