

Dear Parent/Guardian,

Welcome to Youth Guidance! We partner with your child's school to provide a range of programs that assist participants in reaching their full potential academically, socially and emotionally. Youth Guidance (YG) programs that are offered at your child's school include Becoming A Man (BAM)[™] and Working on Womanhood (WOW). You have received this registration because your child either decided they want to participate in or the school has made a referral to the BAM or WOW program. This packet contains program enrollment information and permission forms:

The BAM and WOW Program Information guides – describes the activities in which your child will participate when they are enrolled in the BAM or WOW program.

Information about participant rights, responsibilities, expectations; YG's program evaluation, data and privacy practices; and how to file a grievance or withdraw from the program.

Enrollment and Permission to Participate:

- *Participant Information* form required for program enrollment.
- The *Permission to Participate* section gives permission for your child to participate in the Youth Guidance program and acknowledges that you received privacy information. This section is **required** for your child to participate in the program.
- The permission for the *Holistic Student Assessment (HSA)* lets us and our assessment partners at Partnerships for Education and Resilience (PEAR) know that your child can complete a survey that helps us to better understand their social-emotional development and how BAM or WOW may help. This survey is **voluntary**. Participants may decline to take the HSA and still participate in BAM or WOW.
- The *Permission for use of Participant's Photo/Media* gives permission for a participant's artwork or other assignment to be used by Youth Guidance in promotional materials. External sources, such as DISD, news media, etc. may request additional permissions outside of this [YG] release. Participants may decline to provide permission for artwork and can still participate in BAM or WOW.
- The *Permission for use of Participant's Artwork* gives permission for any artwork or other assignment to be used by Youth Guidance in promotional materials. Participants may decline to provide permission for artwork and can still participate in BAM or WOW.

Signature Page for you to complete and sign.

Please be aware that any information completed in this paper document will be uploaded into our electronic system. If you have any questions about the program your child is enrolling in or about the information in this packet, please contact the YG staff member working with your child or the YG main office at 312-253-4900 or clientsupport@youth-guidance.org.

We know that parent involvement is key to children's success. We are looking forward to an exciting school year and want you to be a big part of it! We hope to see you at the school often.

Warm regards,

Michael Berry

Executive Director – Dallas

Youth Guidance

PROGRAM INFORMATION

Your child is enrolling in Youth Guidance’s Becoming A Man (“BAM”) program for this school year. Here is some information you should know about the program and what you and your child should expect.

About BAM

- BAM is a two-year **character education and academic enrichment** program for youth in grades 7-12.
- Youth will develop **social and emotional skills** through the core values of Integrity, Self-Determination, Accountability, Positive Anger Expression, Respect for Womanhood, and Visionary Goal Setting.
- **BAM groups** typically include groups of 8-12 students who meet **once a week for 45 minutes** during the school day in a designated classroom at the participant’s school. During BAM groups, participants engage in a variety of activities geared toward building self- and social-awareness, identity development, and relationship building with peers.
- A **BAM Youth Specialist** who has experience in youth engagement, mentoring, and social-emotional development, will be stationed full-time in your child’s school, enabling them to lead BAM groups as well as provide 1-1 supports for BAM participants, including support for academic engagement.
- The **BAM Curriculum** includes sharing through check-ins, activities that foster team building, and discussions about stories and experiences that challenge youth to think about their experiences in new ways.
- Students will be **pulled from non-core classes** for BAM group sessions with the expectation that they complete assignments. Individualized supports and other brief encounters occur on an as needed basis.
- Youth may have **access to afterschool activities** including field trips, sports mentoring in some schools, and cultural activities.
- A **social-emotional development survey** called the Holistic Student Assessment (HSA) is used by the BAM Youth Specialist to assess strengths and challenges of BAM participants in resilience, relationships, and learning and school engagement to tailor the types of support provided. Other **general surveys** will be given to understand program satisfaction.
- If at any time an identified crisis or need for additional support is identified (such as risk of harm to self or others), **a referral will be made to DISD** school-based counseling and mental health services.

