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COSUMNES CSD

# Participant and Parent/Guardian Guidebook

Effective 6/4/18



Parks and Recreation Department  
Cosumnes Community Services District  
9014 Bruceville Road ▪ Elk Grove, CA ▪ 95758

**“Parks and Recreation Make Lives Better!”**



Dear Participant and Parent/Guardian,

Welcome to the Grove Teen Center. We hope that your participation in our program will be a rewarding experience for you both. We feel strongly that open communication between participant's, parents/guardians and staff is essential to fully meeting the needs of all of the participants.

This guidebook is intended to promote an understanding of our program and its policies; as well as foster cooperation amongst our The Grove Teen Center families and staff. We hope to create mutual respect between parents/guardians and staff, building a partnership for the benefit of each participant.

Please take time to review the following the guidebook as a family. It is important that everyone is familiar with this information.

Should you have any questions, please feel free to contact our office at (916) 405-5622, Monday through Thursday 3:00pm-6:00pm and Fridays 2:00pm-6:00pm.

Sincerely,

CSD Grove Teen Center Staff

## The Grove Teen Center

### **Location**

The Grove Teen Center  
Cosumnes CSD  
Wackford Community and Aquatic Complex  
9014 Bruceville Rd.  
Elk Grove, CA 95758

### **Contact Information**

(916) 405-5622 Teen Center Direct Line  
(916) 405-5600 Front Desk at Wackford  
[TheGrove@csdparks.com](mailto:TheGrove@csdparks.com)

### **Staff**

Samantha Vu  
Assistant Recreation Coordinator  
(916) 405-5622  
[SamanthaVu@csdparks.com](mailto:SamanthaVu@csdparks.com)

Clyde Udasco  
Recreation Coordinator  
(916) 405-5365  
[ClydeUdasco@csdparks.com](mailto:ClydeUdasco@csdparks.com)

Michelle Vargas  
Recreation Supervisor  
(916) 405-5319  
[MichelleVargas@csdparks.com](mailto:MichelleVargas@csdparks.com)

## About The Grove Teen Center

**The Grove** Teen Center is Elk Grove's largest teen recreational facility, offering unmatched leisure amenities for participants enrolled in grades 7-12. This 2,100-square foot teen center offers a safe location for meeting and making friends as well as the opportunity to participate in fun programmed activities. The Grove Teen Center comes equipped with three large flat screen televisions with a Wii, PlayStation, Xbox, pool table, foosball table, a ping pong table, updated computers to help with homework research, a snack bar as well as a large outdoor patio with basketball hoop.

### Mission

- ◆ The Grove Teen Center our mission is to enrich the lives of school-aged participants through meaningful recreational experiences.

### Philosophy

- ◆ The Grove Teen Center is committed to providing a fun, safe, age-appropriate recreation enrichment program which encourages social development; provides diverse experiences; promotes health and wellness; and responds to the needs of families, schools and the community.

### Core Values

- ◆ Quality Relationships
- ◆ Safe Environment
- ◆ Healthy Choices
- ◆ Fun!

The Grove Teen Center offers two programs. The Afterschool program runs on similar dates as the Elk Grove Unified School District school year calendar. A typical year for the Afterschool program runs the middle of August through late May. The Grove Teen Center also offers a Summer Camp program. This is ten-week program accepts weekly registration and typically runs early June through the middle of August.

*We would like to remind parents that because we are a recreation program, all activities are structured for group participation. We encourage your participant's involvement in this social setting.*

- Please Note: The Grove Teen Center is **not** a licensed participant care program.

