



## 2024-2025 Participant Application

For the 2024-2025 school year, Teen and Tween Center will be held in the Kolvoord Community Room at the Brownell Library located at 6 Lincoln Street in Essex Junction. This is due to the ongoing renovation in our previous location, which we hope to return to in the fall of 2025. The Essex Teen and Tween Center will continue to be a no-cost program available to youth living or learning in Essex, Essex Junction, and Westford this year, but will not be a drop-in style program.

Participants will be chosen through a lottery process, prioritizing students who will be able to attend each week. Students chosen to participate will be contacted by Executive Director, Christina Corodimas, to inform them of their acceptance into the program. Students who are not admitted to the program will be placed on a waiting list in case admitted participants withdraw their application or a student's schedule changes. Admitted youth whose availability changes (making them unable to attend on a regular basis due to schedule conflicts) will be unenrolled from the program and will be placed (if they wish) on the waiting list if availability returns in the future. It is the responsibility of the caretaker to communicate to staff via phone call or email if their child will be absent from Teen and Tween Center. Three unexcused absences will result in removal from the program. Preapproved absences and illnesses that are communicated to staff in advance of Teen and Tween Center will not count against the youth toward removal.

Our program will begin starting September 9<sup>th</sup>, 2024 and will follow the Essex Westford School District calendar, meaning we will be closed on days when school is not in session. We have a new schedule this year in order to accommodate for the smaller space. Students in grades five (5) and six (6) will attend Tween Center on Mondays. Students in grades seven (7), eight (8), and nine (9) will attend Teen Center on Wednesdays. On Mondays, youth in grade five (5) will have outside activity time until grade six (6) gets out of school at 3:35pm then everyone will be brought over to the Brownell Library. More information will be shared at a later date.

This application is must be completed and submitted by Sunday August 11<sup>th</sup>, 2024 to be considered for the program. The completed form may be dropped off at the Essex Junction City Offices or Brownell Library, or may be submitted electronically via our Google Form or sent by email to Christina Corodimas at [christina@essexchips.org](mailto:christina@essexchips.org).

Please note: submission of this form does not guarantee admission to our program.

Policy information on this form is subject to change as deemed necessary by staff for the success of the program and the safety of our students.

# 2024-2025 Participant Application

**Youth Name:** \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Does this student have a sibling who also wishes to attend Teen and Tween Center?  YES  NO If yes, please list their name and grade: \_\_\_\_\_ Please note: a separate form needs to be filled out for each individual child.

Please list which parents/guardians have custodial responsibilities:  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ (Secondary): \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (Primary): \_\_\_\_\_ (Secondary): \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

In case of emergency, provide an additional contact in the event that the guardians listed above are unable to be reached.

**Emergency Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

If there are any relief-from-abuse or other family court orders that Essex CHIPS should be aware of, please supply a copy of the current order and speak with program staff.

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Check one of the following regarding youth pick-up from the Teen and Tween Center at Brownell Library:

My youth must be picked up by an adult **OR**  My youth may leave on their own

Please provide a list of adults - **other than those listed above** - that have **your permission** to pick up your youth from the Teen and Tween Center. Only those listed will be allowed to pick up your youth.

Name	Relationship to Youth	Name	Relationship to Youth

If your youth rides their bike to the Teen Center, we highly recommended that they wear a helmet and use a lock to chain their bike to the bike rack outside of the Brownell Library. We are not responsible for lost or stolen bikes.

## Section to be Completed by Youth

Please have your student answer the following questions to the best of their ability. If they do not have a response for some questions, that is okay!

Why do you want to participate in the Teen and Tween Center program this school year?

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How do you think attending Teen and Tween Center would help you grow as a person?

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Have you ever attended Teen and Tween Center in the past?  YES  NO If yes, what did you like about it?

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If you were to participate in Teen and Tween Center this school year, what type of activities would you want to do?

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Are there other youth that you would like to be at Teen and Tween Center with? Please list their first and last name here: \_\_\_\_\_

Is there anything else you would like Teen and Tween Center Staff to know about you? If so, please share here:

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## Medical and Personal Information

Does your child have any known food, drug, or other allergies? Please list each allergen and severity of reaction:

Does your child have any current or past medical, emotional, and/or behavioral conditions which Essex Teen Center staff should be aware of? \_\_\_\_\_

Is there anything else you wish to share with staff? Please include any information you feel is necessary to ensure the well-being of youth – this could include family structure, accommodations needed, or primary language spoken.

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Are there any medications your child is currently on?  YES  NO If yes, please list: \_\_\_\_\_

Are there any medications your child will need to take during Teen Center hours?  YES  NO If yes, please list the medications and provide instructions for staff: \_\_\_\_\_

Family Doctor & Phone #: \_\_\_\_\_

I hereby give permission to Essex CHIPS, Inc. and its employees/volunteers to take any actions necessary to obtain any and all **emergency** medical, dental, ophthalmological, or other specialized medical services treatment to the extent recommended by any duly licensed physician for my child while participating in Essex Teen Center activities. I further state that my child has no physical or emotional health conditions or allergies other than those listed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Attendance Agreement: I, \_\_\_\_\_, understand that my child must attend the Essex Teen/Tween Center each week to remain enrolled in the program. If my child misses more than three days without communicating this information with staff, they will be removed from the program and placed on the waiting list.

Media Consent: I, \_\_\_\_\_, give Essex CHIPS permission to use my child's name and/or photograph in the press/media when releasing information about the accomplishments and highlights of Essex Teen Center programs, or on the Essex CHIPS website or social media pages.

Viewing Agreement: I, \_\_\_\_\_, give permission for my child to view PG/PG 13 (Teen Center) or PG rated and below (Tween Center) movies that are being shown at the Teen Center and that have been previously viewed by staff and are deemed appropriate for youth attending the Essex Teen Center.

Waiver of Liability and Statement of Understanding: We \_\_\_\_\_ (parent/guardian) and \_\_\_\_\_ (youth) hereby state that we have read, understand, and agree to the rules and stipulations accompanying this waiver as set out by Essex CHIPS staff. I further hereby release and discharge Essex CHIPS, Inc. and all host sponsors of Essex CHIPS' programming of and from any and all claims, demands, damages, causes of action, and liability whatsoever which may arise or grow out of my child's participation in Essex CHIPS programs.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Essex Teen and Tween Center Rules and Expectations:

- ✓ We respect all peers, staff, volunteers, and the Brownell Library
- ✓ We are physically and emotionally safe
- ✓ We use kind and positive words
- ✓ We pick up after ourselves and clean up our messes
- ✓ We do not use hate speech, name-calling, or threats
- ✓ We do not use violence, drugs, or alcohol
- ✓ We do not steal from our peers, staff, Teen and Tween Center, or Brownell Library
- ✓ We sign in and out upon arrival and departure
- ✓ We keep our hands and feet to ourselves
- ✓ We participate, have fun, and do cool things always
- ✓ We follow all rules and expectations as set by Essex Teen Center Staff and this document

### **What happens if I use an unexpected or inappropriate behavior?**

1. A staff member or volunteer will have a conversation with you.
2. There will be a consequence (such as losing technology privileges for the day).
3. We will contact your parent or guardian to discuss this behavior.
4. You will be asked to take a break from the Teen and Tween Center.
5. You will be removed from the program.

*Teen Center Staff will respond to unexpected behaviors on a case-by-case basis, and next steps may include a meeting with caregivers or taking a break from the Teen Center for a specified time period.*

The Essex Teen and Tween Center has a **zero tolerance policy** for violence, substance use, and bullying of any kind. If you engage in these behaviors, your parents or guardians will be contacted and you will be asked to leave for the day or may be removed from the program.

## Technology Use Policies:

The Teen and Tween Center does not allow the viewing or creation of materials that discriminate or degrade based on race, sex, gender, religious affiliation, ability, sexual orientation, or other forms of intolerance and any material that indicates or suggests unethical or illegal behavior through supervision and ongoing conversations with youth. If parents or guardians have specific concerns, please address them with our staff. Use of the computers and internet access at the Essex Teen and Tween Center is a privilege that can be revoked at any point if a youth is demonstrating improper or inappropriate use of the computers as deemed by staff. Dependent upon the severity of the offense, an individual may have the privilege of computer use at the Teen Center revoked indefinitely.

Students that need computers for academic reasons have priority over those using computers for fun. Downloading, chat rooms, and inappropriate content is not allowed.

