



# Rialto Teen Center

The Teen Center is a drop-in recreational program open to students ages 11 to 17. The program offers homework assistance, leadership activities, social activities and allows teens the ability to participate in a variety of workshops.

1. All participants must register each year for Teen Center membership. A completed application is required.
2. A Liability Release, Acceptance of Teen Center Policies & Procedures, and Emergency Medical Release & Allergy Information Form must be signed by the Member and parent/guardian and submitted with this application.
3. Providing false information may result in disqualification from participation in City of Rialto Teen Center and Recreation Programs.

The following Teen Center Member Policies and Procedures have been prepared to help Teen Members have a positive, safe, and enjoyable experience at the Teen Center. Teen Members and parents/guardians should take the time to read these carefully.

The Teen Center is a safe place; therefore, we enforce a Zero Tolerance policy on issues dealing with drugs, alcohol, weapons, violence, and threats.

## **MEMBERSHIP**

- Teen Center membership is open to all teens, ages 11 – 17, who are currently enrolled in middle school or high school (proof of age required).

## **HOURS OF OPERATION**

- The Teen Center is open and staffed Tuesday-Friday from 3:00 p.m. to 6:00 p.m.

## **MEMBER RESPONSIBILITIES**

- All Members/Guests are expected to follow the Teen Center Policies & Procedures.

(Policies & Procedures are posted in the Teen Center)

## **CHECK-IN AND CHECK-OUT**

- Members must check-in by signing in.
- Members must check-out by signing out.
- This is a drop-in program and it is the responsibility of the member to notify their parents/guardians of their daily plans for afterschool activities.
- Teen Center Staff are not responsible for notifying parents upon their child's arrival or departure from the program.
- The Teen Center Program does not provide transportation to and from the program.

## **COMMON COURTESY**

- Members will be courteous and respectful of staff, other adults, and fellow members.
- Members will show respect for City property and the personal property of others.
- If members have any issues or problems that arise in the Teen Center, that they are unable

to resolve in a respectful/peaceful manner, they should discuss the issue with staff on duty.

- Staff will make every effort to resolve issues that take place in the Teen Center.

### **MOVIES & GAME USE**

- Use of all games is on a first come-first-serve basis except for programmed tournament games.
- Use of game tables such as table tennis is limited to ½ hour unless there is no one waiting.
- Game rules should be discussed and agreed upon in advance by the players.
- Video game systems, video games and game equipment are available and must be checked in and out by Members.
- All games provided at the Teen Center are ESRB (Entertainment Software Rating Board) rated either “E” (Everyone), “E10” (Everyone 10 and older), or “T” (Teens).
- Games with an ESRB rating “M” (Mature) or “AO” (Adults Only) are not allowed in the Teen Center.
- Please be aware that the Teen Center Staff may show movies rated PG 13 in the presence of teens that are between the ages of (11-17).
- The City is not responsible for any personal property brought into the Center.

### **TELEPHONE USE**

- Courtesy Phone – there are no pay phones at the Teen Center. Therefore, the Teen Center office phone may be used on occasion by Members with staff permission and is limited to the local calling area. The telephone number at the Teen Center is 909 this line is staffed during program hours otherwise members or parents may contact the Rialto Community Center mainline at 909-421-4949.
- Cell phones usage is allowed, but cell phones must be on silent/vibrate. While talking on the phone common courtesy is expected.

### **PERSONAL ITEMS**

- There are backpack/jacket cubbies available for members while at the Teen Center. Staff is not responsible for any stolen or misplaced items.
- Members are advised not to bring expensive or valuable items to the Teen Center and are solely responsible for the safety and security of their personal belongings.
- All items determined Lost and Found will be left in the care of the Teen Center staff. staff for a period of one day and two weeks. All unclaimed items will be disposed or donated to charity.

### **FOOD AND DRINK**

- Food and drinks are not permitted at the computer stations and must stay in the eating area.

- Members may bring their own food and drink into the Teen Center if desired.
- Members are required to clean up after themselves.

