



**City of Manhattan Beach
2024 Teen Center Summer Parent Guide**



MANHATTAN HEIGHTS PARK (TC)

1600 Manhattan Beach Blvd.
Manhattan Beach, CA 90266
(TC) Park Phone: (310) 802-5426 or (310) 877-0514 cell



Teen Center Summer Resident Cost

- June 17 – August 16, 2024.
- Monday – Friday: 10:00 AM to 6:00 PM
- Closed July 4, 2024.
- Closed on field trip days.
- **Residents:** \$100 for the entire 9 week summer*
- *Residents teens living in Manhattan Beach, attending Manhattan Beach Middle School or whose parents work in the City of Manhattan Beach (**verification may be required**)
- Sibling discounts will not be offered

Teen Center Summer Non-Resident Cost

- June 17 – August 16, 2024.
- Monday – Friday: 10:00 AM to 6:00 PM
- Closed July 4, 2024.
- Closed on field trip days.
- **Non-residents:** \$100 each week, per teen.
- One-time summer membership fee of \$500 for the entire 9-week summer per teen.
- Sibling discounts will not be offered

Tuesday Beach Days

- 10:30 AM: Bus pick up at Teen Center.
- 11:00 AM to 4:30 PM: Beach time.
- 5:00 PM: Teens walk back to the library.
- 5:30 PM: Return to the Teen Center

Friday Begg Pool Days

- 12:15 PM: Teens walk to Begg Pool.
- 12:45 PM - 3:00 PM: Pool time.
- 3:30 PM: Return to the Teen Center

Teen Center Program Thursday Trips

No sibling discounts	Activity #	Fee
Knott's Berry Farm	42052	\$50.00
Knott's Soak City	42053	\$50.00
Universal Studios	42057	\$130.00
LA Dodgers vs Giants	42054	\$74.00
Six Flags Magic Mountain	42055	\$75.00
Disneyland CA Adventure	42051	\$150.00

Contact Information

David Ibarra: Recreation Program Supervisor
(310) 802-5419
dibarra@manhattanbeach.gov

Parks & Recreation Registration Help Desk
(310) 802-5448
mbparksandrec@manhattanbeach.gov

Season passholders are still responsible to pay the full advertised fee

Refund only offered 5 business days prior to the start of the camp and trips

Policies & Procedures

Teen Center Mission Statement

To provide Manhattan Beach teens with a positive recreational experience through activities and programs that enhances their physical, mental and social well-being.

The Teen Center consists of two adjoining rooms in the Manhattan Heights Community Center which are set aside exclusively for teen activities. The rooms, designed primarily by the teens themselves, provide a fun, supportive, and friendly atmosphere that helps teens wind down after school and have some fun. There are couches to lounge on, music, Big Screen TVs and video games, arts and crafts, basketball, volleyball, rock climbing wall, ping pong, billiards, foosball, Xbox, PlayStation, retro arcade games, Nintendo Switch, movies and more! Other options include equipment for dozens of outdoor and indoor sports and activities. The environment is conducive to self-expression and individuality and provides teens with understanding and caring guidance.

Teen Center summer camp offers so many benefits for young individuals, such as:

1. **Friendship and Social Skills:** Teens will make new friends and strengthen their social connections. The close proximity and shared experiences foster lasting friendships and enhance social skills.
2. **Exploring New Interests:** The Teen Center provides focused environments where teens can immerse themselves in specific activities. Teens have the time to explore and discover new passions that may benefit them academically or professionally later on.
3. **Hobbies and Unplugging:** When teens disconnect from smartphones, and see what their peers enjoy and share developing hobbies, it allows them explore and hone their talents.
4. **Teamwork and Collaboration:** Camp brings teens and counselors together from diverse backgrounds and ages. Learning to get along, work as a team, and build trust are essential life skills reinforced at camp.
5. **Physical Activity:** At camp, teens are encouraged to engage in physical activities like outdoor play, sports, and swimming. Staying active contributes to their overall well-being.
6. **Independence:** As teens grow older, they naturally distance themselves from parents. Attending camp helps teens stand on their own, preparing them for independence and personal growth.
7. **Flourishing and Life Satisfaction:** Structured camp experiences, filled with engaging activities and adult emotional support, contribute to teens flourishing and higher life satisfaction ratings. The Teen Center Summer program provides a holistic experience that combines learning, friendship, skill development, and fun. It's a chance for teens to grow, connect, and create lasting memories.

