

PORTAL 2:20 TEEN CENTER

Parent Information Packet

(Please keep this packet for future reference)

Dear Parent/ Guardian,

We would like to inform you that your child/children is interested in registering with us to attend the Portal 2:20 Teen Center! We would like to share with you some information about our facility and organization.

About our facility: **Only students who are between the ages of 13-18 will be allowed to register and attend activities at the Portal, no exceptions.** (We may require proof of age.) If your child has not yet turned 13, he/she will NOT be allowed to enter and must find transportation home. If you have any questions regarding this policy, please feel free to contact us. EVERY student is required to have a completed and signed registration form on file for repeat visits to the teen center.

Our current hours are Monday and Tuesday evenings from 6pm to 9pm. Parents or Guardians are responsible for their child. Our doors remain locked until our scheduled opening time. We do not let students in early, so please keep this in mind when dropping off your teen. We also close promptly at the scheduled time, so we ask that your teen has transportation home BEFORE we lock our doors for the night. Teen Center staff is not allowed to transport any students at any time. If parents or guardian cannot be reached by closing time, the authorities may be contacted to transport your child home. We thank you for your understanding and cooperation.

Students are allowed to sign in and sign out only TWICE in one evening. We are not responsible for knowing where your student goes or who they are with, and we do not allow teens to hang around outside of our center once they have signed out. If you wish to review your students sign in/out records, feel free to stop in and inquire with us. Please review the enclosed Facility Rules and Guidelines with your teen. Failure to abide by these rules may result in expulsion from the center.

About our Organization: Portal 2:20 Teen Center is a Christian-based 501(c)3 non-profit organization run by volunteers and funded by people in this community (like you) who care about our teens. While we have a set of core principles and beliefs for our organization, we are not run by a church and we do not require any students who come to our facility or participate in our events to believe as we do. Students that wish to participate are welcome regardless of their beliefs, ideas, interests or lifestyles. **Our mission is to let our teens know that they are loved, worthy, valuable and enough!**

Parents are the single most influential people in their children's lives. We would love to have your support in encouraging your teenagers and in reinforcing personal responsibility. We have many different opportunities to support our organization as well. Please consider becoming a volunteer or donating to the Portal to help us remain a valuable resource for area teens!

More information about volunteering or donating can be found on our website at Portal220TeenCenter.org. Please keep the enclosed information packet for easy contact info!

Sincerely,

Julie Burk

Executive Director
(567) 259-3918
portal220teencenter@gmail.com

Portal 2:20 Teen Center Parent Information

Facebook: Be sure to “like” and “follow” us at facebook.com/popcornandbeanbagchairs for the most up-to-date information, pictures and events.

Instagram & Snapchat: Information and fun photos for teens. We don't post as much here (less on Snapchat) but you are welcome to follow us too! @Portal220


Text Alerts: We utilize the “Remind” app to send out occasional informational messages usually about closings, upcoming events, and reminders. To join, text “@Portal220” to #81010 You can also contact us after hours using this service.

Website: Our website has lots of information including about our organization, how to volunteer, ways to donate and downloadable forms such as our volunteer application. You can visit us at Portal220TeenCenter.org

Contact Info: You can call or stop in anytime during our open hours which is currently Monday & Tuesday evenings from 6pm-9pm. Our phone # is 567-259-3918 Our address is 108b Zimmerman Ave. Van Wert.

Portal 2:20 Teen Center Guidelines & Rules

All students must read and agree to following our facility guidelines & rules in order to participate at the Portal 2:20 Teen Center.



PORTAL 2:20 TEEN CENTER
PORTAL220TEENCENTER.ORG

Not your typical youth experience.
A place for everyone. A refuge from everyday life.
Located at 108b Zimmerman Ave. Van Wert, Ohio
Visit our website for hours and events!

 (567) 259-3918
 Portal220TeenCenter@gmail.com   

Join our text alerts! Text “@Portal220” to 81010

BEFORE ENTERING:

- 1.) All students ages 13-18 are welcome. Registration is required.*
- 2.) Parents and visitors are welcome. See office attendant for visitor policies.
- 3.) No children under the age of 13 permitted during regular hours.
- 4.) No pets or ESA's permitted. Only licensed and trained ADA service dogs allowed.
- 5.) No weapons permitted on premises.
- 6.) Be sure to read and follow all rules posted inside and outside the facility.
- 7.) Inappropriate behavior or vandalism will be grounds for ejection. Throw trash away in a trash can!
- 8.) No smoking or vaping in or around Teen Center property.
- 9.) Appropriate clothing is required at all times. No offensive messages or face coverings/hoods pulled up.
- 10.) NO loitering.
- 11.) NO Soliciting
- 12.) NO outside food or drinks permitted.

***FALSIFYING INFORMATION OR FAILURE TO ABIDE BY TEEN CENTER RULES WILL RESULT IN EXPULSION FROM THE TEEN CENTER! PORTAL 2:20 TEEN CENTER RESERVES THE RIGHT TO MODIFY THESE RULES AT ANY TIME FOR ANY REASON.**

CODE OF CONDUCT AT THE PORTAL 2:20 TEEN CENTER:

- 1.) NO running, jumping, climbing or horseplay.
- 2.) NO drugs, alcohol, tobacco or vaping.
- 3.) All backpacks, bags & large coats are to be left in designated area.
- 4.) NO weapons. Self-defense items must be left at front counter upon check-in.
- 5.) Dress appropriately. School dress code may be enforced.
- 6.) Respect others beliefs and personal space.
- 7.) Inappropriate behavior, talk or bullying will not be tolerated.
- 8.) NO food or drinks allowed outside of cafe area.
- 9.) Treat Teen Center property with respect. (No throwing pillows, standing on furniture, etc.) Vandalism or theft will not be tolerated.
- 10.) NO PDA (Public Displays of Affection) or "couch cuddling". Keep your hands and body to yourself.
- 11.) Do NOT share personal devices. Don't leave devices unattended.
- 12.) NO gambling or outside sales.
- 13.) Personal device use with headphones ONLY.
- 14.) No profanity or taking God's name in vain.
- 15.) Clean up after yourself. House elves don't live here.

VIOLATION OF THESE RULES WILL RESULT IN LOSS OF PRIVILEGES OR EXPULSION FROM THE TEEN CENTER. PARENTS OR AUTHORITIES MAY BE CONTACTED AT THE STAFFS DISCRETION. WE WANT EVERYONE TO HAVE A POSITIVE AND SAFE EXPERIENCE HERE AT PORTAL 2:20. PORTAL 2:20 TEEN CENTER RESERVES THE RIGHT TO MODIFY THESE RULES AT ANY TIME FOR ANY REASON.