



GREENWICH YOUTH CENTER MEMBERHAND BOOK

[www.GreenwichYouthCenter.org](http://www.GreenwichYouthCenter.org)

(518) 531-2473 or (518) 480-1080



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**MEMBER HANDBOOK**

Village Hall (Lower Level)  
6 Academy Street  
Greenwich, New York 12834



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**Welcome to the Greenwich Youth Center!**

The GYC is an exciting, fun place for kids to hangout in a safe environment. Our staff plans activities and events each day that are designed to strengthen the individual and provide a comfortable atmosphere. Most programs are either free or have very low cost. Check out our website or Facebook for more information.

Our handbook gives all members and their guardians a brief overview of what it means to be a member of the GYC. You will be notified if there are changes in its content.

All members must be aware that the GYC shares the building with other Village Departments, and as such, we must be respectful of our neighbors at all times.

If at any time, you have any questions, comments or concerns, please contact the CCGY Director or Program Manager, who will assist you.

Again, welcome to the GYC!

“We believe that every young person has the capacity to achieve their highest potential with the support of the community.”



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### GYC Membership

Membership is free to all youth entering 3rd grade and no more than 17 years old or a senior in high school and living within the Greenwich Central School District. At 18 years old there are volunteer opportunities available to those individuals wishing to continue their support of the GYC.

Membership is renewed on an annual basis. All members are required to renew their membership every September, regardless of when a membership is issued. (Example: If a member signs up in August, a new membership form might be needed. To be determined by the GYC staff).

Prospective members can visit the GYC and receive a one-day pass to check out the space and what we have to offer. Each member can also bring a friend for a one-day pass to benefit from the many activities sponsored by the GYC. Membership paperwork must be completed to include emergency contact information, medical information, etc.

GYC members contribute to a quality social and learning experience by attending the GYC with a positive attitude, personal integrity, and a commitment to making good choices.

### GYC Member Rights

The GYC policies and rules provide members many privileges according to their ages and maturity levels. Students may exercise these rights and privileges as long as they do not interfere with others or the ability to provide a safe environment. GYC members have the right to:

- Attend a safe, welcoming environment and belong to a community that values and promotes positive social interaction and learning.
- Expect courtesy, fairness, and respect from staff and other members.
- Expect that all personal property and property belonging to the GYC will be safe and not damaged.
- Express opinions freely.
- Present a complaint to staff if the actions, inactions, or decisions do not seem to be in the best interest of the members and to expect a response.



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### **GYC Member Responsibilities**

The GYC expects students to balance expression of their rights with observance of their responsibilities. Even the youngest children can demonstrate accountability by treating others fairly and following the rules. At the GYC students have the responsibility to:

- Follow rules, procedures, and processes.
- Respect the authority of staff members.
- Respect the rights and property of others.
- Respect others' beliefs and differences.
- Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
- Resolve disputes peacefully.
- Refrain from bullying or hurting other students.
- Tell staff about any behavior that may cause danger to anyone.

Our Staff and Volunteers work hard to provide a clean, safe environment for our members. In order to maintain this environment, each student is responsible for:

- Cleaning up after himself/herself.
- Keeping the eating area clean and safe: floor swept, tables cleaned off, and dishes washed, dried and put away.

### **Snack Policy**

- The GYC offers a prepared snack table where food items are available for all members to enjoy. These items vary from day to day.
- Members may bring their own snacks.
- Small snack and food items are available for purchase. Price range: 50 cents to \$1 each.
- A GYC Food Card can be purchased for \$2 or \$5. This card is kept on file at the GYC.



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### Computer Use Policy

The GYC has computers and tablets available for use. Proper handling and care of GYC equipment is mandatory.

- It is mandatory to sign-up for a computer. Ask a Staff person how to sign up.
- No food or drink allowed in the computer area.
- No social media sites allowed (No Facebook, Twitter, Instagram, Snap Chat)
- Computer use may be limited (due to attendance numbers) to 45 minutes.
- Use of the computers is at the discretion of Staff & Volunteers.

**Failure to comply with any of the computer rules will result in loss of computer privileges.**

### Code of Conduct

All GYC membership is conditional. It is expected that every member of the GYC be respectful and carry themselves in a respectful manner.

- Members who are intoxicated/under the influence of drugs or alcohol can be turned away from the GYC or have their membership suspended.
- Lewd or inappropriate behavior can result in suspension or membership termination.
- Bullying, physically, verbally or causing harm to another member can result in membership termination.
- GYC is a Smoke-Free environment. There is no smoking allowed on or near the Village Building. The smell of smoke on clothing or any other indication of smoking, vaping, using or chewing tobacco, alcohol and/or other illegal drug use may be cause (at the discretion of any Staff/Volunteer) for removal from the GYC or person(s) may not be allowed to enter the GYC.

All acts are taken under consideration by Staff/Volunteers and measures regarding the code of conduct will be in accordance with our policies. Any and all behaviors that Staff/Volunteers consider inappropriate, abusive and/or outside the goals and mission of the GYC will result in membership termination.

#### **The Rules of Student Conduct apply to students at all times:**

- In the GYC spaces in the lower level and second floor
- In the Village Hall offices, restrooms, and hallways
- During any GYC outdoor activities
- At GYC and GYC-related activities both on and off Village property



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### Disciplinary Policy

Failure to comply with the member responsibilities, code of conduct or rules of the GYC will result in disciplinary action from corrective conversation, a timeout, a suspension or termination of membership. All situations are approached on a case by case basis. All disciplinary action involving a time out, suspension or termination will be handled by a staff member.

Incidents with members can result in a call to the parents/guardians or a letter sent home to parents/guardians in order to re-instate membership. However, all measures may or may not occur in succession due to the nature of the incident.

It is our mission to provide a safe and nurturing environment for all our members. Any member that disrupts our ability to do that will be addressed. Parents/ guardians can appeal a member suspension/termination by requesting a meeting to discuss the situation. It is our goal to work together so that every eligible Greenwich youth can enjoy the GYC.

### Notes for Parents/ Guardians and Members

- The GYC takes responsibility for the safety of its members while inside the youth center and/or participating in youth center activities and events.
- Members maintain the freedom to sign in and out as they desire.
- Members: do NOT loiter in the Village Building.

### 5:30 Rule

Members who sign out after 5:30pm will not be allowed to sign back in for the rest of the day. The only exceptions are for activities or other prior events (with notice) and if the member has not signed in prior to 5:30pm. Members are not allowed to congregate in the hallways or on the entryway into the Village Hall or the GYC

### GYC Closures

The GYC reserves the right to close without notice if:

- Greenwich Central School closes early or for the day during the scheduled school year.
- A weather emergency presents a safety threat for our members or their families.
- Another type of safety threat exists in our community.

Closures will be posted on our Facebook page. The GYC is committed to maintaining a safe environment for all of our members and their family.