

B.J Dolan
Youth & Education Resource
Center



Teen Center
Handbook & Membership
Application

1. All participants must register each year for Teen Center membership. A completed application is required. *Todos los participantes deben renovar anualmente su membresía del Centro de Juveniles y llenando una nueva aplicación.*

2. A Liability Release, Acceptance of Teen Center Policies & Procedures, and Emergency Medical Release & Allergy Information Form must be signed by the Member and parent/guardian and submitted with this application. *La forma de LIBERACIÓN DE RESPONSABILIDAD, Aceptación de las políticas y procedimientos del Centro de Juveniles y de Emergencia/ Alta Médica y Alergias, el miembro y el padre o tutor firmara y entregar el aplicación.*

3. Providing false information may result in disqualification from participation in City of Seaside Teen Center and Recreation Programs. *Proporcionar información falsa podría resultar en rechazo de la aplicación de miembro en el Centro de Juveniles de la Ciudad de Seaside y los Programas Recreativos.*

The following Teen Center Member Policies and Procedures have been prepared to help Teen Members have a positive, safe, and enjoyable experience at the Teen Center. Teen Members and parents/guardians should take the time to read these carefully.

The Teen Center is a **safe place**; therefore, we enforce a **Zero Tolerance** policy on issues dealing with drugs, alcohol, weapons, violence, and threats.

MEMBERSHIP

- Teen Center membership is open to all teens, ages 10 – 18, who are currently enrolled in middle school or high school (proof of age required).

VOLUNTEERS IN PRACTICE (VIP)

- The Volunteers in Practice (VIP) program is a volunteer work experience designed to teach teen's ages 10 to 17 valuable job and leadership skills while they work beside experienced City of Seaside staff.
- Prior to the summer season, VIP candidates participate in an interview process, an 8-week course plus several days of Staff Training Week, including training on game leading, customer service, professionalism, and more.
- What you can expect from the VIP program:
 - Customer Service
 - Leadership
 - Communication
 - Dependability
 - Development
 - Safety
- If your child is interested in being a VIP, please indicate that on the application form.

REMIND

- Remind is a private free mobile text-messaging application that enables teachers, students, and administrators in K-12 schools to communicate with everyone at once.

- Remind is used at the Youth and Education Center for alerts/updates and news on events/activities.
- If you would like to be added into the system to receive such notifications, simply check the box the registration form.

HOURS OF OPERATION

- The Teen Center is open Monday through Friday from 2:00 p.m. to 6:30 p.m. and Saturday from 12:00 p.m. to 6 p.m. The Teen Center is closed on Sunday.
- The Teen Center is staffed during the hours of operation.

MEMBER RESPONSIBILITIES

- All Members/Guests are expected to follow the Teen Center Policies & Procedures. The Policies & Procedures are posted in the Teen Center.

CHECK-IN AND CHECK-OUT

- Members/Guests must check-in by signing in.
- Members/Guests must check-out by signing out.
- This is a drop in program and it is the responsibility of the member to notify their parents/guardians of their daily plans for afterschool activities.
- Teen Center Staff are not responsible for notifying parents upon their child's arrival or departure from the program.
- The Teen Center Program does not provide transportation to and from the program.

GUEST POLICY

- Guests must be between the ages of 12 and 18 and show a valid school ID or letter from a parent/guardian verifying home-school participation.
- Guests must check in and out of the Teen Center with Staff.
- Guests are subject to all Teen Center Policies & Procedures.
- Members are responsible for the behavior of their guest.

COMMON COURTESY

- Members/Guests will be courteous and respectful of staff, other adults, and fellow member/guests.
- Members/Guests will show respect for City property and the personal property of others.
- If members have any issues or problems that arise in the Teen Center, that they are unable to resolve in a respectful/peaceful manner, they should discuss the issue with staff on duty.
- Staff will make every effort to resolve issues that take place in the Teen Center.

MOVIES & GAME USE

- Use of all games is on a first-come-first-serve basis except for programmed tournament games.
- Use of game tables such as pool, foosball, and air hockey is limited to ½ hour unless there is no one waiting.
- Game rules should be discussed and agreed upon in advance by the players.

