

TeenWorks
TW
Handbook

TeenWorks TW Handbook

Purpose:

TeenWorks (TW) aims to provide leadership skills for youth ages 13 – 15 while earning volunteer and community service hours.

Program Schedule and Hours:

TW is from 8am to 12pm. Monday-Thursday.

TeenWorkers (TWers) will spend Monday, Wednesday and Friday on site at Kidz Kamp working alongside Kidz Kamp counselors. Tuesdays will be spent away from Kamp completing a service project. The schedule is as follows:

Weekly Schedule:

Monday 8am-12pm -Students receive tasks for the week

Tuesday 8am-12pm –Service Project Day

Wednesday 8am-12pm-Kidz Kamp

Thursday 8am-12pm-Implement/Complete weekly tasks

TWers are not supervised before or after their shifts. They may sign themselves in and out. Please make sure that you have transportation to and from Kamp. Kamp is at Ethridge Elementary school.

Friday FunDay:

TWers who participate Monday through Thursday will go on a field trip with other TWers on Fridays. Field trips will be chosen by TWers from an approved list provided by the Recreation Coordinator. Field trips hours will be different from the normal shift hours and will be announced by Wednesday afternoon each week. Friday FunDays are optional.

The cost of staff supervision and transportation is covered by registration fees. Entrance fees and other optional expenses while on Friday FunDay field trips are the responsibility of the TWER.

Possible Field Trips Include:

- Movies and Ice Cream
- Bowling
- Hawaiian Falls
- Royal Brush
- Interskate
- Planetarium
- Amazing Jakes
- Six Flags

Registration and Fees:

Registration is by the week and you must enroll in a minimum of three weeks in order to participate in the program. There is no maximum to the number of weeks in which you may enroll. You must be enrolled by Thursday for the following week.

The cost is \$30 per week. Fees are subject to The Colony Parks and Recreation Departments refund policy which is located in the Fun Times. Additional money is required for Friday FunDays. Transportation and supervision fees are covered, but entrance fees and other optional expenses are not. Refunds will not be issued if you choose not to attend Friday FunDays.

If you are unable to pay the fee in full at the time of registration, you may instead place a deposit of \$10 per week to hold your spot. Payment is due in full two weeks prior to the start of each week of TeenWorks. No refunds will be given for deposits.

Two letters of reference from adults other than family members and a completed registration form (filled out by the parent or legal guardian) at the time of registration or prior to registration. Reference letters may be sent by email to melissa@tcpard.com.

Responsibilities:

Monday, Wednesday and Thursday, TeenWorkers will be assigned to a group of kids and will work alongside a Kidz Kamp counselor assisting with and being actively involved in games, sports, crafts, and other programmed activities. At each week, TWers will be given a task on Monday such as leading a craft, organizing games or other activities for the Kampers. TWers will implement their activities on Thursdays.

While we want you to have fun, please keep in mind that this is a work experience.

TeenWorks participants serve as role models to the Kidz Kampers.

Tuesdays will be service project days. TWers are expected to actively participate in the service project scheduled for each week.

Requirements:

TeenWorkers must be between the ages of 13 and 15 while participating in the program.

TeenWorkers must be active in the program. TeenWorkers who refuse to participate and do not show a desire to be in TeenWorks will be removed from the program.

Considerations:

TeenWorkers should not be alone with a child or a group of children. TeenWorkers should never enter restrooms or other secluded areas of a facility with children.

TWorkers should refrain from heavy lifting, cleaning with chemicals, or perform tasks requiring specific knowledge or training that he/she does not feel comfortable with.

TeenWorker Code of Conduct:

TWers are expected to be a positive role model for children.

TWers should refrain from using inappropriate language or engage in discussions that are not suitable for children.

TWers are expected to work with a positive attitude, be engaged in activities, stay in his/her designated area, and follow directions given by staff.

TWers can assist staff in positive reinforcement with Kidz Kampers, but should refrain from handling discipline concerns regarding participants. If a TWer witnesses behavior problems with a participant, the TWer should bring it to a staff member's attention immediately.

TWers should report hazards, safety concerns, participants' injuries, and other concerns to staff immediately. TWers may not engage in any first aid/emergency procedures or any other matters that may put themselves at risk. Staff is trained to respond to emergencies, and will act accordingly.

TWers are expected to observe all Recreation Center and Aquatic Park rules at all times.

TWers should not bring iPods, games, large sums of money, computers, books, magazines or other valuables from home. Staff is not responsible for lost or stolen items.

TWers are prohibited from having anything in their possession that could be considered a weapon, including, but not limited to knives, pocket knives, razors, firearms, and pyrotechnic devices to name a few.

Dress Code:

TWers must wear closed toe shoes. Dress comfortably as many activities will require physical activity. Activities will be both indoors and outdoors.

You will be provided with a TW t-shirt. If participating in more than 6 weeks of TW you will receive two t-shirts. Please wear your TW shirt as often as possible. You may purchase additional t-shirts for \$8. When not wearing a TW t-shirt, please wear a solid color shirt with no logos or graphics.

You may wear jeans, pants, casual shorts or athletic shorts. Short shorts or skirts, cut offs, bare midriff shirts, tight clothing, and torn jeans are not permitted. Staff has the final say on the appropriateness of clothing. If deemed necessary, parents will be notified to bring a change of clothes.

Discipline:

Should a TWer violate the Code of Conduct, disobey facility rules, or fail to meet expectations, disciplinary action will be taken. Disciplinary action may include a written reprimand, suspension, or termination depending on the severity of the incident.

Withdrawals:

Refunds will only be issued at the request of a parent or guardian. The Recreation Coordinator must be notified in advanced. All refunds are subject to a 20% administration fee per The Colony Parks and Recreation Department refund policy.

If a TWer is dismissed from the program, a prorated refund will be issued according to the TWers last day in the program.

Illness:

TWers with a contagious illness, fever of 100 degrees or greater, who have vomited or experienced diarrhea in the last 24 hours, or have a communicable disease (such as pink eye or head lice) are not permitted to attend. TWers who are feeling ill should not attend. At the Recreation Coordinator or Kidz Kamp Director's discretion, a TWer may be asked to go home if he/she is showing symptoms of an illness. In the event of illness, a parent/guardian will be contacted.

Important Contact Information:

Melissa Caughron, Recreation Coordinator	melissa@tcpard.com 972-624-3951
David Swain, Recreation Manager	david@tcpard.com 972-624-3959
Dawn Flanders, Kidz Kamp Director	469-853-1232 (during camp hours only)
Baileigh Robertson, Asst Kidz Kamp Director	469-853-1232 (during camp hours only)