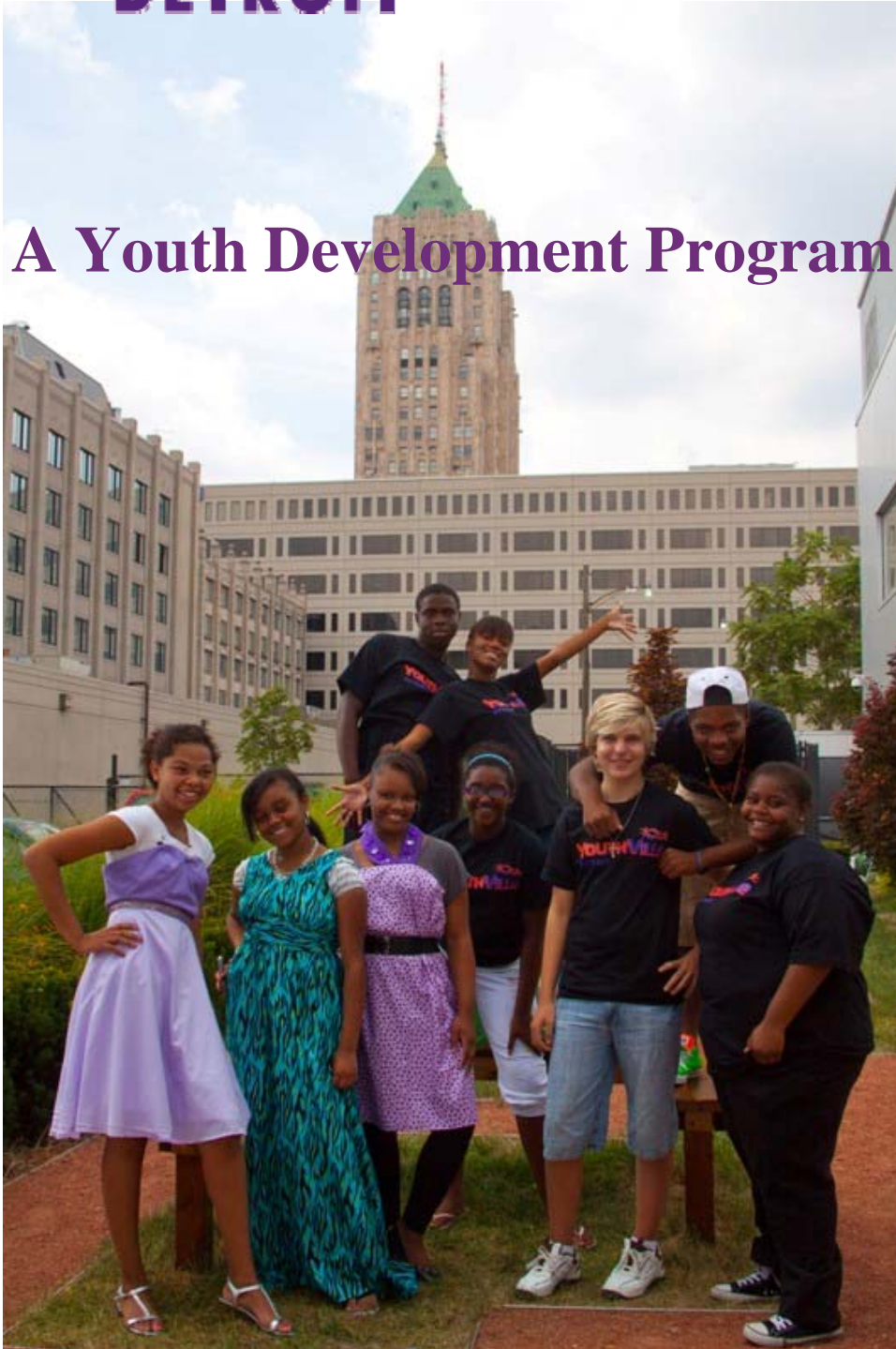


1.



