

# CHISHOLM COMMUNITY CENTER YOUTH WING

**Parent & Child Handbook  
2016-2017 Academic Year**



**Springfield Recreation Department  
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The Springfield Recreation Department would like to welcome you and your child to our facility. To ensure that your child gets the most out of our programs, we would like for you to take a moment, along with your child, to carefully read over our facility and program rules, regulations, and code of conduct. These guidelines are designed to inform parents/guardians and participants at the Youth Wing of what is expected of them while they are at the Chisholm Community Center.

**The parent/guardian is responsible to reimburse the Springfield Recreation Department for any damage caused or equipment theft, known to have been committed by the child, as determined by the Recreation Department, Administration, and Police Department.**

## **WHO CAN PARTICIPATE?**

All participants allowed in the Youth Wing must be 6<sup>th</sup> through 12<sup>th</sup> grade students of Springfield schools. All incoming 6<sup>th</sup> graders will be eligible to attend the activities in the Youth Wing the summer before attending the 6<sup>th</sup> grade.

## **DROP-IN FORMAT**

Participation in all Youth Wing programs is on a drop-in, voluntary basis. Participants will be checked in and out every day and must present a Recreation Department photo ID. Staff is not responsible for participants once they leave the Chisholm Community Center. Please make arrangements with your child as to when it is appropriate to leave the facility and with whom. The Lee Adler Memorial Gymnasium or 1<sup>st</sup> floor meeting room may not be available on certain days and times due to previously scheduled Recreation Department programs or community group meetings.

## **HOURS OF OPERATION**

Youth Wing Normal Operating Hours  
Monday-Friday @ 2:30-8:00 pm  
Youth Wing Summer Operating Hours (subject to change)  
Monday-Friday @ 1:00-6:00 pm

The Recreation Department observes federal holidays. Hours and program schedules are subject to change without notice, although staff will make every effort to keep you and your child informed through email blasts, notices on our website ([www.springfield-nj.us/recreation](http://www.springfield-nj.us/recreation)), or Facebook page postings ([www.facebook.com/springfieldnjrec](http://www.facebook.com/springfieldnjrec)).

## **SIGN-IN/SIGN-OUT PROCEDURE**

All children will be asked for their school ID upon their first visit to prove to the Recreation Department that they are indeed a student in a Springfield school. Upon seeing school ID, we will ask the family to fill out a registration form and have the child's photo taken. Once the form is filled out we will place their information, including their picture, into our computer system, and issue a Recreation Department photo ID card. On future visits, all that will be required upon check-in and check-out is their Recreation Department photo ID card. If a student does not have their Recreation Department photo ID card, they will not be granted access into the Chisholm Community Center. Annually, students will be asked to verify their status by showing their middle school or high school ID, and parents will be asked to re-enroll their eligible children. All information is kept private and will not be given out to any other organization or business. **LOST PHOTO ID CARD FEE IS \$5.00.**

## **SPRINGFIELD YOUTH WING CODE OF CONDUCT**

### **Participant responsibilities**

- Participants shall be courteous and respectful of adults, students, staff, and fellow participants at all times.
- Participants shall show respect for Township property and personal property of others.
- Participants are to use the gymnasium, game lounge, 1<sup>st</sup> floor meeting room, and restrooms ONLY. All other rooms are off limits. No teens are allowed in the Senior Citizen wing—no exceptions!
- NO FOOD OR DRINK IN THE GYMNASIUM AT ANY TIME.
- Participants must throw away all trash in trash cans and recycling cans.
- No profanity or abusive language.
- No running or jumping in hallways.
- All equipment must be used appropriately.
- Smoking or use of other tobacco products is prohibited.
- Use of or possession of alcohol or any illegal substances at the Chisholm Community Center is prohibited.
- No fighting or mock-fighting.
- Violation of Youth Wing rules may result in disciplinary action, including: parental notification, police notification, suspension, or expulsion.
- No sporting equipment use in hallways, meeting rooms, and game lounge.
- Screaming and yelling is prohibited—this is also a senior citizen center as well as a professional working environment.
- No touching of light switches, emergency lights, thermostats, closets, or door locks.
- The Recreation Department is not responsible for providing change or operating the vending machines.
- The Recreation Department and the township are not responsible for any lost money in the vending machines.
- No propping open of any exterior doors.
- No allowing entry of any other persons by any means (i.e. opening a door other than main entry).
- No bringing chairs onto the gym floor. All chairs must stay in the gym party room or meeting rooms.
- Shirts, shoes, and pants/shorts must be worn at all times.

