

City of Manhattan Beach
Teen Center
Summer Camp 2019



Parent Guide

Location:

Manhattan Heights Park
1600 Manhattan Beach Blvd.

Hours:

M T W F 7:15am-6:00pm
Closed Thursdays for field trips

Parks & Recreation Registration Help Desk
(310) 802-5448
mbparksandrec@citymb.info

Teen Center Site Supervisor

Jared Gordon
(310) 877-0514

jaredgordon@citymb.info

REC & Teen Center Coordinator

David Ibarra
(310) 802-5419

dibarra@citymb.info

Manhattan Beach Teen Center

Teen Center Mission Statement:

To provide Manhattan Beach Teens with a positive recreational experience through activities and programs that enhance their physical, mental and social well-being.

Summer Program Description:

The Teen Center summer camp is a drop-in, non-custodial program open to all 6th through 9th graders or teens ages 11-14. The Teen Center has a variety of activities available each day including foosball, ping-pong, pool, Xbox, PS4, arcade games, movies, basketball, volleyball, and much more! In addition to the daily activities, the Teen Center has exciting trips each week. Monday through Thursday, campers may bring a lunch or be accompanied by Teen Center Staff to walk to McDonald's, Trader Joe's, or Tomboys where they may purchase their lunch. Lunch will be provided by the Teen Center on Fridays.

No camp 7/4 and trip days. 7/18 closed @ 3pm

How to Sign Up:

Registration is required for participation in Teen Center Summer Camp. Participants may register via the City website www.cityymb.info/registration or in person at City Hall 1400 Highland Ave. No program or event registration forms or payments will be accepted at the Teen Center.

Fee Structure

<p><u>RESIDENTS</u></p> <p>\$125 for the entire summer (Includes all 8 weeks of Teen Center Summer Camp) *Trips NOT included</p>	<p><u>NONRESIDENTS</u></p> <p>\$125/weekly (4th of July week \$100) *Trips NOT included</p>
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TRIPS

Trips must be purchased separately and are open to ages 11-17.

Teens do NOT have to be registered in the Teen Center to register for trips.

6/20 Universal Studios	Res: \$ 100/ Nonres: \$110	NO lunch	#33316	Departure: 9am Return: 9pm
6/27 Raging Waters	Res: \$60/ Nonres: \$66	Lunch	#32831	Departure: 9am Return: 7pm
7/11 Big Bear Lake	Res: \$60/ Nonres: \$66	Lunch	#32832	Departure: 7am Return: 7pm
7/18 Medieval Times TEEN CENTER Closes @ 3pm	Res: \$60/ Nonres: \$66	Lunch	#32833	Departure: 3pm Return: 8:30pm
7/25 Knott's Berry Farm	Res: \$60/ Nonres: \$66	Lunch	#32834	Departure: 9am Return: 9pm
8/1 Disneyland	Res: \$100/ Nonres: \$110	NO lunch	#33317	Departure: 9am Return: 9pm
8/8 Magic Mountain	Res: \$60/ Nonres: \$66	Lunch	#32835	Departure: 9am Return: 9pm

***All trips include lunch except Universal Studios and Disneyland.**

***The Teen Center will be closed on Thursdays; only open for trip drop off and pick up.**

**Refund Policy and Procedure: The Teen Center Program Fee is a one-time nonrefundable fee. To withdraw from the Teen Center program contact registration staff at mbparksandrec@cityymb.info
No monetary refund will be given.**

Participant Expectations

These rules apply for all Teen Center events, trips, and activities.

- Keep the Teen Center safe and fun. Be courteous and respectful, be helpful, be nice to others, and use only kind words.
- Keep the Teen Center clean. If you make a mess, clean it up. Put away the things (games, balls, crafts, etc.) that you play with.
- Keep the Teen Center green. Pick up your trash and the trash you see on the ground. Recycle.
- Respect and obey all adults; including and especially Recreation Leaders, parents and volunteers.
- Remain in assigned areas.
- Take care of Teen Center property and equipment. Treat it as if it were your own.
- Keep hands, feet and objects to yourself.
- Label all belongings.
- Use common sense. If you think there is a chance that you or someone else might get hurt, DON'T DO IT!
- NO rough housing, horse play, or fighting. Includes: pulling, shoving, pushing, wrestling, pinning or hanging on the Staff.
- NO throwing rocks, sand or other unsafe items.
- NO profanity.
- NO toys or items that do not contribute to a safe Teen Center environment.
- Seek help from Staff if you're having a problem with another person.

Discipline Procedures

Following policies ensures each participant's experience is positive within a safe, clean, green, and wholesome environment. When a policy or rule is broken, a yellow slip will be given to the parent/guardian detailing the offense and disciplinary action/consequence.

- Once a yellow slip is issued, it must be signed and returned to the program the next day.
- Four (4) yellow slips will result in a behavior promise slip, teen and parent conference, and suspension for day/week.
- Only the site supervisor or program supervisor will handle all conference and suspension issues.
- Depending on the severity of the offense, the City of Manhattan Beach has the right to suspend or expel a participant from the program, even if it is the teen's first offense.
- Refunds are NOT given for suspensions or expulsions.

Sample below:

This is your teen's:

_____ 1st warning _____ 2nd warning _____ 3rd warning _____ 4th warning

If the undesired behavior continues after the 4th warning, the following steps will be carried out with the Teen Center Program Supervisor.