YOUTHVILLE

DETROIT



A Youth Development Program

Updated August 2010

Parent and Youth Member Handbook

YouthVille Detroit History

YouthVille Detroit formerly known as, Detroit Youth Foundation founded by Dr. Gerald K. Smith, was formed in 1999 dedicated to enhancing the lives of youth and furthering positive youth development in Detroit by providing programming and support for young people and youth serving organizations. Through collaborative partnerships and funding strategies, YouthVille Detroit helped to create a healthy community environment.

Dr. Gerald K. Smith (1941-2008) spent his entire life as an advocate for families, youth and communities, and made a substantial difference in the lives of many young people. He followed the example taught by his family, and his mentor Coach Posey--he gave of his time, his energy, his knowledge, his resources, and his passion. He was the product of a vast "village/community" and believed "*when kids are provided opportunities to be constructively involved and have caring adults in their lives, they make better choices, which help them become better adults.*"

YouthVille Detroit Mission Statement

To benefit Youth by facilitating effective partnerships

YouthVille Detroit A Youth Development Center

YouthVille Detroit is a resource development facility for youth aged 11 through 19. YouthVille serves Detroit and surrounding communities providing young people enrichment in four modes:

Education/Academics; YV provides classes in the areas of Culture and Fine Arts; Education; Music; Health and Fitness; Technology; Service Learning and Leadership Development.

Workforce Development: YV offers opportunities for young people to create a comprehensive career track.

Habilitation/Prevention: YV programs focus on life skill development and a proactive approach to promoting health and well-being while fostering positive relationships with caring adults

Youth Advocate Partnerships/Collaborations: YV offers families and members a broad network of resources through the collaboration of many on-site services and community based agencies for the welfare and betterment of youth.

MEMBERSHIP BENEFITS

Included with your membership (Membership is opened to youth 11 to 19 years old)

- ✓ **Use of Facilities**
 - ◆ Access to all programs offered as part of the youth development program.
 - ◆ Access to the Games Room, Cyber Café, Knowledge Center, Music Programs, Theater Programs, and Other Activities.
 - ◆ Hours of Operation will be posted or indicated in the registration materials. Hours vary according to the season. Please check with the front desk for confirmation.
- ✓ **Special Events** that are offered at YouthVille as enrichment, educational or entertainment activities
- ✓ **Opportunities for Leadership** programs and activities includes:
 - ◆ Youth Advisory Board, LadyLike, For Young Men Only; YMCA Future Professionals, Global Youth Service Day – Go Make A Difference, The Red Project - AIDS/HIV Prevention Awareness, Peace Project-Violence Prevention Awareness, Community service hours for school, Community Service and Civic Engagement, YouthVille Detroit Youth Ambassadors – tours and community outreach and Youth Dialogue – U of M

Membership Policies and Procedures

- ✓ Youth members and their parent/guardian are required to attend a YouthVille Detroit Program orientation prior to registration.
- ✓ ID membership cards must be scanned upon entry and exit of the building. All members are expected to adhere to this policy.
- ✓ Lost or stolen cards must be reported. A \$5.00 fee will be charged for membership replacement cards. **Entrance to facility requires a valid membership card.**
- ✓ Minimum age for all fitness classes and Fitness Center is 13 years of age.
- ✓ Teen's ages 13-19 are required to take a Fitness Center Orientation before using the exercise center.
- ✓ YouthVille Detroit or its affiliates are not responsible for items lost or stolen while utilizing the facilities/programs.
- ✓ Lockers are available but members must provide their own lock and must remove lock prior to leaving for the day.
- ✓ Violation of the YouthVille Detroit program policies, procedures and rules is grounds for membership termination without refund.
- ✓ Closed-toed athletic shoes are required for use of all fitness equipment (cardio and strength) and fitness classes.
- ✓ Appropriate attire is required at all times- see attached dress code.
- ✓ We suggest you coordinate pick up times to avoid searching through the facility to locate a member. Due to meeting schedules paging a member will not be available.
- ✓ All parents, guests and members must exit & enter the building through the Lothrop Street doors.
- ✓ All parents/guardians must sign physical fitness release waiver prior to member enrolling in any fitness program.
- ✓ Siblings of YouthVille Detroit members are NOT allowed to attend YouthVille unless they are the appropriate age of 11-19. If so they must also register as members. This will include all after school program activities within the facility unless otherwise specified.

