



South End Teen Center (SETC) Member Handbook 2024 - 2025

Our goal at the South End Teen Center is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. We provide exceptional programs, supportive mentorship, and enriching opportunities that foster personal growth, academic success, and community engagement. The programs at the Boys & Girls Club South End Teen Center are available to any youth grades 6th through 12th, who live or attend school in the Waterville area. Thanks to our wonderful community sponsors, state and federal funding and many amazing grants we participate in all our programs at the South End Teen Center are offered to our members for **NO COST** to the member or their family.

The following is a handbook created for parents and teens to understand the expectations of the South End Teen Center and its members.

MAKE SURE TO LIKE US ON FACEBOOK FOR THE MOST CURRENT UPDATES!!

Primary Staff Members:

Aimee Morris Program Coordinator
Anna Holdener Youth Specialist/South End Assistant

Contact Information:

Address: South End Teen Center. 5 Libby Court. Waterville, ME 04901

Phone: 207.873.5621

Email: amorris@kvcap.org

Website: <https://www.kvcap.org/for-the-home/community-initiatives/south-end-teen-center/>

Facebook: <https://www.facebook.com/kvcapsouthendteencenter>

Hours of Operation:

Summer Program: Monday through Friday 12pm-5pm

School Year: Monday through Friday 2pm-5pm

***Like us on Facebook for storm & Holiday Closings**

Weekly program activities and daily updates will be provided on Facebook or by calling the club at 207.873.5621.

Please review this packet with your teen, complete all necessary forms, and return the packet with your teen the next time they visit the South End Teen Center.



Student Enrollment Form

Student Information:

Full Name: _____ Preferred/NickName: _____

DOB: _____ Age: _____ Gender: _____ Pronouns: _____

School: _____ Grade: _____

Home Address: _____ City: _____ Zip: _____

Teen's Email: _____ Teen Phone #: _____

Sizes - Shirt: _____ Pants: _____ Shoes: _____ 1st Year @SETC: _____

Names of Siblings/Age: _____

Parent/Guardian Information:

Parent/Guardian Information #1

Name: _____ Relation: _____ Home #: _____

Email: _____ Cell#: _____ Work#: _____

Address if different from above: _____

Parent/Guardian Information #2

Name: _____ Relation: _____ Home #: _____

Email: _____ Cell#: _____ Work#: _____

Address if different from above: _____

Student Data (used for required state & federal reports)

- *Ethnicity*: (Circle One) Hispanic/Latino/Spanish origin or Non-Hispanic/Latino/Spanish origin
- *Race*: (Circle One) White Black Asian American Indian Alaska Native
Native Hawaiian/Pacific Islander Other: _____
- Has a member of your family served in the military?(Circle One) YES NO
- Active: (Circle One) YES NO Relation and Branch: _____
- Eligible for free or reduced lunch?(Circle One) NO FREE REDUCED
- Do you receive TANF benefits (Temporary Assistance for Needy Families)? (Circle One) YES NO



- Are any members of your household receiving services from KVCAP? (Circle One) YES NO
- If yes, what services do they receive? (Circle all that apply)

LiHEAP/Fuel Assistance

Head Start or Child Care

Transportation (not including the Explorer)

Other: (please list) _____

- How many people are in your household? _____ Please indicate the yearly household income by circling one of the following choices. *This information is not used to determine eligibility, is only for data collection purposes and will remain confidential.*

Less than \$10,000

\$10,001 - \$20,000

\$20,001 - \$30,000

\$30,001 - \$40,000

\$40,001 - \$50,000

\$50,001 - \$60,000

\$60,001 - \$70,000

\$70,001 or more

- Please indicate the Health Insurance coverage for your teen by circling one of the following choices.

Does not have health insurance

MaineCare

Military

Through Parent Employer

Other: _____

- Are there Medical or physical concerns that may limit participation in the program?

If yes, please explain: _____



Health History & Emergency Contact Form

Members Full Legal Name: _____ **Date of Birth:** _____

HEALTH CONDITIONS: *past or present please circle all that apply*

- | | | |
|------------------------|--|----------------------------------|
| Arthritis | Fainting/Dizzy Spells | Musculoskeletal Disorders |
| Asthma | Headaches/Migraines | Mental/Psychological Disorder |
| Hearing Impairment | Eyesight Impairment | Speech Impairment |
| Bleeding Disorder | Heart Defects/Disease | Convulsions/Epilepsy/Seizures |
| Hernia | Diabetes | Hypertension/High Blood Pressure |
| Kidney/Bladder Illness | Eating Disorders (Anorexia, Bulimia, etc.) | |

Dietary Restrictions: _____ Other: _____

Please explain in any items checked above: _____

List of current daily medications: _____

KNOWN ALLERGIES: Please list any allergy including severity/treatment/date of last reaction

Does a member suffer from Anaphylaxis? Yes No Carries an Epipen? Yes No
 Carries an inhaler? Yes No Immunizations up to date, including Tetanus? Yes No

EMERGENCY CONTACT: *in the event we are unable to reach Parents/Guardians*

Emergency Contacts Name: _____

Phone # _____ Relationship: _____

SIGNATURE: As Parents/Guardians: This Health History Form is complete and accurate and I will report any change to the health information to The South End Teen Center as soon as possible.

