



**UPPER ROOM  
YOUTH CENTER**

P.O. Box 235  
Delphi, IN 46923

## The Upper Room Youth Center

The Upper Room Youth Center is an organization that meets the needs of youth in an educational way. Any student can participate in The Upper Room Youth Center programming by filling out an application form and agreeing to follow URYC Rules and Procedures. The program offers services that include tutoring and mentoring. **An application must be filled out before students can attend.** The program is designed to increase each student's academic levels, improve study habits, behavior and attitudes, and provide students with a positive place to go after school.

We also have field trips for students that attend at least 2/3rds of the after school program during the month, participate in the monthly community service project, and who actively pursue to improve their behavior, grades and overall character.

### **Opportunities that your student will experience at the URYC include:**

- o Tutoring (individual or small group; catered to specific student needs)
- o Homework Time
- o Snacks
- o Life Lesson (topics include: relationships, drugs/alcohol, etc.)  
\*\* This time will be used for presentations, guest speakers, parties, etc.
- o Games/Activities
- o Job Shadowing/Career Exploration

Students may arrive any time between 3:30 PM and 5:30 PM to allow for participating in after school events and sports practices. Upon checking out for the day, students can be picked up in front of the school or walk home. We are very excited about this opportunity and we encourage parents and teachers to be involved. If you have any questions or comments please visit our website or FB Page or contact us by email- [uryc.delphi@gmail.com](mailto:uryc.delphi@gmail.com) . Our website is <http://urycdelphi.org/>

Please keep this page for your records. Complete the rest of the forms and turn them into Mrs. Bieghler at DCHS or you can email them to [uryc.delphi@gmail.com](mailto:uryc.delphi@gmail.com) or mail them to The Upper Room Youth Center.

**The entire application must be filled out before a student can attend the URYC.**

**The Upper Room Youth Center Application**  
Student General Information Sheet

**Must Be Filled Out By the STUDENT**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Birthday (M/D/Y) \_\_\_\_\_ Student Cell # \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name (s) \_\_\_\_\_  
\_\_\_\_\_

**Extra-Curricular Activities/Clubs/Sports**

\_\_\_\_\_  
\_\_\_\_\_

**Hobbies/Things I like to do in my free time:**

\_\_\_\_\_  
\_\_\_\_\_

**My favorite subject(s) in school is/are:**

\_\_\_\_\_  
\_\_\_\_\_

**I could really use some help with:**

\_\_\_\_\_  
\_\_\_\_\_

I would like to be a member of The Upper Room Youth Center. I have read and understand all of the Rules and Procedures of The Upper Room Youth Center program. I agree to abide by all Rules and Procedures of the Upper Room Youth Center.

Student Signature: \_\_\_\_\_

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

**The Upper Room Youth Center Application**  
Parent/Guardian Information Sheet

**Must Be Filled Out By PARENT/GUARDIAN**

Name of Student \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent Email \_\_\_\_\_

(Please use the address that you check regularly.)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

*The URYC closes at 5:30 PM every day. It will only operate on days that students attend a full day at Delphi Middle School/High School. Delphi Community School Corporation will have a bus stop to drop off at The URYC. However, The URYC **will not** be able to provide transportation home for students. It is vital that all students have a way home after our program is dismissed at 5:30 PM, even if they are walking. **The Upper Room Youth Center is not responsible for students and their actions before a student signs in for the day and after a student signs out for the day.***

**Please circle the way your child will get home each night:** *Pick-Up* *Walk*

Students with poor attendance, inappropriate behavior, or an inability to maintain the proper work ethic/attitude are subject to being dismissed from The URYC at the program director's discretion!

Students who have good attendance, behavior, and display hard work in school will be able to attend special URYC events. Some of these events will be away from our facility and possibly out of town. We will have transportation to our destination and back to our facility. (Documentation of appropriate insurance can be provided to parents/guardians upon request).

By signing below, I confirm that:

- I am aware of The Upper Room Youth Center Rules and Procedures.
- I will be a partner in my child's success in this program.
- My child has permission to attend any and all URYC Field Trip and Activities.
- The Upper Room Youth Center participants may be photographed or videotaped for any publicity purposes including cable, newspaper, flyers, posters, brochures, or our Facebook and web pages.

