



WARREN TOWNSHIP TEEN CENTER Parent Handbook

17801 W. Washington Street
Gurnee, Illinois 60031
Phone: 847-244-1101
Fax: 847-244-2822

Warren Township would like to welcome your child as a member of the Teen Center. For the most current updates please visit our website www.warrenteens.com. For more information or questions regarding membership please see a staff member.

Memberships are non-transferable, non-refundable, and are not prorated for any reason. This policy takes effect once the child is registered at the Teen Center.

Enclosed in your Parent Handbook you will find the Rules of the Teen Center. **(Please review all rules with your child before attending the Teen Center)**

Suzanne D. Simpson
Supervisor

During hours of operation, the best way to reach your child or Teen Center staff is **847-244-1101 ext. *459**.

George Iler
Clerk

Please note that the Teen Center staff *supervises only those youth inside the building or participating in structured Teen Center activities outside of the Teen Center*. Those children who leave the building are not the responsibility of the Teen Center staff. It is the responsibility of your child to notify you of their whereabouts on a daily basis.

Amy Sarver
Highway Commissioner

Charlie Mullin
Assessor

On your child's first day we require the registration form to be completed and signed by parents. Parents also need to be aware that the Teen Center should not be the only care plan for your child; please have back-up arrangements. While it is unlikely to occur, the Center does have a maximum capacity and may be required to shut its doors if more youth visit than can be accommodated. It is our priority to ensure a safe environment for those children in the center.

Donna L. Radke
Trustee

Bill Gill
Trustee

Kenneth B. Echtenacher
Trustee

We encourage all parents to pick up their children promptly at closing. The Teen Center will be enforcing a late fee. This will include **\$1.00 for each minute** that the child is left in staff care after Teen Center closing hours. To learn more about special events, clubs and field trips please pick up the flyers and calendars located at the front desk at the Teen Center or visit us online.

Mike Semmerling
Trustee

We look forward to seeing you soon and hope that this is the beginning of a long and healthy relationship. If you have any questions regarding the Teen Center services, please feel free to contact me at **847-244-1101 ext. *451**.
Sincerely,

Joe Doyle
Warren Township Teen Center Director

Teen Center Rules

General Rules

1. All participants must have a valid/current Teen Center membership.
2. The Teen Center has Zero Tolerance and is a “No Bully Zone.” This includes, but is not limited to, Physical, Verbal, Emotional, Psychological, and Electronic/Cyber bullying.
3. It is a member’s responsibility to sign in upon entering the Teen Center. If they choose to leave the building and remain on the property, youth are responsible for signing in and out of the open campus book so parents may locate their child throughout the park. (During winter months, open campus is not available due to darkness and safety)
4. Members that choose to leave the property are responsible for signing out at the front desk of the teen center each time they leave the property.
5. Abusive or profane language is strictly prohibited.
6. Shirts and shoes must be worn at all times.
7. No one should interfere with any Warren Township employee acting in the course of his/her official duties.
8. Warren Township is not responsible for personal items lost or stolen.
9. Damage to the Warren Township property will be the responsibility of the parents/guardians.
10. Food and drinks are to be kept in the Multipurpose room and the Arts and Crafts room only.
11. Cell phones may be used in accordance with all state, local and federal laws.
12. While on township property or while attending township-sponsored or township-related activities, whether on or off township property, sending, sharing, viewing, or merely possessing sexually explicit digital pictures, messages, text messages, emails, or other material of a sexual nature in electronic form, or other form, on a computer, cell phone, or other electronic device is strictly forbidden.
13. Persons under the influence of alcohol or drugs will be refused admission to the Teen Center and be subjected to arrest.
14. Alcoholic beverages, illegal drugs, tobacco products, smoking or vaping devices, weapons and firearms are strictly prohibited.
15. No gang activity is allowed on Township property.
16. Running indoors, putting hands on other members and roughhousing will not be permitted.
17. All members must obey NSRB ratings for all video games and computer games (E, T & T-13).
18. Members may bring their own games or movies from home if they obey NSRB Game ratings (E, T, approved T-13 games) and movie ratings (G, PG, approved PG-13) and they must be approved daily.
19. Fighting and play fighting, either inside the building or on Township property is prohibited.
20. Good sportsmanship and respect for others is required to be displayed by all Township participants and patrons.
21. Skateboards, shoes with wheels, roller blades, hover boards and scooters are not allowed to be used inside any Township building.
22. All threats made toward staff, park patrons, or other members may result in temporary or permanent suspension from the program.
23. Late fees will be enforced at all times. *(\$1.00 per minute late, after 5 minute grace period, in the event of tardiness due to emergency or unforeseen circumstance please notify the staff prior to closing.)
24. Food received at the Teen Center should be kept inside the building at all times.
25. Warren Township reserves the right to dismiss/revoke any person(s) that propose a threat or safety risk to the general well-being of all, including, but not limited to, behaviors or actions that take place off of Warren Township property.

