



The Prince Edward County Youth Centre is operated by the ROC (Recreation Outreach Centre) in cooperation with several community groups and agencies partnering to deliver programs and services to youth ages 12-18 in Prince Edward County, at 299 Main Street, Picton.

### **OUR COMMITMENT TO YOUR PRIVACY**

The ROC is committed to protecting your personal information by following responsible information handling practices, in keeping with privacy laws. We collect and use personal data in order to better meet your service needs, to ensure the safety of your teens in our care, for statistical purposes, to inform you about our programs and upcoming events, to keep positive lines of communication open with guardians, schools, emergency services and to satisfy government regulatory obligations. If you have any questions, comments or concerns about our privacy policies, please contact us by phone at (613) 476-1462 or by email at [info@theroc.ca](mailto:info@theroc.ca)

### **GENERAL ACTIVITY PERMISSION**

I give my teen permission to participate in the supervised activities of the Prince Edward County Youth Centre. This includes outings where the teens will be leaving the centre, media consent for any images/video/recordings taken of my teen to be used for media purposes including both traditional and digital or social promotional presentations and marketing campaigns. I also authorize use by ROC of any media material created by my youth within and outside the ROC. I understand that my teen may be involved in activities that will be covered by news media and that they may be photographed and named in such events with their consent.

## **GENERAL TERMS AND CONDITIONS OF PARTICIPATION**

ROC (Recreation Outreach Centre) Prince Edward County Youth Centre is a unique youth centre facility, owned and operated by a registered charity, ROC. The Prince Edward County Youth Centre serves youth between the ages of twelve and eighteen inclusively. Our Mission is "to provide opportunities, mentorship and programs in a safe environment that encourages youth success and contributes to a healthier community in Prince Edward County." ROC memberships are for a one (1) year term, and will expire 365 days from the date that this form is signed by the participant. All memberships must be renewed on an annual basis, at which time a new membership form must be submitted. All annual memberships include the following:

- Access to all programs offered at the PEC Youth Centre, including most program supplies
- Access to specialty programs, skill development workshops and the Lounge and Studio rooms
- Discounts on trips and special events
- Healthy snacks and meals served on occasion in the Youth Centre kitchen

**Boundaries and Expectations of Participants** - Our boundaries were made by youth for youth. The boundaries and expectations of all youth members are as follows: This program is built on respect. Respect other people's opinions. Respect other people's property. Respect everyone and each other with your actions and language. Respect the property and equipment. Taking care of the centre benefits everyone. No alcohol. No discrimination. No smoking. No drugs. No weapons. No violence. No swearing. Treat others as you would like to be treated. Bring out the best in each other. Have fun.

**Harassment Free Zone** – The PEC Youth Centre is a harassment-free, zero tolerance facility where bullying and harassment (as defined in our policies) are not permissible at any time. Youth who engage in these types of activities will be suspended from the facility, and must meet with a supervisor prior to returning to the facility. All parents and youth are encouraged to report any incidents of bullying or harassment immediately to a staff member. There are no exceptions to this rule.

**Discipline** - In the event that a youth member does not adhere to the PEC Youth Centre's boundaries or expectations, they may be asked to leave the facility. This decision is made at the sole discretion of the staff of the ROC, and may result in a suspension of one day or longer, up to a permanent suspension from the facility and programs without being eligible for a renewal of their membership. If your child has been asked to leave the facility, we will do our best to reach you by phone to inform you of the suspension. If we cannot reach you within thirty minutes, your child will be required to walk home or call someone for a ride. We cannot hold youth against their will, so in the event they choose to leave our property after we have informed them of the suspension, we cannot be held liable. If deemed appropriate or necessary, police will be contacted in any or all cases.

**Damage to Property** - If youth damage equipment or property at the facility, he/she can be expected to pay for repairs or replacement of that damaged property or equipment. Decisions about the value and reimbursement required are made at the sole and complete discretion of the ROC Board of Directors.

