



TEEN CENTER

Parent & Teen Handbook

513-755-2400

The Edge Teen center would like to welcome you and your teen to our facility. To ensure that your teen gets the most out of our programs, we would like for you to take a moment, along with your teen, 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 Teen Center what is expected of them while they are at the Teen Center.

The parent/guardian is responsible to reimburse Edge Teen Center for any damage caused or equipment theft as determined by the teen center manager and the Board of Directors.

VOLUNTEERS

Teen Volunteers: We do allow teen volunteers at the Teen Center but must be approved by the Teen Center manager as someone who is reliable, trustworthy and honest. These volunteer must be at least 15 years old and have a valid high school ID.

Adult Volunteers

All adult volunteers must apply in person at Edge in order to be considered for volunteering at Edge.

All volunteers will fill out a permission form to allow us to complete a full (criminal) background check. When necessary a motor vehicle background check may be obtained.

Volunteers are not allowed to have contact with Edge teens outside of the center through any social media outlet, or through texting, unless they have received permission from a parent. Teens will however be invited to join the Edge Teen Center fan page in which they will get updates about the events going on at Edge. This fan page is administered to by the Edge manager.

If a student asks a volunteer for a ride home, the student will need to call their parent(s) and the volunteer will need to speak to the parent(s) and get verbal approval. This needs to happen every time a student is taken home unless you have previous approval, the teen must then be taken directly home. For our volunteers protection the volunteer must also text or call the teen center manager or fellow volunteer as to when they leave the center and when they drop off the teen. That way we have record of this event.

Failure to abide by these guideline by any volunteer will be subject to dismissal.

WHO CAN PARTICIPATE?

All participants allowed in the Teen Center must be 9th through 12th grades AND be students in High School. All incoming freshman will be eligible to attend the teen center the summer before attending their 9th grade year. All seniors can continue to attend the teen center through the summer following their graduation from High School.

DROP-IN FORMAT

Participation in all Teen Center programs is on a drop-in, voluntary basis. Participants are allowed to check in once per day, as soon as a teen leaves the teen center property he/she must take all belongings and will not be allowed to return until the following day, unless the manager or manager on duty has spoken personally to the parents.

Staff is not responsible for teens when they leave the Teen Center. Please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.

HOURS OF OPERATION

The Teen Center's normal operating hours are:

Monday-Thursday: 2:00 pm-6:00 pm
Friday: 2:00 pm-5:00pm and 7:00-12:00 am
Saturday: 7:00 pm-12:00 am
Sunday: closed

The Teen Center observes city, national and school holidays. Hours and program schedules are subject change without notice, although Staff will make every effort to keep you and your teen informed through www.edgeteencenter.com, texts and facebook. We follow Lakota School District's weather closings and our board and center manager's will use this info to make the final decision on whether or not to be open or closed.

SIGN-IN PROCEDURE

All teens will be asked for their high school ID upon their first visit to prove to us that they are indeed a high school student. Upon seeing ID we will ask them to fill out an information card. Once the card is filled out we will place their information in our computer system. On future visits, all that will be required is their name. Annually students will be asked to verify their status by showing their High School student ID. All information is kept private and will not be given out to any other organization or business.

WEEKEND SIGN IN PROCEDURES

As students arrive, those that have not attended Edge previously, are asked to fill out a sheet that includes: name, phone number, parents name, phone number and school. Students that are regular attenders at Edge are asked to just print their name and these names are checked in at a later time when the front reception area is not as busy. Each person that attends on these nights is given a paper bracelet in order to keep track of payment issues.

PHONE USE

There is not public phone access at the Teen Center. Teens and parents need to coordinate communication options by cell phone or ahead of time. If it is an emergency they will be allowed to use a staff persons phone.

CAFÉ

The Teen Center has a Café which is operated by volunteers from our community. The Café accepts CASH only. The Café will serve hot dogs, pretzels, smoothies, coffee and other various snack items. We do not allow food or drinks be brought in to the center from outside sources.

INTERNET CAFÉ

The Internet Café is available for Teen Center participants when it is open.

- Internet surfing is limited to 30 minutes at a time
- All computers are equipped with Filtering Software for the safety of users
- Priority use goes to those participants using computer time for homework
- The downloading of programs questionable material is NOT ALLOWED
- Changing the background of the desktop is not allowed
- Please save any personal work on your jump drive
- Close all programs when finished
- No food or drink are allowed near the Computers
- Always ask an Edge volunteer for assistance if you come across something you do not know
- No horseplay or any type of physical exertion is allowed near the Internet Café.

Failure to abide by these rules may lead to suspension of computer use, or removal from the Teen Center after several violations.

MOVIES/VIDEOS/VIDEO GAMES/CD's/DVD's

Occasional, appropriate videos or DVD's may be shown. Any G, PG or PG-13 rated feature is approved for viewing, however, R videos will have parental approval.

Several video game systems are available for use during Teen Center hours. Video game titles with an 'M' rated title are prohibited although at times some games such as Halo will be allowed upon approval of the board. All 'T' and 'E' rated games are pre-approved for playing.

We strongly discourage bringing video games or movies from home for liability purposes. These materials may be brought at your own risk with prior permission from the Teen Center Manager.

OUTSIDE THE TEEN CENTER

Hanging out is not allowed in front, side or rear of Edge Teen Center. Waiting for transportation or to get into Edge is only permitted in the front of the Center. All other areas are off limits. We ask that teens be respectful to surrounding businesses. During weekend concerts all bags and purses will be searched before entrance is allowed in the center.

