



# RTC

ROCKLAND TEEN CENTER

## What's Inside?

- RTC Welcome Letter & Introduction
- Rules & Regulations for Members
- Membership Forms

## Important Deadlines:

Friday, September 29<sup>th</sup>

- All Membership Forms Due
  - Membership Information Form
  - Medical Information Form

## RTC Contact Information:

Email: [rocklandteencenter@yahoo.com](mailto:rocklandteencenter@yahoo.com)

Facebook: Rockland Teen Center

To: Parents & Guardians of RTC Members  
From: Rockland Teen Center Advisory Board  
Re: Welcome & Volunteering



The Rockland Teen Center is celebrating its 24<sup>th</sup> year of operation and would like to welcome you and your teen(s) to our facilities, located in ground floor of the McKinley Building at 394 Union Street. Our goal is to provide a safe, non-judgmental, and fun environment for the teens of Rockland.

Throughout the year, the RTC coordinates several on- and off-site activities. This past school year, we went to Skatetown, Barrett's Haunted Mansion, and Sky Zone Kingston. We also hosted a Cinco de Mayo celebration, Patriots Pride night, an ice cream truck, a Red Sox-themed party, and much more. None of this would be possible without the help of volunteers like each of you in our community.

As you may already know, the RTC Advisory Board is volunteer-driven. Advisory Board members contribute countless hours of their time to keeping the center open. We request that parents join us to volunteer at least one night per year (7pm-10pm) to help out.

- There is a place on this year's registration form for parents/guardians to check off that they would be willing to help for at least one evening during the school year
- In addition to signing up on the membership form you may also email us at [rocklandteencenter@yahoo.com](mailto:rocklandteencenter@yahoo.com)
- Lastly, you can stop by the Teen Center on a Friday evening and let us know

Are you interested in joining the volunteer RTC Advisory Board? We are looking for members of the Rockland community to join us. Stop by and say hi! We'd love to talk to you about what we do and how you can help.

A side note to remember: When dropping your child off, we *strongly suggest* that you wait with your child to be sure we are open, especially during inclement weather and/or during the winter months. A calendar with the most up-to-date information can be found on our Facebook page – search "Rockland Teen Center" on Facebook.

From this packet, please sign and return the following required documents by September 29<sup>th</sup> to avoid late fees:

1. Rockland Teen Center Membership Form
2. Rockland Teen Center Medical Release Form
3. RTC Rules Acknowledgement – meant to be an agreement between your child and the RTC

#### Membership Options:

1. Return the forms by September 29<sup>th</sup> & receive a regular membership card. This membership requires you to pay \$3 per night at the door.
2. Return the forms by September 29<sup>th</sup>, pay a one-time \$50 fee, and receive an upgraded membership card with free admission each night for the entire school year. Remember: this fee does not cover special events/field trips.

# RTC Rules & Regulations

**Hours of Operation\*:** Fridays - 7PM to 10PM

**Membership:** All Rockland residents in Grades 6 through 12

**Cost:** \$3 per night for regular members – or you can pay a one-time \$50 fee for a year-long membership

## Volunteering at the RTC

- Members of the community are encouraged to volunteer – whether you are a parent of a member or just looking to get more involved with the community. We need volunteers in order to keep the doors open!
- All volunteers will be subject to a CORI check. Please see the RTC Safety Officer for more information.

## Entering & Exiting the RTC

- All members must have a membership card to enter the RTC – those without a card may be turned away at the door.
- All members must sign out when leaving the RTC.
- No outside food or drink is allowed to be brought into the RTC. A concession stand is available if members are interested in purchasing food or drink.
- Members in Grade 6 must remain inside the RTC until 10PM unless arrangements have been between the Parent/Guardian and a staff member in advance.
- Members in Grades 7 through 12 may leave the RTC any time before 10PM, but may not return again that night unless arrangements have been made with a staff member before leaving the RTC.
- Members on the grounds of the RTC (including the front of the Community Center on Union Street) after 10:15PM will be considered loitering and the police may be called.

## RTC Property & Facilities

- The RTC facilities must be respected at all times. Intentionally defacing and/or damaging said property is forbidden and the member at fault will be responsible for returning/replacing the property in the condition in which it was found.
- All materials and equipment are the property of the RTC. Any damage incurred by members will be recorded and the Parent/Guardian is responsible for replacing the items.
  - This includes and is not limited to: media equipment, furniture, and recreational equipment.
- If graffiti is discovered, the RTC will be closed on the next scheduled night.

## Personal Property

- The RTC is not responsible for ANY personal belongings, including but not limited to: hats, coats, bags, wristlets, pocketbooks, cell phones, personal video games, sweatshirts, recreational items, etc.
- All members must respect the property of others – the RTC will not be held responsible if any member damages another member's personal property.

## Safety

- VIDEO CAMERAS are present at the RTC
- Emergency exits and fire extinguishers are for emergency use only. There is one non-emergency door used to enter and exit the RTC.
- No drugs, alcohol, or smoking of any kind at any time either inside or on the surrounding grounds will be tolerated and is absolutely forbidden.
  - Anyone attempting to gain entry that is or appears to be under the influence of any of these will be turned away at the door. Police may also be contacted.

# RTC Code of Conduct

## Bullying Will Never Be Tolerated

- RTC reserves the right to send teens home that are not following rules and are being disrespectful.
- No tolerance will be given for bullying. We ask that parents email us with any issue that they may be aware of, even if it happens someplace else, so that RTC staff can keep a close eye on any situation that may escalate.
- We do our best to monitor social media, but it is not our place to confiscate and look through phones being used at RTC.

