

# EXPANDING HORIZONS YOUTH CENTER



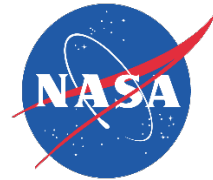
825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## REGISTRATION

*The Expanding Horizon Youth Center Helps Tribal youth achieve their own personal academic success, while building strength and resilience for the future.*

Partners in educational success for the individual though academic, culture and mentoring.

Community Partners include:



Afterschool Programming  
Monday to Thursday 1:15 to 6pm.  
Tutoring, crafts, and cultural activities  
offered each day, along with a  
nutritional meal and snack.

Summer Programing  
7 Weeks of STEAM workshops,  
each week holds a new STEAM  
theme. Science, Technology,  
Engineering, Arts and Math

Expanding Horizon Youth Center directly aligns our  
programing hours, policies, procedures and  
expectations to the standards of South Umpqua School  
District



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 1

### Member information

Student Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Female \_\_\_\_ Male \_\_\_\_ Neutral \_\_\_\_ Prefer not to say \_\_\_\_

Student Email address: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

### Ethnic Information:

Native American/Alaskan Native: \_\_\_\_\_

Tribe Affiliation: \_\_\_\_\_

Caucasian/White: \_\_\_\_\_

Asian: \_\_\_\_\_

Hispanic/Latino: \_\_\_\_\_

Hawaiian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_

Current IEP: \_\_\_\_ Intrested in IEP Services: \_\_\_\_

Please list any Challenges or subject areas your student wishes to improve academically or socially: \_\_\_\_\_

\_\_\_\_\_

How Can EHYC staff help you improve in these areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 2

### Family Information

Parent/Guardian (child lives with): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: (Same as Street Address) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

Other Parent/Guardian: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: (Same as Street Address) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_

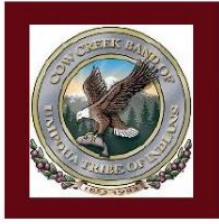
Position Title: \_\_\_\_\_

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

Child lives with:

Both Parents: \_\_\_\_\_ Father Only: \_\_\_\_\_ Mother Only: \_\_\_\_\_ Grandparents: \_\_\_\_\_

Other: \_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 3 Confidential Information

This information will be kept in strict confidence and is important because it helps up apply for and receive federal funding.

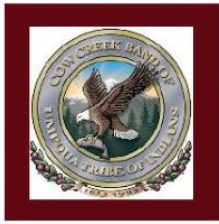
Family Income:

Total Annual Gross Income: \$ \_\_\_\_\_

Number of People in your household: \_\_\_\_\_

Check if your family qualifies for TANF/SNAP Nutrition

TANF/SNAP Nutrition: \_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 4

### Emergency Release

Emergency Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

In addition to Emergency contact persons, please list others, in the order you wish they be contacted in lieu of you:

Persons Authorized for Pickup: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Persons Authorized for Pickup: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Persons Authorized for Pickup: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 5

### Medical Care Authorization and Release

In the case of emergency, I hereby authorize the Cow Creek Tribe's Expanding Horizons Youth Center (the "Center") to obtain medical care for my minor child/children ("Medical Care"), and also release the Center, and the Cow Creek Band of Umpqua Tribe of Indians, from any and all liability arising from the provision of Medical Care, including, without limitation, payment for Medical Care.

*MINOR:* First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Alternative Emergency Contact Number: \_\_\_\_\_

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

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

## SECTION 6

### Insurance Information

Insurance Company: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

List any medication your child is taking: \_\_\_\_\_

Does your child have any of the following?

Medical Issues: YES NO

Please Explain: \_\_\_\_\_

Behavior Issues: YES NO

Please Explain: \_\_\_\_\_

Allergies; Food, insects, medications: YES NO

Please Explain: \_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 7

### Guardian Permissions

I give permission for my child to become a member of the Expanding Horizons Youth Center (EHYC) and take part in educational, cultural and social activities provided at the Center.

