

# Membership Information Packet

Dear Parents and Members,

This document provides an overview of the Youth Activity Center (YAC) and the rules and policies relevant to it. In order to complete the Membership Registration Form, you must acknowledge that you have read this document. Updates to this document will be posted at the front counter of the YACs.

The YAC is operated by the Los Alamos Family Council, Inc. (L AFC) under contract for Los Alamos County. The Board of Directors of the L AFC has established policies to guide the operation of the YAC. The L AFC Executive Director and the YAC Program Director have established administrative procedures to ensure the practices of the YAC meet the requirements set by the Board policies. A copy of these can be made available upon request to the Program Director.

The primary purpose of this free program is to serve students in third through eighth grade living in or attending school in Los Alamos County. Proof of residency is not required, but eligibility will be verified using the most recent report card for each student seeking membership. If a member does not provide the annual information update and/or fails to attend once during a year period, their membership will be cancelled and they will be required to re-apply and be on the waiting list before attending the YAC again.

## Key Notes

While attending the YAC, members may not use personal electronic items. This includes games, cell phones, and mp3 players.

Members are discouraged from bringing personal items such as basketballs or toys. If they do, the YAC is not responsible for these items. Sufficient room is available for members to leave their bags and backpacks upon signing in at the YAC. Property may not be left overnight. Any lost items will be held for one month and then donated to the local secondhand stores.

All members must sign in upon entering the YAC and must sign out to leave the YAC. Members in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade may sign themselves out of the YAC at any time. Members in 5<sup>th</sup> grade may sign out if their parents provide permission ahead of time. Members in 3<sup>rd</sup> and 4<sup>th</sup> grade may not sign out without their parent or guardian coming to get them. Any desired exceptions must be made with the Program Director in advance. Not all requests will be granted.

Members are responsible for the YAC items they check out. If they damage or lose the items, payment for repairs or replacement must be made before the member may sign in again: regardless of value. If members fail to turn items in, the member's card will be held by the staff until the student redeems their card for 25 cents. This must be done before the member signs in again.

Lost cards can be replaced for \$2.00. If the member desires a second card for the other YAC they can also pay for duplicates for this purpose.

Bicycles, skateboards, and similar equipment may not be used at the YAC.

## Behavior

While participating at the YAC members are expected to adhere to the behavioral guidelines set by LAFC policy and YAC procedure. These rules are:

1. Follow the Staff's directions the first time
2. Keep hands, feet, and objects to yourself
3. Use all the equipment the right way
4. Don't tease or make fun of other kids
5. Don't swear or use obscene gestures

These rules are posted on the walls at both Centers. Further information and clarification of rules is provided on an ongoing basis by the YAC staff. Updates to any ongoing instructions by staff will be printed and posted on the counters at both YACs. If a member witnesses a rule violation they can report it to any staff member.

If members fail to comply with the behavioral guidelines, they will face consequences for their actions. Staff will normally provide warnings. If the staff deems it necessary to provide more than a warning the member may be issued appropriate consequences such as writing lines. The first violation after a warning typically will result in 25 lines. Subsequent violations will receive increasing increments of 25 lines. Suspension may occur at any time if deemed appropriate or necessary by the Program Director. This suspension will not end until a meeting with the Program Director has been conducted and a return date has been established by the Program Director.

## Snack Bar

The Snack Bar, containing pre-packaged food, is available on a daily basis to all members. All items are priced in increments of \$.25 for quick service and to reduce the amount of change needed by the youth to make purchases. Members may make cash purchases or may use cash or check to obtain a Snack Bar card. These non-refundable Snack Bar cards may be purchased for any amount greater than \$10. If a member's card runs out and they do not have cash available, no purchases may be made. We cannot accept credit nor can we extend credit to members.

We are lucky to have some generous donors who bring pre-packaged food items for us to give out for free. These are typically small items like granola bars and fruit cups. They are not intended to replace meals. If your child will be attending during long days in summer or on breaks, please ensure that your child comes with a meal or sufficient money to purchase a meal. If you are struggling to provide food for your child, please speak with the staff so that we can help. We will gladly provide what has been made available to us and provide contacts with for those who can provide more.

## Movies and Munchies

Once a week we provide an activity called Movies and Munchies. We typically show PG movies during this activity, but occasionally we may have the option of viewing a PG-13 movie. If you do not want to give permission to your child to watch a PG-13 movie, please mark it on your child's Membership Registration Form.

## Photographs and Videos

Occasionally staff will be taking photographs or short videos of events at the YAC. Please note on your Membership Registration Form if you do not want your child to be included in these media as they may be used for fundraising publication.