



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TEEN PROGRAMS

Parent Handbook



Wenatchee Valley YMCA
217 Orondo Ave.
Wenatchee, WA 98801
(509) 662-2109
Alfonso Zetina,
Teen Outreach Coordinator
teen@wenymca.org

TEEN CENTER & EXTREME TEENS

TABLE OF CONTENTS

Our Commitment.....	1
About.....	1
Teen Center Space.....	1-2
Hours of Operation	
Signing In & Out	
Tweens & Early Teens	
Everyone Is Welcome.....	2-4
Disability Notice	
Staff Professional Development	
Personal Belongings	
Field Trips and Special Events	
Food & Beverages	
Hand Washing	
Parent/Guardian Engagement	
Communication	
Medication	
Serving Your Tween/Teen.....	4-6
Supervision & Care	
Behavior	
Ensuring a Safe Environment.....	7
Non-Smoking Policy	
Prohibited Substances & Weapons	
Reporting Behavior	
Right of Privacy	
Emergency Procedures.....	7-8
Accidents	
Emergency Plan	
Illnesses	
School Closures & Program Suspension	

EMPOWERING AND SUPPORTING

OUR COMMITMENT TO QUALITY TEEN ENRICHMENT

The YMCA Teen Center programs foster each teen's cognitive, social-emotional, and physical development through opportunities and experiences, which focus on achievement, relationships and belonging. Each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each teen is encouraged to develop at his or her own rate by encouraging skill development and frequent leadership opportunities.

ABOUT OUR TEEN CENTER AND EXTREME TEENS PROGRAMS

Our programs provide a balanced combination of enrichment programming, physical activity, emotional empowerment, and leadership development. Media use will be reduced and limited for different amounts of time (i.e. movies, television, computers, video games, and music).

Enrichment: We also work with community partners to provide S.T.E.A.M. (Science, Technology, Engineering, Arts, and Math) enrichment activities. Arts, crafts, experiments, and field trips encourage teens to explore their surroundings and be creative. We strive to be responsive to the diversity of program participants, their families and community by incorporating cultural awareness activities.

Physical Activity: Sports and organized games help develop participants' sense of fair play, teamwork, tolerance and large motor skills.

Emotional Empowerment: Building strong self-esteem and confidence, learning life skills for being authentic in friendship, developing their own purpose, being excited about their future, social leadership skills and tools to help deflate bullying.

Leadership Development: Activities like talent shows, cooking sessions, and community service projects are designed to promote leadership skills, volunteerism, organizational skills, problem solving, and a sense of cooperation.

TEEN CENTER SPACE

The YMCA Teen Center programs focus on safety, health, social growth, teen empowerment, creativity development and academic enrichment for teens ages 11 – 17. Within the operations of the Teen Center and the Extreme Teens program, your teen can receive:

- 4.5 hours of available "teen only" space, on a regular Teen Center day
- 9 hours of scheduled activities and field trips, on an Extreme Teens season
- Access to entertainment and recreational equipment and areas
- Healthy snacks
- Leadership and youth development
- Supervision from trained and skilled staff
- STEAM (Science, Technology, Engineering, Arts, and Math) and enrichment activities

HOURS OF OPERATION

General hours of operation range from 3:30pm to 8:00pm, Monday through Friday and may extend for specified hours for special events or holidays.

SIGNING IN AND SIGNING OUT

- Teens are responsible for checking in and out daily using the front desk terminal or the teen center entrance. Teens are not permitted to reenter the Teen Center after signing out/leaving.
- The YMCA is not responsible for the teen's safety and supervision once they sign out and leave the Teen Center.
- Employees are not allowed to transport participants in their personal vehicles or be an emergency contact unless there is a prior relationship.
- The YMCA is not in the position to regulate parenting plans or custody agreements. We do honor restraining, anti-harassment, or other court orders related to the protection of the teen. Please provide a copy to YMCA staff. Any disagreements between parents must be addressed off-site.

