



Brookline Teen Center Parent and Member Manual

40 Aspinwall Avenue, Brookline, MA 02446

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Recognizing the urgent need for a place where teens could learn, grow and have fun, Brookline natives, Paul Epstein, a Brookline High School social worker and his wife, Saskia, a non-profit director, engaged a group of Brookline leaders and teens to explore the possibility of creating a teen center in Brookline in 2005. The vision was to create a place where Brookline youth could spend their out-of-school time in a safe place with both formal and informal activities centered around academic enrichment, physical activity, and socio-emotional health.

Since 2005, in collaboration with the Brookline Community Foundation, Brookline teens and community leaders worked to move the vision of the Brookline Teen Center forward. In 2011, the organization received its 501(c) 3 status and began fundraising in earnest. BTC has signed a 25-year lease on 10,000 square feet of space in Brookline Village, has fully renovated the space to meet its program needs and secured more than \$5 million of pledges toward a \$10M capital campaign towards sustaining the organization.

The Brookline Teen Center opened its doors on September 15, 2013 and meets the needs of local teens for a constructive, entertaining and affordable place to spend their out of school time and is one of the only teen centers like it in the local area.

TEEN CENTER MISSION

The mission of the Brookline Teen Center is to provide a safe, enjoyable environment where teenagers can engage in constructive, educational, and leisure activities. The BTC strives to develop and empower diverse leaders who will enrich the Brookline Community.

BTC 'S PROGRAM MODEL

Promoting healthy teens in 3 critical areas

1. Academic enrichment
2. Physical & recreational activities
3. Social and emotional well-being

WHO CAN PARTICIPATE?

Members must be enrolled in one of the schools (public or private) in the Brookline community OR a Brookline resident and must be in 7th to 12th grade.

MEMBERSHIP

Membership forms are available at the Teen Center or online at www.brooklineteencenter.org and you must be registered as a member in order to participate. All members and their parents will be required to review the *Parent and Member Handbook* and *Code of Conduct* prior to their participation in the Teen Center and both documents (membership form and *Parent and*

Member Handbook agreement) must be signed by a parent/guardian and the member prior to their participation in the Teen Center.

HOURS OF OPERATION

Monday 3pm-8pm (9th through 12 grade only)

Tuesday 3pm-8pm (9th through 12 grade only)

Wednesday 2:30pm-5:00pm (7th and 8th grade only)

Wednesday 5:00pm-8:00pm (9th through 12th grade only)

Thursday 3pm-8pm (9th through 12 grade only)

Friday 2:30pm-10:00pm (9th through 12 grade only)

Saturday 3:00pm-10:00pm (9th through 12 grade only)

Throughout the year, the Teen Center will hold special event evenings as well such as movie nights, musical performances, etc... and for those events, may stay open until midnight.

From time to time, we may be closed due to major holidays or non-teen related events which are held at the Teen Center. We will keep an updated calendar on our Website so you are aware of any times will will be closed.

NOTICE OF NON-DISCRIMINATION

The BTC does not discriminate on the basis of race, color, religious creed, gender, national origin, ethnicity, age, sexual orientation, physical or mental disability, pregnancy, status as a citizen, veteran or military affiliation in membership, employment or its programs/activities.

DROP-IN FORMAT

Participation in all Teen Center programs is on a drop-in, voluntary basis. Participants have unlimited in-out privileges. The program is not responsible for the care or supervision of members once they have left the Teen Center or once the Teen Center is closed. Please make arrangements with your child as to when it is appropriate to leave the facility and with whom.

SIGN IN/OUT PROCEDURES

Sign in

When entering the Teen Center and before participating in any activities, all participants will be required to sign in at the front desk.

Sign out

Any time a participants is leaving the facility, they will be expected to log out at the front desk.

PROGRAM STAFF

Each staff member is a qualified and experienced professional. Many have worked as program staff in other youth programs or have teaching backgrounds.

