



LTBB WAANIIGAANZIJK YOUTH SERVICES AFTER-SCHOOL PROGRAM REGISTRATION FORM

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Monday through Thursday, 3:00PM-5:30PM

Tribal Youth Ages 6-18: LTBB Enrolled, LTBB Descendants or enrolled in other tribe

Fall 2023 Locations:

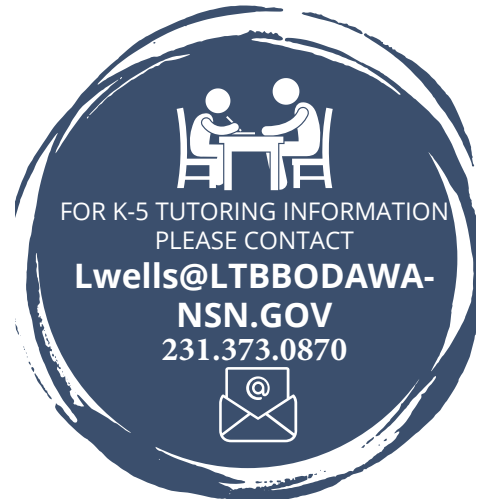
Monday & Tuesday @LTBB Government Center - Commons Area

Wednesday & Thursday @Petoskey Public Library - Upper-Level Meeting Room

Please select days ☒ your child will attend:

Please note the locations listed below-

- ☐ **Monday - LTBB Gov Center**
- ☐ **Tuesday - LTBB Gov Center**
- ☐ **Wednesday - Petoskey Library**
- ☐ **Thursday - Petoskey Library**



PLEASE COMPLETE/PRINT THE FOLLOWING ENROLLMENT INFORMATION:

Youth Full Name: _____

Physical Address: _____

Mailing Address (if different from physical address): _____

Youth DOB: _____ / _____ / _____ **Gender Pronouns** (not required, but helpful): _____

Youth Tribal Affiliation (LTBB enrolled, LTBB descendant, enrolled in other tribe) **Tribe and Enrollment #:** _____

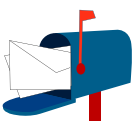
Parent/Guardian Name(s) (print): _____

Parent Email: _____

Texting Phone: _____ **Work Phone:** _____

☒ **Initial here** to give Youth Services permission to use youth photos and videos on LTBB Government website & program materials, Odawa Trails, program flyers, DOJ/OJJDP funding agency & tribal social media pages

☒ **Initial here** to verify that you have included a copy of your child's updated vaccination/booster record



Mail forms to:

LTBB Youth Services
7500 Odawa Circle
Harbor Springs, MI 49740

Email registration forms to:
kdominic@LTBBODAWA-NSN.GOV



Registration forms are processed in the order received.

Caretakers will receive an enrollment confirmation once enrollment is complete.

Waaniigaanzijik After-school Program generally follows local school calendars. Youth Services closes during LTBB Government Holidays, tribal government emergency closures, school holidays, & school snow days. After-school programming may be canceled at any time, with little or no notice. Cancellations may occur due to weather, staffing, illness, building maintenance, or other unforeseen circumstance.



LTBB WAANIIGAANZIJK YOUTH SERVICES AFTER-SCHOOL PROGRAM REGISTRATION FORM

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Youth parents/caretakers:

Your consent is required for your child to participate in the LTBB Waaniigaanzijik Youth Services Fall 2023 After-school Program. Please complete, sign, & return the lower half of this form to the LTBB Youth Director.

Activity Description: YS After-school Program

Locations: LTBB Government Center & Petoskey District Library

Program Dates: September 11th-December 21st (stay tuned for monthly closing updates)



The following health and safety protocols will be adhered to:

- Youth who fall ill or do not pass illness screening must go home with caretaker immediately
- **PLEASE KEEP CHILDREN AT HOME UNTIL SYMPTOM FREE & **FULLY** RECOVERED**
- Emergency mask mandates may be required when community risk level enters **yellow** or **orange** (medium to high risk levels)
- YS staff are not permitted to administer medications to youth
- REMINDER: DISCIPLINARY FORM MUST BE SIGNED & RETURNED TO PROCESS ENROLLMENT
- Healthy snacks provided (please send alternate snack if your child has special dietary needs)

PARENT PICK-UP/DROP-OFF INFO:

- Drop-off time is between **3:00-3:30PM**
- Pick-up time is between **5:00-5:30PM**
- Late drop-offs are not allowed
- Parents are responsible for transporting to LTBB Government Center location until further notice
- For Petoskey location bussing information, please contact Tina at 231.340.1910
- Chronic lateness at pick-ups will result in earlier pick-up time or program ineligibility
- Disrespectful behavior/language toward Youth staff will result in program ineligibility

My child, _____, is allowed to participate in the Waaniigaanzijik Youth Services After-school Program (and transportation services when available) for fall 2023.