TWEENS AND EARLY TEENS

We understand that every individual is different by nature. 11 & 12 year old participants might be applicable for the Teen Center programs if parent/guardian or YMCA staff consider the participants personal development in lieu of age. In such cases, a three-week plan to introduce the participant may be implemented to observe interaction and communication with the rest of the teens in the program. Parent/guardian will be required to sign the three-week plan and will comply with the requirements for its success. This option may be terminated prior to the end date if the participant's behavior does not align developmentally and it becomes difficult for the child to succeed in the program.

EVERYONE IS WELCOME

The WENATCHEE VALLEY YMCA is an organization that embraces nondiscrimination, diversity, and inclusion. We welcome all people regardless of ability, age, background, income, ethnicity, race, faith, gender, gender identity, gender expression or sexual orientation.

AMERICAN DISABILITY ACT NOTICE

To the extent it is reasonably able to do so, the Y will provide services to teenagers with disabilities in the same manner as services provided for other teenagers of comparable age. Parents or guardians are obligated to disclose medical, physical or behavioral issues at the time of the teen's enrollment and on an ongoing basis. Guardians will further need to fill out an individual plan of care and/or plan of success. Due to the large group format of the program, the Y is unable to provide one-to-one care for any teen, with the exception of injuries, immediate disciplinary issues, and certain personal care needs.

STAFF PROFESSIONAL DEVELOPMENT

Our program hires quality and experienced staff to work with all teens. By the YMCA standards, all employees are subject to criminal background checks, extensive reference verifications, and a 90-day probation and observation period.

Required trainings of teen center staff include:

- CPR / First Aid Certification
- Blood-borne Pathogens/HIV/AIDS Training
- AED /O2 Certifications
- Child Sexual Abuse Prevention
- Harassment Prevention
- Appropriate Touch
- Preventing Your Exposure To Blood Borne Pathogens
- Safe Lifting

PERSONAL BELONGINGS

Toys, electronic games, personal sports equipment or other personal articles are permitted under prior agreement and allowance from the Teen Center Coordinator and are each teen's responsibility and accountability. Use of cellphones is allowed taking into consideration the four core values of the YMCA (caring, honesty, responsibility, respect). And its use may be limited by any YMCA staff when there might be suspicion of misuse of its resources that can compromise staff or a member. The YMCA is not responsible for any lost, broken or stolen items.

FIELD TRIPS AND SPECIAL EVENTS

The nature of the program requires special events at the YMCA facilities or field trips. Teen participants must be registered to join the special event/activity and comply with the specific requirements for each event. Signing in and out parameters apply to special events/activities.

FOOD AND BEVERAGES

All teens are offered snacks according to the activity being held on specific days. Teen Center activities include cooking lessons and some other snack preparations and baking parties. If your teen has a condition or disability that requires special dietary accommodation, please contact the program coordinator to create a dietary awareness log.

To help the YMCA create a safe environment for teens with life-threatening nut allergies, you may be asked to refrain from sending your teen with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. If you have any questions, please speak with YMCA staff.

HAND WASHING

Staff will wash hands and teens will be directed to wash their hands: upon entering the program, after any personal bio-break, before and after food preparation or cooking activities and before eating.

PARENT/GUARDIAN ENGAGEMENT

- Complete all registration, health or medication, authorization forms
- Ensure all information on record is updated and accurate throughout the year
- Refrain from disciplining teens in the presence of staff or other teens
- Encourage teen participation and reinforce program expectations with your teen
- Parents/guardians of “tweens” must stay in the YMCA facilities for the duration of their tween’s stay at the Teen Center (*see Tweens and Early Teens parameters*)

COMMUNICATION

The YMCA has strict communication policies surrounding direct communication with individuals under the age of 18. Staff will not communicate directly with the teens outside of the YMCA, our programs, or while staff are in the schools. Staff will not seek out teens on personal social media, however if the teen follows the YMCA social media, we will respond directly to whomever is communicating with us. YMCA staff will not call, text, email or otherwise communicate with the teen unless the teen initiates the communication through official YMCA platforms.

We want to hear from you! Your on-going feedback helps us serve your family better. At any time, we welcome families to provide feedback about your experience to the Teen Outreach Coordinator or staff.

