

JEANNE CLARKE
SUMMER TEEN CENTER

PARENT INFORMATION



Novi

Strengthening Families
Through Community Involvement

NOVI YOUTH ASSISTANCE

www.cityofnovi.org/nya

About Novi Youth Assistance

A local branch of Oakland County Youth Assistance, Novi Youth Assistance is a nonprofit 501(c)3 organization, made up of a community of volunteers, assisted by a professional staff, whose main goal is providing early intervention programs that offer support and education to families in our community.

***Mission:** To strengthen youth and families and to prevent and reduce the incidence of delinquency, neglect, and abuse through community involvement.*

Novi Youth Assistance is supported by a unique tri-sponsorship agreement between Oakland County Circuit Court-Family Division, the City of Novi, and the Novi Community School District.

About Teen Center

The Jeanne Clarke Summer Teen Center is a summer program that is offered to Novi residents who are entering 6th -10th grades. The Teen Center aims to engage youth in fun educational and recreational activities in a safe environment to promote positive social and emotional development.

Location

The majority of program time is spent at the Novi High School, which is the location for student sign-in/out. The program will be bussed (and walk, on occasion) to community visits and field trips outside of the program space. Please reference the program calendar to identify when program will be outside of its usual location.

Dates & Hours

June 17 – August 1, 2019
Monday through Thursday
12:00-5:30pm

Sign-In and Sign-Out

Students may be signed in or out at any time during program hours, with the exception of when the program is taking place outside of the typical program space. If the group has left for a community visit or field trip, students cannot be signed in until the group returns to the high school.

Students can sign themselves in and out of program with parent permission by submitting a signed Child Sign-In/Out Agreement. If this form is not submitted, the child may only be signed in and out by a person listed on the Student Information Sheet. Designated adults must come inside the program space to sign the child in and out of program each day. Identification of the person picking the child up may be required.

Students can only be signed in and out of program once per day. Once a child is signed out, he/she is not permitted to return to program until the next program day. Students are expected to be sure that a staff person is aware of their arrival or departure. Failure to do so could result in the loss of self sign-in/out privilege.

Activities

Teen Center takes weekly field trips and community visits. Field trips are included in the program registration cost, and students will not need to bring money to participate. It is permissible for your child to bring their own money with them if they want to purchase a snack or other item that is not included with the trip. Permission slips or special attire (i.e. swimsuits, tennis shoes, etc.) are required for some of our trips, and your child will not be allowed to participate in the activities of the trip if we do not receive a signed permission slip or they do not have proper attire prior to our departure. *A student behaving poorly outside of program space may lose their privilege to attend future trips, without refund.* Unfortunately, we cannot include parents on field trips.

Inside of program space, students have access to plenty of games and activities to take part in during free time, including board games, table games, video games, sporting equipment, and art supplies. In addition, the staff have planned a variety of interactive group games and activities in which students are highly encouraged to participate. Outside guests will also visit Teen Center for special enrichment programs.

Reference the program calendar to identify when guests, community visits, or field trips will occur.

Food & Drink

Program participants are encouraged to bring water bottles. Due to potential allergies, outside food may not be shared with other participants. Meals will not be provided during program, so it is highly encouraged that students eat lunch before they come to program. One snack will be provided during a designated time frame within the program schedule. Students who are not present for snack time miss receiving the snack for that day.

Personal Items

Teen Center has a number of items for your child's use to keep them entertained during program. Also, please keep in mind that some of our activities could cause your child's clothing or shoes to get dirty (i.e. playing outside, painting, etc.). Teen Center is not responsible for any personal items that are lost or damaged during program time.

Medication

No medication is held at Teen Center outside of program hours. Medication will not be administered by Teen Center staff with the exception of an Epi-Pen and Breathing Inhaler. Medications must be in the original packaging and prescribed to the child for that specific dose.

Behavior Expectations

Teen Center operates on a few simple rules. Our #1 rule at Teen Center is respect- we expect students to demonstrate respect for people (staff, guests, peers, self) and property (building, supplies, equipment). All rules are posted in the program space.

Failure to comply with Teen Center rules may result in one or more of the following:

- Redirection
- Removal from activity
- 1:1 meeting with staff
- Parent meeting
- Suspension from program, without refund
- Permanent removal from program, without refund

Teen Center cannot provide one-on-one supervision of program participants. If we feel that we cannot safely accommodate a child's needs, or if a child demonstrates behavior that risks the safety of him/herself or others, the child may be removed from program.

Absence and Illness

There are no attendance requirements for program; however, there are no refunds for program absence.

Please do not send your child to program if he/she is sick. Your student will be sent home if he/she has symptoms of illness. Please do not send your child to Teen Center until he/she has been symptom free for 24 hours, or until you have a doctor's note stating that your student is not contagious.

Parent Responsibility

The parent is responsible for filling out all pertinent information about their child on the Student Information Sheet, and notifying program staff of any changes/updates that should be made throughout the program timeframe.

The parent is responsible for transportation to and from program each day. If the child is not permitted to sign him/herself in or out, the parent is responsible for having someone who is listed on the Student Information Sheet at program to sign the child out no later than 5:30pm each day. *Failure to comply with this rule could result in the expulsion of your child from Teen Center with no refund.*

The parent is responsible for staying updated on important Teen Center information by reading periodic correspondence from Teen Center.

Contact Information

If you have any questions regarding these guidelines or any other questions about Teen Center, please contact the Teen Center Supervisor, one of the staff members, or the NYA office.

Teen Center

Phone – (248) 826-9224, E-mail – TeenCenterNYA@gmail.com

Novi Youth Assistance Office

Phone – (248) 347-0410, E-mail – nya@cityofnovi.org