Attire:

Teens are required to wear closed toe shoes every day and are welcome to bring sandals. Teens should come to camp with sunscreen already applied with additional sunscreen packed to reapply throughout the day. Sunglasses and hats are optional, but recommended to help serve as extra protection from the sun. We will spend a lot of time outdoors.

Code of Conduct

Teen Center Code of Conduct:

1. Listen and follow directions from staff and volunteers.
2. Keep your hands and negative words to yourself. Physical fighting or emotional harm to anyone is prohibited, including profanity, inappropriate language, behavior or gestures.
3. Stealing program equipment or personal belongings is prohibited. Please label all items brought to camp.
4. Stay in assigned areas.
5. Damaging property (including city, facility, park, and others personal property) is prohibited and will be addressed accordingly by replacement of damaged property, and or financial compensation to the City of Manhattan Beach and/or other party involved.

Bullying (physical and emotional):

The definition of a bully is a blustering, quarrelsome, overbearing person who habitually badgers and intimidates. To bully someone is a serious offense and will not be tolerated. Teens caught bullying warrants the following consequences:

- 1st offense: staff will counsel the teen and parents/guardians will be notified.
- 2nd offense: teen will be sent home.
- 3rd offense: suspension for a day or week*.

**Depending on the severity of the offense, The City of Manhattan Beach has the right to suspend a camper from the program, even if it is the teen's first offense. (Refunds are not given for suspensions).*

Incident Report:

- When a teen breaks any code of conduct rules, an Incident Report will be given to the parent/guardian detailing the offense and disciplinary action/consequence at pick up or by phone call.
- If an Incident Report is issued it must be signed and returned before the teen returns to the program.
- Any Incident Report issued will be added to the teens personal program file. Staff will not discuss any matters with other parents about another teen.
- Should a teen receive three (3) Incident Reports, it will result in possible suspension from The Teen Center. Depending on the severity of the offense, the City of Manhattan Beach has the right to suspend or expel a teen from the summer program, even if it is the teen's first offense.

Behavior Promise

- This is a written agreement made between the teen and the staff. This document is a tool for staff to give to teens an opportunity to improve and learn from a negative behavior. This is done in hopes the teen will learn from their mistake and make better choices. If the behavior does not improve, it can lead to more serious consequences such as incident reports, parent conferences, suspension and or expulsion for the summer.

The forms above are tools that the staff will use to ensure safety and security for your teen and others. If your teen receives one of these forms, please discuss it with them so they can share why they received it. All forms require a parent's/guardian's signature on the bottom so that staff understand that you are aware of the situation.

Visitation and Phone Calls

We encourage parents/guardians to update their Active Net profile of authorized pickups and/or change of contact numbers. Staff does not have access to change personal information on your account. If you need assistance, please call the Parks and Rec Department. This is vital so staff can reach you in the event of a question or emergency.

Cell Phone/Electronics Policy:

In an age where everyone has an electronic device, it makes it very difficult for recreation leaders to have the teens engage in activities when they are focused on their device. We encourage devices to be left at home or limited at the Teen Center, so they do not get lost, damaged, or misused at the Teen Center.