\_\_\_\_\_ I DO NOT give permission for my child to be photographed or videotaped.

Parent (Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (Guardian) Printed Name: \_\_\_\_\_



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## Upper Room Rules & Procedures

### Hours:

Monday - Friday, 3:30 PM - 5:30 PM. URYC will be open on all days that Delphi Community Middle School and Delphi Community High School are in regular attendance.

### Arrival and Sign In Procedures:

URYC members may arrive at any time between 3:30 PM and 5:30 PM. This allows for students to attend a sports practice or after school activity and still participate in the programming here. Each member will be issued a URYC ID. Members are required to check in using their ID upon arrival.

### Dismissal and Sign Out Procedures:

Once a member has arrived at the Youth Center and checked in he or she can check out and leave at any time. Members, once signed in, must remain in the building until they sign out; no leaving and re-entering the center is allowed. Members must sign out upon leaving. Loitering outside the building after sign-out is not allowed.

\*\*\*The Upper Room Youth Center is not responsible for member's actions prior to/after a member signs in/signs out each day.

### Computer Procedures:

URYC Members should bring their own devices with them when possible. If a member needs to use an URYC device, they must ask permission from a staff member and indicate why they need to use it. **Students will only use computers for homework. Students using a computer for inappropriate activity will lose computer privileges.**

### Off-campus Activity Procedures:

Only students who qualify are eligible for off campus activities. At the end of each month The Upper Room Youth Center staff will announce who is eligible. The Upper Room Youth Center will indicate the times and places we will be traveling to. Any student that does not represent Upper Room Youth Center in a positive manner will lose off-campus privileges.

### Closure Notifications:

Occasionally, there will be a conflict with a holiday or special event. In those cases, the closure will be posted on our web site and on our Facebook page. There could also be a decision to close the Center due to an event like a winter storm. For example, if school closes due to inclement weather, URYC will be closed. Those closures would be posted on our web site and on our Facebook page..

### Upper Room Rules:

- Students will follow and respect The Upper Room Youth Center staff and rules at all times.
- The URYC facility (including materials and equipment) must be respected at all times. Anyone identified as purposely defacing and/or damaging any URYC property will be responsible for returning the property to its proper condition and could result in immediate suspension and/or expulsion. Theft and acts of vandalism are prohibited and could result in immediate expulsion.

- The URYC is not responsible for lost or stolen items.
- Students cannot leave the premises without permission. Any student caught leaving without notifying the staff is subject to expulsion from the program.
- Absolutely no tobacco, vaping devices, drugs, alcohol, or weapons of any kind are allowed on the premises, inside or outside. Any person in attendance, or attempting to gain admittance, who is under the influence of drugs or alcohol, or is found to be in possession of a weapon, drugs, drug paraphernalia, or alcohol, will be asked to wait in the Youth Center office until the parents and police are called and arrive.
- No smoking, vaping, consumption of alcoholic beverages, and/or the taking of illegal drugs is permitted on the facility grounds. Such behavior will result in immediate action taken, such as legal and/or expulsion from the Teen Center. Any person in attendance who is found to be in violation of this rule will be asked to wait in the Youth Center office until the parents are called and arrive.
- The **use of aggressive physical contact** (This includes fighting, play fighting, rough-housing, and wrestling), vulgar gestures, abusive or **obscene language, including but not limited to, racial, sexual, or religious references**, directed at other members, guests, volunteers, or staff may result in a **temporary suspension** of the member's right to use the URYC or possibly being **permanently barred** from the URYC.
- No bullying, hazing, or verbal abuse will be tolerated. Sexual harassment will not be tolerated.
- Appropriate clothing is to be worn while in the URYC or while attending a URYC activity off site. This includes but is not limited to sagging, excessively loose or revealing clothing, clothing that displays or makes sexual, drug, tobacco, alcohol or any other references deemed inappropriate by staff.
- There is to be no hugging, kissing, holding hands, sitting on laps, or other displays of affection.
- The Upper Room Youth Center reserves the right to have program participants photographed or videotaped for any publicity purposes including cable, newspaper, flyers, posters, brochures, or our Facebook and web pages. Your registration will serve as your release.

