

Summit County Teen Center



2016 Member/Parent Handbook

What is the Summit County Teen Center?

We are excited to offer a center designed JUST FOR TEENS! From free snacks and activities to homework space and classes, we've got you covered. Once you get your waiver signed, you can enjoy all the free games and activities that The Teen Center offers.

What is a Member?

Membership is currently open to all youth, grades 6th through 12th. When you join the Summit County Teen Center, you have many opportunities for fun activities with peers and staff, getting help with homework, and learning new skills.

A membership form must be completed and signed by a parent or legal guardian and yourself at the beginning of each school year. Fees may be charged for field trips and special activities.

Information provided on membership form is critical. We must have current contact information for the safety of our members. It is the parent/guardians responsibility to notify us of any changes to contact or medical information. Additional information on the membership form helps us track member demographic information crucial for grant funding.

The staff at the Summit County Teen Center to reserve the right to refuse membership to those who have a criminal history of endangerment to others or who are currently expelled from a Summit County school for reasons of endangerment to others. Please consult a staff person if you question eligibility.

Our Mission

Empowering the youth of Summit County to lead healthy lifestyles.

Center Expectations

- ✓ RESPECT YOURSELF.
- ✓ RESPECT THE CLUB.
- ✓ RESPECT OTHERS.

When is The Teen Center Open?

The Teen Center is open from 2:30pm until 5:30pm Monday through Thursday with special events happening on the weekends as scheduled.

School Holidays may be, but are not necessarily, special event days. The Teen Center will be closed for most major holidays. Check for special announcements on The Teen

Center webpage at www.summitcountyco.gov/index.aspx?nid=1046. Special announcements will also be posted at our message board found at the Center. Please check with center staff or the webpage for the monthly calendar and more details.

Snow Days & Cancellations: The Teen Center is closed any time the local school district has called a snow day or cancels afterschool activities. This is for the safety of staff and youth.

Open Door Policy

The Center has an open-door policy. That means a member can stay the duration of the centers operating hours, or leave at any time. Once a member signs out and leaves The Teen Center they may not re-enter and have lost their privileges at the Teen Center for the remainder of that day.

It is the responsibility of the member AND the parent/guardian to determine, understand and enforce whatever arrival and departure times and methods they see fit. Please note youth are not allowed at The Teen Center unless they are signed in and participating in The Teen Center activities. Members should NOT be dropped off prior to the opening of any facility or left on the grounds after closing, as The Teen Center cannot be held responsible for the supervision of such youth. Parent or guardians are welcome to call The Teen Center staff to ensure their son or daughter arrived and left at specific times.

It is important to remember that The Summit County Teen Center is not a childcare center.

Transportation

Teens can walk, skate, ride your bike, or catch the Summit Stage to The Teen Center facility.

Special Activities

The Teen Center will occasionally provide special activities to nearby locations such as the animal shelter, Frisco Adventure Park, or the recycling center. Please note that as a guardian you are giving your son or daughter permission to attend these special activities by signing The Teen Center membership form.

Supervision

Our staff are energetic, trained Youth Development Professionals. Trained volunteers and high school staff often support our program staff. A staff member and/or trained volunteer will oversee each Teen Center session. Please note that all members must follow The Teen Center rules and directions AT ALL TIMES whether a staff member or a volunteer gives those directions.

Code of Conduct

In order to provide a safe place to learn and grow, here are some simple guidelines. Positive attitudes keep the Center fun.

- Respect yourself
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Dress appropriately at all times
- Be respectful of peers, staff, and volunteers
- Resolve disagreements in a positive way
- Listen during appropriate times
- Be respectful of other members and their property
- Take care of The Teen Center, grounds and equipment
- Be respectful of the other offices in the building

The following are strictly prohibited:

- Cursing, swearing, racial remarks, or any form of verbal abuse.
- Fighting or any other form of physical conflict or abuse.
- Use, or possession of, controlled substances, weapons, objects that could cause harm, or intoxicants. Smoking, chewing or any other use of tobacco products.
- Music containing inappropriate or suggestive language.

Being a Center member is a privilege, not a right. The Teen Center's members are expected to help take care of the building and its equipment. Taking, damaging or destroying The Teen Center's property will result in loss of privileges that may include a suspension. It is up to all of The Teen Center members to help ensure The Teen Center stays clean and the equipment lasts a long time.

