



## **Welcome to The Station!**

We are excited to launch this new program designed for 6<sup>th</sup> and 7<sup>th</sup> graders who need a place to hang out in be'Tween' school and home. Participants will get to **The Station** on their own and after check-in will have time to relax, or get straight to homework. A snack will be available daily.

**The Station** is located at the Robson Harrington house at 237 Crescent Road, in San Anselmo. The entrance is located at the back of the house.

This program is designed to give Tweens independence while also being at a site where there will be staff supervision. The Robson Aftercare staff will be onsite during program hours and will routinely check-in.

**Hours of Operation:** **The Station** is open from 3:45-6:00 pm (Mon., Tues., Thurs. & Fri.) and 2:30-6:00pm (Wed)- following the Ross Valley School District Calendar. \*We will be open from 12:30-6:00pm on Nov.18<sup>th</sup>- 22<sup>nd</sup> to accommodate the super minimum release schedule for parent/teacher conferences.  
June 11<sup>th</sup> – Super Minimum

Attached, you will find **The Station** membership packet, which includes an application for you and your tween to complete together.

For more information, please contact Lori Ramirez at 415.497.8848 or email [therobsonstation@gmail.com](mailto:therobsonstation@gmail.com)



## The Station Membership Packet 2019/2020

**Registration & Fees:** The Station membership fee is \$65/month. Your tween can attend any day of the week (Mon-Fri), depending on your family's needs. The Membership fee will be charged automatically on the 25<sup>th</sup> of each month for the following month. *All schedule changes need to be submitted in writing to [therobsonstation@gmail.com](mailto:therobsonstation@gmail.com) before the 20<sup>th</sup> in order to withdraw your Tween from the program for the following month.*

**Communication:** Please inform The Station staff of any pertinent information and changes so we can keep files updated and current, especially if your child has a specific allergy or any additional concerns regarding your child's care. Likewise, please feel free to contact our Program Director, Lori Ramirez, at 415.497.8848 or speak directly with any of our Robson Aftercare staff regarding your child(ren) or the program.

**Sign-In and Sign-Out/ Pick-Up Policy:** The Station members may arrive any way possible, one of the most convenient options is to bus to downtown San Anselmo (to the hub) walk to Robson. Your Tweens are required to sign themselves *in* each day upon arrival and *out* when they leave. Please note that The Station closes promptly at 6:00pm, each day.

**Health:** If your child is unwell; we will notify parents and request that they are picked up/released in a timely manner.

# The Station

Membership Application is to be completed by both parent and child

PLEASE PRINT CLEARLY

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

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

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

Age: \_\_\_\_\_ (must be in 6<sup>th</sup> or 7<sup>th</sup> grade)

Home Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian #1 Name: \_\_\_\_\_

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

Parent/Guardian Cell Phone #: \_\_\_\_\_ Work # \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_

Email \_\_\_\_\_

Parent/Guardian Cell Phone #: \_\_\_\_\_ Work # \_\_\_\_\_

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

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Is there any information that you feel we should know about you? Allergies, medical needs we should know about?

\_\_\_\_\_

In an emergency, a qualified doctor may treat my child. (Please initial) \_\_\_\_\_

Name of hospital child to be treated at: \_\_\_\_\_

Medical Record #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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

# The Station

## Agreements and Policies

Please go over this ENTIRE application *with* your child

"I understand that as a member of The Station, there are certain agreements and policies that I am expected to adhere to. I understand the ground rules to be as follows":

### Have your child initial the following:

\_\_\_\_ Each person is responsible for his/her own choices, actions and behavior.

\_\_\_\_ Putdowns and teasing create an unsafe environment; offensive, vulgar or threatening language and/or actions will not be tolerated.

\_\_\_\_ The Station is not responsible for personal items if they are lost or damaged.

\_\_\_\_ Physical boundaries between The Station members must be respected; aggressive or physical behavior will not be tolerated.

\_\_\_\_ All of The Station's property must be respected and put away by the person using it. If something is broken or lost because of abuse or neglect, the item will be replaced or repaired by the responsible party.

\_\_\_\_ No one is to touch, move or take another's personal property.

\_\_\_\_ I will be removed from the program if I cannot follow the program policies and abide by the rules.

**Cell Phone Agreement:** Cell phones and other electronic devices are welcome at The Station with parent permission.

\_\_\_\_ I give my child permission to use their electronic device during program hours (Parent).

\_\_\_\_ I will use my device appropriately and I understand that it is a privilege (Child).

PLEASE PRINT CLEARLY, I (The Station member's name) \_\_\_\_\_ have read, understand and agree to honor these agreements and policies. I understand that I may address the staff if I am unsure of the rules, or wish to communicate any ideas/problems regarding **The Station** or its policies. I know by signing this agreement that I am accountable for my actions.

Member's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

**The Station's** Self-Check-Out Consent:

By signing here I, \_\_\_\_\_ (parent/ guardian name), agree to allow my child, (Child's name)

\_\_\_\_\_ to sign out and leave **The Station** without a parent present, be it to walk home, go to a friend's house, an after school class, sports practice or something else. My child knows to check in with The Robson Aftercare staff before they leave.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian signature: \_\_\_\_\_ **I have read and understand the Waiver of Liability:**

No individual may participate in recreation activities without a signed waiver. I HEREBY AGREE to indemnify and hold harmless the Town of San Anselmo, San Anselmo Recreation Dept. and it's officers, contractors and employees, and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child arising out of or in any way connected with the participation in the program(s) named above. In case of emergency, my child may be treated by a qualified physician. RELEASE OF PHOTOGRAPHS: The undersigned understands and agrees that photos and/or videos may be taken during recreation programs and the undersigned hereby give permission to have his/her photo and/or video taken and authorizes the use and reproduction of said photos by Town of San Anselmo. All negatives, prints or electronic files shall become the sole property of the Town of San Anselmo. MANDATORY ARBITRATION OF CLAIMS AGAINST THE TOWN: It is hereby expressly understood and agreed to by the undersigned that any claim asserted against the Town by the undersigned participant, either on behalf of him/her or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected to the use of Town property, facilities or programs or acts or omissions of Town employees or volunteers pursuant to this registration, will be resolved by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. It is agreed that all claim submission, requirements, procedures, and deadlines and all immunities established by the Government Code or other provision of law will apply, but that the undersigned waives all rights to file a lawsuit and agrees, in lieu thereof, to resolving all claims and disputes through the arbitration process. The Town and the undersigned, by execution of this document, are giving up their constitutional right to have any such dispute decided in a court of law and before a judge or jury and instead, are accepting the use of arbitration

We are looking forward to a wonderful year at **The Station!**