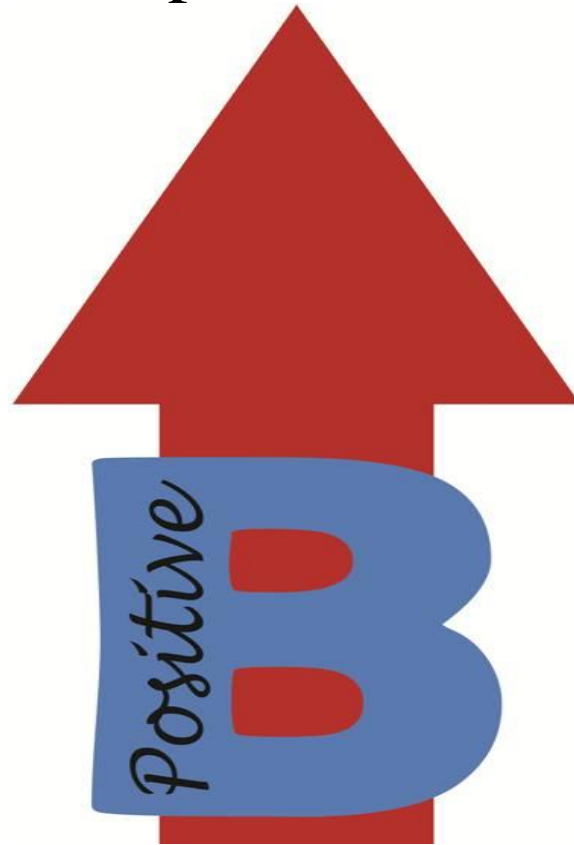


Glastonbury Parks and Recreation
Academy Youth & Teen Center
Participant Handbook



Academy Building
2143 Main Street
Glastonbury CT, 06033
(860)652.7838 (During hours of Operation)
(860)652.7679 (Parks and Recreation Office)
www.glastonbury-ct.gov

ACADEMY YOUTH & TEEN CENTER MISSION & GENERAL INFORMATION

The Academy Youth & Teen Center would like to welcome you and your child to our facility. **It is our mission to create a positive environment that will contribute to the overall social, physical, and cultural development of Youth & Teens in grades 5-8.** To ensure that your child gets the most out of our programs, we would like for you to take a moment, along with your child, 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 Youth & Teen Center what is expected of them while they are at the Youth & Teen Center. The Academy Youth & Teen Center aims to:

- Provide a safe comfortable environment in which to encourage personal growth, independence, and positive peer relationships.
- Provide the opportunity for creative and education exploration through a variety of activities and field trips.
- Provide the opportunity for continuing Youth & Teen input and decision making in the planning of programs.

WHO CAN PARTICIPATE

- Glastonbury residents/students in grades 5-8 (please see hours of operation for specific times)
- Guests of Glastonbury residents or Glastonbury students (Limited to 2 times/month)

REGISTRATION

All Youth & Teen Center participants must fill out the Youth & Teen Center Registration Form signed by their parent or legal guardian. Registration Forms are available at the Youth & Teen Center, Parks and Recreation Department or online at www.glastonbury-ct.gov. Youth & Teens and their parent or legal guardian will be required to provide the following information:

- Current contact information, address, age, school
- Medical Information, medications taken, allergies
- Code of Conduct signed
- Release of Liability signed

DROP-IN FORMAT

Participation in all Youth & Teen Center programs is on a drop-in, voluntary basis. Participants have once in- once out privileges. Staff is not responsible for children when they leave the Youth & Teen Center. Please make arrangements with your child as to when it is appropriate to leave the facility and with whom.

FEES

Participants can purchase a school year pass, summer pass or pay the daily fee to enter the Youth & Teen Center. Fees are as follows:

Daily Fee	\$5/Person
School Year Pass	\$69/Person (Valid for School Year hours only)
Summer Pass	\$29/Person (Valid for Summer hours only)

- School Year Passes and/or Summer Passes can be purchased at the Youth & Teen Center or Parks and Recreation Department. A registration form (located on the back of this handbook) is required.
- Cash, Visa, MasterCard, Discover and Check are accepted for School Year and Summer Passes purchased at the Parks and Recreation Department. Cash and Check are accepted for School Year, Summer and Daily Fee purchased at the Youth & Teen Center.
- Checks should be made payable to the "Town of Glastonbury".
- Special Events may cost additional money which will be indicated in all promotional material.
- Financial assistance may be available. Contact Parks and Recreation (860)652.7679 for information.