IMPORTANT NOTICE

Co-parenting:

- Parents/guardians who are co-parenting will need to provide copies of a signed court order if there are any restrictions regarding their teen. Without a signed court order, staff will be required to release the teen to either parent/guardian or whomever is authorize to pick up the teen.
- Staff **will not** get involved in personal matters. Please avoid putting staff in difficult situations; please do not share personal information unrelated to the program with staff.
- Staff is not allowed to give out copies of documents (i.e. accident reports or attendance sheets), or information about who picked up a teen on a given day.
- Any issues related to the teen will be discussed with whomever picks up the teen that day.
- Any written material that is mailed from the City of Manhattan Beach will be mailed to the individual who paid for the teen's registration.
- Parents have the authority to designate who picks up their teen. A list for Parent 1 is separate from a list for Parent 2; staff will not share or discuss these lists between the two parties.
- Any violations of custody agreements on record will result in staff calling the Manhattan Beach Police Department immediately. Staff will document these kind of situations, as well as file an incident report for city records.

Staff/Participant interaction

We value open communication and understand that you may have questions or concerns outside of our regular hours. However, to ensure staff can provide the best care and instruction for your teen, we ask that you refrain from contacting staff members during their off-duty hours or via social media.

California Mandated Reporter

- Mandated reporters are professionals who are legally required to report any suspected child abuse or neglect. This includes teachers, social workers, physicians, nurses, counselors, therapists, child care providers, law enforcement officers, and others.
- **When are they required to Report?** Mandated reporters are required to report when they have reasonable cause to suspect child abuse or maltreatment in situations where a child, parent, or other person legally responsible for the child is involved.
- **What Happens After Reporting?** After a report is made, the Child Protective Services (CPS) system will investigate the report. This may involve interviews with the child, parents, and others who may have information about the situation.

Thank you for entrusting us with your teen at summer camp; we are committed to providing them with a safe, enriching, and memorable experience.



Late Pick Up Policy

The Teen Center Program closes at 6:00 PM. A late fee will be charged beginning at 6:01 PM. The late fee is \$10.00 per teen for every ten-minute interval or portion thereof that the teen remains with Teen Center staff after 6:00 PM.

Time	Fee Per Teen
6:01 PM – 6:10 PM	\$10.00
6:11 PM – 6:20 PM	\$20.00
6:21 PM – 6:30 PM	\$30.00

If a Teen is picked up late on three (3) occasions, it will be grounds for the teen to have a modified pick up time. Payment of late fees may be in the form of cash or a check payable to the City of Manhattan Beach. A receipt will be issued for all late fee payments. Teens may not return to the Teen Center until the payment is made in full.

If a Teen has not been picked up by 6:30 PM and there is no answer on any of the phone numbers listed for that Teen, the Manhattan Beach Police Department will be contacted, as required and instructed by the Department of Social Services.

- The number for the Manhattan Beach Police Department front desk is (310) 802-5140
- Located at 420 15th St, Manhattan Beach, CA 90266.
- Manhattan Beach Dispatch is (310) 545-4566.

Emergencies called in advance by telephone will be taken into consideration on a case-by-case basis.

Lunch and Snack

- Teens need to have their own lunch and snacks daily. A microwave is available for use.
- Staff will also take groups of teens to the local area markets and restaurants so they can purchase meals.
- A light snacks may be provided in the afternoon from time to time.
 - Snacks may be offered and traces of peanut or peanut oils may be used in food given out. **Please notify staff of special dietary restrictions and food allergies.** (This can also be done on your online Active Net account).
- Please bring a refillable water bottle, and sunscreen. Energy or caffeinated drinks are not recommended. Sports drinks (such as Gatorade etc.), juice, water is highly preferred.
- Special Friday summer lunch meals will be offered at no extra cost. Please make sure your camper is here by 11:00 A.M. for the lunch count.



Bathroom Use:

Teens need to check in with staff before going to the restroom alone. The restroom is not a hangout room.

Lost and Found:

City of Manhattan Beach is not responsible for lost, stolen, or damaged items. Lost items will be held for one week, then taken to a donation center. Please label all items brought to The Teen Center with your teen's information.

Movies:

During the course of summer, movies may be shown. Movies are rated "G, PG, PG-13."



