



TEEN **ADVENTURE** **CENTER**

2013 - 2014

INFORMATION HANDBOOK

TRI-CITIES FAMILY YMCA
1 Y DRIVE, GRAND HAVEN, MI 49417
616-842-7051
WWW.TCFYMCA.ORG

Dear Teen Adventure Center Participants and Parents,

We are so glad that you are interested in the Teen Adventure Center!

Nationally, the YMCA is known for its after school programming, and we are very excited to offer this program. It demonstrates that our YMCA is focused on youth development.

This handbook is designed to give you an idea of how the Teen Adventure Center is going to run, and will show you how to make the most of this program.

During the school year we have lots of great activities planned, and of course we will utilize Rock Wall that occupies part of the Teen Adventure Center! But the best part of this program is that the teens provide the input—they plan what activities happen, and when they happen. You will notice that there is only a very basic schedule in this book. That is because almost anything can change based on the teen's input. We hope that everyone who attends this program will be excited and engaged while they are here.

We look forward to seeing you at the Teen Adventure Center! Feel free to contact us if you have any questions.

Sincerely,

Nicole Staat
Teen Adventure Center Coordinator
tac@tcfymca.org
(616) 842-7051 x 27

Mission, Goals, Values, Leadership

YMCA Mission

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Teen Adventure Center: What we do

The Teen Adventure Center (TAC) is a free afterschool program for students in grades 6-12 in the tri-cities area.

Teen Adventure Center Goals

We seek to help Teens:

1. Grow personally
2. Demonstrate the core values
3. Improve relationships
4. Develop leadership abilities
5. Be physically active
6. HAVE FUN!

Core Values

The YMCA works to accomplish its mission by living and sharing the following core values:

Caring: Love; putting others before yourself; building more responsive communities

Honesty: Integrity; telling the truth; keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind and body

Respect: Regard; treating others as you would have them treat you; acknowledging and accepting others regardless of differences

Responsibility: Duty; to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments

Staff Leadership

All YMCA Teen Adventure Center staff have been carefully selected for their maturity, character, experience with children and teens, special talents and creativity. Staff have been screened with a complete background and criminal history check. All staff receive extensive training in Teen Adventure Center programming, age appropriate activities, behavior management and emergency procedures. The staff is also certified in CPR, Basic First Aid, Rock Wall climbing supervision, and Teen Adventure Center specific policies and procedures.

Schedule

3:00-3:30 pm	Chill Time
3:30-4:15pm	Daily Activities (See Schedule on website)
4:15-4:45pm	Homework
4:45-5:30pm	Daily Activities
5:30-6:00pm	Adiós

Here are some activities that are offered:

- Chill– Teens can choose what they want to do in the teen center. Drawing, Xbox 360, PS3, Foosball, and just hanging out with their friends are some of the options.
- Adiós - Wrap up the day's activities, clean up a little, and then free time until it is time to leave. The saddest part of the entire program :(
- Acrobat Training – practice juggling, walk on stilts, and balance on a slack-line!
- Lightning – The popular basketball game
- Games Galore – Board Games, Card Games, Apples to Apples, Ugly Dolls, Bingo—basically whatever game we feel like playing that day!
- Bump, Set, Spike - Volleyball
- Climb Higher! - An afternoon of Rock Climbing and bouldering that is sure to challenge any student!
- Cooking Concoctions: cooking and baking simple recipes
- Dodgeball Mania – Dodgeball, dodgeball, and more dodgeball!
- Express Yourself – Art: drawing, painting, design, painting, rubbings, etc.
- Gaga Pit – playing the game; if you don't know what it is, come find out!
- Get Fit – A fitness class designed around teens. Could include yoga, Zumba, teen cardio, cycling, etc.
- Imagine - Imagination Station. May include capture the flag and games
- Mission Impossible – two teams compete to cross a room without touching the floor using only the items provided for you
- DanSing—Karaoke and video game Dancing!
- Special Sports – Play a sport that isn't listed in other activities. Could include swimming, skateboarding, skating, baseball, kickball, soccer, etc.
- Tailgating - Cornhole, lawn golf, crazy drinks, maybe a dizzy bat race or two and getting the spirit!
- Teen Choice – Any special activity that the teens want to do
- Planning Committee– The teens will plan the schedule for the next month.

This is by no means an inclusive list of everything that we will do throughout the year, but it does include most of the teen favorites!

This will be a teen-led program. The daily and monthly schedule is subject to change. Each month, the teens will plan the schedule for the next month. The final schedule will be published on our website at www.tcfymca.org/tac.

Pre-program Packet

Please complete all necessary paper work and return it to the YMCA Welcome Center. **A teen CANNOT attend the Teen Adventure Center until these forms are completed. The necessary documentation includes: Contact and Health History Form, Rock Wall Waiver, and the Teen Center Waiver.**

Check In/Check Out Procedures

Once a teen turns in the registration packet information, they will be issued a TAC card. To see more information on this card, refer to the below section. Each time that a teen comes to the TAC, they will swipe their card at the front desk. They will then be responsible for going to the Teen Adventure Center. If a teen chooses to go to another part of the building after swiping the TAC card, they will be subject to disciplinary action. In the TAC there will be another paper sign in/out sheet. Teens will write their name, time that they arrived, and sign.

To sign out, a teen only needs to write the time and sign their name on the same sheet that they used to sign in on. There is a single sign in and sign out rule. This means that a teen cannot sign out and then later come back and sign in again. They are only allowed to sign in and out once per day.