Your child is enrolling in Youth Guidance’s Working On Womanhood (WOW) program for this school year. Here is some information you should know about the program and what you and your child should expect.

About WOW

- **Working on Womanhood (WOW)** is a two-year **character education and social emotional learning program** that helps girls manage life stressors, build a positive self-image, communicate effectively, develop healthy habits that will promote healthy relationships, and succeed in school and life.
- The WOW program is for girls in 6-12th grade who might have experienced or been exposed to traumatic events like death/community violence, family or self-health issues, life stressors and/or who struggle to manage negative emotions.
- A **WOW Youth Specialist** who has experience in youth engagement, mentoring, and social-emotional development, will be stationed full-time in your child’s school, enabling them to lead WOW groups as well as provide 1-1 supports for WOW participants, including support for academic engagement.
- Participants can expect to experience improved academic engagement and achievement, better psychological well-being, healthier relationships, improved communication skills, and decreased aggression.
- WOW is a group intervention. Individual check ins occur on an “as needed” basis. **WOW’s curriculum** is based on Five Core Themes: Self-Awareness, Emotional Intelligence, Healthy Relationships, Visionary Goal Setting, and Leadership. Sessions and activities are designed around these core themes.
- WOW groups meet **once a week for 45 minutes** during the school day in a designated classroom at the participant’s school. Participants may be pulled from non-core classes with the expectation that they complete assignments.
- WOW participants will participate **activities outside of group** including Service-Learning projects, WOW Recognition events, and Field Trips (participants must meet school standards for attending events out of the building).
- Students will be **pulled from non-core classes** for WOW group sessions with the expectation that they complete missed classwork.
- A **social-emotional development survey** called the Holistic Student Assessment (HSA) is used by the WOW Youth Specialist to assess strengths and challenges of WOW participants in resilience, relationships, and learning and school engagement to tailor the types of support provided. Other **general surveys** will be given to understand program satisfaction and track progress through the program.
- If at any time an identified crisis or need for additional support is identified (such as risk of harm to self or others), **a referral will be made to DISD** school-based counseling and mental health services.

PARTICIPANT AND PARENT/GUARDIAN RIGHTS, EXPECTATIONS, AND RESPONSIBILITIES

Information collected on this paper Program Registration and Permission for Services Form will be uploaded to our electronic data system.

Youth Guidance will not release any personally identifiable information about individuals, households, or businesses to law enforcement agencies such as ICE, INS, DHS, or similar unless required to do so by federal law. Participating in Youth Guidance programs will not affect anyone's application for change in legal status.

If you have any questions about the program your child is enrolling in or about the information listed in this packet, please contact the YG staff member working with your child or the YG main office by phone at [312-253-4900](tel:312-253-4900), or clientsupport@youth-guidance.org.

RIGHT TO FAIR AND APPROPRIATE SERVICES

- YG provides service to any eligible participant who meets program requirements regardless of race, disability, color, creed, religion, sex, gender identity, age, national origin, ancestry, citizenship, veteran status, sexual orientation, or other related factors and legally protected characteristics. We will make every effort to communicate with participants in a familiar language and use communication technology to address difficulties in hearing and sight.
- Program participants have the right to be free from abuse, neglect and exploitation.
- Program participants will have services provided in the least restrictive setting.
- Program participants have the right not to be denied, suspended, or terminated from services or have services reduced by exercising any rights.
- Program participants have the right to accommodation for their disabilities as required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state laws where we are providing services.

RIGHT TO REFUSE TREATMENT

- Participants and parents/guardians of participants under 18 have the right to remove permission for services at any time by completing YG's Removal of Consent Form, which can be provided to you by any YG staff member or by emailing clientsupport@youth-guidance.org. Please note that if permission is removed, the participant will no longer be able to participate in the YG program.