### **DRESSCODE**

- Members have the responsibility to dress in a manner that promotes a safe, clean, and appropriate environment.
- Teens must wear shoes that are appropriate, no bare feet or slippers, or steel toe boots.
- Teens wearing garments that expose any portion of the torso or stomach will not be allowed.
- Any clothing or decoration which detracts from the learning and safe environment is prohibited such as: clothing or symbols which show obscene pictures or gestures, sexually suggestive statements, swear words, illegal substances for minors (tobacco, alcohol, or drugs), weapons, words/pictures depicting death, violence or gore. Head gear (baseball hats), or symbols related to gang activity (canvas belts with initials), or attire that are in the combination black, white and red or black, white and blue, red, blue, or any jerseys such as 49er, raider jerseys and the like etc.), or any other article determined to be gang related by the City of Rialto Police Department.
- Teen Center staff has the responsibility to determine if a Member's dress promotes this environment.

### **SKATEBOARDS/BIKES/SCOOTERS**

- No bikes can be brought into the Teen Center building. All bikes must be racked and locked (bike owner must provide own lock) at the bike rack outside locations.

### **MEDICATIONS**

- All medications will be stored in a locked office on site except for medications needing to be refrigerated.
- All medications must be provided to Recreation Services in their original packaging, with the child's full name written on the container, and should include cups, spoons or other instruments for the medication's administration. The medication dosage and instructions must be completed on the Health Information form.
- Parents/guardians are responsible for providing all necessary information regarding dietary restrictions, food allergies or special diet considerations to staff. Participants are responsible for arriving at the program with all necessary medications, supplies, pumps, back-up medications, and any other equipment necessary for the participant to safely

administer their medications. Participants and parents/guardians shall be advised and reminded that it is the participant's responsibility to administer the medication and that staff will not administer medication or give scheduled injections.

## **BEHAVIOR GUIDANCE**

General Steps The general steps for behavior guidance progress according to severity of the behavior. Steps may be repeated or skipped when appropriate.

**Step 1:** Verbal warning

**Step 2:** Verbal warning and separated from activity

**Step 3:** Loss of some amenity/removal of privilege (video games, computer, sports activity)

**Step 4:** Complete Parent Note and notify parent by phone

**Step 5:** Call parent to notify participant is to be sent home.

**Step 6:** For repeat behavior, call parent to notify parent participant is being sent home for repeated behavior. Arrange conference with Recreation Programmer and parent to discuss behavior. Participant will not return until staff and Recreation Programmer meets with parents.

**Step 7:** If behavior continues, a second conference will be arranged. A behavioral plan will be determined by staff, parent and the Recreation programmer. The participant may be suspended from the program for time determined by staff and Recreation Programmer.

**\*\*DISCLAIMER: City of Rialto Community Services Department Staff has the authority to ask an individual to leave the premises at any time.**

## **CAUSE FOR SUSPENSION OR TERMINATION OF MEMBERSHIP**

- All Members are expected to observe Teen Center Policies & Procedures. If any policies or procedures are not followed, membership and guest privileges may be suspended or terminated at the discretion of the Teen Center staff.
- There will be no vulgar or offensive language, no smoking or use of other tobacco products, or marijuana, no inappropriate physical contact (kissing, shoving, roughhousing, or fighting), or no outward suggestive expression behavior, no skateboarding indoors, no gambling for money/property/food/etc., no vandalism, and no disrespectful behavior to other members or staff. In response to breaking Teen Center Rules and Procedures, Teen Center membership can be suspended.
- Teen Center has a ZERO TOLERANCE POLICY for firecrackers or other explosives, weapons, vandalism, extortion, harassment, threats or threatening behavior, hate crimes, bullying, gang activity, illegal substances, or alcohol. Should any of these activities occur the City of Rialto Police will be called immediately, and all applicable state and federal laws will be enforced.
- Teen Center membership will be terminated.
- The final decision on suspension or termination of Teen Center membership rests solely with the Teen Center Staff.

**PARENT/GUARDIAN & PARTICIPANT ACKNOWLEDGEMENT & COMMITMENTS**

I, the participant, understand that by signing this membership application, I will follow all rules and regulations set forth by the City of Rialto Community Services Department. I further understand that if a Staff member or a Volunteer of the City of Rialto sees me doing anything unsafe or inappropriate either in or around the vicinity of the Community Center, I will be corrected on my behavior. I also understand that violating the rules and regulations of the center or inappropriate conduct may result in suspension from the center.