HOURS OF OPERATION

GRADES 5-8 (School Year)

Wednesday 3:00-6:00 p.m.
Thursday 3:00-6:00 p.m.
Friday 3:00-6:00 p.m.

GRADES 6-9 (Summer)

Tuesday 2:00-6:00 p.m.
Wednesday 2:00-6:00 p.m.
Thursday 2:00-6:00 p.m.

- Hours may be subject to change without notice due to inclement weather or pre-existing programs and/or activities. Staff will make every effort to keep you and your child informed. If schools are closed due to inclement weather, the Youth & Teen Center is also closed.
- The Academy Youth & Teen Center will be open extended days and hours during school vacations, summer vacation and for special events. Notification of these hours can be found in the Glastonbury Citizen, monthly calendar located at the Youth & Teen Center, the Parks and Recreation Brochure or by calling the Academy Youth & Teen Center at (860)652-7838 for a detailed recording.
- Please be advised that children that have not been picked up by the time the Youth & Teen Center building closes will be brought to the Police Department located across the street from the Academy Youth & Teen Center.

SIGN-IN/OUT PROCEDURE

○ **SIGN-IN**

Upon arrival at the Youth & Teen Center and before participating in any activities; all participants will be required to sign in at the main table. Participants that have a pass will be listed on the roster. Participants not listed on the roster will be required to pay the daily admission.

○ **SIGN-OUT**

Anytime a participant leaves the Youth & Teen Center, they will be required to sign out at the main table. Participants have once in-once out privileges (with the exception of utilizing the skate park with parent permission in advance). Staff is not responsible for Youth & Teens when they leave the Youth & Teen Center. Please make arrangements with your Youth & Teen as to when it is appropriate to leave the facility and with whom.

*Please be advised that the Parks and Recreation Department reserves the right to charge a \$15 late fee for parents/guardians picking Youth & Teens up later than the scheduled closing of the program. The staff member left to wait with your Youth & Teen will be responsible for collecting the fee. Youth & Teens who have not been picked up by the time the building closes, will be brought to the Police Department.

GUEST POLICY

Registered participants of the Youth & Teen Center are welcome to invite guests subject to the following conditions:

- The guest is in grades 5-8 and attends on the age appropriate day/time
- The guest completes a guest registration form when he or she arrives
- The guest agrees to abide by all Youth & Teen Center rules
- No more than 1 guest per participant
- Guest visits are limited to 2 times per month
- Guests will be required to pay the Daily Fee

BUS POLICY

Bus transportation to the Youth & Teen Center from Smith Middle School and Gideon Welles School is provided during after-school hours. To ensure the safety of all participants, the Youth & Teen Center bus is only available to those going directly to the Youth & Teen Center. Please be advised that all school bus rules apply to Youth & Teens riding on the Youth & Teen Center bus. Failure to comply with these rules will result in the loss of bus privileges and will be handled at the discretion of the Youth & Teen Center staff. Transportation is

limited to the first 15 students from each school on Wednesdays and Thursdays and the first 30 students from each school on Fridays. Due to the high demand of transportation please be courteous to others and only sign up if you have definite plans to attend the Youth & Teen Center. The following policies apply to bus transportation at each school:

- **Smith Middle School:** All students taking the bus to the Youth & Teen Center from Smith Middle School must sign up in the lobby by the main office. Students that do not sign up prior to pick up will not be permitted to ride the bus.
- **Gideon Welles School:** All students taking the bus from Gideon Welles School must bring a note from home with permission from a parent or guardian to ride the bus. All notes must be brought to the main office of the school where a list of students will be kept.

YOUTH & TEEN INPUT/FEEDBACK & PARENTAL ASSISTANCE

The Academy Youth & Teen Center is always looking for creative ideas, assistance with planning activities and events and suggestions to help make this program fun and successful from Youth & Teen participants and their parents/ guardians. If you are interested in any of these areas, please contact the Academy Youth & Teen Center at (860)652-7838.

YOUTH & TEEN CENTER PHONE USE/PERSONAL CELL PHONE USE

Phone use is made available to Youth & Teens only to get in contact with their parent or guardian. Participants should ask a staff member for permission before using the Youth & Teen Center phone. The Youth & Teen Center phone number is 652.7838. Please be advised of the following:

- No incoming calls to participants unless it's a parent or guardian
- Calls are not to exceed 5 minutes unless it is an actual emergency
- Participants are not allowed to answer a ringing phone
- Phone use is a privilege and should not be abused. Failure to abide by these rules could lead to suspension, expulsion or removal from the Youth & Teen Center.