The Teen Center is not licensed by the Department of Early Education and Care or any other state agency however, all of our staff, volunteers and interns who will have unmonitored contact with members have received a background check through the Massachusetts Department of Criminal Justice (CORI - Criminal Offender Record Information).

The Teen Center will always strive to have a minimum ratio of one adult to every 40 participants. Teen Center staff will move throughout the building to adequately check on the happenings in each area of the facility.

PHONE USE

There is no public phone access at the Teen Center.

LOCKERS

The teen center has lockers where you can safely store your belongings but does not provide locks. Please be sure to bring your own lock if you are planning on using the lockers. The teen center is not responsible for lost or stolen property.

CAFE

The Teen Center has a cafe. Food is purchased by using either cash, debit or credit card. Food and glass bottles are never allowed in gym, fitness center or yoga/dance studio.

ACADEMIC MEZZANINE/COMPUTERS

- The academic mezzanine is a quiet area for members to use for studying. The mezzanine has computers available for member use.
- Please limit internet surfing to 30 minutes
- All computers are equipped with Sonic Wall for the safety of all users.
- Priority goes to those members using computer time for homework
- The downloading of programs or questionable material is NOT ALLOWED
- Please save any personal work to your jump drive
- Limit printing to 6 pages per member
- Always ask a BTC staff for assistance if you come across something on the computer that should not be there.

FRONT OF THE TEEN CENTER, PARKING LOT, PARKING GARAGE AND ELEVATOR TOWER

Members can:

- Be outside of the teen center in the outdoor area that begins at the end of the parking lot (denoted by the brick pavers)
- Park their bikes in the provided bike racks

Members cannot:

- Loiter in the elevator tower
- Be in the parking garage for any reason including parking in the garage as those are reserved spaces for community members who are paying a rental fee for it's use.
- Loiter in the outdoor parking lot, be on the ramp leading to the parking garage and may NEVER be on the wall next to the ramp.
- Skateboard or bike around in any outdoor area of the teen center.

Members should always:

- Use the walkway and not enter through the parking lot.
- Be aware of their noise volume as to not disturb the neighbors and surrounding community.

VEHICLES - DROP-OFF, PICK-UP AND PARKING

- The parking lot has 5 BTC parking spots designated for drop-off and pick up and are clearly marked *Designated 15-minute drop off parking*. **No other parking spots should be used as these are reserved spaces for community members who are paying a rental fee for it's use.**
- Members should park their vehicles on the street where parking is available.
- Parking behind the building is never permitted.
- When the Teen Center holds special events, there is a mandatory vehicle flow that must be followed. Vehicles must enter the Teen Center heading southwest on Aspinwall (towards Harvard Street) and must exit the Teen Center by making a right and going in the same southwest direction.

COMMUNITY-BASED PROGRAMMING

The Teen Center actively seeks partnerships with community organizations, schools, etc... in the town of Brookline and members will have access to the community-based programming that takes place beyond the walls of the Teen Center. If any programming opportunities arise that are outside of the town of Brookline, permission by a parent/guardian will be required.

PROCEDURES FOR INJURIES

If a member is injured, the BTC staff will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- Attempts to contact a parent or guardian.
- Attempts to contact a parent or guardian through emergency contacts.

If we cannot contact the parent/guardian or the situation warrants, we will call an ambulance or paramedic if the situation warrants such action.

ADMINISTERING MEDICATION

The BTC does not administer medication to members.

SUSPECTED CHILD ABUSE AND NEGLECT

As an organization, we adhere to all principles of the mandated reporting law regarding suspected abuse or neglect of a child.

