

POLICIES & PROCEDURES

2023





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WHO WE ARE

Tewa Roots Society (TRS) is the Pueblo of Nambé's behavioral health services collective. Our program offers evidence-based experiential education, outdoor behavioral health programs, and clinical therapy resources for Native American individuals and families throughout northern New Mexico. Our services focus on client-centered healing and connection of the mind, body, and spirit. Our tailored outdoor behavioral health program curricula support mental health services in the areas of prevention, intervention, and "post-vention", while our clinical services address all spectrums of individual and family therapy needs.

The framework of our clinical approach leverages resilience, empowerment, and connection as key components of sustainable wellbeing. Through our dynamic range of service options, we strive to provide the most comprehensive and informed professional services possible. We believe that by nurturing, broadening, and enriching one's outlook on life, individuals can strengthen their personal identity, thereby improving their mental health and living their most successfully authentic lives.

MISSION

"Tewa Roots society aims to provide Native American and surrounding communities in Northern New Mexico with innovative, creative, and engaging therapeutic and clinical approaches geared toward combating stigmas and addressing service gaps associated with prevention, mental health, and substance use by helping people of all ages discover their internal strengths, invest in their personal growth, and build resilience."

PROGRAM GOALS

Tewa Roots Society's long-term goals include:

- promoting community safety, healing, and connection by implementing outdoor behavioral health practices;
- reducing the possibility of mental health-related deficiencies and deaths by linking individuals and families to comprehensive, accessible, and timely mental health support services;
- equipping youth and their families with the tools they need to better communicate, connect, self-regulate, and problem solve using experiential education techniques;
- and working with community stakeholders to develop and maintain protocols that reflect the traditions and culture of the communities we serve.

OUR STAFF



Tewa Roots Society Team Leaders

Program Director, Ryan Martinez, MA, LSAA..... ryan.martinez@nambepueblo.org
Clinical Director, Anna Balsamo, MA, LPCC abalsamo@nambepueblo.org
Assistant Program Director, Santana Bartholomewsbartholomew@nambepueblo.org
Assistant Clinical Supervisor, Sam Ringer, MA, LMHCsringer@nambepueblo.org
Administrative Manager, Becky Arellanobeckya@nambepueblo.org

For general program questions, please call our Administrative Manager at 505-455-5590 during business hours, and your call will be re-directed accordingly.



Therapeutic Adventure Staff

Program Facilitator, Nicole Soderberg
Program Facilitator, Patrick Caté
Program Facilitator, Corey Herrera



Basecamp Teen Program Staff

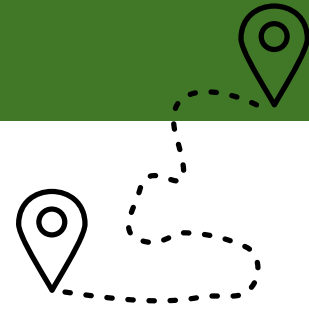
Teen Program Manager, Santana Bartholomew
Program Facilitator, Corey Herrera
Teen Program Liaison, Taylor Rodriguez
Teen Program Liaison, Joseph Pomeroy



Clinical Staff

Clinical Counselor, Ruth Oswood, MA, LPCC
Substance-Use Counselor, Amanda Abeyta, MA, LSAA
Mental Health Counselor, Tasha Nelson, MA, LMHC
Mental Health Counselor, Matthew Klepper, MA, LMHC
Mental Health Counselor, Whitney Tressel, MA, LMHC

PROGRAM MAP



Tewa Roots Society is composed of several branches that make up the whole of our team. Our Teen Program, Therapeutic Adventure Program, and Clinical Services each play a vital role in serving the needs of specific individuals and groups we work with.

TEEN PROGRAM

The Tewa Roots Society Teen Program is an ongoing prevention program open to Native American teens (ages 13–19) who live in and around Nambé Pueblo. Our state-of-the-art facility, called TRS Basecamp, is located just behind the Nambé Pueblo Wellness Center. Registered teens will have almost daily access to our Basecamp facility free of charge during the school year. Summer programming will be available for a reasonable flat fee. (Summer program fee assistance may be available for those who need it.)

