



Parks Recreation and Library Services  
1800 E Hill Street, Signal Hill, CA 90755  
562.989.7329  
www.cityofsignalhill.org

## TWEEN REGISTRATION FORM

2025-2026

6<sup>th</sup> Grade – 8<sup>th</sup> Grade

Child's Name			Date of Birth	Gender	Grade
Last:	First:	Middle:			Fall 2024
1.					
2.					

Child's Address:		City:	Zip:
Parent 1 /Guardian Name:	Child Lives with Parent 1: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> No	Home Phone:	Cell Phone:
Parent 1 Address:	City:	Zip:	E-mail:
Employer:	City:	Work Phone:	
Parent 2 /Guardian Name:	Child lives with Parent 2: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> No	Home Phone:	Cell Phone:
Parent 2 Address:	City:	Zip:	E-mail:
Employer:	City:	Work Phone:	E-mail:

**EMERGENCY CONTACT:** If a parent/guardian cannot be reached in the event of an illness or emergency, please list at least two contacts over the age of 18 who may be called.

Emergency Contact:	Relationship:	Phone:
Emergency Contact:	Relationship:	Phone:

**RELEASE AUTHORIZATION:** I authorize the following people (persons over 18 years old) to pick up my child other than Parent or Guardian

Name:	Relationship:	Phone:

## HEALTH INFORMATION

Child 1

Name:	Age:	School:
What are your child's special needs, if any?	Physical:	Medical:
Food allergies:	Dietary restrictions:	Other:
Child's Physician:	Phone:	
Child's Insurance Carrier:	Member/Policy #:	



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### Child 2

Name:		Age:	School:
What are your child's special needs, if any?	Physical:		Medical:
Food allergies:	Dietary restrictions:		Other:
Child's Physician:		Phone:	
Child's Insurance Carrier:		Member/Policy #:	

### CONSENT FOR PARTICIPATION & MEDICAL RELEASE

In consideration for my child's participation in the program offered above which is under the supervision of the City of Signal Hill, I the undersigned, hereby agree to indemnify and hold harmless the City of Signal Hill, its officers, agents, representatives and/or employees, from any loss and/or liability including expenses and costs, that may result from any death or injuries or damage to property that I or my child may sustain while participating in any activity connected with said program, including but not limited to travel to and from an activity, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the City of Signal Hill, its officers, agents, representatives and/or employees, or any other cause except intentional torts, fraud, or violation of law. I agree that I will make no claim against the City of Signal Hill, its officers, agents, or employees for any injury or liability for which I have hereby indemnified the City. I further agree to assume responsibility for reasonable safety inspection of any grounds or structure for facilities at any location where my child or I participate in the above program. The undersigned hereby permits the taking of photographs or videos of themselves and/or minor participants by the City of Signal Hill during city sponsored events, activities and/or programs to be used at the City's discretion, without further compensation to the participant. I further agree that use of such photos or videos may include public display or advertisement. I hereby represent that the participant is physically able to participate in the above program. I do hereby give permission for any certified emergency professional or health care professional to administer any type of medical treatment they deem necessary to the above participant in case of an emergency and in the event I cannot be contacted. I understand my child has the ability to leave the program at any time and receives minimal supervision only while participating in City-sponsored programs. I understand that if my child vandalizes and/or destroys City property, fees will be assessed. I request that he/she be permitted to travel under the supervision of the City of Signal Hill between Alvarado and Signal Hill Elementary schools and Calbrisas, Discovery Well, Hillbrook, Hilltop, Reservoir, and Signal Hill Parks, as well as on regularly scheduled excursions.

I acknowledge and agree that City is not responsible for providing medical treatment or medication of any kind to Participant, or for supervising Participant, during or in connection with Participant's participation in the Program or otherwise. However, I authorize, consent, and waive any claim related to City seeking or providing for medical care for Participant in the event City determines the need has arisen during or in connection with Participant's participation in the Program, provided that City shall first make an effort to contact me by calling me at the phone number above, and shall only proceed with seeking or providing for such treatment absent my directive in the event I do not answer or respond immediately or in the event of a medical emergency.