\_\_\_\_\_

Print name of applicant	Signature of applicant	Date
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I, the parent/guardian, of the above-mentioned applicant understand and agree with the statement above.

\_\_\_\_\_

Print name of parent/guardian	Signature of parent/guardian	Date
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**WAVIER OF LIABILITY AND STATEMENT OF UNDERSTANDING**

In consideration for myself and/or my minor child(ren) being permitted by the City of Rialto ("City") to participate in recreational activities and/or use City facilities, I hereby waive, release and discharge any and all claims and damages for personal injury, death, or property damage which I, or my minor child(ren), may sustain or which may occur as a result of my participation, or my minor child(ren)'s participation, in these activities or use of City facilities. To the maximum extent permissible by law, this release is intended to discharge in advance the City, its officers, employees and agents from and against any and all liability connected in any way with my participation, or my minor child(ren)'s participation, in these activities or any use of City facilities. I agree to indemnify, defend (with counsel acceptable to City), and hold harmless the City, its elected and appointed officers, agents, and employees, from any and all claims asserted or liability established for damages or injuries to any person or property, that arise out of or are in any manner directly or indirectly connected with my use of City facilities or participation in activities, and all expenses of investigating and defending against the same, including any claims or liability arising from the active negligence of the City, its officers, agents, or employees, unless otherwise prohibited by law. I further agree and understand that all of my rights against the City under Section 1542 of the Civil Code of the State of California and any similar law of any state or territory of the United States hereby expressly waive such rights. Section 1542 reads as follows: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY. This AGREEMENT AND RELEASE OF LIABILITY is to be binding on my heirs, executors, successors and assigns.

I certify that the information I have provided is complete and true. I understand that providing incomplete or false information will result in my child being expelled from the program.

\_\_\_\_\_

Teen Name	Parent/Guardian Signature	Date
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**MINOR'S PERSONAL APPEARANCE RELEASE AGREEMENT**

With regard to my child \_\_\_\_\_(print full name), I hereby grant the City of Rialto ("City") the right to use of my child's appearance, name, likeness, voice, biographical information or other materials (collectively the "Materials") for advertising, to be produced in whole or in part, by Rialto Community Services in the City of Rialto, CA, and agree as follows:

1. Rialto Community Services Department will have total ownership of the photos.
2. Rialto Community Services Department may use any of the photographs and otherwise from time to time, for the purposes of advertising, publicity and promotions.
3. I acknowledge and affirm that my child, nor I have been promised or expect to receive any fee, payment, compensation, reimbursement, gratuity, or other consideration in connection with the programming or the or the personal appearance of my child other than described herein.
4. I enter into this Personal Appearance Release for my child because he/she is under the age of 18 and in full contemplation of the possibility that the materials may acquire enhanced value in the present or future as a result of his/her status, or circumstances and events not now foreseen, and I agree on behalf of my child not to make any claim against Rialto Community Services Department or the City, or its successors or assigns, on the basis of such enhanced value.

I agree to and accept the Minor's Personal Appearance Release Agreement.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF PARENT/GUARDIAN

**CITY OF RIALTO TEEN CENTER REGISTRATION**

Teen's Name #1: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M/F Birth Date: \_\_\_\_\_

Teen's Name #2: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M/F Birth Date: \_\_\_\_\_

Parent / Guardian #1: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (City) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Parent / Guardian #2: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (City) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Additional Emergency Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**HEALTH INFORMATION**

Participant's Primary Physician/Doctor: \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

Will your child need to take prescription medications while at the Teen Center? YES / NO (Circle One)

If yes, please list any prescription medication below and describe its purpose. Medication dispensed to your child must be brought to the Teen Center in its original prescription container. Over-the-counter medication will not be accepted. Staff will hold medication in office but will not administer.

Prescribed Medications:

\_\_\_\_\_

Other Medical Conditions (Please Describe, i.e. diabetes, allergies, etc.):

\_\_\_\_\_

Physical or Developmental Disabilities (Please Describe):

\_\_\_\_\_

Any Other Instructions or Precautions:

\_\_\_\_\_