Membership Fee

Membership fees are \$25.00 per year for all youth ages 11 to 19. The individual membership fee is payable by check, cash or money order.

REGISTRATION REQUIREMENTS

- ◆ All members must read and adhere to the YouthVille Rules.
- ◆ All members are required to register for program sessions throughout the year and must attend sessions as scheduled.
- ◆ YouthVille Detroit is a youth development center **not** a latch-key program, day care service provider, recreation center or youth drop off center.
- ◆ Members are expected to register in a series of structured classes/activities offered **each day. No exceptions.**
- ◆ All members are required to participate in the appropriate leadership class "For Young Men Only" for the male members and "LadyLike" for the female members.
- ◆ Members must register for activities on a per session basis to insure enrollment in structured activities.

ORIENTATION

All new members, with their parents, must attend an Orientation prior to registering for classes for the first time. Class registration is held three times a year. September (Fall-Winter session), February (Winter-Spring session) and May (Summer session). Specific dates will be announced in advance. New members may register for classes year-round upon completing orientation.

MEMBERSHIP REGISTRATION:

All new members must have their completed registration packet, found inside the Member Handbook, along with a copy of proof of birth, which can be a State ID, birth certificate, report card or court document. For the document to meet the requirements it must show the birthdate as such: 01-10-1997. In addition, the new member must supply medical information which can be the name and address of the family doctor, a copy of health insurance card, or the paperwork for Henry Ford Health Clinic located inside YouthVille and available at the YouthVille front desk. Finally a copy of the member's last report card is required also.

If all of these requirements are met, the new member will be entered into our system, a photo will be taken and a membership card will be issued. If the member does not have all the required documentation they will be asked to submit those documents at their next visit. They will not have to take the orientation again. They will not be able to attend activities until the registration process is completed in its entirety.

**ORIENTATION AND YOUTHVILLE DETROIT TOURS
WILL TAKE PLACE EACH MONTH ON
THE SECOND WEDNESDAY OF THE MONTH**

**REGISTRATION FOR MEMBERSHIP IS AVAILABLE
MONDAY, WEDNESDAY AND FRIDAY
9:00 am – 3:00 pm and 5pm – 6:30pm**

PROGRAM ENROLLMENT

All members are required to be registered for activities and attend scheduled activities while in the facility. **The membership fee must be paid in full prior to the start of participation in any events or activities.**

RETURNED CHECK/BANK DRAFT POLICY

There is a \$30 charge for all returned checks or NSF drafts. This places your membership on hold until payment is received. Use of facility is not permitted until payments are made current. Checks will not be resubmitted and payment must be made by money order or cashier's check. If a NSF draft occurs, parents/guardians must pay the fee before the youth member will be able to continue and or activate their membership.

MEMBERSHIP/PROGRAM FINANCIAL ASSISTANCE Membership and Program assistance are available for youth. Funds may be available on an individual case basis. Contact our Front Desk Representative or a Program Administrator for more information. Verification of hardship must be presented.

MEMBERSHIP INFORMATION UPDATES

In order to better serve you, we ask that you keep your membership information up to date. Please notify the Reception Desk or YouthVille Detroit staff of the following:

- ✓ Change of name, address, email or phone number.
- ✓ The addition or deletion of a spouse on a family membership.
- ✓ Addition or deletion of an adult or family member from the list of Emergency Contact Person.