Students Name: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Permissions Granted to my student listed above, EHYC staff and the Cow Creek Education Department:

YES NO EHYC staff Transport in Cow Creek Tribal Vehicle

YES NO School of attendance to release student records

(School record release is limited to, attendance data that is necessary for grant funding, grades, and homework assignment requests to students' teacher via EHYC staffs access to South Umpqua School Districts Power Schools Program)

YES NO First Student Bus Barn Release of Information

(EHYC staff must have permission to communicate with First Students in order for your student to be transported to the EHYC via their bus system)

YES NO TAPP program employee

(Access to tutoring and mentoring via South Umpqua School Districts Tribal Attendance Promising Practices employee at the EHYC)

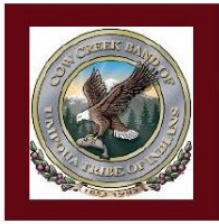
YES NO Permission to participate in off campus activities

(Student can participate in off campus neighborhood walks with EHYC staff and other EHYC students. Parents will always be notified prior to student leaving campus.)

YES NO Internet access

Parent/Guardian Initials: \_\_\_\_\_

Continued on page 8



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## SECTION 7 Continued: Guardian Permissions

YES NO Cell phone usage with restrictions

(Following SUSD's cell phone policy, cell phones will not be allowed in the EHYC classroom, however; students will have a private designated cell phone pocket and moments at given times to check their phone)

YES NO Student able to use gaming systems, Xbox and Wii

YES NO Other Restrictions or permissions not listed above.

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

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

### Expanding Horizons Youth Center Safe Passage Policy

The safety of your students are our primary concern. Enrolled students will need to be released to the care and custody of a responsible adult (preauthorized by the parent/guardian) after the student has participated in an EHYC activity. The EHYC will not accept responsibility or liability for any student that leaves the EHYC under any circumstances without the appropriate permission.

The Member will not be allowed to return to the Center once they have left for the day.

Permission to leave unescorted:

YES My child \_\_\_\_\_ may leave the EHYC unescorted.

NO My child \_\_\_\_\_ may NOT leave the EHYC unescorted.

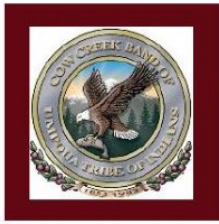
Print Name of Parent/Guardian:

\_\_\_\_\_

Signature of Parent/Guardian:

\_\_\_\_\_





# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

Date:

-----

## SECTION 8 Member Agreement

Students are welcome to attend each day of the week Monday to Thursday, to better help staff plan activities and meals please indicate which day of the week your student will be attending:

\_\_\_\_Monday

\_\_\_\_Tuesday

\_\_\_\_Wednesday

\_\_\_\_Thursday

Closed on Fridays

Initials: \_\_\_\_\_

### EHYC Hours of Operation and Student Usage

EHYC will be open Monday to Thursday 1:15pm to 6pm for youth grades 3 to 12. Staff provides supervision, snacks, and a nutritious meal on a daily basis. Mentoring, tutoring, life skills, craft activities, STEAM curriculum and cultural opportunities will be available to the youth at the EHYC. Initials: \_\_\_\_\_

Members are required to complete 20 minutes of homework or an educational activity prior to participating in EHYC daily activities. Participating in cultural classes presented by Cow Creek Tribal Offices employees or visiting STEAM partners fulfills the educational requirement. Initials: \_\_\_\_\_

Member have an option to opt out of EHYC Cultural or STEAM activities and are expected to find an alternative approved activity to occupy themselves. Students will be respectful to others that are participating. Initials:

-----



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

Outdoor play area is accessible to students after our preschool student have left campus, Ask staff before and follow all rules of the EHYC. Initials:

-----

Parent/Guardian acknowledge receipt of parent packet that is attached to this registration form. Parent packet includes all agreements listed in this registration packet and policy and procedures that align with SUSD and the Cow Creek Umpqua Tribe of Indians EHYC Program.

