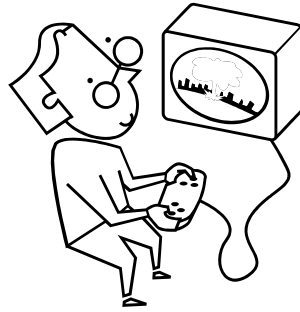


TEEN CITY



TEEN CITY
Spring Break
2010
April 5 - 9

City of San Dimas
Parks & Recreation Department
(909) 394-6230

"TEEN CITY"

Teen City is a Day Club for youth grades 6 through 12.

For the 2010 Spring Break session, Teen City will be conducted at :

Student Union
990 W. Covina Blvd.
San Dimas
909-592-6675
Located within the San Dimas Swim and Racquet Club

The program hours are 7:00 a.m. - 12:00 noon* on the following dates:

April 5 - 9

The enrollment fee is \$35.00 per week. This program may be canceled if minimum registrations are not met.

* The free Student Union drop-in program is open from 12 noon - 6:00pm during this week. Your child is welcome to stay for that program.

Enrollment in Teen City is being taken now at San Dimas City Hall. The following forms must be completed in order for enrollment to be complete:

1. Program Registration Form
2. Family Identification Form
3. Payment Agreement Form
4. Identification and Emergency Information Form
5. Student Union Code of Conduct
6. Consent for Medical Treatment
7. Movie and Television Consent Form
8. Sign-Out Waiver

ACTIVITIES

Teen City is supervised by trained Recreation Leaders who will provide activities including crafts, games, and sports. The room, games, and program supplies belong to all program participants. Proper care and clean up are part of our program. Cooperation is needed for clean up; putting things away, returning toys, supplies and equipment when finished and before leaving.

MEALS

A morning snack will be provided. Club members may bring their lunch if staying for the afternoon program. Please plan nutritious lunches and limit the use of candy, as some candy may be provided with the activities.

DROP OFF/PICK UP POLICY

All youth must be signed in and out of Teen City by an authorized person. Participants will be released only to persons indicated on the Identification and Emergency form. All youth must be picked up by closing time (6:00 p.m.).

Parents will be charged \$5.00 for every five minutes past closing (\$60.00 per hour), unless you have waived the sign-out procedure (please see Sign-Out Waiver Form). If you know you will be late, make arrangements for one of the authorized persons to pick up your child and then contact the staff to inform them.

When a child arrives, it is expected that he/she will be rested, clean and appropriately dressed for the weather and daily activities.

If your child is absent from the program, please contact the Teen City staff or the Parks and Recreation staff at San Dimas City Hall. It is important that infectious diseases, such as strep throat, chicken pox, etc. be reported to staff so that others may be notified of their exposure.

HEALTH AND ILLNESS

- A. Do not send your child to Teen City if there is evidence of any type of illness, or infectious or communicable disease.
- B. If a child should become ill while at Teen City, the staff will contact the parents or others authorized on the emergency form. It is expected that the child will be picked up immediately. The child will be excluded from activities with other children until he/she is picked up. The child will rest in a "quiet area".
- C. Children with an infectious or communicable disease will be excluded from the program. They may return to the program with written proof from a doctor that they no longer pose a health hazard.
- D. It is the responsibility of parents to inform Teen City staff in writing of special medical conditions, including allergies, relative to any child participating in the program.
- E. Suspected cases of child abuse or neglect will be reported to the appropriate authorities by staff. Reportable cases include a parent who is intoxicated when picking up a child from Teen City.

MEDICATION

If a child is prescribed oral or surface medication which must be taken during Teen City hours, parents must notify the staff in writing. The medication must be in the original container, properly labeled with the child's name, date, amount and frequency of dosage. Written permission must be given even to administer such medicine as cough syrup or aspirin.