Computer/ Video Game Rules

1. Members are responsible for signing on and off the computers.
2. Half hour time limit during school year hours, unless members are doing homework on computers. The summer time limit is 45 minutes for games and computers.
3. The internet is filtered; all computers are under Township surveillance for inappropriate activity.
4. Users of Warren Township Computer Labs have no explicit or implicit expectation of privacy.
5. Social Networking websites are to be used in accordance with parent rules.
6. Headphones must be used at all times while using any device or computer at the Teen Center.
7. All Printing must be approved by Teen Center Staff.
8. Privileges may be revoked at any time for misuse of Township property or extended use of computers.
9. Adult themed games are not permitted at any time.
10. Downloading anything to the computers is not permitted.
11. Changing settings on the computers is not permitted.
12. All members must obey NSRB Ratings on all video or computer Games (E, T & approved T-13 games)
13. Members doing homework will have priority access to the computers.
14. Food and drinks are not permitted in the computer lab or homework room.
15. Computer lab and homework room should be quiet at all times during the school year.

Open Campus Rules

1. The open campus book should be signed in or out when members enter or leave the building. (This is for the convenience of parents picking children up)
Please remember to write your full name, the time you leave and the time you re-enter the building.
2. Make appropriate pick up arrangements with parents/guardians in a timely manner.
3. While signed out of the Teen Center local, state and federal laws apply.
4. Teen Center Staff only supervise members inside the building.
5. Food purchased inside the Teen Center is intended for Teen Center members only and should be kept inside the building.
6. Any lost or damaged Township property or equipment will be the responsibility of parents/guardians.
7. When signing out for the day, or when members are not signed in, their belongings and personal items should not be left at the Teen Center.
8. All items that are left inside the Teen Center after closing hours can be picked up the following business day.
9. It is the parents/guardians responsibility to set and enforce any limitations/restrictions of where their child may go once they leave the building. * (Reminder: The Teen Center is a drop-in program: staff are not able to enforce parent/guardian limitations/restrictions)
10. Members signed in to the Teen Center should return to the Teen Center building **1 hour before closing** every day. The Teen Center reserves the right to close 1 hour early if there is low attendance.*
11. The Warren Township Staff has the right to review behaviors/activities outside of the Teen Center/Township property that may have a negative effect on the Teen Center, the safety and well-being of its participants, or the program as a whole.

* May not apply at Park City Teen Center

Helpful Information for Parents/Guardians

Gurnee Teen Center ID Cards

Members check in and out at the front desk through a photo ID card system. The first ID card is included with the registration fee. Replacement/Lost cards are **\$5.00 each**. If members forget their ID, they may sign in and out on the “No ID sign in/out sheet” at the front desk. Teen Center ID cards are **required** to check out our games or equipment.

Calendars/Activities

The Teen Center offers monthly calendars online outlining daily activities offered; Open Mic Nights (WTHS only) , FNA (middle school only), early release days, babysitting classes, parties, field trips, clubs. Calendars are available online at www.warrenteens.com and at the front desk.

Teen Center Closures

The Teen Center will be closed on days that District 50 closes due to weather or other emergencies. Please send your child with extra snacks (ie. sandwiches, juice boxes etc.). A microwave is available for members to use. (Kitchen/Snack Shop hours of operation will depend on staff availability)

Gurnee Teen Centers Drop in Procedures

The Staff only supervises inside of the Teen Center building, and is not responsible for members that leave the building. Youth should be able to function independently and communicate their whereabouts with parents. We encourage parents to discuss limitations with their children as it pertains to leaving the campus and signing in and out of the Open Campus book at the front desk. We encourage members to take responsibility and be accountable for where they are located while signed into the Teen Center. The Open Campus book is for parents’ convenience when picking up their child. We also encourage parents to discuss computer usage and website limitations with their child. **All participants are expected to follow all rules and procedures of the program and to follow the reasonable instructions of the staff and supervisors of the program.** We have a suggestion box located by the snack shop. Please feel free to drop us a suggestion anytime.

Contact Information:

Gurnee Teen Center		
Gurnee Teen Center Front Desk: (847) 244-1101 ext. *459	Joe Doyle Teen Center Director Office (847) 244-1101 ext. *451 Cell (847) 815-0827 Email joed@warrentownship.net	Alexi Ragans-Stauffer Assistant Teen Center Director Office (847) 244-1101 ext. *452 Cell (847) 715-8401 Email alexis@warrentownship.net

Park City Teen Center	
Park City Teen Center Front Desk: (847) 596-2289	Christie Smuda Teen Center Director Office (847) 244-1101 ext. *865 Cell (847) 366-9728 Email christies@warrentownship.net

Youth and Family Services
Adam Krieger Executive Director Office (847) 244-1101 ext. *402 Email akrieger@warrentownship.net