



# TRIUMPH TEEN LIFE CENTER

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Triumphtlc.org

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## Table of contents:

Introduction..... P 2

Hours of Operation..... P 2

Registration..... P 3

Responsibilities and Expectations..... P 3, 4

Code of Conduct..... P 4

Rules vs. Laws..... P 5

Staff Rights and Responsibilities..... P 6

Emergency Procedure and  
Responsibility..... P 6, 7

Emergency Information update..... P 7

Signing..... P 8

**Introduction:**

Welcome to **TRIUMPH TEEN LIFE CENTER**, we are so grateful you and your family have decided to be part of the Triumph story and legacy.

This document is designed to inform parents/guardians about a new revolutionary after school program, Triumph. TTLC is reinventing after-school programs by offering a non-profit center providing a safe, welcoming center where teens get hands-on support, career guidance including internships, volunteer and scholarship connections, personal, academic, and professional resources, and mental health seminars. We also have specialized rooms including an art studio, music production studio, dance studio, tutoring center, library, coaching room, recreational room and a community garden.

Triumph Teen Life Center quality standards include providing a safe and supportive environment to all youth participants while also ensuring programs offer opportunities for positive interaction and maximum engagement. The purpose of our Teen Center is to empower young people to reach their fullest potential and be productive citizens of their community by providing opportunities in education, leadership development, recreation, socialization, volunteerism, and workforce development. Although we do believe that everyone can be successful and we will motivate everyone, each student's success depends on the effort put in by the student. We make no promises and are not responsible if a teen does not succeed at something.

**Anti Discrimination policy**

*Triumph Teen Life Center believes everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.*

**Hours of Operation:**

Triumph Teen Center observes national holidays; special open hours may exist on these days. Hours and program schedules are subject to change; Staff will make every effort to keep you and your teen informed. Check our website for updates at [Triumphtllc.org](http://Triumphtllc.org) or our Social media pages.

\*Please note: all schedules are made based on the Mount Vernon public school calendar.

### ***Registration:***

Teen Center participants must be in the 6th through 12th grades or the equivalent if home schooled. Once a student has completed the 5th grade, they are welcome to register at Triumph Teen Life Center.

All Teen Center participants must fill out the Teen Center Code of Conduct and Waiver Forms and have them signed by their parent or legal guardian. Parents should carefully review this Handbook and the Code of Conduct with their teen before signing. Upon submission of these forms, all parents/guardians will receive a follow up phone call to ensure correct information. Registration forms are available at the Triumph. Teens and their parents or legal guardians are required to provide the following information: 1. Current contact information, address, age and school. 2. Medical information, emergency contacts, and allergies. 3. Release of Liability Forms, signed. 4. Email addresses are strongly encouraged. A majority of notices are distributed via email.

Triumph will do their best to communicate with parents and work together to create a plan to help their child be successful. However, if the parents are not reachable or not willing to work with Triumph, they will continue trying and use Brightwheel to communicate with them.

### ***Responsibilities and Expectations:***

Youth Rights and Responsibilities The following is a list of rights and responsibilities to guide participant behavior at the Teen Center. The list is not to be all inclusive. Parents should promote cooperation and agreement between the home and the Teen Center in an attempt to develop citizenship and high standards of behavior in our youth. Triumph Teen Life Center is not responsible for if a student does not want to participate or is not interested in the support and activities provided by our program.

Youth have the right to:

- Participate in all Teen Center activities in a safe and supportive environment.
- Be supervised by highly qualified staff/coaches.

- When using TTLC computer/tablets you are to be responsible with the trust given to you. Use of Social Networking programs, including instagram, Facebook, twitter, etc. is permitted but can be limited if used inappropriately.
- The downloading of programs or questionable material is NOT ALLOWED.
- Please save any personal work on your own disk or flash drive or google drive.
- Close all programs when finished.
- No food or drink is allowed near the computer/tablets.
- No horseplay or any type of physical exertion is allowed near the computer/tablets. After leaving the computer/tablets area, clean up and push in all the chairs.

***Code of Conduct:***

Abiding by the Youth Code of Conduct at all times while at the Teen Center, Recreation Center or Teen Center sponsored activity.

- Being courteous and respectful of adults and fellow participants at all times. This applies to both the students as well as parents/guardians.
- Showing respect for town property and personal property of others.
- Signing in and out EVERY time they enter or exit the Teen Center. They must use their correct first and last name, and the current time when entering or leaving, and write legibly.
- Reporting any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fireworks, fights, property damage, theft, etc. or has information regarding such to a staff member.
- Obeying general facility rules: Bicycles/Rollerblades/Roller skates/Scooters/Skateboards/Skate shoes(“heelies”) & Mopeds - The mentioned items may not be used or brought inside the Recreation or Teen Centers. Bicycles must be left outside. The Triumph Teen Life Center assumes no responsibility for thefts or vandalism. Skateboards, roller skates, rollerblades, skate shoes, scooters, and mopeds are not to be ridden inside the Recreation or Teen Center facility.
- All skateboards and scooters must be placed in the appropriate location upon entering the facility.