RIGHT TO CONFIDENTIALITY

- Program participants have the right to expect their conversations or records of conversations they have with YG staff members will remain confidential, except under these circumstances:
 - If a participant indicates that they may pose a danger to themselves or to others, the YG staff person is obligated to report it as required under state and federal law.
 - If a participant indicates that someone else is hurting or going to hurt them, including if a YG staff member suspects child abuse or neglect.
 - If YG receives a court order to release information about a participant, YG is obligated to honor it.
 - If the parent/guardian or adult participant submits a request for or authorizes YG to disclose information to a third party such as Medicaid (where appropriate) or insurance provider.
- YG may provide some information about the participant's program participation with the staff at the school. For more information see the section under Data Practices at YG below titled, ***"With whom outside of YG might we share limited personal information?"***
- Depending on the type of services being provided and the setting in which they are provided, the right of a YG participant to confidentiality shall be governed by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and/or any applicable state privacy and confidentiality laws. Please see the "Data Practices at Youth Guidance" section below for more information about how data is collected and used at YG.
- Participants and parents/guardians of participants under 18 have the right to look at any of the information YG shares with the school and to talk with the YG staff member working with the participant about what information they are sharing.
- Our agency reserves the right to change its privacy policy based on the needs of the agency and changes in state and federal law.

RIGHT TO FILE COMPLAINTS AND GRIEVANCES

- Participants and parents/guardians of participants under 18 have the right to file a grievance or complaint if they feel that the participant has not received proper treatment, YG has failed to respond to the participant's rights requests, or YG has not complied with federal or state privacy laws. For information about this process, please review the ***Service Appeal and Client Grievance Procedure*** section of this packet.

PARTICIPANT EXPECTATIONS AND RESPONSIBILITIES

- YG participants are expected to demonstrate respect for themselves and others at all times.
 - The following actions or behaviors are prohibited: abusive or harmful language; physical aggression; bullying; taking someone else's property.
- Unless they are given specific permission from the YG staff member working with them, participants are NOT permitted to use electronic devices during YG programs, including cell phones, portable music players, headphones, handheld gaming devices, personal computers, and the like. Unauthorized items may be confiscated by program staff and returned at the appropriate time.
 - YG is not responsible for lost or stolen items.
- YG program participants being served in schools are expected to complete all school-related work and assignments if they are pulled from a class to participate in the YG program.
- YG program participants being served in schools are expected to follow the school's behavioral guidelines and the school district's Code of Conduct at all times. The school district Code of Conduct is available from the school's main office, the YG office, or by visiting the school district's website.
- Participants must not be in possession of any school district contraband items, such as cigarettes, vaping devices, drugs, weapons, etc.

PARENT/GUARDIAN EXPECTATIONS AND RESPONSIBILITIES

Parents/guardians are valued partners with YG in their child's success in school. YG expects parents/guardians to become involved with program activities as appropriate. Parents/guardians should expect open communication with the YG staff member who works with their child. This may include:

- Introductions to the program and YG staff members.
- Updates on their child's progress or concerns about program involvement, academics, behavior at school.
- Invitations to participate in program, school, or parent activities (e.g., parent orientation, parent-teacher conferences or report card pickup, workshops, etc.).
- Planning for periods when school is not in session.
- Encouragement and support for their child in the skills they are learning in the program.
- Advising YG staff of changes at home that may impact the child's progress or if related support is needed.

TELEBEHAVIORAL HEALTH SERVICES

- Although most services YG provides occur in schools or other community sites, some services may be offered remotely, especially in cases when schools are shut down (such as COVID-19). In those cases, participants may receive services through phone calls, text, apps, or video conferencing technologies. This is called ***telebehavioral health***.
- The laws and professional standards that apply to in-person behavioral services also apply to telehealth services. The technologies YG uses in telebehavioral health use network and software security to protect the confidentiality of participant information. These security measures are there to safeguard personal information. However, it is still the responsibility of the participant to maintain privacy on their end of communication. For example, participants may want to be sure they are in a private place if personal information is discussed.
- YG will only provide telebehavioral health services through technologies and apps allowed by the school district where the participant is enrolled, and we will follow all applicable government and school district acceptable use policies. Participants receiving these services will need access to the appropriate technology in order to participate. That may include a computer with a camera and microphone and a reliable internet connection, or a smart phone with a sufficient data plan to support a video conference.
- Participants may decline any telebehavioral health services at any time without jeopardizing their access to future services.

