

## Teen Center

**Participant Information 2020-2021 Edited for Covid-19**

**School ID or Proof of Age Required at Staff Request**

**This facility is open to youth grades 9-12**

**Please read through entirely as many things have been changed**

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

**Preferred Name or Nickname**\_\_\_\_\_

**Circle one**    **Male**    **Female**    **Non-Binary**    **Preferred Pronoun**\_\_\_\_\_

**Address**\_\_\_\_\_ **Town**\_\_\_\_\_

**Age** \_\_\_\_\_ **Grade** \_\_\_\_\_ **School** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent/Guardian**\_\_\_\_\_

**Work Phone**\_\_\_\_\_ **Home Phone**\_\_\_\_\_

**Parent/Guardian**\_\_\_\_\_

**Work Phone**\_\_\_\_\_ **Home Phone**\_\_\_\_\_

**Please check if you use the skate park** \_\_\_\_\_

### **Explanation of Registration**

Teen Center registration (open only to high school students) will reset every three months and students will have to register again if they wish to continue attending TC activities.

These monthly blocks will be broken up into segments: (October, November, December), (January, February, March), and (April, May, June). If a Teen wishes to attend Teen Center activities, but there are no open spots available, the student will be added to a waiting list where they will be placed first for the next three-month segment.

Teens registering for the Teen Center will sign up for either a Monday/Tuesday block or a Thursday/Friday block. These blocks are set up to coincide with student's in school class time. Students registered for Monday/Tuesday may only attend those two specified days. The same goes for students registered Thursday/Friday. There are only 10 spots available per daily block and registration works on a first come, first serve basis.

### **Check In**

Students must check in with staff on their registered days no later than 3:30pm in order to claim their space in the building and on the bus. If a student does not check in with staff

on their registered day, their spot will be open for other students wishing to attend the center. This does not mean a permanent forfeiture of a student's position; it simply means that spots not claimed for the day will be open to other teens who wish to participate in Teen Center activities. Students who are running late can call a staff member to alert them of the situation so their spot will not be left open for other teens. There are no exceptions made for students who check in after 3:30pm and late students will not be allowed into the building or on the bus.

If a student who is registered with the Teen Center wishes to attend the center on a day they are not registered, they may call the Teen Center after 3:30pm to ask if there are any open spots available. The same goes for students placed on the waiting list. Staff will confirm with the student that a spot is available, and the student may then claim the spot over the phone.

### **Water Bottles**

The Teen Center water fountain is no longer open for teens to use. Teens will be expected to either bring their own water bottle or purchase one from the snack bar. Center staff is available to refill students water bottles in the kitchen. No sharing of drinks, snacks or water bottles is allowed in the Teen Center.

### **Free Snack and Snack Bar**

All registered students will still be allowed a free snack when they attend the Teen Center. All free snacks will be prepackaged and stored in the kitchen away from other students. The snack bar will also be open for Teens looking to purchase prepackaged food and candy. If items purchased require extra steps such as the addition of boiling water, staff will perform the required steps in the kitchen before giving the student their purchased item.

The Teen Center will still have days where free specialty drinks/food are provided. Drinks like hot cocoa, tea, or lemonade will be premade in the kitchen and students looking to partake will receive a covered cup with their name on it. All specialty food items will be prepackaged.

## **Center Guidelines**

- Possession or use of alcoholic beverages or illegal drugs is prohibited.
- Use of Vapes, Juuls or Tobacco is not allowed in the Teen Center or in ANY City Park
- Foul Language is not acceptable inside or around the Teen Center.
- Rights and safety of all staff, students, and guests must always be respected.
- Participants must follow all staff supervised direction.
- Rotary Park rules must be followed along with Teen Center rules.
- Zero tolerance for vandalism, littering, physical violence, bullying, and breaking of CDC guidelines.
- Teen Center members and guests must clean up after themselves outside and inside.
- Weapons of any kind are not allowed inside the Teen Center.

- Sharing of food is prohibited at the Teen Center
- All Teen Center rules posted by staff must be obeyed.
- All CDC guidelines must be followed along with Teen Center Rules.
- No public displays of affection are allowed inside the Teen Center.
- All Teen Center activity equipment must be signed out before use and returned when done

### **CDC Guidelines**

- All personnel and members inside the Teen Center must follow social distancing guidelines (a minimum of 6 feet between students).
- Masks are always required while inside the Teen Center or on the bus.
- A maximum of 10 students and two staff are allowed inside the Teen Center. All student support personnel count towards the building limit.
- Students must wash hands when entering the Teen Center.
- All equipment must be sanitized by staff in between teen use.