PERSONAL CELL PHONE USE/ELECTRONIC DEVICES

- Please have a conversation with your child about appropriate cell phone use and the use of any other devices that have access to the internet or social media sites. We recognize that today's technology is a great way to stay in touch with family and friends, assist with homework, and have fun with games and apps. However, when used with the wrong intentions can have a negative impact on peer relationships as well as create an uncomfortable atmosphere within our program. We strongly discourage the use of video recording and taking pictures of others that are not comfortable being photographed. If any of the staff feel that these devices are being used inappropriately, we reserve the right to take away the device. We will return it at the end of the day after having followed up with the parent or guardian about the situation.

RESTROOM USE

- Restrooms are located at the far end of the main hallway
- Participants wishing to use the restrooms should inform a staff member.
- Any Participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to suspension, expulsion or removal from the Youth & Teen Center.

GAMING POLICY

The Youth & Teen Center utilizes games that are rated E for everyone and fall in line with the overall mission of the Youth & Teen Center. Some games **WILL** be connected to the internet. Staff cannot be responsible for lost or damaged games/devices brought from home.

YOUTH & TEEN CENTER RECREATION ROOM

The Youth & Teen Center recreation room features the following amenities:

- Pool Tables
- Ping-Pong Tables
- Foosball Tables
- Air Hockey Tables
- Large Assortment of Board Games
- Great Selection of Arts and Craft Materials, Beads, Lanyard, etc...
- Beverage and Snack Concession Area
- Seating Area
- Access to Youth & Teen Center Phone
- Radio
- Gaming Devices
- Portable Basketball Hoop

Please note the following Youth & Teen Center Recreation room rules:

- All equipment is to be used responsibly and for its intended purpose
- Please return accessories and board games to their proper storage area when finished
- No food or beverages allowed across the yellow lines (at the game tables)
- Radio stations are limited to Youth & Teen Center approved stations. Participants may bring in CD's (CD's with parental advisories are not allowed). All CD's must be approved by Youth & Teen Center staff prior to use
- Garbage cans and recycle bins are available for garbage and beverage cans

FRONT OF YOUTH & TEEN CENTER/HALLWAYS/PARKING LOTS

No loitering is allowed in front of the Youth & Teen Center, the adjacent hallways in vehicles or the parking lot. Once Youth & Teens sign out, they **MUST** leave the premises. Loitering may lead to the suspension, expulsion or removal from the Youth & Teen Center.

PARTICIPANT BEHAVIOR STANDARD/CODE OF CONDUCT/CONSEQUENCES

It is expected that Youth & Teen Center Participants maintain a standard of behavior and conduct in line with the following:

- 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 Town property and the personal property of others

Discipline at the Youth & Teen Center will be administered with firmness, fairness and consistency.

Consequences imposed, if any, will be discussed on an individual basis. 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. If a participant is involved in the incident and comes forth of their own volition, this will be considered when determining consequences.

Youth & Teen Center staff strives to maintain a friendly, safe, nurturing environment for Youth & Teen Center participants. While severe incidents are extremely rare, it is necessary to outline appropriate behaviors and consequences in an effort to remain fair and consistent with rules and regulations. All issues, no matter the severity, are documented and held on file.

The following is a list of rules to guide participant behavior at the Youth & Teen Center. The list is not meant to be all inclusive. We encourage parents to promote cooperation and agreement between the home and Youth & Teen Center in an attempt to develop citizenship and high standards of behavior in our Youth & Teens. If there

are incidents that have happened with your Youth & Teen that may affect their participation in the Youth & Teen Center, we encourage you to share that information with Youth & Teen Center staff.

