

## Dubuque Community Y “BUILDING STRONG KIDS”

### Fall Teen Center & Programs for Middle & High School Youth

#### Program Objectives & Philosophy

It is the philosophy of The Dubuque Community Y to provide a safe, fun and educational experience to each child regardless of race, religion, sex or national origin. The goal is to improve the physical, mental, social and moral well being of each child through quality, creative, values-oriented activities under close supervision.

Our Character Development Programming will be incorporated emphasizing Caring, Honesty, Respect, and Responsibility.

The Y Teen Center & Programs include games, swimming, sports, arts & crafts, the Y Teen Center, gym, wellness, & pool hours, teambuilding & leadership development exercises, field trips, Themed activities, and an academic incentive program to encourage education. The Dubuque Community Y enhances the physical, intellectual and artistic abilities of middle school students.

#### **Hours of Operation**

Monday & Wednesday	2:30 P.M. -8:00 P.M.
Tuesday	2:30 P.M.- 6:00 P.M.
Thursday	2:30 P.M.- 6:00 P.M.
Friday	2:30 P.M.- 6:00 P.M.
Early Release	1:00-6:00 P.M.
Non-School	1:00-6:00 P.M.

**Fee:** Free for Y Teen Members (Must be a Y Member)

#### **How do I register?**

1. Each youth must be a Y member to participate 2. Parents are asked to register at the Y front desk and complete required form in the Parent Handbook and return forms to the Y front desk. 3. The Teen Center & Programs is a **FREE** service to our Y Teen Members

#### **Required Forms**

Each parent is asked to fill out a contact information form. The form includes important information regarding the child, parents(s), and emergency contacts. If information changes, please notify the Y Teen and Family Coordinator immediately.

#### **Who is supervising Teens at the Y?**

Staff & Volunteers are chosen for leadership skills, safety consciousness, responsibility, and caring attitude towards teens. All staff & volunteers have passed background checks.

Staff are certified in community CPR and First Aid. Staff & volunteer members are employed by the Dubuque Community Y and in partnership with the AmeriCorps Program, Foster Grandparent Program and local colleges.

**Can my child come late?**

Yes. Students are welcome to come anytime between scheduled program hours. This is a **Drop-in program**. Parents are encouraged to communicate through required forms or contacting the Y Teen Coordinator regarding special request or circumstances.

**Does my child have to come every day?**

No. Students are not required to attend everyday. **This is a DROP-IN PROGRAM.**

**What will my child be doing?**

We have a variety of activities planned. Some of the activities may include:

Basketball	Arts & Crafts	Soccer
Team Building	Community Service	Board games
Field Trips	Character Development	Flag Football
Kickball	Video Games (PG-13)	Cooking
Swimming	Self-Defense Classes	Fitness
Scrapbooking	Enrichment Activities	Movies (PG-13)

**Personal belongings**

The Y is not responsible for lost or stolen personal items. Members are responsible to lock and secure their own personal items.

**Communication**

You can access updated information on our Y website. [www.dubuquey.org](http://www.dubuquey.org)

**Program Closing**

There may be days when the Teen Center Summer Program will be closed due to holidays and/or emergencies. Check website for Updated information or call the Y main desk.

**Food & Snacks**

Students must bring their **own Lunch** each day of the program. Students may bring a snack to eat in designated areas only (Lobby or Teen Center). The Teen Center has vending machines and may provide some food items on special occasions.

**How is discipline handled?**

All infractions will be handled according to the DCY Teen Code of Conduct. Please see Y Teen and Family Coordinator if you would like a copy of this document. Discipline infractions may result in possible expulsion from the Y facility. Please review the following infractions with your child: Stealing, profanity, violent behavior, continued misbehavior, disrespect of staff or peers.

**What if my child is sick?**

The Dubuque Community Y cannot provide care for sick children. Please do not send your child to the program if he/she is ill. We are concerned for the health and welfare of each child; therefore, we

require that your child be picked up immediately in the event that he/she becomes ill during the program.

### **What if my child is injured?**

If your child is injured, the Site Supervisor on staff will take immediate steps that may be necessary to obtain medical care. The steps may include but are not limited to:

General First Aid administered

Attempt to contact parent(s) or guardian

Attempt to contact parent through emergency contacts or registration form

If we cannot reach the parents, and the injury is deemed serious, an ambulance or paramedic will be contacted and the child will be taken to the hospital in the company of a Y staff member.

### **Photographs**

As a program participant of the Dubuque Community Y, your child may be photographed and/or videotaped during his/her activities. The Dubuque Community Y may use these photos and/or videos periodically in newsletters or other publications.

### **Volunteers**

If you are interested in volunteering with our program, you will need to complete a Dubuque Community Y Application. The application includes a background screening form and Y Teen Volunteer contract.

### **Y Teen Staff:**

Staff will be selected using the following guidelines:

- Individuals who have received training in Youth Development
- Background checks will be done by DCY for all staff and volunteers
- Individuals who have the ability to tutor basic education
- Individuals who look to motivate and encourage youth continually towards Character Development
- Individuals who are willing to instill the DCY Core Values

### **Code of Conduct**

- A. Y Teens must always be aware of their official representation of the Dubuque Community Y, staff and members. Y Teens must conduct themselves in a manner that reflects the best possible image for the organization. At all times, individuals should exhibit high standards or behavior, positive attitudes, good taste and high moral character. Any disrespect to Y staff is grounds for dismissal from the Y.
- B. Negative or bad attitudes will not be tolerated
- C. Profane language, using drugs or alcohol, using obscene gestures, or any other action deemed inappropriate will not be tolerated.

- D. Y Staff are responsible for the discipline of Y members. Y Teens may be suspended or dismissed from the program if it is determined to be in the best interest of the Dubuque Community Y.
- E. Y Teens who are removed from the Y for non-compliance to any rules may be ineligible for future participation in the program.
- F. Y Teen Character and expectations will be measured by the following values: Respect, Caring, Honesty, and Responsibility

**\*\*Major offenses could result in suspension from Y (staff judgment will be applied)**