## Hours of Operation

- ◆ The Grove Afterschool Program hours of operation are based on dismissal times for grades 7-12 of the Elk Grove Unified School District traditional school year calendar.
  - The Afterschool program operates Monday through Thursday, excluding holidays and staff in-service days, from 3:00pm to 6:00pm and Fridays from 2:00pm – 6:00pm.
  - On minimum days and early dismissal days, the Afterschool program opens in the afternoon when participants are dismissed from school.
  - The program ends promptly at 6:00pm.
  - The Summer Camp program runs Monday through Friday from 8:00am – 6:00pm with an early drop off option of 7:00am – 8:00am for an additional fee.
- ◆ The Afterschool Program and Summer Camp operate in The Grove Teen Center located inside the Wackford Community and Aquatic Complex located at 9014 Bruceville Road, Elk Grove, CA, 95758.
- ◆ Please note observed holidays and closure dates below:
  - Independence Day (Jul. 4, 2018)
  - Labor Day (Sept. 3, 2018)
  - Columbus Day (Oct. 8, 2018)
  - Veteran's Day (Observed Nov. 12, 2018)
  - Thanksgiving Break (Nov. 19-23, 2018)
  - Holiday Break (Dec. 22, 2018-Jan. 7, 2019)
  - Martin Luther King Jr. Day (Jan. 21, 2019)
  - Lincoln's Birthday (Feb. 11, 2019)
  - Washington's Birthday (Feb. 1, 2019)
  - Spring Break (Apr. 15-19, 2019)
  - Memorial Day (May 27, 2019)

### \*\* Staff In-Service Days\*\*



Staff In-Service Days: The Grove Teen Center programs will be **CLOSED** on the following dates for staff in-service days:

**August 31, 2018**

**October 5, 2018**

**March 11, 2019**

**May 28 – 31, 2019**

*\* Dates are subject to change*

## Registration Information

Registration is available online ([www.yourcsl.com](http://www.yourcsl.com)) or in person, at least one business day in advance of attendance, at one of the following locations:

Registration & Payment Locations
<p><b>Wackford Community &amp; Aquatic Complex</b> 9014 Bruceville Road Elk Grove, CA 95758 Phone: 405-5600 Hours: Mon-Sun 8a-8p (<i>subject to change</i>)</p>
<p><b>CSD Parks &amp; Recreation Admin. Building</b> 9355 E. Stockton Blvd. Suite 185 Elk Grove, CA 95624 Phone: 405-5300 Hours: Mon-Fri 8a-5p (<i>subject to change</i>)</p>
<p><i>Payments are <b>NOT</b> accepted at The Grove Teen Center</i></p>

### **Emergency Contact Form & Registration Contract:**

Parents/Guardians must complete an Emergency Contact Form and Registration Contract for each participant, prior to the first session that the participant will attend the program. Registration forms contain extremely important information and must be updated annually. **You must update your participant's emergency information whenever you change jobs, phone numbers, or have a change of address and must complete and submit a new Additional Emergency Information Form with the updated information.** You agree and initial online for the Emergency Contact Form, Registration Contract, and Transportation Waiver. It acknowledges that the CSD reserves the right to photograph facilities, activities, and program participants for potential future use for publicity or promotion purposes. Emergency Contact Form, Registration Contract, and Transportation Waiver **expire each year on June 30**. Separate forms must be completed for each participant enrolled in the program.

### *Additional Pick-Up Person(s) Form*

If you would like to add someone to the existing pick-up person list on your participant's emergency form once submitted, you may complete and submit an **"Additional Emergency Contact Information Form."** Forms are available at The Grove Teen Center only. A form MUST be completed for each individual participant.

Please note: The Grove Teen Center is not responsible if parent/guardian fails to complete a form for each participant.

### *Registration Payment*

**Please note: The Grove Teen Center does reach maximum capacity at times. If the program is full when you try to register, you may put your participant on the waiting list.**

If your participant arrives at The Grove Teen Center & payment has not been made or the proper registration paperwork has not been completed, The Grove Teen Center cannot assume legal responsibility for your

participant, and the proper legal authorities (Child Protective Services or local police) may be contacted to take custody of your participant.

- A **Returned Check Fee** of \$25.00 per returned item will be charged if your check is returned. If two (2) checks are returned, we will discontinue the acceptance of checks as a form of payment and all payments must be made by cash, money order, cashier's check or credit card.



Note: Program rates are subject to change at any time. Parents will be notified 30 days prior to the scheduled date of a rate change.

### *Afterschool Program*

- Teen Taxi: Free with The Grove Teen Center Membership (if space is available; registration and payment for The Grove Teen Center Afterschool Program must be made prior to Teen Taxi registration)
  - The Teen Taxi runs according to the school schedules and are based on dismissal times for grades 7-12 of the traditional school year calendar.
  - A transportation waiver must be signed by a parent/guardian at the time of registration.

