

TEEN REGISTRATION AND HANDBOOK



“A Safe Place to BE and a Path to BECOME!”

PO Box 283, East Jordan, MI 49727 | (231) 222-2224 | DepotJVTeenCenter@gmail.com | ejdepot.com

WELCOME TO THE DEPOT

Dear Parent/Guardian,

We are honored and excited that your Teen (we considered anyone currently in 6th-12th grade as a “Teen”) is interested in attending and participating in activities and events either at or provided by The Depot!

Their safety and our clear communication with everyone are both high priorities. As such, this registration packet must be completed (initially and confirmed annually updated) before your Teen can attend and participate at The Depot.

Please carefully review, complete, and sign the following forms contained in this packet:

1. Teen Registration Form
2. Emergency Medical Consent Form
3. Teen Release / Pick-up Authorization Form
4. Teen Membership Agreement
5. Teen and Parent Handbook *(Please review and keep for future reference)*

When completed and signed, these forms can be submitted in the following ways:

1. Scan and email them to: depotjvteencenter@gmail.com
2. Mail them to: The Depot, PO Box 283, East Jordan, MI 49727
3. Deliver them in person to The Depot during our hours of operations.

If you ever have any questions – now, next week, or next year – please do not hesitate to call me. Also, if you’d like to take a tour of The Depot or schedule a time for us to meet to discuss anything that’s on your mind, I welcome the opportunity to do so!

Thank you!

Scott Gillespie
The Depot Program Director

PS: DID YOU KNOW?

Research shows that parent involvement is an important factor in positive Teen development. Teens who have parents involved in their school, after-school, and daily lives do better in school, are less likely to engage in risky behavior, and become more successful adults. As such, The Depot encourages and welcomes parents to join us as volunteers.

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TEEN REGISTRATION FORM

The Depot requires that each Teen who participates in activities and events is registered by a parent or guardian. The following information should be provided by the parent or guardian and then updated as necessary. All information will be kept confidential.

Please Print Clearly!

Participant Information

First Name: _____ Last Name: _____
Date of Birth: ____/____/____ Age: _____ Male Female
School Attending: _____ Grade: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Cell Phone: _____

Parent/Guardian Information

First Name: _____ Last Name: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Relationship to participant: _____

First Name: _____ Last Name: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Relationship to participant: _____

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EMERGENCY MEDICAL CONSENT FORM

I, _____, the parent/guardian of _____ recognize that medical emergencies may occur that require medical treatment, and further recognize that The Depot personnel may potentially be unable to contact me for consent of emergency medical care. Therefore, I do hereby consent in advance to such emergency care including hospital care, as may be deemed necessary under the then-existing circumstances and to assume the expenses of such care.

Name (Printed)

Phone

Signature of Parent/Guardian/18-year-old or older participant

Date

Emergency Contacts *(not listed above)*

Name (Printed)

Phone

Name (Printed)

Phone

Family Physician: _____ Phone: _____

Hospital: _____ Phone: _____

Allergies: No Yes If yes, please list: _____

Other pertinent medical information: _____

Insurance Company Name: _____

Policy Number: _____ Contact Information: _____

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TEEN RELEASE AUTHORIZATION FORM

Teen's Name: _____

Date of Birth: ____/____/____ Home Phone: _____

I understand that my teen will not be permitted to leave The Depot in any other method or with anyone other than the authorized sign-out method and/or person(s) that I have listed below.

My Teen may leave on his or her own at any time without supervision

My Teen must be picked up and signed out by any of the following people

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

My Teen **MAY NOT** be picked up nor signed out by any of the following people

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

Name: _____ Relationship to Teens: _____

I authorize my Teen to be released from The Depot according to the information above. Additionally, I have communicated with my Teen the ways in which I permit my Teen to leave The Depot.

I understand that The Depot assumes no responsibility for transportation to or from The Depot, and that The Depot is not responsible for my Teen before they arrive at or after they leave The Depot.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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TEEN PARTICIPATION AGREEMENT

All Teens that participate in The Depot programs and activities, on or off site, are required to conduct themselves according to the following code of conduct.

