

# South Portland Teen Center at Redbank Community Center

## 2020-2021 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:**

September 8<sup>th</sup> – last day June 11<sup>th</sup>, 2021  
Dates and times are subject to change at any time.

**Monday—Friday**  
1:30pm—6:00pm

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

Hours will remain the same for Early Release and during school vacation days

The Teen Center is closed on all holidays listed on the 2020/2021 South Portland School Calendar. The Teen Center is not open on school snow days, unless otherwise specified.

**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:**

Alicia Hoyt, Teen Center Coordinator  
207-767-7611 press 2 Ext. 4145  
[ahoyt@southportland.org](mailto:ahoyt@southportland.org)

Keep pages 1-3 for your records.  
**Return pages 4 & 5 only.**

## COVID-19 Update

To ensure the health and safety of our participants and staff, the following changes have been made to the Teen Center:

### **General**

- **Participants must wear face coverings** when entering or moving around the building, but will not be required during exercise as long as social distancing can be maintained. Face coverings are also required during stagnant activities that do not allow for social distancing.
- Limit of 25 students in the program at a time.
- Hours of Operation are 1:30pm-6:00pm.
- Temperatures will be record upon arrival.
- Participants will be asked to immediately wash their hands once signed in.
- Bathrooms are single-use only.
- Participants may be asked to wash their hands multiple times a day.
- Drinking fountains are unavailable. (**Please bring a refillable water bottle**)
- No use of side entrance/exits.

### **Gym**

- Limited to 12 participants on the court, two shooters per hoop max.
- 1 hour max.
- Skills and drills only, no game play.
- Teen Center basketballs only.
- Equipment will be sanitized before being used by another participant.
- Bleachers will remain open for use.

### **Activity Room**

- Limit 8 students at a time.
- Tables/surfaces will wiped down after each use.
- 1 hour limit on activities (Wii, foosball, etc.)
- Any seating with porous material has been removed.

### **Food at the Teen Center**

- Snack will be served during both time slots.
- Snacks have been restricted to sealed prepackaged food and handled by as few people as possible.
- Absolutely no sharing of food.
- Teen Dinners have been postponed until further notice.
- School Lunch and breakfast will be available for pickup outside the Teen Center Monday-Friday 11:30am-12:15pm. If a student is approved to receive free/reduced meals then they will not need to pay for their meals if not breakfast will be \$1.50 and lunch will be \$3.00.
- Applications for free/reduced meals are available at all schools and will be sent home on the student's first day. Applications may be completed online at [myschoolapps.com](https://myschoolapps.com)
- Participants are allowed to bring their own lunch/snacks.

# 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. 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
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, etc.)
4. Disrespect of property (Teen Center’s or participant’s personal property)
5. Bullying/Harassment
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 Teen Center 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
12. Dishonesty
13. Failing to sign in upon arrival and sign out when leaving.

The following steps have been set in place with the guidance from the Restorative Justice Institute of Maine for participants who choose not to adhere to the code of conduct above:

Assessment	Responsive Plan Meeting	Complete the Response Plan
Participant will be assessed by all staff and supervisor the day of the incident to determine if police involvement or a behavioral health assessment is necessary.	Staff will meet with the parent/guardian and the student to determine what the appropriate response to the violation based on the previous assessment, discipline history, behavioral health needs, attitude and responsibility for their actions, and academic needs.	Based on Assessment. Options include: <ul style="list-style-type: none"> <li>○ Meetings with social worker</li> <li>○ Completion of Student Intervention and Reintegration Program</li> <li>○ Nicotine Intervention</li> <li>○ Restorative Reflection</li> <li>○ Community Service</li> <li>○ Academic Support</li> </ul>

After completing the response plan, a Restorative Reentry Meeting will take place between the staff and the student and may include parent/guardian, social worker, and the Restorative Justice Institute of Maine members.



## Participant's Information

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

**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

In regards to attendance of the South Portland School District, my child is a part of Cohort A/ Cohort B. (circle one)

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:** \_\_\_\_\_