### *Summer Camp*

- Full Day and Half Day options available.

*Please note:* Field trips are included for Full Day and Half Day registrants. The Grove Teen Center is closed on field trip days.

### *Refunds*

No credits, transfers, or refunds are issued for any unused portion of the program.

## Policies & Guidelines

### *GENERAL INFORMATION FOR ALL PROGRAMS:*

During Sign In/Out, please have your cell phone & electronic devices off. No Bluetooth, earphones, text messaging, or otherwise.

### *Minimum Abilities Required to Participate*

In order to properly maintain a safe and healthy environment for all participants, The Grove Teen Center require all participants must maintain the following minimum standards:

1. Ability to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
2. Ability to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Ability to handle own personal hygiene and toileting needs.

### *Sign In/Out Procedures and Membership ID Policy*

At The Grove Teen Center, your participant will be issued a Teen Center ID card when registering. When your participant arrives at program, they must give their ID card to a staff member who will scan them in for the day. When they leave for the day, a staff member will scan their card and return it to the participant to take home. It is mandatory for every participant to bring their ID card each day they come to The Grove Teen Center. The participant will also sign in and sign out on the sign in/out sheet daily. The participant is responsible for keeping the card safe and bringing it to the program. If the participant loses or damages their card, the parent/guardian will be responsible for purchasing a replacement card.

Please note: Once your participant has signed themselves out for the day (The Grove Teen Center), they will not be able to reenter the program until the following day.

<b><i>If the participant forgets or loses their membership card, a warning system is in place, as follows:</i></b>
<b><u>First Time:</u></b> <i>Verbal Warning.</i> The participant will lose privileges for using video games and computers.
<b><u>Second Time:</u></b> <i>Written Warning.</i> The participant will lose privileges for using video games, computers and personal electronics (cell phone, tablet, music player, etc.).
<b><u>Third Time:</u></b> <i>Written Warning.</i> The parent/guardian will receive a phone call from staff to discuss the importance of the membership card policy. The participant will lose privileges for using video games, computers, and personal electronics (cell phone, tablet, music player, etc.).
<b><u>Fourth Time:</u></b> The parent/guardian will receive a phone call from staff to discuss the importance of the membership card policy and to inform the parent/guardian that if the participant arrives without their membership card again, the parent/guardian will have to pick the participant up from program within 60 minutes of the call. The participant will lose privileges for using video games, computers, and personal electronics (cell phone, tablet, music player, etc.).
<b><u>Fifth Time:</u></b> The parent/guardian will receive a phone call from staff and will be required to pick up the participant from program within 60 minutes of the call. The participant will lose privileges to attend The Grove Teen Center for the next consecutive two full program days, and will lose privileges for using video games, computers and personal electronics (cell phone, tablet, music player, etc.) upon their return to The Grove Teen Center.
<b><u>Please note:</u></b> For every 10 consecutive days the participant brings their ID card, they may earn a step back on the ID policy warning system. For example, if a participant has received his/her fourth warning, and brings their ID for 10 consecutive days, they will move back to the third warning on the system.

### *Appropriate Attire*

The Grove Teen Center requires all participants to wear clothing that is of a respectable manner. The Grove has a very strict policy: Clothing with large holes in them, skirts, pants or shorts that are shorter than mid-thigh, low cut tops, sagging pants and clothing displaying any sort of inappropriate material are not allowed. Hats and hoods are not allowed to be worn inside The Grove. **Flip flops and scandals are not permitted.** Participants wearing inappropriate attire may be sent home from the program. Staff reserves the right to deem attire inappropriate at any time.

### *Valuables*

The Grove Teen Center participants are allowed electronic devices at program such as iPods, iPads, cell phones, etc. **with the understanding that participants are bringing them at their own risk.** However, it is recommended these items be left at home. Staff reserves the right to remove electronics privileges from participants at any time. This includes staff confiscating electronics for the remainder of the day or directs the participant to put them away for the remainder of the day. If use of electronics becomes a problem while a participant is at program, the participant may not be allowed to use them while at The Grove Teen Center.