Parent/Guardian Signature: ----- Date: -----

## SECTION 8 Continued

### Parental/Guardian/Youth agreement

#### Attendance Policies

\_\_\_\_\_ Youth will only be allowed to attend the EHYC on the days they attend school.

\_\_\_\_\_ Youth are not allowed to attend the EHYC on days they are suspended from school. They may return the day they return to school.

\_\_\_\_\_ Youth are omitted from attend the EHYC if they currently have head lice, pink eye. Or any COVID-19 symptoms.

\_\_\_\_\_ If you child is not able to attend school for any health, or disciplinary reason they are not able to attend the EHYC.

#### Closing and Late Pick-up Policies

The Expanding Horizons Youth Center closes for Youth promptly at 6:00pm. All members must be picked up by closing. The EHYC practices a three strike pick up policy. A verbal reminder will be given upon the first late pick up, a written reminder will be given upon the second late pick up. The third late pick up will result in a suspension from the Center. All incidents will be documented in the members file. EHYC staff will begin to utilize your emergency contact list starting at 6:05 pm. We will first call the parent of the child then continued down the list in the order contacts are listed.

Parent Initials: -----



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## Safe Passage

Members that leave the Expanding Horizon Youth Center unescorted without guardian approval will be subject to disciplinary action up to and including, suspension and termination of member from the EHYC. The EHYC will not accept responsibility or liability for any member that leaves the EHYC under any circumstances. Parents Initials: \_\_\_\_\_

## Support and Communication

Two way communication between EHYC staff and parents is essential. All parties will agree to communicate frequently regarding the needs and development of the member. Parents are encouraged to share feedback of their children’s experiences to help improve the services offered at the EHYC. Parent Initials: \_\_\_\_\_

## Technology and Internet Access

Members will be granted internet access from Cow Creek Tribal Wi-Fi for personal use. With internet access comes the risk of available material that may not be appropriate for your child. The Cow Creek IT Department takes precaution to filter controversial websites, images, and activity, but it is impossible to fully restrict access to all objectionable content. For this reason, EHYC staff will not allow the sharing of any cell phone content between students.

Consequences for viewing inappropriate or unsuitable internet content or using the internet or cell phones to cause harm to another will result in the following actions. A meeting with the member and their parents will be scheduled to create an internet usage plan for the first offence. A second offence will result in the member losing all internet and/or cell phone privileges. In the occurrence of a third offence a member will lose membership to the Expanding Horizon Youth Center.

Members Signature: \_\_\_\_\_ Parents Signature:  
\_\_\_\_\_

## Photo and Digital Media

Many pictures are taken of youth participating in EHYC activities. These pictures may be used for display at the Center, in the Cow Creek Tribal News Letter, on



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

the Cow Creek and/or Education Facebook Page, EHYC brochures, State or National Afterschool Alliance Program web pages or other EHYC projects.

Parents Initials: \_\_\_\_\_

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

\_\_\_\_\_

## SECTION 9

### EHYC Expectations

#### Be Safe

- Walking at all times with in the EHYC, Running is dangerous
- Keep your hands, feet and objects off another person's body

#### Be Respectful

- Use KIND words
- Ask before touching another person's artwork or regalia
- Use inside voices, especially when others are still completing school work
- Answer question with "yes please" or "no thank you"

#### Be Responsible

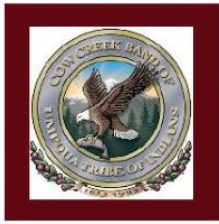
- Take care of our facility
- If you make a mess, clean it up (help others with community messes)
- Put supplies back when finished using them
- Place all garbage in a trash can

### Disciplinary Actions

Disciplinary actions will depend on the infraction, up to and including removal from the Expanding Horizon Youth Center. Each situation will be handled individually and evaluated by the staffing team which included EHYC staff and the Education Department Manager. Upon a decision the member and their parents will be notified when appropriate, the situation will be documented in the members file for future reference.