CREDITS

Membership fees are non-refundable unless a request in writing is submitted within two weeks of the enrollment date or YouthVille Detroit will revoke your membership privileges within thirty days of the initial enrollment date.

SHOWCASES

Parents and family are invited to Showcases throughout the year that highlight the member's accomplishments during the past season. Announcements regarding the Showcase will be made by postings, email and postcard. Please plan to attend these events as they not only provide you a glimpse at what your child has learned but also introduce you to some new activities that might be of interest to your child in the future.

PARENT FORUMS

During the program year parents are invited to special parent nights to gain valuable insight into providing your child a healthy and successful life. These nights usually include professional speakers, an abundance of resources and discussion with other parents facing the same challenges as yourself. Notices regarding these events will also be posted, sent to you by email and postcard



REGISTRATION CHECKLIST

Member Name: _____ Date: _____

- New Registration Renewal

PAYMENT

- Checks and Money Orders are payable to:
DETROIT YOUTH FOUNDATION
Check # _____
- Cash Receipt # _____
- Sponsorship Yes No
 - Name of Individual or Organization/School

PROOF OF AGE

- Birth Certificate
- State ID
- School Records or Forms

SCHOOL REPORT CARD

MEDICAL INFORMATION

- Insurance Carrier Card
- Physician's Information: Name, Address & Phone number
- Referral to Henry Ford Health System at YouthVille Adolescent Clinic

PARENT/GUARDIAN VOLUNTEER COMMITMENT

- Parent has read and signed Parent Commitment and has agreed to 1 hour volunteer commitment per month.

EMERGENCY CONTACTS

- Name, Address & Phone numbers of at least (2) Relative or Family Friends (at home in the evening):

1. Name: _____ Relationship: _____
 Address: _____
 Phone/s: _____

Name: _____ Relationship: _____
 Address: _____
 Phone/s: _____

YouthVille Detroit Staff Signature

Date



YOUTH MEMBERSHIP REGISTRATION FORM

Name _____ Age _____ Grade _____

Mailing Address _____

City, State, Zip _____

Birthday _____ Gender: __M __F

Ethnicity: ____African American/Black ____Hispanic __Asian/Pacific Islander ____Caucasian
____Native American ____Middle Eastern

Home phone _____ Cell phone _____

School _____ Grade _____

Email Address _____

Eligible for DHS/TANF: Y / N Case Number: _____

PARENT/GUARDIAN VOLUNTEER COMMITMENT

At YouthVille Detroit we subscribe to the adage that it *Takes a Village to Raise a Child* ... it has been shown that students with parents who are involved in their learning have fewer behavioral problems and better academic performance. To that end we want to offer you the opportunity to contribute to the success of your child. Each parent/ guardian is asked to **volunteer the minimum of 1 hour per month.** These hours can also be combined to accommodate field trips and other large events. This would total a volunteer commitment of 12 hours per year. Please contact the Volunteer Coordinator, Leslie Pittman, for an appointment (313-309-1419) should you desire to volunteer for more hours, we welcome the opportunity. Please indicate below the areas you would be most interested in volunteering. A YouthVille staff person will be in contact with you to coordinate your days of service.

(Check all areas in which you would be comfortable volunteering)

- Hall Monitoring Technology Arts Music (Instrumental, Recording, Vocal)
- Music Technology Health & Fitness Educational Support (*Tutoring, SAT/ACT Prep*)
- Leadership Development Events/Field Trips
- Community Projects Community Outreach Activities

Parent/Guardian Name (Please Print) _____

Phone: Home _____ Cell _____

Email _____

Signature _____ Date _____

Parent signature & date acknowledgements commitment to volunteer service

WAIVER & RELEASE

I represent on behalf of my child _____ that he/she is physically fit to participate in the activities offered at YouthVille Detroit and I am solely responsible for all health risks associated with such activities. In regards to the evaluation, assessment, or recommendation of activities made by the YouthVille Detroit staff or representative shall not be a substitute for obtaining such an evaluation, assessment, or recommendation from my physician before participating in any physical activities at YouthVille Detroit. I further acknowledge that my son/daughter has had a physical examination by a licensed physician who authorizes participation in activities offered at YouthVille Detroit.