- Video game systems, video games and game equipment are available and must be checked in and out by Members using their membership card or by guest members provide a school ID or a personal item.
- All games provided at the Teen Center are ESRB (Entertainment Software Rating Board) rated either “E” (Everyone), “E10” (Everyone 10 and older), or “T” (Teens).
- Games with an ESRB rating “M” (Mature) or “AO” (Adults Only) are not allowed in the Teen Center.
- Please be aware that the Teen Center Staff may show movies rated PG 13 in the presence of teens that are not of age (12-18).
- The City is not responsible for any personal property brought into the Center.

COMPUTER USE

- A detailed facility Computer Use Policy is available upon request. In brief, the policy is as follows:
 - Members must sign in and out of the computers with the staff in the Teen Center office.
 - All workstations have filtering software installed to limit access to certain sites.
 - Viewing inappropriate material will end the member’s computer time.
 - Repeated viewing of inappropriate or restricted sites will result in termination of membership to the Teen Center.
 - The computer lab in the Teen center is supervised by Teen Center staff.
 - Priority will be given to Members doing homework
 - There is a one hour limit on the computer; unless there is no waiting. If there is a long waiting list for the computers, use of the computers will be limited to a half hour intervals.
 - Black & white printers are available. Printer paper may be requested from Teen Center staff, but is limited to 2 sheets of paper per student per day. Members should bring their own printer paper if planning to print a large number of pages. Members cannot save anything permanently to the hard drive. Members can either bring discs to save material or may purchase a disc at cost from Teen Center staff.
 - Participants are to report receipt of an inappropriate message to a staff member immediately.
 - Participants agree not to have personal contact with anyone he/she might meet online.
 - Posting personal information (e.g., address, phone number) about him/herself or any other person is not allowed.
 - Participant will not attempt to gain unauthorized access or any City of Seaside computer system.
 - Participant will not enter another person's account number or access another person's files
 - Participant will not disrupt the computer system or destroy data by any means including computer viruses.
 - Participant will not use the City of Seaside Computer Network and/or Internet System to engage in any illegal acts, such as arranging for the purchase or sale of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
 - Participant will not download any software.
 - Participant will not move or modify equipment
 - Participant will not use any removable media any PC System without permission of a staff member.

- Participant will not look for security problems; this may be construed as an illegal attempt to gain access.
- Participant will notify a staff member immediately if a possible security problem and avoid the spread of computer viruses.

TELEPHONE USE

- Courtesy Phone – there are no pay phones at the Teen Center. Therefore, the Teen Center office phone may be used on occasion by Members with staff permission and is limited to the local calling area. The telephone number at the Teen Center is (831) 899-6820.
- Cell phones usage is allowed, but cell phones must be on silent/vibrate while in the Teen Center. While talking on the phone common courtesy is expected.
- Members are not allowed in the Teen Center offices or Snack Shack areas.

SAFETY

- Members will notify staff immediately if they are aware of any potentially dangerous and/or illegal situations.
- In case of fire or other emergency, all Members/Guests and staff are required to follow standard safety procedures for the facility. These safety procedures are posted in the Teen Center and throughout the facility.

DAMAGE FEES

- California State Law makes parents/guardians fully responsible for loss of and damage to City property by Teens under the age of 18.
- Parents/guardians will be billed for any misuse of equipment resulting in damage or loss.

PERSONAL ITEMS

- There are backpack/jacket hooks available for members while at the Teen Center. Staff is not responsible for any stolen or misplaced items.
- Members/Guests are advised not to bring expensive or valuable items to the Center and are solely responsible for the safety and security of their personal belongings.
- All items determined Lost and Found will be left in the care of the Teen Center front desk staff for a period of one day and two weeks. All unclaimed items will be disposed or donated to charity.

FOOD AND DRINK

- There is a snack bar in the Teen Center.
- The snack bar will offer pre-packaged food and drinks for sale. Effort is made to provide healthy, nutritious and low-fat options.
- Specialty food and drink items will be available whenever possible.
- The hours of operation are based on the availability of snack bar staff.
- Food and drinks are not permitted at the computer stations and must stay in the eating area.
- Members may bring their own food and drink in to the Teen Center if desired.
- Members are required to clean up after themselves.