Member Signature: \_\_\_\_\_ Date:

\_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

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

## SECTION 10 RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

In consideration of being permitted to participate in activities at the Expanding Horizons Youth Center (the "Activity"), \_\_\_\_\_ (hereinafter, the "Participant"), on his/her own behalf, and on behalf of his/her children, heirs, executors, administrators and assigns (collectively hereinafter "Participant's Dependents"), hereby irrevocably and unconditionally releases, acquits, and forever discharges the Expanding Horizons Youth Center (the "Center"), and the Cow Creek Band of Umpqua Tribe of Indians (the "Tribe"), and all persons who are now, or in the past have been, directors, officers, agents, employees, successors, and assigns of the Center and the Tribe, as the case may be, and all persons acting by, through, under, or in concert with any of them (collectively hereinafter, the "Tribal Associates"), from any and all liability, charges, complaints, claims, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, fixed or contingent, direct or indirect, on account of any injury, including death, to the person or property of Participant, or Participant's Dependents, whether caused by the negligence of the Center, the Tribe, or the Tribal Associates, or otherwise, while the Participant, or Participant's Dependents, are participating in the Activity. Participant agrees to indemnify the Center, the Tribe, and the Tribal Associates from any loss, liability, damage or cost the Center, the Tribe, and the Tribal Associates may incur due to the participation of Participant, or Participant's Dependents, in the Activity, whether caused by the negligence of the Center, or the Tribe, or the Tribal Associates, or otherwise. Participant assumes full responsibility for the risk of bodily injury, including death, or property damage, to Participant, or Participant's Dependents, due to any negligence of the Center, the Tribe, or the Tribal Associates, or otherwise, while participating in the Activity. Participant agrees that this release, waiver, and indemnity agreement (the "Release") is intended to be as broad and inclusive as permitted by the laws of the applicable jurisdiction, and that if any portion of this Release is held invalid, it is agreed that the balance shall continue in full legal force and effect. Participant represents and agrees that he/she is



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

fully aware of his/her right to discuss any and all aspects of this Release with an attorney, and that he/she has carefully read and fully understands all the provisions of this Release and that he/she is voluntarily entering into this Release and has not been coerced or influenced by any person acting on behalf of any other party. Nothing in this Release shall constitute, or imply, a waiver of sovereign immunity or consent to suit by the Tribe, or the Tribal Associates. This Release (including page 8) is executed by Participant individually, and as parent and guardian of \_\_\_\_\_ [Child].

PLEASE READ CAREFULLY. THIS AGREEMENT INCLUDES A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.ACCEPTED AND AGREED:

PARTICIPANT Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## Parent/Guardian Handbook

Page 14 to 19

### Registration agreements as stated in EHYC registration packet,

Page 18 to 24

Expanding Horizons Youth Center (EHYC) is available to qualifying student's grades 3<sup>rd</sup> to 12<sup>th</sup> grade. Students attending South Umpqua, Riddle, and Days Creek School may have transportation provided by First Students Bus Company or EHYC staff. Parents are always welcome to transport their youth as they feel fit. The EHYC follows the South Umpqua School District calendar for all the school holidays, in-service, and inclement weather closure/delays.

#### Registration

A paper registration packet must be completed and on file for each student enrolled in the EHYC program prior to first day of attendance. Parents/Guardians are responsible for reporting any changes in students health conditions, contact information, emergency contacts, ore authorized pick up persons.

