

# South Portland Teen Center at Redbank Community Center

## 2023-2024 School year

The Teen Center is a program for **Middle School and High School Students (grades 6-12) who live in South Portland and/or attend school in South Portland**. All students who want to have access to the Teen Center must fill out this packet and have all sections signed by a parent/guardian. The South Portland Teen Center's mission is to provide a comfortable, safe and fun environment for teens. As such, each teen is held responsible for their behavior. Respect for the Redbank Community Center facility, other teen participants and program staff/volunteers is required of everyone.

### **Our Objective:**

To provide Middle School and High School aged students with a fun, safe place to spend their after school hours in an environment that is free of violence and intimidation, encouraging the development of social and emotional growth among its teen members.

## **LOCATION**

Redbank Community Center  
95 MacArthur Circle West, South Portland

## **SCHOOL YEAR HOURS**

### **HOURS OF OPERATION:**

Sept. 5<sup>th</sup>, 2023 – last day June 13<sup>th</sup>, 2024

Dates and times are subject to change at any time.

**Monday—Friday**

2:15pm—6:00pm

### **HOURS OF OPERATION DURING SCHOOL VACATIONS/ EARLY RELEASE:**

Each month we will evaluate our staff availability to cover school vacation days and early releases. Please check the monthly calendar for hour changes.

The Teen Center is closed on all holidays listed on the 2023/2024 South Portland School Calendar. The Teen Center will be open if city buildings are open. An email will be sent out by 10am on school snow days to update the teen center hours.

**Please note: The Teen Center is a free drop-in program. Participants can sign themselves out each day. We do not accept responsibility for your child once he/she has left the Teen Center Program.**

**For questions or concerns regarding the Teen Center, please contact:**

Jordan O'Donal, Teen Center Coordinator

207-347-4145

[jodonal@southportland.org](mailto:jodonal@southportland.org)

Keep pages 1-2 for your records.

**Return pages 3 & 4 only.**

## Code of Conduct

***Participant and a Parent/Guardian must read, sign, and return the last page of this packet prior to participating at the South Portland Teen Center.***

At the South Portland Teen Center, we strongly believe in the development of all participants. Whether it is through team-building activities, educational field-trips, simple dialogue, friendly competition, or just hanging out with peers; one of our goals remains constant, which is, to see our participants be positively involved within the community around them. In order to promote safety and responsibility, we ask that all South Portland Teen Center participants read and sign the following Code of Conduct:

1. Respect yourself, each other, staff, volunteers, and neighbors of the Teen Center.
2. Come with a good attitude. This is a place to have fun, be creative, and make new friends.
3. Treat the furniture, equipment, and facility (inside and outside) with care and respect.
4. Clean up after yourself.
5. For safety reasons no teen participant is to open the doors. Staff will open doors to allow people into the building
6. Set a good example for everyone you come in contact with by how you speak, act, react, and follow the Code of Conduct for the Teen Center.

Behaviors that violate the Teen Center's Code of Conduct:

1. Failing to follow directions, arguing, talking back, bickering
2. Use of inappropriate/vulgar language. This includes the lyrics of songs when participants use speakers to listen to music.
3. Body contact with intent to harm (hitting, kicking, pushing, biting, etc.)
4. Disrespect of property (breaking, damaging, destroying, etc.)
5. Bullying/Harassment (verbal, cyber, etc.)
6. Threatening participants or staff
7. Theft
8. Carrying or concealing any weapons, devices, or objects that are intended to be used as a weapon or appear to be a weapon
9. Possessing, selling, and/or using illegal substances, tobacco or alcohol products, or any other drug paraphernalia or coming to the any Parks and Recreation program or facility under the influence of such substances.
10. Demonstration of sexual activity or sexual contact with another person
11. Failing to follow the SPSD dress code (laced up sneakers during physical activities, must wear tops and bottoms or dresses while in programing)
12. Dishonesty
13. Failing to sign in upon arrival and sign out when leaving.

Behaviors that violate The Teen Centers Code of Conduct will result in the following actions:

- 1<sup>st</sup> offense will result in a verbal warning and written incident report and phone call with a parents/guardian
- 2<sup>nd</sup> offense will result in a one day suspension and written incident report and phone call with a parent/guardian
- 3<sup>rd</sup> offense will result in a one week suspension based on severity of incident and a meeting with a parent/guardian to be allowed back
- 4<sup>th</sup> offense will result in suspension for the rest of the year.