To allow for participant engagement, we ask that youth not use their cell phones while at the Teen and Tween Center, unless they are contacting their parent/caregiver, or using it for a school assignment or activity. The Essex Teen Center has a handset phone that youth may use to contact their adults at any time throughout programming. Parents/caregivers who wish to contact their youth during programming may do so by calling the Teen Center at 802-878-6982.

## Food and Drink Policy:

Snacks will be provided to youth at the Teen and Tween Center each day. This will likely be in the form of a prepackaged individual sized snack. If this is unacceptable, please send your child with a snack for them to eat at Teen and Tween Center. Please inform staff of allergies or dietary restrictions and we will do our best to accommodate them. Food and drink brought by youth must be snack size only and cannot be shared with others unless there is enough for everyone. Energy drinks are not allowed and soda must be 16 ounces or less. Please ensure trash is disposed of properly.

Essex CHIPS (Community Health Initiatives and Programs for Students) • [www.essexchips.org](http://www.essexchips.org)  
(802) 878-6982 • [office@essexchips.org](mailto:office@essexchips.org) • Essex Junction, VT

## COVID-19 Policy:

We ask students to refrain from coming to the Teen and Tween Center if they are feeling ill or unwell. If a student tests positive for COVID-19, we ask that they do not attend Teen and Tween Center programming for five full days and are required to wear a mask through day ten after testing positive.

## Attendance Policy:

Due to the limited number of spots available, we will have a stricter attendance policy to ensure individuals who wish to participate are able to if program spaces are full but not being utilized.

It is the responsibility of the caretaker to communicate to staff via phone call or email if their child will be absent from Teen and Tween Center. Three unexcused absences will result in removal from the program. Preapproved absences and illnesses that are communicated to staff in advance of Teen and Tween Center will not count against the youth toward removal. Please let staff know two weeks in advance for non-illness related absences or for a youth's change in schedule. Please let staff know before Teen and Tween Center's starting time for illness related absence. In case of an emergency related absence, please let us know as soon as you are able to. Admitted youth whose availability changes (making them unable to attend on a regular basis due to schedule conflicts) will be unenrolled from the program and if they wish will be placed on the waiting list if availability returns in the future.

If caregivers are more than 10 minutes late to pick up their youth more than three times, the youth will be removed from the program and placed on the waiting list. Extenuating circumstances will be considered on a case-by-case basis. Please contact staff via phone call if you foresee an issue picking up your child on time.

Once youth leave Teen and Tween Center for the day, they are not allowed to return unless in the case of an emergency or extenuating circumstance.

## Afterschool Hours

Afterschool programming begins September 9<sup>th</sup> 2024 and follows the Essex Westford School District calendar.

The Essex Teen Center will be closed on days the school district is not in session.

### **Tween Center – grades 5 & 6**

Mondays 2:45-5:30pm

### **Teen Center – grades 7, 8, & 9**

Wednesday 2:15-5:15pm

### **Please use this number to reach staff during Teen Center hours:**

802-878-6982 ext. 2

### **Other times:**

Christina Corodimas

Essex CHIPS Executive Director

802-878-6982 ext. 1

[christina@essexchips.org](mailto:christina@essexchips.org)

Visit our website, Facebook, or Instagram to learn more about our programs, community events, and volunteering opportunities.

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

[www.facebook.com/EssexCHIPS](https://www.facebook.com/EssexCHIPS)

<https://instagram.com/essex.chips>

The Essex Teen Center is a no-cost program available to youth living or learning in Essex, Essex Junction, and Westford. We strive to keep the Teen and Tween Center **free** for youth to attend each year. To do so, we rely on support from families. The cost to Essex CHIPS of each child's attendance is approximately \$2,000 per week during the school year.

**If you are able to contribute any amount on behalf of your child's attendance, please visit [www.essexchips.org/donate](http://www.essexchips.org/donate)** or send a check to Essex CHIPS at 2 Lincoln St. Essex Junction, VT 05452. If you are unable to contribute financially but would like to make an in-kind contribution, please consider donating an item from our wish list.

*Thank you for your support of Essex CHIPS' Teen and Tween Center programs!*

### **Wish List:**

- Gift cards to local grocery stores for snack items
- Gift cards to Michaels or Amazon.com for supplies
- Craft supplies including slime activator, liquid glue, and painting canvases