



# Downtown YMCA Teen Center Parent / Participant Handbook


31 West 10th Street

Erie PA 16501

(814) 452-3261 Teen Center Ext. 279

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## **YMCA TEEN CENTER GENERAL INFORMATION**

The YMCA Teen Center welcomes you and your teen to our facility. To ensure that your teen gets the most out of our programs, we would like for you to take a moment, along with your teen, to briefly read over some of our facility and program rules, regulations and code of conduct. These guidelines are designed to inform parents/guardians and participants of the Teen Center of what is expected of them while they are at the Teen Center.

### **WHO CAN PARTICIPATE?**

All programs are for Junior High and High School student, ages 12-18. The facility is open to all teens alike at no or low cost. The YMCA Teen Center hosts a number of daily activities, special events and summer field trips.

### **APPLICATION**

All potential Teen Center participants must fill out the Teen Center Application Form signed by their parent or legal guardian. Application Forms are available at the front desk. Teens and their parent or legal guardian will be required to provide the following information:

1. Current contact information, address, age, school
2. Medical Information, medications taken, allergies
3. Code of Conduct/Discipline Plan acknowledgment signed
4. Release of Liability signed

All teens will be required to have their parent or legal guardian sign the Teen Center Application Form and review the Parent Handbook and Code of Conduct/Discipline Plan prior to their participation in the Teen Center.

### **DROP-IN FORMAT**

Participation in all Teen Center programs is on a drop in, voluntary basis. All teens will be required to sign in and out. Participants have unlimited in out privileges. Staff is not responsible for teens when they leave the Teen Center. Please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.

### **YMCA BUILDING POLICY**

If you are 15 or younger, you are required to be with a parent, or in a program while you are in the building. When you check in at the front desk you will receive a red wrist band, (to let staff know you are in the Teen Center Program). You must wear this bracelet until you leave the building. If you do not follow this policy you will be asked to leaving the building.

## HOURS OF OPERATION

The Teen Center has school year and summer hours.

### School Year

Monday – Friday                    2:30 PM – 8:30 PM

Saturdays                            12:00 PM – 5:00 PM

### Summer (end of June to end of August)

Monday – Friday                    4:30 PM – 8:30 PM

Saturdays                            12:00 PM – 5:00 PM

The Teen Center observes City of Erie School District and national holidays. Hours and program schedules are subject to change without notice, although Staff will make every effort to keep you and your teen informed.

## SIGN IN PROCEDURE

### ***Sign-In***

When entering the building the participant will need to check in with the front desk, then again when entering the Teen Center, and before participating in any activities; ALL participants will be required to sign in to state their attendance.

**\*\* *Failure to abide by the following rules may lead to suspension, expulsion or removal from the Teen Center.***

## PHONE USE

Phone use is made available to teens only to get in contact with their parent or guardian. Participants are always to ask a Staff member for permission before using the Teen Center phone. Participants using the phone will be required to indicate their phone call on the Phone Log Sheet. The Teen Center phone number is (814) 452-3261 Ext 279.

- No incoming calls to participants unless it's a parent or guardian.
- Calls are not exceed 5 minutes unless it is an actual emergency.
- Participants are not allowed to answer a ringing phone.
- Participants must always be accompanied by a staff member while using the phone.
- Phone use is a privilege and should not be abused.

## RESTROOM USE

- All Restroom Use Rules are posted.
- Participants caught vandalizing or using the restrooms in any manner different from its intended purpose will be subject to disciplinary actions.

## KITCHEN USE

- Participants are allowed access to the kitchen and all its amenities with the permission of a Staff member. Food and drink are allowed **ONLY** in the Kitchen area.
- Participants are allowed to store food and drinks inside the refrigerator. Food must be consumed or removed that same day.
- No sodas in the freezer
- Microwave use is allowed in heating or cooking microwavable foods, in the correct containers.
- Participants are responsible for cleaning, storing or disposing of their utensils, plates and cups.
- Participants are responsible for their cleanup after kitchen use.