PERSONAL BELONGINGS

The San Dimas Parks and Recreation Department is not responsible for lost or stolen items. Space will be provided for your child's coat or sweater. It is advised that children do not bring valuables to the program. If they do, it is at their own risk. All items and belongings should be labeled with child's name.

DISCIPLINE

Staff will provide and maintain clear, reasonable limits for children's behavior. Positive behaviors will be reinforced and negative behaviors identified and redirected.

Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others. Staff will plan ahead to try and prevent problems.

Your child(ren) will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

The Teen City program is a quality experience for most children. We reserve the right to ask any child to leave the program for his or her own betterment or the welfare of the group. The following are steps that will be taken as a result of abusive behavior:

Abusive behavior is defined as:

- A. Physical abuse - That which does harm to another's person or possession (i.e. hitting, biting, kicking, pushing, spitting), includes also victimless and disruptive behavior.
- B. Verbal abuse - that which is offensive and/or degrading to another individual (i.e. name calling, swearing).

The following steps will be taken as a result of abusive behavior:

1. Time Out - Child is placed in the designated "quiet corner" for a period of no longer than five minutes. Child is not allowed to communicate with other children or staff. They must remain quiet.
2. Parent is called - Staff will explain the situation and the steps taken prior to the call. Parents will be asked to speak with their child and calm them down.
3. The parent is called and must remove the child from the program immediately.

TERMINATION POLICY

NOTE: No money will be refunded upon suspension or dismissal by Recreation Department.

Participation in Teen City may be terminated for the following reasons:

1. The Recreation Coordinator and/or Recreation Services Manager decides that the program is not able to effectively serve the needs of a child or cope with a child's behavior patterns.
2. Chronic late pick up of child by parents or other persons given such responsibility.
3. Failure to provide current information.

TEEN CITY
Spring Break 2010
PROGRAM REGISTRATION FORM

Participant's Name _____ Age _____ Date _____

Address _____ Date of Birth _____

Home Phone Number _____ Parent Work Number _____

Parents Name _____ E-mail _____

PROGRAM
(\$35.00 per week)

Camp Week

Excursions (optional)

_____ April 5 - 9

Friday, April 9
COSMIC BOWLING
3:00pm-5:30pm
\$10.00 ages 12 - 17
(Includes admission and shoe rental.
Bring money for snacks!)

CITY OF SAN DIMAS
PARKS AND RECREATION DEPARTMENT

TEEN CITY

FAMILY IDENTIFICATION FORM

A. Name(s) of child(ren) enrolling in Teen City:

_____	_____	_____	_____	_____
Last	First	Middle	School Attending	Grade
_____	_____	_____	_____	_____
Last	First	Middle	School Attending	Grade
_____	_____	_____	_____	_____
Last	First	Middle	School Attending	Grade

B. Name(s) of Parent(s) or Guardian(s):

_____	_____	_____	Phone _____ / _____	_____
Last	First	Middle	Home	Work
_____	_____	_____	Phone _____ / _____	_____
Last	First	Middle	Home	Work

Address:

_____	_____	_____
Street	City	Zip Code

C. Name(s) of child(ren) in household:

_____	_____	_____	_____	_____
Last	First	Middle	Age	Birthdate
_____	_____	_____	_____	_____
Last	First	Middle	Age	Birthdate
_____	_____	_____	_____	_____
Last	First	Middle	Age	Birthdate

D. Name(s) of other household member(s):

_____	_____	_____	_____
Last	First	Middle	Relationship to child(ren)
_____	_____	_____	_____
Last	First	Middle	Relationship to child(ren)

E. Parent(s) Employment Information:

Mother

Employer _____
Address _____ City _____ Phone _____

Father

Employer _____
Address _____ City _____ Phone _____

F. Approximate hours child(ren) will attend Teen City:

		Time In	Time Out
Weekly	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Information Submitted By:

Signature

Print Name



City of San Dimas Parks and Recreation Department
San Dimas Student Union
CODE OF CONDUCT CONTRACT

Name: _____ Age: _____

School: _____ Grade: _____

The Teen Center and its activities are a **PRIVILEGE** and the rules of conduct must be observed by all participants. Rules and Regulations are as follows:

- Teen Center sign in is required to enter the facility.
- Participants must be in grades 6th-12th.
- Follow the same dress code rules that are expected at school (no gang attire, no midriff showing, etc.)
- Weapons, drugs, alcohol and tobacco products will not be allowed in or around the Teen Center.
- Harassment of any kind will not be tolerated.
- Participant is responsible for his/her own property.
- Food and drinks are allowed in designated areas only!
- Fighting is prohibited.
- Profanity is prohibited.
- Equipment must be used properly.
- Participants must keep their hands and feet to themselves.
- Defacing facility or equipment is prohibited.
- Respect the personal property of others.
- Disrespect of any staff member will result in disciplinary action.
- No skateboarding, scooter or bike riding is allowed in or in front of the center.

I have read and understand the above rules and I am aware that any violation of these rules may result in suspension and/or expulsion from any current and/or future Teen Center privileges.

Participant Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Staff Signature: _____ Date: _____

“TEEN CITY”
Payment Agreement Form

1. Fees are based on enrollment not attendance. There will be no refund for absences, vacation or illness.
2. Failure on the part of the parent to keep payments current will lead to the termination of the Teen City Services.
3. Any bank service charge for returned checks will be due and payable by the parents within one week of notification. All further payments must be made by cash or money order.
4. No money will be refunded upon suspension or dismissal from the Teen City by the Recreation Department.
5. Parents will be charged \$5.00 for every 5 minutes past 6:00 p.m. unless the sign-out procedure has been waived (please see Sign-Out Waiver Form). The participant will not be allowed to return to the program until the fee has been paid.

City of San Dimas
Parks and Recreation Department

"TEEN CITY"

SIGN-OUT WAIVER FORM

***PARENTS: SIGN THIS FORM ONLY IF YOU WISH TO WAIVE
THE SIGN-OUT PROCEDURE***

All youth must be signed in and out of Teen City by an authorized person. Participants will be released only to persons indicated on the Identification and Emergency form. All youth must be picked up by closing time (6:00 p.m.). Parents will be charged \$5.00 for every 5 minutes past 6:00 p.m. The participant will not be allowed to return to the program until the fee has been paid.

In some cases, parents may wish to permit their teens to leave Teen City during the drop-in afternoon hours. ***If you wish your teen to be able to leave Teen City without being signed out by an authorized person, please sign below. Please note that you cannot waive the sign-in procedure.***

I, as parent or legal guardian of _____, age _____,
(Name of Child)

waive the sign-out procedure and permit my child(ren) to leave Teen City without the signature of an authorized person. I hereby release and hold harmless the City of San Dimas, their employees and any volunteers who may assist, from any and all liability which may occur as a result of their release.

Signed: _____
(Parent/Guardian)

Date: _____

Parks and Recreation Department

“Teen City”

Parent Signature Sheet

PAYMENT AGREEMENT FORM

This will acknowledge that I/we, the parent(s)/guardian(s) of _____
(Name of Child)

have received a copy of the Teen City Payment Agreement form, and the Teen City Packet. I have read and understand the Payment Agreement Form and the Teen City Packet, and will be responsible for compliance with all policies and procedures.

Signature of Parent(s)/Guardian(s)

Date

PARENT PERMISSION FORM

I, as parent or legal guardian of _____, age _____,
Name of Child

permit my child(ren) to participate in walking field trips to be held as part of the Teen City Program.

