

CHISHOLM COMMUNITY CENTER YOUTH WING

Family & Teen Handbook 2018-2019 Academic Year



Springfield Recreation Department
100 South Springfield Avenue
Springfield, NJ 07081
(973) 912-2227
recreation@springfield-nj.us
www.springfield-nj.us/recreation

Director: Adam Lieb
Assistant Director: Michael Butrico
Program Coordinators: Amefika Gray, Daniel Hesse, Brendan O'Reilly
Assistants: Bill Quartier, Daniel Wilkenfeld, Erin McNany
Dawn Wilkenfeld, Shai Bialer, Corinne Myers, Christopher Petrucelli
Bus Drivers: Donald Wilkenfeld, Anthony Losito

The Springfield Recreation Department welcomes you and your child to our facility. To ensure that your child benefits from the Youth Wing, please take a moment – along with your child – to carefully read these rules, regulations, and code of conduct. They are designed to inform families and participants of what is expected of them while they are at the Chisholm Community Center.

ELIGIBILITY

All participants allowed in the Youth Wing must be 6th through 12th grade students of a Springfield school. All incoming 6th graders are eligible to attend the activities in the Youth Wing starting the first day of school. All incoming 7th-12th graders are eligible to attend the activities in the Youth Wing the summer before starting 7th-12th grades.

DROP-IN FORMAT

Participation in the Youth Wing program is on a drop-in, voluntary basis. Participants are checked in and out every day and must present a Springfield Recreation Department photo ID. Staff is not responsible for participants once they leave the inside of 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 and 1st 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
Monday-Friday @ 1:00-6:00 pm

The Chisholm Community Center is closed on designated legal 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), and Facebook page postings (www.facebook.com/springfieldnjrec).

SUPERVISION

Supervision is provided by Recreation Assistants –part-time Recreation Department staff members. Supervision is also provided by full-time Recreation Department staff members during their office hours.

CHECK-IN/CHECK-OUT PROCEDURE

All children will be asked for their school ID upon their first visit to prove to the Springfield 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 Community Pass system, and issue a Springfield Recreation Department photo ID card. On future visits, all that will be required upon check-in and check-out is the Springfield Recreation Department photo ID card. If a student does not have the Springfield Recreation Department photo ID card, he/she 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.

YOUTH WING CODE OF CONDUCT

Participant responsibilities

- Participants shall be courteous and respectful of adults, students, staff, and fellow participants.
- Participants shall show respect for Township property and personal property of others.
- Participants are to use the Lee Adler Memorial Gymnasium, game lounge, 1st 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 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 Springfield Recreation Department is not responsible for providing change or operating the vending machines.
- The Springfield Recreation Department and the Township are not responsible for any lost money or items 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. Chairs must stay in the gym party room or meeting rooms.
- Shirts, shoes, and pants/shorts must be worn at all times.

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 Springfield Recreation

Department will be informed and will then decide whether parents need to be notified and the Springfield Police Department needs to be called. In all cases, an 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 Springfield 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 Springfield 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 Springfield Recreation Department photo ID card will be revoked.

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

Suspension/Expulsion

There is good cause to suspend or expel participants who exhibit continued, willful, or serious disobedience. Discipline at the Chisholm Community Center is 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 Springfield Recreation Department or the Springfield Police Department.

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 is not tolerated.

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.

Gambling

Any form of gambling is not tolerated.

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.

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 Springfield Recreation Department staff.

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.

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

Vandalism

Damaging Chisholm Community Center property or the property of others will not be tolerated. All incidents will be documented by the Springfield 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.

Any participant who has stolen any equipment from or vandalized the Chisholm Community Center will be subject to suspension from Youth Wing membership.

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, Heelys, 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.

Weapons

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.



**TOWNSHIP OF SPRINGFIELD
CHISHOLM COMMUNITY CENTER YOUTH WING
REGISTRATION FORM (9/4/2018-9/2/2019)**

FIRST NAME _____ LAST NAME _____

STREET ADDRESS _____ TOWN _____

DATE OF BIRTH _____ GRADE (FALL 2018) _____ SCHOOL _____

PARENT NAME #1 _____ CELL _____

EMAIL ADDRESS _____

PARENT NAME #2 _____ CELL _____

EMAIL ADDRESS _____

DOES YOUR CHILD HAVE ANY HEALTH CONCERNS? If so, please explain _____

EMERGENCY CONTACT NAME _____ PHONE _____

I have read and understand the Chisholm Community Center Youth Wing rules and regulations. I understand that shall rules b broken, a parent/guardian will be notified and suspension or expulsion may occur. I also understand that I am responsible for following all rules of the Chisholm Community Center and will respect Township property and the other participants. The Springfield Recreation Department and the Township of Springfield or its agents, will not be responsible for any accident or i sustained by any member of the above-named participant during the course of this program. I understand that the community center is open to the public, and members of the public and the press may advertently or inadvertently photograph and video n child and use those images for their own use without my permission. I give permission for my child's photograph and video tc captured by Township of Springfield employees and used in print publications, online publications, presentations, websites, a social media. I hereby authorize representatives of the Springfield Recreation Department to give consent for any and all necessary emergency First Aid or medical care for my child while he or she attends this program.

(Please Print Child Name)

(Signature of Child)

(Date)

(Please Print Parent/Guardian Name)

(Signature of Parent/Guardian)

(Date)

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