

SUNNY ISLES BEACH

**THE
SPOT**

Parent/Participant
Handbook



The Spot

215 185th St.
Sunny Isles Beach, FL 33160

Hours of Operation:

| | |
|-----------|-------------------|
| Monday | 3:00 pm - 9:00 pm |
| Tuesday | 3:00 pm - 9:00 pm |
| Wednesday | 2:00 pm - 9:00 pm |
| Thursday | 3:00 pm - 9:00 pm |
| Friday | 3:00 pm - 9:00 pm |
| Saturday | CLOSED |
| Sunday | CLOSED |

Open during non-school days from 8:30 am-5:00 pm

Closed during Summer Break for our Teen Camp

Supervisors

Daniel Henriquez
Dhenriquez@sibfl.net
305-792-1785

Yasmin Cubas
Ycubas@sibfl.net
305-792-1885

Phone

305-792-1915



Welcome to THE SPOT. The following policies and procedures were created to ensure a safe and inclusive environment for all our participants.

This manual includes rules and expectations we expect all participants to adhere to. As parents, we expect you to review its contents continuously with your teen.

Together, we can use THE SPOT to promote a positive environment to foster growth and maturity in our teens!

THE SPOT Overview

THE SPOT was created to provide a welcoming and safe environment for teens who reside in Sunny Isles Beach. The SPOT serves as a place to meet friends, do homework, play games, develop social skills, and meet new people.

THE SPOT Membership

THE SPOT membership is available for teens 12 - 17 years of age. Parents/guardians must complete the necessary paperwork to become participants, including a liability waiver and code of conduct.

Once membership has been approved, teens will receive an ID Card required to enter and exit the facility. Teens will not be allowed to enter the facility without their ID card. No exceptions will be made.

Memberships must be renewed annually and will require parents/guardians to sign the code of conduct and liability waiver.

Applications can be found online at <https://sibflchs.net/Memberships.aspx?id=1018> or visit Pelican Community Park.

THE SPOT Check-In and Check-Out

All participants must use their membership ID card to check in and check out at the welcome desk.

THE SPOT accommodates older participants, and as such we expect a certain level of responsibility from the participants. Participants should be aware of their parents' expectations regarding entry and departure times and are responsible for contacting their parents when needed.

Staff will not be responsible for ensuring participants remain on the premises unless there is a potentially hazardous situation. **Parents and guardians will be notified if a participant is asked to remain on site.** THE SPOT is a drop-in facility,
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parents/guardians are responsible for always knowing their child's whereabouts and for arranging their child's transportation to and from THE SPOT. Please note that participants are free to come and go as they please - Participants can leave at any time -- however space is limited. If capacity is reached, participants who leave are not guaranteed re-entry.

THE SPOT Amenities

THE SPOT offers a variety of academic and recreational opportunities.

Entertainment: Digital/Electronics - All content provided by THE SPOT are rated appropriate for teens or younger (PG13, TV14, T for Teen or E for everyone) . Participants are responsible for abiding by the same content restrictions when they bring their own media or access online entertainment. Violation of these content restrictions will result in disciplinary actions up to and including revocation of future participation at THE SPOT.

Online content is not rated. We understand that participants may not be aware of everything contained within all online content. However, participants are expected to make every reasonable effort to access and play only appropriate content. Excessive swearing, explicit sexual content, graphic violence (such as depictions of physical violence, injuries, torture, blood and gore, violent threats, and accidents), and drug references are prohibited

VIDEO GAMES: Participants are permitted to check out and use any of THE SPOT's video games by using their Teen ID card as collateral. Failure to return any games will result in the suspension of the participant's membership until it is returned or replaced.

Entertainment: non-digital - Participants are expected to treat equipment in THE SPOT carefully and in the manner for which it is intended.

Any damage to equipment in THE SPOT caused by inappropriate use is the responsibility of the teens. The participant and his or her parents/guardians will be charged for the costs to repair/replace the equipment.

Access to THE SPOT will be denied until the repair or replacement costs have been paid in full.

Food and Drink: Participants are permitted to bring outside food and drinks into THE SPOT. All consumption of food and drink must occur in the common area only. No food or drink is allowed in any of the gaming areas or specialty rooms. If food or drink is spilled, participants are responsible for cleaning up after themselves and may be liable for any damages. For the safety of all participants, particularly those with food

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allergies, sharing food or drink is not allowed. Parents/guardians should ensure that their child brings their own food and drink and does not share with others. Only packaged food is allowed to be brought in for personal consumption. This helps prevent any potential allergic reactions and ensures that all participants stay safe and healthy.