DATA PRACTICES AT YOUTH GUIDANCE

How will we use your child’s personal information in BAM or WOW?

To track the progress of BAM and WOW and make sure we are providing a high-quality service, we need to collect personal information about your child as part of these programs. This information will be uploaded to our electronic data system.

Information we collect	Examples	Why we collect it
Enrollment	Personal information like: name, address, date of birth, student ID, emergency contact details (e.g. your name and contact details), relevant medical information (e.g. allergies).	To help us keep in touch with young people during BAM or WOW and support them safely.
Participation	Record of services provided, for example, attendance at sessions or notes about sessions.	To help staff understand how BAM and WOW are going and how young people are doing in their program.
Experience and Satisfaction	Optional surveys, focus groups, or conversations about young people’s experience of, and satisfaction with BAM or WOW. Young people may still take part in BAM or WOW if they choose not to complete these.	To help us understand what young people think about BAM and if we can improve anything
Social and Emotional Wellbeing	Optional assessments about social and emotional skills, engagement with school, and relationships with peers and adults. BAM and WOW use a survey called the Holistic Student Assessment, which requires your permission (see below). Young people may still take part in BAM or WOW if they choose not to complete these questionnaires.	To help staff understand more about the young people in BAM and WOW, and to see how their skills and relationships progress over the year.
Health & Wellness	YG collects <u>optional</u> participant health and wellness information regarding any allergies, known health issues or medical needs, medical accommodations, and medication information.	To help staff understand what health needs young people require to be safe during programming. This information is <u>optional</u> . Young people who require personal aids during school are required to have an aid (provided by the parent/guardian or the school) during programming. This information is not shared with others outside of YG.

Teacher/School Staff Feedback	Information about how a young person is doing in school, collected from school records and by talking with school staff members, like teachers. For example, their attendance or behavior in class.	The BAM and WOW Youth Specialists will use this information to see if there are ways we can help the young person do better in school and/or in these programs. All information collected this way will be kept confidential.
Academic Records	Academic data, for example, attendance, class grades and credits earned, school conduct, enrollment status, grade promotion, and graduation collected by the district sharing records with the Youth Guidance program evaluation staff.	To help us understand if taking part in BAM or WOW helps young people do better in school.

Who at Youth Guidance can see this information?

Youth Guidance staff members, including BAM or WOW Youth Specialists – as well as their supervisors, coaches and/or managers – will be able to see the information we collect. Youth Guidance’s Evaluation and Quality Improvement staff have access to all the data collected, as they are responsible for managing, analyzing, and reporting on all the data collected by YG staff. Other Youth Guidance staff may also access this information on a strictly as-needed basis.

Who else might see this information?

Who?	What?	Why?
School Staff and Service Partners	When appropriate, we may tell school staff or other service partners that a young person is taking part in involved in BAM or WOW. Results of assessments or other private details won’t be shared without you providing special permission.	To share information that would help the young people taking part in BAM or WOW.
School Districts	Since YG provides school-based services, it is sometimes necessary to share program enrollment and attendance records with the school district. In these cases, YG ensures that data is being entered into a school district-approved system that is only accessible by people who have school district approval to see that data. It is important to note that when we share data with the school district, the data then becomes a part of the student’s academic record and therefore the privacy of that data is maintained by the district under its policies and practices.	To keep the district informed about services being provided to individual students.

- **How Does YG Collect Personal Information About Participants?**

In order to provide services, YG collects personal information from: parents and guardians or the adult participant during the registration process; participants themselves throughout the course of the program via personal interactions and surveys completed through the course of the program; and teachers, school staff, and district staff through discussion and data requests.

- **How Does YG Use the Personal Information it Collects?**

Meeting Client Needs: The information collected from participation records and surveys allow YG to better understand the individual needs of participants, as well as the progress they make in the program.

