



**TOWN OF COLLINS YOUTH RECREATION  
RULES AND REGULATIONS  
14093 Mill Street • PO Box 420 • Collins, New York 14034  
Telephone (716) 532-4874 • Fax (716) 532-3968  
Recreation Telephone: 532-2006 ext. 12**

All program participants need to complete the following Registration Form.

1. All program participants, as well as their parents, legal guardians or responsible adults, entering the Youth Center **must SIGN IN** upon arrival and **SIGN OUT** upon leaving. Once a program participant **SIGNS OUT**, there is **NO RE-ENTRY** UNLESS SIGNED PERMISSION FROM PARENTS.
2. Program Staff in all areas must accompany parents, legal guardians or responsible adults entering the Youth Center.
3. All program participants, parents, legal guardians and responsible adults must follow the direction of Program Staff at all times.
4. No program participants are allowed in a program area or program room without Program Staff present.
5. **All program participant's parents, legal guardians, and responsible adults are responsible to sign in and out all children under the age of 10.**
6. The following rules and regulations need to be **strictly enforced**:
  - No alcohol, drugs, smoking or tobacco products
  - No guns, knives or weapons of any kind
  - Electronics are allowed. HOWEVER, participants are responsible for their own devices. Program Staff are not responsible if lost, damaged, or stolen. **Bring at your own risk.**
  - No swearing or offensive language
  - No fighting or bullying
  - No disrespectful conduct towards Program Staff or other program participants
  - No vandalism of property or abuse of equipment
  - No stealing
  - No running in the Center (except in the gym area)
  - Equipment is to be shared
  - Participants will use any/all equipment in a responsible manner. Any damaged equipment must be reported to a Program Staff member
  - No bags/purses/backpacks, etc are allowed beyond the coat room in the Center unless approved by Program Staff
  - Attendees are asked to silent/power off their cell phone during Recreation hours.
  - All food and drinks must remain in the Lounge, unless it is being taken home
  - **NO LOITERING** in the Center entranceways, stairwells, or parking areas before, during or after Center hours
  - ANYONE APPEARING TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WILL BE ASKED TO LEAVE AND THE PARENT/LEGAL GUARDIANS WILL BE NOTIFIED.

**ANY ABUSE OF THE ABOVE RULES WILL RESULT IN THE PARTICIPANT/GUEST BEING ASKED TO LEAVE AND THE PARENTS/LEGAL GUARDIANS BEING NOTIFIED. ANY INFRACTIONS WILL RESULT IN DISCIPLINARY ACTION AND A WRITTEN REPORT OF THE INCIDENT WILL BE SENT TO PARENTS/LEGAL GUARDIANS.**



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**Program Fees for Residents and Non-Residents**

<b>Number of Immediate Family Members</b>	<b>Resident Fees</b>	<b>Non-Resident Fees</b>
1 Child	\$30.00	\$60.00
2 Children	\$55.00	\$110.00
3 Children	\$75.00	\$150.00
4 Children	\$95.00	\$190.00
Family Cap	\$100.00	\$200.00

**GUEST PROGRAM FEES: \$5.00 a day**

**GUEST POLICY:** Non-residents (guests) can attend the Program only when accompanied by a Town of Collins resident. The Guest and Resident must sign in and out together. Residents are responsible for the actions of their Guests. Each Town of Collins resident may bring a limit of two (2) Guests with them per day.



## **TOWN OF COLLINS YOUTH RECREATION**

### **Disciplinary Code**

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#### **DISRESPECT TO COUNSELORS**

**1<sup>st</sup> Offense:** Verbal warning and removal from current activity – parent phoned.

**2<sup>nd</sup> Offense:** Sent home for remainder of day/weekend and parent is phoned.

**3<sup>rd</sup> Offense:** Suspended for fourteen (14) recreation days and parent conference is set up.

#### **INAPPROPRIATE LANGUAGE/GESTURES**

**1<sup>st</sup> Offense:** Verbal warning and removed from current activity – parent phoned.

**2<sup>nd</sup> Offense:** Sent home for remainder of the day **PLUS** two (2) additional recreation days.

**3<sup>rd</sup> Offense:** Suspended for fourteen (14) recreation days and parent conference is set up.

#### **FIGHTING and INTIMIDATION**

**1<sup>st</sup> Offense:** Suspended for seven (7) recreation days, sent home immediately following incident, and parent is phoned.

**2<sup>nd</sup> Offense:** Suspended for rest of the year, sent home immediately following incident, and parent conference is set up.

#### **SMOKING/DRINKING ON GROUNDS &/OR VANDALISM/PROPERTY DAMAGE**

**1<sup>st</sup> Offense:** Suspended for rest of the season and parent conference is set up.

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**The above disciplinary code is a framework and can be modified based upon the severity of the offense.**

**PLEASE NOTE: 3 write-ups a season will result in suspension of that child for the remainder of the current season.**

**THIS IS YOUR COPY**



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REGISTRATION & DISCIPLINARY CODE FORMS  
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LAST INITIAL: \_\_\_\_\_

**CIRCLE ONE:**

**RESIDENT**

**GUEST**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Medical Info (ADHD, Asthma, Seizures, Hearing, etc): \_\_\_\_\_

Allergies: \_\_\_\_\_

**EMERGENCY CONTACT AND CHILD PICKUP (PLEASE PRINT CLEARLY)**

**Allowed to**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_ Relationship \_\_\_\_\_ Pick up \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**MY CHILD IS ALLOWED TO WALK HOME: (Please check the one that applies)**

YES	NO
<input type="checkbox"/> At any time	<input type="checkbox"/> Never
<input type="checkbox"/> Must call home first	
<input type="checkbox"/> At the end of the day	

The Town of Collins Recreation now has a Facebook Page. The site posts relevant information about what is going on during the seasons including activities, crafts, games, sports, field trips and more. By signing the below you are giving us permission to take pictures of your child and possibly post them on to the site. Do not sign if you do not want he/she to be posted on the Town of Collins Facebook page.

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

The information on this page is given to the best of my knowledge and can be used throughout the duration of the 2022 Recreation Program. I am also granting consent for any staff member of the Town of Collins Youth Center to administer First Aid/CPR/AED if a situation should arise in which it is needed.

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

(In the presence of 2022 Town of Collins Recreation Staff)

Paid: \$ \_\_\_\_\_ ☐ cash ☐ check

Staff Signature \_\_\_\_\_



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**RESIDENT**

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**My child(ren) and I have read and understand the disciplinary code that is enforced at the Town of Collins Youth Recreation.**

Child(ren) Signature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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