

ZIA Youth Center, Inc.
P.O. Box 145
100 South 2nd St.
Raton, NM 87740
(575) 445-9558



Empowering Youth.
Strengthening Community.

Parent Enrollment Packet

Welcome to ZIA Youth!
For ages 9-17

In this packet you will find everything you need to get your child enrolled in our after school program. The forms in this packet will need to be completely filled out before your child can be enrolled in this program.

Included in this packet:

Forms to be returned to Center:

1. Enrollment Form
2. Parent and Youth Contract
3. Transportation Authorization (optional)
4. Media Release (optional)
5. Field Trip Consent (optional)

Yours to keep:

1. Introduction
2. Policies and Procedures
 - a. Sick Child / Medication Policy
 - b. Pick Up and Drop Off Policy
 - c. Emergency Policy and Procedures
3. Rates and Fees
4. Hours of Operation And Schedules (including Holiday Closures)
5. Personal Items that should be provided by Parents
6. Food Service
7. Transportation Information



Introduction

Mission: Empowering Youth. Strengthening Community.

Vision: A thriving City of Raton in which the youth are empowered, contributing members, where those attributes are carried into adulthood and future generations.

ZIA Youth Center, Inc.* is an established Non-Profit Organization which seeks to foster creativity, self-expression, and peer collaboration by providing a safe space for the Youth of Raton to congregate and participate in any or all of the following:

- socializing
- homework
- sports, games, and team-building exercises
- learning musical instruments
- art projects
- community beautification (ex.: murals; painting electrical boxes)
- community service
- field trips to: local nature areas (lakes, hiking trails, etc.); any of The City of Raton's many parks, museums, and cultural institutions
- workshops on topics such as conflict resolution, non-violent communication, critical thinking, strategic planning and local job training. These workshops will empower the youth of the community to integrate into the greater community of Raton once they transition from high school to the local workforce

Raton's youth ages 9-17 will be encouraged to assist us in fostering the kind of Youth Center in which they will take pride, one that will empower each of them in their transition from student to adult. Forging such an environment of collaboration with our City's youth from the onset will instill in them a sense of ownership in our organization. While adults will always be on hand offering any guidance, support, and mentoring needed, ZIA Youth will ultimately belong to the kids. We believe that the sense of ownership and cultivation of responsibility that will result from this philosophy of youth empowerment is what will make ZIA Youth a success.

Contact us:

Email: zia.lindah@gmail.com or zia.jeffmclean@gmail.com

Phone: (575) 445-9558 **Linda Cell:** (575) 447-4974 **Jeff Cell:** (575) 707-8279

Facebook: ZIA Youth

Website: www.ziayouth.org

* ZIA Youth is an exempt organization described in Section 501(c)(3) of the Internal Revenue Code; EIN 82-5176870.



ZIA Youth Policies and Procedures

Sick Child and Medication Policy

In order to keep all members of ZIA Youth happy and healthy please keep your child home if they are experiencing any of the following.

You should stay home if:

- You are vomiting
- You have a fever
- You have a rash or skin infection
- You have diarrhea
- You have an eye infection
- You have a bad cough or sore throat
- You just aren't feeling very good

If a child begins to experience any of the above while at the Youth Center the child will be made comfortable, away from the other children, you will be notified and the child should be picked up immediately.

Medication Policy

If your child has mandatory medications, you should make yourself available to come to the center to administer.

Exceptions are:

- Asthma Inhaler
- Epi-Pen (in case of emergency)
- Topical medications, such as a triple antibiotic, in case of minor surface injury

If you believe there is an additional exception, that your child should be considered for, please make arrangements to speak with the Director of the center to evaluate. Please be prepared to provide documentation from your family physician or health care provider.



Pick Up and Drop Off Policy

Release of the Child:

1. Parents are required to indicate the name and phone number of all authorized individuals who are clear to pick up the child. (please see enrollment form)
2. Children should sign in and out each day on the sign in sheet at the entrance of the youth center. Children under 12 should be picked up by a parent or guardian.

Custody and Related Court Orders:

The Youth Center staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. The guardian will provide all consents.



Emergency Policy

All staff are trained and prepared to deal with any emergency that may happen during child care in order to minimize the effects of such events.