ID Cards

Teens will be issued ONE free TAC card for the year upon completing the registration forms. If you lose your participation card you will be charged \$4.00 for a new one. You must have your participant card to attend the TAC.

Snow Days

Often our "lake effect weather" can lead to variable conditions throughout the tri-cities area and throughout the day. The Teen Adventure Center will be CLOSED if both Grand Haven Area Public Schools and Spring Lake Public Schools are closed. You can call the welcome center at (616) 842-7051 x 0 or check our Facebook page (search for Tri-Cities Family YMCA) if you have questions.

Scheduled Day Off

The Teen Adventure Center is open Monday through Friday from 3:00pm—6:00pm.

The Teen Adventure Center will run during the school year, beginning on the first week of school and ending on the last week of school, mirroring the Grand Haven Area Public Schools schedule. During Winter and Spring Break, the Teen Adventure Center will be closed. The Teen Adventure Center will also be closed during the Thanksgiving Holiday.

To see a full schedule, please refer to our website at www.tcfymca.org/tac.

Code of Conduct

Code of Conduct: Rules, Policies, and Expectations of Behaviors

We expect all teens to behave in a manner that is fitting for the YMCA, and that honors our core values of caring, honesty, respect and responsibility.

1. All teens must have a permission form and waiver on file, signed by a parent or guardian to use the teen center.
2. Staff are to be respected at all times.
3. Re-entry is not permitted, sign in once and sign out once.
4. Possession of or being under the influence of tobacco, alcohol, or drugs will not be tolerated.
5. In keeping with the values of the YMCA appropriate language is expected at all times. No swearing.
6. Overtly sexual actions including but not limited to, kissing, sitting on laps, laying on top of people, and inappropriate touching will not be tolerated.
7. Fighting and possession of weapons will not be tolerated.
8. Threats, bullying, and sexual harassment will not be tolerated.
9. Teens will respect the teen center and YMCA facilities and equipment. If something breaks it should be reported to a staff person immediately. Teens will be responsible for replacing items intentionally broken or vandalized.
10. Teens will come to the center appropriately dressed. No backless, strapless, midriff exposing, or spaghetti tops. No revealing shorts or mini skirts. Underwear will not be showing. Nor will clothing with explicit references to drugs, alcohol, tobacco, contain obscenities or offensive language, or having sexual references be allowed.

Consequences

If the code of conduct is broken, there will be consequences ranging from verbal warning or removal for the remainder of the program to a year long or indefinite suspension. The Teen Adventure Center Coordinator will review all reported incidents and deem the appropriate action. Consequences will apply based on the severity of the violation. To see the general guidelines that we will follow, please refer to the Code of Conduct form.

Transportation Policies

Transportation to and from the TAC is the responsibility of the parents. The Tri-Cities Family YMCA does not provide transportation.

Harbor Transit can be utilized to transport students if you wish.

Busing can also be arranged with Grand Haven Area Public Schools if your child attend there.

Electronics/Cell Phone Policy

Cell phones are allowed, but should be used to communicate about rides or with parents ONLY. If a teen is using their cell phone excessively for purposes other than this, they will be asked to put it away. We discourage electronics other than what is necessary for doing schoolwork. If teens do choose to bring them, IPODs, MP3 players, and CD players are allowed during chill/homework time ONLY. The Tri-Cities Family YMCA is not responsible for lost, stolen or broken items that are brought to the TAC.

Health Policy

The YMCA TAC program is equipped to care only for teens who are in good health. Teens may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Severe nasal or eye discharge
- An unidentified rash or open sore
- A contagious disease (chicken pox, measles, lice)

Teens that did not attend at least half a day of school due to illness should not attend the TAC. If a teen is prescribed antibiotics, the teen must be on the medication for at least 24 hours before returning to the program. In the event that a teen has a communicable disease, please notify the TAC Coordinator as soon as possible. If a teen becomes ill while attending the Teen Adventure Center, they will contact their parents to pick them up.

Your teen can attend the TAC again when:

- A temperature is steadily below 100 degrees for 24 hours without medication.
- An infection has been diagnosed and teen has been on antibiotics for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow or green.
- A rash has subsided, or a physician has determined that it is not contagious.
- Head lice/nits have been treated and there is no sign of nits.

Injury Policy

TAC staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the parent and/or guardian will be contacted. In the event they cannot be reached, the signed authorization on the teen's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent and/or guardian.

Medication Policy

The Tri-Cities Family YMCA will not be responsible for administering any medication. If teens have prescriptions that they need to take, we ask that they be in the original container labeled with the teen's name so that they will not violate the rules on the previous page.

Emergency Contacts

If there is an emergency while your teen is attending the program, contact the Welcome Center. The phone number for the Welcome Center is (616) 842-7051 . If there is an emergency during non-program hours that you believe the program staff should know about, please email tac@tcfymca.org or leave a message at (616) 842-7051.

The Leadership Connect Class of 2011-2012, led by the Chamber of Commerce chose the Teen Center as their community focused project. This project was made possible in part by a grant from the Marion A. and Ruth K. Sherwood Family Fund and Greatest Needs Fund for the Grand Haven Area Community Foundation. Over 260 generous donors contributed towards this program, which began in 2012.

Thank You!

We are excited for this opportunity within our YMCA and hope that our community continues to help support this effort.

If you are interested in donating, please contact Nicole Staat, the Teen Adventure Center Coordinator at tac@tcfymca.org or (616)842-7051 x 27.