DRESSCODE

- Members/Guests have the responsibility to dress in a manner that promotes a safe, clean, and appropriate environment.
- Teens must wear shoes that are appropriate, no bare feet or slippers, or steel toe boots.
- Teens wearing garments that expose any portion of the torso or stomach will not be allowed.
- Any clothing or decoration which detracts from the learning and safe environment is prohibited such as: clothing or symbols which show obscene pictures or gestures, sexually suggestive statements, swear words, illegal substances for minors (tobacco, alcohol, or drugs), weapons, words/pictures depicting death, violence or gore. *Head gear (baseball hats), or symbols related to gang activity (canvas belts with initials), or attire that are in the combination black, white and red or black, white and blue, red, blue, or any jerseys such as 49er, raider jerseys and the like etc), or any other article determined to be gang related by the City of Seaside Police Department.*
- Teen Center staff has the responsibility to determine if a Member's dress promotes this environment.

SKATEBOARDS/BIKES/SCOOTERS

- No bikes are allowed to be brought into the Teen Center building. All bikes must be racked and locked (bike owner must provide own lock) at the bike rack outside locations.

MEDICATIONS

- All medications will be stored in a locked office on site with the exception of medications needing to be refrigerated.
- All medications must be provided to Recreation Services in their original packaging, with the child's full name written on the container, and should include cups, spoons or other instruments for the medication's administration. The medication dosage and instructions must be completed on the *Medications* form.
- Parents/guardians are responsible for providing all necessary information regarding dietary restrictions, food allergies or special diet considerations to staff. Participants are responsible for arriving at the program with all necessary medications, supplies, pumps, back-up medications, and any other equipment necessary for the participant to safely administer their medications. Participants and parents/guardians shall be advised and reminded that it is the participant's responsibility to administer the medication and that staff will only assist as needed. Staff will not give scheduled injections.
- Medication cannot be accepted without the completed *Medications* form signed by a physician.

BEHAVIOR GUIDANCE

General Steps

The general steps for behavior guidance progress according to severity of the behavior. Steps may be repeated or skipped when appropriate.

Step 1: Oral warning

- Step 2: Verbal warning and separated from activity
- Step 3: Loss of some amenity/removal of privilege (video games, computer, sports activity)
- Step 4: Complete Behavior Report and notify parent by phone
- Step 5: Call parent to notify participant is to be sent home.
- Step 6: For repeat behavior, call parent to notify parent participant is being sent home for repeated behavior.
Arrange conference with Program Coordinator and parent to discuss behavior. Participant will not return until staff and Program Coordinator meets with parents.
- Step 7: If behavior continues, a second conference will be arranged.
A behavioral plan will be determined by staff, parent and the Program Coordinator.
The participant may be suspended from the program for time determined by staff and Program Coordinator.

DISCLAIMER: City of Seaside Recreation Department Staff have the authority to ask an individual to leave the premises at any time.

CAUSE FOR SUSPENSION OR TERMINATION OF MEMBERSHIP

- All Members and Guests are expected to observe Teen Center Policies & Procedures. If any policies or procedures are not followed, membership and guest privileges may be suspended or terminated at the discretion of the Teen Center staff.
- There will be no vulgar or offensive language, no smoking or use of other tobacco products, or marijuana, no inappropriate physical contact (kissing, shoving, roughhousing, or fighting), or no outward suggestive expression behavior, no skateboarding indoors, no gambling for money/property/food/etc, no vandalism, and no disrespectful behavior to other members or staff. In response to breaking Teen Center Rules and Procedures, Teen Center membership can be suspended.
- Teen Center has a ZERO TOLERANCE POLICY for firecrackers or other explosives, weapons, vandalism, extortion, harassment, threats or threatening behavior, hate crimes, bullying, gang activity, illegal substances, or alcohol. Should any of these activities occur the City of Seaside Police will be called immediately and all applicable state and federal laws will be enforced. Teen Center membership will be terminated.
- The final decision on suspension or termination of Teen Center membership rests solely with the Teen Center Staff.

PARENT/GUARDIAN & PARTICIPANT ACKNOWLEDGEMET & COMMITMENTS

I, the participant, understand that by signing this membership application, I will follow all rules and regulations set forth by the City of Seaside Recreation Department. I further understand that if a Staff member or a Volunteer of the City of Seaside sees me doing anything unsafe or inappropriate either in or around the vicinity of the Recreation Department, I will be corrected on my behavior. I also understand that violating the rules and regulations of the center or inappropriate conduct may result in suspension from the center.

