

Manassas Park Department of Parks and Recreation

Teen Center

Participant Handbook



Manassas Park Community Center

99 Adams Street

Manassas Park VA, 20111

(703) 335-8872

www.manassasparkcommunitycenter.com

MANASSAS PARK TEEN CENTER GENERAL INFORMATION

The Manassas Park Teen Center would like to welcome you to our facility. We strive to create a positive environment that will contribute to the overall social, physical, and cultural development and well-being of teens in our community.

To ensure that you get the most out of our programs, we would like you to read over some of our program rules, regulations and code of conduct. These guidelines are designed to inform parents/guardians and participants of what is expected of them while teens are in our care at the Teen Center.

The Teen Center aims to:

- o Provide a safe comfortable environment that encourages personal growth, independence, and positive peer relationships.
- o Provide an opportunity for creative and education exploration through a variety of activities.
- o Provide an opportunity for teen input in the planning of programs.

WHO CAN PARTICIPATE

- o Any student that has a current student ID that states they are between the 6th-12th grades.
- o Homeschool students that can present a general ID that verifies they are between 12-17 years old.

TEEN PASSPORTS

Teen participants have the option to purchase a teen passport at the front desk. Passports are \$20/month, and can be purchased for either 6 or 12 months. Passports can be paid in full (\$120/6 months or \$240/12 months), or they can be paid month-to-month. Teens can receive a reduced rate on their teen passport if they have good grades, or volunteer in the community. Good grades and volunteer hours each equal one (1) point, if a teen receives 20 points in month, they can get their next month's membership covered free of charge.

If a teen wishes to cancel their teen passport, they must notify a front desk representative. When a participant signs up for a Teen Passport, they must create an account with a front desk representative to be issued a Teen Passport card.

DROP-INS

Participation in all Teen Center programs is available on a drop-in basis. Participants must pay \$2 to enter the Community Center. Unlike, MP3, staff is not responsible for drop-in teens when they leave the Teen Center. Parents/Guardians should make arrangements with their teen as to when it is appropriate for them to leave the facility and with whom.

FEES

Participants can purchase a Teen Passport, or pay the daily drop-in fee to enter the Teen Center. Fees are as follows:

Drop-In Fee with valid school ID	\$2/individual
Teen Passport	\$20/month

o Cash, Visa, MasterCard, Discover and Check are as valid payment at Parks and Recreation. All card transactions are subject to a 3% service charge.

o Financial assistance may be available. Contact Parks and Recreation (703) 335-8872 for more information.

HOURS OF OPERATION

TEEN CENTER

Monday-Thursday: 2:30pm-7:00pm

Friday: 2:30pm-8:00pm

Saturday: 11:00am-3:00pm

Sunday: Closed

COMMUNITY CENTER

Monday-Friday: 8:00am-9:00pm

Saturday: 7:00am-7:00pm

Sunday: 10:00am-6:00pm

o 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 informed. If schools are closed due to inclement weather, the Teen Center is also closed.

o Please be advised that teens in MP3 that have not been picked up by the time the program has ended, will have their emergency contacts called, possibly followed by social services. Teens that are drop-ins or Passport holders that have not been picked up by the time the building closes will have their parents contacted by Community Center staff.

SIGN-IN/OUT PROCEDURE

o SIGN-IN

Upon arrival at the Community Center, all teens must either scan their membership card, or sign the guest waiver/liability form at the front desk if they are drop-ins. If a teen is in MP3, they must check-in with Teen Center staff. When checking into the facility, all teens between the ages of 12-15 must leave their Community Center ID at the front desk.

o SIGN-OUT

Anytime a participant leaves the Community Center, they will be required to retrieve their Teen ID from the front desk if they are between the ages of 12-15. Any participant that is in MP3, must sign themselves out, or have a parent sign out for them.

*Be advised that the Parks and Recreation Department reserve the right to charge a late fee for parents/guardians picking teens up later than the scheduled closing of the program such as summer camp. The staff member left to wait with your teen will be responsible for collecting the fee. Teens who have not been picked up by the time the building closes, will be have their parents notified, and possibly Social Services if there is no answer from a parent or emergency contact.

Teen ID Policy

Teens between the ages 12-15, including those without memberships, will need to be issued a Community Center Teen ID in order to access the facility without a parent or guardian. Teens will be required to leave their ID at the front desk when they enter the building, and retrieve it when they exit the building. Teens who not retrieve their ID when exiting the building must pay a \$5.00 drop-in on their next visit.

