



# BROOKLINE TEEN CENTER MEMBER AND PARENT MANUAL



40 ASPINWALL AVENUE, BROOKLINE, MA 02446  
[www.brooklineteencenter.org](http://www.brooklineteencenter.org)  
617-396-8349  
[info@brooklineteencenter.org](mailto:info@brooklineteencenter.org)

## THE STORY BEHIND THE BTC

In 2005, recognizing the urgent need for a place where teens could learn, connect, grow and have fun, Paul and Saskia Epstein began to explore the possibility of creating a teen center in Brookline. The vision was to create a place where Brookline youth could spend their out-of-school time in a safe place with both formal and informal activities centered around academic enrichment, physical activity and socio-emotional health. In this way, the Teen Center would meet the needs of local teens for a constructive, entertaining and affordable place to spend their out-of-school time. Paul and Saskia recognized the importance of having teens at the planning table from the initial phase and knew its success would depend on creating a teen-driven vision and project.

For the next 9 years, various groups of teen interns worked on planning, designing and fundraising in order to make their dream into a reality and on September 15, 2013, the Brookline Teen Center opened its doors for business. Over 1,000 teens have come through the Teen Center within the year since its opening and teens continue to drive the vision. The Brookline Teen Center was created by teens, for teens and is the only teen center like it in the local area.

## WHAT IS THE BTC?

The BTC is a non-profit, drop-in, out-of-school time facility offering an array of programs, activities and events that are delivered by our expert staff, volunteers and teens. The BTC strives to transform lives by connecting members with the experiences, resources and supports they need to succeed both in and out of school.

One of the things that makes the BTC different from many other teen centers is the long-time focus on being a “teen-driven” program. Teens have been involved since the beginning and continue to drive the program today. The BTC has a Teen Board of Directors, Teen Music Team, Teen Events Council and teen employees. Teens are involved in marketing, media and programming decisions and use the BTC as a place to launch their own ideas for projects, events and programs.

## BUILT BY TEENS FOR TEENS



### HOURS OF OPERATION

Mon 2:30pm-5:00pm (7<sup>th</sup> & 8<sup>th</sup> grades)  
5:00pm-8:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Tue 3:00pm-8:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Wed 3:00pm-8:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Thu 3:00pm-8:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Fri 2:30pm-10:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Sat 3:00pm-10:00pm (9<sup>th</sup>-12<sup>th</sup> grades)  
Sun Closed

Throughout the year, the BTC holds special event evenings such as parties, concerts, etc... and for those events, may stay open until midnight.

From time to time, we may be closed due to major holidays or non-youth related events. We will post any closings and/or changes in hours on our website.



### BTC STAFF

Each BTC staff member is a qualified and experienced professional. Many have worked for years as program staff in other youth programs and/or have teaching backgrounds.

The BTC is not licensed by the Department of Early Education and Care or any other state agency however all of our adult staff, volunteers and interns who will have monitored contact with members have received a background check through the Massachusetts Department of Criminal Justice (CORI – Criminal Offender Record Information).

The BTC always strives to have a minimum ratio of one adult to every 40 members. The BTC staff move throughout the building to check on the happenings in each area of the facility.



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## MEMBERSHIP

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The BTC is available for any 9<sup>th</sup>-12<sup>th</sup> grader that either lives in Brookline or attends school in Brookline (public or private). 7<sup>th</sup> & 8<sup>th</sup> graders may become members and we are open one day per week for them to attend. Our goal is to be a resource to ALL teens in the Brookline Community. Whether you plan to use the BTC a lot or a little, we are here for you.

Rising 9<sup>th</sup> graders attend on 9<sup>th</sup>-12<sup>th</sup> grade days/hours the summer before the start of their freshman year.

Seniors that have graduated may maintain their membership until August 31<sup>st</sup> of their first summer post graduation.

### HOW TO BECOME A MEMBER

- Complete a membership form. Read and sign our code of conduct and submit your paperwork to a BTC staff member.
- Attend a 30-minute orientation that will be offered 2 times per month.
- Consider your contribution to the BTC
- Receive your bar code sticker and have total access!

