



TOWN OF CORTLANDT  
DEPARTMENT OF RECREATION AND CONSERVATION



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December 11, 2017

Dear Parents,

Enclosed please find the information regarding the 5<sup>th</sup> Grade Fun Club which is an afterschool program offered by the Town of Cortlandt. The 5<sup>th</sup> Grade Fun Club introduces fifth graders to the Town's Youth & Recreation Center, located at 3 Memorial Drive, Croton, next to the Cortlandt Train Station. Students are bussed from school to the Youth Center each week.

This year the 5<sup>th</sup> Grade Fun Club runs **February 6<sup>th</sup> – May 3<sup>rd</sup>, from after school to 5:00 p.m.** The program is offered once a week to each of the elementary schools:

- Tuesdays: Furnace Woods
- Wednesday: Frank G. Lindsey
- Thursdays: Buchanan Verplanck

During Fun Club the youth are able to recreate in the building using the variety of game tables, create projects in the arts and crafts room, play board games, use the video game room, hang out and watch television in the living room, climb the rock wall and utilize the meeting room for homework help and life-skill lessons. In nice weather the youth are encouraged to go outside and recreate on the basketball court and playing fields.

**Pre-registration is required.** Please complete all of the paperwork attached in this packet. All paperwork should be returned to your child's school by **Wednesday, January 17<sup>th</sup> in order for your child to be bused on the first day of Fun Club. If you submit your child's registration packet after this date, they will not be permitted to ride the bus on the first day. Each day of participation your child must bring a note to class to confirm his/her attendance.**

If a participant becomes disruptive for any length of time they will be asked to leave. All parents/guardians must be readily available during program hours for prompt pick-up. **Pick-up is promptly at 5:00 p.m.** If you are unable to pick-up your child by 5:00 p.m. please make other arrangements. If an adult other than the people you list on the registration form is picking-up your child, please send your child to Fun Club with a note.

If you have any additional questions please do not hesitate to contact me at 914-736-0498 or at [katherines@townofcortlandt.com](mailto:katherines@townofcortlandt.com). I look forward to meeting you and your child!

Sincerely,

*Katherine Sclafani*

Youth Center Director



# 5th Grade Fun Club



Cortlandt Youth & Recreation Center  
3 Memorial Drive, Croton



- The 5<sup>th</sup> Grade Fun Club runs February 6 – May 3, 2018
- Time: After school – 5:00 p.m.
- Participants will be bused from their school to the Youth Center.
  - Tuesdays: Furnace Woods
  - Wednesday: Frank G. Lindsey
  - Thursdays: Buchanan Verplanck
- Registration packets should be returned to your child’s school by Wednesday, January 17<sup>th</sup>.
- Each day of participation your child must bring a note to class to confirm his/her attendance.
- Children are encouraged to bring a snack or money (quarters, singles or five dollar bills only) for the vending machines. **The staff does NOT have change.**
- The YC is **NOT RESPONSIBLE** for any personal belongings brought to or left at the center during the program.
- If a participant becomes disruptive for any length of time they will be asked to leave.
- All parents/guardians must be readily available during program hours for prompt pick-up.
- Friday, May 4 is the Welcome Aboard Luau from 6:00 p.m. – 9:30 p.m. for more information go to [www.townofcortlandt.com/yc](http://www.townofcortlandt.com/yc).
- After the Luau, youth will be able to participate in the YC’s regularly scheduled programming.

For more information please contact Katherine at 914-736-0498 or [katherines@townofcortlandt.com](mailto:katherines@townofcortlandt.com).

**5<sup>th</sup> Grade Fun Club Permission Slip: Cortlandt Youth & Recreation Center**  
(Must be completed for each participant and submitted by Wednesday, January 17, 2018.)

I give permission for my son/daughter \_\_\_\_\_, to take the bus from \_\_\_\_\_ Elementary School to the Youth & Recreation Center for the 5<sup>th</sup> Grade Fun Club. **I UNDERSTAND I MUST PROVIDE TRANSPORTATION FOR PICK-UP AT 5:00 P.M.** Please see attached Youth Center Registration Packet.