- Fireworks/Flammables - Teens are not to be in possession of fireworks of any kind while at the Teen Center, Recreation Center or surrounding area, or at any Teen Center sponsored activity, nor are they to have possession of matches, lighters or other combustible materials.
- Sexual harassment will not be tolerated.
- Threats - Threats of personal injury upon other participants or Staff are strictly prohibited and will be dealt with in a swift and severe manner. This applies to both students and parents/guardians.

Triumph has the right to expel/suspend/ or ask someone to leave the property if we feel threatened by a student or parent/guardian.

Tobacco, Possession of Tobacco and Smoking - If a participant of the Teen Center has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this is ground for suspension. Participants who are with other participants who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they too, will receive the consequences.

### ***RULES VS. LAWS***

The following are not only against Teen Center and Recreation Department rules, but are against the law. The Police Department will be notified if any teen is caught breaking the law.

- Assault & Battery o Sexual Assault o Gambling - Any form of gambling will not be tolerated.
- Harassment /Hate Crimes
- Hazing - It is against the law for a participant to engage in any hazing activity or threaten to engage in any activity that causes or is likely to cause harm or personal degradation to another participant.
- Illegal Substance, Drug and Alcohol
- Serious Injury, Attempting to Cause - If a participant attempts to cause serious injury to another person, except in the case of self-defense, it will be recommended they be expelled permanently from the Teen Center.
- Theft - Participants have the responsibility for taking care of their own possessions. Participants are discouraged from bringing large amounts of money or valuable items to Triumph. The Triumph Teen Life Center is not

responsible for any lost or stolen items brought by a participant in the facility.

- Vandalism - Damaging town property or the property of others will not be tolerated. In any matter regarding such situations however, incidents will be written at all times by the Teen Center staff to keep a record of such behavior. Teens and/or parents may be liable to pay for damages.
- Weapons Brought - Any participant will be suspended and possibly expelled for possession of any firearm, knife, explosive or other dangerous object at the Teen Center or at any Teen Center sponsored activity.

### **Staff Rights and Responsibilities:**

Most of our staff are volunteers and are involved with other organizations in our community. Triumph and those other organizations are not liable for ensuring any different outcome for their needs associated with the other organizations.

Everyone will get the same treatment.

### **Staff have the right to:**

- Work in a safe and respectful work environment. Disrespect to staff will not be tolerated.

Suspend participants who exhibit continued and willful disobedience. Staff have the responsibility to:

- Treat all Teen Center participants and families with respect (i.e. promote positive and effective communication & help youth feel valued as members of a group)
- Respect the property of others including cleaning up after myself, supervising youth's clean-up efforts after activities and requesting permission before handling anything belonging to staff, youth, or their families.
- Maintain an appropriate and professional appearance (i.e. no offensive or suggestive language printed on clothing or accessories).
- Maintain confidentiality, impartiality, and professional boundaries (i.e. no evidence of the following: sexual behavior, possession of anything deemed to be a weapon; no possession of tobacco, drugs, alcohol or drug paraphernalia) while at the Teen Center or on Recreation property.
- Enter the Teen Center free from the influence of drugs or alcohol.

- Use appropriate role-modeling language (i.e. no swearing, vulgar, or offensive language).
- Approach all conflict using a youth-centered approach (i.e. approach all conflict in an unthreatening manner, get all sides of the conflict and remain objective and neutral, help young people understand the effects of their behavior on others, engage youth in identifying possible solutions, and follow-up before youth leave for the day).

### ***Emergency Procedures Responsibility of Staff***

Each staff member shall assume responsibility for emergency care involving a youth while he/she is under our program supervision.

All Teen Center staff members are to be certified in CPR, First Aid and will have to have a cleared Portable Background Check BEFORE working at Triumph.

No staff shall administer until CPR, First Aid, or AED until certified. Parents and guardians will be notified of any participant injury. For severe injury (massive bleeding, unconsciousness) rescue will be called, Mount Vernon EMS. Staff is to submit an incident/accident report.

Fire Drills/Emergency Evacuation Fire drills are required twice per year to test fire alarm systems and fire reporting procedures under simulated emergency conditions. All participants of the Teen Center will be required to participate in scheduled and unscheduled fire drills. All individuals will be required to evacuate the building during a drill and in case of an actual emergency and report to the designated meeting place. The meeting place is Monroe Driving school parking lot. There are maps at various places throughout the building.

Triumph Teen Life Center staff will use the Sign-In/Sign-Out tablet to determine everyone has exited the building safely. Please check in with Staff at the meeting place before leaving the area. This ensures the safety of participants as well as Staff and emergency responders.

Triumph staff will make every effort to inform all participants and scheduled staff members of closures. These announcements can also be found on our Facebook page.

***Emergency Information***

It is imperative that Teen Center is notified of any contact information changes. Please notify staff immediately of any phone number, address or email changes. Please provide emergency contacts of who to notify in case parents or guardians are unavailable. Update requests will be issued annually at the beginning of each school year.

Thank you for reading, please sign the next page along with your youth if you agree with the code of conduct. If you've signed, Welcome to TRIUMPH!





I understand that Triumph Teen Life Center is a non-profit after school program and will not be held liable for injuries, lost items or theft.

I understand that my child can be dismissed from the program if serious issues arise.

I certify that I have read and understand the handbook.

I agree to the code of conduct and allow my child,

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To be part of TRIUMPH TEEN LIFE CENTER.

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Parent Signature:

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Date:

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Parent Signature:

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Date: