



Parent/Participant Handbook

**670 Shell Blvd.
Foster City, CA 94404**

(650) 286-3254





FOSTER CITY TEEN CENTER GENERAL INFORMATION

The Vibe, Foster City's Teen Center, would like to welcome you and your teen to our new facility. To ensure that your teen gets the most out of our programs, we would like for you and your teen to take a moment to briefly read over our facility and program rules, regulations, and code of conduct. These guidelines are designed to inform parents, guardians, and participants of The Vibe and what is expected of the teens while in our center.

WHO CAN PARTICIPATE?

The City of Foster City offers drop-in and after school programs at The Vibe. All programs are for middle school and high school aged students up to the age of 19 or until completion of the 12th grade, whichever comes first. The facility is open to both resident and non-resident teens. The Vibe also hosts a number of daily activities, special events and even teen trips which are open to all Vibe members.

REGISTRATION

Potential Vibe participants must fill out all mandatory registration forms, all of which require a parent/guardian signature. All forms can be found in the last pages of this handbook. Teens and their parent or legal guardian are required to provide the following information:

1. Current contact information including address, age and school
2. Any medical information such as medications taken or allergies
3. Signed Vibe Rules Contract

All teens will be required to have their parent or legal guardian sign The Vibe Registration Form and review the Parent Handbook and Code of Conduct prior to their participation in the Teen Center drop-in program.

MEMBERSHIP FEE

To become a member of The Vibe, teens must pay a membership fee of \$25. To ensure that all teens have the opportunity to enjoy our center, the membership fee is a one time, non-annual fee.

I.D. CARDS

To receive a Vibe I.D. card, participants and parent/guardians must fill out and sign all required registration forms, as well as pay the \$25, one time membership fee. Existing Vibe I.D. cards will be accepted. If your teen wishes to upgrade his/her existing Vibe card to the new Vibe card, there will be a \$10 fee. This policy is strictly enforced by Vibe staff to ensure that every teen using the Vibe has gone through the registration process and is fully aware of the rules. I.D. cards are also used by participants to check out sports equipment, games, movies and video games. To replace a lost or stolen Vibe card, teens must pay a fee of \$10 for a replacement card.

SIGN-IN/OUT PROCEDURE

To sign into The Vibe, every participant must bring their Vibe I.D. card. All participants are required to swipe their I.D. card in our system to state their attendance. The date and time of participant entry is recorded in our system. If the participant does not have a new, upgraded Vibe card, he or she must show their existing Vibe card to the staff member at the front desk. Then he or she is required to sign in with name, time, and date. If a participant has forgotten his or her Vibe card, a day pass must be purchased, and then must sign in.

To sign out of The Vibe, every participant is required to swipe their Vibe card in our system and log-out. The date and time of the participant leaving is recorded. If a participant does not have a new, upgraded Vibe card, he or she must sign out.

DAY PASSES

A day pass may be purchased for \$2 in the event that a participant forgets his or her I.D. card. Day passes are for Vibe members only.

GUEST PASSES

The Vibe allows all participants the opportunity to bring a guest to the center. A guest pass is a one day pass which will be given for a \$5 fee. A guest must accompany a current Vibe member and is only allowed in the Vibe on the day the guest pass is purchased. Upon entering the center, the guest is required to fill out a guest form which includes emergency contacts.

DROP-IN FORMAT

Participation in all Vibe programs is on a drop-in, voluntary basis. Participants will have unlimited in and out privileges. Staff is not responsible for teens when they leave the teen center premises*. Please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.

*Includes teen center, basketball court, and outdoor area up until the Recreation Center.

HOURS OF OPERATION

The Vibe's normal operating hours are:

Monday	3-6:30pm
Tuesday	3-6:30pm
Wednesday	2-6:30pm
Thursday	3-6:30pm
Friday	3-10pm
Saturday	closed
Sunday	closed

Monday through Thursday, the first hour of operation is study hour. No music, games or activities will be permitted. Students may continue their studies after this hour ends, but must do so with normal Vibe activities going on at the same time.

The Vibe is closed on Saturdays and Sundays but available for private rentals. For more information contact Tiffany at (650) 286-3395 or thall@fostercity.org.

The Vibe observes City and national holidays. Hours and program schedules are subject to change based on school holidays, although staff will make every effort to keep you and your teen informed of these changes.

