



Teen Center Parent handbook

Address: 120 Cherry St, SE
Vienna, VA 22180

Phone: 703-255-5736

Email: clubphoenix@iennava.gov

Recreation Program Coordinator: Javonta Campbell

Email: Javonta.Campbell@viennava.gov

After School Coordinator: Natalie Duncan

Email: Natalie.Duncan@viennava.gov

Hours of Operation (during school year):

Grades 6-12	Monday – Thursday	2:30pm – 6:30pm
	Friday	2:30pm – 10:00pm

Club Phoenix Policies:

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.

Teens are required to sign into Club Phoenix with their full names. Teen are to enter and exit through the awning entrance only. They can only sign in/out once a day Monday through Thursday, and twice on Friday's.

Staff does not administer medication. There is no access to any medication at Club Phoenix. If you have any questions, please contact Recreation Program Coordinator, Javonta Campbell (JC), 703-255-6352.

Club Phoenix follows the Vienna Community Center's policy in regards to inclement weather.

If schools are closed for the day or have early dismissal, Club Phoenix will open at 2:30pm. Please check the main line, 703-255-5736 for updates.

Appropriate paperwork, such as 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 and you are out" rule with discipline issues. The staff make 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.