Continuous Improvement: YG looks at data trends to understand whether our programs are being run effectively and if youth are experiencing benefits from participating in them. The overall results (not individual data) are shared with program leaders to understand ways we can improve our programs.

Reports to Community Supporters and Funders: YG relies on a wide variety of funding sources to operate our program. We provide summary reports about our programs to our funders and agency partners. These reports include only summaries of results and never include anything that would identify an individual participant. Results from these reports may also be shared on YG's website or other social media.

What choices and rights do I have about my child's information?

You have the right to...

- **Know** about your rights under various federal and state laws. We will notify you each year.
- **View** any of the information about your child that we may share with the school or discuss it with your child's Youth Specialist.
- **Correct** any information about your child that is incorrect, or even remove the information from YG's records. YG may have legal obligations to keep the information, so there is a chance such a request may not be granted.
- **Decline or Remove Permission** for your child to be in the YG program at any time. To do so, complete YG's **Removal of Consent Form** which can be provided by any YG staff member or via email request to clientsupport@youth-guidance.org. However, by removing permission, YG will not be able to provide your child with further services.
- **Complain** about YG services, including if we didn't support your rights or comply with federal or state laws. To get more information about your rights or to request any support listed here, you may contact Youth Guidance at 312-253-4900 or clientsupport@youth-guidance.org. For information about this process, please review the **Service Appeal and Client Grievance Procedure** in this packet.

- **How Long Does YG Keep the Personal Information?**

YG keeps the personal information for as long as is necessary for the purpose(s) for which we collected it, or for our other legitimate business purposes, including to meet our legal, regulatory, or other compliance obligations.

- **Updates to this Consent**

Should updates or revisions be made to the originally signed consent, all stakeholders will receive an email notification. It is the responsibility of the parent/guardian and participant to keep contact information up to date.

- **How May I Contact YG about its Data Practices?**

If you have any questions about YG's data practices, including how we use, manage, and protect data, please contact us at 312-253-4900 or clientsupport@youth-guidance.org.

HOLISTIC STUDENT ASSESSMENT (HSA)

Youth Guidance is excited to partner with the Partnerships in Education and Resilience (PEAR) to promote the positive social-emotional development for BAM and WOW participants. There is increasing evidence that helping students feel good about themselves, their school, and their relationships improves their overall wellbeing.

Youth Guidance, in collaboration with PEAR, will administer the Holistic Student Assessment (HSA) to BAM and WOW participants in grades 6-12. As part of this effort, your child will be asked to complete a brief survey about himself or herself at the beginning and end of the school year. This information will help tailor support for your child's unique strengths and needs. There are no foreseeable risks involved with taking the HSA. We are requesting your permission for your child to take the HSA as part of the BAM or WOW program. Even if you don't give permission for your child to take the HSA, your child may still participate in the BAM or WOW program.

PEAR will be assisting the BAM and WOW program with the collection and analysis of HSA data to support these programs' work. All HSA data securely managed by PEAR will be destroyed when no longer needed by the programs to guide services provided to your child.

PEAR will use data from the BAM and WOW programs for research and educational work. Your child's name or other identifying information will *never* be used as part of this research. Nothing else will be asked of you or your child as a participant in this research. All information will be kept confidential until it is destroyed by PEAR.

Youth Guidance aims to protect your child's privacy in their experiences in BAM or WOW. However, in some circumstances your child's school may request to see the results of your child's HSA. You may indicate below whether you give permission for Youth Guidance to share this private information with the school. Even if you don't give permission your child may still participate in the BAM or WOW program.

Please understand that participation is completely voluntary. You may withdraw your permission at any time and your child may still participate in the BAM or WOW program. If you have any questions about this effort or would like to see a copy of this survey, you may contact Youth Guidance at (312) 253-4900 or clientsupport@youth-guidance.org.