Dress Code: THE SPOT has a dress code that will be strictly enforced: Participants are expected to come to THE SPOT with proper attention given to personal cleanliness, grooming, and neatness of dress. Any clothing which distracts from promoting a safe environment is prohibited; these include but are not limited to, clothing or symbols which shows obscene pictures or gestures, sexually suggestive statements, swear words, illegal substances, weapons, or word/pictures depicting death.

Pajamas or pajama bottoms, swimsuits or any sleepwear will not be allowed unless permitted by staff.

Appropriate footwear is required. No bare feet or slippers.

A participant may be denied entry to THE SPOT, or required to leave if items of clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, are deemed inappropriate at the discretion of staff.

THE SPOT is equipped with cameras throughout the facility. Security cameras will be recording during operating hours. We strive to maintain a safe environment for participants and staff.

THE SPOT Staff

THE SPOT is staffed by a Recreation Coordinator, Recreation Supervisor, and Recreation Leaders. All staff may not always be present. Recreation Leaders will be assigned as lead supervisors to address any issues that arise.

The phone number for THE SPOT is 305-792-1915. Please be respectful of the staff. At no time will they be permitted to provide you with their personal cell phone numbers. If you need to contact an employee, please use the main number or e-mail.

Staff of THE SPOT will not be permitted to interact with participants via social media or any social networking accounts while employed with the city.

THE SPOT - Participant Belongings

Participants are responsible for their own belongings. Any items lost or stolen are



not the responsibility of THE SPOT or the City of Sunny Isles Beach.

THE SPOT - Participant Storage Lockers

Storage lockers are provided for your items. If something happens to your property while at THE SPOT, staff will make a reasonable effort to assist in the matter. However, we are not responsible for lost, stolen, or broken items.

Any bags left behind are subject to search to identify the owner and return items.

Cell Phones: Participants are not permitted to access, take, look at, or share inappropriate photos or content with any other participants.

At no time should a participant take photos of other participants without permission.

Phones will not be permitted in the restrooms. Use of cell phones in the restrooms will result in suspension and or revoking your membership ID card.

THE SPOT - Theft

Participants are discouraged from bringing valuable items or large amounts of money to THE SPOT.

If a participant believes they are a victim of theft, they should report missing items to THE SPOT staff as soon as possible. Theft is a serious violation of the law, and law enforcement will be notified, and all applicable state and federal laws will be enforced. The participant's parent/guardian will also be contacted.

Disciplinary action will be taken, and membership may be revoked.

THE SPOT - Vandalism

THE SPOT is a shared space. Damaging any property at THE SPOT will not be tolerated.

All incidents will be documented by staff to keep a record of such behavior and include disciplinary action up to and including revoking your membership ID card, and payment for the cost of repairs.

Parents/guardians will be liable for damages. If the damage is deemed excessive, law enforcement will be called to investigate, and a police report will be filed. Repair/Replacement costs will be charged to the participant and his or her parents/guardians.

The Cultural and Community Service Director or Assistant Director will evaluate if the

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participant can return once all repair costs have been paid in full.

THE SPOT Participant Responsibilities

Sunny Isles Beach expects a high level of respect while at THE SPOT. Our goal is to provide a safe, fun, and positive atmosphere for teens.

Participants of THE SPOT represent the City of Sunny Isles Beach and THE SPOT. Good behavior is always expected while at THE SPOT.

Language - Participants are expected to avoid using offensive language while at THE SPOT. Abusive language or repeated use of vulgar language will not be tolerated.

Failure to refrain from using vulgar language will lead to a suspension, and parents/guardians will be notified.

Safe Space - THE SPOT strives to be a safe place for everyone regardless of race, religion, national origin, disability, gender, or sexual orientation. Bullying, intimidation, harassment, sexting, sexual harassment, or hazing will not be tolerated.

Conflict - Interpersonal conflict is inevitable. While at THE SPOT we expect you to put aside your differences with others. It is not necessary to interact with everyone, but we expect participants to get along with each other whether you are inside or outside of the facility.

In the event of any incident of violence or threatening behavior, local law enforcement, or other appropriate agencies or parties, may be notified at the discretion of the staff, and all applicable state and federal laws will be enforced. Each participant's parents/guardians will also be contacted. These measures are in addition to any discipline implemented which will be evaluated by the Cultural and Community Services Director or Assistant Director.

Public Displays of Affection - Participants are encouraged to refrain from public displays of affection (PDA). Handholding and hugging are acceptable, however conduct, such as for example, sitting on another's lap, kissing, and inappropriate touching are not acceptable.

Health and Safety - Participants of THE SPOT are expected to be considerate and mindful of the health and safety of themselves and others. This means doing things like washing hands, cooperating with disposal of items that have come into contact with blood or bodily fluids (bandages), not spraying perfumes, and respecting the medical and safety needs of others.

