



## **Augusta Teen Center (ATC) Member Handbook 2023-2024**

The Augusta Teen Center (ATC) exists to serve the teenagers of the Augusta area. We provide caring adults and a safe place where they can learn marketable skills, healthy living habits, and have opportunities to give back to the community. In order to achieve this vision, we rely on both teen and parental support to help in creating a safe club environment for all our members. The programs at the Boys & Girls Club Augusta Teen Center are available to any youth grades 7th through 12th, from anywhere in Maine. Thanks to our wonderful community sponsors, state and federal funding and many amazing grants we participate in all our programs at the Augusta Teen Center are offered to our members for **NO COST** to the member or their family.

**The following is a handbook created for parents and teens to understand the expectations of the Augusta Teen Center and its members.**

***MAKE SURE TO LIKE US ON FACEBOOK FOR THE MOST CURRENT UPDATES!!***

### **Primary Staff Members:**

Christopher Maloney	Executive Director
Ashley Healey	Assistant Director
Elizabeth Schneider	Program Coordinator

### **Contact Information:**

**Address:** Boys & Girls Club of Augusta 244 Water Street . Augusta, ME 04330  
**Phone:** 207-622-0452  
**Email:** [info@augustateencenter.org](mailto:info@augustateencenter.org)  
**Website:** BGCAM.org  
**Facebook:** fb.me/BGCAMaine

### **Hours of Operation:**

**Summer Program: Monday through Friday 10am-4pm**  
**School Year: Monday through Friday 7am-5pm**  
Roads to Success & Restorative Programs: 7am-1pm  
After School Program: 2pm-5pm

**\*Like us on Facebook for storm & Holiday Closings**

**Weekly program activities and daily updates will be provided on Facebook (<https://www.facebook.com/BGCAMaine/>) or by calling the club at 622-0452.**

***Please review this packet with your teen, complete all necessary forms, and return the packet with your teen the next time they visit the Augusta Teen Center.***



## Student Enrollment Form

### Student Information:

Full Name: \_\_\_\_\_ Preferred/NickName: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Pronouns: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teen's Email: \_\_\_\_\_ Teen Phone #: \_\_\_\_\_

Sizes - Shirt: \_\_\_\_\_ Pants: \_\_\_\_\_ Shoes: \_\_\_\_\_ 1st Year @BGCAM: \_\_\_\_\_

Names of Siblings/Age: \_\_\_\_\_

### Parent/Guardian Information:

#### Parent/Guardian Information #1

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Home #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell#: \_\_\_\_\_ Work#: \_\_\_\_\_

Address if different from above: \_\_\_\_\_

#### Parent/Guardian Information #2

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Home #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell#: \_\_\_\_\_ Work#: \_\_\_\_\_

Address if different from above: \_\_\_\_\_

### Student Data (used for required state & federal reports)

- *Ethnicity:* (Circle One) Hispanic/Latino/Spanish origin or Non-Hispanic/Latino/Spanish origin
- *Race:* (Circle One) White Black Asian American Indian Alaska Native  
Native Hawaiian/Pacific Islander Other: \_\_\_\_\_
- Has a member of your family served in the military?(Circle One) YES NO
- Active: (Circle One) YES NO Relation and Branch: \_\_\_\_\_
- Eligible for free or reduced lunch?(Circle One) NO FREE REDUCED
- TANF? (Circle One) YES NO
- Are there Medical or physical concerns that may limit participation in the program?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_



## Health History & Emergency Contact Form

**Members Full Legal Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**HEALTH CONDITIONS:** *past or present please check all that apply*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Arthritis                   | <input type="checkbox"/> Fainting/Dizzy Spells                      | <input type="checkbox"/> Musculoskeletal Disorders        |
| <input type="checkbox"/> Asthma                      | <input type="checkbox"/> Headaches/Migraines                        | <input type="checkbox"/> Mental/Psychological Disorder    |
| <input type="checkbox"/> Hearing Impairment          | <input type="checkbox"/> Eyesight Impairment                        | <input type="checkbox"/> Speech Impairment                |
| <input type="checkbox"/> Bleeding Disorder           | <input type="checkbox"/> Heart Defects/Disease                      | <input type="checkbox"/> Convulsions/Epilepsy/Seizures    |
| <input type="checkbox"/> Hernia                      | <input type="checkbox"/> Diabetes                                   | <input type="checkbox"/> Hypertension/High Blood Pressure |
| <input type="checkbox"/> Kidney/Bladder Illness      | <input type="checkbox"/> Eating Disorders (Anorexia, Bulimia, etc.) |   |
| <input type="checkbox"/> Dietary Restrictions: _____ |   | <input type="checkbox"/> Other: _____                     |

