Fitness, Nutrition & Health

S.T.E.M.
(Science, Technology, Engineering and Mathematics)

Cultural Experiences

The Arts

Field Trips

Character Development

Community Service

Team Sports

TEENS IN ACTION

Winter 2016 Edition

December 19-22 and 27-30, 2016

9 a.m. to 5 p.m.

Ages 12 - 18

James Lee Community Center	Mott Community Center	Providence Community Center	Reston Teen Center	South County Teen Center
2855-A Annandale Rd. Falls Church, VA 22042 703-534-3387, TTY 711	12111 Braddock Rd. Fairfax, VA 22030 703-278-8605, TTY 711	3001 Vaden Dr. Fairfax, VA 22031 703-865-0520, TTY 711	12196 Sunset Hills Rd. Reston, VA 20190 703-326-7040, TTY 711	8350 Richmond Hwy. Suite 309 Alexandria, VA 22309 703-704-6234, TTY 711

Neighborhood & Community Services

TEENS IN ACTION

Winter 2016 Registration Form

Section I: Participant Information

A separate form must be completed for each teen. Parents/guardians must register their teen to be eligible to participate.

Please print carefully:
For Weeks: 1 2

Teens In Action location your teen will be attending:

_____

Participant's Name: _____

Birth Date: _____ Grade: ___ Sex: ___

Street Address: _____

City: _____ State: _____ Zip: _____

Name of Parent/Guardian: _____

Daytime Phone: _____ Office Phone: _____

Email: _____

Emergency Contact Name:_____

Emergency Phone: _____ (Required)

Participant's School: _____

☐public ☐private ☐parochial ☐home school

Participant will be:
☐ walking ☐ biking ☐transported to program

Family Physician: _____

Phone: _____

Health Insurance (circle one): Yes No

Name of Insurance: _____

Insurance Number: _____

Other Information:

Allergies: ☐ bee stings ☐insect bites ☐ foods please specify:
_____

Other: _____

Medication:
Name/Type: _____

For: _____

Restrictions: _____

Other Health Related Information:

_____

_____

Please fill out the below information regarding the teen's participation in Teens In Action Winter program. This information will help staff in the planning of daily Teens In Action programs and activities.

	Always	Sometime	Never
Camp Activities: Teen can follow directions well enough to participate in activities from beginning to end.			
Leisure Participation: Teen is willing to participate in a variety of new activities.			
Safety: Teen has trouble staying with a group and may wander or run off.			
Behavior: Teen can manage his/her behavior when he/she becomes frustrated or upset.			
Communication: Teen can communicate to staff his/her needs, wants and interests.			

Comments: _____

_____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date _____

Section II: Policies and Procedures

Eligibility for Teens In Action Winter Program: Teens between the ages of 12 and 18 who are residents of Fairfax County or Fairfax City may participate in Teens In Action Winter program. This program is designed for middle and high school aged teens. Individuals may register at any time during the program session.

Medical Emergency: In the event I cannot readily be reached in an emergency, the Fairfax County Neighborhood and Community Services employees may, at my expense and with my permission, contact our family physician, and/or utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital.

Permission: I hereby grant permission for my child to participate in any of the programs, special events, walking and bus trips, including swimming, sponsored by the Fairfax County Neighborhood and Community Services. A weekly calendar of activities will be distributed.

Photo Release*:* By signing this form, I give permission for my child to be photographed and/or videotaped for use in publicizing NCS programs and services. Youth registration information provided to the Teen In Action Winter Program is public record and as such may be released under the Virginia Freedom of Information Act (VFOIA) unless the parent/guardian specifically requests that this information not be released. Please initial here ____ if you do not grant the camp permission to release your child's registration information.

Privacy Information: In accordance with the Virginia Privacy Protection Act of 1976, the requested information will be used to coordinate activities of this agency. I understand that some of the information contained in this form may be released to persons who request such information in accordance with the requirements of the Virginia Freedom of Information Act (VFOIA), VA. Code §2-2-3705. As this statement indicates, not all information NCS collects is subject to availability under the VFOIA. Medical information, anything relating to mental or physical well-being, Social Security numbers, and letters written to NCS regarding participants or personnel are exempt from VFOIA requests.

Participation: Teen In Action Winter program is a structured recreation program. Parents may choose to allow their children to participate the entire day or any portion of the day. The comings and goings of participants are the responsibility of the parents. If a child leaves the center for any reason, he or she is no longer the responsibility of NCS. If a child misses more than two consecutive days of camp activities without prior arrangement with camp staff, that slot will be assigned to the next child on the Wait List.

Behavioral Issues: If the actions of a participant may cause injury to other participants or staff, camp staff reserves the right to deny his/her continuation in the program. If NCS or Fairfax County property is stolen, destroyed or damaged, payment may be required to pay for replacement or repairs. Please do not bring any valuables (to include iPods, cell phones, cameras or other electronic devices) to camp—loss or damage to these items are not the responsibility of NCS or Fairfax County.

Parental Responsibilities: Transportation to and from the center is the responsibility of the parent/guardian. Working parents must have alternative transportation arrangements in case of emergency, illness, or disciplinary problems. Parents are responsible for providing lunch for their children.

Field Trips: Field trip payments will be collected in advance of the trip. Field trip permission slips is required the week before the trip. Absences and personal scheduling conflicts are not reimbursable. Field trip availability is filled on a first-come-first-served basis. The center will be open and provide programming for any teens not attending a field trip activity.

