Registration and Pre-Screening

- Before teen members can start attending programming, they must fill out a membership packet and pay the $35 membership fee. This packet includes:
  - Membership Application
  - COVID related waiver/acknowledgement
  - All applicable phone numbers (home, cell, work) and email must be provided to ensure parent/guardian can be reached in the event of an emergency.
  - A calendar will be sent out at the beginning of the month with a schedule for the different programs. With this calendar, there will also be a Calendly link to follow so they can register for each session.
  - Teens MUST register on Calendly before they can attend any program session. Space is limited so make sure to register as soon as possible.

Arrival and Screening

- All arrivals will be no contact. When teens arrive at the clubhouse, they will enter through the front doors of the building.
- A staff member will meet them at the door and verify that the teen has been registered for that program session. The teens will also be asked a series of health screening questions before they may enter the building.
- If the teen is cleared through the screening questionnaire, the teen will be directed to the bathroom on the first floor to wash their hands and then will scan their membership card at the front desk and continue upstairs to the teen center.

Participation and Engagement

- Teen programming will take place between 2:30-7.
  - 2:30-4: Study Time/ Homework Help
  - 4-5: Dinner and Social Hour
  - 5-5:45: Program 1
  - 5:45-6: Cleaning/ Sanitizing
  - 6-6:45: Program 2
  - 6:45-7: Clean up and dismissal.
- At the beginning and conclusion of each program session, all tables, equipment, materials, and facility fixtures will be disinfected and sanitized.
- We will ask that teens and staff wear masks when conducting activities indoors.
- Masks will not be required outdoors if social distancing is adhered to.
- There will be a monthly calendar sent out with the schedule of rotating programs that teens may choose from. These may change from month to month and space is limited so be sure to register early on Calendly.

Transitions

- Between program sessions, teens will wipe down the space they are using and move to their next session.
- If the teen is only registered for the first session and there is still space for the second session they are more than welcome to stay.
- If the second session is full, they will need to go home at that point.

Dismissal

- All teens will end their day in their last program space and help clean their areas.
- The teens will stay in their program area until their parent arrives to pick them up or until they are ready to walk home.
- If the teen is allowed to walk, the Clubhouse must have written notice from the parent on file.
- All dismissals will be non-contact and conducted at the side gym door.
- Parents/guardians will pull up at the side gym doors to pick up their teen.