PROGRAM GOALS

Our goals for the Teen Program include:

- providing a safe place for the Native teens of Nambé Pueblo and surrounding communities to experience inclusion;
- encouraging growth in self-confidence and self-expression through different mediums of creativity, healthy risk-taking and experiential education;
- giving teens a voice by listening to them and using their input to formulate programming;
- reducing the rates of suicide, substance misuse, and other mental health challenges that Native American teens face;
- equipping teens with the tools to create positive change and be resources for their communities;
- and empowering teens to accomplish their short- and long-term personal and professional goals.

TYPES OF TEEN PROGRAMMING

Our after-school program is free of charge and operates between the hours of 3:00PM and 6:00PM, Monday through Thursday. Teens will be provided with snack each day and have the opportunity to visit the Nambé Wellness Center as well as complete homework and relax. Teen Program staff and TAP Facilitators will include interchangeable Adventure Programming (see page 6 for a list of TAP activities) and short recreational field trips in the Teen Program once per month on the first Friday of every month from 3:00PM-6:00PM that teens will need to intentionally sign up for. All extracurricular programs and classes will be announced and are completely optional for registered teens.

Teens will need to register for our summer program separately from the after-school program, and it will include a flat fee of \$75 per individual. As mentioned above, fee assistance may be offered on an income-by-income basis for families that cannot afford the associated fee. Operation hours for the summer program are 7:30AM to 6:00PM. Adventure Programming and recreational field trips will be included in the summer program a minimum of once per week.

Please visit tewarootssociety.com for more information on summer program fee assistance and to view the after-school and summer program schedules.

PARTNERSHIPS

Tewa Roots Society originally started as a teen prevention program. As such, we have partnered with like-minded organizations to provide ample resources and unique opportunities for our teens. A few of our partners include:

- Stagecoach Foundation
- Film Prize Jr
- Littlelobe Inc.

We aim to regularly collaborate with partners to put on community events and provide creative workshops for community members. All events and workshops will be made available to registered teens and are completely optional.



INDIGENOUS SEEDS YOUTH COUNCIL

Indigenous Seeds is Nambé Pueblo's Youth Council initiative that was created by youth for youth. Youth councils exist across Native America, and their primary purpose is to give motivated teens the opportunity to support and empower one another and to help their tribal communities in ways such as preserving their culture, strengthening community connection and values, and being an environmental advocate. United National Indian Tribal Youth, Inc. (UNITY, Inc.) host a national conference every year that youth council members attend to network with other youth council members and learn how to plan effective initiatives in their local communities. (For more information on UNITY, Inc., please visit unityinc.org.)

Each youth council has its own unique goals, and Tewa Roots Society is looking to rebuild Indigenous Seeds to reflect the needs of Nambé Pueblo in 2023. Only teens who consistently attend and participate in TRS Basecamp programming will be eligible to apply for Indigenous Seeds. More information will be given out to interested teens and parents when our youth council initiative gets started again in 2023.

For questions, please call our Teen Program Liaison at 505-455-???? between the 9:00AM and 6:00PM.



THERAPEUTIC ADVENTURE PROGRAMMING (TAP)

Our Therapeutic Adventure Program offers prescriptively tailored experiences that aim at improving participants' wellbeing through hands-on, experiential challenges and a deeper connection with the natural environment of northern New Mexico. TAP is an instrumental tool in providing our Native American communities with a culturally-tailored, evidence-based method of support that focuses on filling critical service gaps that contribute to heightened rates of suicide, substance misuse, domestic violence, and other threats to the health and safety of community members.

PROGRAM GOALS

The goals of our TAP program include:

- developing an increasingly culturally-appropriate environment for the populations we work with;
- building each program to address the specific needs of the different groups we work with;
- consistently offering unique, innovative programming that helps clients explore personal strengths and build resilience;
- creating physically and emotionally safe spaces for clients to share openly;
- making a positive impact in the overall health of our clients, as mentioned above.

Health and wellness will always be our top priority.