In consideration of my son/daughter participating in or use of the YouthVille Detroit programs, I hereby assume all risks of personal injury, property loss, or other damages which may result from my child's participation in, but not limited to, dance, pottery, fencing, archery, games, basketball, volleyball, art, theater, set design and construction, showers, café, kitchen, or fitness exercise/weight lifting. My assumption of risk shall include environmental, theft, and contagion risk associated with use of YouthVille's equipment, facilities, or health and fitness advisory services.

I understand that the foregoing waiver of liability on my behalf shall apply to any and all claims against YouthVille Detroit and/or it's owners, officers, directors, employees, agents, affiliates for any such personal injuries, property loss, theft of, including without limitation automobiles and the contents of lockers or other damages connected to or arising out of the aforementioned risks.

I fully and forever release and discharge YouthVille Detroit and it's affiliates from any and all claims, damages, demands, rights of action or causes of action, present or future, known or unknown, anticipated or unanticipated, resulting from or arising out of my son/daughter's participation in any of the YouthVille Detroit activities or programs, including those which arise out of negligence of YouthVille Detroit and or it's affiliates.

PHOTO RELEASE

I give my consent to YouthVille Detroit to use my child's name, photograph, portrait, and any likeness in any media form and type of publication, including annual reports and newsletters, and grant to YouthVille Detroit any and all rights to said use without compensation.

By signing this waiver I acknowledge that I have carefully read the Waiver and Photo Release and fully understand that it is a waiver and release of liability.

FITNESS ROOM/EQUIPMENT USAGE RELEASE

Further, I admit knowingly and willingly that my son/daughter may have use of physical fitness equipment through the YouthVille Detroit program that includes, but is not limited to, running, jumping, stretching, strength training, and the use of exercising equipment.

In consideration of my entry and of my own free will, I (the undersigned) do hereby for myself and my heirs, executors, and administrators, waive, release, and give up any and all claims, demands, liability, damages, costs and expenses of any kind whatsoever (including personal injury to me or my wrongful death) against Detroit Youth Foundation/YouthVille Detroit and

Continued on Page 2

it's YouthVille Detroit instructors and any persons involved in the program and all of its affiliates (including but not limited to instructors, participants, the City of Detroit, its officers, directors, employees, contractors and subcontractors), that may arise from my participation in Detroit Youth Foundation/YouthVille Detroit activities or while traveling to and from the classes, even if caused in whole or in part by the negligence or other fault of the aforementioned parties or persons.

I fully understand that I may injure myself as a result of my participation in this program or by using the equipment and hereby release Detroit Youth Foundation/YouthVille Detroit and aforementioned facilities from any liability, now or in the future, including but not limited to heart attacks, muscle strains, sprains, pulls, tears, broken bones, shin splints, heat exhaustion, knee, back, or foot injuries and any other illness, soreness, or injury, however caused, occurring during or after my participation in this exercise program. It is further agreed that all exercises including the use of equipment, as well as travel to and from Detroit Youth Foundation/YouthVille Detroit locations shall be AT MY OWN RISK. This waiver applies to every state/country.

I FULLY UNDERSTAND THAT I AM FOREVER GIVING UP, IN ADVANCE, ANY RIGHT TO SUE OR MAKE CLAIMS AGAINST THE PARTIES I AM RELEASING, IF I SUFFER ANY INJURIES OR DAMAGES, EVEN THOUGH I DO NOT KNOW WHAT OR HOW EXTENSIVE THOSE INJURIES AND DAMAGES MIGHT BE AND AM VOLUNTARILY ASSUMING THE RISK OF SUCH INJURIES OR DAMAGES. I UNDERSTAND THIS CONSENT FORM AND AM NOT UNDER ANY PHYSICAL OR EMOTIONAL DURESS TO SIGN.

