



## Emeryville Teen Center Family Handbook

### ***Vision and Mission of the Emeryville Teen Center:***

*The Emeryville Teen Center is an oasis where teens socialize in a safe space and engage in a variety of positive activities, all under the guidance of dedicated adult mentors. Every teen deserves a space where they can go to be themselves, create connection, push out of their comfort zone, and learn new things. We are dedicated to being that space and hope teens have an enriching time with us during every visit.*

We are excited to welcome your teen to the Emeryville Teen Center or the “ETC”. Please review se guidelines with your teen prior to registering. Reach out to us if you have any questions: [csd@emeryville.org](mailto:csd@emeryville.org) or call 510-596-4395.

Please Note: The section below describes the level of freedom a teen will have in accessing our facility. If you are a parent/guardian of a middle schooler and wish for a more structured program where attendance is monitored, please consider signing up for the Middle School Rec. program. For more information, please call 510-596-4395.

### **Adult Supervision and Teen Usage:**

- There will always be an adult in the ETC.
- Teens are able to sign-in and out on their own and are required to do so upon each visit.
- There is not a minimum day/hour a teen has to participate. Because of this, your teen **will not** have a set schedule that a staff person keeps track of. This means that if your teen comes one day, but not the next, or they leave early/arrive late, you will not receive a notification from our office.
- Once a teen signs in, they will be allowed to go to the bathroom or to get water with staff permission, however they must remain present in the teen center.
- Teens must sign up if they are leaving the teen center to visit another part of the campus or when leaving the ECCL altogether. If they decide to return, they will need to re-sign in.
- Payment of the daily rate is good for the entire day.
- The Teen Center will open and close based on the advertised time. Teens will not be monitored by a staff member outside of those times and outside of the Teen Center itself. Teens are welcome to stay at the ECCL until it closes at 10pm but they will be unsupervised. Anyone on campus will be asked to leave if they are causing a disturbance by facility staff. If you are on the ECCL office and the teen center is closed and there is an emergency, please go to the pool office to contact a staff person 1170 47<sup>th</sup> street Emeryville, CA 94608-510-596-4385.

The ETC is located on the sprawling Emeryville Center of Community Life (ECCL) campus in Building B. Students must enter through the A1 gate through the San Pablo Ave. entrance (4727 San Pablo Ave.) and turn left into Building B. Check-in is at the front desk and once approved you teen will be let into the teen center.

**Behavior Expectations:** The ETC is a safe space for all teens. Each teen should feel like they can be themselves, free without consequence. To ensure this ideal comes to life, the following behavior rules are to be followed:

- Teens are to treat one another and staff with respect, dignity, and courtesy.
- Teens are to follow the direction of the center staff upon the first request.
- Teens are to refrain from loud outbursts, inappropriate language/conversations (profanity, racial and homophobic slurs, insensitive comments to one's culture, physical appearance, disability, identity, etc.), bullying, harassment, sexual harassment, threats, roasting, etc. Note that The Rec does not consider revenge or sticking up for yourself with the use of physical violence as "Self-Defense."
- Teens are to refrain from inappropriate physical interactions that are violent in nature, in addition to playful fighting/wrestling, roughhousing, sitting on laps, hand holding, cuddling, petting, staring, following/stalking, being under coats/blankets/desks, public displays of affection, and any other interaction a staff deems inappropriate, regardless of consent and/or gender.
- Teens are not to run in the center
- Reasonable accommodation for a quiet space to sleep/rest is not guaranteed.
- Teens should not be soliciting (selling items)

#### **Description: Unique and Unplugged Hour-All Teens**

This time is specially designed for students who thrive in an environment that is quieter and without screens. We invite students that characterize themselves as unique, quirky, or just plain different. This may mean you identify with the neuro-divergent community, LGBTQIA+ community, or have specific interests that are not typical of today's teen world. We encourage apprehensive or shy teens to check out this time as an introduction to the teen center.