## Behavior

- All members must keep their hands to themselves at all times.
- Use of profane, abusive, or obscene language, including racial, religious, or sexual references, will not be tolerated and may result in (1) loss of RTC privileges, (2) removal from the RTC for the night, and/or (3) suspension at the discretion of the Advisory Board.
- Physical and verbal threats, and the use of physical force will not be tolerated, including any inappropriate or disruptive behavior.
  - In the event of a fight at the RTC, staff will take all measures to ensure the safety of all members. Parties directly involved will be immediately reported to the police and will be suspended until the next Advisory Board meeting, when terms of suspension will be discussed. In addition to involved parties being suspended, all members of the offending parties' grade(s) may be suspended for up to two weeks as determined by the Advisory Board.
- Any member asked to leave the RTC and/or has been suspended must leave the grounds immediately. Members in Grade 6 will be held at the front desk and parents will be notified for pick-up.
- In the event of suspension, the Advisory Board will discuss terms at the next regularly-scheduled meeting. Depending on the nature of the suspension, the Advisory Board will determine if that member will be reinstated. Parents will receive a letter with the ruling. Members may appeal the suspension in writing or in person at the monthly meeting.
  - A suspended member may not be on the grounds of the RTC during hours of operation – any suspended member found on the grounds will be considered a trespasser and police will be notified. The suspended member will also be forbidden from participating in any special activities such as RTC dances, field trips, etc.

## Dress Code

- Appropriate dress is expected. Controversial clothing containing inappropriate language (profanity, or of a racial, ethnic, or sexual nature) which could be deemed offensive will not be permitted. Clothing deemed overly revealing is not allowed.
  - Those in violation of this dress code will: (1) leave the RTC, (2) when appropriate, turn the clothing inside out, or (3) put on a large cover-up shirt provided by the RTC for the evening.

## Bringing Guests

- RTC members are allowed to bring ONE guest from in-town or out-of-town no more than two evenings per month. Guests must check in, fill out a card with personal information, and pay \$3 per night. Guests must leave when hosting member leaves. Members are responsible and will be held accountable for the guest's behavior.

We encourage the youth of Rockland to use and enjoy their teen center! The RTC is for you to have fun and be with your friends. We will not allow the actions of a few to jeopardize the program for the majority. We reserve the right to suspend/revoke membership privileges of any member(s) from the RTC at any time. Names of those banned will be filed at the police station.

Member Last Name: \_\_\_\_\_

Weekly     Yearly

## RTC Membership Form – 2017-2018

THIS FORM MUST BE SIGNED & RETURNED

### Rockland Teen Center Member Information

Full Name: _____	
Date of Birth: _____	Current Grade 2017-2018: _____
Parent/Guardian Home Phone: _____	Parent/Guardian Cell Phone: _____
Member's Cell Phone: _____	<input type="checkbox"/> For parents/guardians of 6 <sup>th</sup> graders: I consent that my child can leave the building without a chaperone
Parent/Guardian Email: _____	<input type="checkbox"/> For parents/guardians of 6 <sup>th</sup> graders: I <i>do not</i> consent to my child leaving the building without a chaperone

### Acknowledgement of Rules & Regulations

I, \_\_\_\_\_, as the Parent/Guardian of \_\_\_\_\_, have read and understand the RTC rules and regulations, and allow my child to attend the Rockland Teen Center. I understand that members in 6<sup>th</sup> grade cannot leave the RTC before 10:00 PM without making arrangements in advance with the staff and/or contacting a parent for permission to leave early. Members who are being picked up at 10:00 PM should be picked up promptly. Members who are still on the RTC grounds after 10:15 PM will be considered trespassing.

Parent/Guardian Signature: \_\_\_\_\_

I, as a RTC member, have read and understand the rules and regulations and will be respectful towards all staff, volunteers and other members.

Teen Center Member Signature: \_\_\_\_\_

### In Case of Emergency

Emergency Contact Person: _____	Relationship to RTC Member: _____
Emergency Contact Phone: _____	

### Parent/Guardian Volunteer Information

Best way to reach you: _____	<input type="checkbox"/> I am interested in volunteering at least 1 night this year
Best time to contact (morning/evening): _____	<input type="checkbox"/> I am available to chaperone special events

A membership card will be issued soon after the return of these forms.  
If purchasing a yearly membership, please enclose a one-time payment of \$50.  
Checks can be made payable to Rockland Teen Center.

Member Last Name: \_\_\_\_\_

Weekly  Yearly

## RTC Medical Release Form - 2017-2018

THIS FORM MUST BE SIGNED & RETURNED BY SEPTEMBER 29, 2017

Member's Full Name: \_\_\_\_\_

Member's Home Address: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

In the event of an injury or sudden illness sustained while attending the Rockland Teen Center and/or its related activities either on site or on field trips, I authorize the adult(s) in charge to authorize the transfer of my child to an emergency facility for treatment by qualified personnel.

All reasonable efforts to reach the Parent/Guardian at the following two phone numbers will be made:

Phone Number A: \_\_\_\_\_

Phone Number B: \_\_\_\_\_

I accept responsibility and release the Rockland Teen Center, the Town of Rockland, and/or all employees and volunteers of same, from all obligations and liabilities connected to the transfer of my child for medical treatment.

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

Date: \_\_\_\_\_

\*Does your child have any special medical considerations we should be aware of?

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Family Physician Name/Phone Number: \_\_\_\_\_

Other Notes: \_\_\_\_\_