Please be advised that the South Portland Recreation Department reserve the right to remove a participant from the program at any time during the course of the program if the department feels that the child actions are a threat to the well-being and safety of themselves, other children, and/or staff. Your child may be asked to leave during program hours.



CITY OF  
**SOUTH  
PORTLAND**  
Parks, Recreation  
& Waterfront

**Participant's Information**  
Please write all information accurately and neat

**Participant's Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **Circle One:** Male/ Female /Other \_\_\_\_\_  
\_\_\_\_\_  
**School:** \_\_\_\_\_

**Primary Language Spoken at Home:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Relation:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Relation:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Emergency Contact (please provide a contact in case of an emergency and a parent cannot be reached)**  
**Emergency Contact's Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Medical Information**

(This information is strictly confidential and will be kept on file)

Please list any allergies to food, bees, medications, etc.:

\_\_\_\_\_

Please list any physical conditions, injuries, illnesses, or disabilities that might limit your child's participation in any activities:

\_\_\_\_\_

Please explain any emotional or behavioral conditions that might limit your child's participation in any activities:

\_\_\_\_\_

Please list all current medications (prescription and over-the-counter):

\_\_\_\_\_

In case of emergency, I hereby give permission for the above-named child to be transported to the nearest emergency facility and authorize licensed emergency or hospital-based health practitioners to evaluate my child and administer such treatment as is medically necessary. I understand that the center staff will make every effort to notify me as soon as possible in the event of an accident or emergency.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this and following page only!**

## Parent/Guardian Authorization

I give my permission for the center staff to contact the school system, including my child's teacher(s) or guidance counselor, regarding my child:

Yes                      No

I give my permission for the Center to publish my student's name and/or photograph in the newspaper or other publications:

Yes                      No

I give my permission for the Teen Center to transport my child, via school bus, during program times and on regular off-site trips that may occur during different times than the Teen Center's regular hours of operation:

Yes                      No

### **PARTICIPANT RELEASE WAIVER AGREEMENT**

#### **Participant Release/Assumption of Risk**

#### **Agreement/Agreement to Indemnify & Hold Harmless**

Each person signing below understands that participation in the City of South Portland ("City") program, activity and/or special event can involve the risk of damage, illness (including communicable diseases such as MRSA, influenza and COVID-19), and injury, including permanent disability and death, to both people and property, and while particular rules, equipment and personal discipline may reduce these risks, the risks do exist. Each person signing below understands and agrees that the City, its agents, officers and employees, accept no responsibility, and will not be liable, for any injury, illness, harm or damage to his/her person or property (including, but not limited to, injury, illness, harm or damage caused by negligence of the City, its agents, officers or employees) occurring during or arising out of participation in any City program, activity and/or special event. To the fullest extent permitted by law, each person signing below agrees to assume all risk of injury, illness, harm or damage to his/her person or property arising during or in connection with said City program, activity and/or special event. Each person signing below hereby releases and agrees to indemnify and hold harmless the City, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, illness, harm or damage to his/her person or property (including, but not limited to, injury, illness, harm or damage caused by negligence of the City, its agents, officers or employees) that may arise or occur during or in connection with said program, activity and/or special event. Each person signing below hereby grants the City consent to record, videotape and photograph his/her or their child's image and/or voice (collectively "digital media") to be used with or without his/her or their name(s) and for any lawful purpose, including, for example, such purposes as publicity, illustration, advertising, and web-based publications, all without compensation.

*I confirm that all of the above information is correct and that I have granted permission as stated. I give my permission for the above-named child to be at the South Portland Teen Center when it is open and/or participate in center-sponsored events on or off-site. While it is the intent of the center to provide supervised activities, I realize that there is a reasonable opportunity for accidents to occur and I release the South Portland Teen Center, its staff and the City of South Portland from liability if my child is injured while at the South Portland Teen Center or participating in events and trips sponsored by the Teen Center.*

*I understand if my child damages equipment, I am responsible for paying for the replacement of damaged equipment or supplies. I am aware that if I fail to abide by the rules, he/she could be temporarily or permanently suspended from using the Teen Center.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I agree to participate in Teen Center activities; both at the Redbank Gym and off-site, in a safe and respectful manner, and abide by the South Portland Teen Center's community expectations (outlined under the Code of Conduct). In addition, I agree to follow all rules and guidelines outlined in the Code of Conduct and understand that, if I don't, my continued participation in center activities could be limited or revoked.*

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_