_____	_____	
Parent/Guardian Signature	Date	
_____	_____	_____
Parent/Guardian Printed Name	Cell Phone	Home Phone
_____	_____	_____
Emergency Contact Name	Cell Phone	Home Phone

(Emergency Contact must be able to pick-up your child if you are running more than 10 minutes late).

**Town of Cortlandt Youth & Recreation Center  
5<sup>th</sup> Grade Fun Club Registration Form 2018**

Please complete the information below in its entirety. One per child please.

Youth Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_  
(Street) (Town) (ST/Zip Code)

Parent Email address: \_\_\_\_\_

Allergies (Food, Insect, Medication, etc.): \_\_\_\_\_

Medications: \_\_\_\_\_

Other Important Information (Asthma), etc.: \_\_\_\_\_

Mother/Guardian's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
*(Different than guardian's listed above)*

Relationship to Youth: \_\_\_\_\_

Below is a list of adults other than myself (parents/guardians) and the emergency contact listed above, who are always permitted to pick-up my child. I understand if an adult is not listed below, in order for my child to be allowed to go home with him/her I must send a note or call the Youth Center at 914-736-0498.

Name	Relationship	Cell Phone
1. _____		
2. _____		
3. _____		

I authorize the use of the information on this form to be used by the Youth Center staff.

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

\_\_\_\_\_  
Date

## TOWN OF CORTLANDT YOUTH & RECREATION CENTER CODE OF CONDUCT CONTRACT 2018

To ensure the Town of Cortlandt Youth & Recreation Center Programs are a positive and enjoyable experience for all participants, it is necessary to establish and enforce standards of behavior. When a participant or their guest enters the facility, he/she must accept the following responsibilities:

I will be respectful and courteous towards the staff, volunteers and other participants as well as to the building, supplies and equipment.

I will conduct myself in an appropriate manner at all times. I understand and accept there are consequences for inappropriate behaviors.

I will follow all directives from the Youth Center staff and volunteers.

I will dress appropriately at all times. I understand if my clothing is inappropriate I will be asked to call a parent/guardian and have them bring me a change of clothes in order to remain at the Youth Center. (See Youth Center Dress Code, Separate Sheet)

I will refrain from the use of any racial slurs, vulgar or abusive languages and name calling as such language is not tolerated. I understand I will be required to leave the premises and I will be suspended from the Youth Center I should use such language.

I will keep my hands to myself at all times as horse playing, punching, kicking, poking, hitting, etc. are all forms of inappropriate behavior. I understand I will be required to leave the premises and I will be suspended from the Youth Center if I should demonstrate these behaviors.

I understand when inside the building safety comes first. I will not yell, run, play ball or throw any objects.

I will clean-up after myself, including but not limited to, putting all supplies and equipment I used back where they belong, throw out my trash, wash the counter-tops and shut-off all electronics.

I understand the use of cameras and videotaping is prohibited on the Youth Center's premises.

I understand demonstrating any personal displays of affection isn't acceptable.

I understand all television shows and movies I watch, as well as all video games I play may not be above a rating of PG-13.

I understand roller blades and skateboards are not allowed on the Youth Center's premises.

I understand I may host one guest to the Youth Center and I am responsible for his/her actions and will inform the staff of the guest.

I understand my parent(s)/guardian(s) and I will be held financially responsible for damages I or my guest cause or contribute to with respect to the property of the Youth Center.

**TOWN OF CORTLANDT YOUTH & RECREATION CENTER  
CODE OF CONDUCT CONTRACT (Continued)**

I understand my bags may be searched by Youth Center staff for the purpose of safety for all staff and participants. I am responsible for all items I bring or agree to hold on to for my friends while at the Youth Center.

I understand the Youth Center is not responsible for any lost or stolen items and I should not bring any item of monetary or personal value with me. All my belongings should be kept in the cubbies located in the front vestibule as the Youth Center.

I will not use alcohol, tobacco, or other drugs at anytime nor will I carry such substances. I understand if I am suspected of being under the influence of alcohol, drugs or other stimulants, I will not be permitted on the Youth Center property and will be suspended. My parent(s)/guardian(s) and/or State Police will be notified immediately.

I will not bring weapons or instruments that will cause harm to others. I understand if I am found with such objects I will not be permitted on the Youth Program property and will be suspended. My parent(s)/guardian(s) and/or State Police will be notified immediately.