**Accountability Process:** If teen behavior or actions are not in keeping with the culture and vision of the space, any and all steps below may occur:

- If a teen is treating others in a way they do not want to be treated or violating one of the rules in this handbook, they will be given one warning. If it continues, they will be asked to leave, and a phone call home will be placed.
- Upon the next incident, the above step will repeat but a final warning will be given.
- If another incident occurs, your teen will be asked to leave and they will be restricted from the center indefinitely. This may also result in them being restricted from the ECCL campus during Teen Center hours.
- In extreme circumstances, Emeryville Police will be called to support teens who are having a hard to deescalating after a conflict.

Depending on the behavior, any and all of the steps above may be skipped and restricting access to the facility may go into effect immediately. This may be the conclusion if staff are not able to get in contact with a parent/guardian to resolve the matter initially.

#### **Trash, Vandalism, Theft, and Damage:**

- All teens must keep this shared space clean. To avoid unsanitary pests like ants or mice, all trash must be thrown into the correct bin, and surfaces must be wiped down after eating/drinking.
- We ask all our patrons to let us know if there is something that needs to be cleaned, and to only eat at the tables.
- Use furniture and supplies for their intended use. Do not sit on tables, throw items, stand on chairs/couches, etc.
- Do not put your feet on the furniture.
- Please report any damaged or missing equipment to the center staff immediately. Reporting after use will not absolve you from being responsible for repair or replacement of items.
- Theft of any item will not be tolerated. Students are not to take materials, decorations, games, technology, etc. out of the center area. Students caught stealing will not be allowed to return to the Center indefinitely.
- Intentional and/or accidental vandalism and damage to teen center items (including the building, restroom and premises) will be charged to the parent/guardian account and payment will be required prior to the teen returning to the center.
- Payment to replace or repair items will be based on estimates and/or the initial cost of the item.
- Depending on the nature of the incident, a teen may lose the ability to return to the center indefinitely and Emeryville Police may be involved.

#### **Memberships/Refunds/transfers:**

- EUSD students can access the Teen Center under the free membership option. Emery graduates can still access the teen center until August 1<sup>st</sup> of their graduating year and/or until they turn 18 (whichever occurs first).
- Emery students who transfer out of the school district will receive an invitation to pay for membership, and their free membership will end.
- Refunds and transfers are only available on the monthly teen room pass or drop-in fee if that month has already started. Once a month has started there are no refunds or transfers.

#### **Illnesses, Health, Concussion Protocol, and Physical Safety:**

If your teen falls ill during their time at the center, staff will call to notify a parent/guardian and ask for a pick-up within one hour or if that student is a walker, they will be released home to walk home after our phone call. Pick up/release to walk home is required within that hour. Failure to do so will result in your teen not being able to access the teen center for a 30-day period.

If your child sustains a head, neck, or back injury they will go through a series of steps and questions to determine whether an EMT should be called or not. In some cases, they will be released to a parent/guardian and advised to monitor them for at least 24 hours.

We expect all participants to do their best to remain physically safe. Wash their hands, cover their mouths, utilize masks and hand sanitizer when necessary. Wash your hands before and after eating and when using the restroom.

#### **Food and Drink:**

- Food and drinks are only allowed at the tables. Teens are not allowed to drink on the soft surface furniture or near any of the games.

#### **Teen Center Books:**

- Choose a book that you'd like to read and take it up to the staff counter. Sign out the book and turn in an item that you'll remember to get once you leave the teen center, like a purse, backpack, jacket, etc.
- Read the book at your leisure. Once you're done you can reserve the book (keep it at the front desk for you to read once you return to the center) or you can return it and get your item back.
- Books must be returned in the condition they were lent out in. Do not fold the book cover back, fold down the pages, highlight, write in the book, etc. Damaged books will fall under the Trash, Vandalism, and Damaged policy found within this guideline.

#### **Phones, headphones, earbuds, tablets, computers:**

- The teen center is a place for teens to socialize, push themselves to do new things, make new friends, talk to each other about things they are reading, thinking, and experiencing, etc. You can be on your screens at home! Phones, headphones, earbuds are allowed in the teen room, however there are strict guidelines for their use below:
  - No conversations past 1 minute
  - No scrolling
  - No social media challenges/videos in the space
  - You cannot watch content on your phone/tablet
  - Music in your headphones/earbuds cannot be so loud that it can be heard by others
  - You cannot take a video/picture of, or post others without their consent (if you do post, #Emeryville #Teen Center #ETC)
  - Computers are allowed to be used for academic purposes only

Violations of the above will result in your teen's device being taken for the remainder of their visit and/or them being sent home with a 30-day restriction on utilizing the teen center.

