



**~WELCOME TO THE**  
**WARREN TOWNSHIP TEEN CENTER~**  
**Member Packet**  
**2011-2012**

Dear Parents,

The staff at Warren Township would like to welcome your child as a member of the Teen Center. We have received your application and payment of Cash\_\_\_\_\_ Check #\_\_\_\_\_ in the amount of \$\_\_\_\_\_. 00

For more information or questions regarding membership please see the director. Memberships are nontransferable, nonrefundable, and are not prorated for any reason. This policy takes effect once the child is registered at the teen center.

**Enclosed in your welcome packet you will find:**

- **Participant liability form (must have before first day of attendance)**
- **Medical information form (must have before first day of attendance)**
- **Rules and regulations of the Center (must have before first day of attendance)**
- **Photography waiver**
- **Computer lab rules**
- **Telephone rules**
- **Parent Letter**

I would also like to take this opportunity to reassure you that your child will be well supervised inside “The Silo” by a team of trained staff. The best way to find your child is by calling the **front desk ext. 459**. Please note that the teen center staff ***will supervise only those youth inside the building.*** Those children who leave the building are not the responsibility of the teen center staff. On your child’s first day we must have all paper work completed.

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 handled. It is our priority to ensure a safe environment for those children in the center.

I 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.

This year we will be involved with special events, clubs and field trips. Please pick up the flyers and calendars located on the wall next to the front desk at the Teen Center to keep you updated or visit us online.

We look forward to seeing you soon, and hope that this is the beginning of a long-lasting and healthy relationship. If you have any questions regarding the Teen Center hours, please feel free to contact me at

847-244-1101 x 451; [WWW.WARRENTOWNSHIP.NET](http://WWW.WARRENTOWNSHIP.NET).

Sincerely,  
Joe Doyle

Warren Township Teen Center Director

Warren Township Teen Center

Video/Photography Waiver

I \_\_\_\_\_ give permission for my son/daughter(s) photograph and name to be used by Warren Township and the Teen Center for advertising, promotional efforts, publicity and other legal purposes. I hereby waive any claim from Warren Township and the Teen Center of compensation and all publicity rights, privacy rights, and all causes of action against Warren Township for the use of any such Photographs.

I also waive any right to inspect the Photographs and any advertising or promotional copy that may be used in connection therewith. I hereby assign the Warren Township including the Teen Center any and all rights, title and interest in and to the copyright in the Photographs, and in any renewals and extensions of copyright that may be secured under the law now or in any other country or countries.

The rights granted herein may be exercised by Warren Township at any time hereafter for perpetuity, without limitation. I have read and intend to be legally bound by the terms of this Consent and Release.

Child's name \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Health and Emergency Card

Child's Name \_\_\_\_\_ M \_\_\_ F \_\_\_ Grade \_\_\_\_\_  
Nombre del estudiante \_\_\_\_\_ Grado \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Direccion \_\_\_\_\_ fecha de Nacimiento \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Ciudad, Estado, Codigo postal \_\_\_\_\_ telefono \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
Nombre de los padres o guardians \_\_\_\_\_

Address \_\_\_\_\_  
Direccion \_\_\_\_\_

Mother's Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Telefono de casa del madre \_\_\_\_\_ telefono del trabajo \_\_\_\_\_ telefono celular \_\_\_\_\_

Father's Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Telefono de casa del madre \_\_\_\_\_ telefono del trabajo \_\_\_\_\_ telefono celular \_\_\_\_\_

Emergency contact(1) \_\_\_\_\_ Relationship \_\_\_\_\_  
En caso de emergencia avisara \_\_\_\_\_ Relacion \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Telefono de casa \_\_\_\_\_ telefono del trabajo \_\_\_\_\_ telefono celular \_\_\_\_\_

Emergency contact(2) \_\_\_\_\_ Relationship \_\_\_\_\_  
En caso de emergencia avisara \_\_\_\_\_ Relacion \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Telefono de casa \_\_\_\_\_ telefono del trabajo \_\_\_\_\_ telefono celular \_\_\_\_\_

