Cops 'n Kids Youth Center Enrollment Packet

"Building A Better Future"

Cops 'n Kids Youth Center

555 East Harrison Street Tarpon Springs, FL 34689 (727) 934-4800

http://www.copsnkids.org

Josh Casey, Program Director



Albin Quinones, Officer Supervisor

Welcome to the Cops 'n Kids Family!

We are committed to empowering children and teens for lifelong success and greater quality of life.

Enrollment & Eligibility

- All youth 6 to 17 years of age
- → No Program Fees
- Transportation to off-site trips provided by the City of Tarpon Springs

Hours of Operation

Daily Afterschool and Summer Camp schedule of activities

- Homework completion and one on one tutoring
- Stimulating team activities such as performing and visual arts, science, technology, engineering, mathematics, arts and crafts, sports, online academic and graphic design activities and games, etc.
- Enrichment classes such as career exploration, yoga and meditation, leadership, community compassion, and Youth Council projects
- Evidenced-based positive youth development and parent engagement classes
- Sports and Wellness: daily sports, wellness and nutrition
- Academic and enrichment classes as an extension of school learning
- Off-site trips to Tampa Bay Area venues as an extension of learning
- Family engagement activities include workshops and guest speakers. The Parent Task Force works on meaningful projects for the Center in in the community.
- Family Supports: We understand that all families sometimes need additional supports to help them be successful. Staff is available to provide connections to resources.

Please fill out the attached papers as <u>completely</u> and <u>accurately</u> as possible and do not leave any blanks.

A separate application must be completed for each child you would like to enroll.

Thank you!



CHILD'S ENROLLMENT RECORD

DIRECTOR'S USE ONLY	
Date enrolled	

Child's full legal name	First		Middle	Last		Nickname
Date of Birth						Nickhaine
Date of Birth			5	ex	<u>.</u>	
Primary Hours of Care	From	To	Da	ays of Week in	n Care	**************************************
Child's Physical Addre	Street Address (number, apartment #, s	street) City		State	Zip Code
Family Information:		c	hild Live	s with		
Parent's Name	*****		Parent's	Name		
Address:			_Address_			
Home Phone:			_Home Ph	none:		
Employer:			_Employe	r:		-
Address:			_Address:		************	
Work Phone	Cell	· · · · · · · · · · · · · · · · · · ·	_Work Ph	one	Cell	
Custody: Mother	Father	Both	-	Other	Name	
Emergency Contacts: Child will be released or people will also be conta accident or emergency,	acted and are a	uthorized to rem	nove the c	child from the o	hildren's center	in case of illness,
Name						
Home Phone			Cell Ph	one		
Address	Street Address (num	ber, apartment #, stree	ot) City	*	State	Zip Code
Name						
Home Phone			Cell Ph	one		
Address	Street Address (num	ber, apartment #, stree	et) City		State	Zip Code

Please use additional sheet of paper to list name, address and phone number of any other people authorized to pick the child up.

CHILD'S ENROLLMENT RECORD (Back Page)

Medical Information:

Child's Physician/Health Resource			
Telephone Number			
AddressStreet Address (number, apartment #, street)	City	0.1	7: 0-1:
Hospital Preference		State	Zip Code
Name of Dentist Te			
AddressStreet Address (number, apartment #, street)	City	State	Zip Code
Street Address (number, apartment #, street)	City	State	Zip Code
Emergency Care Plan instructions (if applicable)			
MISCELLANEOUS INFORMATION			
List all known allergies	and the same of th		
List all identifying scars, birthmarks, skin discoloratio	ons		
Special medical or dietary needs of child			
List any areas of concern			
My signature below verifies that: I give permission to consult the child's physician	n/health resource li	isted above in case	of emergency if
parent/legal guardian cannot be reached.			
I have received a copy of the "Know Your Child's center discipline and expulsion policies.	S Children's Center	" brochure, a copy	of the children's
I was notified that the snacks/meals served daily	are: Breakfast	AM Snackunch _	M Snack Dinner
Your signature below indicates that you have recent enrollment form is complete and accurate. I here access to my child's records.			
Signature of Custodial Parent or Legal Guardian		Da	te



EMERGENCY MEDICAL RELEASE

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

Please Print Information

Child's Full Name:	Birthdate:	· · · · · · · · · · · · · · · · · · ·	
Allergies:			
Medicines Routinely Taken:			
Name of Custodial Parent(s)/Legal Guardian(s):			
Address:Street Address (number, apartment #, street)			
			Zip Cade
Home Telephone Cell Telephone		Work Telephone	
Family Physician's Name/Health Care Resource:			
Address:Street Address (number, apartment #, street).			
		State	Zip Code
Telephone ()	·		
Hospital Preference:			
Medical Insurance Company:		City	
Policy#:			
Emergency Contact (if custodial parent/guardian cannot be	reached):		
Address: Street Address (number, apartment #, street)	City,	Stale,	Zip Code
	- ·		
Home Telephone Cell Telephone			
	**************************************	necessaria estado e que en entre estado estado en estado en entre en entre entre entre entre entre entre entre	gilling for more required according to the con-
Sign in the presence of the Notary.			
Thereby give my consent to any emergency facility and physi	•	· - ·	
(Child's Full Name)	, in the event	of an emergency at wi	nich time
cannot be reached. I give consent to transport by ambulant	ce if situation warra	ants it.	
Signature of Custodial Parent/Legal Guardian (Affiant)			
STATE OF FLORIDA COUNTY OF			
The foregoing instrument was acknowledged before me on		20	
	(Month)	(Day)	(Year)
(Name of Affiant)	, wno is persona	ally known to me or wh SEAL OF	o has F NOTARY
produced	as identif		NO;IAICI
(Type of Identification)			
Signed: (Signature of Notary)			



PARENT OR GUARDIAN Information for Program Scholarship

	Child's Name	FIRST MIDDLE	LAST	Child's Date of	Birth MONTH DAY YEAR
School Atte	endina	Current Grade		Sev: AMala AFen	nale Foster Child? 🗆 Yes 🗇
	ial Security #/				
	Guardian's Name			ate of Birth	Sex:
2 nd Parent's	/Guardian's Name		D		Sex: □Male □Fema
Parent/Gua	rdian Adult Education			1 st Parent/Guardian	2 nd Parent/Guardian
I am an adu	t who never attended school			1 Taronboaaraian	z ratemoduardian
	duate high school				
	ther – Please Specify				
I am not cur	rently enrolled in school or ar	y training program			
I am current	ly enrolled in a high school/G	ED program			
I am current	ly enrolled in a trade/technica ly enrolled in a junior college	II school			
	ly enrolled in a 4 year college				
I am current	y enrolled in a professional s	chool			
I am current	y enrolled in graduate schoo				
	y enrolled in a doctoral progr	am			
	red a General Education Dipl	oma (GED)			
The second secon	ated high school				
	a trade/technical school red an Associate's Degree				
	red all Associate's Degree				
I have comp	leted a professional school				
I have receiv	ed a Master's Degree			+	
I have receiv	red a Doctoral Degree				
Other Non-Re	elative			of Household	s-Married Other Relative/Single
Housing In	formation - Do you:	7-1-111-		¥0 0 1 00 0	
	RENT OTHER	(Include al	sources, ie child sur	fore taxes for the year: \$ port, social security, unemplots, public assistance and or well	vment workman's compensation
Н	w were you referred to thi	s program: Self	Friend School	Advertising Other	
Please list on	e of the following for each	household member:			
Race: Caucas		aska Native - Asian Indian	– Asian Unspecified – I der – Samoan – Vietna	Black/African American - Chine	se – Filipino – Japanese – Korean
Ethnicity: No, (Specify Below)	not Spanish/Hispanic/Latino - Y	es, Mexican, Mexican Amer	ican/Chicano - Yes, Pi	uerto Rican – Yes, Cuban – Yes	, Other Spanish/Hispanic/ Latino
Household I	Member	Race	(list ONLY one)	Ethi	nicity (list ONLY one)
Child					
1 st Parent/Gu 2 nd Parent/Gu					
R. EGERNA	at the above information	is true and comple	te to the best of	my knowledge.	
1st Parent/C	Suardian Signature	Date	2 nd Parent/Gu	ardian Signature	Date
		FOR DIREC	TOR'S USE ONLY		
Child's Star	t Date	I ON DINEO			
Child's Star	CCC Full Fee Free		-0-11 <u>-1</u> 15.200-1-100.0000	JFree Lunch Reduced	
					or parent/child can verify
All siblings	must now be included in the sam	e case. List names of any s	sibling(s) already in the	program (PLEASE PRINT):	
(1)	AST NAME FIRST NAME	(2)	E FIRST NAME	(3)	IRST NAME
Signature of	f Director/Assistant Director			Date	9