TAP ACTIVITIES

We build our programs around the following seasonal activities:

- indoor rock climbing
- outdoor rock climbing
- flat water kayaking
- river kayaking
- flat water SUP boarding
- archery
- paintball
- hiking
- snowshoeing
- disc-golf

As mentioned above, each program is tailored to the specific group of individuals that we are working with. As such, our experienced Program Facilitators consider every potential risk factor before selecting the main activity for the day. Prior to any programming, it is mandatory for all participants to fill out our TRS Registration Packet that provides TRS and our Program Facilitators with essential medical information, emergency contact information, and a waiver of liability for each participating individual. The registration packet is available for download or to print on our website.

In addition, TRS Program Facilitators build each program upon the foundation of a major topic for the day. The idea behind experiential programming is for participants to metaphorically apply that experience to their own lives so as to encourage them in each of their journeys. During each program, facilitators guide participants through conversations that serve to address challenges that participants may be going through in their own lives. Each program is structured using industry best practices for outdoor behavioral health and experiential education programs under the guidelines of the Association for Experiential Education (AAE).

WHO WE SERVE

Tewa Roots Society TAP is available for groups of all ages that are associated with any Native American behavioral health program in the northern New Mexico area, including our own Basecamp-registered teens. Because we recognize the challenges associated with working in the behavioral and mental health field, we also offer programming to our program partners' staff members, including all Nambé Pueblo programs and departments.

To learn more about scheduling a program with us, please visit tewarootssociety.com and create an account to get started.

For questions, please contact our Assistant Program Director at 505-470-7592 between the hours of 9:00AM and 5:00PM.

CLINICAL SERVICES

Tewa Roots Society's Clinical Department offers professional mental health services to Native American individuals, groups, and families. Our therapists are licensed professionals working under New Mexico Counseling and Therapy Practice Board. We focus on the strengths and gifts of each person that we work with in our efforts to tailor our services to the needs of those we serve. All supportive services are selected and designed in ways that are responsive to the individual, family, or group's traditions, values, cultures, and language.

PROGRAM GOALS

The goals of our Clinical Program are:

- To provide accessible and reliable mental health services to Native American communities, offering a variety of holistic methods of healing for clients for all ages.
- To offer both preventative services and evidence-based clinical services through providing a variety of groups and experiential activities to communities and populations that are traditionally underserved.

TYOES OF THERAPY

The types of clinical services we offer include:

- Adventure-Based therapy
- Art therapy
- Family Counseling
- Couple's Counseling
- Grief and Trauma Counseling
- Substance Abuse Counseling
- Individual Counseling (for people of all ages)
- Play Therapy
- Group Therapy
- Case Management
- Telehealth
- Limited Mobile Counseling
- Referral for other support services not offered by Tewa Roots Society

WHO WE SERVE

Tewa Roots Society clinical services are available to Native American individuals, groups, families and HIS beneficiaries residing in Northern New Mexico who have Medicaid, as well as Nambé residents and tribal members with or without insurance.

To learn more about receiving clinical services for yourself or a loved one, please contact our Clinical Director, Anna Balsamo, at 505-930-2784 on Monday through Friday between the hours of 9AM and 5PM.



GENERAL BASECAMP INFORMATION

REGISTRATION

ELIGIBILITY

In order to be eligible to register for Basecamp after-school and summer programming, individuals must meet the following criteria:

- 6th to 12th grade (for special circumstances, please contact us to verify eligibility)
- Enrolled tribal member of any tribe in the nation
- Lives or attends school within driving distance of the Pueblo of Nambé

The following criteria would render an individual ineligible for registration:

- Violent criminal record (two or more offenses)
- Terminated from TRS programming for violating the Basecamp Code of Conduct and putting staff and/or fellow teens in danger

PROCESS

Parents and teens must go through the following registration process together:

- Read, fill out, and sign our Teen Basecamp Registration Agreement
- Read, fill out, and sign our TAP Registration Packet
- Visit <https://tewarootssociety.ezfacility.com/> and create separate accounts for each parent and teen (don't forget to verify your email address!)
- Download the MemberMe+ application from the App Store or Google Play Store and sign in with your newly created account (This app will house your teen's ID card, so let staff know if you are not able to download or sign in to the app)



DIENROLLMENT

If you wish to disenroll your teen from Basecamp, please contact the Teen Program Manager at 505-470-7592 and fill out the Disenrollment Form.