The Teen Center does provide a Snack and Dinner for the participants Monday through Friday. The Teen Center Meal Hours are as followed:

School Year		Summer (end of June to end of August)	
Snack	3:30PM - 4:30PM	Snack	4:00 PM – 5:00 PM
Dinner	5:00PM - 6:00PM	Dinner	5:30 PM – 6:30 PM

## COMPUTER LAB USE

The Computer Lab is available for Teen Center participants. Each participant must sign in prior to any computer use.

- Priority goes to those participants using computer time for homework.
- The downloading of programs or explicit material is **NOT ALLOWED**.
- Please save your personal work on your disk.
- Close all programs when finished.
- **NO FOOD or DRINK** is allowed in the Computer Lab at **any time**.
- Always ask a staff member for assistance if you come across something you do not know how to do.
- Do not sit on desktop, please use a chair.
- Chairs placed inside the Computer Lab are to remain in the Computer Lab.
- Do not change Screen Savers.
- Horseplay or any type of physical exertion is not allowed in the Computer Lab.
- No Basketballs are allowed in the computer room.

## FIELD TRIP FORMS

Field Trip Forms are made available to Teen Center participants interested in attending a Teen Center sponsored Field Trip. Forms are to be filled out completely by the parent or guardian of the participating teen, unless the teen is 18 years of age.

Forms must be received by the date stated on the form. Forms must be submitted in person to a Teen Center Staff person.

## TEEN CENTER AREAS

### ***Aquatics / Pool***

Participants are allowed to use the pool area during special Teen Center activities, only. Participants must receive permission from Staff before entering these areas.

### ***Basketball Courts/Gym***

Participants are allowed to use the Gym only with special permission from Teen Center Staff or during special Teen Center activities, only. Teen Center Staff must be present in the Gym.

### ***Front of Teen Center/Hallways/Parking Lot***

No loitering is allowed in front of the YMCA, the hallways or the YMCA parking lot. Participants and visitors are only allowed in the front area of the YMCA if accompanied by a parent, guardian or Staff member.

### ***YMCA Music Studio***

Teen Center participants are allowed in the Music Studio, only if accompanied by a Staff member or SAT (studio approved teen), unless receiving approval by the media coordinator or music instructor.

- NO FOOD or DRINK is allowed in the Music Studio at any time.
- Respect the equipment.
- Respect each other.
- Cooperate with the Producers.
- If you are not working you should **NOT** be in the studio.
- The Studio is **NOT** a hang out.

***If any of the above rules are not followed you will lose your privilege to Enter any extended area outside of the 5th floor Teen Center.***

## **YMCA TEEN CENTER CODE OF CONDUCT**

### **Caring**

### **Honesty**

### **Respect**

### **Responsibility**

### Participant Responsibilities

- Participants shall be courteous and respectful of adults and fellow participants at all times.
- Participants shall obey general rules of the facility.
- Participants shall show respect for YMCA property and the personal property of others.

The YMCA makes parents financially responsible for losses of and damage to YMCA property by Teen Center Participants.

### Enforcement of Facility Rules

Facility rules will be enforced at all times, including, but not limited to: The YMCA Teen Center, or the Teen Center Music Studio, or while going to or from a Teen Center sponsored activity.

### Suspension

- There is good cause to suspend participants who exhibit continued and willful disobedience.
- Discipline at the Teen Center will be administered with firmness, fairness and consistency.

**If a participant becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc. or has information regarding such, he/she is requested to report it to a Staff member.**

## **PARTICIPANT BEHAVIOR STANDARD**

The following is a list of rules to guide participant behavior at the Teen Center. The list is not to be all-inclusive. Parents should promote cooperation and agreement between the home and Teen Center in an attempt to develop citizenship and high standards of behavior in our youth.

### Assault and Battery

It is not permissible to commit assault or battery upon others while at the Teen Center. The Erie Police Department will be notified and all applicable state and federal laws will be enforced.

