

**Biddeford Teen Center**  
**Participant Information 2023 -2024**  
**School ID or Proof of Age Required at Staff Request**  
**This facility is open to youth grades 6-12**  
**BIDDEFORD RECREATION DEPARTMENT P. O. Box 586 BIDDEFORD, MAINE**  
**04005 PHONE 207-283-0841**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Name or Nickname \_\_\_\_\_

Circle one Male Female Non-Binary Preferred Pronoun \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone# \_\_\_\_\_

**Medical Information:**

\_\_\_\_\_  
Please provide any prevailing medical conditions. Individuals participating in a scheduled event that includes transportation that need special accommodations, please notify the department at least one week prior to the event so we can attempt to make appropriate arrangements.

## **Teen Center Committee, Ambassador, Counter Volunteer or Special Event volunteer**

Are you interested in attending or becoming a part of these positions? The Committee meets once a month and discusses policy that is directly related to the Teen Center and its participants. Ambassador is on a monthly basis. Volunteer positions are as needed by request of staff. **Want to make a difference? Get involved.**

Yes \_\_\_\_\_

Please check if you use the skate park \_\_\_\_\_

### **Explanation of Registration and Check In**

Teen Center registration is open only to grades 6-12. Students must check in with staff upon arrival and add their name to the bus list for the day if needing a ride home. This Facility is available to Biddeford residents and Biddeford School students.

### **Free Snack and Snack Bar**

All registered students will be offered a free snack of the day when they attend the Teen Center. All free snacks will be prepackaged, freshly baked or fresh fruit. The snack bar will also be open for Teens looking to purchase prepackaged food, candy and drinks. If items purchased require extra steps such as the addition of boiling water, staff will perform the required steps in the kitchen before giving the student their purchased item. The Teen Center will still have days where free specialty drinks/food are provided. All specialty food items handled by staff.

### **Center Guidelines**

- Possession or use of alcoholic beverages or illegal drugs is prohibited.
- Use of Vapes, Juuls or Tobacco is not allowed in the Teen Center or in ANY City Park

- Foul Language is not acceptable inside or around the Teen Center.
- Rights and safety of all staff, students, and guests must always be respected.
- Participants must follow all staff supervised direction.
- Rotary Park rules must be followed along with Teen Center rules.
- Zero tolerance for vandalism, littering, physical violence and bullying
- Teen Center members and guests must clean up after themselves outside and inside.
- Weapons of any kind are not allowed inside the Teen Center.
- Sharing of food is prohibited at the Teen Center
- All Teen Center rules posted by staff must be obeyed.
- No public displays of affection are allowed inside the Teen Center.
- All Teen Center activity equipment must be signed out before use and returned when done

### **Actions & Consequences**

Below are a few actions and the standardized consequences to follow. These may be altered at the discretion of the Teen Center Staff on a case by case bases. Staff will not hesitate to inform the Biddeford Police Department of any serious incidents.

- ***Fighting, Bullying & Disrespecting Staff, Volunteers or Peers***

*1<sup>st</sup> time: Single day suspension*

*2<sup>nd</sup> time: Full week suspension*

*3<sup>rd</sup> time: Full month suspension*

*4<sup>th</sup> time: Out Indefinitely*

- ***Use of Foul Language***

*1<sup>st</sup> time: A warning will be issued*

*2<sup>nd</sup> time: A warning will be issued, and a report written*

*3<sup>rd</sup> time: Single day suspension*

- **Disobeying Rotary Park Rules**

*1<sup>st</sup> time: Single day suspension and notifying of parents/police*

*2<sup>nd</sup> time: Full week suspension and notifying of parents/police*

*3<sup>rd</sup> time: Permanent removal of Teen Center Membership and notifying of parents/police*

- **Disrespecting Equipment**

*Direct repair or cost charged to member or parent/guardian of member*

### **Illegal Substance Procedure**

**If found using or carrying drugs, alcohol, cigarettes, vapes, or juules in or around the center the following will occur:**

1. You will be asked to leave the premises immediately.
2. Your parents will be notified by mail and or phone.
3. An incident report will be completed, and a copy given to the police department.
4. You will not be allowed back to the center for one year.