I, _____, agree to and will:

1. Be responsible for my own behavior.
2. Support and abide by The Depot staff and volunteers and follow their directions.
3. Practice good citizenship, leadership, and have a positive attitude.
4. Be honest and trustworthy.
5. Show respect to others.
6. Use appropriate language.
7. Maintain acceptable noise levels inside The Depot.
8. Be free from the possession and consumption of drugs, alcohol, and/or tobacco.
9. Leave all bikes and skateboards/long boards in their designated area.
10. Use the appropriate bathroom.
11. Keep my hands to myself, and refrain from Public Displays of Affection(PDA).
12. Respect the property of others and The Depot
13. Clean up after myself and help staff pick up if necessary.
14. Report any problems or issues to the staff on duty.
15. Sign in with my correct name when I arrive and sign out when I leave.
16. Accept the consequences for inappropriate behavior (see Handbook).

I have read, understand, and pledge to follow these standards of behavior in order to make The Depot a safe, fun, and positive environment, for myself and for all of the Teens at The Depot.

Teen Signature

Date

Parent/Guardian Signature

Date

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The Depot understands the importance of the involvement of the parents/guardians in the life of their sons and daughters. Please read carefully and indicate your decision followed by your initials for the consent you desire to or not to give. Then, to complete the form, read the Waiver of Liability and Statement of Understanding and have your Teen join you in signing this form.

Media Release: I give The Depot permission to use my Teen’s name and/or photo in the press/media when releasing information about the accomplishments and highlights of The Depot. I also give permission for pictures and/or videos that include my Teen to be posted on The Depot’s social media accounts and/or website.

Yes No **Initials:** _____

Viewing Agreement: I give permission for my Teen to view PG/PG 13 movies and equivalent rated TV shows that are being shown at The Depot and that have been previously viewed by staff and are deemed appropriate for teens attending The Depot.

Yes No **Initials:** _____

Gaming Agreement: I give permission for my Teen to play and watch video games rated T for Teens or below, and that are deemed appropriate by The Depot staff.

Yes No **Initials:** _____

Volunteer Commitment: I understand The Depot’s need for volunteers and would like someone to contact me to discuss this much needed opportunity.

Yes No **Initials:** _____

Waiver of Liability and Statement of Understanding: We (parent/guardian) and (Teen) hereby state that we have read, understand, and agree to the rules and stipulations accompanying this waiver as set out by The Depot Jordan Valley Teen Center. I further hereby release and discharge The Depot and all host sponsors of Depot programming of and from any and all claims, demands, damages, causes of action, and liability whatsoever which may arise or grow out of my Teen’s participation in The Depot’s programs.

Teen Name (printed)

Teen Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

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TEEN AND PARENT HANDBOOK

ABOUT US

The Depot Jordan Valley Teen Center (The Depot) is a faith-based, 501(c)3 non-profit organization that provides Teens in East Jordan and throughout the Jordan Valley a “Safe Place to BE” where their needs will be met through Christ-like love. Our goal is to help these young people become connected, responsible, confident, equipped, and prepared young adults.

Although we are faith-based, we are not affiliated with or governed by a particular church or denomination nor do the Teens need to belong to a church, go to church, or even believe in God to attend and participate in The Depot’s programs and activities. All are welcomed, loved, and accepted for exactly who they are!

The Depot is located in the lower level of the St. Joseph Parish Hall located at 207 Nicholls Street (with our main entrance off of 2nd Street) in East Jordan.

PROGRAM DESCRIPTION

The Depot offers an unstructured drop-in center (“Free for All Fridays”) as well as a variety of structured programs and activities for teens 6th – 12th grades. Many of the programs are available free of charge, although some activities may charge a nominal fee to cover material costs.

The Depot has various rooms that are open to the teens with a variety of games that can be played and arts & craft supplies that can be used. Items like game controllers, paddles, and balls are signed out to help with scheduling the activity as well as assisting in the care of the items. On occasion, and weather permitting, there may be activities outdoors depending on programming for the day.

Our volunteer staff has been screened for the safety of the teens and will be present to supervise, assist with programming, provide mentoring, and assist with homework as needed.

MEMBERSHIP

Teens are required to become “members” to participate at The Depot. Membership is free and requires registration and compliance with the Membership Agreement. Parents/guardians should carefully review this handbook and the Membership Agreement with their Teen before signing the forms. Upon submission of these forms, all parents/guardians may receive a follow up phone call to ensure the information is correct.