## Medical Information

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Nombre del doctor \_\_\_\_\_ telefono \_\_\_\_\_

Health Problems \_\_\_\_\_  
Problemas de salud \_\_\_\_\_

Seizures \_\_\_\_\_ Diabetes \_\_\_\_\_ Asthma \_\_\_\_\_  
Ataques \_\_\_\_\_ Diabetes \_\_\_\_\_ Asma \_\_\_\_\_

Allergies (list) \_\_\_\_\_  
Alergias \_\_\_\_\_

Medications \_\_\_\_\_  
Medicinas \_\_\_\_\_

Sugeries \_\_\_\_\_  
Operaciones \_\_\_\_\_

Hopitilizations \_\_\_\_\_  
Hospitalizaciones \_\_\_\_\_

Vision Problems Yes \_\_\_ No \_\_\_ Wears Glasses Yes \_\_\_ No \_\_\_ Wears contacts Yes \_\_\_ No \_\_\_  
Problemas Visuales \_\_\_\_\_ Usa Anteojos \_\_\_\_\_ Usa contactos \_\_\_\_\_

Hearing Problems \_\_\_\_\_ Wears Aid(s) Yes \_\_\_ No \_\_\_  
Problemas oculisticos \_\_\_\_\_ Usa aparato de oido \_\_\_\_\_

Bone/Joint Problems Yes \_\_\_ No \_\_\_  
Problemas de los huesos/tendons \_\_\_\_\_

Any problems that would limit participation in sports or activities? \_\_\_\_\_  
Algun problema que limite participacion en deportes o actividades \_\_\_\_\_

Other Helpful or useful Information \_\_\_\_\_  
Otra informacion util \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Firma de los padres \_\_\_\_\_ fecha \_\_\_\_\_

**Participant Liability Waiver and Hold Harmless Agreement  
2011-2012**

*Please read this form carefully and be aware that by registering for and participating in this program, or by registering your minor child/ward for participation in this program, you will be waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program and you will be required to indemnify, hold harmless and defend Warren Township for any claims arising out of the participation of \_\_\_\_\_ in any activity (hereinafter referred to as “**Program**”) sponsored by the Department of Youth and Family Services, including but not limited to transportation to and from events.*

**Risk of Injury:** As a participant in the program, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury involved with participation in the Program, and I agree to assume the full risk of injuries, including death, damages or losses which I or my minor child/ward may sustain as a result of participating in any and all activities associated with this Program.

**Waiver of Injury Claims:** I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the Program.

**Release from Liability:** I do hereby fully release and discharge Warren Township and its officers, agents, and employees from any and all claims from injuries including death, damage, or loss which I or my minor child/ward may have or which may occur on account of participation in the Program.

**Indemnity and Defense:** I further agree to indemnify, hold harmless and defend Warren Township and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the Program.

In the event of any emergency, I authorize Warren Township to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my minor child’s/ward’s immediate care and agree that I will be responsible for payment of any and all medical services rendered.

**Refund policy:** Memberships are nontransferable, nonrefundable, and are not prorated for any reason. This policy takes effect once the child is registered at the teen center.

I have read and fully understand and agree to the above stated conditions of participation in the Program.

\_\_\_\_\_  
Print Name of Participant

\_\_\_\_\_  
Print name of Parent/Legal Guardian  
(Under 18)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Teen Center Schedule 2011-2012

## Hours of Operation

### School Year hours

**The Gurnee Teen Center** will open at **2pm** and close at **7:00** Monday through Thursday

The Gurnee Teen Center will open at **2pm** and close at **5:00 pm** on all Fridays

**The Park City Teen Center** will open at **2pm** and close at **7:00** Monday through Friday

Both Teen Centers will be closed on Snow Days or School Emergency Closings

### Summer program hours

Monday through Friday the *Gurnee Teen Center* will open at **8am** and close at **6:00pm**.