### I HAVE READ AND AGREE TO THIS RELEASE AS A LEGAL GUARDIAN OR PARENT:

Parent/Guardian Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

### BEHAVIOR MANAGEMENT POLICY

Staff use positive behavior management methods when working with children in the program in an effort to maintain a safe, enjoyable atmosphere for all who utilize the park. There are three basic rules discussed and posted that children are expected to follow while participating in our youth programs:

- **Be Safe.** Children need to behave in such a way that they do not put themselves or others in danger. The Program prohibits fighting, hitting, kicking, biting, spitting, pushing, shoving, pulling hair, slapping, pinching and any other actions that may hurt someone. Tween participants are reminded to keep their hands and feet to themselves. These guidelines will keep the Tween Program safe and fun for everyone.
- **Be Kind.** Children in the program must demonstrate basic manners and respect. Our goal is to build



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positive relationships between staff and children and develop a good rapport between children. In addition, profanity, racial, or offensive language will not be tolerated. This includes talking back to group leaders and being rude or disrespectful to adults or other children.

- **Be Positively Involved.** Program participants need to be good sports and follow the rules. Children are asked to follow leader's instructions for activities and game rules. Cooperation and teamwork are essential to everyone's enjoyment.

Children who are registered in the Tween Program will be expected to adhere to these rules while participating in activities or utilizing the park facilities. On the first offense, the participant will be reminded of the rules and given a warning. If the behavior persists, the participant will be asked for a second time to discontinue their actions. On the third offense, the behavior will be documented and discussed with the parent/guardian at pick up. A participant's parent/guardian may be required to pick the participant up depending on the severity of the offense. If there are further incidents, the participant will receive a suspension. The length of the suspension will be based on the severity of the offense. The participant will not be able to return to the program until the parent/guardian meets with the Recreation Coordinator. Upon returning to the program, the participant will be placed on probation for the remainder of the program. If there are further incidents, the participant will be permanently expelled from the program and other youth activities such as excursions and youth sports.

If a participant is involved in a physical fight with another participant or staff, the parent/guardian will immediately be called to remove the child from the program. We want to provide a safe and welcoming environment for other children and have no tolerance for any violence at the program.

**PLEASE PRINT BELOW**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and agree to adhere to the above behavior management policy.

Parent/Guardian Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date: \_\_\_\_\_



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### Parent and Participant Code of Conduct

We are committed to providing a safe, enjoyable, and respectful environment for everyone. In order to maintain this environment, our participants and families are expected to follow the code of conduct below at all times. Please read and review lines 1-14 carefully with your child. Once you have reviewed these policies with your child, parent/guardian please initial each line and sign at the bottom indicating that you understand and agree to all of the following policies.

**Please review with your child and initial each line below.**

**As a participant** in Signal Hill youth programs, I will:

1.  Abide by all of the program policies and procedures.
2.  Demonstrate respect in my speech and actions for all people, facilities, nature, and rules.
3.  Follow staff instructions.
4.  Raise concerns respectfully.
5.  Not bully, harass, or use other derogatory language toward others.
6.  Remain with the group and follow staff safety instructions when transitioning from locations. This includes following all walking guidelines from the school to the Youth Center.
7.  Not possess or use prohibited items, including alcohol, tobacco, nicotine, vaping products, illegal drugs, prescription or non-prescription drugs, weapons, or related paraphernalia.
8.  Be responsible for my belongings
9.  Keep my hands, feet, and objects to myself and maintain appropriate boundaries by avoiding any aggressive play, physical violence, or play fighting.
10.  Not verbally abusing others including adults by using inappropriate language, gossip, threats, teasing, exclusion, or harassment.
11.  Avoid unsupervised activities that might endanger me or other participants physical or emotional well-being.
12.  Refrain from unsafe or harmful behaviors towards myself and others, including self-harm.
13.  Restrooms are to be used for intended purposes only. One person is allowed per stall in the restroom at a time. Play is never allowed in the restroom
14.  Inappropriately use cameras, audio/video equipment, computers, or web-based platforms (i.e. social media).

