

WILLAGEE DROP IN MEMBERSHIP FORM 2018

Willagee Drop In memberships are for young people aged 9 – 17 yrs. Membership is free and it enables you to join in on our great programs each school term. Please fill out the following form and sign all spaces where asked.

Members Details

Name: _____

Date of Birth: ____/____/____ (9+Only) Gender (Please circle): Male / Female / Not specified

Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Cultural Background: _____

Medical Information

Does your child have any medical history we need to know about? For instance allergies, medications, impairments etc. (please circle) **YES / NO**

Details: _____

Parental/Guardian Details

Relationship: _____

Name: _____

Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Emergency Contact (other than parent/guardian)

Name: _____

Relationship: _____

Home Phone: _____ Mobile Phone: _____

Parent/Guardian to sign

I, _____ agree that in a medical emergency my child _____ will be given appropriate medical assistance and I agree to meet any expenses incurred for medical treatment or transport. My child has read the "Willagee Drop In Rules" and understands the conditions. I agree that my child may be sent home at the discretion of Willagee 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 the Willagee Drop In or other Willagee Services programs or activities. I also acknowledge my child will be held accountable for any damages to equipment he/she uses 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 Willagee Youth Services program 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. (Please circle) **YES / NO**

Signed: _____

Date: _____

Young Person to sign

I, _____ have read and understood the **Willagee Drop In Rules** and **Drop In Rights** and agree to abide by them. I also understand that if I break any clause in this contract I may be sent home immediately and / or barred from all future Willagee Drop In activities and the Willagee Drop In. I also understand that if I break any laws that the Police will be notified.

Signed: _____

Date: _____/_____/_____

Office Use Only

Staff Member: _____

Staff Signature: _____

Processed: **YES / NO**

Information for Families

Behaviour and Consequences

Misbehaviour will be dealt with using our warning system. Usually there will be 3 warnings given. 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.

Rules and Regulations

For a full explanation of our rules and regulations please see the Centre rules attached (which your child will need to sign). Young people are expected to adhere to these rules, and consequences in the form of our 3 Strike Policy may apply in cases where rules are broken. The Community Centre staff will maintain open communication with you about these actions as necessary.

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 the Drop In or participating in our 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 local spaces outside of the Willagee Community Centre. Commonly we may have basketball or other sports activities in the lane space between the Community Centre and the Willagee Library. There are also sporting and recreation activities that take place at the nearby Winnacott Reserve oval. In cases where Willagee youth staff have organised events for Drop In at local spaces there will always be staff members present to supervise young people and the activities. Youth attendees are covered by Public Liability Insurance from service providers where applicable at these events.

Other visitors

From time to time other youth related services and workers may visit (e.g. Healthy Melville Roadstars, Headspace, Noongar Outreach Services, Melville Community Safety Service (CSS), and Police). 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 CSS 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 police officers.

Information for young people

Drop In Rights

Everyone attending Willagee Drop In programs and activities has the right to:

- Be treated with kindness and respect.
- Express their feelings and opinions.
- Relax and have fun in an environment of harmony and co-operation.
- Feel secure and safe in a supportive environment.
- Expect that Willagee Drop In rules are fair, consistent and respect the rights of all.
- Be valued for their individuality including that of race, gender, culture, age, sexuality, physical or intellectual diversity.

To support these rights we all agree to:

- Make all people feel welcome and ask them to join in our activities, or be part of our group.
- Treat others with kindness and respect.
- Listen to other people and try to understand their points of view.
- Talk and discuss instead of yelling and arguing.
- Help each other and be co-operative.
- Watch out for each other to ensure everyone is safe and secure.
- Be responsible for our own actions.
- Apologise if we hurt someone's feelings.
- Value others for their individual differences.
- Respect each other's property.
- Support the Willagee Drop In Rules.

Willagee Drop In Membership Agreement

As someone attending Willagee Drop In programs and activities I will

- Follow the directions of Willagee Drop In staff.
- Respect the Community Centre/Library and its property.
- Treat all others as I would like to be treated.

I will not

- Be mean to people, call them names, put them down, spread rumours about them or do anything else which I know would make them uncomfortable or would upset them.
- Use racist or sexist language or insult people on the basis of their religion, sexual orientation, physical or intellectual disability or physical appearance.
- Use violent or aggressive behaviour - hitting, punching, kicking, scratching, tripping, spitting, or by any other way.
- Threaten anyone
- Bring weapons of any kind into the Drop In and its programs.
- Intentionally damage or vandalise property in any way.
- Touch or take anything that does not belong to me unless I have permission.
- Bring alcohol, cigarettes or any illegal drugs into Drop In or other programs.
- Be under the influence of any substances.
- Deny any other person access to programs or equipment such as music and games

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