First Aid and Illness:

Staff will NOT administer any medication. The teen parent/guardian, or a designated caregiver will be responsible for administering any medications at appropriate times. In an absolute emergency, staff will call 911. Police and fire personnel are minutes away from Manhattan Heights Teen Center. Staff are certified in First-Aid & CPR and trained to treat minor injuries. If your teen receives a more serious injury, staff will take steps necessary to obtain emergency medical care, if warranted. If we cannot contact you, or your teen needs immediate attention, we will call 911.

If your teen is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your teen at home. If a teen becomes ill (especially with, but not limited to fever of 100.4 or higher or vomiting), parents will be contacted immediately to pick up the teen. If the parent(s) cannot be reached, staff will contact someone on the teens authorized list.

Tuesdays, Beach Days

- 10:00 AM – 10:30 AM: Teens will gather their belongings and board the bus and depart to 15th street and Highland. (Near Light Gate)
- 10:30 AM – 10:45 PM: Teens will walk down to the beach.
- 12:30 PM – 1:00 PM: Lunch time.
- 4:00 PM – 4:30 PM: Teens will clean up and walk back to 15th street and Highland. (Near Light Gate)
- 4:30 PM: Teens will board the bus back to the Teen Center
- 5:00 PM: Arrive to the Teen Center.

