



Dear Parent/ Guardian,

Welcome to the Portal 2:20 Teen Center! We are excited to be able to offer a fun and safe place for teenagers like yours to hang out! We know they will enjoy spending time here as we strive to be a positive influence in their life! While there is no charge to attend the Portal, registration is a requirement as well as understanding the basic ground rules for our facility. If at any time you have any questions or concerns, please feel free to reach out!

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 open hours and activities are listed on our website and social media pages. 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

Portal 2:20 Teen Center Parent Information

Social Media: Be sure to follow us on social media for the most up-to-date information, pictures and events. FB: @Portal220VanWert IG: @Portal220 or search #Portal220TeenCenter and #PocketPortal

Join our
text club!



Scan here to sign up

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 temporary address is 634 N. Washington St. Van Wert.

Who is in charge? Our Executive Director is Julie Burk. She is usually at the center both days during open hours. If you wish to speak with her you may contact her at (419) 203-7771 by phone call or text, or by email at portal220teencenter@gmail.com

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.

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.
- 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.
- 13.) Throw trash away in a trash can!

***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.**

Facility Rules & Expectations

- 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.

VIOLETION 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.

Portal 2:20 Teen Center Anti-Bullying Policy:

Bullying or other aggressive behavior toward a Portal student, whether by other students, staff or third parties, is strictly prohibited. This prohibition includes physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation, including doing so through electronic communication. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of volunteers and staff to provide positive examples for student behavior.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's physical or emotional well-being. Such behavior includes, but is not limited to, bullying and hazing, stalking, intimidating, menacing, coercion, name-calling, taunting and making threats in all electronic forms, including cyberbullying.

Bullying is conduct that may meet the following criteria:

- Is directed at one or more students, directly or indirectly.
- Substantially interferes with benefits or programs of one or more students.
- Adversely affects the ability of a student to participate in or benefit from the Portal activities by placing the student in reasonable fear of physical harm or by causing emotional distress.
- Has an actual and substantial detrimental effect on a student's physical or mental health.

Cyberbullying is defined as meeting the criteria of bullying in the form of any electronic communication intended to harm one or more students, including but not limited to posting a message or statement in a public media forum about any other person if:

- The message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person.
- The message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat.

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to a Portal volunteer or staff member. Every student is encouraged, and every volunteer is required, to report any situation that they believe to be aggressive behavior directed toward a student. Complaints against a volunteer should be filed with the organizations Board of Directors at portal220teencenter@gmail.com. Portal volunteers must report incidents of bullying and aggressive behavior to the Director. Reports by students may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. Individuals reporting acts of bullying can do so with an assurance of confidentiality. All complaints about aggressive behavior that may violate this policy will be promptly investigated and documented by the organizations Board of Directors.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action. This may include up to expulsion for students from Portal 2:20 Teen Center, up to discharge for volunteers, exclusion for parents, guests and removal from any official position. Individuals may also be referred to appropriate law enforcement officials. All verified incidents of bullying and the resulting consequences, including discipline and referrals, will be documented and reported to the board of directors on an annual basis.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.