Monday through Friday the *Park City Teen Center* will open at **1:00 pm** and close at **6:00 pm**

### Gurnee Teen Center Closing Dates 2011-2012

May 30, 2011 Center closed for Memorial Day

June 10<sup>th</sup>, 2011 Center closed for staff training

July 4<sup>th</sup>, 2011 Center closed for Independence Day

August 12<sup>th</sup>, 2011 Center closed for Gurnee Days Events

August 22<sup>nd</sup>, 2011 Center closed for staff training

August 23<sup>rd</sup>, 2011 Center closed for staff training

September 5<sup>th</sup>, 2011 Center closed for Labor Day

### October 10-14<sup>th</sup> Center closed for haunted house

November 11<sup>th</sup>, 2011 Center closed for Veterans Day

November 23<sup>rd</sup>-25<sup>th</sup>, 2011 Center closed for Thanksgiving Holiday

December 22<sup>nd</sup> 2011-January 4<sup>th</sup> 2012 Center closed for Winter Break

January 16<sup>th</sup>, 2012 for Martin Luther King Day

February 20<sup>th</sup> for Presidents Day

March 5<sup>th</sup> for Casimir Pulaski Day

March 23<sup>rd</sup> - April 1<sup>st</sup> 2012 for Spring break

April 6<sup>th</sup> 2012

May 28<sup>th</sup> 2012 Center closed for Memorial Day

**Gurnee Teen Center-Any day District 50 is closed due to weather the teen center will be closed**

**Park City Teen Center- Any day District 60 is closed due to weather the teen center will be closed**

### Early Release

The Gurnee Teen Center will be opened at the time of Woodland

Middle School, District 50 early dismissal and will close at the normal scheduled time.

**\*Note the Gurnee Teen Center is closed during the Week of 10/10-10/14 for the Haunted Teen Center**

*Please note:*

*Dates are subject to change reflecting District 50 school calendar*

# **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 the time you left and the time your re-entered the building.*

- 2. Make appropriate pick up arrangements with parents/guardians.**

*The staff is NOT responsible for locating members outside.*

- 3. While signed out of the teen center; local, state and federal laws apply.**

- 4. Teen Center Staff only supervises members inside the building.**

- 5. Food purchased inside of the Teen Center is intended for teen center members.**

- 6. Any damage to equipment or Township property will be the responsibility of the family to replace or pay for.**

- 7. Back packs should not be left at the Teen Center when signing out for the day or when members are not signed in.**

- 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 responsibility of the parents to set and enforce any limitations/restrictions of where there child may go once they leave the building.**

- 10. All equipment borrowed from the Teen Center should be returned 1 hour before closing.**

# Important Parent Information

**ID Cards**-Member will now check in and out at the front desk through a photo ID card system.

Replacement/Lost cards are \$5.00!!!

Teen Center offers monthly calendars at the front desk outlining activities offered; Open Mic nights (WTHS only) , FNA (middle school only), early release days, babysitting classes, holiday parties, field trips, clubs...and much more.

**Teen center will close any days that district 50 closes due to in climate weather or other emergency closing days.**

Parents...Please send your child with extra snacks, sandwiches, juice boxes, soup or food that we can microwave for them at the center.  
(Snack Shop hours of operation will depend on staff availability)

Check us out on the web at: [www.warrentownship.net](http://www.warrentownship.net). *Please check the website daily! We have important information in regards to: closing dates, special events times and registration deadlines and also, early dismissal drop off and pick up times.*



**We are now on facebook, search us at Warrentownship teencenter**

Teens may sign themselves in and out daily. We encourage parents to discuss their limitations with teens as it pertains to leaving the campus and signing in and out. The Teen center Staff only supervises inside of the Teen Center. We also encourage parents to discuss computer usage and website limitations with your child.