PHONE USE

Phone use is made available to teens only to get in contact with their parent or guardian. Participants are always to ask a staff member for permission before using The Vibe's phone. The Vibe's phone number is (650)286-3254.

- No incoming calls to participants unless it is a parent or guardian.
- Calls are not to exceed 5 minutes unless it is an emergency.
- Participants are not allowed to answer front desk phone.
- Participants must always be accompanied by a staff member while using the front desk phone.

Phone use is a privilege and should not be abused. Failure to abide by these rules could lead to suspension, expulsion, or removal from The Vibe.

COMPUTER LAB USE

The computer lab is available for Vibe participants only. Each participant must sign-in at the computer lab prior to any computer use.

- Computer use is for homework and/or research only.
- Please limit internet surfing to 30 minutes
- Viewing obscene material, pornography, sites that advocate for discrimination, and violence are strictly prohibited.
- Downloading of any programs or materials is not allowed
- Please save your personal work on a disk, not the computer (continued on next page)

COMPUTER LAB USE (continued)

- Absolutely no food or drinks allowed in the computer lab (including water)
- All phones/pagers must be turned off while in the computer lab
- Please ask a staff member for assistance if you need any help
- Chairs placed inside the computer lab are to remain in the computer lab
- Do not change screen savers or backgrounds
- Horseplay or any type of physical exertion is not allowed in the computer lab
- Close all programs when finished

Failure to abide by these rules will result in removal from the computer lab and may lead to suspension or expulsion from The Vibe.

KITCHEN/CAFÉ RULES

Participants should never be in the kitchen by themselves. They are allowed access to the kitchen and its amenities with the permission and supervision of a staff member. Food and drinks are ONLY allowed in the kitchen/café area or the outside patio. Outside food and drink may be brought into The Vibe. Participants are responsible for their cleanup after kitchen or café use.

RESTROOM USE

Any participant caught vandalizing or using the bathroom in any way other than its intended purpose may lead to suspension, expulsion or removal from The Vibe.

PARTICIPANT RESPONSIBILITIES

Participants shall be courteous and respectful of adults and fellow participants at all times. Participants shall respect and obey general rules of the facility. Participants shall show respect for City property and the personal property of others.

FEES, FINES AND ASSESSMENTS

Fees, fines, etc. are payable by cash or check. Checks should be made payable to “City of Foster City”. There will be a fee charged for returned checks in the amount of the bank’s charge to the City.

ENFORCEMENT OF FACILITY RULES

Facility rules will be enforced at all times, including, but not limited to The Vibe, the Recreation Center, or while going to or from a City-sponsored activity.

SUSPENSION

Participants will be suspended if there is good cause to suspend participants who exhibit continued and willful disobedience. Discipline at The Vibe will be administered with firmness, fairness, and consistency.



PARTICIPANT BEHAVIOR STANDARDS

The following is a list of rules to guide participant behavior at The Vibe. The list is not to be all-inclusive. Parents should promote cooperation and agreement between the home and The Vibe in an attempt to develop citizenship and high standards of behavior in our youth.

ASSAULT AND BATTERY

It is not permissible to commit assault or battery upon others while at The Vibe. The Foster City Police Department will be immediately notified of such incidents and all applicable state and federal laws will be enforced.

ASSAULT AND SEXUAL BATTERY

It is not permissible to commit sexual assault or battery upon others while at The Vibe. The Foster City Police Department will be immediately notified of such incidents and all applicable state and federal laws will be enforced.

BICYCLES AND SKATEBOARDS

Participants may ride bicycles and skateboards to The Vibe, providing all traffic laws are obeyed. Bicycles must be locked to a bike rack to prevent theft. Under no circumstance will bikes be allowed to be stored inside the center. Skateboards may be stored in the center, but only in designated areas. The City of Foster City assumes no responsibility for theft or vandalism.

INTERPERSONAL RELATIONSHIPS

Appropriate personal relationships are encouraged. The Vibe policy is one of "hands off". Sitting on laps, hugging or kissing are not appropriate while at The Vibe. Sexual harassment will not be tolerated. Participants are expected to follow the instruction of Parks & Recreation Department staff. If a participant disobeys any City of Foster City employee by either action or word, he or she will be considered defiant. Severe defiance will result in suspension from The Vibe.

GAMBLING

No form of gambling will be tolerated.