Photo and release: Use of pictures, video or other media with teens will be subject to a written release form included in the registration packet. No media will be used for any purpose without written consent from parent/guardian. In some cases, may be used for marketing and promotion purposes.

MEDICATIONS

- If a teen requires any self-administered prescription medication, parents are required to bring the medication directly to the YMCA staff in the original prescription container labeled with the teen’s name, date, directions, and physician’s name
- A medical authorization form must be completed to identify specific instructions for medication use (talk to the YMCA staff about filling out this form)
- Emergency medication such as Epi-Pens or inhalers must be accompanied by an individual health care plan form, which can be found at the YMCA program site
- If a teen needs to take medication home at the end of the day or the week, it is the parent’s responsibility to pick it up from YMCA staff

SERVING YOUR TWEEN / TEEN

SUPERVISION AND CARE

The Wenatchee Valley YMCA welcomes all individuals to participate in its programs. While the YMCA strives to provide adequate care for every teen, it is *not able to provide specialized one-on-one attention* for any participant. Parents/guardians of teens who need substantial one-on-one attention due to behavioral or other circumstances are encouraged to work with the YMCA in finding an alternative program that fits their specific needs.

BEHAVIOR

The philosophy of the program is largely on the concept of positive behavior guidance. Teens are taught to consider the effect their action may have on others, which promotes cooperation and responsibility. Staff reinforce values of caring, honesty, respect and responsibility, engage youth in the eight points of leadership, and are intentional about using specific action compliments and proximity praise.

EIGHT POINTS OF LEADERSHIP

- Be a leader to yourself first
- Speak so you can be heard
- Know what is going on around you
- Have conversations
- Create a plan and make a decision
- Be flexible
- Always say "please" and "thank you"
- Be creative

YMCA CORE VALUES

- Caring
- Honesty
- Respect
- Responsibility

PLAN OF SUCCESS

A "plan of success" is a communication tool establishing mutual understanding between the teen, parent/guardian, and staff to identify the best way to support your teen. The goal is to clarify how we may best specifically meet the teen's needs to ensure your teen's success in our program. If your teen has behavioral, emotional, psychological or physical needs or considerations (as noted in your teen's registration paperwork), staff will follow-up with parents to create a plan of success within the first week of starting Teen participation. Staff may request that a plan of success be created if determined necessary and parent/guardian, and staff understand appropriate next steps to address the misconduct and best support the teen to be successful in our program.

MISCONDUCT

As a partner in your teen's success, we encourage you to share information with us that may affect your teen's behavior. The primary goal of staff is to provide supervision and positive support for every teen.

Our goal is to see staff, teens and parents work together to create a safe and nurturing environment. The Y DOES NOT engage in any practices that are physically or psychologically damaging, such as:

- Corporal Punishment
- Withholding nutrition or hydration
- Inflicting physical or psychological pain
- Demeaning, shaming, or degrading language or activities
- Forced physical exercise to correct behaviors

- Punitive works assignments
- Punishment by peers
- Group punishment or discipline for individual behavior

When misconduct occurs, each situation is approached with the goal of setting the teen up for success. When warranted, a teen plan of success (a parent/staff meeting to create a written goal for the teen) will be established to reduce or redirect misconduct. Each behavior incident will be documented and if the behavior continues, it may result in suspension or definitive removal from the program.

If misconduct occurs, we will use the following sequential procedures:

1. The teen will be encouraged to use his/her own words to try to solve the situation peacefully.
2. The teen will be redirected to another activity.
3. The teen will be removed from the situation until he/she is able to rejoin the group.
4. Parent/guardian is alerted and encouraged to share ideas
5. Parent/guardian will be called for immediate pickup and the teen will remain in supervised suspension until the parent arrives. A conference between parent/guardian and YMCA staff is required to create a plan for the teen's success.
6. One to three days suspension from Teen Center for the first call. No refund granted for days suspended from Teen Center.
7. One week suspension from the Teen Center for the second call. No refund granted for days suspended from Teen Center.
8. All documentation will be reviewed by the Teen Center Coordinator to determine if the teen will be removed from all Y programs for up to two years. In some cases and situations, teen expulsion may be immediate without prior offenses depending on the nature of the incident. Program fees will not be refunded.