#### **Field Trip Rules:**

- Students will respect authorities and property at all times.
- Students are not to leave the group without an URYC adult.
- The same rules the URYC has inside the youth center apply to field trips as well.
- All students must stay seated and buckled up (if possible) when being transported by URYC.
- Do not yell, throw anything, distract the driver or put any body part outside the windows.
- Students who do not follow the rules may lose privileges that include: Computer time, free time, field trip eligibility or participation in other URYC programs.
- The URYC reserves the right to revise this list of rules at any time with reasonable cause.

#### **Non-Compliance**

- Non-Compliance with any of the above Rules and Procedures will result in the following actions: (Certain actions may result in immediate suspension or expulsion depending on severity.)
- **1st Infraction** – A warning will be issued in the form of a verbal reprimand.
- **2nd Infraction** – Behavior will be documented and parent/guardian will be notified. Depending on severity, participants may be asked to leave.

If a problem persists, behavior will be documented and the parent/guardian will be notified. Suspension or expulsion from the URYC can occur. If necessary, the proper authorities will be contacted and legal action will be taken.



# Consent to Communication and Disclosure of School Student Records

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I give my consent for the Student Services Personnel at:

\_\_\_\_\_ Delphi Community Middle School      \_\_\_\_\_ Delphi Community High School

to communicate, disclose and exchange the following school information/records regarding my child to the Tutors/Mentors of The Upper Room Youth Center.

Student Records of \_\_\_\_\_  
(Student Name)

Permission to view and discuss: (Please check all that apply)

\_\_\_\_\_ Mid-Term, Quarter, and Semester Grades

\_\_\_\_\_ Tardy/Attendance Records

\_\_\_\_\_ Discipline Records

\_\_\_\_\_ Any additional information/data that will assist in programming for my student.

Information exchanged between both parties is CONFIDENTIAL and will be used solely for the purpose of providing services to the student while they are a member of The Upper Room Youth Center. This consent is valid for one calendar year from the date set forth below, and may be revoked at any time in writing.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent Name



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# Medical Form

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

Parent/Guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation to student: \_\_\_\_\_

**Emergency Contact 1:** (Other than parent/guardian)

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relation to student: \_\_\_\_\_

**Emergency Contact 2:** (Other than parent/guardian)

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relation to student: \_\_\_\_\_

**Please provide the following medical information.**

1. Does the student have any chronic or serious illnesses? \_\_\_\_\_  
\_\_\_\_\_
2. Does the student take any regular medication? If yes, please list. \_\_\_\_\_  
\_\_\_\_\_
3. Has the student had a tetanus vaccine? \_\_\_\_\_ **No** \_\_\_\_\_ **Yes When?** \_\_\_\_\_
4. Does the student have any allergies, if so please list? \_\_\_\_\_  
\_\_\_\_\_
5. Are there any activities that the student should not participate in? If yes, please list. \_\_\_\_\_  
\_\_\_\_\_
6. Is there any other information about this student's health that we should know, including physical, mental, or emotional disabilities? \_\_\_\_\_  
\_\_\_\_\_
7. Does your child have an active IEP or 504 with DCSC? \_\_\_\_\_

I have filled out the medical information to the best of my knowledge. I hereby give my consent for first aid emergency care and /or necessary medical attention to be given while my son/daughter is at functions and activities sponsored by The Upper Room Youth Center. If my son/daughter needs hospital care, I also give permission for the medical personnel of the hospital to render necessary treatment. I understand that they will treat my child at a facility in the immediate area.

Both my family and I assume responsibility for the activities of my son/daughter while attending URYC events. As a result, both my family and I waive, release and agree to hold free from all claims for damages or injuries, The Upper Room Youth Center and those associated with it, and its respective collaborative partners. I hereby give my consent for The Upper Room Youth Center and its respective collaborative partners to use any photographs, videos, or written materials of my son/daughter that were part of the after-school program to be used for fundraising, promotion, and/or marketing efforts.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Insurance Company & Policy Number

\_\_\_\_\_  
Date