

The Drop **(Summit County Teen Center)**

2019 Member & Parent/Guardian Handbook



Summit County Teen Center

Summit County Youth & Family Services is 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 the Teen Center offers. Welcome!

Our staff members are trained youth-development professionals who are hired for their engaging personalities, energy and enthusiasm for supporting local youth. If you have questions, comments or concerns about the Summit County Teen Center, please don't hesitate to call the Youth & Family Services Director (970-668-9180) or the Mountain Mentors Program Supervisor (970-668-9182).

We encourage all members and parents/guardians to keep a copy of this handbook for their reference and records.¹

Membership

Membership is currently open to all youth, who are currently in grades 6 through 12 at Summit School District or reside in Summit County. 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.

At the beginning of each school year, you and your parent/guardian must complete and sign the membership form. There is no fee for membership, but we may charge fees for field trips and special activities.

Information provided on the membership form is critical. We must have current contact information for the safety of our members. It is the responsibility of the parent/guardian to notify Teen Center staff of any changes to contact information 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 member if you have questions about your eligibility.

Our Mission

The Summit County Teen Center strives to empower the youth of Summit County to lead healthy lifestyles.

¹*The Summit County Teen Center reserves the right to modify any part of this handbook at the center's discretion and without prior notice.*

Center Expectations

At the Summit County Teen Center, we have the following expectations for our members, parents/guardians and staff:

- ✓ Respect yourself
- ✓ Respect the center
- ✓ Respect others.

Teen Center Hours of Operation

The Teen Center is open from 2:30-5:30 p.m. on Mondays and 3:30-5:30 p.m. Tuesdays through Thursdays, with special events and activities on the weekends and holidays as scheduled.

School holidays may be, but are not necessarily, special event days at the Summit County Teen Center. The center will be closed on most major holidays. Check for announcements regarding special events and activities on the Teen Center web page at www.summitcountycolorado.gov/TeenCenter or on our message board at the center.

Snow Days and Cancellations

For the safety of members and staff, the Teen Center is closed any time the local school district has called a snow day or cancels afterschool activities.

Open-Door Policy

The Summit County Teen Center has an open-door policy, meaning that a member can stay for the duration of the center's operating hours or leave at any time. However, once a member signs out and leaves the Teen Center, he or she may not re-enter the same day. Upon leaving, the member loses his or her 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, abide by 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 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 youth outside operating hours. Parents/guardians are welcome to call Teen Center staff to verify that their son or daughter arrives and leaves at specific times.

It is important to understand that the Summit County Teen Center is not a childcare center.

Transportation

Members can walk, skate, bike or ride the Summit Stage to the Teen Center facility.

Activities

The Teen Center will occasionally provide 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 activities by signing The Teen Center membership form.

Supervision

Our staff are energetic, trained youth-development professionals. In addition, trained volunteers and high school staff often support our program staff. A staff member and/or trained volunteer oversees each Teen Center session. Please note that all members must follow all Teen Center rules and directions *at all times*, whether a staff member or a volunteer gives directions.

Code of Conduct

In order that the Teen Center may serve as a safe place to learn and grow, all members are expected to abide by the following simple guidelines:

- Respect yourself
- Be respectful of peers, staff and volunteers
- Be respectful of others' property
- Be respectful of the other offices in the building
- Take care of the Teen Center facility, grounds and equipment
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Resolve disagreements in a positive way
- Listen during appropriate times
- Dress appropriately
- Maintain a positive attitude to keep the center fun.

The following are strictly prohibited:

- Cursing, swearing, racial remarks and 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 Teen 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 Teen Center property will result in loss of privileges that may include a suspension. It is up to all Teen Center members to ensure the Teen Center stays clean and the equipment lasts a long time.

**Any school suspension or expulsion carries over to the Teen Center. If a student is not allowed at school for a behavior issue, they are not allowed at the Teen Center until the school consequence has ended.

Dress Code

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

Inappropriate clothing of any kind is *not* allowed in the Summit County Teen Center. The center has adopted the same dress code rules in place at Summit High School and Summit Middle School. Members wearing clothes that are excessively short, tight or revealing in any way or clothes with distasteful words or advertising will be asked to change, at the discretion of the Teen Center staff.

Discipline Policy

The Summit County Teen Center works to ensure that the consequences for unacceptable behavior are clear, appropriate and timely.

- 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. We will not tolerate situations that are dangerous for members, staff or visitors.
- Any member who disrupts programs or 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/guardians will be called to remove any member who has failed to curb his or her disruptive behavior and/or aggressive or violent behavior.
- Members are expected to respond to discipline without incident. Failure to do so will almost always result in an increase in the length and/or severity of any disciplinary 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.

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 three-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 one-day suspension for continued violations.

Theft: The Teen Center will report all incidents of theft to law enforcement, including theft of Teen Center property and theft of another member's property.

Vandalism: The center will report all incidents of vandalism, including vandalism to the building and signs outside the building. Members are responsible for the cost of repair/replacement of damaged property. If costs or repairs are not taken care of, responsible members will be suspended from all Teen Center activities until restitution has been completed.

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 the facility are prohibited. For the safety of all Teen Center members, if we suspect that a member has a weapon in a backpack, we reserve 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. Readmission to the Teen Center requires a meeting with the Program Supervisor, Summit County Youth & Family Services Department Director and a parent/guardian.

Suspension and Expulsion

Any staff member 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 enacted in a parent/guardian conference. In some cases, a suspended member may be required to receive counseling prior to returning.

Personal Belongings

All personal belongings brought into the Summit County Teen Center by a member are the responsibility of that member. The 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 on site for minor injuries.

The Teen Center staff will not provide private personal assistance such as toileting help to attendees.

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.

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 underscores the importance of parents'/guardians' responsibility to keep contact information updated, as it is crucial to the well being of their sons/daughters.