_____ Behavior promise. (This is created by the staff with your teen)

_____ Teen & parent conference with the REC Program Supervisor (your teen may not attend the program until the conference has taken place)

_____ Suspension: _____ day(s)

_____ Suspension: _____ month(s)

Teens with Special Needs

The Teen Center Program is an inclusive program welcoming all resident and non-resident middle school students. Some participants may require reasonable accommodations to participate in TC activities and events. Parents and guardians of teens with special needs should notify TC Staff that their teen will require some form of reasonable accommodation. Staff and/or supervisor may need to contact parent to discuss options for inclusion in TC Program, including use of a personal assistant or aide provided at no cost to the TC Program.

All participants are expected to follow TC Policies and Expectations:

- Show respect to all participants, staff, equipment, and nature.
- Be pleasant to others and refrain from using foul language and gestures.
- Refrain from causing harm to self, other participants, and staff.
- Use equipment, supplies, and facilities properly.
- Use age-appropriate behavior so as not to interfere with the flow of activities.
- Follow verbal prompts.
- Manage personal hygiene on own.

If any participant is unable to follow these expectations with or without reasonable assistance from Staff, inform your supervisor and document incidents in log-book.

Sign-In/Out:

Upon drop off/pick up, teens are required to sign themselves in and out daily. Teens are allowed to sign in and sign out to walk to McDonald's, Trader Joe's, or Tomboys where they may purchase their lunch/snack.

Late Pick-Up Policy:

Teen Center Summer Camp closes at 6pm. A late fee will be charged beginning at 6:01pm. The late fee is \$10.00 per teen for every ten-minute interval or portion thereof that the teen remains with Teen Center Summer staff after 6pm. For example: A teen picked up at 6:16pm warrants a \$20.00 late fee. Two teens picked up at 6:09pm warrants a \$10.00 late fee per child, for a total of \$20.00.

Time	Fee Per Child
6:01pm – 6:10pm	\$10.00
6:11pm – 6:20pm	\$20.00
6:21pm – 6:30pm	\$30.00
<u>The clock at the Teen Center Summer Camp site is used to determine the time.</u>	

If a teen is picked up late on three (3) occasions, it will be grounds for camper suspension from Teen Center Summer Camp until arrangements can be made to ensure that your teen is picked up on time thereafter.

Payment of late fees may be in the form of cash or a check payable to the City of Manhattan Beach, with "Teen Center Summer Camp" specified in the memo. A receipt will be issued for all late fee payments. If payment is not submitted at the time of the late pick up, it must be submitted the next morning at arrival. Your teen may not return to the teen center until the payment is made in full. If a participant has not been picked up by 6:30pm and there is no answer on any of the phone numbers listed for that teen, the Manhattan Beach Police Department will be contacted, as required and instructed by the Department of Social Services. The number for the Police Department front desk is (310) 802-5140 and MB Dispatch can be reached at (310) 545-4566.

Emergencies called in advance by telephone will be taken into consideration on a case-by-case basis.

Parent/Guardian Late pick up Receipt

Hello Parent/guardian,

Today, _____, 2019 you arrived late to the Teen Center Summer Camp, the current time is ____: __pm

- Teen Center Summer Camp program ends at 6pm
- A late fee will be charged beginning at 6:01p.m. The clock at the facility will be used to determine the Time of pick up.
- The late fee is \$10.00 for every ten-minute interval or portion (see sample below)

Time	Fee Per Teen
6:01pm – 6:10pm	\$10.00
6:11pm – 6:20pm	\$20.00
6:21pm – 6:30pm	\$30.00

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Emergencies called in advance by telephone will be taken into consideration on a case by case basis.

As mandated and instructed by the Department of Social Services, the Manhattan Beach Police will be called by recreation staff if the child is not picked up by 6:30pm

Payment Type: (Cash or Check)	
Amount Paid:	
Parent/Guardian name:	
Parent/Guardian signature:	
Staff Signature:	

Beach Days

On Tuesdays, the Teen Center will be taking a bus to City Hall (1400 Highland Ave.), and then will walk down 15th street to the beach. Our location is between 14th street and 15th street next to the life guard tower. North side of the pier. Teen Center will be closed while at the beach and will reopen upon return.

- **Sun protection on beach days is vital. All teens must bring sunscreen.** The staff will stop all activities, including swimming, to remind and encourage teens to reapply sunscreen throughout the day. **The staff cannot be held responsible for teens who choose not to do so** (we cannot provide nor apply sunscreen on teens). Additionally, we recommend the use of hats and rash guards for further protection from the sun. Please talk to your teen about sun safety.

What to bring to the beach:

- Swimwear
- Sunscreen
- Water
- Dry clothes
- Towel
- Boogie boards or beach umbrellas. **Surf boards and pool floaters are strictly prohibited.**
- Big lunch or money to buy lunch

When we leave the beach:

- TC departs to the beach @ 10am
- By 10:30am all teens will arrive at the beach.

Return time to home park

- 5pm teens will walk back up to city hall to get picked up by bus.
- By 5:30pm all teens will arrive at park

Beach Day Location



Thursday Field Trip Days

ALL registration takes place at City Hall or online at www.citymb.info/registration. **Trips must be purchased separately and are open to ages 11-17.** Teens do NOT have to be registered in the Teen Center to register for trips. ***The Teen Center will be closed on Thursdays; only open for trip drop off and pick up.**

What teens should bring:

- On trips that do not include lunch (Universal Studios & Disneyland), **money for food is required** and we recommend \$30 per teen.
- Money for snacks and souvenirs is at the parents' discretion.
- Parents/Guardians should check the destinations' websites for their policies to learn more about what your teen can or can't bring.

Refund Policy

- 5 days prior to the trip. Please plan accordingly.
- Parents/Guardians may **NOT** accompany campers on field trips.
- Expect campers to return to the Teen Center between 7pm-9pm.

Trip List

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