#### Eligibility

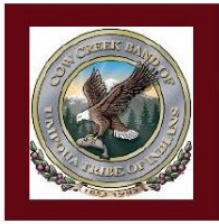
Enrollment in the EHYC will be prioritized on the following criteria:

1. Cow Creek Tribal members
2. Residing in a Cow Creek Tribal Household
3. Tribal Affiliates
4. TAPP identified Native Youth
5. Cow Creek Tribal Government Office Employee youth
6. School Referral, with academic concern

All enrolled youth will be between the ages of 9-18 or 3<sup>rd</sup> – 12<sup>th</sup> grades. Enrolled youth must be able to ride school district provided transportation and/or be transported by parent, guardian or authorized persons.

The EHYC reserves the right to decline enrollment of any student based upon staffing demands and/or behavioral or educational needs.

#### Confidentiality



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

All records concerning students are confidential. Only with a signed, current release of information from the parent or guardian will student's information be shared; with the exception of non-identifying information required by our regulatory and partnering agencies.

## Student/Staff Ratio

To ensure the quality of the EHYC, the student-to-staff ratios are kept at approximately 1 to 10. On some designated days the ratio may be adjusted to meet the needs of the site, not exceed to 1 to 12.

## Daily Program

Quality care and safety of all children and staff at all times is of the utmost priority, coupled with providing an engaging and nurturing experience for each child. Our primary focus is on academic success. Children will be grouped by grade level. Multiple grade levels may be included in one setting depending on EHYC's site and space availability and/or the day's activities.

Designated areas to complete homework assignments will be provided. Although the quantity and complexity of homework is difficult to predict, our staff will make every effort to help students complete their homework during after school program time. Although every attempt will be made to coordinate with the students' primary school, ultimately parents/guardians and students are responsible for bringing the required homework to the EHYC.

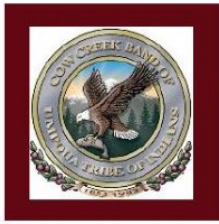
Cultural activities including language classes, and Tribal Arts will be provided according to time, space, and resource availability. All students are encouraged to participate in these offerings.

## Behavior Policy

Each student's behavior is expected to meet the behavior standards set at their school site. After School Program staff will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, and respect for equipment and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident. In general, the following behavior intervention methods may be used:

A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior. If the inappropriate behavior persists or the child poses a safety risk to himself or





# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

others, the child may be removed from the activity or the activity area and once again be reminded of the rules and encouraged to find positive alternative forms of behavior.

If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the EHYC Manager will request a parent conference to discuss the child's needs and behavior.

Parents/Students may be asked to sign and acknowledge notice receipt. Behavior requiring significant redirection will result in a phone call to parents/guardians and the child may have to be picked up early from EHYC. The EHYC Manager may develop a behavioral contract for you and your child to sign if the behaviors persist.

Serious and/or on-going concerns with your child's behavior could result in suspension and/or termination from the EHYC for your child.

All children will be treated with respect and dignity. In return we expect the same from all of our students and families. We will not tolerate hostile or aggressive behavior. If this type of behavior occurs we reserve the right to ask you to control your behavior, or to remove your student from the EHYC.

## Student Pickup Policy

For safety, a student will only be released to parties listed on the student registration form. A person not listed on the registration form as either a Parent, Emergency Contact or Authorized pick up person will not be allowed to pick up a student from the EHYC. Photo Id may be requested in order to pick up a student. In order for someone not listed on the registration form to pick up a student, written notice will need to be given to staff in advance for this individual occurrence.

A late pick-up policy is also in place in order to respect EHYC and EHYC staff. A grace period will be granted. Any child who is not picked up within 15 minutes of the EHYC's pick-up time of 6:00pm will be given a warning regarding and it will be considered "good cause"; second late pick up could result in a 2-day suspension from the EHYC. Continued late pickup could result in a termination for the EHYC program.

