Somerville Parks and Recreation Teen Programs Handbook

By registering for any Teen Program or Teen Program Membership, families agree to all policies, procedures, and expectations outlined in this handbook.

# Welcome Letter

Welcome to the Somerville Parks and Recreation Teen Programs!  
  
Launched as an initiative of Mayor Katjana Ballantyne’s administration, our Teen Programs were created to expand out-of-school-time opportunities for Somerville teens. What began as a Teen Center has evolved into a wide variety of free, year-round programs designed to support the diverse interests and needs of local youth.  
  
Offerings include:  
-Athletic clinics and open gyms  
- Creative and performing arts  
- Academic and enrichment support  
- Social events and field trips  
- Vendor-led workshops and more  
  
Teen Programs are open to Somerville youth in Grades 7 through 12, including graduating seniors through the summer following graduation. Teens who live in Somerville or attend Somerville Public Schools are eligible to participate.

# How to Register

**Teen Program Membership**We strongly recommend registering for a Teen Program Membership to access the full range of free programs.  
  
To register or request assistance, contact:  
- Brooke Metivier, Teen Program Coordinator  
- bmetivier@somervillema.gov  
  
Email must include the following information:  
- Parent/Guardian Name  
- Teen’s First and Last Name  
- Name of the Program or “Teen Program Membership”  
  
Once processed, a confirmation email will be sent with any next steps.  
  
**Individual Program Registration**  
Separate registration may be required if:  
- The program flyer states: “SEPARATE REGISTRATION REQUIRED”  
- Your teen is not approved for drop-in access  
  
Contact the Teen Program Coordinator for help.

# Drop-In Programming Policy

**Teens may attend drop-in programs only if:**- They are registered for a Teen Program Membership and  
- A parent/guardian selected “YES” for drop-in participation during registration  
  
**Drop-in programs typically include:**- Open Gym sessions  
- Most athletic activities (excluding clinics)  
  
**Important: Drop-In ≠ Walk-In**  
Teens cannot arrive unregistered. To participate, you must either:  
1. Contact the Teen Program Coordinator in advance to assist with registration  
2. Register independently for the program or Teen Program Membership  
  
Unregistered teens who arrive will be sent home with instructions for how to enroll. They may return once registration is complete.

# Programming Policies

**Free Program Commitment**  
Our Teen Programs are free for all participants. However, to ensure we remain inclusive, equitable, and maximize participation, we have refined our program policies. These guidelines are designed to benefit teens who are eager to attend while discouraging “no-shows” that prevent others from participating.  
  
**Weekly Programs (4–6 weeks)**  
If a teen misses 2 consecutive sessions without communication:  
1. After Week 1: Parent/Guardian receives a courtesy email.  
2. After Week 2: A “Registration Cancelled” email is sent. You’ll have 3 days to respond before removal.  
3. Re-Enrollment: Teens may re-register if space allows. If the program is full, they will be placed on the waitlist and notified when a spot opens.  
  
**One-Time Events & Trips**  
These experiences are limited and valuable. To ensure spots are used by those who plan to attend:

* A confirmation email will be sent at registration (via MyRec).
* A pre-trip email will follow with important details.
* A reminder email will be sent the week of the event.

**On the Day of the Trip:**

* Transportation will leave no later than 15 minutes after the posted time
* If a teen misses the trip and no parent/guardian contacts the coordinator: **They will not be eligible to register the next one-time trip or special event**

# Open Gym Policy

**Open Gym is one of our most popular programs. To ensure safety:**  
- Capacity is limited to 40 teens per week  
- Teens must be registered for drop-in participation OR pre-register for the session  
- Teens who arrive unregistered will not be allowed to enter

# Vendor Program Policy

We partner with over 30 local organizations to provide unique enrichment programs. While these are free to families, our department pays for them regardless of attendance. Certain vendor programs will include their own registration policy which can be found during registration under the “questions” section.  
  
Past partners include, but are not limited to:  
- Volo Kids Foundation  
- YogaSix  
- Rumble Boxing  
- Girls LEAP  
- Sacco Bowling  
- McIntyre Ski Area  
- Goofs Comedy Club  
- Move Different  
- Give A Cake Bakery  
  
**Vendor Program Attendance Requirements**  
**One-time events**

Must have at least 50% of registration capacity to run  
If less than 10% of registered teens attend, the next event session will be cancelled

**6-week series**

Must reach 50% enrollment to host the program  
If a program reaches 90% capacity, we will enforce the weekly attendance policy listed above

# Behavior & Conduct

We strive to foster a positive, inclusive, and safe environment where every teen feels welcome and valued.  
  
