



September 2016

Dear Middle School Students and Parents,

Welcome to the 2016-2017 School Year! The St. Helena SPOT Teen Center provides a safe, creative, and social after-school environment for middle school students. Our facility is fully accessible and our programs inclusive to middle school students of all abilities. The Teen Center will open on Tuesday September 6th and will be open on all school days from 3:30-6 pm. We are closed on all major holidays and school vacations. Students are encouraged to drop in **free** of charge to the center anytime during our open hours.

The Teen Center is a very special place outside of the school and home environment, in which students create unique bonds with staff and peers. The more communication parents have with the Teen Center staff the better! Please feel free to stop-in, call, or e-mail with questions or concerns. Activities calendars, special events information, and photographs can be found on our website: www.cityofstheleena.org/parks-recreation/teen-center.

Both teens and parents are required to carefully read, sign, and return this membership packet by Friday September 30th. The attached Membership Application provides the Teen Center Staff with the necessary information to properly supervise Teen Center members. The Behavioral Contract lays out the rules and expectations for the Teen Center members. The Fitness Room Waiver and Contract are optional, but must be filled out if your student would like to utilize the Teen Fitness Room.

Amalia Kulczycki

Recreation Supervisor

City of St. Helena

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2016-2017 The SPOT Teen Center Membership Application

Member Information *(Please Print):*

First Name: Last Name:

Birth date: / / Age: Grade: School:

Teen Cell Number (if applicable): () - Teen E-mail Address:

Member Medical Information:

Allergies/Special Needs:	Medications:
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Physician: Physician Phone Number: () - Ext:

Parent/Guardian *(Please Print):*

First Name: Last Name:

Phone Number: () - Ext: Home Work Cell

First Name: Last Name:

Phone Number: () - Ext: Phone Type: Home Work Cell

E-mail Address: I would like to be included in the Teen Center e-mail list: (Yes) (No)

Home Address: (Apt. #)

(City)	(State)	(Zip Code)
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Emergency Contact *(Please Print):*

First Name: Last Name:

Relationship to Teen:

Address: (Apt. #)

(City)	(State)	(Zip Code)
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Phone Number: () - Ext: Phone Type: Home Work Cell

() - Ext: Home Work Cell

2016-2017 Behavioral Contract

Teen Name:

St. Helena Teen Center’s primary rule is: **RESPECT YOURSELF, YOUR PEERS, STAFF, and PROPERTY.** Fostering an environment of respect and honoring each other for who we are creates community and a positive connection. As such:

- Swearing and profanity **WILL NOT** be tolerated.
- Harassment of any kind towards members or staff (verbal, physical, sexual) **WILL NOT BE TOLERATED.**
- No drugs, paraphernalia, or weapons in possession (pipes, clothing, knives etc.).
- No gambling activity or paraphernalia in possession (poker chips, cards, dice, etc.).
- Any theft or destruction of Teen Center property will be reported immediately to the St. Helena Police Department.
- No loitering on Teen Center property during closed hours.

If you become aware of any potentially dangerous or illegal situations, we request that you report it to a staff member.

Failure to adhere to these policies will result in a warning or loss of privileges. Depending on the severity of the incident, you may be asked to leave the Teen Center for the day and/or may be suspended from attending the Teen Center for one or more days. If you are asked to leave, your parents will be contacted by Teen Center Staff. If you are suspended for one or more days, a meeting will be arranged with your parents and Teen Center Staff. Any illegal activity will be reported to the St. Helena Police Department.

You are allowed to come and go from the Teen Center as you please with the expectation that you sign yourself in and out. Once you have left the Teen Center twice, you will not be allowed to return that day. This helps Staff with supervision and promoting a safer environment for all participants.

The Teen Center holds strict hours. Please arrange your schedule to leave the Teen Center at closing time, no later.

Teen Center Hours:

Monday through Thursday	3:30 PM to 6:00 PM
Friday	3:30-5:30 PM
Minimum Days	12:30-5:30 PM

By signing this form, I have read and agree to the above conditions of my membership at the St. Helena Teen Center. I understand the consequences of disrespecting the Teen Center’s policies.

Teen Signature: _____ **Date:** _____

Parents: By signing this form, I have read and discussed the St. Helena Teen Center’s policies with my child. I understand the consequences my child will be presented with if she/he chooses to disrespect the Teen Center’s policies.

Parent/Guardian Signature: _____ **Date:** _____

The St. Helena Teen Center has computers available for the teens to access Microsoft Office programs and the internet. The following are the rules and regulations for computer use:

1. Use of computers is a first come, first serve basis. Users working on homework have priority.
2. There is a 15 minute time restraint when the demand exceeds the number of available computers (homework users have 30 minutes).
3. Users may not install software or store any information on the hard drive nor may they modify the computer configurations in any way.
4. Teen Center members will not use the computers for any illegal activity, or to place any text, data, graphics, images, messages, communications, files, or other material related to any illegal activity on the internet.
5. There is no eating or drinking in the computer area. No liquid beverages or food are allowed on the black counter tops.
6. The St. Helena Teen Center may suspend or terminate a member's privilege to use the computers if staff believes that any member has violated these internet guidelines. Teen Center staff will review these matters on a case-by-case basis.