## Suspected Child Abuse/Neglect Reporting Policy

We are required by Tribal Law to report all observations of child abuse or neglect to the appropriate Tribal authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect; no matter where the abuse may have occurred. The Tribal Human Services will determine appropriate action and may refer to DHS/CWP. The EHYC staff will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## Medical Emergencies

In the event of an acute illnesses or injury (a severe and sudden onset of symptoms) students will be immediately treated by EHYC staff in an appropriate manner and parents or emergency contacts will be notified as soon as possible.

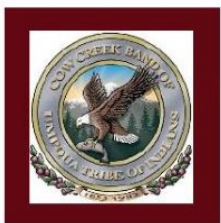
In the event a student needs to be transported due to a medical emergency an ambulance will be called for transportation. A proper escort will accompany the student and remain with the student until a family member or emergency contact arrives. If a student needs medical care and emergency contacts are unable to be reached staff may take the student to the nearest medical facility, and/or the medical facility indicated on the student's registration forms. EHYC will not be responsible for any costs that may occur.

Staff will always attempt to contact parents or emergency contacts prior to seeking medical treatment by an outside professional.

## **POLICIES AND PROCEDURES FOR CULTURAL BLESSINGS AND PRAYER WITH YOUTH AT THE EXPANDING HORIZON YOUTH CENTER**

To ensure that the Expanding Horizons youth Center and all events taking place at the Tribal Community Center that involve youth without supervision of their parents or guardians will follow these guidelines to keep with the Expanding Horizons Youth Center's common agenda. The Expanding Horizons Youth Center's common agenda is: "to assist Tribal youth in reaching their potential in academics, personal wellness and social engagement in a safe and supportive environment." The intent of this policy and procedure is to eliminate the confusion that may surround the issue of religion, prayer, and cultural blessings.

1. Staff members of the Tribal Community Center or Expanding Horizons Youth Center, when acting in in those capacities, are to be neutral with respect to religion and prayer.
2. Staff members of the Tribal Community Center or Expanding Horizons Youth Center, when acting in those capacities, are not to solicit or encourage religious activity and participation from youth attending activities in the Expanding Horizons Youth Center afterschool program or the Expanding Horizons Youth Center Summer Programs.
3. When there is a tradition of cultural blessings over a specific item or event, only then may a blessing be used in opening and closing of the event, teaching, or practice. This blessing will provided and approved by the Cow Creek Cultural Resource department. This blessing will be



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

- a traditional Takelma Blessing that will teach the culture of the Cow Creek people.
4. Students will not be made to participate in the above blessing. The intent of the blessing will be to teach Cow Creek traditional ways.

## **The Expanding Horizon Youth Center aligns with the South Umpqua School Districts Dress Code Policy.**

*Shorts and skirts must be fingertip length, no spaghetti strap tops, and sturdy foot wear such as hard soled sandals. No soft flipflops.*

This policy will ensure all students have proper attire for our varying summer activities.

Staff actions:

1<sup>st</sup> time: Staff will call guardians to request a change of clothing be delivered to the TCC.

2<sup>nd</sup> time: Staff will call guardians and ask to have students picked up for the day.

## **EHYC Cell Phone Policy**

In order to remain focused on the Center's mission of academic success, and building resiliency and respect among our students, the TCC will be enforcing a 100% NO Cell phone usage policy.

Student may ask staff for use of staff desk or their cell phone to contact parents when needed. Any cell phone brought to the center will have to be hung in a cell phone pocket until parents/guardians/designated pick up person is present and student is leaving the Center.

Student will still have access to the Internet via laptop and desktop computers.