### WHAT IS INCLUDED IN MY MEMBERSHIP?

Participation in all BTC programs is on a drop-in voluntary basis. Members have unlimited in-out privileges and are welcome to attend all classes, workshops, events and more. Most field trips are at no cost but some have an additional amount that members pay in order to attend but scholarships are available.

*See next page for a list of happenings at the BTC in 2013-2014*

### COST = PAY WHAT YOU CAN

The BTC costs money to operate and unfortunately, we cannot offer it for free. At the same time, we believe that **every Brookline youth** is entitled to have **access to the programs**, activities and opportunities that the BTC provides. The BTC relies almost entirely on the generosity of private donations in order to sustain the organization.

**Membership** is not free but is based on the *Pay What You Can Model* as we understand that our members come from a wide spectrum of financial positions yet believe all youth should be able to attend.

The suggested amount for an annual membership is **\$200.00**. Please understand that \$200.00 does not cover our costs of one member so if you are able, please consider an increased donation amount. If \$200.00 does not fit in your budget, please consider a contribution that makes sense for you.

Checks can be made payable to the *Brookline Teen Center* and payment can be made annually, bi-annually or monthly.

**ACTIVITIES, PROGRAMS AND EVENTS AT  
THE BTC  
2013-2014**

DJ 101 Class  
Basketball Skills Clinics  
Dodgeball Tournaments  
3:3 Basketball Tournament  
Billiards 101 Class  
Ping Pong Tournament  
Nerf Gun War  
Yoga Class  
Hip Hop Class  
Parkour  
Friday Night Bikes  
Sports Variety  
Group Runs  
Core Workout Class  
Xbox Tournament  
BTC Podcast



Princeton Review College Prep  
Collegewise Essay Writing Workshop  
Homework Support  
1:1 Tutors  
Community Service Opportunities  
Volunteer Opportunities



Halloween Jam  
Winter Wonderland  
New Years Eve Party  
Valentines Day Social  
Friday Night Throwdown  
Spring Fling Carnival  
Throwback Dance Party  
Semi After Party  
Open Mic Nights  
April Fools Day Show  
Movie Nights  
Six Flags Trip  
Skyzone Trip  
TD Garden Invitational Trip  
BC Basketball Game  
Gardner Museum Trip



BTC Teen Board of Directors  
Tutor/Mentor Program  
Project BTC  
Get Real Teen Council Event  
Teen Music Team  
Teen Events Council  
84 Chapter  
Brookline Teens for Change  
Climate Action Art Workshop  
Rising Artists at the BTC  
BTC Mural Project

**THE BTC IS TEEN DRIVEN! HAVE AN IDEA? LAUNCH YOUR OWN  
PROJECT, PROGRAM OR EVENT AT THE BTC. Contact  
[info@brooklineteencenter.org](mailto:info@brooklineteencenter.org)**

## **POLICIES, PROCEDURES AND GENERAL INFORMATION AT THE BTC**

### **DROP-IN FORMAT**

Participation in all Teen Center programs is on a drop-in, voluntary basis. Members have unlimited in-out privileges. The program is not responsible for the care or supervision of members once they have left the Teen Center or once the Teen Center is closed. Please arrange with your child as to when it is appropriate to leave the facility and with whom.

### **SIGN IN/OUT PROCEDURES**

When entering the Teen Center and before participating in any activities, all participants will be required to sign in at the front desk. Any time a member is leaving the facility, they will be expected to sign out at the front desk.

### **LOCKERS**

The Teen Center has lockers where you can safely store your belongings but does not provide locks. Please be sure to bring your own lock if you are planning to use the lockers. The Teen Center is not responsible for lost or stolen property.

### **CAFÉ**

The Teen Center has a café. Food is purchased by using either cash, debit or credit card. Food and glass bottles are never allowed in gym, fitness center or yoga/dance studio.

### **ACADEMIC MEZZANINE/COMPUTERS**

- The academic mezzanine is a quiet area for members to use for studying
- The mezzanine has computers available for member use
- Members can sign out Chrome books to use within the facility
- All computers are equipped with Sonic Wall for the safety of all users.
- Priority goes to those members using computer time for homework
- The downloading of programs or questionable material is NOT ALLOWED
- Please save any personal work to your jump drive
- Limit printing to 6 pages per member
- Always ask a BTC staff for assistance if you come across something on the computer that should not be there.

