



2023-2024 Participant Permission Form

**Youth Name:** \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Please list which parents/guardians have custodial responsibilities: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ (Secondary): \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ (Secondary): \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

In case of emergency, please provide a contact for the Essex Teen Center if the primary guardian(s) is unable to be reached.

**Emergency Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*If there are any relief-from-abuse or other family court orders that Essex CHIPS should be aware of, please supply a copy of the current order and speak with program staff.*

My child has my permission to leave the Essex Teen Center **without** being picked up by a parent/guardian or other specified adult: ( ) YES ( ) NO *(if no, please complete below)*

If your child is to be **picked up** from the Essex Teen Center, please provide a list of **adults - other than those listed above** - that have **your permission** to pick up your child from the afterschool program at the Essex Teen Center. (Please note: only those listed will be allowed to pick up your child.)

Name	Relationship to Youth	Name	Relationship to Youth

If your child rides their bike to the Teen Center, we highly recommended that they wear a helmet and use a lock to chain their bike to the bike rack outside of the Brownell Library. We are not responsible for lost or stolen bikes. Bicycles are not allowed to be chained to the Senior Center ramp or the Teen Center stairway railing.

# Medical and Personal Information

Does your child have any known food, drug, or other allergies? Please list each allergen and severity of reaction:

\_\_\_\_\_

Does your child have any current or past medical, emotional, and/or behavioral conditions which Essex Teen Center staff should be aware of? \_\_\_\_\_

\_\_\_\_\_

Is there anything else you wish to share with staff? Please include any information you feel is necessary to ensure the well-being of youth – this could include family structure, accommodations needed, or primary language spoken.

\_\_\_\_\_

\_\_\_\_\_

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Are there any medications your child is currently on? \_\_\_\_\_

Are there any medications your child will need to take during Teen Center hours?

\_\_\_\_\_

Family Doctor & Phone #: \_\_\_\_\_

I hereby give permission to Essex CHIPS, Inc. and its employees/volunteers to take any actions necessary to obtain any and all emergency medical, dental, ophthalmological, or other specialized medical services treatment to the extent recommended by any duly licensed physician for my child while they are participating in Essex Teen Center activities. I further state that my child has no physical or emotional health conditions or allergies other than those listed.

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

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## Media Consent:

I, \_\_\_\_\_, give Essex CHIPS permission to use my child's name and/or photograph in the press/media when releasing information about the accomplishments and highlights of Essex Teen Center programs, or on the Essex CHIPS website or social media pages.

## Viewing Agreement:

I, \_\_\_\_\_, give permission for my child to view PG/PG 13 (Teen Center) or PG rated and below (Tween Center) movies that are being shown at the Teen Center and that have been previously viewed by staff and are deemed appropriate for youth attending the Essex Teen Center.

## Waiver of Liability and Statement of Understanding:

We \_\_\_\_\_ (parent/guardian) and \_\_\_\_\_ (youth) hereby state that we have read, understand, and agree to the rules and stipulations accompanying this waiver as set out by Essex CHIPS staff. I further hereby release and discharge Essex CHIPS, Inc. and all host sponsors of Essex CHIPS' programming of and from any and all claims, demands, damages, causes of action, and liability whatsoever which may arise or grow out of my child's participation in Essex CHIPS programs.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PLEASE KEEP THIS PAGE FOR YOUR REFERENCE**

## Essex Teen Center Rules and Expectations:

- ✓ We respect all peers, staff, volunteers, and the Teen Center Space
- ✓ We are physically and emotionally safe
- ✓ We use kind and positive words
- ✓ We pick up after ourselves and clean up our messes
- ✓ We do not use hate speech, name-calling, or threats
- ✓ We do not use violence, drugs, or alcohol
- ✓ We do not steal from our peers or the Essex Teen Center
- ✓ We sign in and out upon arrival and departure
- ✓ We have food in the big room only
- ✓ We keep our hands and feet to ourselves
- ✓ We participate, have fun, and do cool things always
- ✓ We follow all rules and expectations as set by Essex Teen Center Staff and this document

### **What happens if I use an unexpected or inappropriate behavior?**

1. A staff member or volunteer will have a conversation with you.
2. If the behavior continues, there will be a consequence (such as losing computer lab or technology privileges for the day).
3. We will contact your parent or guardian to discuss this behavior.
4. You will be asked to take a break from the Teen Center.

*Teen Center Staff will respond to unexpected behaviors on a case-by-case basis, and next steps may include a meeting with parents or guardians or taking a break from the Teen Center for a specified time period.*

The Essex Teen and Tween Center has a **zero tolerance policy** for violence, substance use, and bullying of any kind. If you engage in these behaviors, your parents or guardians will be contacted and you will be asked to leave for the day.

## Technology Use Policies:

The Teen and Tween Center does not allow the viewing or creation of materials that discriminate or degrade based on race, sex, gender, religious affiliation, ability, sexual orientation, or other forms of intolerance and any material that indicates or suggests unethical or illegal behavior through supervision and ongoing conversations with youth. If parents or guardians have specific concerns, please address them with our staff.

Students that need computers for academic reasons have priority over those using computers for fun. Downloading, chat rooms, and inappropriate content is not allowed. Youth are allowed two fifteen-minute time-slots (30 minutes total) on the computers and video game consoles.

Use of the computers and internet access at the Essex Teen Center is a privilege that can be revoked at any point if a youth is demonstrating improper or inappropriate use of the computers as deemed by staff. Dependent upon the severity of the offense, an individual may have the privilege of computer use at the Teen Center revoked indefinitely.

We ask that youth put their cell phones away after the first 45 minutes of programming to allow for participation and engagement. The Essex Teen Center has a handset phone that youth may use to contact their adults at any time throughout programming. We ask that parents/guardians use the Teen Center phone number if needed to contact youth after the first 45 minutes of programming – the Teen Center number is 802-878-6982 extension 2. Accommodations to this policy for individuals can be made at request – please contact Teen and Tween Center Director, Elle Nelson, at [elle@essexchips.org](mailto:elle@essexchips.org) or 802-878-6982 extension 2.

### Food and Drink Policy:

Snacks will be provided to youth at the Teen and Tween Center each day. Food and drinks (excluding water) are allowed only in the big room. Outside food and drink must be snack size only and cannot be shared with others unless there is enough for everyone. Energy drinks are not allowed and soda must be 16 ounces or less. Please ensure trash is disposed of properly.

### COVID-19 Policy:

We ask students to refrain from coming to the Teen and Tween Center if they are feeling ill or unwell. If a student tests positive for COVID-19, we ask that they do not attend Teen and Tween Center programming for five full days and are required to wear a mask through day ten after testing positive.

### Afterschool Drop-in Hours

Afterschool programming begins September 11<sup>th</sup> 2023 and follows the Essex Westford School District calendar. The Essex Teen Center will be closed on days the school district is not in session.

#### Tween Center – grades 4 & 5

Mondays 2:45-5:15pm  
Wednesdays 1:45-5:15pm

#### Teen Center – grades 6-9

Tuesdays 3:45-5:45pm  
Thursdays 3:45-5:45pm

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**Please use this number to reach staff during Teen Center hours:**  
802-878-6982 ext. 2

**Other times:**

**Christina Corodimas**  
Essex CHIPS Executive Director  
802-878-6982 ext. 1  
[christina@essexchips.org](mailto:christina@essexchips.org)

**Elle Nelson**  
Teen and Tween Center Director  
802-878-6982 ext. 2  
[elle@essexchips.org](mailto:elle@essexchips.org)

Visit our website to learn more about our programs, community events, and volunteering opportunities.

  
[www.essexchips.org](http://www.essexchips.org)

Find us on social media:  
[www.facebook.com/EssexCHIPS](https://www.facebook.com/EssexCHIPS)  
<https://instagram.com/essex.chips>

The Essex Teen Center is a no-cost program available to youth living or learning in Essex, Essex Junction, and Westford. We strive to keep the Teen and Tween Center **free** for youth to attend each year. To do so, we rely on support from families in Essex. The cost to Essex CHIPS of each child's attendance is approximately \$1,800 at two days of attendance per week during school year.

**If you are able to contribute any amount on behalf of your child's attendance, please visit [www.essexchips.org/donate](http://www.essexchips.org/donate)** or send a check to Essex CHIPS at 2 Lincoln St. Essex Junction, VT 05452. If you are unable to contribute financially but would like to make an in-kind contribution, please consider donating an item from our wish list below.

*Thank you for your support of Essex CHIPS' Teen Center programs!*

**Wish List:**

- Gift cards to local grocery stores for snack items
- Gift cards to Michaels or Amazon.com for supplies
- Craft supplies including slime activator, liquid glue, and painting canvases
- Non-perishable food items, toiletries, and school supplies for our Little Free Food Pantry