Once you submit the Disenrollment Form, your teen will no longer be eligible to attend Basecamp. You must wait a minimum of 1 month to re-enroll.

COMMUNICATION

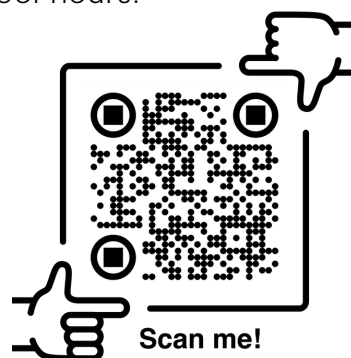
FACILITY AND MEMBERME+

As stated in the registration process subsection above, each parent and teen will need to create an account at <https://tewarootssociety.ezfacility.com/> and download the MemberMe+ application their phones. All information provided to this site is confidential. (Please see our Confidentiality Policy on page #? of this document.)

EZFacility enables Basecamp staff to effectively communicate with teens and parents. We may send emails and texts to individuals with EZFacility accounts in the event of any emergencies, program or schedule updates, upcoming program opportunities, community events, and more.

Tewa Roots Society will never send spam messages or overload recipients with messages.

Another great use for EZFacility is the scheduling tool. Community members and registered Basecamp teens alike will have access to all of the programs, classes, and workshops that TRS is offering for the month. Individuals will be able to view our calendar and sign themselves up through our EZFacility portal, and teens will be able to sign up for our available Basecamp drop-in hours should they choose to visit Basecamp outside of normal after-school hours.



WEBSITE

<http://www.tewarootssociety.com>



SOCIAL MEDIA

Facebook: <https://www.facebook.com/TewaRootsSociety/>

Instagram: <https://www.instagram.com/tewarootssociety/>

TikTok: <https://www.tiktok.com/@tewarootssociety>

(More to come!)

SCHEDULE



STAFF HOURS

Regular Staff Hours: Monday – Friday, 9:00AM - 6:00PM

AFTER-SCHOOL PROGRAM

Regular Operating Hours: Monday – Thursday, 3:00PM – 6:00PM

Early Release Days: 12:00PM - 6:00PM

In-Service Days: 7:30AM – 6:00PM

Holidays/School Breaks: Monday – Thursday, 7:30AM – 6:00PM

All specific dates for early release days, in-services days, and holidays/breaks will generally follow the PVSD school calendar and will be available for viewing on our website.

Parents will be contacted in the event of any emergency Basecamp closures due to weather or for any other reason.

SUMMER PROGRAM

Regular Operating Hours: Monday – Friday, 7:30PM – 6:00PM

ADVENTURE PROGRAMMING

After-School Program: 1st Friday of each month, 3:00PM – 6:00PM

Summer Program: Every Thursday and Friday

DROP-IN HOURS

Will be made available on EZFacility monthly



FACILITY SPACES, FEATURES, AND AMENITIES

KITCHEN

We have a fully furnished kitchen where staff and teens can store, prepare, and serve food, drinks, and snacks.

REC ROOM

Our recreation room features two 70" flat screen TVs that can be used for gaming and watching movies. Our fish tank, arcade games, L-shaped couches, giant bean bags, and other comfortable seating lend to the overall inviting environment. Closer to the kitchen area, we have a pool table as well as a 120" drop-down projector screen that and can also be used for gaming and movie-watching.

CLIMBING WALL

The climbing wall is opposite the gaming area. We currently have two belay bars and have plans to expand the climbing wall to accommodate two more automatic belay bars and a bouldering area. There is a seating area for gearing up, and Tewa Roots has all the climbing equipment individuals need to safely experience the climbing wall. ONLY staff certified to belay teens are allowed to do so.