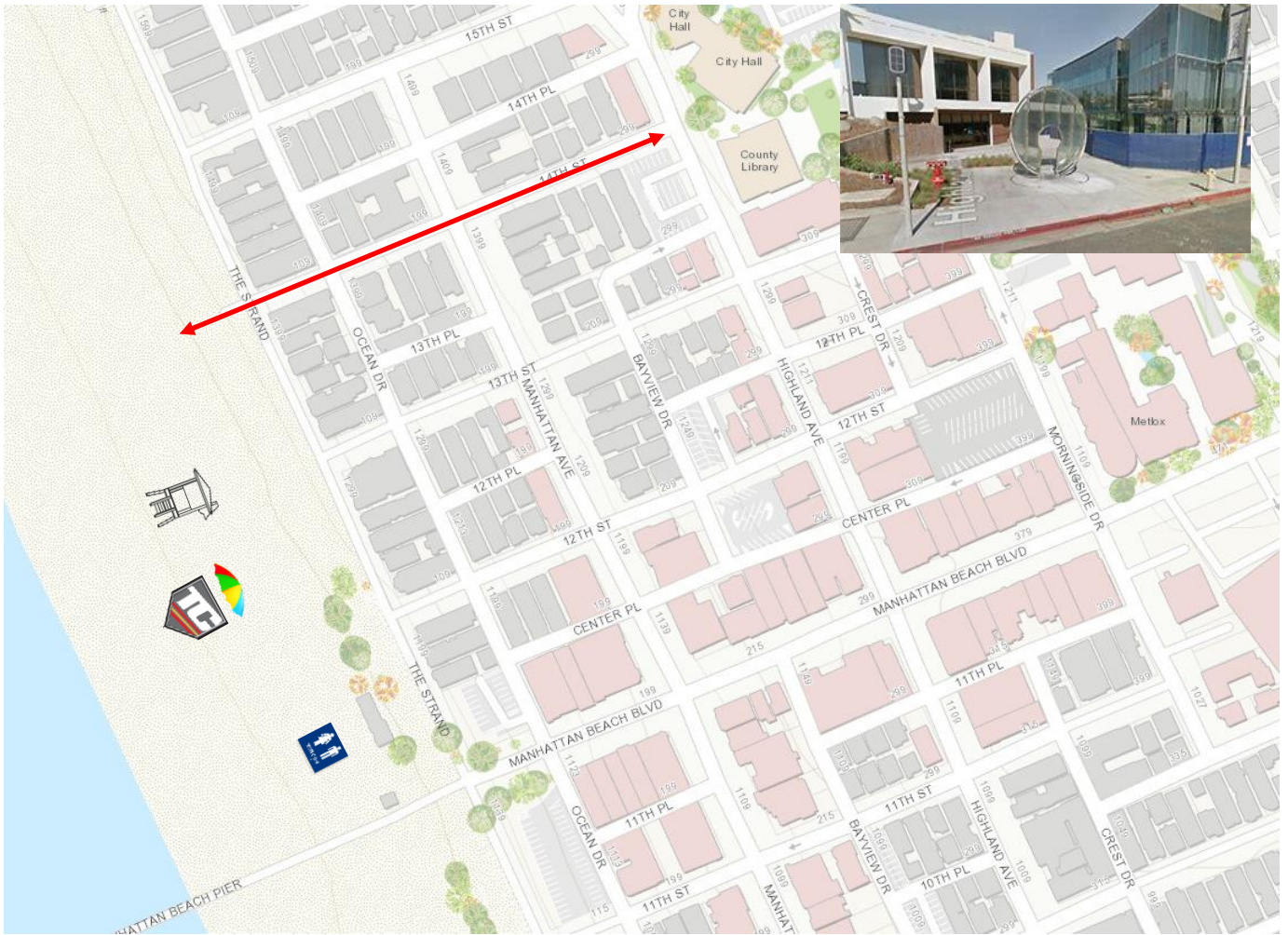
Tips

- **Clothing:** Teens should come in regular clothes and bring swimwear with them or wear it under regular clothes. Each teen should also bring hats, beach towel(s) and socks (or sand socks) for activities on the hot sand.
- **Water Toys:** Teens may bring boogie boards or beach umbrellas; however, teens are responsible for carrying all personal belongings. Surfboards and pool floaters are strictly prohibited by LA County.
- **Lunch:** Teens should have a bigger lunch with them, water and/or sports drinks. We recommend a good sturdy reusable lunch box, in place of a plastic or paper bag, to deter seagulls and reduce waste. Always pack extra snacks and water! **Also, staff will walk teens up to downtown Manhattan to purchase lunch at local restaurants and shops.**

At the beach

- **Sun protection on beach days is vital.** Teens must bring sunscreen. Every 30-45 minutes, the staff will stop all activities, including swimming, to remind and encourage teens to reapply sunscreen. The staff cannot be held responsible for teens who choose not to do so. Additionally, we recommend the use of hats and rash guards for further protection from the sun. Please talk to your teen about sun safety. (We cannot provide sunscreen).
- **We are next to the lifeguard tower on 14th Street beach.** The lifeguard on duty will discuss water conditions first with the staff, then staff will update the teens. Teens will be allowed to go into the water depending on water conditions and the recommendations of the lifeguard.
- **If weather or water conditions are unsuitable:** The staff may decide to keep all teens out of the water or cancel the trip completely. In the event that the trip is cancelled completely, staff will make an effort to notify parents of the change in plans and return to the Teen Center.
- **Before leaving the beach,** staff will conduct a beach clean-up. Teens are expected to pick up only trash from our beach site area. We want to protect our environment and teach our teens to be responsible for themselves. We do not want to lose the privilege of beach day due to complaints about any trash we may leave behind.

Beach Day drop off/pick up map



Red Route:

If you missed the bus, please call the Teen Center cell phone: (310) 877-0514.

In the event of an emergency, you may contact staff at the following number:

- Teen Center cell phone: (310) 877-0514.
- Beach Spot, 14th street lifeguard tower.

Teen Center Thursday Field Trips

ALL registration takes place at City Hall or online. The Teen Center is closed on Thursday Trip Days. Teens will choose their group for the day when they arrive in the morning.

Please keep in mind what trips your teen is going on, some trips may be too much for them. We will be doing a lot of walking on these days so please make sure your teen is prepared.

One bus, and 45 teens will attend each trip. Teens are given emergency bracelets. Staff will explain what to do in the case of a teen getting separated from the group while at the theme park.