PERMISSION FOR PHOTO/MEDIA RELEASE

Photo/Media Release: Occasionally during YG programs, we allow groups or activities to be documented via video, photo, or interviews. This is to help the public better understand our programs. External sources, such as school districts, news media, etc. may request additional permissions outside of this [YG] release. Please note that providing permission for photo/media release is optional. If at any point you wish to revoke your permission, please email clientsupport@youth-guidance.org.

By checking "Yes" on the **Youth Guidance Program Registration and Permission for Service Form:**

- a. You give permission for the participant to be photographed, videotaped, audiotaped, and/or interviewed by YG staff, related entities (such as the YG Board of Directors or partners of YG), or the news media while under the supervision of YG staff. You also give permission for YG to use photographs, likeness, or participant voice in: promotional materials, in the news media, on the Internet, or in print publications, articles, and recruiting brochures without prior notice. You understand that for confidentiality purposes, the participant would be identified by first name, grade and/or school only.
- b. You agree to release and hold harmless YG, its employees, Board of Directors, contractors, and volunteers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of, or be caused by the use of the participant's photograph, likeness or voice on television, radio, or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.
- c. You understand and agree that no money or other forms of compensation, including reimbursement for any expenses incurred by you or the participant, will become due to you or the participant at any time because of participation in any of the above activities or the above-described use of photographs, likeness, or voice.

PERMISSION FOR USE OF PARTICIPANT'S ARTWORK

Occasionally during YG programs, the participant may create artwork, a piece of writing, or another assignment. YG requests your permission to use this material or copies of it in connection with YG publicity or advertising. Please note that providing permission for use of this artwork is optional. If at any point you wish to revoke your permission, please email clientsupport@youth-guidance.org.

By checking "Yes" on the **Youth Guidance Program Registration and Permission for Service Form:**

- a. You agree to permit YG to use artwork or assignments created by the participant for publication. You understand and agree that no money or other forms of compensation, including reimbursement for any expenses incurred by you or the participant, will become due to you or the participant for use of their artwork or other assignments.

Service Appeal & Client Grievance Procedure

The information contained in this packet is specific to the **Youth Guidance Service Appeal and Client Grievance Procedures** for the States of Illinois, Massachusetts, Missouri, Texas, and California.

WHAT
{ CAN WE }
DO BETTER
FOR YOU?

Youth Guidance is committed to providing high-quality services to children, youth and families in schools and the community. The goal of these services is to support both academic achievement and social and life skill development. Youth Guidance trains and supports staff so that they understand the client's needs and the role of staff in providing services. However, on occasion situations do occur when there are differences of opinion regarding services provided.

When these situations arise, you have the right to voice your concerns and to use Youth Guidance's Service Appeal and/or Client Grievance Procedure to have those concerns addressed in a fair, reasonable and timely manner. Initiating a Service Appeal or registering a formal grievance will not affect your ability to receive services.

Service Appeal Process

Concerns should be discussed with the Youth Guidance staff member. When a client feels that their concerns have not been addressed by the YG staff member or that they are uncomfortable discussing the matter with the YG staff member, the participant should contact the YG staff member's supervisor/manager or a YG Program Director. Participants are welcome to call Youth Guidance or to put their service concerns in writing then mail/email them to a Youth Guidance Program Director.

Youth Guidance expects that a representative from Youth Guidance will meet with the participant within ten (10) working days to address all concerns. A record of the meeting and the outcome will be recorded, and a copy will be supplied to the participant. The written record of a grievance starts with this step.

Client Grievance Procedure

What is a grievance? A grievance is any disagreement you may have with Youth Guidance about the type or quality of service you have received from Youth Guidance that cannot be successfully resolved through the appeal process described above.

To register a grievance about any aspect of Youth Guidance's services, participants should write down the grievances and send them to the Youth Guidance Program Director responsible for the applicable Youth Guidance program (to the extent applicable) with a copy to the Chief Program Officer.

Youth Guidance expects that a Youth Guidance Director will meet with you within ten (10) working days of receipt by Youth Guidance of your written grievance.

If the meeting does not resolve the situation, you will be requested to send a written grievance to the Chief Executive Officer ("CEO") of Youth Guidance. We will provide assistance in completing this step if you would like.