**DON'T HESITATE TO CALL!** We'd love to hear from you!!  
We have a suggestion box located by the snack shop! Please feel free to drop us a suggestion anytime - call (847) 244-1101 x 459 - [teeninfo@warrentownship.net](mailto:teeninfo@warrentownship.net)

## **Computer Lab Rules 2011-2012**

**Please return when registering for the Teen Center**

- ❑ You must sign **On and Off** the computers, 30 minute time limit.
- ❑ The internet is filtered; all computers are under township surveillance for inappropriate behavior.
- ❑ Users of Warren Township Computer Labs have no explicit or implicit expectation of privacy.
- ❑ Social Networking websites are to be used in accordance with parent rules (including Myspace, Facebook, Youtube, or Twitter).
- ❑ Half Hour time limit, unless members are doing homework.
- ❑ No speakers will be used without \*headphones.  
\*(Members must supply their own headphones while listening to music at the Teen Center.)
- ❑ All Printing must be approved by Teen Center Staff.
- ❑ Privileges may be revoked at any time for misuse of Township property or extended use of computers.
- ❑ **CHAT ROOMS AND INSTANT MESSAGING WILL BE NOT ALLOWED AT THE TEEN CENTER AT ANY TIME.**
- ❑ Violent games are not permitted at any time.
- ❑ Downloading anything to the computers is not permitted.
- ❑ Changing settings on the computers is not permitted.
- ❑ All members must obey NSRB Ratings on all video or computer Games are (E, T & approved T 13 games)
- ❑ Members doing homework will have priority of the computers.
- ❑ Food and Drinks are not permitted in the computer lab or homework room.
- ❑ Cell phones need to be used in the front room.

## **Warren Township Teen Center Rules**

---

## 2011-2012

---

- All participants of “The Silo” must have a valid/current Teen Center membership.
- The Teen Center has Zero Tolerance and is a “No Bully Zone.”
- Once the Teens are signed in and choose to leave the building, they should be logging in and out of the open campus book so parents may located their child. (during winter months the campus will remain closed due to darkness and safety.)
- Teens leaving the campus should be swiping their ID card or signing out on the “No ID sheet” at the front desk.
- Abusive or profane language is strictly prohibited.
- Shirts and shoes must be worn at all times.
- Shoes with wheels are not allowed in the building.
- No one should interfere with any Warren Township employee acting in the course of his/her official duties.
- Warren Township is not responsible for personal items lost or stolen.
- Food and drinks are to be kept away from equipment, computers and furniture in the loft.
- Cell phones may be used in the front area only, failure to do so will result in the loss of cell phone privileges for the day. Picture or videos are not permitted to be taken in buildings without Warren Township approval.
- Persons under the influence of alcohol or drugs will be refused admission to the Teen Center and be subjected to arrest.

- **Alcoholic beverages, illegal drugs, tobacco products, and firearms are strictly prohibited.**
- **No Gang activity is allowed on Township property.**
- **Running indoors and other roughhousing will not be tolerated.**
- **All members must obey NSRB ratings for all X box 360, PS2/3, Wii, Game Cube and computer games (E, T & approved T-13).**
- **Fighting, either inside the building or on Township property is prohibited.**
- **Skate boards and roller blades are not allowed in the buildings.**
- **All threats made toward staff and other Center members may result in temporary or permanent suspension from the WTC.**
- **Late fees will be enforced at all times.**
- **Food purchased at the teen center should be kept inside the building at all times.**

## **VISIT US ON THE WEB**

**[HTTP://WWW.WARRENTOWNSHIP.NET/TEEN-CENTER-THE-SILO](http://www.warrentownship.net/teen-center-the-silo)**

**THE TEEN CENTER STAFF SUPERVISE MEMBERS  
INSIDE OF THE TEEN CENTER ONLY!**

**I HAVE RECEIVED THE WELCOME PACKET AND  
HAVE ALSO READ AND UNDERSTAND ALL OF**

**THE TEEN CENTER RULES, THE OPEN CAMPUS  
RULES, AND THE COMPUTER RULES. I  
UNDERSTAND THAT A MEMBERSHIP MAY BE  
REVOKED DUE TO ANY VIOLATION OF THESE  
RULES.**

**SIGNED MEMBER** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNED PARENT** \_\_\_\_\_

**DATE** \_\_\_\_\_