### **Actions & Consequences**

Below are a few actions and the standardized consequences to follow. These may be altered at the discretion of the Teen Center Staff on a case by case bases. Staff will not hesitate to inform the Biddeford Police Department of any serious incidents.

- ***Disobeying CDC Policies***
  - 1<sup>st</sup> time: A Warning will be issued*
  - 2<sup>nd</sup> time: Immediate removal of your membership spot*
- ***Fighting, Bullying & Disrespecting Staff or Volunteers***
  - 1<sup>st</sup> time: Single day suspension*
  - 2<sup>nd</sup> time: Full week suspension*
  - 3<sup>rd</sup> time: Full month suspension*
  - 4<sup>th</sup> time: Out Indefinitely*
- ***Use of Foul Language***
  - 1<sup>st</sup> time: A warning will be issued*
  - 2<sup>nd</sup> time: A warning will be issued, and a report written*
  - 3<sup>rd</sup> time: Single day suspension*
- ***Disobeying Rotary Park Rules***
  - 1<sup>st</sup> time: Single day suspension and notifying of parents/police*
  - 2<sup>nd</sup> time: Full week suspension and notifying of parents/police*
  - 3<sup>rd</sup> time: Permanent removal of Teen Center Membership and notifying of parents/police*
- ***Disrespecting Equipment***
  - Direct repair or cost charged to member or parent/guardian of member*

**Health Information: Are there any health, allergies, or any other concerns staff needs to be aware of?**

**Yes / NO      If Yes what are they.**

---

---

### **Covid-19 Sick Policy**

If a student is too ill to attend school, then they are too ill to attend the Teen Center. Teens that exhibit signs of illness while at the center will be asked to quarantine themselves in a room away from other students. Teen Center staff will notify their parents or guardian immediately to come pick them up. Staff reserves the right to make these judgements on a case by case basis. Please contact Teen Center staff if you have any further questions. **Teen Center Phone: 207-282-4167**

Staff must be notified immediately if a Teen Center member tests positive for Covid-19. If a member who has recovered from Covid-19 wishes to resume their membership, proof of a negative test must be presented to staff.

### **Illegal Substance Procedure**

**If found using or carrying drugs, alcohol, cigarettes, vapes, or juuls in or around the center the following will occur:**

- 1. You will be asked to leave the premises immediately.**
- 2. Your parents will be notified by mail and or phone.**
- 3. An incident report will be completed, and a copy given to the police department.**
- 4. You will not be allowed back to the center for one year.**

***I have read and understand the Center Guidelines and Actions & Consequences set by the Teen Center Committee.***

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

## **Videogame, Computer, and Electronic Device Guidelines:**

- No Food or Drinks allowed near Video games or Computers even if closed.
- You must sign up for a time slot in order to use an electronic device. Only yourself, not others, can sign you up for a time slot.
- Each session is for 30 minutes and you can only sign up for one session at a time. At the end of your session, if the spot is available, you may sign up again.
- No more than two people may use the Xbox or PS4 at a time.
- Do not download or change any settings without asking a staff member first, this includes adding in new or personal accounts.
- No foul language. This also applies to all music, jokes, videos, and social media.
- All games and websites need to be rated T or pg-13 and lower. This includes all music, jokes, videos, social media or other material. If you bring in a game from home the Teen Center Staff need to approve the game before you can play.
- There should be no arguing about game play or use. The person who signed out the game/computer have control of the game play during that session
- It is your responsibility to get to your session when it's your turn. Staff will not be making sure you get there on time.
- Those who leave their sessions early pass the rest of their time onto the next user.
- All electronic sessions end at 5:30 pm, no exceptions. All equipment must be returned to staff immediately and all systems must be shut down. Do not allow your programs to auto boot or save passwords, if you are not sure how to stop this then see a staff member.
- Sign out of all personal accounts when you have finished your session.
- Area must be cleaned in between sessions and at the end of the day.