Community Out-of-School Time (COST) Program Participation Statement of Commitment

Before accepting this offer to participate in the COST youth development program, we would like to inform you, in detail what this offer includes and the expectations for participation. Our program is grant funded by the Juvenile Welfare Board and based on the national research and best practices in youth development. The program was designed with the goal of supporting our youth and preparing them for success in life. Therefore, our program includes several crucial components that we require each student to complete over the course of their time in our program. Please review requirements of the program prior to enrollment.

I understand that the COST grant-funded program will include the following.

- Youth will maintain a consistent daily attendance and may not miss more than 2 days in a week.
- Parents/guardians must sign a documentation of absence form for absences beyond 8 days. You must notify the Center Director if your student will be out more than 8 consecutive days. Failure to maintain attendance standards or complete the appropriate documentation of absence will result in the termination from the program.
- Youth will participate in a Health Kids Questionnaire upon intake and on their annual anniversary date.
- Youth will complete homework and participate in daily enrichment activities, including interest clubs, youth advisory council, and community service learning projects.

I have read, understand and agree to comply with the requirements listed above. I realize that failure to comply with these requirements may result in loss of funded scholarship space within the COST program.

Signature of Custodial Parent or Legal Guardian	Date
Youth Signature	Date



Cops 'n Kids Youth Center Parent Authorization and Consent

's Full Legal Name Date of Birth
Photo/ Video Consent
I hereby give consent to have photographs and or video recordings of my child taken by the program staff or media for occasional publicity needs.
Signature of Custodial Parent or Legal Guardian Date
Tutoring Services Consent
I hereby give consent to have tutoring services for my child as needed. This service may include teacher communication and support for Cops 'n Kids staff and tutors.
Signature of Custodial Parent or Legal Guardian Date
Field Trip Consent
I hereby authorize my child to attend weekly field trips with the Cops 'n Kids Youth Center program. I am aware that a list of the field trips is available upon request.
Signature of Custodial Parent or Legal Guardian Date
Consent to Walk Home
I hereby authorize my child to walk home from the Cops 'n Kids Youth Center. I understand that my chi will be walking home UNSUPERVISED. Please list the earliest time that your child is allowed to walk home from the program.
School Year Earliest Time: Summer Camp Earliest Time:
Signature of Custodial Parent or Legal Guardian Date



Cops 'n Kids Youth Center DJJ Parent Consent Letter

Dear Parents/Guardians

The Cops in Kids Youth Center has enhanced the center with new opportunities for our kids, teens and parents. The new activities and resources are provided by The Department of Juvenile Justice. The program will begin in August and continue throughout the year. The Cops in Kids staff have added activities that will strengthen educational growth outside of the school environment. It helps the students build healthy communication skills as well as healthy relationships with peers, family and community. The program empowers students to make better choices for a safer, happier and healthier life.

We appreciate your support of all programming and services and welcome any questions you may have. Some of the program activities are:

Kid's Activities

- Positive Action Lessons
- PATHs Lessons
- O Science Field Trips
- Relaxation Activities
- Tutoring Services
- O Community Development Projects
- Compassion & Diversity Field Trips
- Understanding Health Impacts of Trauma

Adult Activities

- Guiding Good Choices Workshops
- Family Fun Nights
- Understanding Health Impacts of Trauma
- Mini Workshops (Academics, Career, Financial, Cooking & More!

Please sign and date permission form below:

PLEASE PRINT-PARENTILEGAL SUARDIAN'S FULL NAME the parent/legal	guardian of PLEASE PRINT - YOUTH'S FULL NAME
Give permission for my child to participate in the Cops 'n Kids: Action Program which includes lessons, activities, filed trips at Cops 'n Kids Youth Center and community venues.	Department of Juvenile Justice Program Positive
Signature of Custodial Parent or Legal Guardian	Date

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents:*

Please complete and return this portion of the brochurs to your child care provider, in order for them to maintain it in their records



What should I do if my child gets sick?