***Please note: Cosumnes Community Services District is not responsible for lost or stolen items.***



### *Health Policies*



Participants who are ill or who have a contagious disease or condition, (i.e. pink eye, chicken pox) are not allowed at The Grove Teen Center. Programs are very active. **If participants are too ill to participate in the full program, they need to be kept at home.** If your participant becomes ill while at program, you will be notified and must arrange to have your participant picked up within 60 minutes of being notified. **Please notify the Program Site Staff if your participant has been exposed to any contagious disease or condition** (mumps, measles, chicken pox, lice, pink eye, etc.), so we can notify other parents immediately. This information will be confidential, and no names will be shared.

### *Medication Policy*

No medication (prescription or non-prescription) will be administered to any participant without the appropriate form being completed and on file with Cosumnes CSD. If necessary, please complete and submit the **Administration of Medication by Cosumnes CSD Personnel** form. **This form must be completed by the parent/guardian and physician** and is available at one of the Cosumnes CSD Parks and Recreation Administration Office and the Wackford Community and Aquatic Complex (*addresses listed on page 3*), and on site (see Site Staff). Parents/Guardians are responsible for submitting the completed form and providing medication directly to staff. Medication must be submitted in its original container and clearly labeled with the participant's name on it. This form must be updated every school year and whenever any changes are made in the treatment plan. **It is the parent/guardian's responsibility for updating medication before it expires to ensure staff has the proper medication to administer. The form MUST be completed and turned in one business day prior to the participant attending The Grove Teen Center.**

### *Allergy Awareness*

Children with severe peanut and/or tree nut allergies may be at risk for exposure to allergens through airborne or physical contact contamination. Due to potential life-threatening allergies in our participants, we do **NOT** allow products that contain, or may contain, **peanuts and/or tree nuts in The Grove Teen Center programs.** Please **DO NOT** send your child with any products that contain **peanut or tree nut products**, or products that include similar statements on their labels:

- *may contain peanuts and/or tree nuts*
- *made in a facility that processes peanuts and/or tree nuts*
- *made on shared equipment that also process peanuts and/or tree nuts*

### *Snack Bar*

The Grove Teen Center offers a snack bar which includes a variety of affordable snacks for sale that your teen participant can purchase during designated times while at programs at The Grove Teen Center. Examples of snacks available are hot pockets, corn dogs, Gatorade, ice cream bars, chips and fruit snacks. Water is available free of charge. The snack bar does not accept bills larger than \$5.

### *Walking Field Trips*

During programs, we will occasionally take walking field trips to TOPS Yogurt. Signing the Transportation/Field Trip Waiver permits your teen to participate in the Walking Field Trips. In case of inclement weather, The Grove Teen Center will use the Teen Taxi to drive participants to TOPS Yogurt.

### *Safety*

Whenever a staff member suspects or has knowledge of a participant's intention of self-harm or harming others, it is the CSD's policy to report these incidents to local law enforcement.

### *Tax Receipts*

Please Note: Receipts will be issued at the time of registration. Due to the large number of participants in our program, receipts cannot be re-printed. **For tax purposes, the Cosumnes CSD Tax ID is 68-0423149.** It is the parent's responsibility to retain payment records for tax purposes. Yearly payment records are not provided.

### *Healthy Schools Act: Pesticide Use*

The Cosumnes CSD Parks Operations Division will provide parents the names of all pesticides expected to be applied at school facilities located within parks this school year. The school facilities located within parks where pesticides may be applied are: The **Grove Teen Center and Laguna Community Park**. That identification includes the name and active ingredients. Only fully certified pesticides can be used.

Signs and maps are posted at the school sites, describing the pesticides to be used, the location within the park where the application will be made, and the active ingredients contained in the pesticide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you also prefer to be notified by e-mail at least 72 hours prior to the application during this current school year, please call the Park Maintenance Hotline at (916) 405-5688 and request to be contacted regarding school site pesticide application notification. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application.

Please note: Further information is available from the California Department of Pesticide Regulation: [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

At this time, the Cosumnes CSD Parks Operations Division is planning to use the following pesticides: Round-up Pro (Glyphosate), Speedzone (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Surflan (Oryzalin).

### *Donations*

Curriculum and activities supplies for the program are provided. The Grove Teen Center may request for donated items for special events and activities. A Supply Request Flyer will be sent prior to the event. If you would like to donate specific supplies, please see The Grove Teen Center staff.

