

Hours of Operation

- On school days, the Youth Center is open Monday through Friday from 3:15 pm-5:00 pm for 1st through 5th grade students and 3:15-8:00pm for 6th-12th grade students.
- Saturday and Sunday hours are 3pm-5pm for 1st-5th grade students and 3pm-8pm for 6th-12th grade students.
- On early release days and vacation days during the school year the Youth Center will open at 12pm with the above closing times.
- Summer hours are 12pm-5pm for 1st-5th grade students and 12pm-8pm for 6th-12th grade students daily.
- The Youth Center is closed on some holidays, please check the monthly calendar for holiday closings.
- In an extreme situation the Youth Center could be closed due to staff shortages, inclement weather, or building safety issues. Every measure will be taken to inform the public including school announcements, Facebook posts, and tribal emails.

Youth Center General Policies

Any participants of Youth Center sponsored activity on or off the property must abide by the following policies:

- Alcohol, commercial tobacco, vape pens, and drug use on Youth Center property or sponsored activity is strictly prohibited.
- Imitation or real weapons, fireworks, lighters, aerosol sprays, flammable liquids, and any clothing that promotes drug and alcohol or gang affiliation are prohibited.
- Youth Center staff will not be responsible for administrating any kind of medication to any youth at any time.
- All participants need to wear appropriate clothing and footwear.
- Participants need to responsible for any personal items. The Youth Center is not responsible for any lost or stolen items.
- Cell phone use is prohibited in bathrooms or locker rooms for participants' privacy.
- Youth Center equipment and materials are for use in the Youth Center Programs only and are not to be removed from the property.
- All youth should respect Youth Center equipment and will be held responsible for damage or theft.
- Phone use is allowed for youth to contact parents/guardians to arrange transportation or relay messages.
- Youth are not allowed on Youth Center property outside of operational hours.
- Youth must have an emergency contact and photo release form on file to participate in Youth Center activities.
- Any business or questions must be by appointment usually before the children are present in the building.
- The Youth Center calendar is available on Facebook, the tribal website, tribal email, and upon request at the Youth Center.
- Food is allowed in the Youth Center as long as it's responsibly handled. Any throwing of food or intentional mess making will result in appropriate disciplinary action. Energy drinks are not allowed in the Youth Center.
- The Youth Center is not responsible for children's actions outside the Youth Center grounds including failure to appear, vandalism, bullying, theft, and violence.
- The Youth Center is not a licensed day care provider and should not be treated as such.

Open Door Policy

- Children 1st through 5th grade must remain in the building until picked up or Youth Center staff receives verbal confirmation from a parent/guardian that the child can walk home.
- Teens 6th through 12th grade are free to come and go from the Youth Center during hours of operation. Youth Center staff must be contacted if the parent/guardian does not want their child to leave the building.
- Youth Center staff are not responsible for children once they have left the premises.
- The Youth Center is a child safety zone, only drug tested and background checked staff and volunteers are in contact with the children during hours of operation. All other adults filling out paperwork for their children must stay within the front reception area. Adults wishing to take a tour of the building must make an appointment before 3pm on weekdays. The building is not open to anyone over 18 to use the bathroom, equipment, phone, get a drink, or to cool off. This is strictly enforced for the safety of the children.

Age and Attendance Policy

- Children 1st through 12th grade attending school are welcome at the Youth Center
- Youth 1st-5th grade pick up time is 5pm
- Teens 6th-12th grade pick up time is 8pm
- Any youth who has been absent from school for medical reasons or has been suspended from the classroom or school for behavior cannot attend the Youth Center until they resume attendance at school.
- Families are welcome during specified community events or classes.
- For the safety of our youth, any adult 18 & over is required to have a background check and drug test on file with the Youth Center to be on or around Youth Center property unless it is an advertised community event.

Drop off & Pick up Policy

- Drop off at the Youth Center property should be no earlier that our opening time that day. We are not responsible for the safety of children before or after our hours of operation.
- Pick up is at 5pm for 1st-5th grade and 8pm for 6th-12 grade.
- Failure to pick up by the designated time will result in the following steps being taken:
    1. Attempt to contact parent/guardian
    2. Attempt to contact emergency contacts listed
    3. Contact PD and ICW for further assistance
- Chronically late pick up or early drop off will be reviewed by the director and documented.
- Notification is required if there are extenuating circumstances regarding pick up.
- Children requiring assistance with transportation must be in attendance by 3:45pm. The Youth Center has limited capacity to arrange transportation.

Health & Safety Policy

- In order to protect the health of youth center participants and staff, children must be in good health. Any child displaying the following symptoms should be excluded from activities until a health care provider has determines the child can return or youth center staff observes no further symptoms: Open or oozing sores, coughing, sneezing, vomiting, fever, rash, poison ivy, lice, or any other contagious ailment.
- If a child has a known medical condition (asthma, diabetes, seizure disorder, nut allergy) the parent/guardian must inform the Youth Center staff. No medications will be administered by Youth Center staff.
- Children who become ill or injured will be attended to and parent/guardian will be notified immediately.
- If a parent/guardian cannot be reached, the next listed adult will be contacted on the emergency contact sheet.
- Parent/guardian should notify Youth Center staff if their child has been exposed to a communicable disease.
- A child may be admitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the Department of Health and Social Services.
- The Youth Center requires all children actively practice healthy hygiene habits including wearing clean clothing and footwear, bathing regularly, brushing teeth, and washing hands.
- ICW will be notified if it appears there are signs of neglect or abuse or the child informs staff of abuse or neglect.