Consuit your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

Section 1



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



Food Experience Permission Form

I give permission for my child	to participate in
food related activities.	
Please check one of the following:	
My child DOES NOT have a food allergy or dietary res	triction.
My child DOES have a food allergy or dietary restriction	n. He or she may
participate, but may not eat or handle the following items (please lis	t below)
My child DOES have a food allergy or dietary restrictio	n. He or she may
not participate in activities.	
Parent Signature Date	



Authorization and Consent for Disclosure, Receipt, and Use of Confidential Information by the Juvenile Welfare Board of Pinellas County

I.	t de dimensional de manuscrimantes que se se en
	(print participant name(s))
acknowledge that I am a participant of	(name of
program or service). I acknowledge that the Juvenile Welfa provides funds to make the program or service in which I a	am participating available. I also
acknowledge that in order to make sure that all services de highest possible quality, JWB may need to review informa	livered to participants are of the tion about me and these services.

By signing this Authorization, I am indicating that I understand and agree that my confidential information may be contained in a JWB data collection system, and that this data collection system is exempt from disclosure under the Florida Public Records Act. This means that by law, JWB cannot release individually identifiable information about me or the services I receive (Fla. Stat. §119.071). I acknowledge that as necessary to carry out the purposes listed herein, JWB may review all information about me, including my participant file and all other information pertaining to me held by the agency providing the program or service, regardless of whether that information is entered into a JWB data collection system. I further acknowledge that JWB is simply storing and reviewing records and information as the payor for these services, and that JWB provides no direct services to me, including, but not limited to, coordination of services, recommendation of services, or medical diagnoses. I further acknowledge that JWB is not a covered entity as that term is defined under HIPAA (the Health Insurance Portability and Accountability Act).

I authorize JWB to utilize my confidential information to verify eligibility for funded services or programs, make payment for services rendered to me by funded programs or services, quality control of funded services or programs, evidence-based research of JWB funded services or programs, including, but not limited to, tracking outcomes of funded programs and services, and determination of future services/programs funded by JWB. I understand that the confidential information disclosed, received or used by JWB related to my Authorization will not be further disclosed to any other party without my express written consent or as otherwise permitted or required by applicable law unless it is presented in a report that presents information on a group of individuals in de-identified format, which means that no information that identifies me as an individual is revealed.

I acknowledge that this Authorization covers all information about me including, but not limited to, personally identifiable information, Protected Health Information, general medical, general counseling, as well as psychiatric/psychological/substance abuse information from my medical health record, any information concerning the performance of any tests, results of those tests, and counseling and treatment records, as allowed by all state, federal and local laws, including, but not



limited to the following: Florida Statutes 394.459, 381.004, and 395.3025; Florida Evidence Code 90.503, 90.5035, and 90.5036; HIPAA, and the Code of Federal Regulations (CFR) Title 42. I consent to my minor participating in online or paper surveys that will be used for program improvements and enhancements. I understand that my records have a privileged and confidential status. I am waiving that status for the purposes contained by this Authorization.

I understand that the confidential information disclosed, received or used by JWB based on this Authorization will not be further disclosed to any other party without my express written consent or as otherwise permitted or required by applicable law. However, the individually identifiable confidential information received by JWB based on this Authorization may be used by JWB and its agents for research purposes, so long as the research results are reported as a whole in de-identified format, which means that no information that identifies me as an individual is revealed. Except, JWB will not provide any records covered by CFR Title 42 to any JWB agents.

I understand that I have the right to withdraw my approval in writing at any time. However, it is possible that JWB may have already relied on this Authorization before it receives notice of my withdrawal and that JWB may have already taken action based on the Authorization. If I do not withdraw my approval, it will automatically end one (1) year from the last day I received services from this program, or with respect to information used in research, upon completion of the last research project By my signature below, I acknowledge that I have given my consent as indicated above freely, voluntarily, and without coercion, and that I have been given a copy of this authorization, signed by me on the date shown below.