## **Suspension**

There is good cause to suspend participants who exhibit continued, willful, or serious disobedience. Discipline at the Chisholm Community Center will be administered with firmness, fairness, and consistency, and may involve the Springfield Police Department.

**If a participant becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc., or has information regarding such, he/she is requested to report it to the Recreation Department or the Police Department.**

## **PARTICIPANT BEHAVIOR STANDARDS**

The following is a list of standards/expectations to guide participant behavior at the Chisholm Community Center. The list is not to be considered all-inclusive. All violations of these policies will be dealt with and investigated on a case-by-case basis.

In all circumstances, the Recreation Department will be informed and will then decide whether parents need to be notified and the Police Department needs to be called.

In all cases the following will happen:

Each incident will be written up and kept on file.

**Violation #1:** The teen will be given a warning that will be recorded on an incident report.

**Violation #2:** An incident report will be recorded, and the teen will be informed of what will happen after the next violation. The Recreation Department will contact the parents of the teen to discuss the incident(s).

**Violation #3:** An incident report will be recorded. The teen will be suspended from the Youth Wing for a period of time determined by the Recreation Department. The Recreation Department will contact the parents of the teen to discuss the incident(s).

**Violation #4:** The teen will be expelled from Youth Wing participation, and his/her Recreation Department photo ID card will be revoked.

***Depending on the nature of the violation, the Recreation Department – in consultation with the Police Department – reserves the right to its discretion with penalties such as suspension and expulsion.***

## **Assault, Battery and Harassment**

It is not permissible to commit assault, battery, or harassment upon others while at the Chisholm Community Center. The Springfield Police Department will be notified and all applicable state and federal laws will be enforced.

## **Interpersonal Relationships**

Appropriate personal relationships are encouraged. The Chisholm Community Center policy is one of “hands off.” Sitting on laps, kissing, and any other inappropriate public behavior are not acceptable while at the facility. Sexual harassment will not be tolerated.

## **Gambling**

Any form of gambling will not be tolerated.

## **Hazing**

It is not acceptable for a participant to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reported to the Recreation Department staff.

### **Illegal Substances, Drugs, and Alcohol**

Use of or possession of any illegal substance at the Chisholm Community Center is grounds for immediate suspension. The Springfield Police Department will be notified and all applicable state and federal laws will be enforced.

### **Serious Injury, Attempting to Cause**

If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended that they be expelled from the Chisholm Community Center. The Springfield Police Department will be notified and all applicable state and federal laws will be enforced.

### **Swearing/Profanity/Abusive Language**

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

### **Theft**

Participants have the responsibility of taking care of their own possessions. Theft is a serious violation of the law and will be dealt with in a swift and often severe manner. Participants are discouraged from bringing large amounts of money or valuable items to the Chisholm Community Center. The township and the Recreation Department are not responsible for any lost or stolen items brought by a participant into the facility.

**Any participant who has stolen any equipment from the Chisholm Community Center will be suspended from participating at the Chisholm Community Center and any teen activities.**

### **Threats**

Threats of personal injury upon other participants are strictly prohibited and will be dealt with in a swift and severe manner. Suspension may occur with first offense.

### **Skateboards, Roller Skates, Roller Blades, Scooters, and Mopeds**

Skateboards, roller skates, heelys, roller blades, scooters, and mopeds are not to be used inside the Chisholm Community Center property.

### **Tobacco, Possession of Tobacco, and Smoking**

If a participant has in his/her possession tobacco or cigarettes, cigarette lighter, or matches, this may be grounds for suspension. There is absolutely no smoking inside township property or within parks.

### **Vandalism**

Damaging Chisholm Community Center property or the property of others will not be tolerated. All incidents will be documented by the Recreation Department staff to keep a record of such behavior. Parents may be liable to pay for damages. If the damage is deemed excessive, the Springfield Police Department will be called to investigate and file a police report.

### **Weapons Brought**

State law requires it to be recommended that a participant be expelled for possession of any firearm, knife, explosive, or other dangerous objects at any Recreation Department-sponsored activity.

