
Intake Package

Youth Information

Last Name: _____ First Name: _____

Preferred Name: _____ Preferred Pronouns: _____

What is your gender (circle all that apply): Boy/man, Girl/woman, Cisgender, Intersex, Non-binary, Non-conforming, Transgender, Two-spirit (for Indigenous people), Questioning/exploring, Prefer not to answer, I don't know, I identify with another gender: _____

Address: _____ Postal Code: _____

Email: _____ Telephone: (____) _____ Text capable: Yes / No

Date of Birth: _____ Current Age: _____ Current Grade: _____

Name of School (if applicable): _____

How did you hear about Routes? _____

Allergies or medical issues staff should be aware of:

Additional information staff should be aware of:

Youth Signature: _____ Date: _____

Parent/Guardian Information (required for youth aged less than 16 years):

As parent/guardian of the youth named above, who is less than the age of 16, and in consideration of Routes Youth Centre programs, I, the undersigned, allow my child to participate in the programs of Routes Youth Centre (RYC). I acknowledge that RYC is a drop-in centre, that youth are free to come and go as they please, that program hours are subject to change and that programs may include physical activities. I understand that RYC provides movies, video game equipment and computers for the benefit of the youth, the use of which is focused on respect for others. I acknowledge that my youth will be asked to agree with various rules of behavior for the operation of the Centre.

Name: _____ Relation to Youth: _____

Email: _____ Telephone: (____) _____ Text capable: Yes / No

Parent/Guardian Signature: _____ Date: _____

Rules and Responsibilities

Welcome to Routes Youth Centre! We are a drop-in centre for youth ages 8 to 19 years old offering a variety of social, recreational, and life-skills programming. As such, we are not a formal child care setting. This means that the youth that attend drop-in are here because they wish to participate in our programs. In order for your youth to participate in Routes programming, we ask that you go over these rules and responsibilities with them and sign off on these together.

One of the core values of the Routes community is Respect: respecting others, respecting the space, and respecting yourself. Respecting others means using kind language with other youth and staff, using good table manners, only touching things that you have permission to touch, keeping our hands and body to ourselves, and giving space to others when asked. Respecting the space means being gentle to things in our space including technology, furniture, games, etc., cleaning up after yourself, and sharing Routes resources equally. Respecting yourself means using kind language about yourself, being honest, being safe with your body, and listening to safety instructions given by staff. These values are incredibly important to ensure Routes Youth Centre remains a safe space for everybody, and youth are responsible for upholding these values in order to participate in Routes programs.

There are a few responsibilities that youth can expect while at the centre. When entering and leaving Routes, youth are responsible for signing themselves in and out. Youth may help themselves to a serving of snack in the afternoon and dinner will be served by Routes staff at 5pm. During dinner, all Routes electronics must be powered off until dinner is finished and dishes are put away. It is not necessary to participate in dinner service, but any youth using Routes electronics should find something else to do. Youth are permitted to have a 30-minute turn on a computer, on the TV, and on the Nintendo Switch, totaling 1.5 hours. Once each of these turns has been exhausted, there will be no more access to these devices.

In order to keep our space safe for everyone, some rules are non-negotiable. Once Routes programming has concluded for the evening, youth must leave on time. This means either self-dismissing from the centre or parent/guardian picking up their child/youth. If youth are waiting for a ride, they may be asked to wait outside or at the community centre next door. Youth safety is our number one priority, and so youth may not engage in roughhousing of any kind including play fighting, pushing, throwing objects, and jumping on furniture. Making physical contact with someone out of anger or with the intent of causing harm is unacceptable and youth will be asked to leave immediately. Explicit language such as swearing, slurs, innuendos, and hate speech will not be tolerated and youth will be asked to leave immediately. Bullying - repeated targeting of physical or verbal harassment of anyone in the space or elsewhere - will not be tolerated. Youth are not expected to agree with every single decision that staff make, but they are expected to follow instructions and speak respectfully to staff.

Failing to adhere to these rules and responsibilities after being issued a reminder or warning will result in the youth having a one-on-one conversation with staff about how to continue to stay at Routes for the remainder of programming. If further reminders or conversations are needed, the youth will be asked to leave the space for the rest of the day. We understand that everyone has off days and we will welcome you back the next programming day. If youth are continually asked to leave, they may be asked to take a longer break from the space. Upon return, staff may need to meet with youth and parent/guardian to discuss how they can return to Routes successfully.

Please sign below to indicate your understanding of these rules and responsibilities and willingness to follow them in order to continue to make Routes Youth Centre a safe and comfortable environment for its participants and staff. A parent/guardian signature is required if the youth is under 16 years of age.

