



GREENWICH YOUTH CENTER MEMBER HANDBOOK

www.GreenwichYouthCenter.org

(518) 531-2473



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Dear Member,

Welcome to the Greenwich Youth Center. We are glad to have you. The Greenwich Youth Center serves as a welcoming and safe environment, where all members can hangout, participate and engage in various activities. At the GYC, we offer various programs to stimulate the creative and academic mind. Membership is always Free and most of our programs are either free of have a very low cost. Check out our website or Facebook page for more information.

This membership handbook serves the purpose of giving all members and parents a brief overview of what it means to be a member of the GYC. The member handbook is subject to change, and notice will be given of any changes made. It is the responsibility of each member and parent/guardian to read through the contents of the member handbook and be fully apprised of all expectations, responsibilities and rights.

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

If at any time, you have any questions, comments or concerns, please bring it to the attention of the Director or Assistant Director, who will be more than happy to assist you. Again, welcome to the GYC and we hope you take advantage of that we have to offer!



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MEMBERSHIP

Membership is Free to all and is open to youth within the Greenwich Central School District area. Youth interested in becoming a member, must be entering the 4th grade and no more than 17 years old, or a senior in High School. At 18 years old, there are volunteer opportunities available to those individuals wishing to continue their support of the GYC.

Membership is given 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. After which, paperwork must be filled out, to include emergency contact information, medical information, etc.

MEMBER RIGHTS

Each Member is entitled to a safe environment. The GYC will not tolerate any actions, physical, verbal or otherwise. While Membership is Free, it is contingent upon Member respect of the themselves, others and an observance of the guidelines set forth by the GYC. Member can be suspended or revoked at any time and is entirely upon the discretion of the Director. Suspension or Revocation of membership does not need to be given warning or notice.

Each Member has the right to express themselves in a manner that is not infringe upon the rights of other members.

Each Member has the right use equipment and/or GYC resources as available.

Each Member has a right to use the landline in order to make and receive calls at the GYC to communicate as needed (not lengthy personal conversations).



CLEAN-UP POLICY

The GYC offers a “free” table, where food items are available. Free food is for all members to take advantage of. Members are also allowed to bring in their own food as well. Food items on the free table is subject to change without notice. There are also small snack and food items for purchase. Food cards can be purchased at the GYC for \$2 or \$5 and is kept at the GYC with the member name. Most food and snack items are 50 cents, while some are \$1.

Members are required to clean up after themselves. While we have paper products for member use, there are also reusable bowls, cups and silverware. Members must clean up the items they use.

Member Clean-Up is a responsibility of all members. Clean-Up is once a day and is approximately 20 minutes. Members are required to participate and will be asked to do such tasks as, pick up trash, vacuum, sweep, wipe down tables, take out trash, etc.

Clean-Up will be approximately one hour before the GYC closes for the evening, after which the kitchen will be closed, and the Free table items will be put away. Members who have prior commitments may exempt from that day of clean-up. However, members who consistently sign out at clean-up time in order to avoid cleaning up, may have their membership suspended.

We all must work together to keep the GYC clean. Make a mess or see a mess, clean it up.

COMPUTER USE POLICY

The GYC has computers and tablets available for use. Proper handling and care with GYC equipment is mandatory. Mishandling of equipment can result in Membership suspension.

1. *NO FOOD OR DRINKS ALLOWED AT THE COMPUTER TABLES (EATEN OR UNEATEN)*
2. *TO USE COMPUTER, SIGNUP WITH VOLUNTEER*
3. *NO SOCIAL MEDIA SITES ALLOWED (FACEBOOK, TWITTER, ETC.)*
4. *NO DISCONNECTING OF KEYBOARD OR MOUSE ALLOWED*
5. *COMPUTER USE LIMITED TO 45 MINUTES (MAX 2 PER DAY)*

(NOT TO BE USED CONSECUTIVELY IF SOMEONE IS WAITNG)



COMPUTER USE POLICY (CONTINUED)

6. *NO INAPPROPRIATE LANGUAGE OR YELLING (BE RESPECTFUL)*

7. *USE OF THE COMPUTERS IS AT THE DISCRETION OF GYC STAFF & VOLUNTEERS*

(IF ASKED TO GET OFF OF THE COMPUTERS, PLEASE DO SO)

8. *MISHANDLING OF THE COMPUTERS IN ANY WAY WILL RESULT IN EJECTION FROM COMPUTER AREA*

(NO BANGING ON TABLES, BANGING OF THE MOUSE OR KEYBOARD)

****IF YOU DO NOT SIGN UP FOR THE COMPUTER WITH STAFF OR VOLUNTEER, YOU WILL BE ASKED TO GET OFF THE COMPUTER TO ALLOW THOSE WHO SIGN UP TO USE THE COMPUTER***

****FAILURE TO COMPLY WITH ANY OF THE COMPUTER RULES WILL RESULT IN NO 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 caught intoxicated/under the influence of drugs or alcohol can be turned away from the GYC or have their membership suspended. Lewd, inappropriate and unacceptable behavior can result in suspension or membership termination. Bullying, physically, verbally or causing harm to another member can result in membership termination. 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.

All situations are approached on a case by case basis. Incidents with members will result in a call to the parent, a letter sent home and/or a parent meeting 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 is subject to have their membership terminated. All disciplinary actions taken are at the discretion of the GYC Staff/Volunteers. Parent (not members) can appeal a member suspension/termination, by having a meeting to discuss the situation. It is our goal to work together so that every eligible Greenwich youth can enjoy what we have to offer. For more information regarding our code of conduct, 3 strike rules or any other questions, please feel free to stop by and let us know.



3 STRIKE RULES

WHAT WARRANTS GIVING A STRIKE TO OUR MEMBERS

- Not following the basic membership rules.
- Physical violence to other members.
- Foul/abusive language/behavior.
- Disrespectful attitude/behavior towards staff & volunteers.
- Bullying/Threatening behavior to members.
- Damaging GYC, Town & Village property (*including area surrounding village/town building, information booth, bathroom*)
- Causing a disturbance by the grass/bench area.
- Disrespectful behavior to any village/town employee and or persons entering village building
- *Vandalizing signage, building property (including plants at The Commons).*

Minor problems: 5 to 30 minutes TIME OUT will be issued.

(MULTIPLE MINOR PROBLEMS WILL RESULT IN A STRIKE)

1st Offense - Incident form is filled out, parents are notified, and the child is warned that if behavior continues, he/she will be removed from the youth center for 1 week.

2nd Offense - Incident form is filled out, parents are notified, and the child is removed from the youth center for one month.

3rd Offense - Incident form is filled out, parents are notified, and the child is removed from the youth center for six months.

IMPORTANT NOTE:

If incidents persist following the 3rd strike, GYC membership will be revoked indefinitely.



Parent/Member Notes

The Greenwich youth center takes full responsibility for the safety of its members while inside the youth center or participating in youth center related activities and events. When members are signed in, they are under our supervision, but maintain the freedom to sign in and out as they desire, as we are not a day care program or a drop-in center.

Once members sign out, the Greenwich youth center is not responsible for youth while outside the facility. Please be advised that we cannot oversee youth outside the building who are not participating in youth center related events and activities.

Please communicate with your children what your expectations are for them when they attend the Greenwich youth center. Feel free to contact us with any questions you might have.

Members are not allowed to loiter in the hallway upstairs or by the front doors to the Village Hall. Even when signed out, member actions outside can result in suspension of membership

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. For more information regarding this rule, please contact us directly for clarification.