DRESS

Participants at the Teen Center have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment. Participants are expected to dress appropriately. No clothing or hats that indicate obscenities, gang affiliation,

drugs, alcohol, tobacco or anything of sexual nature will be allowed. Tube tops are not permitted and skirt length must meet the tips of fingers when arms hang at side.

The final authority for what is appropriate, safe, clean and non-disruptive shall rest with The Vibe staff.

HARASSMENT

It is not permissible to harass others while at The Vibe. The Foster City Police Department will be immediately notified of such incidents and all applicable state and federal laws will be enforced.

HAZING/BULLYING

It is against the law for a participant to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause harm or personal degradation to another participant. Threats or other forms of hazing should be immediately reported to The Vibe staff.

ILLEGAL SUBSTANCES

Use or possession of any illegal substances (drugs, alcohol, etc.) at The Vibe, or any City-sponsored activity is grounds for immediate suspension and the Foster City Police Department will be notified.

TOBACCO

If a participant of The Vibe has tobacco, cigarettes, lighters, or matches in his or her possession, this is grounds for suspension. Participants who are with other participants who are smoking should remove themselves from this area. Otherwise, they too, may be suspended. The Foster City Police Department will be notified when participants are in possession of tobacco products.

THEFT

Participants have the responsibility for taking care of their own possessions. Theft is a serious violation of the law and will be dealt with in a swift and often severe manner. Participants are discouraged from bringing large amounts of money or valuable items to The Vibe. The Vibe and the City of Foster City are not responsible for any lost or stolen items brought by a participant to The Vibe.

LOITERING

Participants are not to loiter in front of The Vibe or Recreation Center, or in the parking lot.

THREATS

Threats of personal injury upon other participants are strictly prohibited and will be dealt with in a swift and severe manner.

SERIOUS INJURY, ATTEMPTING TO CAUSE

If a participant causes or attempts to cause serious injury to another person, it will be recommended they are expelled from The Vibe. The Foster City Police Department will be notified and all applicable state and federal laws will be enforced.

SWEARING AND PROFANITY

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be advised to be aware of their language. The circumstances will determine if more severe consequences are needed.

CELL PHONES, PDA'S AND PAGERS

Cell phones, PDA's and pagers are permitted at The Vibe as long as they do not become a distraction. They may not be used during homework/study hour, and absolutely need to be turned off inside of the computer lab. Vibe staff may advise participants to turn off cell phones and pagers during certain activities held in The Vibe. Vibe staff reserves the right to take away cell phones for the duration of the participant's time in the center, if use of the phone becomes a problem or distraction.

VANDALISM

Damaging City property or the property of others will not be tolerated. Depending on the circumstance and severity of the situation, a police report will be made. Parents will be liable to pay for damages. The Vibe prohibits the following items: permanent felt pens, aerosol spray cans of any type, liquid glue, and liquid white out.

WEAPONS

The Vibe has a zero tolerance policy for any participant bringing any sort of weapon onto our property. The Police Department will be notified immediately.

The Vibe Discipline Plan

Violation	First Offense	Second Offense	Third Offense
Assault/Battery	Parent Notification Police Notification Mandatory Expulsion		
Threats	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
Defiance <i>(Inc. Disrespect and Disruption)</i>	Parent Notification Possible Suspension	Parent Notification Police Notification Mandatory Expulsion	Parent Notification Up to 10 days suspension
Dress <i>(Wearing clothes deemed inappropriate by Supervisory Staff)</i>	Change Clothes Parent Notification Possible Suspension	Change Clothes Parent Notification Up to 5 Days Suspension	Change Clothes Parent Notification Up to 10 Days Suspension
Electronic Equipment <i>(Misuse of cell phones, ipods, etc...)</i>	Device Retained Until Claimed by Parents		
Stealing/Theft	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion	
False Information <i>(Deception/Forgery)</i>	Parent Notification Possible Suspension	Parent Notification Up to 5 Days Suspension	Parent Notification Up to 10 Days Suspension
Fighting	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Up to 30 Days Suspension Police Notification	Parent Notification Police Notification Recommended Expulsion
Harassment	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Recommended Expulsion	Parent Notification Police Notification Mandatory Expulsion
Controlled Substances <i>(Under the influence of alcohol, drugs or drugs; smoking)</i>	Parent Notification Police Notification Up to 30 days Suspension	Parent Notification Police Notification Mandatory Expulsion	
Loitering	Parent Notification	Parent Notification Up to 10 Days Suspension	Parent Notification Up to 10 Days Suspension Police Notification
Swearing <i>(Profanity & Language)</i>	Parent Notification Possible Suspension	Parent Notification Up to 5 Days Suspension	Parent Notification Police Notification Up to 10 Days Suspension
Vandalism or Property Destruction <i>(Inc. misuse of city equipment)</i>	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Possible Suspension	Parent Restitution Police Notification Mandatory Expulsion
Dangerous Weapons <i>(Possessing and/or Brandishing)</i>	Police Notification Expulsion		