- **Bicycles:** Participants may ride bicycles to the Youth & Teen Center providing that all traffic laws are obeyed. Bicycles should be locked to a bike rack to prevent theft. The Town of Glastonbury assumes no responsibility for thefts or vandalism.
- **Skateboards, Roller Skates, Roller Blades, Scooters and Healy Shoes:** Skateboards, roller skates, roller blades, scooters, and Healy shoes are not to be ridden on Town property except in designated areas. This rule applies especially within the facilities.
- **Dress:** Participants at the Youth & 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 Youth & Teen Center staff. When necessary, the Glastonbury Public School dress code will be implemented to ensure adherence to the rules and regulations mentioned.
- **Defiance/Swearing/Profanity/Disorderly Conduct/Providing False Information:** Any inappropriate behavior that disrupts the overall environment of the Youth & Teen Center, including profane and offensive language, disrespect or defiance towards peers and/or staff members, providing false information to Youth & Teen Center Staff or any behavior that jeopardizes the safety and well being of others, will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.
- **Tobacco, Possession of Tobacco and Smoking:** Smoking is not permitted on Youth & Teen Center grounds or in the facility. If a participant of the Youth & 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 Glastonbury Police Department will be notified when participants who are under 18 years old are in possession of tobacco products.
- **Loitering:** Participants are not to loiter in front of the Youth & Teen Center, hallways, vehicles or in the parking lot.
- **Interpersonal Relationships:** Appropriate personal relationships are encouraged. The Youth & Teen Center policy is one of “hands-off.” Holding hands, arm-in-arm, sitting on lap, hugging and kissing is not appropriate while at the Youth & Teen Center. Sexual harassment will not be tolerated. Participants are expected to follow the instruction of Youth & Teen Center staff. If a participant disobeys any Youth & Teen Center employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.
- **Vandalism:** Damaging Town 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 Youth & Teen Center Staff to keep a record of such behavior. Parents may be liable to pay for damages.
- **Fighting/Assault:** The Academy Youth & Teen Center has a zero tolerance policy on fighting. **All** parties involved in any form of violence will be subject to consequence. It is our goal to maintain a positive and safe environment and to remain fair and consistent with our rules and regulations. Any behavior that threatens the physical well being and safety of Youth & Teen Center participants and/or staff is strictly prohibited. The Glastonbury Police Department will be notified and all applicable state and federal laws will be enforced.
- **Harassment/Bullying:** Harassment is verbal or physical conduct that denigrates or shows hostile aversion toward an individual because of that person’s (or that person’s friends or associates) race, skin color, religion, gender, sexual orientation, national origin, or disability. Harassing conduct includes actions such as epithets, slurs, negative stereotyping, negative innuendo/rumors, threatening, intimidating acts, jokes, pranks, written graphic material that denigrates or shows hostility and is displayed on walls or circulated. The Academy Youth & Teen Center will investigate complaints, take appropriate steps to ensure that harassment does not occur, and impose discipline when appropriate. The Glastonbury Police Department will be notified and all applicable state and federal laws will be enforced.

- **Sexual Harassment:** Sexual harassment is defined as unwanted sexual attention from anyone with whom the Youth & Teen may interact in the course of attending the Youth & Teen Center or Youth & Teen Center activities. Any Youth & Teen who believes that he or she has been a victim of sexual harassment by another Youth & Teen, or if there are questions about this issue, should seek the help of an adult whom they trust. Any report of sexual harassment will be investigated fully. The Glastonbury Police Department will be notified and all applicable state and federal laws will be enforced.
- **Illegal Substance, Drug and Alcohol:** The use and/or possession of alcohol, illegal or controlled substances, intoxicants or other substances prescribed, or otherwise, that impairs normal cognitive and/or physiological functioning on Youth & Teen Center property or prior to being on Youth & Teen Center property, is prohibited. Participants suspected of being under the influence of any of these substances will be placed in the custody of their parents or guardians at the earliest possible time. An attempt to sell any illegal substance at the Youth & Teen Center or at any Town-sponsored activity is grounds for immediate suspension. The Glastonbury Police Department will be notified and all applicable state and federal laws will be enforced.
- **Weapons:** In order to assure a safe environment, the possession of weapons of any kind, real or toy, (i.e. guns, knives, pepper spray, razor blades, chains, etc.) are strictly prohibited. Any attempt to sell or brandish any weapon at the Youth & Teen Center, or at any Town-sponsored activity is grounds for immediate suspension. The Glastonbury Police Department will be notified and all applicable state and federal laws will be enforced.
- **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 Youth & Teen Center. The Youth & Teen Center is not responsible for any lost or stolen items brought by a participant in the facility.
- **Gambling:** Any form of gambling will not be tolerated.