THE SPOT staff will not store or administer any medication and cannot be responsible
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for medical care or treatment requiring more than basic first aid.

Respect and Honesty - All participants and staff are expected to treat each other with respect. We expect you to follow staff instructions. We are happy to discuss with you any confusion, concerns, or disagreements regarding instructions.

We will do our best to work with participants when mistakes happen, but we expect the truth. If there is any situation you are uncomfortable discussing, please inform the Recreation Coordinator or Recreation Manager.

Confidentiality - Information that your child shares with volunteers or staff will remain confidential, to the extent permitted by law, with certain exceptions, which include but are not limited to, the following:

- Suicidal risks or statements of suicidal ideations, including self-harm.
- Any homicidal statements.
- Any reports or appearance of abuse or neglect.
- Issues related to mental health that staff determine parental involvement is required.
- Any substance use/abuse issue.
- Any violation of THE SPOT Handbook.

THE SPOT Facility - This is a shared space. We expect all participants to be careful with the equipment, furniture, and supplies. Throw your garbage out and clean your space.

All equipment shall be used in the manner for which it was intended.

Clean up after yourself. Put your equipment, games, and controllers back after using them. If you do not know where an item goes, ask.

If you see something, say something.

SKATEBOARDS/BIKES/SCOOTERS - No bikes are allowed to be brought into THE SPOT. All bikes/scooters must be racked and locked (owner must provide own lock) at the bike racks outside. All electric scooters brought onto the property must be registered with the City's Code Compliance: <https://www.sibfl.gov/Building-Code/Code-Compliance/Scooter-Registration>

Illegal Substances or weapons - Use of or possession of any illegal substance, including cigarettes/e-cigarettes/vaping, drugs and alcohol, or any weapons is grounds for immediate disciplinary action and potential legal action.

If a participant is caught using or in possession of an illegal substance, law enforcement will be notified, and all applicable state and federal laws will be enforced. The



participant's parent/guardian will be contacted.

Any participant who appears to be under the influence of an illegal substance when arriving at or while attending THE SPOT will be subject to disciplinary action. This includes contacting law enforcement and the participant's parent/guardian.

The Cultural and Community Services Director or Assistant Director will evaluate disciplinary action which may include revoking your membership ID Card.

THE SPOT Behavioral Procedures

Staff will do everything possible to deal with behavioral issues; however, should we need to attempt to resolve a problem we will do so in a manner that is fair to all participants, staff, and families.

If conflict resolution efforts are not successful, privileges for the involved participants may be suspended or terminated on a case-by-case basis.

**This is in addition to the City Code of Conduct attached to the waiver.*

Verbal Warnings - Staff will attempt to intervene with behavioral issues and violations of the handbook. Verbal warnings in the form of requests for behavior changes and warnings about future consequences are the primary means of behavioral intervention. Participants are expected to adhere to these requests and make necessary changes. Escalation of behavior intervention will result when violations persist.

Written Warning - Written warnings for safety concerns, behavioral issues, and excessive or repetitive violations of the handbook will be documented on a Sunny Isles Beach Incident Report Form. Written warnings will document the behavior and action taken by staff. Parent/guardian will be notified.

Suspensions - In the event of behavioral issues that require greater intervention than a verbal or written warning, participants will be asked to leave THE SPOT for the day. This incident will be documented, and parent/guardian will be notified.

If violations or behavioral issues continue, the length of the suspension will be determined by the Cultural and Community Services Director or Assistant Director. In the event of a suspension, a meeting with parent/guardian will be scheduled prior to being allowed back into THE SPOT.

Termination of THE SPOT Membership ID Card - The membership ID card may be **terminated** by the Cultural and Community Services Director or Assistant Director at any time for cause. Whenever possible, before terminating Membership ID cards reasonable effort will be made to utilize alternative options for resolutions.

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Parent/guardian will be notified, and a meeting will be scheduled.

Based on the severity of the incident, THE SPOT staff have the right to skip any steps in the disciplinary process at their own discretion.

Should any participants conduct themselves in a manner detrimental to the environment we strive to create, and should it be necessary, we as employees of the City are required to report any wrongdoing to appropriate agencies, which include: the Department of Children and Families, the City of Sunny Isles Beach Police Department, or any other applicable agency with jurisdiction.

I acknowledge that I have read and understand the above Parent and Participant Handbook in its entirety and agree to abide by the rules set forth therein.

| | | | |
|-----------------------|-------|---------------------------|-------|
| Participant Name | _____ | Parent/Guardian Name | _____ |
| Participant Signature | _____ | Parent/Guardian Signature | _____ |
| Date | _____ | Date | _____ |