



## Teen Center Parent Handbook

Address: 262M Cedar Lane SE  
2nd Floor, Unit 10  
Vienna, Virginia 22180

Phone: 703-255-5736

Email: clubphoenix@viennava.gov

Teen Center Coordinator: Tammy Funk  
Email: tfunk@viennava.gov

### Hours of Operation (during school year):

Grades 6-8	Monday - Thursday	2:30 p.m. - 6:30 p.m.
	Friday	2:30 p.m. - 10:00 p.m.

### Club Phoenix Policies:

Parents are required to pick up their teen by the end of the program. At the time of registration, parents are required to indicate if their teen will be allowed to carpool, ride their bike or walk home. If this changes at any time, parents are required to notify staff immediately in writing. If a teen is picked up late, a fee will be assessed for every 15 minutes.

Teens are required to sign into Club Phoenix with their full names. Teens are to enter and exit through front entrance only. They can only sign in/out once a day.

Staff does not administer medication. There is no access to any medication at Club Phoenix. If you have any questions, please contact the Recreation Program Coordinator, Brian Hanifin, 703-255-6352.

Club Phoenix follows the Fairfax County School policy when it comes to inclement weather. If the schools are closed for the day or have an early dismissal, Club Phoenix will be closed. Please check the main line, 703-255-5736 for updates.

Appropriate paperwork, such as a divorce decree or custody papers, are required to be attached to the registration form if there is a need to document who is not allowed to pick up their teen. All appropriate persons allowed to pick up the teen must be listed on the registration form.

Club Phoenix has a “three strikes you are out” rule with discipline issues. The staff makes every possible effort to work with the teen and their family to ensure that all discipline issues are dealt with in a fair manner. Teens receive a verbal warning for their first disciplinary issue, then a written warning and a meeting with their parents. If the behavior continues, parents will be required to meet with Club Phoenix staff before their teen can return to the center.

