



PARENT PERMISSION & AGREEMENT FORM

Student information

Student Name _____

(Nickname)

Address _____ City/Zip _____

School _____ Grade _____ DOB _____

(mm/dd/yyyy)

Email _____

Allergies _____

Emergency Contact Information

Home Phone _____ Email: _____

Mother _____ Phone: _____

Father _____ Phone: _____

Other _____ Phone: _____

The Gate is requesting permission to take pictures during our after-school programing. Pictures may be used to promote Gate programs, its fiscal agent, and activities.

PLEASE CHECK ONE OF THE FOLLOWING:

____ I DO give consent for The Gate to use my student's picture to promote program activities.

____ I DO **NOT** provide permission for The Gate to use photos of my student to promote program activities.

PARENT INFORMATION

RULES & REGULATIONS OVERVIEW

1. Students must sign **in** and **out** at the sign in table
2. No loitering around the outside of The Gate
3. No smoking, drugs or alcohol at or around The Gate
4. No fighting, bullying or roughhousing
5. No swearing, foul language or obscenities
6. No electronic devices during programing
7. No food or drink outside of the snack area
8. No touching
9. Dress appropriately
10. Students must participate in group time
11. Students are responsible for their own property
12. Students are to follow social distancing and mask requirements outlined by the CDC

OUR FOCUS

The Gate is a safe, fun environment where students are welcomed after school by caring adults. Students are given play time, study time, and time to discuss challenges they face. We believe all students need support in a stable environment, while receiving encouragement from positive and mature adult figures in order to navigate the pressures of adolescence.

The Gate is staffed with screened, responsible, leaders who are willing and able to help and support students in the community. Our large group is supported by a Biblical worldview, while allowing students to discuss real-life issues openly and honestly.

OUR SCHEDULE

The Gate is open every Tuesday & Thursday while Hamilton Middle School (HMS) is in session. The Gate will be running different hours during summer break. If HMS is closed due to weather or scheduled closings (Spring Break, Christmas Break, etc.) The Gate will also be closed for the day. The Gate after-school program starts at 3pm and ends at 5:00pm.

Upon arriving at The Gate, students will be given a snack. There will be recreational/free time for students, as well as time for large group games, and a group discussion at the end. Students will be responsible to cross the street to get to The Gate after school. Parents/guardians are expected to pick up their sons/daughters at 5:00pm from The Gate. It is advised to notify The Gate director if a student is being picked up by someone other than their parent or guardian or if a student is to walk home. Parents may sign an additional form to give students permission to walk home from programing, contact the program coordinator for information.

The Gate intends to protect not only the kids who attend, but also the adults and volunteers who are involved in any capacity. For this reason, NO leader will drive students home or any other place.

ATTENDANCE PROCEDURES

1. All students of middle school age (5th-8th grade) may join the activities of The Gate.
2. Each student is required to fill out a permission form and bring it COMPLETED prior to attending The Gate. A student will not be allowed to attend The Gate until they have a completed and signed permission form. This is to ensure safety of each teen as well as good communication between The Gate and parents/guardians of students who attend.
3. All students and parents are asked to review the Rules and Regulations of The Gate on Student Permission Form. If a student disobeys these rules, their parents will be called and consequences will be enforced in order to ensure that The Gate remains a safe, and healthy environment.
4. If a student is ill or has symptoms of illness, please do not allow them to attend The Gate.
5. If Hamilton Schools are closed for the day, The Gate after-school program will also be closed. If the Hamilton after-school programs/events are canceled, The Gate after-school program will also be canceled.

OUR RULES & REGULATIONS

1. Everyone must sign **in** and **out** at the sign in table
 - a. With the structure of a drop-in center, students are encouraged, but not required, to stay for the entirety of the after-school program and may leave whenever they choose after signing out. Sign out is required for students leaving early and all students will sign out at 5pm each day.
 - i. In order to ensure a safe environment students are not allowed to come back to the gate after signing out. The Gate program ends at 5:00, upon which time students must have their own ride home. It is advised to notify the Gate director if a student is being picked up by someone other than their parent or guardian or if a student is to walk home. This policy ensures the integrity of the Gate Youth Center and keeps us aware of who is at The Gate, in order to maintain safety for all students and volunteers who attend.
2. No Loitering around the outside of The Gate
 - a. This policy is in place to maintain good relations with our neighbors and area businesses.
3. No smoking, drugs or alcohol at or around The Gate
 - a. If a student is caught smoking, possessing alcohol or drugs on the property, the police will be called and a report filed. The student will be prohibited from attending The Gate for a period of time.

4. No fighting, bullying or roughhousing
 - a. If a student is involved in a fight, they will need to speak with The Gate director or leader. An incident report will be filed and parents will be called. The student will be asked to leave The Gate Youth Center for the day and may be prohibited from attending The Gate for a period of time. Absolutely no violence is tolerated.
 - b. **Safety is The Gate's main concern! Therefore, in the instance of a student or staff member being in immediate danger or in harm's way (to themselves or others), appropriate means necessary will be taken in order to prevent further harm from taking place.
5. No swearing, foul language or obscenities
 - a. Inappropriate language will NOT be tolerated. If a student breaks this rule, they will be given a warning before parents are called and the student is asked to leave for the day. This is to ensure the enjoyment and safety for all those attending The Gate.
6. Electronic Devices
 - a. The Gate promotes relationship building, all devices must be left in their backpack or checked in as they arrive. If a student is seen using any of these devices after check in time, they will be taken from the student and returned at the end of the day. If a student has to use their phone for an important call/text (i.e. from a parent or guardian) they must make arrangements and a volunteer must be present.
7. No food or drink outside of the cafe area
8. No touching
 - a. If any touching, even consensual, such as: kissing, holding hands, or the like; encountered at The Gate, students will have a discussion with the director or other staff/volunteer and be given a warning. If the behavior continues parents will be notified and the student will be asked to leave for the day (or next scheduled day The Gate is open).
9. Dress appropriately
 - a. The dress code upholds the Hamilton Community Schools' code.
 - b. If a student does not adhere to the dress code, they will be asked to change the clothing item in question. If they are unable or unwilling, parents will be called and they will be given a warning or asked to leave for the day.
 - c. Dress code:
 - i. No short skirts or short shorts, halter tops or spaghetti strap tank tops. If tank tops are worn, the straps must be at least two fingers wide and cover undergarments.
 - ii. No shirt showing navel or cleavage.
 - iii. No see-through clothing.

- iv. No hats, bandanas, or sunglasses may be worn in the building. Coats may be permitted depending on the current weather situation.
- v. No clothing or accessories that imply obscenity, violence, drugs, alcohol, sexual innuendo or gang related wear/colors, etc.

10. Group Time

- a. Students are not required to be a part of the large group discussion, but encouraged by staff and volunteers. We want to encourage real conversations and healthy relationship building; we highly encourage students to participate in the time provided for discussion.

11. Students are responsible for taking care of their own property.

- a. A locked/supervised room will be provided for students' coats, backpacks and other belongings. These **MUST** be checked in upon arrival. The Gate will not be responsible for any personal property if it is not checked in.

12. Students are to follow social distancing and masking requirements outlined by the CDC and Michigan Department of Health and Human Services.

PERMISSION FOR STUDENT TO ATTEND THE GATE YOUTH CENTER

With a signature below, you are signifying that you have read and agreed to The Gate policies and regulations. You are also granting permission for your student to walk across the street from the Middle School to The Gate Youth Center only (parents are expected to pick their kids up from The Gate at **5:00pm**).

Parent or Guardian Signature_____ Date_____

Additional Notes from Parent or Guardian