Registration packets are available at The Depot and on our website – ejdepot.org. Teens and their parent(s) or legal guardian(s) are required to provide the following information.

1. Current contact information, address, age, school, and grade
2. Medical information, emergency contacts, allergies, and other pertinent information (signed)
3. Membership Agreement form (signed)

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4. Release / Pickup Authorization (signed)
5. Email addresses are strongly encouraged as a majority of notices are distributed via email.
6. We also recommend you Like and Follow us on our Facebook and Instagram pages as this may be the quickest way to receive notifications of updates and announcements

TEENS' RIGHTS AND RESPONSIBILITIES

The following is a list of rights and responsibilities to guide your Teen's behavior while attending The Depot and participating in The Depot sponsored events and activities. The list is not intended to be all inclusive. Parents should promote cooperation and agreement between the home and The Depot to develop citizenship and high standards of behavior in our teens.

Teens have the right to:

- Participate in all Depot activities in a safe and supportive environment.
- Be supervised by highly qualified staff and volunteers.
- Contact their parent or guardian. If needed, Teens must ask a staff member for permission before using The Depot's phone. Their call to you would come through as one of two numbers – (231) 222-2224 or (989) 444-1695.

Teens are responsible for:

- Abiding by the Membership Agreement at all times while at The Depot and at The Depot sponsored events and activities.
- Being courteous and respectful The Depot staff, volunteers, and fellow Teens at all times.
- Showing respect for The Depot & facility property as well as the personal property of others.
- Following the instruction of The Depot staff and volunteers. If a Teen disobeys any Depot staff or volunteer either by action or word, a parent/guardian will be notified, and possible suspension may occur.
- Signing in and out EVERY time they enter or exit The Depot. Using their correct first and last name, and the current time when entering or leaving, and write legibly if/when needed. Once signed out, the Teens may not re-enter without a parent/guardian or unless pre-arranged with The Depot staff.
- Reporting any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fireworks, fights, property damage, theft, etc. or information regarding such to a staff member or volunteer.
- Obeying general facility rules.
 - **Bicycles/Rollerblades/Roller skates/Scooters/Skateboards/Skate shoes (“heelies”) and Mopeds** – The mentioned items may not be used inside The Depot. Bicycles, Mopeds and other motorized scooters must be left and parked neatly in the appropriate area. The Depot and St. Joseph Catholic Church assumes no responsibility

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- for thefts or vandalism of such items. All skateboards, skates, and non-motorized scooters must be placed in the appropriate location upon entering the facility.
- **Cell Phones** – Cell phones may be used in the facility. When using a cell phone, be courteous toward others and remember your conversation will be heard by anyone around you. Viewing or sharing inappropriate material is prohibited. Using texting or messaging to bully or communicate inappropriately is also prohibited.
 - **Dress** – Participants at The Depot have the responsibility to dress and appear in a manner that promotes a safe, neat, clean, and wholesome environment. The Depot’s Program Director will make the judgment call decision on what is deemed appropriate on a case-by-case basis.
 - **Fireworks/Flammables** – Participants are not to be in possession of fireworks of any kind while at The Depot or surrounding area, nor are they to have possession of matches, lighters or other combustible materials.
 - **Interpersonal Relationships** – Appropriate personal relationships are encouraged. The Depot policy is one of “hands off.” Holding hands, arm-in-arm, sitting on laps, hugging and kissing is not appropriate while at The Depot. Sexual harassment will not be tolerated.
 - **Swearing/Profanity** – Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.
 - **Threats** – Threats of personal injury upon other participants, staff, and/or volunteers are strictly prohibited and will be dealt with in a swift and severe manner.
 - **Tobacco, Possession of Tobacco, and Smoking** – If a participant of The Depot has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is ground for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area/situation, otherwise, they too, may be suspended.

RULES VS. LAWS

The following are not only against The Depot’s rules but are against the law, too. As such, the Police Department may be notified if any teen is caught breaking the law.