**Positive Reinforcement**- Praise and shoutouts from staff and peers  
- Youth of the Week/Month recognition  
- Prizes, certificates, and special activity access  
- Parent/guardian notifications for exceptional behavior  
  
**Examples of Positive Behavior**  
- Respecting staff and peers  
- Active participation and effort  
- Helping others and being inclusive  
- Demonstrating leadership and sportsmanship  
  
**Prohibited Behaviors**1. Profanity or hate speech  
2. Physical aggression or fighting (One Strike Policy)  
3. Bullying (including online or outside program hours)  
4. Vandalism or destruction of property  
5. Drug, alcohol, or tobacco use/possession  
6. Disrespecting staff or peers  
7. Entering restricted areas  
8. Unsportsmanlike conduct  
9. Inappropriate or offensive clothing  
10. Possession of weapons  
11. Any behavior deemed unsafe by staff  
  
**Discipline Policy**  
Typical progression:  
1. Redirection  
2. Verbal Warning  
3. “Take a Break”  
4. Incident Report + Parent Notification  
  
Immediate pickup may be required if the behavior is dangerous. Continued issues or serious incidents (e.g., physical altercations) may result in program removal.  
  
**Physical Altercation Policy**  
Any teen who initiates physical violence will be:  
- Sent home immediately  
- Contacted via emergency contacts  
- Removed from programs for the remainder of the school year  
  
Staff will assess all parties involved, notify families, and determine consequences accordingly. Leadership staff and the Program Developer will help make final decisions that keep safety at the forefront of everyone’s interests.

# Health & Safety

**General Safety**  
- Staff are CPR and First Aid Certified  
- Staff do not communicate with teens on social media  
- Open-door communication with families is encouraged  
  
**When to Stay Home: “Too Sick for School”**  
Keep your teen home if they:  
- Have a fever over 100.4°F  
- Have vomited or had diarrhea in the last 24 hours  
- Show signs of a contagious illness  
- Have not completed 24 hours of antibiotics (if applicable)  
  
**COVID-19**  
Follow the City of Somerville’s COVID Health Checklist. Keep your teen home for:  
- Fever, chills, or loss of taste/smell  
- Cough or sore throat with other symptoms  
- Gastrointestinal symptoms (nausea, vomiting, etc.)  
- Congestion or fatigue with other symptoms  
  
**Medication & Health Conditions**  
- Prescription medications require a doctor’s order and labeled container  
- Asthma inhalers and EpiPens must have a submitted action plan  
- OTC meds need parental consent (forms available online)  
  
**Notify the Teen Program Coordinator if your teen has:**  
- Allergies, asthma, diabetes  
- Vision, hearing, or mobility challenges  
- Recent hospitalizations  
- Any communicable condition

**First Aid & Medical Emergencies**

SomervilleParks and Recreation Teen Program staff are **First Aid and CPR certified**. The safety and well-being of every participant is our top priority.

If a teen is injured or requires medical attention, staff will provide appropriate care within their training and take necessary steps to ensure the teen’s safety. Staff reserve the right to call 911 if additional medical support is needed. Parents/guardians, who are listed as the emergency contact, will be contacted immediately in the event of a medical emergency.

# Facility Policies

**Hours of Operation**  
Hours of operation varies by program and by program space availability. Specific program times can be found on the MyRec Program listing, or you can visit the following:  
- Somerville MyRec (https://www.somervillerec.com)  
- Instagram: @SomervilleParksandRec  
- Program flyers

**Cancellations & Closures**  
Generally, programs may be cancelled if:  
- Fewer than 5 teens attend for 2 weeks in a row  
- Fewer than 5 teens are registered  
- No one arrives within 30 minutes of start time

The final decision will be made by Parks and Recreation leadership staff.  
  
***“Our program schedule follows Somerville Public Schools: if school is closed, programs will not run.”***

This includes, but is not limited to

-Weekends  
- Snow Days  
- Holidays  
- Vacation weeks  
- Emergency closures  
Families will be notified via email and social media.  
  
**Teen Program Holidays**Teen Programs will not operate on major city holidays, public school vacation weeks, and during severe weather or emergencies. A full holiday calendar will be posted at the start of each program season. Please check the current Somerville Public School calendar for all scheduled holidays, closures, etc.

# Building Policies & Operating Procedures

Somerville Parks and Recreation Teen Programs offer a variety of free programming at a variety of spaces in Somerville. Due to the variety of program spaces, our building policies and operating procedures vary amongst spaces. Below are policies at our most frequently used programming spaces

**Edgerly Education Center**

Entrance and Exit Location/Address

3 Otis St Somerville MA 02145

Bathroom Policy:

One teen per time at the bathrooms must let Teen Program Front Desk Staff know. Staff supervises the bathroom at all times.

Teens are allowed in the 3 Otis St. entrance, staircase, 1st and 2nd floor hallways, 1st floor

bathrooms, the gym, and occasionally the cafeteria. Teens are prohibited from all other parts of the Edgerly Education Center, including all other exits, hallways, bathrooms, classrooms, etc. If teens are found in prohibited spaces, they are subject to our Behavior Policies.

Check in Policy:

Parks and Recreation staff will be stationed at the 3 Otis St entrance, in the hallway, and on the stairs. Teens must check in with staff before entering the facility. Drop-ins are allowed only if the teens have an active Teen Program Membership and parent/guardian permission for drop-in attendance. Teens cannot sign up on the spot; they must complete registration at home and will be allowed to attend the following week once their membership is active.