I understand once I sign-in to the Youth Center I must remain on the premise until a parent/guardian or another adult, approved by my parent(s)/guardian(s) comes to pick me up.  
I may not walk home, leave to get food, etc. during my visit to the Youth Center.

I understand my use of the Youth Center is a privilege and should I misbehave, mistreat or take advantage of this privilege it can and will be revoked.

**Participation may be restricted or suspended for the violation of the Code of Conduct, policy or rules.** The length of the discipline will be determined by:

1. The seriousness of the offense.
2. The frequency of violations.
3. The attitude of the participant towards the rules and staff as determined by the Youth Center staff.

**The decision of the Town Supervisor will be final.**

The staff will document all violations and notify the parent(s)/guardian(s) if a participant is suspended.

Receipt of a copy acknowledged:

_____ Participant Name (Printed)	_____ Participant Signature	_____ Date
_____ Parent/Guardian Name (Printed)	_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Name (Printed)	_____ Parent/Guardian Signature	_____ Date

# Rock Wall Waiver

THE TOWN OF CORTLANDT  
YOUTH & RECREATION CENTER  
3 MEMORIAL DRIVE, CROTON-ON-HUDSON  
914-736-0498

I hereby acknowledge and accept and agree that the sport of rock climbing and the use of the Climbing Wall involve inherent risks. I received full information regarding the Climbing Wall and The Town of Cortlandt Youth and Recreation Center and had the opportunity to ask any questions that I wished. I have examined the Climbing Wall and have full knowledge of the nature and extent of all the risks associated with rock climbing and the use of the Climbing Wall, including, but not limited to:

- a. All manner of injury resulting from my falling off or from the Climbing Wall and hitting the floor, wall faces, people or rope projections, whether permanently or temporarily in place;
- b. Rope abrasion, entanglement and other injuries resulting from activities on or near the Climbing Wall, including, but not limited to, climbing, belaying, rappelling, lowering on ropes, rescue systems, and any other rope techniques;
- c. Injuries resulting from the actions or omissions of others including, but not limited to, falling climbers or dropped items, such as, but not limited to, ropes, climbing hardware, wall parts or personal effects;
- d. Cuts and abrasions resulting from skin contact with the Climbing Wall or any other surface;
- e. Failure or misuse of ropes, slings, harnesses, climbing holds, anchor points, or any part of the Climbing Wall;
- f. Failure to follow The Town of Cortlandt's employee's instructions or failure to ask for information or assistance.

I further acknowledge that the above list is not inclusive of all possible risks associated with the use of the Climbing Wall and I agree that such list in no way limits the extent or reach of this Assumption of Risk, Release and Indemnification. If I see or hear anything that I feel is questionable or dangerous, it is my responsibility to ask or inform The Town of Cortlandt employees until corrected or satisfactorily answered.

I also agree to release and discharge The Town of Cortlandt and all of its employees, or other entities that might have any liability to me (the "Released Parties"), from and against any and all damages, actions, claims and liabilities, whether known or unknown, anticipated or unanticipated, suspected or unsuspected, relating to or arising from any activity, occurrence, or event involving the Facility or The Town of Cortlandt. This Release is intended to release and discharge the Released Parties from all damages, actions, claims and liabilities of any nature, specifically including, but not limited to, damages, actions, claims and liabilities arising from or related to the negligence of the Released Parties. I further agree to indemnify, hold harmless, and defend The Town of Cortlandt from and against any loss, damage, liability and expense, including costs and attorneys' fees, incurred by The Town of Cortlandt as a result of my using the Facility or participating in any activity sponsored by or involving The Town of Cortlandt.

The laws of the State of New York shall govern the rights and obligations of the parties to this Release and the interpretation, construction, and enforceability thereof. I agree that any lawsuit brought against any Released Parties shall be brought solely in the New York State Supreme Court.

Town of Cortlandt - Rock Wall Waiver (Continued)

**I HEREBY VOLUNTARILY WAIVE ANY RIGHT I MAY HAVE TO A TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR LITIGATION INVOLVING ANY RELEASED PARTY.**

THIS RELEASE IS A BINDING LEGAL CONTRACT. PLEASE READ IT CAREFULLY BEFORE SIGNING.