Signature of Parent or Guardian _____ Date: _____

PARENT & YOUTH MEMBER ACKNOWLEDGMENT

I have read the information provided in the **Youth Membership Handbook** and agree to the terms and conditions as indicated:

Parent Initials	Youth Member Initials	Terms & Conditions
_____	_____	Registration Requirements
_____	_____	Member Benefits
_____	_____	Policies & Procedures
_____	_____	Rules
_____	_____	Dress Code
_____	_____	Hours of Operation

Parent Signature/Date

Youth Member Signature/Date

HEALTH AND DISCLOSURE FORM

NAME _____ BIRTHDATE _____

EMERGENCY CONTACT: _____ PHONE: _____

FAMILY PHYSICIAN: _____

ADDRESS: _____ PHONE: _____

HEALTH INSURANCE PROVIDER: _____ POLICY #'S _____

Is there any special dietary or medical requirements: i.e. asthmatic, diabetic, hypoglycemic? Yes / No If yes, please describe condition and specific needs:

Are there any restrictions or recommendations?

Please indicate if your son/daughter is on any kind of medication? (For what medical problem, what kind of medication, dosage, special instructions, i.e. with meals, etc.

Does your son/daughter have any allergies? What are they and what are their symptoms? What treatment do they take for their allergies?

Is your son/daughter allergic to any medications or drugs? I.e. penicillin, antibiotics including antibiotic ointments?

Immunization history: (Please include dates)
 DPT Booster _____ Tetanus _____ Polio _____

PAST ILLNESSES: (Check the ones that apply)

Asthma _____	Convulsions _____	Heart Trouble _____	Rheumatic Fever _____
Diabetes _____	Bronchitis _____	Kidney Trouble _____	Sinusitis _____
Hay Fever _____	Fainting _____	Allergies: Bee Sting _____	Poison Ivy _____

MEDICAL RELEASE FROM

As a parent/guardian, I do hereby authorize the treatment by a qualified and licensed Medical physician, selected by the YouthVille Detroit staff in an emergency which, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed, to hospitalize, secure proper treatment for and to authorize injection, anesthesia or surgery for my son /daughter _____. This authority is granted only after a reasonable effort has been made to reach me.

In signing this application, I hereby certify that the above information is correct and give permission for my son/daughter to be transported to and from a medical facility in the case of a medical emergency, and for the release of medical records to an attending physician in case of illness.

In case of medical emergency, I understand that every effort will be made to contact parents or guardians of participants. In the event that I cannot be reached, I hereby give permission to the physician selected by the YouthVille Detroit staff to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my son/daughter, as named herein.

Name of minor: _____ Relationship to you: _____

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signature of Parent or Guardian _____ Date: _____

SKILLS FOR EVERY DAY LIVING

Name: _____
 School: _____

My Age is: _____
 Date: _____

Years as YouthVille Member

Instructions: The following statements describe how you might **communicate, solve problems, make decisions** and **achieve goals** in everyday life. Check the box that best fits how often you have did what is described in the last 30 days.

Decision-making Skills*

Never Hardly Ever Sometimes Most of the Time Always

When I have a decision to make:

I look for information to help me understand the problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think before making the decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I consider the risks of a choice before making a decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think of past choices when making new decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Critical thinking Skills*

Never Hardly Ever Sometimes Most of the Time Always

When I think:

I can easily express my thoughts on a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I usually have more than one source of information before making a decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I compare ideas when thinking about a topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I keep my mind open to different ideas when planning to make a decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to tell the best way of handling a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communication Skills*

Never Hardly Ever Sometimes Most of the Time Always

When I communicate with others:

I try to keep eye contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I recognize when two people are trying to say the same thing, but in different ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I try to see the other person's point of view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I organize thought in my head before speaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I make sure I understand what another person is saying before I respond.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goal-setting Skills*

Never Hardly Ever Sometimes Most of the Time Always

When setting a goal:

I look at the steps needed to achieve the goal.

