



## *Teen Center of Wilton*

### **Participation Policies, Code of Conduct and Disciplinary Guidelines 2020-2021**

Being at Trackside is a privilege, not a right. Trackside's visitors and members are expected to help take care of the building, its equipment, and the people in it. Taking, damaging or destroying Trackside's property or behaving inappropriately will result in loss of privileges that may include a suspension. It is up to all Trackside visitors to ensure the center remains clean, safe and welcoming to all.

#### **Participation**

Participation in Trackside programs, events is open to youth, who are currently in grades 6 through 12 in Wilton public or private schools or reside in Wilton, CT.\* Trackside's Program, club and special event based model allows us to maximize our impact while serving youths of different ages, interests and needs in meaningful and diverse ways which are specific and effective for each age group. Our programs are designed to support the positive development of youth while ensuring opportunities exist to gain independence, explore interests and importantly, to socialize with friends outside of the school setting.

Trackside is not a licensed childcare center. Programs are designed to ensure compliance with state regulations. Programs and requirements for youth of different ages may apply.\*Limited events, camps and programs may extend to youth in other towns and school districts.

#### **Membership and Registration**

Membership is required for participation in Trackside's after school programs, clubs and select member's only Special Events. Many events that take place during evening hours or during school vacations will also be open to non-members. All programs, clubs and events, whether open to members, non-members or both, will require registration. Registration allows us to gather necessary information, on each youth as well helps us ensure we have parental contact information should an emergency arise. It is the responsibility of the parent/guardian to notify Trackside Teen Center staff of any changes to contact information or medical information. Additional information may be requested to help us track member demographic information crucial for grant funding.

The staff at Trackside Teen Center reserves the right to refuse participation, access and memberships to those who have a criminal history of endangerment to others or who are currently suspended or expelled from school or those who

may otherwise present with behaviors that are unacceptable at Trackside. Please consult a Trackside Director if you have questions about eligibility.

Please note visitors, including family members, are not allowed at Trackside unless they are registered for and are participating in Trackside activities. Youth should not arrive or be dropped off prior to the opening of any facility or left on the grounds after closing. Trackside Teen Center cannot be held responsible for the supervision of youth outside operating hours or once they have left the premises.

### **Programs, Events and Open-Door Policy**

The Trackside Teen Center requires pre-registration for most afterschool programs and some evening events. Programs and events that require pre-registration will also require youth under the age of 13 to remain on premises for the duration of the program or event and be picked up by a parent/guardian unless written permission is received from the parent/guardian.

Some programs and events will have an open-door policy, meaning that a youth may arrive at any time and choose to stay for the duration of the program or leave at any time. Programs of this nature will be advertised as such. Please note that once a youth leaves the Teen Center he or she may NOT re-enter the same day without express permission of a Trackside Director. Upon leaving, the member loses his or her privileges at the Teen Center for the remainder of that day.

It is the responsibility of the visitor and the parent/guardian to determine, understand, abide by and enforce whatever arrival and departure times and methods they see fit.

Parents/guardians are welcome to call the Trackside staff to verify that their child has signed-in at Trackside or if they have checked-out. This information will only be given to a parent/guardian who's information we have on file. Parents/guardians will be contacted if a pre-registered child fails to show up for the specified program without prior notice.

### **Refusal of Admission**

Trackside retains the right to refuse admission and to require a parent/guardian to personally pick-up any youth that is suspected to be under the influence or in possession of illegal or illicit substances.

Trackside further retains the right to refuse admission to any youth that may fail to abide by Trackside's Code of Conduct or otherwise pose a threat of any form to other members of the Trackside community, including visitors, staff, volunteers, etc.

## Trackside Code of Conduct

*“Be great or be gone”*

- Respect yourself
- Be respectful of peers, staff and volunteers
- Be respectful of others’ property
- Take care of Trackside’s facility, grounds and equipment
- Play fairly and be honest
- Avoid inappropriate language
- Avoid behaviors that may make others around you uncomfortable
- Resolve disagreements in a positive way
- Maintain a positive attitude to keep the center fun
- Remember to Check-in and Check-out every visit

### ***Strictly Prohibited***

- Illegal and Inappropriate behavior, including but not limited to, bullying, physical endangerment, fighting or harassment
- Possession or being under the influence of illegal and illicit substances and items, including but not limited to alcohol, tobacco, cigarettes/ e-cigarettes (tobacco or non), THC products and weapons
- Intentionally inappropriate, harassing or explicit language or audio/video content, including Explicit, Rated R and Rated M content
- Damage or theft of Trackside or others property or equipment
- Entering restricted areas of the facility or grounds without a staff escort

## Discipline Policy

### Standards

Trackside works to ensure that the consequences for unacceptable behavior are clear, appropriate and timely.

Our standards, along with the expectation that all visitors use good common sense, exist to ensure that all visitors can safely enjoy our activities. We will not tolerate situations that are dangerous for staff or visitors.

Any visitor who disrupts programs or activities or creates a dangerous situation will be disciplined appropriately. Visitors who do not follow rules can expect to lose privileges. First-time offenses are never excused as such and will be handled based on their severity. Parents/guardians will be called to remove any teen who has failed to

curb his or her disruptive behavior and/or aggressive or violent behavior. Parents/guardians will be notified of any visitor's suspension from Trackside.

Visitors are expected to respond to discipline without incident. Failure to do so will almost always result in an increase in the length and/or severity of any disciplinary action taken. Staff are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance or manner.

### Consequences

In some cases issues with behavior may result in verbal coaching/counseling, loss of Trackside privileges, suspension from Trackside for a determined amount of time, or expulsion (a permanent removal).

### General Guidelines

Two warnings from staff in one day will result in loss of Trackside privileges for the remainder of the day and a possible suspension from all Trackside programs and events. Failure to respond to discipline without incident will almost always result in an increase in the length and/or severity of any disciplinary action taken.

Disrespect to staff or severe violations may result in immediate suspension from Trackside without warning.

Typical Suspension durations (individual circumstances may warrant longer or shorter suspensions):

- 1st Suspension - up to 2 weeks
- 2nd Suspension - 1 to 3 months
- 3rd Suspension - At least 6 months

Discipline and suspensions are at the sole discretion of the Trackside Director(s). Suspensions of 6 months or greater will additionally be aligned with the Trackside Board of Directors.

### **CoVid-19 Pandemic Requirements**

The CoVid-19 is a serious and significant health threat impacting the global community. In order to reduce the risk of possible transmission while at Trackside Teen Center, visitors, including youth, agree to abide by all posted signs, staff direction and requests regarding CoVid-19 safety and transmission mitigation while on the premises (indoors and outside). This may include but are not limited to wearing masks/face coverings\*, observing social distancing measures, washing hands/using

sanitizer, placing one's own trash in appropriate bins, returning equipment to designated places and health/contact screening. Visitors will be given 1 reminder/warning for failing to abide by stated rules and requirements. Subsequent failures to abide by stated rules and requirements may result in immediate suspension of Trackside permissions and access to the premises until further notice.

Visitors further agree to notify Trackside if a visitor receives a probable or positive SARS-CoV-2 test result within 14 days of being on the Trackside premises and participate in contact tracing should a request be made to do so.

\*health exclusions with proper documentation apply

By signing below, I indicate that I have read, understand and agree to abide by Trackside's Code of Conduct and Discipline Policy, including the CoVid-19 Pandemic requirements.

\_\_\_\_\_  
Youth Name (Printed)

\_\_\_\_\_  
Youth (Signature)

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date