#### **Teen Center Video Game Systems:**

- Teens can check out a game and/or a controller using a personal item of value at the staff desk. The person that checked out the item is responsible for the use and proper return of that item.
- Teens are allowed to bring their own controllers

- Teens are allowed to bring their own games
- Teens are not allowed to play games with headsets
- Teens are not allowed to play games with violence, inappropriate actions, and/or foul language. The staff will determine if a game is appropriate or not and their decisions stand.
- Food and drinks are not allowed in the gaming area's
- Games can either rotate between those that play the “winner”, or they can rotate every 20 minutes with a new set of players. It will be up to the group and or the staff person in charge. The staff decision will stand.
- Games and controllers not returned or damaged will fall into the Trash, Vandalism, and Damage section of this guideline.
- Have fun, use good sports person ship, trash talking, teasing or roasting is prohibited.

### **Teen Center Streaming Services:**

- To watch something on our streaming TV, please ask a staff member to find it for you on one of our streaming services. Please note that we do not allow rated R or Rated M media to be shown in the Teen Center.
- Groups are allowed to watch up to a 30-minute block of media before allowing another group/person to watch something that they want to watch.
- Random YouTube videos are prohibited, however approved series/collections may be watched with staff permission.
- Staff will decide on a fair way to share the TV streaming offering and what is deemed appropriate content to be shown.

### **Board Games/Cards:**

- Approach the staff desk to check out a board game. Take a personal item of value and trade it for the game of choice.
- The person who checked out the game is responsible for the use of the games
- To return the game, all pieces must be accounted for before a teen may receive their personal item back. Once confirmed, the game will be traded for the personal item.
- Missing pieces or damage will fall into the Trash, Vandalism, and Damage section of this guideline.
- Have fun, use good sports person ship, trash talking, teasing or roasting is prohibited.

### **Foosball:**

- Try your best to get a group of 4 to play, do not exclude a pair if they want to join in
- Go to the staff table and check out a foosball using a valuable item to trade
- Decide before playing:
  - When a ball is knocked in by your own player, does it count? Disagree? Rock paper scissors, shoot.
- When the ball gets hit off the table or when there is a dead ball (no one can reach it) service goes to the same person who served it last.

- Rock paper scissors shoot to see who serves first (serving hole or starting point)
- Doubles players can switch positions only twice in a game
- You can only spin the bar one time between goals, choose wisely!
- You cannot move the table at all during play
- Have fun, use good sports person ship, trash talking, teasing or roasting is prohibited.

#### **Air Hockey Rules:**

- The two opponents must go to the staff desk and check out paddles and a puck with a personal item of value, each. They are responsible for the return of the air hockey equipment. The next teen that wants to begin play must also complete this process. The teens responsible for the air hockey items will be responsible for any lost or damaged items per the Trash, Vandalism, and Damage section of this guideline.
- Rock Paper Scissors Shoot for who gets to start the game by facing off (Face off: A serve by hitting the puck into their opponent's side of the table).
- Always keep your non-playing hand off the table and behind your back
- The person who scored does the face off after the goal
- You cannot reach over the half-way point to hit the puck. A goal made as a result does not count and the opponent will do a face off to start the game again
- If no one can reach the puck you, can rock paper scissors shoot to see who will do a face off
- Players have 20 minutes to play the game if there are other teens waiting. At the end of 20 minutes, the highest score wins.
- Teens have the option to play winner or have a new pair begin to play after each 20 minutes. Staff may decide which is best depending on the number of teens present.
- Have fun, use good sports person ship, trash talking, teasing or roasting is prohibited.