More information:

If a teen is knocking at the 3 Otis St entrance before 6:00 pm, staff cannot open the door. Please do not try to enter through another door. *Teens are not permitted to enter the building before 6:00 pm for any reason, and should not be in the facility after 8:00 pm for any reason.*

For Open Gym, if more than 40 teens are present, the remaining participants will be sent home to maintain a safe capacity.

**Tufts Administration Building (TAB Building) Conference Room 203M**

Entrance Location/Address

169 Holland St Somerville MA 02144, Room 203M

Bathroom policy: Teens must inform Parks and Recreation staff before going to the bathroom. Parks and Recreation staff will monitor the hallway until the teen returns to the program space.

Check in Policy:

Parks and Recreation staff will be present in Room 203M with an attendance binder for teen check-in. Registration requirements vary by program: for example, art programs allow drop-ins if the teens have an active Teen Program Membership and parent/guardian permission for drop-in participation, while the Teen Volunteer Program does not allow drop-ins. Teens may only attend the Volunteer Program if they are off the waitlist and have not missed more than two consecutive weeks.

More information:

Some programs, such as the Teen Volunteer Program and art programs, take place in the TAB Building’s Conference Room. Teens are welcome in the conference room, the adjacent hallway, and the bathrooms located at the end of the hallway.

Access to all other areas of the building is prohibited. Teens found in restricted spaces will be subject to our Behavior Policies.

*Please note: Teens should not arrive more than 30 minutes before the scheduled program. The TAB Building is primarily an office space, and participants should not be waiting or wandering outside of designated program areas.*

**Club Volo**

Entrance Location/Address

300 Grand Union Blvd Somerville MA 02145 (Assembly Row)

Check in Policy

All participants must complete the separate registration for the Teen Volleyball Clinic at Club Volo. Due to high enrollment, drop-ins are not permitted. Parks and Recreation staff will be present at a folding table, usually located under a tent, to manage check-in. Teens must check in upon arrival and will be directed to the appropriate program area at that time.

Bathroom policy:

Participants should inform Parks and Recreation Staff that they will be using the bathroom beforehand.

More information:

Each fall and spring, Parks and Recreation Teen Programming partners with Volo Kids Foundation at Club Volo offer a sand volleyball program. The entrance is located beneath the storage container labeled “Club Volo.” Upon entering, walk to the right to find a table under a tent where Parks and Recreation staff will handle check-in. Parents/guardians are welcome to observe from “The Lawn” outside of Club Volo during the program.

**Vendor Programs**

As we offer a variety of programs with community partners, this has expanded the spaces we can facilitate programs. Due to the variety, each program will have separate registration required to gauge interest, and will then follow the Vendor Program Policies. Check In Policies, Bathroom Policies, Locations, Program Times, etc. will vary depending on the location and vendor program. Teens will be informed of more specific information during registration, and when arriving at the program location.

**Teen Summer Program Spaces and Policies**

**Blessing of the Bay Boathouse**

Entrance Location/Address

32 Shore Drive Somerville MA 02145

Blessing of the Bay Boathouse

We offer Teen Canoe Programs during our summer program sessions. Teens are welcome to check in for attendance inside the Boathouse with Parks and Recreation staff, and teen staff will instruct them on next steps, water safety, set them up with equipment, and get them on their canoes.

*Teens should not arrive early to this program. The program time given is intended to allow for 30 minutes of check in time, with hopes that all participants will arrive before we head out on the water—which will be highlighted on the program flyer and MyRec registration.*

**East Somerville Community School**

Entrance Location/Address

50 Cross St Somerville MA 02145, use the gym doors only to enter

Gym door can be found in the school parking lot, located off of Glen St or Rush Street. The door is grey without a handle, up a small staircase. Teens should not enter or exit through any other door in the school.

Many of our summer programs are located at the East Somerville Community School gym. Teens may use the bathrooms located in the 1st floor hallways outside of the gym. Teens are required to let Teen Program Staff know they are using the bathroom before they leave the gym. Teens are prohibited from any other hallway, bathrooms, classrooms, exits, etc. If teens are found in prohibited spaces, they are subject to our Behavior Policies.

# Additional Policies

**Spectator Policy**- Teens may spectate only if registered with drop-in approval  
- No adult spectators are allowed (including parents, teachers, or former students) at any of our programs. This is to ensure our programs, and spaces, stay exclusively for teens.  
  
**Other Expectations**- Cell phones allowed but should not distract  
- No photos/videos of others without permission  
- Notify staff before using the bathroom  
- Wear safe, appropriate clothing  
- Staff are not responsible for lost/stolen items  
- Our programs are 100% substance-free

# Contact Information

Brooke Metivier  
Teen Program Coordinator  
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Thank you for being part of the Somerville Parks and Recreation Teen Programs. We look forward to a safe, supportive, and exciting experience for your teen!