EDGE TEEN CENTER CODE OF CONDUCT

Participant responsibilities

- Participants shall be courteous and respectful of adults, student staff and fellow participants at all times.
- Participants shall obey general facility rules.
- Participants shall show respect for Edge property and personal property of others.

Suspension

There is good cause to suspend participants who exhibit continued and willful disobedience. Discipline at the Teen Center will be administered with firmness, fairness and consistency.

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.

PARTICIPANT BEHAVIOR STANDARDS

The following is a list of rules to guide participant behavior at the Teen Center. The list is not to be all inclusive. Parents should promote cooperation and agreement between the home and the Teen Center in an attempt to develop citizenship and high standards of behavior in our youth. All violations to these policies will be dealt with and investigated on a case by case basis.

In all circumstances the Teen Center Manager (TCM) will be informed and the TCM will then decide whether parents need to be notified and police need to be called. In rare cases the Board of directors may be brought in for advice.

In all cases the following will happen:

Each incident will be written up and kept on file

Violation #1: The teen will be given a warning

Violation #2: The teen will be personally talked to and written up as to the violation that incurred. They will also be informed as to what happens if they violate the policy again.

Violation #3: The teen will be written up again and will be suspended from Edge for a period of time designated by teen center manager. Some form of communication will also take place between teen center manager and the teens parent(s).

Violation #4: Expulsion: The teen will no longer be allowed in the center.

Assault & Battery

It is not permissible to commit assault or battery upon others while at the Teen Center. The Butler County Sheriff Department will be notified and all applicable state and federal laws will be enforced.

Assault, Sexual/Battery

It is not permissible to commit sexual assault or battery upon others while at Edge Teen Center. The Butler County Police Department will be notified and all applicable state and federal laws will be enforced.

Interpersonal Relationships Appropriate personal relationships are encouraged. The Teen Center policy is one of “hands off.” Sitting on lap, kissing and any other inappropriate behavior are not acceptable 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 Edge employee either by action or word, he/she will be considered defiant. Severe defiance will result in suspension.

Dress

The teen center managers may exclude any student, when in his/her judgment, the apparel is inappropriate. Teens will be permitted to wear apparel considered appropriate, reflecting ideals consistent with and promoting positive impact on the world. What is appropriate or inappropriate is a personal decision of teen center administrators that hopefully reflects community feelings, values, and attitudes. To facilitate a consistent pattern of application of this policy, the following standards shall be applied:

- Shirts and tops should be able to meet pants in front and back. Sheer or see-through clothing is not acceptable. Female breast and buttocks shall not be exposed. Clothing should be modest and not suggestive. Strapless tops are not allowed. Shirt and shoes must be worn at all times.
- No offensive or disrespectful slogans, symbols, pictures or words on shirt or any clothing. Example: racism, nudity, profanity, overt sexual gestures or references.

Teens out of compliance with the Dress Code will not be allowed on the premises.

Gambling

Any form of gambling will not be tolerated.

Gangs

Wearing, carrying or physically displaying gang paraphernalia or making gestures that symbolize gang membership is prohibited and will be confiscated. Engaging in an activity that is gang related is prohibited.

Harassment, Sexual/Hate Crimes

It is not permissible to harass others while at Edge Teen Center. Any complaint will be investigated by the Teen Center Director. The Butler County Sheriff Department will be notified and all applicable state and federal laws will be enforced.

Hazing

It is not acceptable for a participant to engage in any hazing activity or threatens to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reported to the Teen Center staff.

Illegal Substance, Drug and Alcohol

Use of or possession of any illegal substance at Edge Teen Center, or at any Teen Center sponsored activity is grounds for immediate suspension. The Butler County Sheriff Department will be notified and all applicable state and federal laws will be enforced.

Loitering

Participants are not allowed to hang out in front, back or side of Edge Teen Center or in the parking lot.

Serious Injury, Attempting to Cause

If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled from Edge Teen Center. The Butler County Sheriff Department will be notified and all applicable state and federal laws will be enforced.

Substances

Aerosol spray cans of any type, glue and white out are not to be brought to the Teen Center.

Swearing, Profanity

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

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. Edge Teen Center is not responsible for any lost or stolen items brought by a participant into the facility.

Any participant who has stolen any equipment from the Edge Teen Center will be permanently suspended from participating in the Teen Center and any Teen Center activities.

Threats

Threats of personal injury upon other participants are strictly prohibited and will be dealt with in a swift and severe manner.

Skateboards, Roller Skates, Roller Blades, Scooters & Mopeds

Skateboards, roller skates, roller blades, scooters, and mopeds are not to be ridden around Teen Center property. This rule applies especially within the facility.

Tobacco, Possession of Tobacco and Smoking

If a participant of the Teen Center has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this may be grounds for suspension. There is absolutely no smoking on Edge Teen Center Property.

Vandalism

Damaging Teen Center property or the property of others will not be tolerated. Depending upon the circumstances and severity of the situation. All incidents will be documented by the Teen Center staff to keep a record of such behavior. Parents may be liable to pay for damages. If the damage is deemed as excessive the Butler County Sheriff Department will be called to investigate and fill out a police report.

Weapons Brought

State law requires it to be recommended that a participant be expelled for possession of any firearm, knife, explosive or other dangerous object at Edge Teen Center or other Teen Center sponsored activity.