Technology Access: (Please check where applicable)

- I Allow Deny my child/guard to have computer access
- I Allow Deny my child/guard to have computer access for homework only
- I Allow Deny my child/guard to have technology access for entertainment (Wii, music, etc.)
- I Allow Deny my child/guard to have access to social networking sites (Facebook, etc.)

Release of Liability and Medical Release:

I, the undersigned Parent or Guardian of (*print participant's name*) _____ do hereby agree to allow the individual printed herein to participate in the aforementioned activities, and I further agree to indemnify the City of St. Helena, the St. Helena Parks and Recreation Department, and the St. Helena Unified School District harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with her/his participation in these activities. I recognize and acknowledge the risk of physical injury and agree to assume the full risk of any injuries, including death or damages that may result from any injury sustained while participating in activities related to the program or from using the City's facilities or equipment.

I agree to be financially responsible for any damage to property my child may cause during an activity.

In case of an emergency, I hereby give permission to the recreation staff to order treatment for my child. This includes and necessary medical treatment and x-rays. Of course, an attempt will be made to reach me by phone when diagnosis is completed.

I hereby give St. Helena Recreation Department permission to publish and/or use my child's photographic portraits or pictures, in whole or in part, for the purpose of advertising Teen Center programs in City of St. Helena publications, web-pages or websites, and/or local newspapers.

By signing below, I confirm that I have filled out the above form to the best of my ability and all information is true to my knowledge.

Parent/Guardian Signature: _____ **Date:** _____

2016-17 The SPOT Teen Center Fitness Room Waiver and Release

All Teen Center participants must sign the following City of St. Helena Teen Center Release/Waiver and Hold Harmless Agreement to be eligible to use the Fitness Room located at the St. Helena Teen Center.

Release and Waiver: I give permission for my child, _____ to participate in the "Fitness Room" at the City of St. Helena Teen Center After-School Program (hereinafter "Fitness Room"). In consideration for being permitted by the City of St. Helena to participate in the Fitness Room, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which my child may have or which may hereafter accrue as a result of my child's participation in the Fitness Program. This release is intended to discharge, in advance, the City of St. Helena (its agents, officers, officials, employees, and volunteers) from and against any and all liability arising out of or connected in any way with my child participation in the Fitness Program, even though that liability may arise out of negligence or carelessness on the part of City of St. Helena or (its agents, officials, officers, employees or volunteers).

I understand that participating in the Fitness Room may be of a hazardous nature and/or include physical and/ or strenuous exercise or activity; that serious accidents occasionally occur during the Fitness Program; and that participants in the Fitness Program occasionally sustain mortal or personal injuries and/or property damages; as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily allowed my child to participate in the Fitness Program, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the City of St. Helena (its agents, officials, officers, employees, and volunteers) that through negligence, carelessness, or any other act or omission might otherwise be liable to me.

Hold Harmless: I further agree to indemnify and to hold the City of St. Helena (its agents, officials, officers, employees and volunteers) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in the Fitness Program.

**I give permission for my child to use the following equipment under adult supervision:
(Please initial next to each item).**

- _____ Recumbent Exercise Bicycle
- _____ Treadmill
- _____ Free weights, Kettle Bells, and Medicine Balls
- _____ Bench Press
- _____ Power Tower Pull-Up Station

I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this is a release of liability and a contract between me and the City of St. Helena, and sign it voluntarily on behalf of my child.

Parent/Guardian Signature: _____ **Date:** _____

2016-17 Teen Fitness Room Contract

The primary rule of the Fitness Room is: **RESPECT YOURSELF, YOUR PEERS, STAFF, and EQUIPMENT**. The purpose of the Fitness Room is to give teens a fun, active way to stay busy after school. In order to keep all students safe the following rules apply to the Fitness Room:

- All teens will be required to take a Fitness Room Orientation in order to use the facility
- Teens must follow all instructions given by Teen Center staff
- Fitness equipment must be used properly and for its intended use
- Horse play of any kind will not be permitted
- Swearing and profanity **WILL NOT** be tolerated
- Put-downs, teasing or harassing other students **WILL NOT** be tolerated
- Adult supervision is required at all times while using the Fitness Room equipment
- Any theft or destruction of Fitness Room equipment or other Teen Center property will be reported immediately to the St. Helena Police Department
- The Fitness Room will ONLY be open during regular Teen Center hours

If you become aware of any potentially dangerous or illegal situations, we request that you report it to a staff member.

Failure to adhere to these policies will result in a warning or loss of privileges. Depending on the severity of the incident, you may be asked to leave the Fitness Room for the day and/or may be suspended from attending the Teen Center for one or more days. If you are asked to leave, your parents will be contacted by Teen Center Staff. If you are suspended for one or more days, a meeting will be arranged with your parents and Teen Center Staff. Any illegal activity will be reported to the St. Helena Police Department.

By signing this form, I have read and agree to the above conditions of my membership at the St. Helena Teen Center. I understand the consequences of disrespecting the Teen Center's policies.

Teen Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____