



TeWinkle Teen Center Parent Information:

Requirements:

1. Teens are **REQUIRED** to have a registration form on file and signed by a parent/guardian.
2. Each day, teens **MUST** sign in and sign out.

One-on-One Assistance: The City strives to make reasonable accommodations for participants with special needs or developmental disabilities. The City does not currently offer structured inclusion services to teens requiring one-on-one assistance or supervision during program hours. A 1-on-1 aid provided by the teen's family/guardian will be accepted with proper documentation. For documentation requirements, please contact: tobias.steinle@costamesaca.gov

Administration of Medication: If your teen needs medication to be administered by Teen Program staff while at the Teen Center, you must fill out a "Request for Administration of Medication" form. Please request the form via email: jose.guzman@costamesaca.gov

Teen Center Rules:

1. **School Rules = Teen Center Rules:** All school rules apply, and participants are responsible for obtaining their student handbook from their school.
2. **Signing-In/Out:** Participants **MUST** sign in and out each day they visit the Teen Center. Participants do not have permission to sign themselves out of the TeWinkle Teen Center unless a parent/guardian gives written permission to Teen Program staff that participant has permission to sign themselves out. If the participant is being picked up by any individual other than the parent / legal guardian, please fill out the "Approved Individuals" section on page 1 of the registration form. **Note:** All participants may sign themselves out to attend TeWinkle school activities on campus or utilize the school bus. Participants must always remain in the Teen Center unless attending school activities on campus. Participants may not enter Teen Center after 3pm, unless escorted by TeWinkle Middle School personnel.

3. **Harassment:** Harassment, also known as bullying, by a participant of another participant or Teen Center employee based on race, religion, color, national origin, ancestry, handicap, disability, medical condition, sex, sexual orientation, dressing according to gender identity, or age, will not be tolerated and is subject to immediate removal from the Teen Center.
4. **Respect:** Teen Center participants shall behave respectfully to Recreation Leaders and fellow participants. All participants should treat others the same way they would like to be treated. Violation of this policy includes but is not limited to, loud, disruptive, obscene, profane, or abusive language, verbal or physical threats, or stealing.
5. **Inappropriate Behavior:** Inappropriate behavior Spitting, teasing, sexual behavior, gambling, fighting, being under the influence of drugs/alcohol, or anything else deemed inappropriate by Parks and Community Services Department Staff will not be tolerated. Depending on the severity of the infraction, these actions may result in an automatic suspension or expulsion. The Costa Mesa Police Department will be immediately notified of any illegal activity, and there are **NO EXCEPTIONS**.
6. **Conflict Resolution:** Participants experiencing harassment, disrespect, or inappropriate behavior from another participant should report the problem to Recreation Leaders immediately.
7. **Personal Belongings:** Personal belongings should not be left unattended. The City is not responsible for lost, stolen, or damaged items within the Teen Center. Additionally, Personal belongings brought to the Teen Center may not interfere with program activity or pose a safety concern to employees or participants.
8. **Illegal/Inappropriate Material:** Illegal or inappropriate material will result in a suspension or expulsion, depending on the severity of the situation. Possession of weapons, drugs, or alcohol is strictly prohibited.
9. **Photography/Recording/Social Media:** Participants must consent to photograph or

record other participants or staff on their cell phones or cameras. Uploading photos of other participants or staff that have been distorted or altered with inappropriate content on social media will result in immediate disciplinary action.

10. **Dress Code:** Participants must be fully clothed at all times. No offensive, explicit, anti-discrimination, gang affiliation by color, insignia or symbolism, or inappropriate words or pictures are allowed on clothing during visits to the Teen Center. Parks and Community Services Staff reserve the right to determine what is and is not appropriate.

Disciplinary Procedures:

Failure to comply with the Teens Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of Parks and Community Services Staff. Please note that disciplinary action may result in automatic suspension or expulsion, regardless of whether the teen has had a verbal warning and/or a written disciplinary action form. The following is the Teen Camp’s disciplinary process:

1. **Verbal Warning (First offense)** – Verbal warnings are given when a singular instance of inappropriate action/behavior is not serious enough to warrant a written Disciplinary Action Form.
2. **Written Disciplinary Action Form / Incident Report** – After one verbal warning, or if the original infraction is severe enough, the participant will

receive a written Disciplinary Action Form. Parents/Guardians will be contacted and informed of the written disciplinary action. The participant may be sent home for the remainder of the day.

3. **Suspension**—A second written Disciplinary Action Form will result in a suspension for a specified amount of time (two to fourteen days). Parents/Guardians will be contacted and informed of the suspension, and the participant will be sent home for a reminder of the day.
4. **Expulsion**—A third Disciplinary Action Form will result in expulsion from the program for the remainder of the school year. Participants may return to the program the following school year. Parents/Guardians will be contacted and informed of the expulsion, and the participant will be sent home.
5. **Automatic Expulsion from the Drop-in Teen Center** – Participants will be automatically expelled for any illegal activity including, but not limited to, theft; smoking and/or any use of illegal drugs or alcohol; possession of substances, weapons, or inappropriate materials; and/or endangering the safety of others by fighting, verbal abuse, harassment, threats, etc. Other activities warranting automatic expulsion are left to the discretion of Parks and Community Services Staff. The Costa Mesa Police Department will be immediately notified of any illegal activity, **NO EXCEPTIONS.**

To speak to a Teen staff member on-site, please call the following phone number:		
TeWinkle	DRC	Excursions
(714) 925-7251	(714) 925-7246	(714) 227-9885

Teen Program Office: (714) 327-7562
Email: jose.guzman@costamesaca.gov
 Business Hours: Mon – Fri from 8 am - 5 pm