



# Child and Youth Services Youth Program Registration & Sponsor Consent

Middle and High School Teens: It's so easy to enjoy CYS activities now! Just fill out this form (don't forget the back side), get your parent to sign it and then return it (scan, fax, email or deliver) to your local Youth Program (YP) or Parent Central Services. CYS staff will verify your registration telephonically with your parent or guardian within 5 working days of receipt of form. Here's a look at some opportunities CYS offers: dances, trips, classes, volunteer opportunities, homework assistance, up-to-date technology and internet access, place to meet friends, summer camps and more!

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10, United States Code, Section 3012, DoDI 6060.02, DoDI 6060.4, AR 608-10, and AR 215-1.

**PRINCIPAL PURPOSE(S):** To provide child and family program eligibility, background information and sponsor consent for access to emergency medical care.

**ROUTINE USES:** Information is furnished to the attending physician when it is necessary for an individual to be taken to a medical facility by someone other than the parent.

**DISCLOSURE** of requested information is voluntary, however, if information is not provided, individual(s) may not be allowed to participate in the CYS Program.

**DECLARATION OF NONDISCRIMINATION**

Services will be made available to all youth in attendance, without regard to race, religion, national origin, ancestry, or sex, within the limits of AR 608-10.

*Please complete the below information. Parent will be contacted within five (5) days by a CYS staff member to verify information.*

**YOUTH:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Gender \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

**SPONSOR:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Rank \_\_\_\_\_

Status \_\_\_\_\_ Specify if Other \_\_\_\_\_ Branch \_\_\_\_\_

Unit/Employer \_\_\_\_\_ Unit/Employer Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Installation \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

On Post? \_\_\_\_\_ Sponsor Primary Email Address \_\_\_\_\_ Alternate \_\_\_\_\_

**SPOUSE:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Rank \_\_\_\_\_

Status \_\_\_\_\_ Specify if Other \_\_\_\_\_ Branch \_\_\_\_\_

Unit/Employer \_\_\_\_\_ Unit/Employer Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Spouse Primary Email Address \_\_\_\_\_ Alternate \_\_\_\_\_

**EMERGENCY/RELEASE CONTACTS** (Local adults, not parents, authorized to respond in an emergency or locate parent):

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Is this person authorized to pick-up youth? \_\_\_\_\_

2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Is this person authorized to pick-up youth? \_\_\_\_\_

**SPONSOR CONSENT** I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, give consent for an authorized CYS representative to obtain medical/dental care for my youth in an emergency situation where his/her condition represents a serious or imminent threat to his/her life, health, or wellbeing. I understand that a conscientious effort will be made to notify me prior to such action and the expense, if any, will be paid by me. Treatment at an Army medical facility may be provided without additional consent under the provision of AR 40-3.

1. Does your youth have any special needs (asthma, allergies, ADHD, physical disabilities, dietary restrictions, rescue medications, etc.)?  YES  NO (If yes, CYS will send you a Health Screening Tool to be completed and returned within 5 days.)
2. Can the use of photographs and/or video of your youth to include text, analog and digital media and artwork created by your youth be released to Media and/or used in CYS marketing materials?  YES  NO
3. Can your youth be transported in a government or commercial vehicle?  YES  NO
4. Does your youth have permission to access CYS network, the internet or social networking sites?  YES  NO
5. Have you received a copy of and signed the CYS Acceptable Use Policy and Parental Acknowledgement?  YES  NO  
Date signed CYS Acceptable Use Policy was returned to Youth Services or Parent Central Services \_\_\_\_\_

I have reviewed the information on this form and to the best of my knowledge, the information is accurate.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF TELEPHONIC VERIFICATION** Name of verifying staff \_\_\_\_\_ Date \_\_\_\_\_

Name of verifying parent \_\_\_\_\_ Time \_\_\_\_\_ Special needs?  YES  NO

If yes to Special Needs, date Health Screening sent to parent \_\_\_\_\_ Date returned \_\_\_\_\_ Remarks \_\_\_\_\_

Date pass issued in CYMS \_\_\_\_\_ Staff Signature \_\_\_\_\_

Name and initials of verifying staff Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_

**ANNUAL RE-REGISTRATION**

*If yes, explain:*

Year 2 Date \_\_\_\_\_ Health Changes  YES  NO \_\_\_\_\_ Parent Signature \_\_\_\_\_

Year 3 Date \_\_\_\_\_ Health Changes  YES  NO \_\_\_\_\_ Parent Signature \_\_\_\_\_

Year 4 Date \_\_\_\_\_ Health Changes  YES  NO \_\_\_\_\_ Parent Signature \_\_\_\_\_

We look forward to seeing you in our programs and encourage parents to drop by anytime to see the great things happening in our Youth Programs. If you would like more information, please call one of the numbers listed below:

Youth Program Information:

Parent Central Services Information:

Additional Information:

Youth Program Phone Numbers: 0611143-531-3423 or 531-3423

Parent Central Services Numbers: 0611143-531-3440 or 531-3440

1. Youth may attend the regular Youth Programs (no field trips or special events until registration is finalized) as a guest member immediately upon receipt of complete form.
2. CYS staff will validate registration form. If validation is not completed within 5 working days, immediately contact the Program Manager or Outreach Services Director. Youth guest membership will be cancelled if the parent is not available to verify information.
3. Once registration is validated (and, if required, Health Screening Tool is completed and returned), annual pass will be issued to youth.
4. Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate.
5. To enroll in a team or individual sports program, a sports physical is required in addition to this registration. Sports fees may also apply.



## Child and Youth Services (CYS) Patron Acceptable Use Policy (AUP)

1. Child Youth Services (CYS) provides filtered internet access via a Commercial Enterprise Network (CEN). Registered Children and Youth are allowed to utilize the CEN after completion of the following requirements:

- a. Signed Parent/Guardian Acceptable Use Policy Letter
- b. Appropriate level Technology Awareness Training

2. I understand that access to the CYS CEN is a privilege and may be revoked at any time due to inappropriate conduct. I understand my use of the CEN is subject to monitoring and I must comply with all provisions of this policy and rules governing use of the CEN.

3. Acceptable Use Policy (AUP) and privileges for Internet use are as follows:

a) I will respect CYS property and will not maliciously cause harm or vandalize any equipment issued to me or the CEN by:

1. Deliberately disrupting network use by others. I will not send "chain letters or "broadcast" message to individuals or list of individuals.
2. Attempt to gain unauthorized access to other computer/network systems.
3. Attempt to harm or destroy data of another user, the internet or any other network. This includes creating or knowingly transmitting computer viruses or hacking other computers/networks.
4. Attempt to disable any IT security system or auditing system.

b) Passwords issued to me must be kept confidential and not shared with anyone.

c) I will not introduce executable codes (such as, but not limited to, -exe, -com, vbs, or bat files) nor download programs, Applications (Apps) or music onto any CYS-owned device without authorization.

d) I understand that CYS has a zero tolerance policy on cyberbullying. Cyberbullying is considered harassment and will result in the strongest possible consequences. Cyberbullying is the use of any device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff, children, and youth will not use the CYS CEN to cyber-bully anyone. Cyberbullying may include but is not limited to:

- 1) Spreading information or pictures to embarrass others.





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- 2) Heated unequal arguments that includes rude, insulting, or vulgar remarks.
- 3) Isolating an individual from his or her peer group.
- 4) Using someone else's screen name and pretending to be that person.
- 5) Forwarding information or pictures meant to be private.

e) I will be polite in all electronic communication. I will be courteous and use respectful language and/or images while communicating with others. I will not swear, use vulgarities, or use harsh, abusive, sexual or disrespectful language or images.

4. I will follow policy relating to prohibited use of the CYS CEN. Examples of prohibited uses of the CYS CEN include:

- a. Creating, accessing, downloading, viewing, storing, copying, sending or knowingly receiving material that is illegal or offensive to others, such as hate speech, or any material that ridicules others based on race, creed, religion, color, sex, disability, national origin or sexual orientation.
- b. Accessing or transmitting any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, and illegal material.

5. Use of CYS-provided devices:

1. I understand that any device that I sign out is MY responsibility until returned and should be returned in the same condition as time of check out.
2. I will protect devices from food or beverage spills or from any other damages.
3. I will not share files or add software/apps unless approved by staff.
4. If I come across an inappropriate website, I will notify staff immediately.

6. Violations to any of these policies will result in, but not be limited to: verbal and written warnings, notification of parents, or loss of privileges.

The following actions will be followed after a Child or Youth is found to be in violation of this AUP:

- a. **First Infraction:** An initial infraction will result in a verbal warning, consisting of conversation with the youth, reminding him/her of the CYS AUP and the privilege in using devices/internet access. Parent(s) of youth will receive a notice advising of the infraction and the conversation that was conducted with the child.
- b. **Second Infraction:** Internet access will be revoked and the youth will be unable to use or bring their own device for a period of seven (7) days.
- c. **Continued Infractions:** Ongoing violations of the aforementioned policies will result in an extended loss of privileges for a minimum of ninety (90) days; after that time, CYS management will determine whether privileges will be restored.