I think about how and when I want to achieve it.

After setting a goal, I break goals down into step so I can check my progress.

Both positive and negative feedback help me work towards my goal.



Problem-Solving Skills*

Never Hardly Ever Sometimes Most of the Time Always

When solving a problem:

I first figure out exactly what the problem is.

I try to determine what caused it.

I do what I have done in the past to solve it.

I compare each possible solution with the others to find the best one.

When selecting a solution, I think about it for a while before putting it into action.

Once I have solved a problem, I think about how my solution worked.

This instrument was developed by Claudia Mincemoyer & Daniel Perkins, Penn State University, 2003

RULES

1. **R.E.S.P.E.C.T. Respect others and their property**
2. Grow in healthy friendships – uplifting others and encouraging others.
3. **Members DO NOT**
 - Use of the “N” Word!
 - Sexually Explicit Language
 - Degrading of Young Ladies or Young Men
 - Use profanity
 - Disrespect and staff and/or adult in the facility.
4. **YouthVille Detroit has a ZERO TOLERANCE POLICY for VIOLENCE. Verbal or physically abusive behavior will not be tolerated. Parents will be contacted and a meeting will be held between staff and families to discuss disciplinary action.**
5. Members **Must Scan-In** with their YouthVille Membership ID Card Upon Entry And Exiting the Building
6. Members must attend classes that they have registered for.
7. Members will help to maintain a learning environment.
8. Members are asked to use low to moderate voices when talking
9. Members must refrain from running in halls; no horseplay is allowed.
10. Computer etiquette
 - Members are asked not to Download to Computers or upload music or videos onto computers.
 - Members are not to access adult websites. If adult internet surfing occurs parent/guardian will be notified immediately.
 - Members are asked to play video games and watch video ONLY in the gaming program areas or in the café.
 - The Knowledge Center and Academic Enrichment spaces are for academic studies only. Internet use is limited to academic research only.
 - Members are not to use proxy sites to by-pass blocked sites. *
11. Refreshments are available in the Cyber Café – all food and drinks are to be consumed in the Café area Only.
12. Members must remain in the facility during their visit to YouthVille. Once the member leaves they must exit for the day.
13. NO Kissing or Sexually Suggestive Behavior
14. Members MUST adhere to the dress code.
15. Members are expected to clean up after themselves and help maintain class room areas by assisting the instructor.

*A proxy site is a web page which allows you to browse your favorite web sites – even though your access to those web sites might be blocked by a content filter.

DRESS CODE

YouthVille has a dress code that is expected to be followed by each youth member. All youth members in violation of the dress code will be asked to comply with the rules or be sent home.

BOTH	MALES	FEMALES
No provocative or inappropriate language on clothing	Must wear a shirt while in the building	Shorts and Skirts must be no more than 4" above the knee
No Pajamas	No Hats	No Bare mid-riffs
No symbols of drugs	No Du Rags	Nothing Strapless
No cut up jeans	No Bare Tanks	No Halters
No sagging - must wear pants on waist with belt	No jerseys without undershirt	No low rise jeans or shorts

All sports and fitness related activities require appropriate attire ie: shorts, sweats, socks, gym shoes, etc.

YOUTH MEMBER DROP OFF INSTRUCTIONS

1. Please drop your child/children off at the front entrance of YouthVille.
2. Please establish pick-up time before your child/children come to YouthVille Detroit, have them wait for you in the lobby/entrance of the facility. This will prevent the need to search the facility for them when you arrive.
3. If you give your child/children permission to leave the YouthVille campus after they have entered the facility, YouthVille will require a letter from the parent stating the permission for your child/children to leave without adult supervision.
4. All members entering the building must present their YouthVille membership card. Please ask your child/children to swipe in and out with their membership card upon entering and exiting the facility.