#### **Additional Policies/Procedures:**

- If your teen is an EUSD student and they are suspended or expelled from school, they are not allowed on campus as a result. This will carry over to the Teen Center since the center is located on campus. Teens may access the Teen Center on non-school days when it is open.
- Teens utilizing the center will follow a dress code that would fall in line with any typical (non-uniform) school dress code. Staff will send a student home with a phone call if they deem the dress to be inappropriate and/or offensive.
- Outside materials, games, play equipment, etc. may be restricted if it is a hazard or creates an undesirable experience for others.
- Adults, including parent/guardians are not allowed in the Teen Center. If they are picking up, they must wait in our lobby area.
- Strong odors and/or lack of personal hygiene to be offensive to others is prohibited
- The possession of weapons of any kind, alcohol, drugs, tobacco products, or gambling will not be tolerated. Violating this rule will result in immediate restriction of the center, school intervention (even for non-EUSD Students) and possible police involvement.

- Students exhibiting gang affiliation behavior or dress will be taken aside and talked to. They may be asked to leave, and their membership may be revoked. A phone call will be made to a parent or guardian.
- Teens are not to share any medication, over the counter or prescription.
- Decorations and pictures in the teen center should not be moved.
- Items in the teen center like pillows, chairs, games, should be put back in their original place and condition
- Put your backpacks in the designated spaces, do not put them on the floor
- Shoes must be worn at all times.
- The 2<sup>nd</sup> parent/guardian on the registration form will not be called in a disciplinary manner or physical injury if the first parent called, answers. Please ensure that communication occurs between all adult parties.
- No animals allowed other than service animals defined in Titles II and III of the Americans with Disabilities Act, must be on a leash and under the control of their owner
- Bikes and scooters should be locked up in the bike stalls outside the Center. Skateboards can be kept in the locked closet, but space is not always guaranteed. These items are not to be ridden in the Teen Center or on the ECCL campus.
- The City of Emeryville is not responsible for lost, stolen or damaged personal property
- The ETC is under video surveillance 24/7.
- Once a member has graduated high school, they may continue using the Teen Center until July 31<sup>st</sup> of the year they graduate or until they turn 18 (whichever comes first).

**Special Notes:**

- All middle school and high school youth who wish to utilize the teen center must complete the registration process and pay any required fee.
- Teens that visit the center are taken on a first come first served basis when the center opens. We can have up to 25 teens in the center at a time. Teens who cannot enter due to capacity limitations can sign up on a waitlist and we will call them if there is space available.
- The Teen Center is managed outside of the Rec After-school usage and may not follow the Emery Unified school district calendar. Please check our Teen Center website for operating hours, closure dates, and costs as they are subject to change.
- All staff are background checked, CPR/First Aid Certified, and are mandated reporters. Staff will have access to a basic first aid kit but cannot distribute any medications.
- Photo release is available in the registration platform: I acknowledge that the City of Emeryville takes photographs and videotapes of its activities and events for publicity purposes and authorizes the use of my image by the City for such purposes. I understand I will not be compensated for the use of such photos or videos.

Lastly, we'd like to thank our community partners who supported the development of our teen center here at the ECCL:

- **Emery Unified School District**
- **IKEA, Emeryville**
- **Barnes & Noble, Emeryville**

**Contact information:**

Main Office: 5140-596-4395

Youth Services Recreation Supervisor, Christen Gray: 510-596-4396/[cgray@emeryville.org](mailto:cgray@emeryville.org)

Teen Hours:

Sunday (Start Date TBD)

- 10am-12pm-Middle School
- 1pm-4pm- High School

Monday

- 3:20pm-4:30pm Open High School
- 4:30pm-5:30pm-Middle School Rec

Tuesday

- 3:00pm-4:30pm Open Middle School
- 4:30pm-5:30pm-Middle School Rec

Wednesday

- 1:30pm-2:20pm-Open Middle School
- 2:20pm-3:30pm-Open High School
- 3:30pm-5:30pm-Middle School Rec

Thursday

- 3:00pm-4:30pm Unique and Unplugged Hour- All Teens
- 4:30pm-5:30pm- Middle School Rec

Friday

- 3:00pm-6:00pm-Rec and Special Events Only

Saturday (Start Date TBD)

- 10am-12pm-High School
- 1pm-4pm- Middle School

**Fees:**

- EUSD Student: \$0
- Non-EUSD Student:
  - Drop-In Fee: \$3R / \$4NR
  - Monthly Pass: \$15/R / \$21NR