Thank you for your cooperation in committing to the Center's mission of academic success and resiliency,



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

## Information as it appears in your signed registration form pages 9 to 13

### EHYC Hours of Operation and Student Usage

EHYC will be open Monday to Thursday 1:15pm to 6pm for youth grades 3 to 12. Staff provides supervision, snacks, and a nutritious meal on a daily basis. Mentoring, tutoring, life skills, craft activities, STEAM curriculum and cultural opportunities will be available to the youth at the EHYC. Initials: \_\_\_\_\_

Members are required to complete 20 minutes of homework or an educational activity prior to participating in EHYC daily activities. Participating in cultural classes presented by Cow Creek Tribal Offices employees or visiting STEAM partners fulfills the educational requirement. Initials: \_\_\_\_\_

Member have an option to opt out of EHYC Cultural or STEAM activities and are expected to find an alternative approved activity to occupy themselves. Students will be respectful to others that are participating. Initials: \_\_\_\_\_

Outdoor play area is accessible to students after our preschool student have left campus, Ask staff before and follow all rules of the EHYC. Initials: \_\_\_\_\_

Parent/Guardian acknowledge receipt of parent packet that is attached to this registration form. Parent packet includes all agreements listed in this registration packet and policy and procedures that align with SUSD and the Cow Creek Umpqua Tribe of Indians EHYC Program.

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

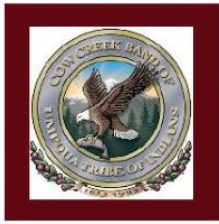
### SECTION 8 Continued

#### Parental/Guardian/Youth agreement

##### Attendance Policies

\_\_\_\_\_ Youth will only be allowed to attend the EHYC on the days they attend school.

\_\_\_\_\_ Youth are not allowed to attend the EHYC on days they are suspended from school. They may return the day they return to school.



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

\_\_\_\_\_ Youth are omitted from attend the EHYC if they currently have head lice, pink eye. Or any COVID-19 symptoms.

\_\_\_\_\_If you child is not able to attend school for any health, or disciplinary reason they are not able to attend the EHYC.

## Closing and Late Pick-up Policies

The Expanding Horizons Youth Center closes for Youth promptly at 6:00pm. All members must be picked up by closing. The EHYC practices a three strike pick up policy. A verbal reminder will be given upon the first late pick up, a written reminder will be given upon the second late pick up. The third late pick up will result in a suspension from the Center. All incidents will be documented in the members file. EHYC staff will begin to utilize your emergency contact list starting at 6:05 pm. We will first call the parent of the child then continued down the list in the order contacts are listed.

Parent Initials: \_\_\_\_\_

## Safe Passage

Members that leave the Expanding Horizon Youth Center unescorted without guardian approval will be subject to disciplinary action up to and including, suspension and termination of member from the EHYC. The EHYC will not accept responsibility or liability for any member that leaves the EHYC under any circumstances. Parents Initials: \_\_\_\_\_

## Support and Communication

Two way communication between EHYC staff and parents is essential. All parties will agree to communicate frequently regarding the needs and development of the member. Parents are encouraged to share feedback of their children's experiences to help improve the services offered at the EHYC.

Parent Initials: \_\_\_\_\_

## Technology and Internet Access

Members will be granted internet access from Cow Creek Tribal Wi-Fi for personal use. With internet access comes the risk of available material that may not be appropriate for your child. The Cow Creek IT Department takes



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541)860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

precaution to filter controversial websites, images, and activity, but it is impossible to fully restrict access to all objectionable content. For this reason, EHYC staff will not allow the sharing of any cell phone content between students.

Consequences for viewing inappropriate or unsuitable internet content or using the internet or cell phones to cause harm to another will result in the following actions. A meeting with the member and their parents will be scheduled to create an internet usage plan for the first offence. A second offence will result in the member losing all internet and/or cell phone privileges. In the occurrence of a third offence a member will lose membership to the Expanding Horizon Youth Center.

Members Signature: \_\_\_\_\_ Parents Signature:  
\_\_\_\_\_

## Photo and Digital Media

Many pictures are taken of youth participating in EHYC activities. These pictures may be used for display at the Center, in the Cow Creek Tribal News Letter, on the Cow Creek and/or Education Facebook Page, EHYC brochures, State or National Afterschool Alliance Program web pages or other EHYC projects.