**Media Consent** - Media content of youth members and their activities may be collected while participating at the centre. This media content may include but is not limited to: photos, videos, stories, interviews, quotes, audio recordings, and youth projects. This media content may be used for but not limited to: printed materials, website, social media, funding reports, promotional videos, grant applications, evaluations, research, television, radio, newspaper, and/or internal reports published without limitation throughout the universe. Media content may be used as little or as often as seen fit by the Board and staff of the ROC without compensation. Youth members and parents/guardians are also advised that youth may be involved in activities that are covered by the media, and that they may be photographed, filmed or interviewed at any time. Youth members and parent/guardians may not be notified when media content is collected and used. The ROC reserves the right to release and publish this media content as we see fit.

**Limitation of Liability** - In the event of an emergency, the PEC Youth Centre staff may administrate the use of any first aid treatment necessary, and in the case of a medical emergency, permission is granted to the Physician selected by the supervisors to hospitalize and secure proper treatment for your child as named above. Every effort will be made to contact parents or guardians before such action. The ROC also reserves the right to call for an ambulance if deemed appropriate or necessary. Parents/Guardians are responsible to take the necessary steps for insuring against personal injury, property damage, or any loss by their child or by self. You also acknowledge that you must assume total responsibility for all medical coverage, accidental insurance and personal injury, or any other loss or damage. In signing this wavier "You hereby release the ROC (Recreation Outreach Centre) Prince Edward County Youth Centre from all claims for damages arising from any accident or injury which is caused by or arises from participation of the applicant herein during any program or in any location where a program is being held". For valuable consideration, the receipt of which is hereby acknowledged, the undersigned hereby releases and forever discharges the ROC (Recreation Outreach Centre) Prince Edward County Youth Centre, its trustees, directors, corporation members, servants, agents, volunteers and employees from any and all actions, causes of actions, claims and demands whatsoever whether existing as of this date or in the future.

**Safe Use of Technology** - All youth members are expected to use technology in an acceptable manner (including personal devices such as cell phones, tablets, and personal computers). All network activities may be monitored by the ROC, and are subject to investigation at any time for any reason. If such monitoring reveals possible evidence of criminal activity, the ROC holds the right to provide any evidence of such monitoring to Law Enforcement agencies. Youth members' activities are also monitored by staff. Strict internet access controls which prohibit youth from accessing inappropriate content are enforced. Any youth who are found to be in violation of these policies will be suspended from the PEC Youth Centre in accordance to our Youth Membership and Cancellation Policies.

**Duty of Care** - The safety of youth members is the ROC's primary concern. The ROC aims to provide a safe and welcoming environment, and our staff will do what is within their control to ensure that all members are safe and taken care of while at the PEC Youth Centre. However, parents should be aware that the PEC Youth Centre staff do not hold the authority to keep youth members at the centre. Youth may come and go as they please. The ROC does not take responsibility for youth members who come and go from the centre.

**Facility Supervision** - The PEC Youth Centre property and facility are supervised by staff at all times, and are only accessible to authorized persons and/or youth during regular youth program hours. For the safety of all our participants and staff, the ROC (Recreation Outreach Centre) Prince Edward County Youth Centre monitors both the interior and exterior of our facility. The health and safety of the facility is reviewed monthly, and complies with all municipal, provincial, and federal regulations.

**Membership Cancellation and Suspension** - Memberships to the PEC Youth Centre may be restricted, suspended, or cancelled by the ROC staff at any time without notice. In the same manner, parents/guardians can restrict, suspend or cancel their child's membership at any time by calling or visiting the centre.

**Program Evaluation** - In order to ensure that we offer quality programs, many types of evaluation methods are used to collect data and information that helps inform program and operational decisions, create best practices, and impact research studies. Please be advised that information about participation will be collected about youth participants throughout any given year. You hereby give permission for your child to participate in focus groups, surveys, interviews, research studies, and other evaluations as deemed appropriate or necessary by the ROC. Any/all information and data collected by the ROC or other stakeholders on our behalf, can/will be shared anonymously with, but not limited to; funders, stakeholders, and the General Public.

Personal Information contained on this form is collected pursuant of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of program registration and participation. Questions about this collection should be directed to any ROC Staff member. The answers you provide are completely confidential. By signing the reverse, you acknowledge and agree to the terms and conditions listed above.