### Assault, Sexual/Battery

It is not permissible to commit sexual assault or battery upon others while at the Teen Center. The Erie Police Department will be notified and all applicable state and federal laws will be enforced.

### Bicycles

Bicycles must be locked to a bike rack to prevent theft. The YMCA assumes no responsibility for thefts or vandalism.

### Interpersonal Relationships

Appropriate personal relationships are encouraged. The Teen Center policy is one of "hands-off." Holding hands, arm-in-arm, sitting on lap, hugging and kissing are not appropriate while at the Teen Center. Sexual harassment will not be tolerated.

Participants are expected to follow the instruction of YMCA Staff. If a participant disobeys any employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

### Dress

Participants at the Teen Center have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the Teen Center Staff.

### Gambling

Any form of gambling will not be tolerated.

### Gangs

Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited and will be confiscated. Engaging in an activity that is gang related is prohibited.



## **PARTICIPANT BEHAVIOR STANDARD (Continued)**

### Harassment, Sexual/Hate Crimes

It is not permissible to harass others while at the Teen Center. The Erie Police Department will be notified and all applicable state and federal laws will be enforced.

### Hazing

It is against the law for a participant to engage in any hazing activity or threatens to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reports to the Teen Staff.

### Illegal Substance, Drug and Alcohol

Use of or possession of any illegal substance at the Teen Center, or at any YMCA sponsored activity is grounds for immediate suspension.

### Loitering

Participants are not to loiter in front of the Teen Center, or YMCA facility or in the parking lot.

### Serious Injury, Attempting to Cause

If a participant **attempts to cause** serious injury to another person, except in the case of self-defense, it will be recommended they are expelled from the Teen Center. The Erie Police Department will be notified and all applicable state and federal laws will be enforced.

### Substances

Permanent felt pens; Aerosol spray cans of any type, glue, and white out are not to be brought to the Teen Center.

### Swearing, Profanity

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

### Theft

Participants have the responsibility for taking care of their own possessions. Theft is a serious violation of the law and will be dealt with in a swift and often severe manner. Participants are discouraged from bringing large amounts of money or valuable items to the Teen Center. The Teen Center is not responsible for any lost or stolen items brought by a participant in the facility.

### Threats

Threats of personal injury upon other participants are strictly prohibited and will be dealt with in a swift and severe manner.

## **PARTICIPANT BEHAVIOR STANDARD (Continued)**

### Skateboards, Roller Skates, Roller Blades, Scooters and Mopeds

Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden on YMCA property. This rule applies especially within the facilities.

### Tobacco, Possession of Tobacco and Smoking

If a participant of the Teen Center has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is ground for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they, too, may be suspended. The Erie Police Department will be notified when participants are in possession of tobacco products.

### Use/display of cell phones at the Teen Center

Cell phones and pagers are permitted at the Teen Center. However, the YMCA Teen Center is not responsible for any loss, damage or stolen items.

### Vandalism

Damaging YMCA property or the property of others will not be tolerated. Depending upon the circumstances and severity of the situation, a police report will be made. In any matter regarding such situations however, incidents will be written at all times by the Teen Center Staff to keep a record of such behavior. Parents may be liable to pay for damages.

### Weapons Brought

State law requires it be recommended that a participant be expelled for possession of any firearm, knife, explosive or other dangerous object at the Teen Center or at a YMCA sponsored activity on or off grounds.

**Please remember:  
The Teen Center is a privilege. Being here is a courtesy  
that we extend at our own discretion. We reserve the  
right to ask a Teen to leave at any point for any reason.**

# YMCA Teen Center

## Discipline Plan

### Behavior Incident

1. Intervention Private, verbal warning (without emotion)

### Recurrence ~ Second Incident

2. Intervention ("Cool off" Time/Removal from the group, Discussion of the incident with Staff: when the participant deem him/herself ready to follow the rules, he/she may rejoin the group)

### Recurrence ~ Third Incident

3. Participant contacts parent by phone in the Staff's/instructor's presence, indicating that the next incident will result in removal or suspension from the program. An Incident Report will be completed by Staff, documenting incident(s), measures taken and the Teen Center Program Director will receive a copy of the report.