## INFORMATION AFTERSCHOOL PROGRAM ONLY:

### *Homework*

Because we are a recreation Center plans a variety of activities **time is limited to a minimum of 30 minutes per day.** At the end of participants will be asked to put their group activities. The staff is not completion or accuracy; staff does be complete by the time the out from the program. The Grove Teen Center has updated computers to assist participants with homework time.



program, staff for The Grove Teen daily. Please note that **homework minutes and a maximum of 60** scheduled homework time, homework away and join the responsible for homework not guarantee that homework will participant is picked up or signed

Please note: It is our policy that participants get a jump start on their homework and complete the majority of the work at home and/or with a parent/guardian.

### *Late Nights*

Friday night events offer fun, quarterly events for teens. "Late Nights" take place from 6:00pm-9:00pm on designated Fridays. These events are free to all Afterschool program members. Previous events have included game nights, movie nights, and cooking competitions. Some events may include refreshments, and some may not. Be sure to review each event flier for information. The snack bar is open during late night events so teens can purchase snacks.

### INFORMATION FOR TEEN SUMMER ADVENTURE CAMP ONLY:

#### *Lunch*

Please send a healthy, **ready-to-eat** lunch and beverage(s) for your participant. The Grove Teen Center snack bar is open during summer camp hours. Participants will have the opportunity to purchase items or can bring their lunch. The Grove does have access to a microwave cold and hot water. Please send food that requires no preparation.

#### *Summer Camp Field Trips*

During the summer, The Grove Teen Summer Adventure Camp offers **weekly field trips** that are included in your weekly registration fee.

#### *Swimming*

**Please send your participant to camp with a one-piece swimsuit and /or swim trunks. Trunks must be tied properly at the waist. Participants will be able to dress prior going to the pool.**

- Swimming is optional; however, ALL The Grove Teen Adventure Camp participants will go to the Wackford Aquatic Center pool daily if desired or they have the option of staying inside The Grove Teen Center.
- **Life jackets and floatation devices of any kind are NOT ALLOWED to be worn by participants at any time.**
- Participants may bring money for the pool snack bar, but are limited to purchasing one item daily, during their designated swim time. Participants who choose to swim may bring money. **Staff cannot return to The Grove Teen Center if participants forget to bring their money to the pool.**
- Failure to follow pool rules will result in loss of swimming privileges.

#### *What to bring*

- Closed-toed shoes (flip flops or sandals are allowed for POOL TIME ONLY)
- Towel
- Sunscreen
- Healthy, ready-to-eat lunch
- Healthy beverage(s)
- Water bottle
- Backpack that can be **easily** totes throughout the day

## Standards of Behavior

**Please review the following.** For the enjoyment and safety of everyone, the Cosumnes CSD Parks and Recreation Department expects all participants to treat the people and facilities associated with The Grove Teen Center programs with respect, and abide by all rules and direction from the staff.

### GENERAL PROGRAM RULES FOR PARTICIPANTS:

- Respect and follow the directions of all staff.
- Be polite and use appropriate language.
- Keep your hands, feet and other objects to yourself and treat everyone with respect and dignity.

- Play fair, be honest, and take turns.
- Participants must remain in the designated areas visible to the staff at all times.
- Follow all school or park rules.

### *Positive Discipline Policy and Guidelines*

The Grove Teen Center uses discussion, redirection, and “breaks” as means of positive discipline for inappropriate behaviors. If a behavior escalates, continues, or is beyond using these methods, a Behavior Report will be used to document the incident and inform the parent/guardian of the behavior. In addition, certain behaviors warrant an automatic issue of a Behavior Report: acting out physically, the use of profanity or derogatory remarks, stealing, vandalism, and refusal to follow program instructions or rules.