Parents Initials: \_\_\_\_\_

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

## SECTION 9

### EHYC Expectations

#### Be Safe

- Walking at all times with in the EHYC, Running is dangerous
- Keep your hands, feet and objects off another person's body

#### Be Respectful

- Use KIND words
- Ask before touching another person's artwork or regalia
- Use inside voices, especially when others are still completing school work
- Answer question with "yes please" or "no thank you"

#### Be Responsible

- Take care of our facility



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

- If you make a mess, clean it up (help others with community messes)
- Put supplies back when finished using them
- Place all garbage in a trash can

### Disciplinary Actions

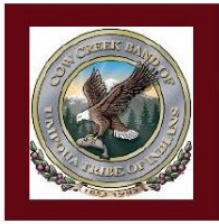
Disciplinary actions will depend on the infraction, up to and including removal from the Expanding Horizon Youth Center. Each situation will be handled individually and evaluated by the staffing team which included EHYC staff and the Education Department Manager. Upon a decision the member and their parents will be notified when appropriate, the situation will be documented in the members file for future reference.

Member Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

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

### SECTION 10 RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

In consideration of being permitted to participate in activities at the Expanding Horizons Youth Center (the "Activity"), \_\_\_\_\_ (hereinafter, the "Participant"), on his/her own behalf, and on behalf of his/her children, heirs, executors, administrators and assigns (collectively hereinafter "Participant's Dependents"), hereby irrevocably and unconditionally releases, acquits, and forever discharges the Expanding Horizons Youth Center (the "Center"), and the Cow Creek Band of Umpqua Tribe of Indians (the "Tribe"), and all persons who are now, or in the past have been, directors, officers, agents, employees, successors, and assigns of the Center and the Tribe, as the case may be, and all persons acting by, through, under, or in concert with any of them (collectively hereinafter, the "Tribal Associates"), from any and all liability, charges, complaints, claims, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, fixed or contingent, direct or indirect, on account of any injury, including death, to the person or property of Participant, or Participant's Dependents, whether caused by the negligence of the Center, the Tribe, or the Tribal Associates, or otherwise, while the Participant, or Participant's Dependents, are



# EXPANDING HORIZONS YOUTH CENTER



825 NE Leon Street  
Myrtle Creek, OR 97457  
Phone: (541) 860-7296  
Fax: (541) 860-7297  
Email: info-education@cowcreek.com

participating in the Activity. Participant agrees to indemnify the Center, the Tribe, and the Tribal Associates from any loss, liability, damage or cost the Center, the Tribe, and the Tribal Associates may incur due to the participation of Participant, or Participant's Dependents, in the Activity, whether caused by the negligence of the Center, or the Tribe, or the Tribal Associates, or otherwise. Participant assumes full responsibility for the risk of bodily injury, including death, or property damage, to Participant, or Participant's Dependents, due to any negligence of the Center, the Tribe, or the Tribal Associates, or otherwise, while participating in the Activity. Participant agrees that this release, waiver, and indemnity agreement (the "Release") is intended to be as broad and inclusive as permitted by the laws of the applicable jurisdiction, and that if any portion of this Release is held invalid, it is agreed that the balance shall continue in full legal force and effect. Participant represents and agrees that he/she is fully aware of his/her right to discuss any and all aspects of this Release with an attorney, and that he/she has carefully read and fully understands all the provisions of this Release and that he/she is voluntarily entering into this Release and has not been coerced or influenced by any person acting on behalf of any other party. Nothing in this Release shall constitute, or imply, a waiver of sovereign immunity or consent to suit by the Tribe, or the Tribal Associates. This Release (including page 8) is executed by Participant individually, and as parent and guardian of \_\_\_\_\_ [Child].

PLEASE READ CAREFULLY. THIS AGREEMENT INCLUDES A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.ACCEPTED AND AGREED:

PARTICIPANT Signed: \_\_\_\_\_ Date: \_\_\_\_\_