The following chart is not meant to be all inclusive and Youth & Teen Center staff reserves the right to extend and/or modify all consequences based on the severity of the situation. **PLEASE NOTE: Suspensions listed in days are actual days the Youth & Teen Center is open. Yearly suspensions refer to current or next school year depending on when the incident occurs.**

Violation	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> ○ Electronic Equipment-Inappropriate Use/ Display of Pagers and Cell Phones ○ Inappropriate use of Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Healy Shoes 	<ul style="list-style-type: none"> ○ Verbal Warning ○ Parent /Guardian Notification ○ Device/Item Retained and returned to Parents ○ Possible Suspension 	<ul style="list-style-type: none"> ○ Verbal Warning ○ Parent /Guardian Notification ○ Device/Item Retained until claimed by Parents ○ Immediate 7 day Suspension 	
<ul style="list-style-type: none"> ○ Wearing Clothes that are Considered Inappropriate by Youth & Teen Center Staff 	<ul style="list-style-type: none"> ○ Change Clothes ○ Parent /Guardian Notification ○ Possible Suspension 	<ul style="list-style-type: none"> ○ Change Clothes ○ Parent/Guardian Notification ○ Immediate 7 day Suspension 	<ul style="list-style-type: none"> ○ Change Clothes ○ Parent/Guardian Notification ○ Immediate 30 day Suspension
<ul style="list-style-type: none"> ○ Defiance-Disruption, ○ Defiance-Disrespect ○ Providing False Information ○ Swearing/Profanity/ Disorderly Conduct ○ Possession of Tobacco/Smoking ○ Loitering ○ Inappropriate Interpersonal Relationships 	<ul style="list-style-type: none"> ○ Verbal Warning ○ Parent/Guardian Notification ○ Possible Suspension 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Minimum Immediate 7 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Minimum Immediate 30 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School
<ul style="list-style-type: none"> ○ Vandalism or Property Destruction 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Parent Restitution ○ Minimum Immediate 7 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Parent Restitution ○ Minimum Immediate 30 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Parent Restitution ○ Minimum Immediate 1 year Suspension ○ Report and Referral to the Glastonbury Police Department and/or School
<ul style="list-style-type: none"> ○ Fighting/Assault ○ Harassment/Bullying ○ Sexual Harassment ○ Possession/Use of Illegal Substance/ Drugs/ Alcohol ○ Possession of Weapons ○ Theft ○ Gambling 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Minimum Immediate 7 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Immediate 30 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Immediate 1 year Suspension ○ Report and Referral to the Glastonbury Police Department and/or School
<ul style="list-style-type: none"> ○ Sale of Controlled Substances or Drug Paraphernalia ○ Attempt to Sell, or Brandish a Knife, Explosive, Firearm or Dangerous Object 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Immediate 30 day Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	<ul style="list-style-type: none"> ○ Parent/Guardian Notification ○ Immediate 1 year Suspension ○ Report and Referral to the Glastonbury Police Department and/or School 	

**Glastonbury Parks and Recreation Department
Youth & Teen Center Participant Registration Form**

Participant Information:

Last Name: _____ First Name: _____

Address: _____

Home Phone: _____ School: _____

Sex: M F Date of Birth: _____ Age: _____ Grade: _____

I have read, understood and agree to abide by the attached participant handbook: _____ (Signature of Youth & Teen)

Medical Information: (If you listed medication, you must complete an "Authorization for the Administration of Medication" Form)

Please list any social, emotional, or medical conditions we should be aware of (including allergies):

Please list any medications your Youth & Teen will need to take during their time at the Youth & Teen Center:

If, in the opinion of Youth & Teen Center staff, emergency transportation to a hospital is required by an emergency vehicle, I give permission for such transport and prefer one of the following hospitals and physicians:

I authorize any licensed physician to provide proper treatment, order injections, hospitalize, give anesthesia or perform surgery for the Youth & Teen listed above: _____ (Signature of Parent/Guardian)

Parent/Guardian Information:

Name: _____ Relationship: _____

Phone (Please list a number where you can be reached during Youth & Teen Center Hours): _____

Is this a Home Phone, Work Phone, or Cell/Pager: _____ E-Mail: _____

Being of full age and in consideration of my (my child's) participation in this class, I do hereby release and forever discharge the Town of Glastonbury, and their agents and employees, their representatives, successors, and assignees, from all claims arising out of any and all personal injuries, damages, expenses and any loss or damage whatsoever resulting or which may result from participation in this program. I have read and understood the attached participant handbook. _____ (Signature of Parent/Guardian)

Emergency Contact Information:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

You must have a completed registration form on file prior to receiving Youth & Teen Center access and privileges