

UNDERGROUND TEEN CENTER *2025/2026* HANDBOOK

Alameda Recreation and Park Department



510-747-7529

arpd@alamedaca.gov

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WELCOME MESSAGE



Welcome to ARPD's Underground Teen Center (UTC). The following policies and procedures of the UTC are briefly outlined to help ensure successful participation for youth attendees, and their parents/ Guardians.

This document is intended to provide a brief, overview of the program, and is not all encompassing. For additional information or explanation, please direct questions to ARPD UTC Program Leaders, or Recreation Assistant.



**Underground Teen
Center/Veteran's Building**

2203 Central Avenue, Room 170
Alameda, 94501

Phone: 510-748-9466

CONTACT INFORMATION

Alameda Recreation and Park Department (ARPD)

Phone: 510-747-7529

Fax: 510-523-4071

Email: arpd@alamedaca.gov

Location

2226 Santa Clara Avenue
Alameda, 94501



TEEN PROGRAM SUPERVISOR

Ashley Cendejas, Recreation Assistant

Phone: 510-747-7575

Email: acendejas@alamedaca.gov

Location

2226 Santa Clara Avenue
Alameda, 94501



Underground Teen Center/Veteran's Building

also known as

UTC

2203 Central Avenue, Room 170
Alameda, 94501

Phone: 510-748-9466

DROP - IN



The Underground Teen Center (UTC) is a **FREE** program. It provides a safe place for Tweens and Teens to have fun, socialize with friends and participate in an active, fun and enriching environment with adult supervision.

The UTC has a big screen TV, pool table, video games, ping-pong/shuffleboard, board games, music, and a snack bar. Some activities, such as cooking projects may require a small materials fee.

Participants may sign-in and sign-out at their own will. ARPD staff is not responsible for making sure participants attend UTC.



HOURS OF OPERATION

SCHOOL YEAR

Open to those in 6th to 12th Grades

- Monday - Friday,
2:30pm-5:30pm.
- Wednesday
1:30pm-5:30pm.
- **CLOSED** On Non-School Days

- **Early Dismissal Day @ 12:30 pm:**

Opens early **ONLY** if 2 or more Middle and/or High Schools dismiss early.

SUMMER

Open to incoming 6th to 12th Grades

- 12:00 noon to 5:00 pm
- Monday - Friday,
 - Mid June to Early August
- **CLOSED JULY 4TH**

BEHAVIOR EXPECTATIONS, AND CONSEQUENCES

Participants are required to follow the behavior expectations at the UTC by agreeing to, and following the agreements below:



Be Safe: Emotionally and physically, at all times.

Be Respectful: To yourself, your peers, ARPD staff, facilities and equipment.

Be Responsible: Take responsibility for your words and actions.

Be Accountable: If you fall short of UTC agreements, take action to make things right.

CONSEQUENCES:

Consequences for misbehavior are situational and progressive. They may include (but are not limited to) removal of UTC privileges and/or from activities, not being permitted to participate in planned daily activities, writing letter(s) of apology to others involved (staff and/ or participants), signing a behavior contract; including a meeting with ARPD staff, participant(s), parent/ guardian. Suspension from the Teen Center, and up to expulsion from the UTC.



TRANSPORTATION

ARPD **offers daily transportation** to registered participants from their respective schools, to the Underground Teen Center. ARPD staff makes every effort to arrive at dismissal time, and **wait at pick-up location for 10 minutes.**

We have limited drivers and vehicles so if staff aren't at the pickup point immediately at dismissal please be patient as we have multiple locations, with similar dismissal times, to pick participants up from.

NO ADDITIONAL PICK-UPS: For late or pick ups after normal dismissal times.

Transportation Fee: \$2 per ride.

Cash payment can be made to staff the day of, or **\$20 ride card** can be purchased at the ARPD office.

Pickup Locations

- **Academy of Alameda:** Back gate at the corner of Poggi St and Buena Vista Ave
- **ACLC/NEA:** In front of the school
- **Junior Jets:** Meet in front of the school Sign
- **Lincoln Middle School:** Meet at the loading pick-up zone
- **Wood Middle School:** Meet by Loading Zone on Otis/ Sandcreek

Participants who use transportation, but **DO NOT STAY** at the UTC, must sign-in and out in the UTC before leaving for the day.



Please Note: Transportation is subject to cancellation if students are NOT utilizing the service.

UNDERGROUND TEEN CENTER SIGN-OUT POLICY

With a signed parent/guardian permission form, students may sign-out, and sign back in within 30 minutes, one time per day.

Please inquire for form at UTC.

Students without signed permission are not required to return to the UTC after signing-out.

Arrangements for participants to attend, or remain at the UTC on any given date, or time, are to be made between children and their parent/caregiver, not ARPD staff.



SNACK BAR

Participants must be responsible for their own money.

The UTC also has a snack bar (cash, bills lower than \$20 only). The snack bar carries various items, including chips, instant noodles, Gatorade, sparking water, treats, and more.





THANK YOU