### **FRONT OF THE TEEN CENTER, PARKING LOT, PARKING GARAGE, AND ELEVATOR TOWER**

#### **Members can:**

- Be outside of the teen center in the outdoor area that begins at the end of the parking lot (denoted by the brick pavers)
- Park their bikes in the provided bike racks

#### **Members cannot:**

- Loiter in the elevator tower
- Be in the parking garage for any reason including parking in the garage as those are reserved spaces for community members who are paying a rental fee for its use.
- Loiter in the outdoor parking lot, be on the ramp leading to the parking garage and may NEVER be on the wall next to the ramp.
- Skateboard or bike around, in, or on any outdoor area of the teen center.

## **POLICIES, PROCEDURES AND GENERAL INFORMATION AT THE BTC**

### **Members should always:**

- Use the walkway and not enter through the parking lot.
- Be aware of their noise volume as to not disturb the neighbors and surrounding community.

### **VEHICLES: DROP-OFF, PICK-UP, AND PARKING**

- The parking lot has 5 BTC parking spots designated for drop-off and pick up and are clearly marked *Designated 15-minute drop off parking*. No other parking spots should be used, as these are reserved spaces for community members who are paying a rental fee for its use.
- Members should park their vehicles on the street where parking is available.
- Parking behind the building is never permitted.
- When the Teen Center holds special events, there is a mandatory vehicle flow that must be followed. Vehicles must enter the Teen Center heading southwest on Aspinwall (towards Harvard Street) and must exit the Teen Center by making a right and going in the same southwest direction.

### **FIELD TRIPS/COMMUNITY-BASED PROGRAMMING**

The Teen Center actively seeks partnerships with community organizations, schools, etc... in the town of Brookline and members will have access to the community-based programming that takes place beyond the walls of the Teen Center. If any programming opportunities arise that are outside of the town of Brookline, permission by a parent/guardian will be required.

### **PROCEDURES FOR INJURIES**

If a member is injured, the BTC staff will take whatever steps are necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- Attempts to contact a parent or guardian.
- Attempts to contact a parent or guardian through emergency contacts.

If we cannot contact the parent/guardian or the situation warrants, we will call an ambulance or paramedic.

### **ADMINISTERING MEDICATION**

The BTC does not administer medication to members.

### **SUSPECTED CHILD ABUSE AND NEGLECT**

As an organization, we adhere to all principles of the mandated reporting law regarding suspected abuse or neglect of a child.



## BTC CODE OF CONDUCT

### *RESPECT ONE ANOTHER, THE BUILDING AND EQUIPMENT*

- No fighting
- No verbal or written abuse or threats
- No sexual harassment
- No bullying
- No weapons
- No drugs, alcohol or tobacco
- No gambling
- No vandalism
- No stealing/theft
- No screaming
- No physical contact such as prolonged kissing or inappropriate touching.
- Dress appropriately - No clothing that contains inappropriate content or offensive content. An excess of skin should not be revealed. Footwear must be worn to comply with health codes.
- No loitering around the teen center after hours
- Be respectful to the staff
- Adhere to all rules regarding equipment
- Eat in designated areas only and clean up after yourself
- After using a space, return it to the order in which it was found
- The teen center is not responsible for lost or stolen property



## NOTICE OF NON-DISCRIMINATION

The BTC does not discriminate on the basis of race, color, religious creed, gender, national origin, ethnicity, age, sexual orientation, physical or mental disability, pregnancy, status as a citizen, veteran or military affiliation in membership, employment or its programs/activities.

**THE BTC IS THE PERFECT  
RENTAL FOR YOUR NEXT  
EVENT....**

**A ONE OF A KIND VENUE FOR  
BOTH SOCIAL AND BUSINESS  
EVENTS**

**CONTACT [INFO@BROOKLINETEENCENTER.ORG](mailto:INFO@BROOKLINETEENCENTER.ORG)**



Please consider a  
**DONATION**  
to the BTC

Donations can be made by mail, in person or on our website.

Questions? contact  
[mcooney@brooklineteencenter.org](mailto:mcooney@brooklineteencenter.org)

The BTC is a registered 501c3