**Please explain in any items checked above:** \_\_\_\_\_

**List of current daily medications:** \_\_\_\_\_

**KNOWN ALLERGIES:** Please list any allergy including severity/treatment/date of last reaction

Does a member suffer from Anaphylaxis?  Yes  No    Carries an Epipen?  Yes  No  
Carries an inhaler?  Yes  No    Immunizations up to date, including Tetanus?  Yes  No

**OVER THE COUNTER MEDICATIONS:** *Parent/Guardian of Minors: My child has permission to take the following medications in case of accident, injury, or minor illness while at the Augusta Teen Center.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Tylenol / Acetaminophen  | <input type="checkbox"/> Ibuprofen (pain/swelling)   | <input type="checkbox"/> Pepto Bismol   |
| <input type="checkbox"/> Sudafed / Decongestant   | <input type="checkbox"/> Tums / Antacid              | <input type="checkbox"/> Cough Medicine |
| <input type="checkbox"/> Benadryl / Antihistamine | <input type="checkbox"/> Skin or Anti Itch Ointments | <input type="checkbox"/> Sunscreen      |
| <input type="checkbox"/> Other: _____             |  |   |

**EMERGENCY CONTACT:** *in the event we are unable to reach Parents/Guardians*

Emergency Contacts Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

**SIGNATURE:** As Parents/Guardians: This Health History Form is complete and accurate and I will report any change to the health information to The Augusta Teen Center as soon as possible.

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

## MEMBERS AGREEMENT

Once you and your teen have read the policies detailed in the Augusta Teen Center Policies on our website please complete below and sign with your teen to confirm your understanding of the expectation of all our members at the Augusta Teen Center.

Please return this form along with the student enrollment form, health history form, small trip permissions form, and parent consent form. If your teen is prescribed medication that will need to be administered during center hour we will need to schedule a time to discuss our medication policy.

*-Thank you, The Augusta Teen Center*

**Approved Activities: Please initial each you give permission for your teen to participate.**

- \_\_\_\_\_ I give permission for **student data to be shared with our funding sponsors and program collaborators**, such as JMG, MaineGeneral Community Health programs, Augusta School.
- \_\_\_\_\_ I agree to allow the ATC to **use photographs or video** which may include: promotional purposes and news media during ATC activities, at the ATC and at other project locations.
- \_\_\_\_\_ **Transportation home by KVCAP**, program staff or authorized volunteers when necessary
- \_\_\_\_\_ **Transportation to supervised activities** by program staff or authorized volunteers.
- \_\_\_\_\_ **I give the teen center staff permission to seek emergency medical treatment** and transport members to the nearest Hospital Emergency Room if necessary.
- \_\_\_\_\_ **Onsite program activities** (includes mentoring, sports, crafts, games).
- \_\_\_\_\_ **Off-site activities/field trips** (Note: A separate permission form will be required for any activity that involves a significant level of safety risk).
- \_\_\_\_\_ Give consent for my **child to leave the ATC unsupervised:**
- Note: \_\_\_\_\_

***By signing below you hereby acknowledge you have read, understand and agree to the information, policies, and permissions of the Augusta Teen Center. The Polices include the following: Member Code of Conduct Policy, Member Expectations, Dress Code Policy, COVID-19 Policy, Member Technology Policy, Transportation Statement, Small Group Trips Permissions, and Parent Consent forms.***

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

-----  
**Staff Sign-off:** \_\_\_\_\_ *Member Permissions* \_\_\_\_\_ *Health History Form*

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Entered



**Small Group Field Trip Permission Form**

I **parent/guardian** \_\_\_\_\_, give my permission for  
\_\_\_\_\_, to participate in small group field trips this summer.

**These trips may consist of:**

- A small group of teens and staff going in the ATC van to explore some fun places in Maine this summer. Some places we might visit are: State parks, nature trails, beaches, and Vaughan Woods. Teens may go exploring downtown Portland, Gardiner, or Hallowell. (Once teens choose a group more information will be available as to the dates and locations of these trips.)
- The group trips will depart from the teen center at 9am and return by 4pm.
- Food and snacks will be provided, although teens will need to bring their own spending money.
- ***Attending members will need to be on best behavior leading up to the trip and most of all, during the trip. The ATC Directors reserve the right to remove a member from the trip for behavior reasons.***

If you have any questions or concerns please call the Boys and Girls Club at 622-0452 and speak with Ashley or Chris.

**Signed:**

Teen Member \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Please list any relevant health concerns:**

---



---



---



## Parent/Guardian Consent Form

I, the parent or legal guardian of (teen name) \_\_\_\_\_ hereby give my permission for my child to participate in the Mentoring Program at the Boys & Girls Club and understand that this program will benefit and support my teen to learn and grow in areas they are interested in exploring.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program will last one year and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed name of Parent/Guardian)

\_\_\_\_\_  
Phone Number

***Thank you,  
The Augusta Teen Center***



## Edge Program - Parent Permission Form

**The Edge Program:** At the Augusta Teen Center, we have been working with numerous local businesses that typically hire first time job seekers. The common feedback that we hear is that teens do not have the basic skills needed for these jobs. Skills such as being to work on time, putting away their cellphones, and interpersonal skills are skills that many teens lack.