ART STUDIO

The Art Studio is a modest-sized, sunlit room built for creating and working on arts and crafts projects. While we are still building our collection of available supplies, teens will be able to paint with acrylics and water-color on several different mediums and draw using quality drawing pencils and coloring pencils. We will soon offer opportunities to work with clay and beading. Teens will be able to suggest additional art supplies for Tewa Roots Society to purchase.

COMPUTER LAB

The Mac Lab has 14 iMacs and a large conference table that makes it a comfortable area for focusing on doing homework, conducting research or working on creative digital projects. We also have an array of office supplies, a large printer, and a Cricut available for use.

MUSIC STUDIO

Our music studio is equipped with everything needed to create a musical masterpiece. We have recording and editing software, high-end studio mics, headphones, monitors, an electric keyboard, acoustic guitars, and comfortable seating. The vocal booth and production/audio engineering room are separated by a wall and glass window for better isolation while recording. The relaxed, low-lit environment aims to give aspiring musicians and producers a space to be themselves, create and experiment with all of the equipment they could need.

STAFF ROOM

The Basecamp Staff Room is a space dedicated to staff members and Youth Council members only. Staff members may take short breaks and keep their personal belongings in there. Youth Council also may reserve the Staff Room to hold meetings.

SUPPLY ROOM

Our Supply Room houses our facility maintenance supplies, washer and dryer. It also contains our basic first-aid supplies should any individual need light medical attention. Staff will always call 911 in the event of an emergency.

Basecamp also has lockers for registered teens to safely store their personal belongings in for the remainder of the school year and/or summer. Lockers numbers are randomly assigned at the time of registration.

TEEN PROGRAM POLICIES

Please read all of the following subsections thoroughly so that you and your teen are aware of what is expected of them while they are registered at the Tewa Roots Society Basecamp. Remember Basecamp members are representatives of the Tewa Roots Society Basecamp and everything it stands for. Therefore, they shall always strive to represent themselves in a positive, mature, and respectful manner. That said, Tewa Roots staff are always here to talk with teens and/or parents about any concerns they may have.

CODE OF CONDUCT

The following guidelines must be followed by all registered teens and staff:

1. Listen and follow directions that the staff give you, especially in the event of an emergency.
2. Be respectful of the facility and equipment, clean up after yourself.
3. Do your best to get out of your comfort zone, take healthy risks, and participate in program activities.
4. Be respectful of other Basecamp members and staff:
 - a. No using profane or threatening language.
 - b. No fighting, bullying, name-calling or anything that would constitute violent behavior toward yourself or anyone else.
 - c. No stealing or taking someone else's property.
 - d. No vandalizing any property that isn't yours.
5. No possession of alcohol, cigarettes, illegal drugs substances, or weapons.

MISCONDUCT

Should registered teens choose not to follow the aforementioned guidelines, the following protocol will be followed by Basecamp staff:

First offense: A direct verbal warning will be issued (unless a serious/illegal offense has been committed).

Second offense: Teen will not be allowed to attend TAP and recreation trips/activities for one (1) month.

Third offense: Parent will be called and teen will be suspended for a TBD amount of time, depending on the severity of the offense.

Fourth offense: Likely termination from the program.

Any teen who is not following safety instructions or is creating an unsafe environment during Basecamp hours or during a group activity will immediately be asked to sit out for the remainder of the day. Each offense, whether the first or fourth offense, will be recorded on an incident form by staff.

DRESS CODE

Tewa Roots Society champions individuality and the freedom to express oneself through style, however registered teens must adhere to following guidelines:

Basecamp teens have the responsibility to dress in a manner that promotes a safe, clean, and age-appropriate environment. Teens must wear clothes and shoes while attending Basecamp. Clothing that exposes large portions of the torso or stomach, shows graphic or obscene imagery, including act of violence, nudity or drug use, will not be allowed.

For any further questions regarding our dress code, please contact our Teen Program Manager.

TRS PROPERTY USE

As mentioned in the Expectations section, theft and damage of property will not be tolerated. Basecamp is under surveillance 24 hours a day, and registered teens will be held responsible for replacing any equipment or property of Tewa Roots Society that goes missing or is broken while in their care.

