



# Washington Neighborhood Center Policies and Procedures for Youth Participants

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## 1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

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## 2) Behavior policies

Safe and positive environment

- Speak kind words to others
- Keep hands, feet and objects to yourself
- Tell an adult if someone else is not being safe and/or positive
- Treat the WNC respectfully and clean up after yourself

Developing a healthy mind, body and spirit

- Participate in WNC programs for academic tutoring, athletics, leadership or cultural education
- Free time is earned by putting in learning time!

### 3) Procedures for youth participants

#### **1. Sign in/check in**

- a. Write your name down on sign in sheet when you enter the WNC
- b. Make sure an adult knows you have signed in
- c. Sign out when you leave and make sure you have a safe way to get home (ask an adult for help if you need it)

#### **2. Using the WNC**

- a. Stay in an area with adult supervision unless you have permission to go elsewhere in the WNC
  - b. Follow the Behavior Policies at all times
  - c. Follow posted procedures for specific rooms (computer room, gym, etc.)
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### 4) Consequences

#### **1. Warning**

- a. Supervising adult reminds you of the policy or procedure not being followed
- b. Note is made of the behavior issue

#### **2. Time away**

- a. If policy or procedure is still not being followed after a warning is given, you may need to leave the WNC for the remainder of the day. Supervising adult can help you arrange a safe way home.
- b. If the problem behavior occurs again the next time you use the WNC, your time away will be extended.
- c. After the time away, you and your parent/guardian may be asked to participate in a conference with WNC staff/board members before re-entry.