The VIBE retains the right to change or amend these policies and procedures at their discretion. These policies were written with our patrons' safety in mind. The VIBE is meant to be a fun, safe place for participants to come. Please respect all staff and other participants by following the rules.



THE VIBE REGISTRATION FORM

PLEASE PRINT

TODAY'S DATE: _____ PARTICIPANT NAME: _____

HOME ADDRESS: _____ CITY: _____

HOME PHONE: _____ EMAIL ADDRESS: _____

BIRTHDATE: _____ SCHOOL: _____ GRADE: _____

PARENT'S NAME: _____ PHONE NUMBER: _____

EMERGENCY CONTACT: _____ RELATION TO PARTICIPANT: _____

EMERGENCY CONTACT PHONE: _____

Please list any medical conditions the participant may have:

Please list any medicine the participant may be on:

Please list any special needs the participant has that staff should be aware of:

Release of Liability

I, _____ declare that I am the parent/legal guardian of _____.

Recreational Opportunities for Persons with disabilities. Persons with disabilities are welcome to participate in any class or activity offered. If you have any special needs related to participating in an activity, please attach a note to your registration form. We will make reasonable efforts to accommodate your special needs. I hereby agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, and program and activity instructors harmless from all liability which may arise as a result of my participation in the above activities. In the event that the above named participant is a minor I hereby give my permission for his/her participation in the above listed activities and also agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, and program and activity instructors harmless from all liability which may arise from said minor's participation in such activities. I understand that the above named activities may involve risk or accidental injury and hereby voluntarily assume such risks. If the participant is a minor the parent or guardian must sign below.

Participant signature: _____

Parent/Guardian signature: _____

FOR STAFF USE ONLY

Date received _____

Vibe card made _____

Payment received _____

Staff initials _____



Rules Contract

All participants will be expected to comply with the following rules while at The VIBE:

1. Check in when you arrive, check out when you leave. You need to bring your card each and every day!
2. If you lose your card notify staff immediately.
3. Respect and listen to The VIBE Staff.
4. Swearing and “putdowns” are NOT tolerated.
5. If you have a disagreement with another participant – TALK it out. Staff is here to help.
6. Keep your hands off of other people’s property (backpacks included).
7. Respect all of the equipment. Only use it for its intended use.
8. If you take it out...put it back (this includes games, sports equipment, and any other facility supplies).
9. Roughhousing and wrestling are not allowed.
10. Do not climb on tables, chairs, or other furniture.
11. Throwing pool sticks, game pieces or anything else is unacceptable.
12. Bikes must be locked to bike racks and skateboards must be stored in designated areas.
13. Help clean up any activity in which you participate.
14. Backpacks and personal items belong in designated areas.
15. If you break it...you buy it. Participants are responsible for all equipment checked out.
16. Computer lab rules must be followed at all times.
17. If something is broken, please tell staff immediately.
18. Shirts and shoes must be worn at all times.
19. The VIBE is a tobacco, drug, and alcohol free zone.
20. The City of Foster City is not responsible for lost or stolen items.
21. Help keep The VIBE a safe and fun place to be for everyone.
22. You MUST have a VIBE ID Card EVERY visit. Replacement VIBE ID Cards can be replaced for \$10 each.

I agree to follow all rules outlined above. I understand that failure to comply with these rules will result in disciplinary action, which can include sitting out from participating, suspension from a program/day/event, suspension from The VIBE, or being dismissed entirely from The VIBE. Please understand that the programs here at The VIBE are a privilege, not a right. You need to act accordingly to keep the privilege.

Participant Signature _____ Date _____

I have reviewed the rules and handbook with my child and understand that failure to comply with these rules will result in disciplinary action, which can include sitting out from participating, suspension from a program/day/event, suspension from The VIBE, or being dismissed entirely from The VIBE.

Parent Signature _____ Date _____