If a written grievance to the Youth Guidance CEO has not been received within thirty (30) days of your meeting with a Youth Guidance Director, a letter of closure will be sent to you by Youth Guidance.

If a written grievance from you is received by the Youth Guidance CEO within thirty (30) days of your meeting with a Youth Guidance Director, Youth Guidance will send you a letter acknowledging receipt of the grievance and confirming a review of the situation will be undertaken by the Youth Guidance CEO.

The Youth Guidance CEO's assessment and final determination will be presented to you in writing within thirty (30) days of the date of the Youth Guidance grievance acknowledgement letter.

The Youth Guidance CEO's decision on the grievance is final ("Decision Notice").

A record of, and the response to, submitted grievances will be kept by Youth Guidance in accordance with applicable law.

Outside Support

You may also seek assistance from an independent advocate. For example in Illinois:

Illinois Guardianship & Advocacy Commission

<http://www.illinois.gov/sites/gac>



If services are funded through a governmental agency, you may have the right to contact the agency to review your grievance and how it was handled. The timeframe for obtaining a grievance review or appeal is limited and will vary based upon the governmental agency and type of services. For example, in Illinois, you may contact the following agencies for further information about the process and timeframe for grievance reviews and appeals:

Illinois Dept of Human Services Bureau of Hearings

69 W. Washington Street, 4th Floor
Chicago, IL 60602

Illinois Dept of Healthcare and Family Services Bureau of Managed Care

401 South Clinton Street, 6th Floor
Chicago, IL 60607

Additional information may also be found
at: <http://www.illinois.gov/hfs>

At Youth Guidance we believe that no matter what challenges young people face, they are more likely to succeed when they have caring adults in their lives. Our highly trained staff guides youth to overcome life and academic challenges so they can succeed in school and in life. Annually, Youth Guidance reaches more than 12,000 children in Chicago, IL and surrounding suburbs; Boston, MA; Los Angeles, CA; Kansas City, MO; Dallas, TX; Washington, D.C., and Kansas City, KS.

The following is our full list of programming (please note that our programming is not available at all locations):

- Becoming A Man (BAM)®
- Career Readiness and Success
- Community & Afterschool Programming
- Parent & Family Engagement
- Project Prepare
- Project Prepare BLUE
- Project Prepare SOUTH
- Project STRIVE
- School-Based Counseling
- The BAM-Fellowship Initiative (The BAM-FI)
- The Fellowship Initiative (TFI)
- Tuition Based Afterschool Programs
- Working On Womanhood (WOW)
- Youth Guidance Alumni Programming

Youth Guidance is accredited by the Council on Accreditation (COA)

PROGRAM REGISTRATION AND PERMISSION FOR SERVICES FORM

You must FULLY complete this form to register your child for Youth Guidance programs.

Please print. ALL INFORMATION WILL BE KEPT CONFIDENTIAL

ONLY Return these 2 forms and not the rest of the informational portion of this packet

Student Information	Participant's Full Name _____ Date of Birth ____/____/____	
	Address _____ Unit# ____ City & State _____ Zip _____	
Participant's Phone #: (____) ____-____ Participant's Email: _____		
School/Site _____ Student ID# (if applicable) _____		
Grade Level (if applicable) _____ Teacher & Room/Division # (if applicable) _____		
Parent/Guardian	Participant's Race (please check all that apply) <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Black/African American <input type="checkbox"/> Multi-racial <input type="checkbox"/> Latino(a)/Hispanic <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Cape Verdean <input type="checkbox"/> Prefer not to answer	
	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary <input type="checkbox"/> Other _____ <input type="checkbox"/> Prefer not to answer	
Receive Free/Reduced Price Lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Program Enrollment	Parent/Guardian Name _____ Relationship to participant _____ Address _____ Unit# ____ City _____ Zip _____ Home Phone (____) ____-____ Cell Phone (____) ____-____ Work Phone (____) ____-____ Parent's/Guardian's Email _____ Is participant a youth in care? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Please indicate which program you wish to enroll in: <input type="checkbox"/> BAM <input type="checkbox"/> WOW	
Please Select Your School District Below: <input type="checkbox"/> Dallas Independent School District (TX)		
If you know the YG Staff member's full name for your program, enter it here: _____ If you know the YG Staff member's email enter it here: _____		
Health & Wellness	To ensure participants are safe during programming, we need to know of any medical conditions or allergies Allergies _____ Other Health Issues/Medical Needs _____ Is your child taking any medications? <input type="checkbox"/> No <input type="checkbox"/> Yes → Type: _____	
	<i>*Participants who require personal aids during school are required to have an aid (provided by the parent/guardian or school) during programming.</i> <i>**It is the parent/guardian's responsibility to provide information on any relevant medical condition if accommodations are needed.</i>	