Signature of Parent/Guardian: _____ Date: _____



MEMBERS AGREEMENT

Please sign and return this form along with the student enrollment form, health history form, transportation permissions form, and parent consent form.

Approved Activities: Please initial each you give permission for your teen to participate.

	I understand that my teen will be expected to abide by SETC's Behavioral Guidelines, including but not limited to computer and electronic use, and that he/she/they will be held accountable for his/her/their behavior.
	I understand that no teen will be permitted to possess any tobacco, drugs, nicotine or alcohol products while on KVCAP property or during SETC Trips.
	I agree to allow the SETC to use photographs, video or their comments which may include: promotional purposes and news media during SETC activities, at the SETC or other project locations.
	I hereby hold harmless any employees and/or volunteers of KVCAP and the Alford Youth Center, from all liability which may result from injury/injuries while participating in SETC activities on campus, in the community and in transit.
	I give consent to SETC staff to communicate with my teen's school staff.
	Transportation home by KVCAP , program staff or authorized volunteers when necessary
	Transportation to supervised activities by program staff or authorized volunteers.
	I give the teen center staff permission to seek emergency medical treatment and transport members to the nearest Hospital Emergency Room if necessary.
	Onsite program activities (includes mentoring, sports, crafts, games).
	Off-site activities/field trips (Note: A separate permission form will be required for any activity that involves a significant level of safety risk).
	Give consent for my child to leave the SETC unsupervised: <input type="checkbox"/> Note: _____

By signing below you hereby acknowledge you have read, understand and agree to the information, policies, and permissions of the South End Teen Center. The Policies include the following: Member Code of Conduct Policy, Members Expectations, Dress Code, Technology Policy, Mentoring Program, Transportation Permission Form, and Parent Consent forms.

I also understand and give permission for student data to be shared with our funding sponsors and program collaborators, such as AYCC, KVCAP and Waterville Schools. The information is correct to the best of my knowledge. Information will be stored in a secured record system by the SETC/KVCAP. KVCAP will assure privacy and confidentiality per agency policies and relevant laws. KVCAP may access the SETC member demographic information to support service delivery and show compliance with funder requirements. This may include sharing the SETC member demographic information with funding sponsors and program collaborators. Personal information will be de-identified for reporting unless required.

Parent Signature

Date

Member Signature

Date



Staff Sign-off: _____ Member Permissions _____ Health History Form

Staff Signature

Date Entered

Transportation Permission Form

I **parent/guardian** _____, give my permission for
_____, to participate in small group field trips.

These trips may consist of:

- A small group of teens and staff going in the SETC van to explore some fun places in Maine. Some places we might visit are: State parks, nature trails, beaches, and the AYCC pool. Teens may go exploring downtown Waterville and local businesses. (Once teens choose a group more information will be available as to the dates and locations of these trips.)
- The group trips will depart from the teen center at a predetermined time and return by 5pm.
- Food and snacks will be provided, although teens will need to bring their own spending money.
- ***Attending members will need to be on best behavior leading up to the trip and most of all, during the trip. The SETC staff reserve the right to remove a member from the trip for behavior reasons.***

If you have any questions or concerns please call the South End Teen Center at 207-873-5621 and speak with Aimee or Anna.

Signed:

Teen Member _____ Date _____

Parent/Guardian _____ Date _____

Please list any relevant health concerns:



Transportation Statement & Sign Up Form

The South End Teen Center is limited in regards to our ability to transport teens. The SETC is, however, working with KVCAP to provide transportation for teens who need help getting to and from the South End Teen Center due to extenuating circumstances who live within the city of Waterville. While we know that transportation is a challenge for many people, unfortunately, we are limited in the number we are able to provide transportation for. If your teen will need transportation to the SETC please fill out the following information for our review. **We will only be able to provide transportation to members who by no other means would have transportation to SETC.**

Teen Name: _____ Teen Phone #: _____

Pick Up Address: _____

Parent(s) Name: _____ Parent(s) Phone# _____

Needs Ride To SETC: (circle all needs) Monday Tues. Wedn. Thur. Friday

Please Explain Reasons for Transportation Need: _____

Behavior and following safety rules during the ride will be **required** with the knowledge that a member will forfeit their spot on the ride list if behavior is not remedied. These rides are a privilege, and safety is a major concern at this time, teens will be expected to be on their best behavior or lose that privilege.