(Staff may exclude accidents that result in broken property, but that will be determined on a case-by-case basis after footage is carefully looked over and interviews of all parties in question have been given.)

Tewa Roots Property includes anything inside or around the outside of our Basecamp facility, including couches, games, cables, chargers, camera equipment, studio equipment, art studio supplies, kitchenware, lockers, paddleboards, snowshoes, paintball markers, etc. (this list only provides examples of Tewa Roots Property, and it is not an exhaustive list).

Appropriate action will be taken should any teen break our Code of Conduct (see p. 13-14).

PERSONAL ITEMS

While we strive to maintain a theft-free environment at Basecamp, each teen is still responsible for keeping track of their personal property while in attendance.

Registered teens will be assigned a free locker in which they may store their items. Tewa Roots will lend each teen a lock to use for the schoolyear/summer that they are to return at the end of the schoolyear/summer. Personal locks are not allowed to be used on Basecamp lockers.

Teens are advised not to bring expensive or valuable items that they might lose. Tewa Roots Society is not responsible for lost or stolen personal items.

All unclaimed items will be left in the Lost and Found—in the care of Basecamp staff—for up to 1 month, at which point all items will be disposed of or donated to charity. Staff will notify teens before clearing out the Lost and Found.

FOOD AND DRINK

Food and drink are not permitted in the Mac Lab or Music Studio and must stay in the general kitchen/rec. room area. If desired, teens may bring their own food or drink to Basecamp, but they must label it if they plan to store it in the Basecamp refrigerator.

Registered teens are expected to clean up after themselves should they make a mess while eating or drinking or engaging in any other activity at Basecamp (Art Lab, restroom, etc.).

MEDICATIONS

All medications will be stored in a locked room onsite except for medications needing to be refrigerated. All medications must be provided to Basecamp staff in their original packaging with the teen's full name written on the container, and should include any cups, spoons, syringes, etc. necessary for administration. The medication dosage and instructions must be completed clearly be written out.

Parents/guardians are responsible for providing all necessary information regarding dietary restrictions, food allergies or special diet considerations on our TAP Registration Packet. Parents/guardians and teens must be advised that it is your teen's responsibility to administer the medication and that staff will not administer medications or give scheduled injections.

ATTENDANCE

Although daily attendance is not a requirement of Basecamp registration, attendance will automatically be tracked through our EZFacility check-in software. That said, consistent attendance and participation, or lack thereof, will affect your teen's ability to participate in special opportunities that Tewa Roots may offer in the future, especially as it relates to Youth Council opportunities such as overnight trips, out-of-state travel, and other field trips.

While any teen who is registered for Basecamp may join Youth Council, only those who complete all requirements (which may include workshops, trainings, community service, etc.) will be able to attend aforementioned youth council opportunities.

We will keep you and your teen informed of any upcoming opportunities and make clear any requirements that need to be completed prior to the trip.

PICK-UP AUTHORIZATION

Please fill out the Pick-up Authorization portion of our Basecamp Registration Agreement to provide the information we need to allow your minor to leave with anyone other than their parent or guardian. Basecamp staff will have this list on-hand to verify who is authorized to pick your teen up from Basecamp.

Please notify staff if any of the information you initially provide needs to be changed.

TRANSPORTATION

By signing the Transportation Agreement located on our Basecamp Registration Agreement, you consent to having our staff transport your registered teen for adventure programming, field trip days, and to the parent pick-up point after Basecamp hours. By signing, you agree that you will not hold Nambé Pueblo or any of its employees liable for any accidents, injuries, or loss of property that may occur during the transportation of your teen in any of the above listed situations. It is also your responsibility to provide all information necessary in order that your teen may receive immediate assistance in case of an emergency. All relevant medical information must be provided in the TRS Registration Packet (not to be confused with the Basecamp Registration Agreement).

Please note that Basecamp staff will follow all protocols necessary to transporting our registered teens safely. Regular vehicle checks will be maintained to ensure the safety of Tewa Roots vehicles, and staff may only transport registered teens in vehicles registered under Nambé Pueblo and Tewa Roots Society.