Communication Plan:

1. We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.
2. Parents that have children with special needs will be called first.
3. Although your first reaction would be to call or rush to your child, please follow the tips listed below:
 - a. Do not call or rush to the Youth Center. Phone lines and staff are needed for emergency response efforts.
 - b. Tune in to the local radio stations for official news alerts.
 - c. Check ZIA Youth's website, social media sites for updates.
 - d. Rely only on official communication from Youth Center or public safety officials.
 - e. Listen for official communication regarding reunification with your child.

Release:

Children will only be released to parents/guardians and to emergency contacts on the pick-up list (proper identification will be needed).

Medical Emergencies/Accidents:

Staff at ZIA Youth Center are trained in CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will require Rescue 911 to be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up-to-date. You **MUST** have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour.



Rates and Fees

ZIA Youth Center is a free use facility.

In some cases there will be a required fee as follows:

Field trips: If there is fee to enter any facility that we are visiting, the parents will be asked to provide the fee.

Dances and Events:

Events where there is significant cost in the planning and implanting of said event, a small entry fee will be required.

ZIA Youth wants no child to be left out of any event or trip. If you cannot afford the fee associated with the event, please contact the Director. ZIA Youth has scholarships and programs available for all children to be able to participate in all functions.



Hours of Operation and Schedules

ZIA Youth Center hours of operation are as follows (subject to change):

During School Year:

Monday – Friday 2:30 pm – 6:00 pm

*hours will change accordingly for early release days

Summer Break:

Monday – Thursday 12:00 pm – 6:00 pm

ZIA Youth closes for one week after the last day of school and the week before school starts.

Holiday Closures (subject to change):

ZIA Youth Center will be closed for the following holidays:

Martin Luther King Jr. Day

Presidents Day

Spring Break

Memorial Day

Independence Day

Labor Day

Indigenous Peoples' Day

Thanksgiving Day

Friday after Thanksgiving

Winter Break

Christmas Eve

Christmas Day

ZIA Youth will be closed on most days that the schools are closed. This includes snow days. If you are not sure if we are open, please call.

Please see the Center's website ZIAyouth.org and the Facebook page for specific dates and updates.



Personal items that should be provided by parents or guardians

While ZIA Youth gets donations of and can provide some of these items, it is helpful for the children to bring their own.

1. Water Bottle
2. Sunscreen
3. School Supplies
4. Spending Money (for special events)

If you are unsure if your child should or should not bring an item to the Youth Center, please reach out to the Director or any staff member.

Food Service

Any foods provided to the youth are stored at our snack bar and refrigerator. During the school year session and summer session, snacks will be provided.

Transportation Information

Transportation to and from the center should be provided by parents, guardians or approved persons.

Field Trips: Occasionally ZIA Youth will have the opportunity to visit a nearby facility, museum or park. In these cases, transportation will be provided or we will walk if it is downtown. Please note that the transportation authorization must be completed before your child can participate in these events, if a vehicle is necessary.



ENROLLMENT FORM

STUDENT INFORMATION

First Name _____ Last Name _____
Address _____ City _____ State _____ Zip _____
Phone _____
Birthdate _____ Gender _____ Age _____

REQUIRED EMERGENCY INFORMATION

Primary Parent/Guardian Name: _____
Relationship to Child: _____
Employer (if any): _____ Cell Phone: _____
Email Address: _____ Work Phone: _____

Medical Information: Please note any medical problems related to your child that ZIA Youth should be aware of, i.e. but not limited to allergies, asthma, hyperactivity, seizures, behavioral issues, disabilities, diabetes, etc.

Emergency Contact: _____
Relationship to Child: _____ Phone #: _____

Emergency Contact: _____
Relationship to Child: _____ Phone #: _____

DEMOGRAPHIC INFORMATION* (Please circle Yes or No)

Is the child's principle residence a single parent household? Yes No

Is the child in foster care? Yes No Is the child experiencing homelessness Yes No

Child's Ethnicity* Please check

African American ___ Native American ___ Asian ___ Caucasian ___ Hispanic ___
Hawaiian/Pacific Islander ___ Other (please list) _____

***Please note these sections are optional, but assist ZIA Youth in identifying our client base, which provides vital information required for obtaining some grants, which allows us to open on a no fee basis.**



PARENT/GUARDIAN CONTRACT

I declare that I am the parent or legal guardian of: _____
and I have custody of this child.

Initial

_____ **Youth Pick Up:** Parents/Guardians agree that they will pick up their child
in a timely manner according to the posted closing hours.