Dress Code

Members should wear comfortable clothes that allow them to participate in activities and programs.

Clothing: Inappropriate clothing of any kind is NOT allowed in The Teen Center. The dress code rules at school also apply at The Teen Center. Members wearing clothes which are too short, tight or too revealing in any way or clothes with distasteful words or advertising will be asked to change. This is up to the discretion of The Teen Center staff.

Discipline Policy

The Summit County Teen Center strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety and well being of all members is of utmost importance. Our standards, along with the expectation that all members use good

common sense, exist to ensure that all members can safely enjoy The Teen Center's activities. Any member who disrupts programs, activities, or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges. First time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or aggressive or violent behavior. We will not tolerate situations that are dangerous for members, staff or visitors.

Disciplinary action may include:

- Verbal counseling
- Loss of Teen Center privileges
- Suspension from The Teen Center
- Indefinite suspension requiring counseling to return
- Expulsion: a permanent removal

Suspension from The Teen Center is automatic for failure to observe certain rules.

Fighting- (unwanted touch including pushing, throwing objects at another person, slapping, kicking, or punching)- will result in an automatic 3-day suspension.

Public Displays of Affection (PDA)- The Teen Center staff will use their discretion to decide whether members are being physically inappropriate with each other or are causing other members to feel uncomfortable because of their behavior. Members will receive a warning and a subsequent 1-day suspension for continued violations.

Theft- The Teen Center will report all incidents of theft to law enforcement, whether it be theft of The Teen Center's property or theft of another member's property.

Vandalism- The Center will report all incidents of vandalism, whether it be to the building or the signs outside the building. You are responsible for the cost of repair/replacement of damaged property. If costs or repairs are not taken care of, you will be suspended from all of The Teen Center activities until restitution has been made.

Drugs/Weapons or other items that create a potential hazard- bringing drugs or weapons into The Teen Center is a very serious offense. Items such as lighters, cigarettes or anything that staff may deem a hazard to members, staff, volunteers or facility are prohibited. For the safety of all of The Teen Center members, if we suspect that you have a weapon in a backpack, we have the right to search it. We will call law enforcement in any instance of drug or weapon possession. Any suspension for this offense is for an indefinite period of time and will require a meeting with the Program Supervisor, Department Director and a parent/guardian to be readmitted to The Teen Center.

Any staff may suspend a Teen Center member for up to one day for abuse of the rules, disrespect, foul language, or verbal harassment of other Teen Center members.

When a member is suspended for more than one day, a letter will be sent or a phone call will be made to the member's parent/guardian.

Permanent removal may be done in a parent/guardian conference. In some cases a suspended member may be required to get counseling prior to returning.

Members are expected to respond to discipline without incident. Failure to do so will almost always result in an increase in time and/or severity of any action taken. Staff are trained and fully expected, by policy to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control in appearance or manner.

Personal Belongings

All personal belongings brought into The Teen Center by a member are the responsibility of that member. The Summit County Teen Center is NOT responsible for lost, damaged, or stolen items. Members are discouraged from bringing anything to the Center that is not necessary for participation in activities. Members are encouraged to mark backpacks and jackets for easy identification. Items that are not claimed from our lost and found, in a timely fashion, will be donated to charity.

Medication

The Summit County Teen Center is NOT allowed by policy to dispense, store and /or oversee medication of any kind, including all non-prescription medications. The Teen Center will have a first aid kit and band aids on site for minor injuries.

Accidents

The Summit County Teen Center strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs and activities. Please feel safe in knowing that our trained staffs are attentive to providing the safest environment possible. The completed membership form authorizes The Teen Center staff to seek medical treatment for a member, if necessary, and any associated costs for such care are the responsibility of the parent or guardian. **The Summit County Teen Center does not provide medical insurance for members.** In the event of serious injury the staff will call 9-1-1 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your member's well being.

Once again we welcome you. Our trained staff members are experts in youth development. They are hired for their engaging, energetic and enthusiastic personal skills. We expect our members to come to The Teen Center each day, attracted by the programs and the staff that leads them. Please do not hesitate to speak to the Youth and Family Services Director (970-668-9180) or the Mountain Mentors program Supervisor (970-668-9182) if you have a question or concern.

Please keep this handbook for your records!

The Summit County Teen Center reserves the right to change or delete any part of this Member/Parent Handbook at its discretion and without prior notice.