In the case that we cannot get a hold of you (parent/caretaker), please list an **EMERGENCY contact that has your permission to pick up your child:**

Name: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Number: _____

Relationship to Child: _____

MEDICAL/HEALTH INFORMATION:

Please list medications, allergies, medical needs, learning challenges, behavioral conditions or known trauma triggers:



I give permission for emergency medical treatment upon injury: **Yes** **No** (check one)

Food or other allergies, please specify: _____

Family doctor/health clinic name & phone number: _____

By signing this form, I agree to all program protocols and policies set by LTBB Youth Services:

Relationship to Child: _____



Parent/Legal Guardian Signature

Date signed: _____/_____/2023 (FALL SEMESTER)



LTBB WAANIIGAANZIJK YOUTH SERVICES TRANSPORTATION REGISTRATION AND SCHOOL BUSSING INFORMATION

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PETOSKEY PUBLIC SCHOOLS YOUTH

- Youth can ride the Petoskey Schools shuttle bus **number 8** down to **Central School** to meet Youth Services staff, who will then transport Youth over to the Petoskey Public Library in a government vehicle.
- Parents must contact the *Petoskey Bus Garage* for questions and information related to bussing:
 - Petoskey Bus Garage Phone Number: **231-487-9666**
- Parents/Caretakers: You must inform your child's school office and teacher that your child plans to ride the **shuttle bus number 8** down to Central School.
- Parents, you are responsible for your child arriving at Central School for Youth Services transportation pick-up.
- Parents are responsible for their child if he/she/they misses the shuttle bus to Central School.
- Parents must provide an approved car seat if your child requires a car seat (please inquire if you need help finding one).

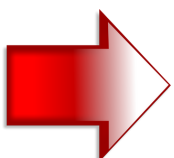
INITIAL HERE_____IF YOU GIVE PERMISSION FOR YOUTH SERVICES TO TRANSPORT YOUR CHILD TO THE PETOSKEY PUBLIC LIBRARY FROM THE CENTRAL SCHOOL SHUTTLE BUS STOP.

HARBOR SPRINGS PUBLIC SCHOOLS YOUTH

- Youth can take Harbor Springs Schools **bus route number 3** to the LTBB Government Center (arrival time ~4:00-4:15PM, final bus stop on route 3)
- For bussing questions please contact the Harbor Springs Schools Bus Garage at: **231-526-5601**
- Parents/Caretakers: You must inform your child's school office and teacher that your child plans to ride **bus route number 3** to the LTBB Government Center Bus Stop on Mondays and Tuesdays.
- Parents are responsible for their child arriving at the LTBB Government Center/Youth Services After-school Program.
- Parents: You are responsible for transportation to Youth Services After-school Program if your child misses the school bus to the LTBB Government Center.

PARENTS MUST TEXT OR CALL THE DAY OR MORNING OF WHEN YOUTH WILL NOT BE ATTENDING YOUTH SERVICES AFTER-SCHOOL PROGRAMMING.

INITIAL HERE_____IF YOUR YOUTH WILL BE TAKING THE HARBOR SPRINGS SCHOOLS BUS ROUTE NUMBER 3 TO THE LTBB GOVERNMENT CENTER BUS STOP (7500 ODAWA CIRCLE DR.)



.....DATE:...../...../fall 2023
Parent/Legal Guardian Signature



LTBB WAANIIGAANZIJK YOUTH SERVICES AFTER-SCHOOL DISCIPLINARY POLICY

DISCIPLINARY POLICY:

- **Zero Tolerance policy for:** bullying, threats, weapons, violence, language, or inappropriate behavior by student (or parent): *program enrollment will be terminated immediately and indefinitely*
- **First & Second Daily Warnings:**
 - Youth will be warned verbally if his/her/their behavior disrupts a teacher or group activity.
 - Upon 1st & 2nd warning, two Youth Services Staff will explain in a positive manner why the behavior is not allowed. Verbal warnings will be conducted in a respectful and explanatory way.
 - Warnings will be documented in staff binder.
- **Third Daily Warning:** Upon 3rd warning, Youth will be sent home for the day, and caretaker will receive a written incident report.
- Youth who receive 2 or more incident reports within a week will be suspended from After-school Program for one day. A Youth Agreements *packet will be sent home with youth to complete and return when he/she/they return* (Youth Agreements packet must be completed upon returning to YS After-School Program).
- **Youth who receive 3 incident reports within any time frame will have seasonal enrollment terminated.**
- YS programming reserves the right to warn, suspend, or dismiss children if:
 - a Youth requires an inordinate amount of attention from staff thereby causing inadequate levels of supervision for the remainder of the group,
 - Youth behavior poses a danger or threat to themselves, or
 - for any reason within the discretion of YS Staff & YS Director.

We do not anticipate any issues; however, we will strictly follow the abovementioned policies for the safety of all Youth and Staff.

**By signing below, I acknowledge that I have read, understand, and agree to
LTBB Youth Services Reminders and Disciplinary Policy:**

Parent/Caretaker Signature: _____ DATE: ____ / ____ / ____



To better support you as caretakers, please inform YS Staff if your child has
any medical / behavioral / learning conditions.
Contact Tina Dominic, Youth Services Director, at **231.340.1910**.