_____ **Drop In Policy:** I understand youth over the age of 12 are free to come and
go as they please; staff/volunteers do not grant permission to leave, nor
do we insist that they stay. Arrival and departure is a matter strictly
between the parent/guardian and child. Once a child signs out for the
day, they cannot return that day unless they have permission.

_____ **Photo Release:** I hereby give my consent to ZIA Youth Center to use any
images that may be taken of my child while registered. These photos will
be used in communication tools such as the newsletter, annual report,
calendar, local newspaper, ZIA Youth website, social media and other
communication. Permission may be revoked by written request.

_____ **Release of Liability:** I hereby release and agree to hold harmless ZIA Youth
Center, its officers, agents, employees and volunteers from any liability of
injury, loss or damage to personal property associated with activities
participated in at the ZIA Youth Center. This release of liability includes
accident, injury, and loss or damages to the student, as well as, to other
individuals or property which may result from the student's participation
at ZIA Youth Center. I acknowledge that I will not seek to have ZIA Youth
held liable in the event that any accident, injury, loss of property or any
other circumstances or incident occurs at ZIA Youth Center.

Parent/Guardian Signature: _____ Date: _____



YOUTH CONTRACT

Use of ZIA Youth Center requires an agreement to follow the guidelines set forth in this contract.

1. This YOUR youth center. Please treat the building equipment and materials as if they are yours.
2. Be considerate of others in this space. If a conflict arises, ask for help resolving it peacefully.
3. Possession of alcohol, drugs, tobacco, e-cigarettes are not allowed on ZIA Youth Property.
4. Use your voice. If you see or hear something that you feel is inappropriate or dangerous, tell a staff member or volunteer, so that it can be assessed.

DISCIPLINE POLICY

ZIA Youth strives to keep an open discipline policy and decide on each situation separately based on the severity of the incident. We promote restorative justice at ZIA Youth Center. *Restorative justice is a way of repairing the harm done by including all parties involved and finding a way to make amends utilizing a mediator.

If you agree to all of these guidelines, please sign and date below.

Print Child's Name

Child's Signature

Date

**If you or your parent/guardian(s) would like more information on restorative justice, please contact any staff member or the director.*

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Consent for Field Trip Form: Chore and Local Business Program and Walking Trips

Child's Name _____
(First) (Last)

I give permission for my child to take a walking field trip in the Downtown Raton area to local businesses with the staff of ZIA Youth Center Inc. Field trips will be conducted on Friday afternoons at approximately 3:30pm to 4:30pm.

If my child(ren) has accrued three (3) checkmarks on the Chore Chart at ZIA Youth, they are allowed to take a field trip to a local downtown business and given \$5 to spend in that store. While there, the youth will be able to talk to the business owner while learning about running a small business and the value of spending our dollars locally.

This form also gives permission for occasional walking trips to local parks and playgrounds for supervised free play with a ZIA Youth staff member.

Signature of Parent/Guardian

Date

Phone number where parent guardian can be reached

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RELEASE FORM FOR MEDIA RECORDING



I, the undersigned, do hereby consent and agree that ZIA Youth Center, Inc., or its employees have the right to take photographs, videotape, or digital recordings of me and to use these in all media, now or hereafter known, and exclusively for promoting ZIA Youth. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to ZIA Youth Center, Inc., its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that ZIA Youth Center, Inc. is not responsible for any expense or liability incurred because of my participation in this recording, including medical expenses due to any sickness or injury incurred thus.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement or that my parent may sign for me under the age of 18.

Name

Address

Phone

Parent Representative for Participants under the age of 18

Date

Signature of Participant over 18 or parent of under 18

Date

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ZIA Youth Center, Inc.

TRANSPORTATION AUTHORIZATION

I/We, _____, hereby authorize
(Name of Parent/Legal Guardian)

Jeff McLean/Linda Headley/ZIA Youth Center Personnel to transport my minor child,

_____, as needed during or after ZIA Youth hours.
(Name of child)

I agree to waive my rights against any individual or individual associated with ZIA Youth Center, Inc. who might cause unintentional injury to my child and I do hereby agree to release ZIA Youth Center Inc. from any responsibility for any loss, damage, or injury to my child during times of transportation. I also acknowledge that I will be informed before any transportation of my child takes place.

Parent/Legal Guardian/Caregiver

Date

Parent/Legal Guardian/Caregiver

Date