Liability: On behalf of my child, I recognize that there are risks inherent to participation in recreational activities and agree to hold harmless Neighborhood and Community Services, its officers, employees, and volunteers from any and all claims from bodily injury and/or property damage which result from my child's participation in any and all activities sponsored by NCS.

I certify that I have read and understand all policies and procedures associated with the operation of the Teens In Action 2016 Winter Program.

Signature of Parent/Guardian: _____Date: _____

Section III: Rules of Conduct

Children and Parents: Carefully read the Code of Conduct with your child. Have your child sign the Code of Conduct. Your signature is also required. A separate center registration form must be completed for each participant.

Participants must:

- Sign in and out on the daily attendance form. You must inform your leader before leaving the Teens In Action program.
- Stay in your assigned group, listen to the Teens In Action leaders and follow directions carefully.
- Show respect for others in what you do and say.
- Be involved in as many activities each day as possible and encourage others to do the same.
- Try very hard to maintain your self-control even when you are upset—the Teens In Action leader will listen.
- Take care of your personal belongings—no pocket knives or harmful weapons allowed.
- Use equipment and supplies appropriately without destruction.
- Play safely and have fun.

Parents must:

- Support the Teens In Action staff and work with them to resolve disciplinary issues.
- Understand that the comings and goings of your teen are your responsibility.
- Agree to hold harmless the Fairfax County Neighborhood and Community Services, its employees and volunteers once your teen has signed out from the program.
- Understand that after the 5p.m. camp end-time, teens will be able to participate in the teen center until close.
- Make arrangements for your teen to be picked up in the event of sickness, uncontrolled behaviors, or other emergency needs.

Termination of Service/Ineligible for Services may occur if:

- The participant's actions cause injury to self, peers, or staff.
- The participant exhibits inappropriate behaviors which may inhibit participation in activities.
- The participant engages in repetitive, aggressive, harmful, or disruptive behavior.
- The participant fails to follow the general rules of conduct (see teen center code of conduct on last page).
- The participant does not meet the eligibility criteria for the program.

Behavior Guidance and Management:

When a participant is disruptive to the program and other participants, Teens In Action staff must take action to resolve the problem. We have trained staff to provide basic behavior interventions. In the management of disruptive and inappropriate behaviors, the following guidelines are used:

- Acknowledge the participant's behavior or distress.
- Assess the reasons for the behavior.
- Counsel the participant about appropriate behavior.
- Use non-aversive measures including: ignoring the behavior; redirecting the behavior; modeling the expected behavior; and, if necessary, removing the participant from the activity or isolating the participant from the group for a short time.
- If staff is unable to effectively and safely manage a participant's disruptive behaviors (self-abusive actions, biting, tantrums, hitting, and destruction of property, etc.), the following actions will be taken: consult with parents and staff concerning the exhibited behavior; design and carry out a behavioral plan to work with the participant; and re-evaluate the situation within a reasonable period of time.
- If the disruptive behavior continues or endangers self, peers or staff, your teen's eligibility may be affected. You will be contacted by staff, and your teen's eligibility will be discussed. NCS reserves the right to terminate or suspend your teen from the program. We appreciate your support as we try to find a solution that will allow your child to continue without incident. The safety of the participants and staff is of paramount concern.

I certify that I have read and I understand the Neighborhood and Community Services' Code of Conduct. I will strive to follow and uphold it, and to maintain a safe and enjoyable Teens In Action Winter program for all. I also understand that the Teens In Action Winter program is a drop-in program and the comings and goings of participants are the responsibility of the parent.

We, the undersigned, have read and understand the Rules of Conduct, and will strive to follow and uphold them, to maintain a safe and enjoyable Teens In Action 2016 Winter Program for all.

Signature of Teen: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Teen Center Code of Conduct and Expectations

Teen center participants are expected to uphold the six pillars of CHARACTER COUNTS® which includes: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Behavior contrary to these principles will result in suspension or expulsion from the teen center and in some cases prosecution.

- **All teens must sign in and out daily and be properly registered.**
- **Drugs and alcohol are not allowed inside or on the grounds of the teen center. Teens under the influence will be denied entrance or made to leave. Authorities may be called.**
- **Tobacco products are not allowed inside or on the grounds of the teen center. Teens smelling like tobacco products can be denied access to the facility.**
- **Abusive and insulting language will not be tolerated.**
- **Fighting, theft and vandalism are not permitted.**
- **Physical or sexual touching, assault, battery, or improper touching will result in suspension and may be reported to the authorities.**
- **Loitering is not allowed in the teen center or on the surrounding property.**
- **Teens are responsible for maintaining their personal items and are discouraged from bringing electronic devices to the center.**
- **Inappropriate use of cell phones is not permitted.**
- **No hats, bandanas, headbands or skull caps are to be worn or displayed at any time at the center or on field trips.**
- **No gang-associated symbols are to be worn or displayed at any time in the center or on field trips.**
- **Please respect yourself, other teens, the staff, and teen center property.**

Teens attending the center are always expected to participate in the programs and activities.

Fairfax County NCS Neighborhood and Community Services

www.fairfaxcounty.gov/ncs

A Fairfax County, Va., publication

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For more information, call 703-324-4600, TTY 711.