Inclement Weather Policy

- The Youth Center reserves the right to delay opening or close early if the weather is severe enough to endanger youth and staff.
- The Youth Center will follow any weather-related closings made by tribal entities or the school including after school activities.
- Parents/guardians of children attending youth center activities should check ahead of time for cancellation before dropping children off.

Conduct Policy

- The Youth Center reserves the right to refuse admittance to anyone who fails to comply with the Youth Center rules or violates our health and safety policy. This includes but is not limited to anyone fighting, swearing, threatening, sexually harassing, vandalizing, stealing or otherwise endangering the safety of other participants.
- Any youth that has had their Youth Center privileges suspended and refuses to leave the property will be subject to further suspension and removal by the police department.
- Youth who are a threat to other children due to violence or threat of violence will be refused admittance to the building.
- Any adult who refuses to leave Youth Center property or is otherwise endangering the Youth Center participants or staff will be removed by the police department and subject to criminal charges.

Community Events

- Parent/guardians should be aware that events labeled as “community” events are open to the public. During these events adults are allowed in the Youth Center without a drug test or background check.
- Youth Center staff will still be enforcing all other policies during these events, and parents/guardians are usually required to attend with their children.
- Community events are advertised on the calendar, through flyers, and social media.

Parent Responsibilities

- Parent/guardian is responsible for reading and adhering to Youth Center Policies.
- Parent/guardian must keep their child's emergency contact information updated if addresses or phone numbers change.
- Parent/guardian are responsible for communicating any special needs of their child to Youth Center staff.
- Parent/guardian are responsible for checking the Youth Center calendar for events and closings.
- Parent/guardian should be aware of drop off and pick up times and make transportation arrangements accordingly.
- Parent/guardian should relay any changes in pick up to Youth Center staff.
- Parent/guardian should discuss with their child what to do in the event they cannot reach the parent or guardian for a ride.
- Parent/guardian should be aware of personal items their child brings to the Youth Center and their responsibility for those items.
- Parent/guardian should discuss with their child the behavior that is expected of them while attending the Youth Center.
- Parent/guardian is responsible for immediately arranging the pick up of sick or injured children upon notice.
- Parent/guardian will be held responsible for disruptive or aggressive behavior displayed by the parent/guardian and will result in suspension of the child's participation at the Youth Center.
- Parent/guardian will adhere to the Youth Center policy prohibiting drug or alcohol use. Suspicion of inebriation of parent/guardian will result in police notification for the protection of the child.

Youth Responsibilities

- Youth are responsible for their actions.
- Youth must respect each other, the staff, building, and property.
- Youth must clean up after themselves.
- Youth 1st-5th grade are responsible for reporting to the Youth Center immediately after school.
- Youth 1st-5th grade arriving after 3:45 are responsible for arranging their own transportation home.
- Youth 6th-12th grade must arrange transportation in a timely manner prior to pick up time. Failure to do so will result in documentation from the Youth Center.
- Youth will adhere to the Youth Centers policy prohibiting drug and alcohol use. Any youth appearing to be intoxicated or displaying unusual behavior will be removed by the police department and suspended from the Youth Center.
- Youth will not vape in or around Youth Center property. Youth vaping or under suspicion of vaping will be removed from the building and subject to suspension.
- Youth are expected to adhere to the following values:

  Laughing, smiling, and joking are encouraged
  Arguing, swearing, and fighting are not allowed
  Friendships are required
  Bullying is absolutely not tolerated
  Respect, listening, and responsibility is necessary
  Lying, rudeness, and dangerous behavior is not permitted

Youth Behavior & Disciplinary Actions

- In order to maintain a safe environment, Youth Center staff will address any disruptive, dangerous, or disrespectful behavior. All children will be held accountable for their actions.
- Children with repeated behavior problems will be documented.
- Documentation and disciplinary action will be taken according to the severity of the situation.
- Documentation of behavior will be divided into severe and minor infractions.
- Minor behavior problems such as leaving a mess, hiding property, not taking turns, or not listening could result in a day or more suspension. This could also involve doing some chores if the child chooses to do so.
- Verbal warnings regarding behavior may result in the child being sent home for the day unless the situation escalates further necessitating a longer period of dismissal.
- Five documented minor infractions will result in compounding suspension starting at one week.
- Severe incidents include but are not limited to: physical violence, threats, bullying, throwing unsafe objects, climbing on equipment inside or outside the building, misusing property, being disrespectful or abusive toward anyone, stealing or destruction of property, vandalism, using alcohol or drugs on Youth Center property, appearing to be intoxicated or impaired, or displaying gang related activity.
- One severe incident will result in compounding suspension starting at one week. More serious cases may result in indefinite suspension from the Youth Center.
- An incident involving multiple behavior problems will be documented as individual infractions.
- Ongoing behavioral or other noted issues may result in referrals for assistance to Family Resource Center, Family Services or other relevant programs.
- Continual behavior problems may result in indefinite suspension.
- Parent/guardian may be notified of the behavior, discipline and the date of readmittance dependent upon the severity of the situation.
- Police department may be contacted if required.
- All disciplinary actions are for the safety and benefit of all Youth Center participants.

Sign and Return to the Youth Center

I have read and agree to follow all policies and responsibilities set forth in the Youth Center handbook.

Parent/Guardian Signature _____