



## Parks & Recreation Department

*MAKING LIVES BETTER!*

### ***Teen Check-in and Out of the Program: Membership Cards***

Teens must have a membership card to enter the Teen Center. Teens are required to give their card to Teen Center staff who are responsible for scanning the card to record teen's attendance at the program. Teen Center staff will keep teen's card in a designated location until the teen checks out of the program. At check out, Teen Center staff will scan the card again to ensure that checkout data is recorded, and the card will be returned to the teen. If a child forgets their membership card, a warning system is in place, as follows:

- ✓ **First Time:** *Verbal Warning.* Loss of video games and computer use privileges.
- ✓ **Second Time:** *Written Warning.* Loss of video games, computer and personal electronics (cell phone, tablet, music player, etc.) privileges.
- ✓ **Third Time:** *Written Warning.* Phone call to parent/guardian to discuss importance of membership card policy. Loss of video games, computer and personal electronics (phone, tablet, music player, etc.) privileges.
- ✓
- ✓ **Fourth Time:** Phone call to parent/guardian to discuss membership card; inform parent that if teen arrives without membership card again, parent/guardian will have to pick teen up from program within 60 minutes of call. Loss of video games, computer, and personal electronics (phone, tablet, music player, etc.) privileges.
- ✓ **Fifth Time:** Teen will lose privilege to attend Teen Center for the next consecutive two full program days. Loss of video games, computer and personal electronics (cell phone, tablet, music player, etc.) privileges.

\*this is ongoing during the 2017-2018 program year, this tracking does not reset each week, etc.

***Please note:*** *For every 10 consecutive days the participant brings their ID card, they may earn a step back on the ID policy warning system. For example, if a participant has received his/her fourth warning, and brings their ID for 10 consecutive days, they will move back to the third warning on the system*



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### **Late Pick-Ups - Form, Fee and Policy**

The Teen Center closes promptly at 6:00 pm and participants are not allowed to remain on the premises.

A late pick-up fee of \$1 per minute, per child is charged after 6:00 p.m. There are no exceptions to this policy. Upon a child's fourth late pick-up during the period July 1 to June 30, the child will be dropped from the Teen program. Staff may not accept cash at the Teen Center site from parents for a late pick-up. Parents must pay the Late-pick up fee in person at a CSD registration office, or may do so over the phone with a credit card. Teen Center site staff may not determine whether a fee will be waived.

***Please note:*** For every 10 consecutive days the participant brings their ID card, they may earn a step back on the ID policy warning system. For example, if a participant has received his/her fourth warning, and brings their ID for 10 consecutive days, they will move back to the third warning on the system.