1	<input type="radio"/> Y <input type="radio"/> N	<p>PARENT/GUARDIAN PERMISSION FOR PROGRAM PARTICIPATION</p> <p>I give my permission for my child to participate in Youth Guidance Programs. By checking “YES” and signing this document, I am acknowledging that I have read the <i>Client Rights, Expectations, and Youth Guidance Policies</i>, provided in this packet. I understand and agree to Youth Guidance’s policies and practices about how Youth Guidance collects, uses, and shares personal information about participants.</p>
2	<input type="radio"/> Y <input type="radio"/> N	<p>PERMISSION FOR HOLISTIC STUDENT ASSESSMENT</p> <p>I give my permission for my child to complete PEAR’s Holistic Student Assessment (HSA). By checking “YES” here and signing this document, I am acknowledging that I understand and agree to Youth Guidance staff administering the HSA and using its results as part of the BAM or WOW program in support of my child’s social-emotional development. I understand that results of my child’s assessment will remain confidential in accordance with Youth Guidance’s data practices. I understand that PEAR will have access to my child’s assessment in order to provide this information back to Youth Guidance, but will not use this data for any other purpose and will also keep it confidential.</p>
3	<input type="radio"/> Y <input type="radio"/> N	<p>PERMISSION TO SHARE HOLISTIC STUDENT ASSESSMENT RESULTS WITH SCHOOL PERSONNEL</p> <p>I give my permission for Youth Guidance to share my child’s HSA results with school personnel.</p>
4	<input type="radio"/> Y <input type="radio"/> N	<p>PERMISSION FOR PHOTO/MEDIA RELEASE</p> <p>I give my permission to Youth Guidance, related entities, or the news media to photograph, videotape, audiotape, and/or interview my child while my child is under the supervision of Youth Guidance staff. By checking “YES” here and signing this document, I am acknowledging that I understand and agree to Youth Guidance’s Photo and Media Release policy as explained in the <i>Program Registration and Information Packet</i>. External sources, such as school districts, news media, etc. may request additional permissions outside of this [YG] release. I understand that permission for photo/media release is optional; even if I decline, my child can still participate in the Youth Guidance program.</p>
5	<input type="radio"/> Y <input type="radio"/> N	<p>PERMISSION FOR USE OF CHILD’S ARTWORK</p> <p>I give my permission for Youth Guidance to publish, copy, or use my child’s artwork produced while they are participating in a Youth Guidance program. By checking “YES” here and signing this document, I am acknowledging that I understand and agree to Youth Guidance’s policies and practices for use of participants’ artwork as explained in the <i>Program Registration and Information Packet</i>. I understand that permission for use of my child’s artwork is optional; even if I decline, my child can still participate in the Youth Guidance program.</p>
6	* *	<p>If at any point you wish to revoke your permission, please email CLIENTSUPPORT@YOUTH-GUIDANCE.ORG</p>

SIGNATURE REQUIRED		
_____	_____	_____
Parent/Guardian Signature	Parent/Guardian Name (print clearly)	Today’s Date

<i>FOR INTERNAL USE ONLY</i>		
_____	_____	_____
YG Staff Member Signature	YG Staff Member Name	Today’s Date