

## **Sign-In/Out Procedure:**

### **Sign-In**

For the safety of all participants and to ensure that accurate identification and emergency information is quickly and easily available, the Pass Plan Holder's picture ID is **required** for entrance to the Teen Center. No exceptions will be made. After showing their ID to a staff member, the pass plan holder must then sign-in with the appropriate time and date of entrance.

## **Rules & Code of Conduct:**

The following rules have been established to ensure the safety and well being of all participants. Cooperation is essential for the program to be successful.

- Group parties of 10 or more are not allowed during open teen center time. Group and Private rentals must be booked in advance. Please check with front desk for fees and availability.
- Pass Plan holders under 12 years old entering the teen center may not leave unless accompanied by a parent or guardian.
- If a participant is disrespectful of staff, peers, or equipment, their parent(s) will be called and the participant will be asked to leave the facility.
- Only pass plan and day pass holders will be admitted to the Youth/Teen Center during open times.

The following are NOT permitted at in the Youth/Teen Center:

- Foul language or horseplay of any type
- Food or drinks, except in the designated areas
- Chewing gum.
- Sitting on tables, bars, or back of booths, or feet on furnishings
- Throwing, rolling or bouncing pool, ping-pong or any type of equipment in a way that is was not intended.
- Tobacco, alcohol, or drug usage of any kind.

**\*\*Please put all games and equipment back the way you found it!!**

**Phone Use**

Phone use is made available only to get in contact with their parent or guardian. Participants are always to ask a Staff member before using the Youth/Teen Center phone.

- No incoming calls are permitted to participant unless it is a parent or guardian.
- Calls are not to exceed 5 minutes unless it is an actual emergency.
- A staff member must always accompany a participant while using the phone.
- Cell phone use is permitted but is to be kept to a minimum.

**Kitchen Use**

The full service Café is available only during Youth/Teen Center open time and during special events. Snack and soda vending machines are also available.

- No participant should be behind the counter at any time.
- All food and drink are to be consumed in the Café area only.
- Microwave use is allowed for heating or cooking food, in the correct containers.

**Restroom Use**

Restroom facilities are located inside the Youth/Teen Center.

- All restroom use rules are posted.
- Participants wishing to use the restrooms may do so at their leisure, but are asked to keep time in restrooms to a minimum.
- Any participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to suspension, expulsion, or removal from the Teen Center.

**Computer Use**

The computers are available for Youth/Teen Center participants only. Each participant must sign in prior to any computer use.

- Please limit Internet time to 20 minutes.
- The downloading of programs or explicit material is NOT ALLOWED.
- Please save work to your personal disk, not the computer.
- Priority goes to those participants using the computer for homework.
- Limit printing to 5 pages, unless given proper approval from a staff member.
- Close all programs when finished.
- No food or drink is allowed in computer area.
- Always ask a staff member for assistance if you do not know how to do something.

**Communication is important:**

- Information will remain confidential.
- Parents, please call the Teen Center Coordinator (276) 223-3520 regarding any concerns, suggestions for improvement or general feedback.
- Students are encouraged to speak with a staff member in any situation best handled by an adult.

### Community Center Gym Usage

Youth/Teen Center Participants are allowed to use the Gym only during Open gym time or if an event hosted by the Youth/Teen Center is held in the gym.

### Participants Responsibilities

- Participants shall be courteous and respectful of staff and fellow participants at all times.
- Participants shall obey general rules of the facility.
- Participants shall show respect for Community Center property and personal property of others.

### Enforcement of Facility Rules

All Wytheville Community Center facility rules will be enforced at all times, including, but not limited to: Youth/Teen Center open times and planned events.

**Please refer to the Wytheville Parks & Recreation Facility Handbook for detailed rules and policies.**

**Failure to abide by these rules may lead to the suspension, expulsion, or removal from Youth/Teen Center.**