Teen Signature _____ Date _____

Parent Signature _____ Date _____

If you have any questions please email
SETC at amorris@kvcap.org or call SETC at (207) 873-5621



Member Code of Conduct Policy

We want to provide an environment that is free from conflict, distraction, or intimidation. The following conduct is prohibited:

1. Disregard of direction or command of authorized personnel.
2. Disruption and/or interference with the normal and orderly conduct of the SETC.
3. Possession of a weapon or any object that can be considered dangerous.
4. Possessing, using, selling, or attempting to sell any illegal substances.
5. Destruction of, or attempting to destroy, SETC property or the property of another individual. (Repair or replacement cost will be charged to the parent).
6. Use of profanity, vulgar, or obscene language and gestures.
7. Bullying of any form either while on Club property or reported by other members as a result of cyber-bullying or other methods.
8. Extortion, coercion, blackmail, or forcing another member or person to act against their own will.
9. Engaging in verbal abuse such as name calling, ethnic, or racial slurs, or using derogatory statements to other members, personnel or other individuals.

Cost of Membership

At this time, there is no membership fee for teens to participate in our programs. However, members are expected to help with Club clean-up and to participate in the food program. This helps to support the club.

Member Expectations

Here is a list of expectations that each member should follow while at the Teen Center:

- Respect Everyone
- Respect the Teen Center Space, Supplies & Rules
- Be A Positive Role Model & Lead By Example
- Think Before You Speak & Be Mindful of Other Peoples' Triggers
- Use Appropriate Language
- DO NOT Enter Staff Areas Unless You Ask
- Sign Up & Be Responsible For A Daily Job
- NO PDA (Public Display of Affection)
- Communicate Issues with Staff
- NO Sharing Hats/Clothing or Personal Items
- Participate in Afterschool Activities
- You Are Responsible For ALL Personal Belongings That You Bring Into Club (Phone, Electronics, Clothing, Etc.)
- Take Responsibility for Your Actions
- Clean Up After Yourself & Help Others Too



- Help Us Provide A Safe Atmosphere for All Teens & Staff

To be a member at the South End Teen Center it is important you have read, understand and discuss any questions you may have about the expectations here at the Boys & Girls Club South End Teen Center. If you cannot follow these expectations the Coordinator may suspend any member. The parent or legal guardian will be contacted immediately when the member is suspended and will have an opportunity to discuss the member's behavior and discuss the requirements for reentry to the teen center programs.

Member Dress Code Policy

Keep in mind that the Teen Center is an active place. Please dress appropriately for activities and the weather. Clothing should not be a barrier to participation in activities.

The Teen Center Suggests:

- Wearing shorts underneath skirts/dresses for comfort and movement
- Wearing shoes comfortable for running over rough terrain
- Swimwear should be appropriate. If no appropriate swimwear is available, a T-shirt and shorts can be worn or provided. Staff also suggest bringing dry clothing to change into after any swimming or water-based activities.
- In cold/rainy weather members should wear appropriate footwear (like boots), hats, and jackets. Bring gloves or mittens if possible

We encourage teens to come prepared for the day, dress for the weather, and be ready to move around! We at the South End Teen Center want to ensure a safe, fun, comfortable environment for all attendees.

Member Technology Policy

Access to the Internet, email and other technology is a privilege and carries responsibilities reflecting responsible and ethical use. The following guidelines apply to all member users, whenever they access any of the South End Teen Center's technology and network connections.

1. The Clubs' technology and network has been established for educational purposes limited to classroom activities, school-to-career development, and scholastic research on appropriate subjects.
2. The Clubs' network has not been established as a public access service. Although there will be times where members can use the network for games, entertainment, etc., this use will be defined by the club staff. Members are expected to comply with this expectation.
3. All SETC and non-SETC computers used by members will be in open areas where the monitors are visible to staff at all times.
4. All games, movies, and music used in the club will be approved by Club staff.



5. You must not attempt to gain unauthorized access to the Clubs' network or another person's account. These actions are illegal, even if only for the purpose of "browsing."
6. You must not use the Clubs' network to engage in any illegal activity.
7. You must not use the Clubs' network for threatening the safety of another person.
8. You are responsible for any individual user accounts and should take all reasonable precautions to prevent others from being able to use your account.
9. Do not look for security problems, because this may be construed as an illegal attempt to gain access.
10. Installing additional software on the Club computers is not permitted.
11. Violations may result in the loss of access, as well as other disciplinary or legal actions.