*\*Please print all of the required information legibly\**

Today's Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class of: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

**TO BE SIGNED IF PARTICIPANT IS A MINOR**

I represent that I am the parent or legal guardian of the above named individual and hereby consent to the individual using the Facility and participating in other activities sponsored by The Town of Cortlandt. In consideration for The Towns allowing the above named individual to use the Facility and participate in the other activities, I agree, personally and on behalf of the individual, to be bound by the terms and conditions of this Release. I further agree to indemnify, hold harmless and defend The Town of Cortlandt from and against any loss, damage, liability and expense, including costs and attorneys' fees, incurred by The Town of Cortlandt as a result of the above named individual using the Facility or participating in any other activity involving The Town of Cortlandt..

**THIS RELEASE IS A BINDING LEGAL CONTRACT, PLEASE READ IT CAREFULLY BEFORE SIGNING.**

*\*Please print all of the required information legibly\**

Today's Date: \_\_\_\_\_

Name of Parent or Court-Appointed Legal Guardian: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work or Cellphone Number: \_\_\_\_\_

Signature of Parent or Court-Appointed Legal Guardian: \_\_\_\_\_



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**Photo Release Form**

I grant permission to the Town of Cortlandt, on behalf of its agents or employees, to use photographs taken of me on the date and at the location listed below for use in town publications such as brochures and magazines, and to use the photographs on display boards, and to use such photographs in electronic versions of the same publications or on the Town of Cortlandt web site.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from the related to the use of the photograph.

I hereby agree to release, defend, and hold harmless the Town of Cortlandt and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alterations, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Youth & Recreation Center – 5<sup>th</sup> Grade Fun Club  
Location of Photo

February – May 2018  
Date

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Signature of Guardian



The Town of Cortlandt Youth & Recreation Center  
3 Memorial Drive, Croton-on-Hudson, NY  
914-736-0498 • www.townofcortlandt.com/yc

## Video Surveillance Acknowledgment Form

**\*Please print all of the required information legibly\***

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent or Court-Appointed Legal Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### TO BE SIGNED BY PARENT/LEGAL GUARDIAN

**This release is a binding legal contract. Please read it carefully before signing.**

For the safety and security of all participants, The Town of Cortlandt Youth & Recreation Center has cameras on the property. I am aware and understand that my son/daughter, will be under video surveillance. The videotaping will be reviewed for any incidents that may arise on the property. The footage is the property of The Town of Cortlandt and therefore shall only be accessible by selected staff; footage will not be shared with program participants.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Today's Date

**Town of Cortlandt Youth & Recreation Center  
Dress Code**

**Participant Pledge:** I will dress appropriately at all times. I understand if my clothing is inappropriate I will be asked to call a parent and have them bring me a change of clothes in order to remain at the Youth Center.

**Appropriate attire includes:**

- Shirts that meet the top of pants (including when you bend over).
- Shirts and pants which cover 100% of undergarments.
- Pants which sit on your waist.
- Shorts, dresses and skirts which are fingertip in length.
- Sneakers - a must to play outside, use the rock wall and weight room.
- Layers and accessories in cold weather.

**Inappropriate clothing includes but is not limited to:**

- Belly shirts.
- Spaghetti straps tank tops.
- Open back shirts.
- Low/deep cut shirts.
- See through clothing which reveals undergarments.
- Short shorts, skirts, dresses.
- Unsupportive footwear (heels, flip-flops, sandals).
- Light clothing in cold weather.

Clothing with:

- Vulgar language or image
- Gang related colors or symbols
- Features alcohol, tobacco or drug products
- Revealing holes (either store bought or made)

**Guidelines for Cold Weather**

Below 60 degrees

- Light jacket or zip-up sweatshirt
- Appropriate footwear

Below 45 degrees

- Warm jacket or heavy sweatshirt
- Layers
- Pants
- Accessories: hat, gloves, scarf
- Appropriate footwear

Below 32 degrees

- Winter jacket
- Warm layers (long sleeve, turtle neck, sweatshirt, long johns, heavy socks, etc.)
- Pants
- Accessories: hat, gloves, scarf
- Appropriate footwear