



**City of Montclair
Human Services Department
Montclair Youth Center
POLICIES AND PROCEDURES**

Participation

Participation in the Montclair Youth Center is free for the 2026-2027 school year. After completion of this registration packet, each member's emergency card will be placed on file. This card is required to utilize the facility and for checking out equipment. Participation is limited to a first-come, first-served basis, until capacity is reached.

Drop-in Program

The Montclair Youth Center is a drop-in recreational program and staff cannot physically prevent participants from leaving the site. Parents should discuss the arrival and departure time with their teens and strongly discourage them from leaving the facility prior to the agreed upon time. It is the responsibility of the participant and parent to arrange transportation to and from the facility.

Discipline and Behavior Guide

The Montclair Youth Center staff strives to build a positive and safe environment for participants, and all participants are expected to follow the Youth Center Code of Conduct contract found within this registration packet.

Personal Belongings

The Montclair Youth Center staff is not responsible for any personal property brought to the facility. Please encourage your teen to keep their valuables at home.

Movies

Movies are a part of the Montclair Youth Center activities. Movies shown have a rating range of G to PG-13. Participation in movies is optional.

Phones

The Montclair Youth Center phones are for business use and participants are only allowed to call parents in case of emergency, be picked up by parent, or notify parent of whereabouts.

Waivers

In the event any of the information provided on the attached waiver changes please notify the Montclair Youth Center staff so participant files can be updated.

We would like to thank you in advance for reading this packet thoroughly, completing the necessary forms, and understanding its content to the best of your ability.

Sincerely,

Emily Gomez-Medina, Recreation Youth Coordinator (909) 625-9482

Fernando Saltos, Recreation Manager (909) 625-9496

**For Volunteer information and opportunities:
Please contact Recreation Youth Coordinator, Emily Gomez-Medina (909) 625-9482**



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Montclair Youth Center
RULES AND REGULATIONS

The Youth Center and its activities are a privilege and rules and regulations must be followed by everyone.

- A completed Youth Center Registration Form is required to enter the facility.
- Participants must be in 7th – 12th grade and be a Montclair resident or attend a Montclair school. Student may be asked to show valid school I.D.
- Disrespect of any staff member will result in disciplinary action.
- School dress code rules apply and are expected to be followed at all times (no gang attire, no midriff tops, etc.)
- Weapons, drugs, alcohol, and tobacco products and the use of any such products in or around the center are prohibited and will result in permanent expulsion from the program.
- No skateboarding, scooter or bike riding is allowed in the center.
- Harassment of any kind will not be tolerated.
- Participant is responsible for his/her own personal property.
- Food and drinks are allowed in designated areas only.
- No profanity, fighting, inappropriate language, or unruly conduct allowed.
- Equipment must be used properly.
- Participants must keep their hands and feet to themselves.
- Vandalism or defacing of facility or equipment is prohibited.
- Respect the personal property of others.
- Theft is prohibited.
- Loitering outside of the facility is not allowed.

The City of Montclair reserves the right to search participants and/or their belongings at the City's discretion if suspicion of a violation of a rule of conduct exists. Violation of the rules listed above and/or rules posted at the Youth Center may result in the suspension and/or expulsion from any current and or future Montclair programs. All actions are subject to review by the administrators of the program.

MOVIE AND TELEVISION

The Montclair Youth Center provides its members with an opportunity to view movies during various programs. Due to some of the movie content the ratings may range from G to PG-13. The movies viewed may include mature themes, strong language, mild violence or comedic violence. Staff will attempt to avoid any movies that contain inappropriate material, such as excessive profane language, graphic violence and explicit sexual content.

VIDEO GAME

Participants may be allowed to use the Xbox 360, Wii system, PlayStation 4 and various video games. Staff will monitor the use of the video games in order to avoid the viewing of inappropriate content, but the City cannot guarantee the extent or effectiveness of such monitoring.