*Staff exercises the following positive discipline guidelines:*

#### ***Staff Always:***

- Provide a variety of choices and activities
- Focus on and praise positive behavior
- Use positive language
- Make rules and expectations clear
- Use discussion, redirection, & “breaks as a means of positive discipline
- Use eye contact when speaking to the participant and get down to the participant’s level (if necessary)
- Use words the participants will understand
- Are consistent about expectations
- Model acceptable and appropriate behavior
- Encourage participants to make positive choices
- Respect each participant and their feelings
- Work to involve the parent/guardian

#### ***Staff Never:***

- Yell or raise their voice to discipline a participant, unless the participant is in immediate danger
- Shame or humiliate a participant
- Discount a participant’s feelings
- Compare participants

#### ***Staff Use Sparingly:***

- “No” or negative terms as little as possible
- Behavior Reports

### *Code of Conduct*

Participants in The Grove Teen Center program must:

1. Abide by all policies set forth by CSD programs
2. Not engage in any violent physical contact with another participant
3. Be respectful and considerate to staff and other participants
4. Keep language and gestures respectful and appropriate
5. Do their part to keep The Grove Teen Center clean

All teen programs have a zero-tolerance policy for any type of physical violence, harassment, drug or alcohol use.

The Grove are committed to be a safe and enjoyable place for all participants. CSD reserves the right to drop a participant from the program at any time for the following reasons:

1. Non-cooperation by the participant or by the parent/guardian.
2. Physical or verbal abuse of another participant or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to the program.

**The Cosumnes CSD Parks and Recreation Department reserves the right to refuse service to anyone for failure to abide by these standards.**

Behavior Report Guidelines:

1. When a staff member fills out a Behavior Report, you and your participant will be notified of the situation and asked to sign the Behavior Report signifying that you are aware of your participant's behavior. Refusal to sign the Behavior Report by the parent/guardian or participant will result in the participant's immediate dismissal from all programs with no refund available.
2. **Upon receipt of your participant's 2<sup>nd</sup> Behavior Report, the parent/guardian must attend a parent/guardian conference** with the Recreation Coordinator and/or Recreation Supervisor to determine a behavior action plan for the participant. The participant may or may not be present at this conference. The participant may be suspended for the following scheduled day or more and may not return to program until a parent/guardian conference occurs. Refunds will not be available. Refusal by a parent/guardian to participate in a conference will result in the participant's permanent expulsion from all programs.
3. Upon receipt of the participant's 3<sup>rd</sup> Behavior Report, the participant will be suspended from program for a minimum of the following scheduled attendance day up to one full week. Refunds will not be available.
4. ***Upon receipt of the participant's 4<sup>th</sup> Behavior Report, during a twelve-month period,*** the participant will be expelled from all programs for one full calendar year.
5. After one year has passed, the parent/guardian may schedule an appointment with the Recreation Supervisor to evaluate re-admittance of the participant.

The Grove Teen Center programs are committed to be a safe and enjoyable place for all participants. CSD reserves the right to drop a participant from the program at any time for the following reasons:

1. Non-cooperation by the participant or by the parent/guardian.
2. Physical or verbal abuse of another participant or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to program.

**CSD reserves the right to suspend or expel a participant at any time. Expulsion from the program will continue for a minimum of one full calendar year from the original date of expulsion. CSD adheres to school rules and regulations. If your participant is suspended or expelled from school, they will be from the CSD program as well.**

If a participant is suspended or expelled from a program, your participant may be sent home during program hours and you may be called to pick up your participant from the site within 60 minutes. **After 60 minutes, you will be charged \$1 per minute until your participant is picked up.**

### ***POLICY CHANGES***

The Parent Handbook is designed to promote an understanding of The Grove Teen Center programs offered by the CSD, and to foster a spirit of cooperation between staff and families. While the handbook describes the programs, policies and procedures, there may be times where the CSD has to change the policies, procedures or programs with little or no notice. The CSD reserves the right in its sole discretion, to modify or change the policies, procedures or programs, in whole or in part, at any time. Nothing contained in the Parent Handbook shall be construed as a contract between The Grove Teen Center programs and any one or all of its customers or participants.





the grove

COSUMNES CSD

## **The Grove Teen Center Participant and Parent/Guardian Guidebook Agreement**

I (we), the undersigned, have read, reviewed and understand all the policies, procedures and expectations as set forth in the **2018-2019 The Grove Teen Center Participant and Parent/Guardian Guidebook**. I (we) also understand that I (we) am (are) responsible for following all of the policies, procedures and expectations as they are stated in The Grove Teen Center Participant and Parent/Guardian Guidebook.

Print Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

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

Print Parent/Guardian Name: \_\_\_\_\_

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

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