FACILITY RULES AND EXPECTATIONS

All participants that enter the Community Center must adhere to the following rules and expectations:

o All patrons should check in at the front desk upon entering the Community Center.

- o Tobacco products (including vaping and e-cigarettes), alcohol, and drugs are prohibited inside the Community Center; alcohol and drugs are prohibited on park property.
- o All youth under the age of 12 must be accompanied by someone at least 16 years of age.
- o Appropriate and respectful attire is required at all times. Clothing with obscene, offensive, or disturbing language/images is not permitted.
- o All weapons are prohibited.
- o Abuse, destruction, or neglect of Department property is prohibited.
- o Fighting, Abuse (physical or verbal), or any type of threatening or inappropriate behavior is prohibited.
- o The use of personal wheeled vehicles (bicycles, skateboards, rollerblades, scooters, hoverboards, segways, etc.) inside the Community Center is prohibited, unless required due to a disability.
- o Unless an ADA service animal, or in conjunction with a Department sanctioned program, pets are not permitted inside the Community Center.
- o Only Department approved photography/videography is permitted.
- o The Department of Parks and Recreation is not responsible for lost or stolen items.

BUS POLICY

Bus transportation to the Teen Center from Manassas Park Middle and High School is provided during after-school hours. Manassas Park City School Transportation has an after-school bus and an activity bus that drops off in front of the Community Center.

TEEN INPUT/FEEDBACK AND PARENTAL ASSISTANCE

The 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 teen participants and their parents/guardians. If you are interested in any of these areas, please contact the Teen Center at (703) 335-8872.

QUARTERLY PROGRAM CALENDAR AND FLYERS

The Teen Center has program calendars available in the MOSAIC, in the Teen Center, and online at www.manassasparkcommunitycenter.com. Additionally, program flyers can be found in the flyer rack in the rotunda of the Community Center, and at the entrance to the Teen Center.

TRANSPORTATION WAIVER

Occasionally, the Teen Center will offer field trips through our Saturday Social Sites program. Each participant must have their parent/guardian sign a transportation waiver in advance and returned to a Teen Center staff. No teen can ride in a city vehicle unless a waiver is signed.

COMMUNITY CENTER PHONE USE

Phone use is made available to teens only to get in contact with their parent or guardian. Participants should ask a staff member for permission before using the Community Center phone. The Community Center phone number is (703) 335-8872.

Please be advised of the following:

- o No incoming calls to participants unless it's a parent or guardian
- o Calls are not to exceed three minutes unless it is an actual emergency
- o Participants are not allowed to answer a ringing phone

o 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 Community Center.

PERSONAL CELL PHONE USE/ELECTRONIC DEVICES

o Have a conversation with your teen 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, it 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 a parent/guardian about the situation.

RESTROOM USE

o Restrooms are located in the main hallway, in the gym and in the pool area.
o Any participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to a suspension or removal from the Community Center.

COMPUTER LAB USE

The computer lab is available for Teen Center participants.

- o Limit internet surfing to 60 minutes.
- o Priority goes to those participants using computers for homework.
- o The downloading of programs or explicit material is **NOT ALLOWED**.
- o Save your personal work on your own flash drive.
- o Close all programs when finished.
- o No food or drink is allowed near the computers.
- o Always ask a staff member for assistance if you come across something you do not know how to do.
- o Do not change screen savers.
- o Horseplay or any type of physical exertion is not allowed in the computer lab.

Failure to abide by these rules may lead to the suspension, expulsion or removal from the Community Center.

WII/XBOX/PS4/DVD POLICY

During Teen Center hours, game systems are utilized in the Teen Center. All equipment will be provided. **Participants are strongly discouraged from bringing games or movies from home.** The Teen Center utilizes games that are suitable for everyone and falls in line with the overall mission of the Teen Center. Games **WILL NOT** be connected to the internet.

When we show movies in the Teen Center, all movies are PG or PG-13 movies.