- Assault & Battery
- Sexual Assault
- Gambling (Any form of gambling will not be tolerated)
- Harassment/Hate Crimes
- Illegal Substance, Drugs, and Alcohol

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- **Serious Injury, Attempting to Cause** – If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled permanently from The Depot.
- **Theft** – Participants have the responsibility for taking care of their own possessions. Participants are discouraged from bringing large amounts of money or valuable items to The Depot. The Depot is not responsible for any lost or stolen items brought by a participant into the facility.
- **Vandalism** – Damaging The Depot property, facility property, and/or the property of others will not be tolerated. In any matter regarding such situations, however, incidents will be documented at all times by The Depot staff to keep a record of such behavior. Teens and/or parents may be held liable to pay for damages.
- **Weapons** – Any participant will be suspended and possibly expelled for possession of any firearm, knife, explosive or other dangerous object at The Depot or at any Depot sponsored activity.

Discipline of Teens

Participation at The Depot is a privilege. Members are expected to exhibit good behavior and abide by the Membership Agreement. Inappropriate behavior will not be tolerated. The Depot policy for dealing with violations of the Membership Agreement are as follows.

- **First Offense:** The first offense will be recorded and result in a warning.
- **Second Offense:** When a second offense occurs, it will be recorded and the parent/guardian will be notified by phone, along with an email (or mail) letter describing the incident.
- **Third Offense:** When a third offense occurs, notification to the parent/guardian will occur as in the second offense. In addition, the teens will lose the privilege of participating at The Depot for a period determined by The Depot Discipline Team based on the severity of the offense.

If the teen is guilty of breaking the Law rather than simply violating the Membership Agreement, the teen faces the consequences of the Law and forfeit their privilege of participating at The Depot for a term determined by The Depot Discipline Team.

STAFF AND VOLUNTEER RIGHTS AND RESPONSIBILITIES

Staff and Volunteers have the right to:

- Work in a safe and respectful work environment. Disrespect to and between staff and volunteers will not be tolerated.
- Discipline negative behaviors appropriately and will administer with firmness, fairness, and consistency.
- Suspend participants who exhibit continued and willful disobedience.

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Staff and Volunteers have the responsibility to:

- Treat all of The Depot participants and families with respect (i.e. promote positive and effective communication & help teens feel valued as members of a group)
- Respect the property of others including cleaning up after themselves, supervising Teen's clean-up efforts after activities, and requesting permission before handling anything belonging to staff, volunteers, teens, and/or their families.
- Maintain an appropriate and professional appearance (i.e. no offensive or suggestive language printed on clothing or accessories).
- Maintain confidentiality, impartiality, and professional boundaries (i.e. no evidence of the following: sexual behavior, possession of anything deemed to be a weapon, no possession of tobacco, drugs, alcohol or drug paraphernalia) while at The Depot.
- Enter The Depot free from the influence of drugs or alcohol.
- Use appropriate role-modeling language (i.e. no swearing, vulgar, or offensive language).
- Approach all conflict using a teen-centered approach (i.e. approach all conflict in an unthreatening manner, get all sides of the conflict to remain objective and neutral, help young people understand the effects of their behavior on others, engage teens in identifying possible solutions, and follow-up before Teen(s) leave for the day).
- Fill out an appropriate report for every disciplinary issue, injury or other incident that should be reported and give it to the Director before leaving that day.

EMERGENCY PROCEDURES

Responsibility of Staff and Volunteers

Each staff member and volunteers shall assume responsibility for emergency care involving a Teen while he/she is under our program supervision.

Parents and guardians will be notified of any participant injury. The East Jordan EMS will be called for any injury The Depot staff determines necessary.

Staff will submit an Incident Report to The Depot's Director before leaving that day.

Fire/Emergency Evacuation

The Depot staff will use the Sign-In/Sign-Out Sheet to determine everyone has exited the building safely. Please stay with Staff and meet at the far corner of the parking lot near the corner of Nicholls and 2nd Streets so all teens can be accounted for before leaving the area. This ensures the safety of participants as well as that of The Depot staff, volunteers, and emergency responders.

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Building Closures

The Depot may be closed during inclement weather such as severe snowstorms and will typically follow the lead of East Jordan School closures. Every effort will be made to inform all participants and scheduled staff and volunteers of all closures. These announcements will always be made via social media on our Facebook and Instagram accounts as well as posted on our website – ejdepot.org.

Emergency Information

It is imperative that The Depot is notified of any contact information changes. Please notify staff immediately of any phone number, address, or email changes. Please provide emergency contacts of who to notify in case parents or guardians are unavailable. Update requests will be issued annually at the beginning of each school year.