Print name of applicant	Signature of applicant	Date
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I, the parent/guardian, of the above mentioned applicant understand and agree with the statement above.

Print name of parent/guardian	Signature of parent/guardian	Date
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Medical Consent and Liability, Indemnity and Participation Agreement

In consideration of my own and/or the above named individuals) participation in the programs listed above, I voluntarily release the City of Seaside, their officers, agents, employees and volunteers from any and all liability for injuries or death, or property damage resulting from or in any way connected with my and/or the individuals) named above participation in the program. Additionally, as myself and/or as parent and/or guardian of the individuals) named above, I do forever release and hold harmless and indemnify the City , their officers, agents, employees and volunteers from all claims or rights of action for damages which myself and/or the above named individuals) has or may hereafter have, resulting in anyway connected with myself and/or the individuals) named above participating in this program, either before or after the individual named above reaches their age of majority. I understand that this waiver and release is applicable even though the negligent activities of the City, their officers, agents, employees or volunteers may have caused or contributed to the injury or death or property damage.

In consideration of my own and/or the above named individuals participation in the programs listed above do hereby agree to allow the individuals) named above to participate in the aforementioned activity and authorize the program directors and/or instructors as agents for the above signed to consent to medical, surgical and dental examination, in addition to any and all

other treatments that may be deemed necessary by medical personnel. It is further understood that this Agreement is binding on my heirs and assigns, as well as those of the individuals named above. I agree that pictures taken during program hours may be used for all future promotional purposes and hereby grant permission to the City to use my own or the above named individuals picture in the City's publications and the City's internet webpage. I further agree on behalf of myself and the above named individual to release and discharge the City, its officers, employees, agents, and volunteers from any and all claims or causes of action arising out of the photograph, name, image or likeness. In the absence of a signature below, payment of fees and participation in the program shall constitute acceptance of the conditions set forth in the release. I agree to return upon request equipment issued to the above participants in as good condition as when received except for normal wear and tear. The City of Seaside will not provide health and/or accident insurance for program participants.

I HAVE READ THIS MEDICAL CONSENT AND LIABILITY, INDEMNITY AND PARTICIPATION AGREEMENT, FULLY UNDERSTAND IT AND SIGN IT FREELY AND VOLUNTARILY WITHOUT INDUCEMENT

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

Youth Education and Resource Center Movie and Video Game Permission Form

There are gaming systems and DVD players at each of our Teen Center location. As a part of the Teen Center programming movies and video games are played during free time or on shortened school days. We are requesting permission for your child to watch PG-13 rated movies and play T rated video games. These movies and games were previously reviewed by staff and will not contain material teens would otherwise not see on television. By signing below you allow your child to participate in movie and video game activities.

Student Name: _____

School: _____

Parent/Guardian's Signature: _____

Date: _____

Youth Education & Resource Center Emergency Identification Information

Member's Name	Gender	D.O.B	Members Cell Phone #	Subscribe to remind?	Interested in VIP Program
		__/__/__	() -	Yes No	Yes No
		__/__/__	() -	Yes No	Yes No
		__/__/__	() -	Yes No	Yes No
Guardian 1 Name:			Relationship:		
Address:					
Home Phone: () -		Cell Phone: () -		Subscribe to remind? Yes No	
Guardian 2 Name:			Relationship:		
Address:					
Home Phone: () -		Cell Phone: () -		Subscribe to remind? Yes No	
Member(s) live with:					
Member(s) address if different:					
In case of Emergency Call (Other than Guardian's already listed)					
Name:		Phone: () -		Relationship:	
Name:		Phone: () -		Relationship:	
Name:		Phone: () -		Relationship:	
Please list any allergies to medications, foods, or environment, such as bee stings, etc. that your child may have. Please include any special needs or conditions we should know about.					

Please list the member(s) doctor and phone numbers to their doctors:					

Guardian Signature:				Date:	

FOR OFFICE USE ONLY

Membership Packet Reviewed by: _____ Date: _____

Membership Accepted: Yes No

Membership Orientation given on: _____ by: _____