I fully understand that the participation of the minor in my custody as registered, in the above-mentioned activity, presents exposure to the risk of personal injury, death or property damage. I hereby acknowledge that participation in this event/class is voluntary and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of San Dimas, its officers, agents, employees or volunteers for any injury, death or damage to or loss of personal property arising out of, or in connection with, participation in the event/class from whatever cause, including the active or passive negligence of the City of San Dimas, its officers, agents, employees or volunteers or any other participants in the event/class. In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Dimas from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class. I also agree and acknowledge that participant may be photographed while participating, and release use of the photographs for reproduction in City sponsored publications.

I have carefully read this release, hold harmless and agreement not to sue, and fully understand its contents. I am aware that it is a full release of all liability and sign it on my own free will.

I understand that the Teen City program has certain risks and hazards inherent with the mode of travel and the places to which my child will travel. I certify that, to the best of my knowledge, my child is physically, mentally, and emotionally capable to participate in this program. I further agree to direct my child to conform to the fullest with the instructions of the recreation leaders in charge.

Signed: _____
(Parent /Guardian)

City of San Dimas Parks and Recreation Department
San Dimas Student Union
Movie & Television Consent

The City of San Dimas Teen Center provides its members with an opportunity to view movies during various programs held at the Teen Lounge. Due to some of the movies' content, the ratings may range from PG to PG-13. The movies viewed may include mature themes, strong language, mild violence or comedic material. Staff will attempt to avoid any movies that contains inappropriate material such as excessive profane language, graphic violence and explicit sexual content.

Teen Members may also be given the opportunity to view television programs on local stations or basic cable channels, but not premium or pay-per-view channels. Staff will try to avoid the viewing of inappropriate programming where possible.

I have read this document, and I hereby grant my consent for my child to participate in the following activities checked below during various programs held at the Teen Center:

- View movies selected by Student Union Staff, which are rated G, PG, or PG-13

- View television programs aired over basic cable channels, and not including premium or pay-per-view channels

Parent signature: _____

Date: _____

CITY OF SAN DIMAS
PARKS AND RECREATION DEPARTMENT
909-394-6230

COSMIC BOWLING

\$10.00 FEE INCLUDES TRANSPORTATION, ADMISSION AND SHOE RENTAL
FRIDAY, APRIL 9, 2010, 3:00pm-5:30pm

Participant _____ Age _____ Activity: **COSMIC BOWLING**

Parent or Guardian _____ HomePhone(____) _____

Address _____ Work Phone(____) _____

City _____ Zip _____

Minor Release Form: (must be signed for minor)

I give my permission for the minor in my custody to participate in the above mentioned activity, and hereby release and discharge in advance the City of San Dimas, its officers, agents, employees, or any volunteers who may assist in said direction, from and against any and all liability arising out of or connected in any way with said minor's participation in said activity. I further agree to direct my child to conform to the fullest with the instructions of the recreation officials in charge.

Participant _____ Birthdate _____ Age _____ Activity: **COSMIC BOWLING**

Parent or Guardian _____ Home Phone _____

Address _____ Work Phone _____

City _____ Zip _____ Cell Phone _____

Patient medical history (epilepsy, diabetes, allergies, etc.) _____

Emergency numbers 1. Name _____ Phone _____
(other than parents)

2. Name _____ Phone _____

Liability Waiver (must be signed by participant or by parent/guardian):

I fully understand that my participation, or that of the minor in my custody as registered, in the above-mentioned activity, presents exposure to the risk of personal injury, death or property damage. I hereby acknowledge that participation in this event/class is voluntary and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of San Dimas, its officers, agents, employees or volunteers for any injury, death or damage to or loss of personal property arising out of, or in connection with, participation in the event/class from whatever cause, including the active or passive negligence of the City of San Dimas, its officers, agents, employees or volunteers or any other participants in the event/class. In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Dimas from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class. I also agree and acknowledge that participant may be photographed while participating, and release use of the photographs for reproduction in City sponsored publications.

I have carefully read this release, hold harmless and agreement not to sue, and fully understand its contents. I am aware that it is a full release of all liability and sign it on my own free will.

Participant Signature or Parent/Guardian if under age 18

Date