YOUTH MEMBER PICK UP INSTRUCTIONS

1. YouthVille requires students to be picked up one half hour before closing.
2. Parents who pickup their child/children after the stated time of closure will be billed at the discretion of YouthVille Detroit administration \$1.00 per minute, per child/children (Cash payments only).
3. Any student leaving YouthVille taking public transportation will be required to leave YouthVille during the school week no later than 6:30 pm.
4. Students must wait inside the building in the cyber café. There is no congregating allowed outside the doors of the facility. YouthVille Detroit is not responsible for members who do not adhere to this policy. Waiting inside is for the safety of the YouthVille Detroit member.

INCLEMENT WEATHER

YouthVille Detroit **does not** follow the Detroit School Closing schedule. During times of inclement weather YouthVille reviews the weather conditions and makes a decision based on the safety and well being of youth and staff. You may contact the front desk at 313-309-1300 to see if we will be closed.

HOLIDAY SCHEDULE

YouthVille Detroit is closed on the following holidays:

- Martin Luther King Jr. Birthday Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the day after
- Christmas Eve & Christmas Day
- New Year's Eve and New Year's Day

YouthVille has other closing dates that are posted at the front desk in advance and communicated to each youth member.

LOST AND FOUND

Any lost items will be placed in the bin located in the café at the Lothrop side of the building. These items are available for the members to retrieve at their convenience. Please note that this bin is emptied once a month and items are donated to a local charity. A note is posted at the front lobby advising members of when this will occur and they will have one week from the time of that notice to look through the contents and retrieve any lost item. Please note again that ***YouthVille is not responsible for any lost or stolen personal belonging. Members are advised to bring a lock to store their belongings in a locker and to keep their valuable items, such as a cell phone with them at all times.***

HOURS OF OPERATION

FALL/WINTER/SPRING

September – June (Mid)
Monday - Friday 2:30 pm – 7:30pm

SUMMER HOURS

June (Late) – August
Monday – Friday 9:00 am – 5:00 pm
Lunch 11:00 am – 1:00 pm



YOUTHVILLE DETROIT – A COLLABOATION OF CARE

YouthVille Detroit collaborates with many community partners in providing quality programs to youth. These organizations are commonly referred to as program partners.

YouthVille Detroit also is the home of several youth serving organizations that provide an array of resources and services to youth and families. These are known as tenant partners.

PROGRAM PARTNERS

College for Creative Studies
Diva Groove Fashions
F.A.I.T.H.F.U.L , Inc.
Introvert Images
Mathematics & Science Association of Detroit
Mosaic Youth Theater
Peace Project
Pewabic Pottery
Ready Set Media
Think Detroit PAL
University of MI
viVee Design
Wayne State University Honors Program

TENANT PARTNERS

Detroit Parent Network
Henry Ford Health Systems
Michigan State University
Plymouth Educational Center
YMCA of Metropolitan Detroit

For more information regarding specific services and programs visit our website at: www.youthvilledetroit.org



Executive Staff

Judith Jackson - President and CEO
Anthony Thompson – Managing Director
David Buckler – Chief Financial Officer
Mattalyn Love Jones – Executive Assistant

Program Staff

Rita Clark – Program Director
Phil Sherman – Program Specialist
Vince Brown – Program Specialist
Norman Clements – Youth Development Specialist

7375 Woodward Avenue
Detroit, MI 48202
Main Phone: 313-309-1300
Fax: 313-309-1301

www.youthvilledetroit.org

"When kids are provided opportunities to be constructively involved and have caring adults in their lives, they make better choices, which help them become better adults."

Dr. Gerald K. Smith, Founder of YouthVille Detroit