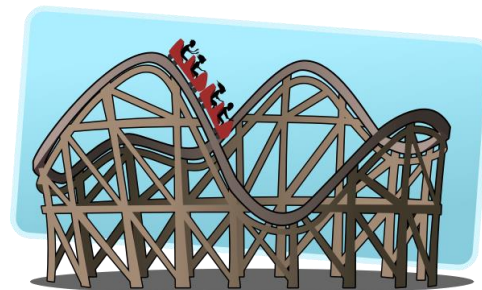
What teens should bring:

- Money for lunch (if not included), snacks and souvenirs are at the parents' discretion. Staff are not responsible for any money that is lost, please make sure all money is secured with your child.
- **Some theme parks have rules about outside food, cash, backpack sizes and what is allowed and not allowed. Please ensure you are familiar with all theme park policies and procedures prior to the day of the field trip.**

Parents/Guardian may **NOT** accompany teens on field trips or meet up at the theme parks and hang out with the group. Expect to return to Manhattan Heights between 5:30 PM - 6:00 PM. (Unless the trip is specified as coming back later than 6:00 PM) you are welcome to call/text the trip staff (310) 877-0514 for a return time update.

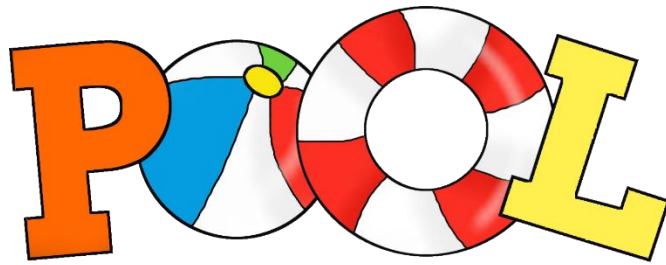
Refund Policy:

- 5 business days prior to the trip, please plan accordingly.



Date	Destination	Activity #	Fee	Departure & Return Time
June 27 th	Knott's Berry Farm	42052	\$50.00	<u>Departure:</u> 8:00 AM <u>Return:</u> 6:00 PM
July 11 th	Knott's Soak City	42053	\$50.00	<u>Departure:</u> 9:30 AM <u>Return:</u> 6:00 PM
July 18 th	Universal Studios	42057	\$130.00	<u>Departure:</u> 8:00 AM <u>Return:</u> 6:00 PM
July 25 th	LA Dodgers vs Giants	42054	\$74.00	<u>Departure:</u> 10:30 AM <u>Return:</u> 6:00 PM
August 1 st	Six Flags Magic Mountain	42055	\$75.00	<u>Departure:</u> 9:30 AM <u>Return:</u> 7:30 PM
August 8 th	Disneyland CA Adventure	42051	\$150.00	<u>Departure:</u> 8:00 AM <u>Return:</u> 10:00 PM

Season passes or sibling discounts do not apply for Thursday trips.



Friday Begg Pool Days

(Begg Pool: 1402 N Peck Ave, Manhattan Beach, CA 90266)

- 12:15 PM: Leave the Teen Center and walk to Begg Pool.
- 12:45 PM – 3:00 PM: Pool time
- 3:00 PM – 3:20 PM: Clean up and exit pool gates.
- 3:30 PM – 4:00 PM: Walk back to the Teen Center.

Tips

- **Clothing:** Teens should come to camp in regular clothes and bring swimwear with them or under regular clothes. Please also provide your teen(s) with a separate bag to store any wet clothes.
- **Lunch:** Teens can eat lunch before or after the pool time.
- **Sun protection on pool days is vital.**
- Please ensure your teen(s) bring sunscreen and apply sunscreen prior to entering the pool.. Teen Center staff cannot be held responsible for those who choose not to do so. We recommend the use of a rash guard for further protection from the sun.
- Teens have access to showers and changing rooms.
- Don't bring any pool toy or floating devices. (Not allowed at Begg pool).
- **In the event of an emergency, you may contact staff at the following number: (310) 877-0514.**