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2026-2027 SCHOOL YEAR REGISTRATION FORM

NAME _____		BIRTHDATE _____	
ADDRESS _____		CITY _____	ZIP _____
SCHOOL _____		GRADE _____	AGE _____ SEX _____
PARTICIPANT'S CELL NUMBER (____) _____		EMAIL _____	
MOTHER _____	CELL PH. (____) _____	EMAIL _____	
FATHER _____	CELL PH. (____) _____	EMAIL _____	
PLEASE LIST ANY TYPE OF CONDITION OR SPECIAL NEED THAT STAFF SHOULD BE AWARE OF: _____ _____			

FOR STAFF USE ONLY		
DATE RECEIVED: _____	SCHOOL ID #: _____	COMMENTS: _____

Emergency Authorization

I the undersigned, parent or legal guardian of the participant, a minor, hereby authorizes the City of Montclair Staff as my agents, to consent to medical, surgical or dental examination and/or treatment. In case of an emergency I hereby authorize treatment and or care at any hospital. If there is an emergency and I cannot be reached, please contact:

Name _____ Phone _____, whom is authorized to act on my behalf.

If you wish your family doctor be contacted in case of emergency, please list contact information below:

Doctor's Name _____ Phone _____

Waiver of Liability and Disclaimer:

I, the parent or guardian of the above named minor, acknowledge that participation in recreation activities necessarily involves risk of physical injury. I also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that participation in the activities, classes, and programs may cause said minor to be exposed or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death. In consideration for accepting the registration of the above named minor and permitting the voluntary participation of said minor in its programs, I hereby release, discharge, and hold harmless the City of Montclair, its officers, agents, employees, volunteers and other representatives from any claims, actions or demands arising out of the minor's participation in these events sponsored by the City of Montclair, including any physical injury caused by the negligence or omission of any officers, agents, employees, volunteers or other representatives of the City of Montclair. If your child has special physical/behavioral/hygiene needs that are beyond the scope of the program, we reserve the right to determine whether or not your child may participate in the program. In addition I have received, read, understand, and agree with the information, rules and regulations regarding the Youth Center program.

Acknowledgement and Consent:

For both the internal and external use, I, the undersigned, hereby authorize and give the City of Montclair, its legal representatives and assignees, the right to compile address and mailing labels and permission to, adapt, modify, reproduce, distribute, publicly perform and display, in any form now known or later developed, my child's image or visual likeness, name and/or voice, as well as writing, creations and artwork created by my child, by incorporating it or them into publications, catalogues, brochures, newsletters, photo exhibits, videos taken during activities or at special events sponsored by the City of Montclair where me or my children may appear, webpages, and/or other media or commercial, informational, educational, training, advertising, recruiting or promotional materials relating thereto using any means, method or media which the City of Montclair deems appropriate in its sole discretion. I consent to such uses and hereby waive all rights to compensation.

I hereby warrant that I, the undersigned parent or guardian, am over eighteen (18) years of age and am competent to contract in my own name so far as the above material is concerned.

Parent/Guardian Signature _____ Date _____

Participant Signature _____ Date _____



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PARTICIPANT PLEDGE

In order to ensure that all Youth Center participants have fun in a safe and healthy environment we ask that you adhere to the following rules. These rules are here to provide a safe and enjoyable environment for all.

I PLEDGE TO...

- 1) Treat **all** Youth Center staff and participants with respect and courtesy.
- 2) Follow directions given by City of Montclair Staff.
- 3) Show respect for the building grounds/facilities, equipment, and supplies, and throw away all my trash.
- 4) Use language appropriate to the setting (no foul words, verbal insults, etc.).
- 5) Always do the right thing.

DISCIPLINARY POLICY

The City of Montclair reserves the right to alter from the process outlined below based on the severity of the violation, which is at the discretion of the program supervisor:

1. First Violation: A verbal reminder will be given and the student will counseled on expected behavior and making better choices.
2. Second Violation: The parent will be notified and will have a conference with City of Montclair staff.
3. Third Violation: The parent will be notified the child may be suspended or dismissed from the program.
4. Parent will be notified of student suspension or dismissal from the program.

Serious or repeated violations of the behavior guidelines may result in the student being removed from the program at the discretion of the program supervisor. Physical violence, threats, possession of weapons will not be tolerated and will result in a suspension or removal from the program.

I have read, understand, and acknowledge all policies listed and mentioned within the Montclair Youth Center registration packet, which includes: "Policies and Procedures", "Rules and Regulations", "Movie and Television", "Video Game", "Participant Pledge, and Disciplinary Policy". I am aware that any violation of these rules may result in suspension and/or expulsion from any current and or future Montclair Youth Center privileges.

Participant Name (Print)

Participant Signature

Date