INDEPENDENT TEEN POLICY

We understand that giving your teen the authority to walk home after leaving Basecamp may be the best option for your family. In our Basecamp Registration Agreement parents/guardian may choose whether or not their teen can leave Basecamp on their own or not. The three options are stated below:

1. I give permission for my teen to leave Basecamp on their own only after closing time at 6:00PM.
2. I give permission for my teen to leave Basecamp on their own whenever they want. (Teen will not be allowed re-entry three times in one day.)
3. I do not give permission for my teen to leave Basecamp on their own at any point.

Please note that all registered teens will be allowed one chaperoned trip to and from the Nambé Wellness Center each day during Basecamp hours if they so choose.

This policy only applies to teens under the age of 18, and Basecamp staff will not be held responsible for teens once they leave Basecamp if their parent/guardian authorizes them to leave on their own.

INCIDENTS

Should incidents occur between any of our registered teens or staff members, all involved parties/individuals will fill out a Basecamp Incident Form. Parents/Guardians will be notified of the incident upon pickup. (Staff may call immediately depending on the severity of the incident.) Parents will be asked to provide an acknowledgement of the incident by signing the form.

Basecamp staff will take proper action following the accident depending on whether anyone was at fault and broke the Code of Conduct. The Program Director and Manager will take proper action should any staff be at fault.

Parents are free to meet with our Teen Program Manager to ask questions or discuss any concerns. Parents may also write emails or letters to our Tewa Roots Society Leadership Team to notify us of any concerns held.

EMERGENCY PROTOCOLS

Emergency situations may include any of the following:

- Fire
- Active Shooter
- Threats of Violence (bomb threats, etc.)
- Physical Injuries
- Power Outage

In the event of a fire, all teens will promptly be escorted out the nearest exit of the facility and down to line up by the pond. Upon arrival, staff will count teens and take roll call to ensure the safety of all teens in attendance that day. Staff are also trained operate the fire extinguishers located inside the facility should a small fire arise.

In the event of an active shooter or a threat of violence, staff are trained to lock down the facility by ensuring all external doors are closed (they automatically lock when closed), keeping all teens inside the building, and phoning 911 immediately.

All Tewa Roots Society staff are certified in CPR, WFA (Wilderness First-Aid), or are in the process of receiving their certification so that they are able to tend to any minor injuries or provide immediate onsite assistance should any teens sustain any physical injuries.

Should a power outage occur at any time during Basecamp hours, staff will work to assess and fix the problem and call for assistance if necessary. While there may be no immediate threat, staff will inform parents of the situation and recommend an early pickup should the power outage last longer than one hour. Basecamp will likely stay open until the normal closing hour unless there is any threat that occurs in this type situation.

PARENT/GUARDIAN EXPECTATIONS

Tewa Roots Society wants to partner with you to give your teen the best possible experience and help them grow in new ways. At Tewa Roots Society, we expect parents to work with us in the following ways:

- Follow all registration steps and reach out to Basecamp Manager should you need any assistance.
- Once enrolled, have your teen(s) picked up by no later than 6:00PM.
- Make prior arrangements if you cannot pick your teen(s) up from Basecamp on time.
- Create an account and download the MemberMe+ app to receive updates and notifications from Basecamp staff.
- Answer TRS staff phone calls.
- Attend any mandatory meetings that may be called while your teen(s) is registered at Basecamp.
- Notify Teen Program Manager of any changes that need to be made to any of the information you initially provided in the Basecamp Registration Agreement.
- Encourage your teen(s) to sign up for adventure programming days and attend Basecamp consistently to get the most out of it.
- Request and fill out the Basecamp Disenrollment Form should your teen decide to stop attending Basecamp for any reason.

We are grateful that you are choosing to partner with us and let us invest in your teen's life. We are excited for you to become part of the Tewa Roots Society family!

CONFIDENTIALITY

All information that teens and parents/guardians provide in any of our registration forms and packets are kept completely confidential and are not available to anyone but Tewa Roots staff who work directly with teens for the purpose of safety. We will not give any information away to anyone for any reason unless of a signed Release of Information from parents/guardians and registered teens under specific circumstances.