TEEN CENTER AMENITIES

The Teen Center features the following amenities:

- o Pool Table
- o Foosball Table
- o Air Hockey Table
- o Large Assortment of Board Games
- o Great Selection of Arts and Craft Materials, Beads, Lanyard, etc...
- o Seating Area
- o Radio/CD Player/Karaoke Machine
- o Computers

Please note the following Teen Center rules:

- o All equipment is to be used responsibly and for its intended purpose.
- o Return accessories and board games to their proper storage area when finished.
- o No food or beverages allowed at the game tables
- o Music is limited to Teen Staff approved songs, with no explicit language.
- o No arguing, horseplay, or fighting of any kind will be tolerated.

VENDING MACHINE AREA

Beverage and snack machines are located in the hallway. Use these machines at your own risk. Teen Center staff will not be able to reimburse you money or change not properly dispensed by the machines.

ENTRANCE OF COMMUNITY CENTER

No loitering is allowed in front of the Community Center. Loitering may lead to the suspension, expulsion or removal from the Community Center.

PARTICIPANT BEHAVIOR STANDARD/CODE OF CONDUCT/CONSEQUENCES

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

- o Participants shall be courteous and respectful of adults and fellow participants at all times
- o Participants shall obey general rules of the facility
- o Participants shall show respect for City property and the personal property of others

Discipline at the 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.

Teen Center staff strives to maintain a friendly, safe, nurturing environment for 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 Teen Center. The list is not meant to be all-inclusive. We encourage parents to promote cooperation and agreement between the home and Teen Center in an attempt to develop citizenship and high standards of behavior in our teens. If there

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

o **Bicycles:** Participants may ride bicycles to the Community Center. Bicycles should be locked to a bike rack to prevent theft. The City of Manassas Park assumes no responsibility for thefts or vandalism.

o **Skateboards, Rollerskates, Rollerblades, Hoverboards and Scooters:** Skateboards, rollerskates, rollerblades, hoverboards and scooters, are not to be ridden on City property except in designated areas. This rule applies especially within the Community Center.

o **Dress:** Participants at the Teen Center have the responsibility to dress and appear in a manner that promotes a safe, neat, and clean environment. The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the Community Center staff.

o **Defiance/Swearing/Profanity/Disorderly Conduct/Providing False Information:** Any inappropriate behavior that disrupts the overall environment of the Teen Center, including profane and offensive language, disrespect or defiance towards peers and/or staff members, providing false information to 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.

o **Tobacco, Possession of Tobacco, Smoking and Vaping:** Smoking is not permitted on Community Center grounds for anyone under the age of 18. Smoking is prohibited in the facility. If a participant of the Teen Center has in his/her possession, tobacco, cigarettes or vapes, 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.

o **Loitering:** Participants are not to loiter in front of the Community Center, or in the parking lot.

o **Interpersonal Relationships:** Appropriate personal relationships are encouraged. The Teen Center policy is one of "hands-off." Sitting on laps, hugging and kissing is not appropriate while at the Teen Center. Sexual harassment will not be tolerated. Participants are expected to follow the instruction of Teen Center staff. If a participant disobeys any Teen Center employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

o **Vandalism:** Damaging City 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 Teen Center Staff to keep a record of such behavior. Parents may be liable to pay for damages.

o **Fighting/Assault:** The Manassas Park Community 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 Teen Center participants and/or staff is strictly prohibited. The Manassas Park Police Department will be notified and all applicable state and federal laws will be enforced.

o **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 identity, 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 Teen Center Staff will investigate complaints, take appropriate steps to ensure that harassment does not occur, and impose discipline when appropriate. The Manassas Park Police Department will be notified and all applicable state and federal laws will be enforced.

o **Sexual Harassment:** Sexual harassment is defined as unwanted sexual attention from anyone with whom the teen may interact in the course of attending the Teen Center or Teen Center activities. Any teen who believes that he or she has been a victim of sexual harassment by another person, 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 Manassas Park Police Department will be notified and all applicable state and federal laws will be enforced.

o **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 Community Center property or prior to being on Community 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 Community Center is grounds for immediate suspension. The Manassas Park Police Department will be notified and all applicable state and federal laws will be enforced.

o **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 Community Center is grounds for immediate suspension. The Manassas Park Police Department will be notified and all applicable state and federal laws will be enforced.

o **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 Teen Center. The Community Center is not responsible for any lost or stolen items brought by a participant in the facility.

o **Gambling:** Any form of gambling will not be tolerated.

The following chart is not meant to be all-inclusive and Teen Center staff reserves the right to extend and/or modify all consequences based on the severity of the situation.

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