The removal of a teen from the program is enforced only to ensure overall safety for all involved. We are committed to working with you in the best interest of your teen and the rest of the teens participating in our program.

The following behaviors are considered serious in nature:

- Theft, attempts to steal, or property damage including equipment and material
- Verbal abuse or bullying of any kind
- Physical aggression, verbal threats of severe harm, or death threats
- Disruptive, defiant or blatant disrespect of staff or participants
- Inappropriate touching

ENSURING A SAFE ENVIRONMENT

NON-SMOKING POLICY

The YMCA is committed to modeling healthy living. In conjunction with state laws on school campuses, smoking, and vaping is prohibited at YMCA programs.

PROHIBITED SUBSTANCES AND WEAPONS

No substances or weapons are allowed on the YMCA site premise. Any person with prohibited substances, weapons, or found to be trespassing will be asked to leave the premises immediately. If a teen has possession of any prohibited substances and weapons, a parent will be called for immediate pick up and the teen may be suspended from the Teen Center.

REPORTING BEHAVIOR AND CHILD ABUSE

Parent/guardian should not hesitate to report actions of YMCA staff that may be perceived as inappropriate. All concerns are thoroughly investigated. The YMCA has a special concern about incident of reported child abuse. YMCA staff are mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities. Child Protective Services must be notified within 48 hours. Please do not implement any verbal and/or physical punishment towards a teen that could be misinterpreted in front of YMCA staff and participants.

It is important for parents to discuss with teens how important it is to communicate situations that make them feel uncomfortable or unsafe. To make sure your teen remains safe outside the YMCA's supervision and to protect our staff members, we request that you do not ask a YMCA staff member to baby-sit, host sleep-overs, or spend one-on-one time with your teen outside of YMCA programs.

RIGHT OF PRIVACY

To provide a safe environment for all families, the YMCA will not share parent or teen personal information without written consent, including information regarding enrollment, behavior, medical issues or payment arrangements for every teen. Records for all teens will be stored in a confidential manner at the Teen Center in the Wenatchee Valley YMCA. Parents and guardians are allowed to view YMCA registration forms at any time.

EMERGENCY PROCEDURES

ACCIDENTS

If an accident occurs in our care, staff will communicate with parent/guardians at the time of pick up. Staff present at the moment of the accident will complete a written report of any accident considered serious, detailing the first aid provided. If the accident involves a head injury, parent/guardians will be notified as soon as possible. If emergency treatment is warranted, the staff will immediately notify parents and the teen will be transported by ambulance along with a staff member to the nearest medical facility specified by the parent in the teen file.

EMERGENCY PLAN

All YMCA staff are prepared and trained to activate emergency procedures in the event of severe weather, fire, or other conditions that require building evacuation or other immediate safety measures. Please ask your YMCA staff if you would like to obtain a copy of the emergency plan.

ILLNESSES

For the health and safety of all participants, please keep teens at home when ill. In the event that children are exposed to a communicable disease, staff will promptly post a notice to communicate

to all participant families. Staff will also communicate to parents of participants who have been exposed, for immediate pick up for the following scenarios:

- Teen is feeling ill during program hours for 20 minutes or longer
- Teen has fever of 101° or higher.
- Teen is vomiting, has diarrhea, a consistent cough, watery or inflamed eyes, acute skin rash or sore throat
- Teen has head lice

Any conditions of public health safety will be reported to the Department of Children, Youth, and Families and the Washington State Department of Health.

SCHOOL CLOSURES AND PROGRAM SUSPENSION

YMCA Teen Center program does run in conjunction with the school district calendar year. However, major circumstances such as community health and wellness concerns can push the YMCA facilities and programs to remain closed. Operations of the Teen Center are directly affected by the general Wenatchee Valley YMCA operating schedule. For the most up-to-date information on the YMCA or the Teen Center closures, check the YMCA website at wenymca.org.

WENATCHEE VALLEY YMCA

Orondo Avenue, Wenatchee, WA 98801

P 509.662.2109

F 509.662.8532

Alfonso Zetina, Teen Outreach Coordinator

teen@wenymca.org