CODE OF CONDUCT

- No fighting
- No verbal or written abuse or threats
- No sexual harassment
- No bullying
- No weapons
- No drugs, alcohol or tobacco
- No gambling
- No vandalism
- No stealing/theft
- No screaming
- No physical contact such as prolonged kissing or inappropriate touching.
- Dress appropriately - No clothing that contain inappropriate content or offensive content. An excess of skin should not be revealed. Footwear must be worn to comply with health codes.
- No loitering around the teen center after hours
- Be respectful to the staff
- Adhere to all rules regarding equipment
- Eat in designated areas only and clean up after yourself
- After using a space, return it to the order in which it was found
- The teen center is not responsible for lost or stolen property

I have read the entire Brookline Teen Center Parent and Member Handbook. I have reviewed all the information with my child/children. I understand that as a parent, I am obligated to abide by these policies and procedures including the Code of Conduct, and encourage my child/children to do the same. I also understand that failure to abide by them may be grounds for my child/children's dismissal from the Brookline Teen Center.

Name of Member(s) : _____

Name of Parent: _____

Signature of Parent: _____ Date: _____

Signature of Member: _____ Date: _____



Brookline Teen Center Membership Form

40 Aspinwall Avenue, Brookline, MA 02445, info@BrooklineTeenCenter.org, tel: 617-396-8349

Member Information

First name: _____	Last name: _____
Address: _____	City: _____ State: _____
Zip code: _____	Teen's phone: _____ Teen's email: _____
Date of birth (mm/dd/yyyy): _____	Gender: male female
School: _____	
Type of school: public charter parochial private METCO other Grade: _____	
Ethnicity: Black Asian Caribbean Islands Caucasian Hispanic Muti-Racial Other _____	
# of people living in household: _____ Number of siblings _____ Ages of siblings: _____	

Parent/Guardian Information

Parent/Guardian 1	Parent/Guardian 2
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Home phone: _____	Home phone: _____
Work phone: _____ Ext: _____	Work phone: _____ Ext: _____
Cell phone: _____	Cell phone: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____

Emergency Contact Information

Two people who can be contacted if you cannot be reached

Emergency Contact 1	Emergency Contact 2
Name: _____	Name: _____
Relationship to member: _____	Relationship to member: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Zip code: _____	Zip code: _____
Home phone: _____	Home phone: _____
Work phone: _____ Ext: _____	Work phone: _____ Ext: _____
Cell phone: _____	Cell phone: _____

Medical Information

Health Insurance: BC/BS Harvard Pilgrim NHP Mass Health Tufts Free Care other: _____
Allergies: Food _____
Medicine: _____
Environmental _____
Does your teen have/carry an EpiPen? Yes No
Asthma: Does your teen have/carry an inhaler? Yes No
Medication(s): _____
Other medical conditions (please be specific): _____
Physical Restrictions (please be specific): _____
Please indicate any accommodations or support your teen may require:
Physical accommodations _____
Behavioral support _____
Sensory accommodations _____
Other _____
Any additional information you feel we should be aware of in order to better support your teen?

The application is factual and complete to the best of my ability. I understand that participation is contingent upon acknowledging receipt of BTC's Member and Parent Handbook.

All information in this form is confidential and will only be seen by specifically-designated adult staff. This information is essential for BTC funding purposes and to assist in better serving your child. I give my consent for photographs, audiotapes and video records of my son/daughter to be used for BTC for publicity purposes. I also agree to allow BTC to use photographs, audiotapes, video records or other work produced by my son/daughter for publicity purposes.

In the event of injury or should emergency care be requires and I cannot be reached, I authorize staff from BTC to sign for emergency medical attention for my child.

By signing below, it is understood that the code of conduct will be adhered to. Failure to comply with the center rules and expectations can lead to termination of membership.

In enrolling my child as a member of BTC, I understand that my child assumes any and all risks which might be associated with its activities and waive and release all rights and claims for the damages which my child, heirs, executors, administrators, assigns or I may have against BTC, it's directors, staff or representatives for any and all injuries or damages of any kind suffered as a result of participation in the membership of BTC.

Signature of Parent/Guardian

Date

Member's Signature

Date