(print participant name)	Signature of Participant or Participant's Authorized Representative (check one):
Effective Date	 Participant o Parent o Guardian Personal Representative (Legal Documents Required)
(print participant name)	Signature of Participant or Participant's Authorized Representative (check one):
Effective Date	 Participant o Parent o Guardian Personal Representative (Legal Documents



(print participant name) Effective Date	Signature of Participant or Participant's Authorized Representative (check one): o Participant o Parent o Guardian o Personal Representative (Legal Document Required)
(print participant name)	Signature of Participant or Participant's Authorized Representative (check one):
Effective Date	 Participant o Parent o Guardian Personal Representative (Legal Documents Required)
Witness Signature	 Date



Juvenile Welfare Board of Pinellas County

14155.58th Street North, Suite 100 Clearwater, FL 33760

Phone: 727-453-5600 Fax: 727-453-5610 www.jwbpinelias.org

Written Statement of Purpose(s) for Collection of Social Security Number for Recipients of JWB-funded Programs and Services

The Juvenile Welfare Board (JWB) invests in partnerships, innovation and advocacy to strengthen Pinellas County children and families. The vision of the JWB is that children in Pinellas County will have a future of more successful and satisfying lives because of the efforts of JWB and its partners. JWB was established by Florida statute in 1945 (Special Act 2003-320: F.S. §189.429) and approved overwhelmingly by voters in a referendum in 1946. JWB was created with a mission to provide needed services to children and families throughout Pinellas County. JWB funds services for children and families in Pinellas County.

The purpose of this document is to provide individuals with written information about how JWB uses the Social Security numbers it collects. JWB is required by Florida's Public Records law [Fla. Stat. §119.071(5)] to provide this information to you.

Florida law allows JWB to collect Social Security numbers in order to carry out its duties and responsibilities prescribed by law (Fla. Stat. §119.071(5) (a) 2a. (II); Special Act 2003-320; F.S. §189.429). Specifically, it is imperative for JWB to collect Social Security numbers to conduct research, fund services, and to ensure that all services delivered to participants are of the highest possible quality.

In addition, collecting Social Security information is necessary to:

- Identify and match individuals and data to research in order to improve services for children and families;
- · Coordination of services: and
- · Receive reimbursement from Medicaid, if applicable, for providing services.

Social Security numbers held by JWB are confidential and exempt from disclosure except as specifically authorized by law (Fla. Stat. §119.071) (5) (a) 5.). JWB follows the highest security standards. All reports produced by JWB provide information about services in general. No individual person is ever identified in any way in any report without JWB first obtaining that person's written consent.

Print Participant Name	Participant Signature	Date
Print Parent/Guardian Name (If participant is under 18 years of age)	Parent/Guardian Signature (If participant is under 18 years o	Date of age)
Print Participant Name	Participant Signature	Date
Print Parent/Guardian Name	Parent/Guardian Signature	Date
(If participant is under 18 years of age)	(If participant is under 18 years of age)	

Pinellas County School Food Service Parent Request for lunch status information.

I, (Parent or Guardian)	, give the
COPS 'N KIDS YOUTH CENTER (Summer Camps, Clothes to Kids, Organizations, etc.)	permission to verify with
Pinellas County School Board Lunch Program that _	(Child's Name)
and has qualified for the Fr (Birth Date)	Treathead Edition 1 10gram
(Birth Date) At the following school(School Chil	
At the following school(School Chil	
At the following school	d Attends)

Cops 'n Kids Youth Center

Behavior Expectations

Duana	D	
Program	Ku	ies

- Follow directions
- Keep hands, feet, etc. to yourself
- Stay in assigned groups/areas
- Use facilities, materials, supplies, and equipment properly
- Treat others with respect and don't use foul language; tease, or bully others
- Youth must attend program at least four times a week

Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include: constantly not following directions, leaving assigned areas without permission, use of foul language, threatening the health or safety of others: hitting/kicking/scratching/fighting/throwing foreign objects at others, stealing, damaging or destroying property, and general disrespect or defiance. If a child is deemed to be unsafe around others the parent/guardian will be called to pick up the child for the remainder of the day. If the child has permission to walk, the child will be allowed to after a staff member has spoken to the parent or guardian. Children who repeatedly have difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program (see progressive discipline plan).

Progressive Discipline Plan

- 1. Verbal warning
- 2. Written incident report and parent contact
- 3. Incident reports (3 or more can result in suspension or dismissal from program)
- 4. Due to severity of incidents, consequences will be determined by staff discretion.

expectations of behavior at Cops 'n Kids Youth Center.		

Youth Signature	Date	
· · · · · · · · · · · · · · · · · · ·		
Parent/Guardian Signature	Date:	