***I have read and understand the Center Guidelines and Actions & Consequences set by the Teen Center Committee.***

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

### **Videogame, Computer, and Electronic Device Guidelines:**

- When using personal listening devices Headphones are required.
- No Food or Drinks allowed near Video games or Computers even if closed.
- You must sign up for a time slot in order to use an electronic device. Only yourself, not others, can sign you up for a time slot.

- Each session is for 30 minutes and you can only sign up for one session at a time. At the end of your session, if the spot is available, you may sign up again.
- Do not download or change any settings without asking a staff member first, this includes adding in new or personal accounts.
- No foul language. This also applies to all music, jokes, videos, and social media.
- All games and websites need to be rated T or pg-13 and lower. This includes all music, jokes, videos, social media or other material. If you bring in a game from home the Teen Center Staff need to approve the game before you can play.
- There should be no arguing about game play or use. The person who signed out the game/computer have control of the game play during that session
- It is your responsibility to get to your session when it's your turn. Staff will not be making sure you get there on time.
- Those who leave their sessions early pass the rest of their time onto the next user.
- All electronic sessions end at 5:45 pm, no exceptions. All equipment must be returned to staff immediately and all systems must be shut down. Do not allow your programs to auto boot or save passwords, if you are not sure how to stop this then see a staff member.
- Sign out of all personal accounts when you have finished your session.
- Area must be cleaned in between sessions and at the end of the day.

### **Zen Zone**

- All teens must sign in for a half hour session when entering the quiet room.
- Personal headphones are required for those using audio in the room. This rule also applies to personal electronic devices.
- Absolutely no food or drink allowed in the Zen Zone.
- Art supplies located in the Zen Zone is available to all teens but can only be used outside of the Zen Zone.

- The Zen Zone door must always remain unlocked and any messes made must be cleaned up by those signed in to use the room after each session.
- The volume in the Zen Zone should be very low or silent.
- Only one person allowed in the quiet room at a time.
- Staff reserves the right to ask you to leave the Zen Zone for any reason they deem necessary.

**Not following these rules may result in temporary or indefinite use of the privileges.**

### **Biddeford Teen Center Transportation Rules**

The Teen Center provides free transportation to all in town participants. We try to get all participants as close to their destination as possible. We may need to drop you off at a different point if safety is a factor due to narrow roads, obstructions, or safety concerns that prohibit the bus from fitting. If you are a new member or a member whose address has changed, please be sure to alert the bus driver of your changing drop off address. If you are unsure if the bus will be able to reach your destination, please check with the driver prior to departure. Use of Teen Center transportation is a privilege not a right and can be removed by either Bus Staff or Teen Center Staff.

### **Transportation Guidelines**

- Participants must always follow the driver's directions
- No spitting, no standing, no switching seats, and no throwing things out of the windows
- No sharing or switching of electronics or any other personal items and headphones must always be worn when using devices with audio
- No open food or drinks inside the bus/van and sharing of food or drink is prohibited
- Always stay seated and wear seatbelts when required
- Pick up after yourself and dispose of trash when exiting the bus

- Foul language, yelling, or screaming on the bus is not acceptable, and no PDA is allowed
- Keep aisle clear of feet, legs, bags and other belongings

### **Action and Consequences**

Below are a few actions and standardized consequences to follow.

\*if at any time the driver feels they are being disrespected or the safety of other students is being compromised by a specific offender, they have the right to pull the bus/van over and have that person removed.

- ***Disobeying Bus Rules***

***1<sup>st</sup> time: A verbal warning and loss of bus privileges for one day***

***2<sup>nd</sup> time: A full week suspension from bus privileges***

***3<sup>rd</sup> time: A full month suspension from bus privileges and Teen Center***

***4<sup>th</sup> time: Suspended indefinitely***

I have read and understand the information on the above pages and understand my responsibility to adhere to the centers rules and guidelines established by my peers and staff.

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**Name**

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**Date**