Youth Signature: _____ Date: _____

Parent/Guardian Signature (if under 16): _____ Date: _____

Emergency Contact Information

First Point of Contact

Name: _____ Relation to Youth: _____

Email: _____ Telephone: (____) _____ Text capable: Yes / No

Second Point of Contact

Name: _____ Relation to Youth: _____

Email: _____ Telephone: (____) _____ Text capable: Yes / No

Departure Plan and Consent

As a drop-in style youth centre, youth are free to come and go as they please. Youth arrive and depart from Routes in many different forms including but not limited to: self-transportation, carpooling with other youth, drop off by parent/guardian etc. It is important for us to know all of the ways you are comfortable with your youth leaving the centre on any given day. Please check all of the boxes that you provide consent for:

- Youth will be picked up by parent/guardian named above
- Youth can walk home by themselves
- Youth can walk home with a sibling or other youth from the centre
- Youth may be picked up by other adults (friends' parents, grandparents etc.) Please list all names of adults who may pick up your child/youth:

Consent to Obtain and Release Information

As a drop-in centre, Routes Youth Centre (RYC) maintains demographic, attendance and emergency contact information collected about youth participants. This enables RYC to analyze our programs. Some grouped information may be shared with our Board of Directors or funders, but RYC maintains the confidentiality of all personal information that may be collected and recorded about individual youth participants. For example, RYC may share that 50% of participants are 12 and under, but your child/youth's name will never be shared publicly. In the event of an emergency, it may be necessary for RYC staff to exchange information with school, medical or other health & social service professionals, in the best interest of you / your child.

Please indicate below that you have read the above statements and provide consent or decline to consent. If you have any concerns about how your youth's data will be used, please direct questions to our Director, and a further detailed explanation will be given. The consent provided herein is in effect until a request to withdraw the consent is received, or another Consent form is provided.

- I **do** give Routes permission to obtain and release my youth's information
- I **do not** give Routes permission to obtain and release my youth's information

Youth Signature: _____ Date: _____

Parent/Guardian Signature (if under 16): _____ Date: _____

Vehicle Passenger Permission and Consent

Routes Youth Centre offers youth the opportunity to engage in different activities such as (but not limited to) day trips, special events and volunteer activities. At times, paid employees or volunteers of Routes Youth Centre will offer transportation to and from these designated events. All staff and volunteers have liability insurance through Routes Youth Centre, as well as full G license and personal insurance of \$2 million liability coverage on their vehicles. On some occasions Routes may charter third party transportation, which may include buses, taxis or other rental vehicles; these special occasions will come with additional permissions forms.

The following is a permission and waiver form, identifying whether or not your child is allowed to accept this transportation. If you have any concerns, please direct questions to our Director and a further detailed explanation will be given as to what the day trips will entail. Should you choose not to sign this form, your child will not be permitted to take part in activities that involve motor vehicle transport.

As parent/guardian of the youth named above, who is less than the age of 16, and in consideration of Routes Youth Centre programs, I, the undersigned, allow my child to be transported by the paid employees or volunteers of Routes Youth Centre.

I (youth named above, if older than 16 years of age) or parent/guardian (of youth named above, if less than 16 years of age) agree to assume all risk of loss or injury to myself / my child, or damage to my property, while within the guardianship of Routes Youth Centre employees and volunteers and hereby release and waive any right of action I might acquire against Routes Youth Centre and its employees, volunteers or board members. By my signature, I acknowledge that I have read this release and have voluntarily accepted it.

- I **do** give Routes permission to transport my youth in a motor vehicle
 I **do not** give Routes permission to transport my youth in a motor vehicle

Youth Signature: _____ Date: _____

Parent/Guardian Signature (if under 16): _____ Date: _____

Photo and Video Permission

From time to time, it is our practice to take photos and/or video footage of the youth who participate in our programs. Videos may also comprise multiple youth talking about what Routes Youth Centre means to them. The photos and/or videos may be added to our website, social media, used in our fliers, and at future events for promotional purposes. Photos and videos will also be retained as part of our records to document the history of our programs. Routes Youth Centre and the Dundas Youth Chaplaincy will use photos and/or videos taken of Routes youth for these purposes only and will never include a youth's full name alongside photo or video.

Your signature(s), below, gives us permission to use your child's photos and/or video footage in these ways. If you have any concerns, please direct questions to our Director and a further detailed explanation will be given as to what use these photos and videos will contain.

I agree to waive any rights that I may have related to the use of such photos and/or videos. I agree that I will not bring or consent to others bringing a claim or action against Routes Youth Centre on the grounds that anything contained in the photos or videos, or the manner in which they are used, is defamatory, reflects adversely on me, or violates any other right whatsoever, including rights of privacy or publicity.

- I **do** give Routes permission to take photos and/or videos of my youth
 I **do not** give Routes permission to take photos and/or videos of my youth

Youth Signature: _____ Date: _____

Parent/Guardian Signature (if under 16): _____ Date: _____
