



## Drop In Membership Registration

The City of Melville hosts Drop In for young people aged 9 to 17 for free activities after school. Please complete this form to sign up.

**Name:** \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth (9+): \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Cultural Background: \_\_\_\_\_

Are there any medical or physical conditions we need to be aware of? For instance allergies, medications, impairments etc.      **Yes**       **No**

Details: \_\_\_\_\_

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

Relation: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

**Emergency Contact (not parent/guardian):** \_\_\_\_\_

Relation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_





**Parent/Guardian to sign**

I, \_\_\_\_\_ agree that in a medical emergency my child, \_\_\_\_\_ will be given practicable medical and I agree to meet any expenses incurred for medical treatment or transport. My child has read the “Information for Young People” and understands the conditions. I agree that my child may be sent home at the discretion of Melville Youth Services staff. If my child is sent home due to inappropriate behaviour I understand that there may be follow up contact between the City of Melville, myself and my child.

I acknowledge that the City of Melville will not be liable for loss, damage or injury to property or person that may occur whilst attending Drop In or other Community Centre programs or activities. I will hold harmless the City of Melville from any damages, losses, claims and liabilities of any nature associated with the Community Centre programs or activities, except to the extent caused by the City of Melville. I also acknowledge I will be held accountable for any damages or losses my child while at the Drop In. This includes items that are not returned.

**Photo Disclosure**

I give permission for photographs or video footage of my child’s participation in any City of Melville Youth activities to be used by the City of Melville for promotional purposes. I agree that I have no claim against the City of Melville for any reward for the publication of photographs or videos.

Yes  No

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

**Young person to sign**

I, \_\_\_\_\_ have read and understood the Information for Young People and agree to abide by the core values and behavioural expectations. I also understand that if I break this contact I may be sent home immediately and / or barred from all future Drop In activities and the Community Centre. I also understand that if I break any laws the Police will be notified.

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

----- Office use only -----  
Entered:  Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Communicated with parent/guardian: Yes  No



## Information for Families

### Program times

Drop In is specifically an after-school program and generally finishes between 4.30 to 5pm. Young people will not be admitted on City of Melville premises before or after Drop In.

### Behaviour and Consequences

Misbehaviour will be dealt with using our 3 warning system. On the third warning the young person will be asked to leave the Drop In immediately, and will be given a ban for a specific period of time depending on the severity of the incident and at the discretion of the Drop In staff. The warning level may also be automatically escalated depending on the severity of the breach. In any case where a young person is asked to leave, staff members will contact the parent/guardian to communicate as to why this happened and what follow-up there will be if required.

In extreme circumstances such as law breaking or dangerous situations, police officers may be phoned to intervene.

### Rules and Regulations

Young people are expected to adhere to the Drop In Values and behavioural expectations, and consequences in the form of our 3 Strike Policy may apply when their behaviour becomes unacceptable. They are also required to sign a commitment to adhere to these values and expectations. City of Melville staff will maintain open communication with you about any actions taken in response to misbehaviour.

### Duty of Care

The City of Melville aims to provide a safe and welcoming environment and our staff will do all they can to make sure all young people are safe whilst at youth programs. Attendance at Drop In is voluntary and staff have no authority to ensure young people remain on City of Melville grounds. The City of Melville does not take responsibility for young persons who leave the Drop In or who are not in the premises.

### Use of local areas

Some activities may take place in nearby local spaces outside of the City's premises such as at local parks and ovals. In cases where Youth Staff have organised events for Drop In at local spaces there will always be staff members present to supervise.

### Other visitors

Sometimes other youth related services and workers may visit, such as headspace, Police, or Community Safety Services. We communicate to everyone at Drop In when these visitors come and young people are given the choice of whether or not they are seen by visitors. In the case of police and security services we allow young people to quietly leave at their discretion if they are not comfortable around these people. We respect the confidentiality and wishes of young people with regards to interacting with or sharing information with other visitors.



## Information for young people

### Drop In Values

These values were chosen by young people at Drop In to be a guide for everyone's behaviour including staff, adults and young people. We expect everyone at Drop In to behave in a way that reflects our shared core values.

#### Respect

- We treat everyone with respect, dignity and kindness.
- We respect people's differences and opinions.
- We show respect to people and property.

#### Encouragement

- We encourage others to get involved.
- We set good examples by our behaviour.
- We use encouraging and positive language with each other.

#### Culture

- We value culture and history.
- We create a safe, positive and inclusive culture for Drop in.
- We are a multicultural community and welcome diversity.

#### Fun

- We're all here to have fun!
- We allow others to have fun by involving them and sharing equally.
- We let people have fun in their own way by doing different things.

### Unacceptable behaviour

- Bringing alcohol or drugs to Drop In or being under the influence of alcohol or drugs.
- Sexual behaviour, language, or displaying sexual material: videos, photos, audio.
- Smoking.
- Violence or threats.
- Bullying.
- Discrimination.
- Stealing.
- Vandalism.
- Inappropriate use City of Melville wireless internet or use that breaks these rules.

### Misbehaviour and Consequences

There will be 3 warnings given for misbehaviour. On the third warning you will be asked to leave Drop In immediately, and will be given a ban for a period of time depending on the severity of the incident, at the discretion of the Drop In staff. The warning may also be escalated depending on the severity of the breach. In extreme circumstances such as law breaking or dangerous situations, police officers may be phoned to intervene.