### Recurrence ~ Fourth Incident

4. Coordinator/instructor will contact the parent to remove the participant from the program. The teen will be eligible to return to the program after the parent(s) attend a conference with the Coordinator/Instructor.

### Notes:

- A. "Cool off" time can be used just for participants to reflect on their actions or write an explanation of their problem behavior. This can occur anywhere within the facility or just outside the facility where a Staff member can monitor the participant.
- B. Should a teen need to be suspended and/or removed from a program, a parent must attend a conference with the Coordinator and/or Instructor prior to the participant being eligible to return to the program.
- C. Participants start fresh each day.

The following behaviors will result in the **IMMEDIATE REMOVAL** of the participant:

1. **Fighting** (hitting/punching/kicking another participant, regardless of reason, or who hit first)
2. **Physical or verbal abuse or lying to a Staff member**
3. **Direct abusive/obscene/profane language/gesture or behavior to other participants and/or Staff.**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Assault/Battery – Assault/Battery upon any YMCA Employee</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Threats – Threats Against any YMCA Personnel</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Assault/Battery – Sexual Assault/Battery</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Defiance – Disruption, Defiance, Disrespect</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
<b>Dress – Wearing Clothes that are Considered Inappropriate by Supervisory Staff</b>	Change Clothes Parent Notification Possible Suspension	Change Clothes Parent Notification Up to 5 days Suspension	Change Clothes Parent Notification Up to 10 days Suspension
<b>Gangs – Display of Gang Related Symbols, Clothing, etc.</b>	Change Clothing or Removal of Gang Related Articles	Same as First Offense Possible Suspension	Same as First Offense Possible Suspension
<b>Extortion/Robbery</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Recommended Expulsion	
<b>False Information – Deception/Forgery</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
<b>Fighting</b>	Parent Notification Up to 30 days Suspension	Parent Notification Up to 30 days Suspension	Parent Notification Recommended Expulsion
<b>Harassment, Hate Crimes</b>	Parent Notification Up to 30 days Suspension	Parent Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Harassment, Sexual</b>	Parent Notification Up to 30 days Suspension	Parent Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Controlled Substance – Possession/Under the Influence of</b>	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Mandatory Expulsion	

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Controlled Substances, Sale of</b>	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Drug Paraphernalia, Possession/Sale</b>	Parent Notification Police Notification Up to 10 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
<b>Loitering</b>	Parent Notification	Parent Notification Up to 10 days Suspension	Parent Notification Up to 20 days Suspension Police Notification
<b>Serious Injury, Attempting to Cause</b>	Parent Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
<b>Serious Injury, Caused</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Swearing – Profanity &amp; Vulgarity</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Police Notification Up to 10 days Suspension
<b>Theft</b>	Parent Restitution Police Notification Up to 10 days Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
<b>Tobacco Use/ Possession</b>	Parent Notification Possible Suspension	Parent Notification Up to 5 days Suspension	Parent Notification Up to 10 days Suspension
<b>Vandalism or Property Destruction</b>	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Recommended Expulsion	Parent Restitution Police Notification Mandatory Expulsion
<b>Dangerous Weapons – Possess, Sell, or Furnish a Knife, Explosive, or Dangerous Object</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Dangerous Weapons – Possess, Sell or Furnish of a Firearm</b>	Parent Notification Police Notification Mandatory Expulsion		
<b>Dangerous Weapons – Brandishing A Knife</b>	Parent Notification Police Notification Mandatory Expulsion		



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

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# Downtown YMCA

## Teen Center

### Parent / Participant Handbook

The parent / Participant Handbook describes important information about the Teen Center, and I understand that I should consult YMCA Teen Center Staff or the Program Director regarding any questions that may not have been covered in the handbook.

Since the information, policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices.

By signing below, I have received the handbook and I understand and acknowledge that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

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Parent Signature

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Date

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Participant Signature

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Date