## **Quiet Room**

- All teens must sign in for a half hour session when entering the quiet room.
- Personal headphones are required for those using audio on the computers. This rule also applies to personal electronic devices.
- Absolutely no food or drink allowed in the Quiet Room.
- Art supplies located in the quiet room is available to all teens but can only be used outside of the quiet room.
- The Quiet Room door must always remain unlocked and any messes made must be cleaned up by those signed in to use the room.
- The volume in the Quiet Room should be very low or silent.

- Only one person allowed in the quiet room at a time. Masks must always be worn in the room.
- Staff reserves the right to ask you to leave the quiet room for any reason they deem necessary.

**If you are caught not following these rules the following steps will happen depending on the severity of the offense.**

- ***Disobeying Device Guidelines***
  - 1<sup>st</sup> time: Verbal warning*
  - 2<sup>nd</sup> time: Loss of device privileges for one week*
  - 3<sup>rd</sup> time: Loss of device privileges for one month*
  - 4<sup>th</sup> time: Loss of device privileges indefinitely*

**I have read the rules for the computer and video game use. I agree to these rules by signing below.**

Name \_\_\_\_\_ Date \_\_\_\_\_

### ***Teen Center Committee***

*Are you interested in attending or becoming a part of the Teen Center Committee? The Committee meets once a month and discusses policy that is directly related to the Teen Center and its participants. **Want to make a difference? Get involved.***

**Yes** \_\_\_\_\_

## **Biddeford Teen Center Transportation Rules**

The Teen Center provides free transportation to all in town participants. We try to get all participants as close to their destination as possible. We may need to drop you off at a different point if safety is a factor due to narrow roads, obstructions, or safety concerns that prohibit the bus from fitting. If you are a new member or a member whose address has changed, please be sure to alert the bus driver of your changing drop off address. If you are unsure if the bus will be able to reach your destination, please check with the driver prior to departure. Use of Teen Center transportation is a privilege not a right and can be removed by either Bus Staff or Teen Center Staff.

### **Transportation Guidelines**

- Teens must use provided hand sanitizer when entering the bus
- Teens must sit one person per seat unless they have a sibling who can sit with them
- All members and personnel must wear masks while on the bus
- Participants must always follow the driver's directions
- No illegal substances in the bus/van
- No spitting, no standing, no switching seats, and no throwing things out of the windows
- No sharing or switching of electronics or any other personal items and headphones must always be worn when using devices with audio
- No open food or drinks inside the bus/van and sharing of food or drink is prohibited
- Always stay seated and wear seatbelts when required
- Pick up after yourself and dispose of trash when exiting the bus
- Foul language, yelling, or screaming on the bus is not acceptable, and no PDA is allowed
- Keep aisle clear of feet, legs, bags and other belongings

### **Action and Consequences**

Below are a few actions and standardized consequences to follow. These may be altered on a case by case basis at the discretion of the Teen Center Staff when necessary.

\*if at any time the driver feels they are being disrespected or the safety of other students is being compromised by a specific offender, they have the right to pull the bus/van over and have that person removed.

- ***Disobeying Bus Rules***

***1<sup>st</sup> time: A verbal warning and loss of bus privileges for one day***

***2<sup>nd</sup> time: A full week suspension from bus privileges***

***3<sup>rd</sup> time: A full month suspension from bus privileges and Teen Center***

***4<sup>th</sup> time: Suspended indefinitely***

I have read and understand the transportation guidelines and actions and consequences.

---

**Name**

---

**Date**

**BIDDEFORD RECREATION DEPARTMENT P. O. Box 586 BIDDEFORD,  
MAINE 04005 PHONE 207-283-0841 FAX 207-286-0575**

**Please read carefully**

**Release**

I understand there are risks of physical injury in participating in sports and recreational activities or programs.

I hereby release the City of Biddeford, its employees, officials and agents from any and all liability or loss or damage to personal property that, my child or I may experience in connection with activities sponsored by Biddeford Recreation Department.

*I hereby consent to emergency medical procedures deemed advisable for my child in the event I cannot be reached, and my child has sustained an injury. The Dept. does not provide accident or hospitalization insurance for participants of its programs. All participants are advised to have adequate personal coverage. Please consider participant's own health, experience, and tolerance for risk before participating in any program. I also consent to the use of me or my child's photo, video, artwork etc. by the dept for flyers, presentations etc.*

*This release and consent shall remain in full force and effect for all future recreational activities and programs until revoked in writing by registrant.*

---

*Signature*

---

*Date*

---

*Name Printed*

---

*Child's Name*