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### 7. Consent to the Following Conditions:

- a. During certain instances CYC Personnel may need to inspect and review data stored on an information system used by CYC patrons.
- b. Communication traffic and data stored on an information systems is not private, and can be subject to routine monitoring, interception and may be disclosed or used for CYC purposes.
- c. This information system includes security measures (e.g. access controls) to protect CYC interest and CYC patrons.
- d. The user consents to interception/capture and seizure of ALL communications and data to support information gathering for investigating accidents, incidents and misconduct.

### 8. Use of the CEN does not provide any expectation of privacy.

- a. The CEN is not required to implement security controls for the express purpose of protecting Personally Identifiable Information (PII).
- b. CEN users are responsible for all information they transmit via the CEN to include but not limited to the use of internet sites, email traffic, submission of electronic documents and any other electronic communication inputs.
- c. CEN users are responsible for protecting their private information and should not transmit any PII without knowing who will view/use the information and how the information will be used.
- d. CYC is not responsible for any PII released by patrons while using the CEN.



Child and Youth Services (CYS)  
Patron Acceptable Use Policy (AUP)

**Youth Name:**

\_\_\_\_\_ @usarmycys.com  
First Name                      Middle Initial                      Last Name

**Parent/Guardian:**

As the Parent and/or Guardian of (youth name) \_\_\_\_\_, I have read the Acceptable Use Policy. I understand enrolling my child in the CYC program will allow them to have access to the Internet. I understand that CYC has taken all reasonable precautions to ensure

safe access to the Internet. A firewall is used to limit access to questionable material. I also recognize, however, that it is impossible for CYC to restrict access to all controversial materials, and I will not hold CYC responsible for materials acquired on the network. I understand that this permission form does not eliminate the requirement of technology awareness training. Parents and/or Guardians are responsible for the actions of their children and youth.

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subject: Parent Acknowledgement and Consent Letter for Child and Youth Behavioral Military and Family Life Counseling Services

Dear Parents,

We take this opportunity to inform you of a valuable resource provided by the Department of Defense. Due to the unique challenges military members face and the impact they have on families, the Office of Military Community and Family Policy provides Child and Youth Behavioral Military Family Life Counselors (CYB-MFLCs). CYB-MFLCs have advanced degrees (masters or doctoral-level) in the mental health field and specialized training in child and youth development. They support the needs of children and families by partnering with parents, faculty, counselors and staff to foster healthy growth and social skill development. The well-being and safety of your child is our top priority. To ensure a comprehensive continuum of care for your child, CYB-MFLCS may work in collaboration with school or program professionals.

CYB-MFLCs address challenging behaviors and strengthen the capacity of staff, families, programs and systems to meet the needs of military children and youth by:

- Observing, participating and engaging in classroom activities
- Developing strategies for supporting positive behavior, age-appropriate behavioral interventions to enhance coping and behavioral skills in the classrooms and at home
- Meeting one-on-one or in groups, providing evidence-based prevention and intervention services
- Implementing and modeling strategies for teacher and staff responses to children's behavior
- Conducting trainings for staff
- Facilitating groups to increase parents' understanding of social emotional development and positive behavior guidance strategies
- Linking families with community resources or military family programs
- Working with military children in settings such as field trips and other center, camp, or school sponsored activities.
- Conducting individual sessions to address the unique challenges of school-aged military children and youth

At no time will the CYB-MFLC meet individually with a child without being in line of sight of a teacher, staff, or a parent/guardian. CYB-MFLCs are mandated reporters and information provided to the CYB-MFLC will be kept confidential, except to meet legal obligations or to prevent harm to self or others. Legal obligations include requirements of law and DoD or military regulations. Harm to self or others includes suicidal thought or intent, a desire to harm oneself, domestic violence, child abuse or neglect, violence against any person, and any present or future illegal activity. The CYB-MFLC is obligated to follow school and military child and youth programs' regulations for reporting safety concerns including problematic sexual behaviors in children and youth.

CYB-MFLCs encourage the participation of parents in decisions that affect their children and strive to empower parents with the knowledge and skills to act in their children's best interest.



CYB-MFLCs are flexible and can schedule appointments, meetings and activities after hours and on weekends, if needed, with advance notice. They are available to meet with individuals and families who have interest in seeking consultation about their child or family.

Thank you for allowing us to provide support services to your child/children.

**Acknowledgement of Understanding:**

I understand the role of the CYB-MFLC and that they may work in collaboration with school or program professionals to ensure a comprehensive continuum of services. I also understand that the CYB-MFLCs are mandated reporters as outlined above.

Please select applicable boxes below:

I understand the above CYB-MFLC program description and authorize my child to participate in CYB-MFLC direct face-to-face non-medical counseling sessions. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

I understand the above CYB-MFLC program description and authorize my child to participate and be supported *as a part of a formal group focused on different topic areas*. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

Print Name of Child: \_\_\_\_\_

Print Name of Parent or Guardian: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_