

## The Teen Center Information and Policy Packet

### Pawnee Mental Health

The Teen Center is committed to providing a safe and welcoming environment for youth in Manhattan and surrounding counties. To encourage the safety and enjoyment of all participants and staff, all individuals are asked to abide by the information and policies below while in the care of Pawnee Mental Health staff.

#### Hours of Operation

The Teen Center is designated for youth 13 to 18 years of age and held on the first Friday of every month from 6:00 p.m. to 9:00 p.m.

#### Amenities

- GaGa Ball pit, tabletop games, movies, board games, and socialization spaces.
- All games and activities are Pawnee property and should not leave the premises.
- All youth must be respectful while using the games, activities, and supplies.
- Pizza, drinks, and various snacks will be provided during the event.

#### Registration

- Registration is required and each Teen Center event costs \$2.00 per participant to attend.
- Youth and parent/legal guardian must sign and agree to the contents of this packet. A copy of the signed packet can be emailed to [teencenter@pawnee.org](mailto:teencenter@pawnee.org) or brought with the youth the evening of the event.

#### Check In/Check Out Policy

- Youth must sign in and out each time they attend Teen Center. If legal guardians are present at the drop off, they must also sign the individual in.
- If participants leave the Teen Center facility, they are no longer in Pawnee's care. Pawnee staff will contact parent/guardian immediately upon the youth(s) exiting the area for further instruction on how to proceed.

#### Transportation

All participants of the Teen Center are responsible for their own transportation. Pawnee staff will **not** be providing transportation to or from the Teen Center.

#### Personal Belongings

Youth are responsible for any personal belongings they bring into the Teen Center. Pawnee is **not** responsible for any lost, missing, or damaged items.



## Behavior

The actions listed below, which are not intended to be an all-inclusive list of behaviors, are considered inappropriate and are prohibited in our facilities and programs:

- The use, distribution, and/or possession of alcohol, tobacco, nicotine, and/or illegal substances while on Pawnee's property or in Pawnee's care. o This includes e-cigarettes and vapor devices
- Carrying or concealing a weapon or any device/object that may be used as a weapon o This includes, but is not limited to, pocketknives, pepper spray, guns, tasers, etc.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behaviors
- Physical contact with another person in an angry, aggressive, or threatening way
- Verbally abusive behavior. This includes, but is not limited to, profanity, angry language, name-calling, derogatory slurs, etc.
- Sexually explicit conversations, behaviors, or body language; any sexual contact with another person
- Inappropriate, immodest, or sexually revealing attire
- Theft or behavior that results in the destruction or loss of property
- Loitering within Pawnee's premises after being requested to depart the property
- Taking photos, videos, voice recordings of selves or others for personal or public use

Reasonable effort is always made by the Teen Center staff to resolve behavior issues and accommodate individual needs. However, for the purpose of maintaining safety and adhering to the mission of the Teen Center, participants may be subject to suspension or termination.

## Disciplinary Action Policy

Failure to comply with the Teen Center rules and/or Code of Conduct will result in disciplinary action. The level of disciplinary action is based on the discretion of Pawnee staff. **Please note, disciplinary action may result in automatic suspension or termination depending on the severity of the violation.**



1558 Hayes Drive, Manhattan, KS 66502

Teen Center Email: [teencenter@pawnee.org](mailto:teencenter@pawnee.org)

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Anyone who feels that any of the policies written above have been violated should immediately report the action(s) to a Pawnee staff member.

By signing this packet, participants and their parent/guardian agree to the policies stated.

I hereby agree to the information above and give \_\_\_\_\_ to attend Teen Center.  
Name of Teen

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

This signed form is valid for up to 1 year.