The Edge Program was created to help teenagers gain these valuable work skills along with workplace training, and practical workplace experience. This will help each teen explore different job and career options, while they learn the skills that will help them become successful in those first time jobs.

The Edge Program will include a food service track, a retail track, and other tracks designed around job interests. We will be seeking partner businesses to share their experience with teens to help them understand the realistic needs of these businesses. This will not only teach teens valuable skills, but also partner teens with local businesses to job shadow and get to learn hands on. Additionally, this will also provide a benefit for partner businesses, who will be connected with potential employees that will have a positive edge to be successful at their first job.

**The Edge Program Activities:** As a participant in the edge program teens will take part in many different activities. All of these activities will be supervised by an Augusta Teen Center adult mentor. Some of the activities that will include: business exploration walk of downtown Augusta Businesses, job shadows, trainings such as first aid/ CPR, Servsafe, OSHA, as well as field trips to different businesses to explore different work environments, career opportunities, and learn from a wide range of employees and business owners to help them navigate and plan for their future.

**Parent/Guardian Permission:**

I, \_\_\_\_\_ give permission to  
(Full Name of Parent/Guardian)

\_\_\_\_\_, date of birth: \_\_\_\_\_  
(Full Name of Teen Participant)

*to participate in the Augusta Teen Center's Edge Program Activities and allow my teen to be a part of any photos or videos taken during edge activities that may be shared with Edge program sponsors or in program updates.*

**Signatures:**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**Transportation Statement & Sign Up Form**

The Augusta Teen Center is limited in regards to our ability to transport teens. The ATC is, however, working to provide transportation for teens who need help getting to and from the Augusta Teen Center due to extenuating circumstances who live within a 3 mile radius of the teen center. While we know that transportation is a challenge for many people, unfortunately, we are limited in the number we are able to provide transportation for. If your teen will need transportation to and from ATC please fill out the following information for our review. **We will only be able to provide transportation to members who by no other means would have transportation to ATC.**

**Teens Name:** \_\_\_\_\_ **Teens Phone #:** \_\_\_\_\_

**Pick Up/Drop Off Address:** \_\_\_\_\_

**Parents Name:** \_\_\_\_\_ **Parents Phone#** \_\_\_\_\_

**Needs Ride To ATC: (circle all needs)** Monday    Tues.    Wend.    Thur.    Friday

**Needs Ride Home: (circle all needs)** Monday    Tues.    Wend.    Thur.    Friday

**Please Explain Reasons for Transportation Need:** \_\_\_\_\_

\_\_\_\_\_

Behavior and following safety rules during the ride will be **required** with the knowledge that a member will forfeit their spot on the ride list if behavior is not remedied. These rides are a privilege, and safety is a major concern at this time, teens will be expected to be on their best behavior or lose that privilege.

**Teen Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If you have any questions please email  
ATC at [info@augustateencenter.org](mailto:info@augustateencenter.org) or call ATC at (207) 622-0452





## **Member Code of Conduct Policy**

We want to provide an environment that is free from conflict, distraction, or intimidation. The following conduct is prohibited:

1. Disregard of direction or command of authorized personnel.
2. Disruption and/or interference with the normal and orderly conduct of the ATC.
3. Physical abuse or assault of an ATC employee, member, or any individual.
4. Possession of a weapon or any object that can be considered dangerous.
5. Possessing, using, selling, or attempting to sell any illegal substances.
6. Destruction of, or attempting to destroy, ATC property or the property of another individual. (Repair or replacement cost will be charged to the parent).
7. Use of profanity, vulgar, or obscene language and gestures.
8. Bullying of any form either while on Club property or reported by other members as a result of cyber-bullying or other methods.
9. Extortion, coercion, blackmail, or forcing another member or person to act against their own will.
10. Engaging in verbal abuse such as name calling, ethnic, or racial slurs, or using derogatory statements to other members, personnel or other individuals.

### **Cost of Membership**

At this time, there is no membership fee for teens to participate in our programs. However, members are expected to help with Club clean-up and to participate in the food program. This helps to support the club.

### **Cell Phones - Member cell phones will be limited to:**

1. Beginning of the day until the first member meeting.
2. End of the day after the last member meeting and all club clean-up is complete.
3. During staff-defined member breaks.
4. Parents can call the club phone or the club Directors to contact teens during non-break times.