**Please review each line and initial each line below.**

**As a parent** of a child in Signal Hill youth programs, I understand that:

15.  The Tween program is a bi-weekly fee based program.. The fees are due the Wednesday before each session to avoid a late payment charge. **An additional \$5 late fee, per child will be added for late payments.**
16.  The Tween Program operates Monday – Friday upon dismissal from school until 6:00 p.m.



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17. \_\_\_\_\_ For your child's protection, your child will be required to sign themselves in at the Youth Center. Participants can be signed out by an adult who is designated on the Release Authorization Form. The staff will require photo identification for persons other than the parent/guardian.
18. \_\_\_\_\_ **TWEEN PROGRAM ONLY.** An additional waiver below is required for parents who would like to provide authorization for their child to sign themselves out.
19. \_\_\_\_\_ The Tween program is a supervised program and tweens must remain with the staff the entire time while signed in. Participants are not allowed to come and go.
20. \_\_\_\_\_ The Tween program may take occasional field trips. Field trips are optional to participants based on child's behavior and participation. Childcare will not be provided for children not attending field trips. Field trips are an additional fee.
21. \_\_\_\_\_ Please understand that while most films presented are rated PG, periodically a film PG-13 may be presented. I give permission for my child to participate in the viewing of such films.
22. \_\_\_\_\_ If your child/ren will not be attending program on a given day or if you will be picking up your child/ren directly from school, please call (562) 989-7329 to alert staff they should not be expecting to pick up your child/ren.
23. \_\_\_\_\_ Parents/guardians who are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child/ren. Without a signed court order, staff will be required to release the child/ren to either parent/guardian or whoever they authorize to pick up the participant.
24. \_\_\_\_\_ Your child/ren must be picked up by 6:00 p.m. When parents are late in picking up a child/ren, a phone call is made at 6:01 p.m. to the parent/guardian and all persons listed on the Release Authorization. A late pick up fee of \$15 will be charged for every fifteen minutes per child past 6:01 p.m. Late pick up fees are due within 24 hours of pick up.
25. \_\_\_\_\_ For the safety and comfort of all participants, children not abiding by the Behavior Management Policy, displaying violent or aggressive behavior, or who constantly have to be consulted about poor choices or inappropriate behavior will be suspended and risk possible termination from the program.
26. \_\_\_\_\_ If a participant is involved in a physical altercation or uses derogatory or threatening language with another participant or staff, the parent/guardian will immediately be called to remove the child from the program. We want to provide a safe and welcoming environment for other children and have no tolerance for violence at the program.
27. \_\_\_\_\_ I have reviewed the Behavior Guidance section of the Parent Handbook and understand the intervention and discipline procedures staff follow when addressing unwanted behaviors.
28. \_\_\_\_\_ Parents, guardians, authorized representatives, and authorized visitors are expected to behave respectfully when communicating with staff members. Parents, guardians, and authorized representatives are prohibited from addressing other children or other parents in relation to behavior concerns related to their child. We ask that parents allow staff to address behaviors with other children and their families. Any inappropriate behavior, abuse, or harassment will result in the suspension or cancellation of the child's enrollment. This includes yelling, threatening or other perceived aggressive behavior.

*After reviewing this Code of Conduct, I understand that a violation of any of the rules, will require responsibility for those actions and their consequences.*

Child's name \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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



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**OPTIONAL: PARTICIPANT SIGN OUT RELEASE**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_, hereby **give permission for my child to sign themselves out** of the Tween After School Program at Signal Hill Park, **without the presence of a parent/guardian present.**

I understand that once my child is signed out of the Tween Program, they are no longer under the care or responsibility of the City of Signal Hill, Parks Recreation and Library Services Tween Program. Further, I understand that if my child signs themselves out of the program, they must immediately vacate the City of Signal Hill – Youth Community Center premises, including the surrounding area of Signal Hill Park. I understand that if my child chooses to remain on the Signal Hill Park campus after signing themselves out of the program, the City of Signal Hill, Parks Recreation and Library Services – Tween Program is not responsible for their supervision.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_