

Teen Programs and Youth Center Rules and Policies

924 Riverside Drive, Willimantic, CT 06226

Who is eligible to join?

- **Specific youth programs and “open youth hours” are open to people aged 14-18.**
- Students over 18 who are still enrolled in school may join.
- Persons over the age of 18 who are not enrolled in school may not be a member and may only be present during specific open hours programs identified as “community programs” with no age restrictions.

Open-door policy

- Project Imo operates on an open-door-policy for all members, meaning that members are allowed to come at any time during posted open youth program hours. Once the teen leaves the center, they may not return later in the day unless granted special permission from staff. Project Imo only supervises teens as they remain in the space.
- Project Imo assumes no responsibility for members who choose not to come on a particular day or who choose to leave early.
- If the parents/guardians wish for their child to remain in the center at all times, they must instruct them not to leave. If parents have not consented to allow their child to leave on their own, and the child leaves without being released to a pre-determined adult, Project Imo staff will notify the parent/guardian. If the parent or guardian cannot be reached immediately, Project Imo staff reserves the right to notify the Willimantic Police Department or other authorities.
- If parents/guardians do not wish for their child to leave of their own accord, they must be present at the time the program closes. If the parent does not arrive to pick up their child on time, does not communicate late arrival to Project Imo staff, and does not answer phone calls, Project Imo reserves the right to notify the Willimantic Police Department or other authorities.
- If parents/guardians would like a notification when a teen leaves the center, an agreement must be made in written form (email will suffice) between the teen, parent/guardian, and Executive Director of Project Imo in advance.

Entering and Exiting Teen Center

- Teens must sign in using the sign-in sheet.
- When leaving, teens must notify a staff member that they are leaving for the day.

Membership and Fees

- Membership in the Youth Center is free.
- Membership lasts for one school year and summer (September to August) and must be renewed at the start of the school year in September.



Prohibited behaviors

- Abusive, profane, sexual, inappropriate, harassing, or hate speech.
- Bullying or harassment.
- Violent behaviors or possession of weapons.
- Possession of or being under the influence of tobacco, vapes, illegal substances, or alcohol.
- Vandalism and theft.
- Failing to abide by reasonable requests of staff members about conduct or leaving the Open-Door Policy.

Discipline policy

- Project Imo believes in a restorative approach to building a healthy and positive community. We will attempt to help people resolve disagreements, take each other’s perspectives, and heal.
- Project Imo reserves the right to suspend or revoke memberships based upon repeated violations of prohibited behaviors or behaviors deemed, at the sole discretion of Project Imo staff, to be severe enough to warrant immediate suspension or revocation of membership privileges.

Equity and Inclusion policy

- **Project Imo programs and Youth Center spaces are open to people regardless of race, ethnicity, gender identity, sexual orientation, or disability. Community open programs are open to people regardless of age. Children under 14 must be accompanied by an adult at all times.**

DISCLAIMER- Project Imo, Inc. and its members, staff, and volunteers are not responsible or liable in any way in the event of harm or injury occurring to the member. It is agreed that the parent or guardian will not hold Project Imo, Inc. responsible for the general welfare or whereabouts of the member.

I hereby agree to abide by these policies and require that my child abide by these policies. I agree to maintain communication with Project Imo at the provided phone numbers while my child is in the Youth Center and pick up my child at the agreed upon time unless I have given written authorization for my child to walk from the facility.

Youth Name _____

Date of Birth _____ Age _____ Grade _____ Gender Identity _____

Legal Guardian #1 _____ Guardian #2 _____

Address _____ Town _____ State _____ Zip Code _____

Phone (home) _____ (cell) _____ (other) _____

Legal Guardian or Parent completing this form:

Printed Name _____ Signature _____ Date _____

Phone: _____ Relationship to child: _____

Teen Member

Printed Name _____ Signature _____ Date _____

Phone: _____ Email _____