### **Member Suspension**

The Director may suspend any member whose conduct warrants it. The parent or legal guardian will be contacted immediately when that member is suspended and will have an opportunity to discuss the member's behavior.

## Member Expectations

*Here at the Augusta Teen Center our members have developed the following list of member expectations that each member should follow while at the Teen Center:*

- Respect Everyone!
- Respect the Teen Center Space, Supplies & Rules!
- Be A Positive Role Model & Lead By Example
- Think Before You Speak & Be Mindful of Other Peoples' Triggers
- Use Appropriate Language NO SWEARING!
- Cell Phones and Electronics Must Be Kept Away During Activities
- DO NOT Enter Staff Areas Unless You Ask
- Sign Up & Be Responsible For A Daily Job
- NO PDA (Public Display of Affection)
- Communicate Issues with Staff. NO Drama, Bickering or Arguing
- NO Sharing Hats/Clothing or Personal Items
- NO Blankets or Stuffed Animals at The Teen Center
- Participate in Afterschool Activities
- You Are Responsible For ALL Personal Belongings That You Bring Into Club (Phone, Electronics, Clothing, Etc.)
- Take Responsibility For Your Actions, You Control You!
- Clean Up After Yourself & Help Others Too!
- Help Us Provide A Safe Atmosphere For All Teens & Staff

To be a member at the Augusta Teen Center it is important you have read, understand and discuss any questions you may have about the expectations here at the Boys & Girl Club Augusta Teen Center. If you can not follow these expectations the Director may suspend any member. The parent or legal guardian will be contacted immediately when the member is suspended and will have an opportunity to discuss the member's behavior and discuss the requirements for reentry to the teen center programs.



## **Dress Code Policy**

Self-expression, especially through hair and clothing, is an important part of one's identity. However, in order to maintain a safe, comfortable environment for all members, the Augusta Teen Center does require that some rules apply to all members and staff regardless of age, gender, or any other factor.

### **The Augusta Teen Center requires:**

- Shirts have straps or sleeves.
- The body should be covered so that underwear or areas normally covered by undergarments are not visible.
- See-Through or Mesh Clothing is not unless appropriate clothing is worn underneath.
- Clothing that endangers safety cannot be worn(ex: Spiked gloves/pants, cleats, etc.)

### **Clothing Displaying Any of the following are deemed inappropriate**

- Illegal Content
- Lewd or Sexual Content or Vulgar, discriminatory or obscene language or images
- Alcohol, Tobacco, Marijuana, or other drugs
- Weapons
- Statements, depictions or implications of hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification

**Keep in mind that the Teen Center is an active place. Please dress appropriately for activities and the weather. Clothing should not be a barrier to participation in activities.**

The Teen Center Suggests:

- Wearing shorts underneath skirts/dresses for comfort and movement
- Wearing shoes comfortable for running over rough terrain
- Swimwear should follow the dress code. . If no appropriate swimwear is available, a T-shirt and shorts can be worn or provided. Staff also suggest bringing dry clothing to change into after any swimming or water-based activities.
- In cold/rainy weather members should wear appropriate footwear (like boots), hats, and jackets. Bring gloves or mittens if possible

Teens who are found to be wearing inappropriate clothing will be asked to change. We encourage teens to come prepared for the day, dress for the weather, and be ready to move around! Repeated dress code infractions may result in a meeting with the ATC Directors to discuss the matter moving forward. We at the Augusta Teen Center want to ensure a safe, fun, comfortable environment for all attendees.

## Member Technology Policy

Access to the Internet, email and other technology is a privilege and carries responsibilities reflecting responsible and ethical use. The following guidelines apply to all member users, whenever they access any of the August Teen Center's technology and network connections.

1. The Clubs' technology and network has been established for educational purposes limited to classroom activities, school-to-career development, and scholastic research on appropriate subjects.
2. The Clubs' network has not been established as a public access service. Although there will be times where members can use the network for games, entertainment, etc., this use will be defined by the club staff. Members are expected to comply with this expectation.
3. Upon approval from ATC staff, non-ATC computers may be used for homework purposes.
4. All ATC and non-ATC computers used by members will be in open areas where the monitors are visible to staff at all times.
5. All games, movies, and music used in the club will be approved by Club staff.
6. You must not attempt to gain unauthorized access to the Clubs' network or another person's account. These actions are illegal, even if only for the purpose of "browsing."
7. You must not use the Clubs' network to engage in any illegal activity.
8. You must not use the Clubs' network for threatening the safety of another person.
9. You are responsible for any individual user accounts and should take all reasonable precautions to prevent others from being able to use your account.
10. Do not look for security problems, because this may be construed as an illegal attempt to gain access.
11. Installing additional software on the Club computers is not permitted.
12. Violations may result in the loss of access, as well as other disciplinary or legal actions.