



UAU

UNITED
ACTIVITIES
UNLIMITED

Family Handbook

2020-2021

FUNDING PROVIDED BY



Department of
Youth & Community
Development



DYCD funded programs are provided free of charge to families.

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I. INTRODUCTION

United Activities Unlimited

United Activities Unlimited, Inc. (UAU) is a community-based agency that provides comprehensive social services, educational supports, enrichment activities, prevention services, counseling and workforce development training to inspire, transform and empower individuals of all ages.

UAU was incorporated in 1977 by a group of concerned educators striving to provide positive alternatives to young people in the wake of the New York City financial crisis. The fiscal calamity forced the New York City Department of Education to close After School programs and youth were left without resources or opportunities for pro-social engagement. In an effort to provide a safe haven for Staten Island youth, community activists joined forces to secure funds to open a free After School program. As a result of their efforts, United Activities Unlimited was founded.

United Activities Unlimited (UAU) has been serving Staten Island and other communities for over four decades. What began as a single recreational program has grown into a multi-service, comprehensive social services agency. UAU is responsive to the needs of diverse populations and designs and implements programs that support positive outcomes for individuals and communities.

UAU is dedicated to assisting youth, young adults and families via a multitude of programs, opportunities and support services. What began as a single recreational program has grown into a multi-service, comprehensive social services agency. UAU is responsive to the needs of diverse populations and designs and implements programs that support positive outcomes for individuals and communities.

UAU's broad breadth of services include After School programs, community centers, workforce development programs, employment training, prevention education and counseling, family and social services, fatherhood programs, college preparatory activities, literacy, Summer Camps and educational enrichment programs for youth and adults.

UAU has an outstanding record of providing dynamic, effective and superior programming. The comprehensive nature of UAU's programming options and the emphasis on holistic services for individuals and families make UAU an outstanding resource and a pillar of support for communities. UAU is dedicated to the engagement, education and empowerment of individuals and strives to transform individuals and communities to create a better future.

Program Overview

The COMPASS/SONYC programs are made possible through funding provided by the New York City Department of Youth and Community Development (DYCD). UAU COMPASS/SONYC Programs provide activities in the areas of academic enhancement, leadership skills, social and emotional learning, career awareness, recreation and health, culture and arts, civic engagement, and life skills.

Additionally as part of UAU programming, After School and Summer Camp participants will participate in Prevention Services. Prevention Specialists may provide counseling services to participants and their families. All Prevention services are confidential. Participants will sign a notice of confidentiality upon being admitted for counseling services. Families will not be notified that participants are receiving counseling services due to confidentiality.

Prevention Specialists may only break confidentiality under the following circumstances:

- Threat to self harm
- Threat to harm others
- Threat that they are being harmed

Contact Information

UAU Main Office

Executive Director – Louis DeLuca, Ed.D 718-987-8111

Assistant Executive Director – Kim McLaughlin, Psy.D.....718-987-8111 Ext 805

Program Supervisor – Susie DiStefano, M.S.Ed.....718-987-8111 Ext 812

www.UnitedActivities.org

On-Site Program Director

UAU@ IS72

Tom Egan

Tegan@unitedactivities.org

Cell : 917-748-9056

II. PROGRAM ADMISSION

Enrollment Procedures

UAU programming is open to all community youth. There are a limited number of spaces available. Generally, registration and acceptance is based on a first come, first served basis. However, priority for enrollment is as follows: children who are currently enrolled, students who attend the school, children with siblings in the program, children who attend other community schools.

Application

Each year a new application must be completed for each child attending the After-School & Summer Programs. Applications must be complete with all supporting documentation attached.

Supporting documentation includes:

A current medical, with immunization records that is stamped by your child's doctor is required.

Medicals are only valid for ONE year from the date of exam.

Signed Student Code of Conduct

Signed Family Handbook acknowledgment form

Family Orientation

Yearly Family Orientation is a mandatory part of the COMPASS/SONYC After School and Summer Camp programs. In order to ensure an effective partnership with the family, a parent/guardian or responsible adult must attend a family orientation meeting. The family orientation will review the guidelines of the program and elaborate on activities planned for the program. If you cannot make the scheduled orientation, please make an appointment to meet with the program director at an alternative time.

III. PROGRAM INFORMATION

Hours and Days of Operation

Summer program will operate Monday thru Friday 9am-2pm. *Walkers will be dismissed between 1:45-2pm.

School year program will operate Monday thru Friday 1:30pm-4:30pm. *Walkers will be dismissed between 4:15pm-4:30pm.

On select days when school is not in session, UAU will offer holiday programming between the hours of 9am-2pm. These days will vary between in building programs and activities and local trips. School's Out days for the 2020-2021 school year will be announced at a later date.

Program Emergencies and Relocation

UAU staff are trained and prepared to activate emergency procedures in the event of severe weather, fire, and/or other emergency conditions that require building evacuation or other immediate safety measures.

Relocation of programming is rare, but will occur in the event of an emergency or significant facility issue/s for the purposes of ensuring participant and staff safety and continuity of programming. All programs have two designated relocation sites and information on the location of emergency sites can be obtained from program administration. Program administration will contact parents/guardians via telephone in the event of relocation.

IV. PROGRAM POLICIES

The following policies are in place to ensure your child has a productive, enriching, and stimulating After School and Summer Camp experience. These policies ensure that UAU COMPASS/SONYC programs fulfill contractual obligations and maintain vital services to the youth of the community.

Attendance

Consistent and daily attendance is a mandate of the After School and Summer Camp model. Participating youth are encouraged to attend the program 5 days per week, with a required minimum of 3 days per week until program dismissal.

Physical and mental health-related appointments, and religious instruction are acceptable excuses for absence. Families must produce documents that demonstrate the dates, times, and the location of their enrollment or participation in these activities.

The UAU COMPASS/SONYC After-School and Summer Programs are not an appropriate placement for youth that have other after-school/summer commitments or for families that do not require or desire services that last until dismissal time. Spots of participants that cannot maintain consistent attendance will be allocated to the next participant on the wait-list.

Early Pick-up

After School and Summer Camp participants are engaged in many diverse and enriching activities. Each activity requires the child's active participation to ensure program success. Specialized programs and activities continue until dismissal.

Early pick-ups are disruptive to participants and staff. Parents/guardians are expected to pick up their children or provide written notice that a child can walk home/use mass transit during dismissal time.

Unexcused early pick-ups before program dismissal or attendance less than 3 days per week will affect your child's enrollment status in the program and may lead to de-enrollment.

Sign Out and Authorized Pick-Ups

Parents & guardians or other designated individuals must sign a child out. No individual will be allowed to sign a child out without proper written authorization. **Please be prepared to show ID at any given time throughout the program year, as there are various people that are responsible for overseeing the dismissal of students.** *If you are unable to pick up between 4:15-4:30pm, please designate other individuals on your child's application who are authorized to pick up.*

Students will not be released to anyone not listed as an authorized person to pick up on their UAU application. Please be aware that we DO NOT use the blue cards that the Dept. of Education uses.

If your child is a walker they will sign themselves out at dismissal, if you would like to make your child a walker as the year continues a note/email from a guardian will need to be provided that will be attached to his/her application.

All children must be picked up by 4:30pm. It is imperative that you pick up your child at the designated time. Failure to inform director of whereabouts, lateness or emergencies will result a call to the designated police precinct. Once a student gets picked up by police, the child will be taken to the precinct for pick up.

Sick Policy

When a child is sick, UAU encourages parents/guardians to not send their child to program. We want to be careful not to spread infections of any kind, including the common cold. Children will not have a positive day if they are not feeling well, and therefore, should not attend.

A child who appears to be ill upon arrival will not be allowed to stay in programming. Any child who becomes ill while in attendance will be isolated promptly from the group and a parent/guardian will be notified to pick up their child. Signs of illness may include but are not limited to:

- vomiting or diarrhea
- inflamed mouth and throat

- colored, runny nose
- unusual crying/fussiness
- head lice
- pinkeye
- Ringworm
- Chicken pox
- Measles

A child demonstrating any signs of communal diseases will be required to provide the program with a doctor's note in order to return/continue participation in programming.

UAU staff will treat routine scrapes and cuts. In case of emergency, UAU will make every attempt to notify parent/guardians immediately if additional medical attention is required. Your authorized signature on the Emergency Medical Treatment form allows us to secure prompt medical attention if necessary.

Field Trips and Activities

Field trips provide valuable experiences for children and allow staff the opportunity to extend program activities outside of the classroom. When these opportunities arise, parents/guardians will be required to complete a permission form giving consent for their child to participate in the activity.

V. Rules and Behavioral Expectations

Discipline

UAU staff will utilize a number of positive reinforcement and behavior management techniques to create an atmosphere conducive to personal and community growth and achievement and personal accountability. The agency's goal is to provide a nurturing and supportive environment and promote a positive program experience that enhances the academic and social abilities of every participant.

UAU has a delineated Participant and Family Code of Conduct that describes the expectations and parameters that must be understood and adhered to in order to create a safe and productive environment. UAU staff, participants, and parents/guardians/families are held to the same high standards.

UAU will not discuss disciplinary matters of students to non-custodial adults in incidents involving more than one (1) student. Parents/guardians are free to discuss disciplinary matters amongst themselves.

Participant and Family Code of Conduct

Participants are to practice good manners and positive/pro-social behaviors. Participants are expected to:

- Follow program/center rules
- Respect the dignity and equality of others (participants and staff)
- Respect the agency staff, as well as program or school equipment
- Refrain from any physical aggression or verbal abuse or threats
- Behave in a polite, truthful, and cooperative manner toward staff and other participants
- Use respectful language (refraining from using profanity and derogatory or discriminatory language)
- Participate in programming activities and events
- Cooperate and respond to expectations and directions from staff

Youth will sign a Student Code of Conduct contract and the Student Code of Conduct will be posted at the site as a reminder to all participants. Programs will keep reports of participant behavior and will communicate serious incidents of misbehavior or concerns of repetitive misbehavior to parents/guardians. If a participant becomes disruptive, a verbal warning will be given. If the behavior does not improve, the participant will be removed from his/her activity for a period of time. Continued misbehavior will lead to a written notification or call to the participant's parent/guardian. Written notifications will be maintained on file. Repeated notifications of participant misbehavior will require a parent/guardian conference in order to create a behavior modification plan for the participant.

Suspensions

If a participant demonstrates a continued disregard for the rules of the program a suspension may be necessary. A participant may be suspended from programming for one to five days or longer depending on the severity and number of past incidents.

Participants will be suspended for:

- Continued violation of program rules
- Verbal or physical aggression toward other participants or staff
- Bullying or persistent name calling or intimidation
- Disrespecting or disobeying the authority of the program staff

- Verbalizing derogatory slurs pertaining to race, ethnicity, color, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, disability or sexual orientation toward participants or staff
- Knowingly possessing property belonging to another without permission
- Inappropriate touching
- Defacing program or center property
- Violating field trip rules and expectations
- Participants and parents/guardians/family members who are verbally or physically aggressive toward UAU staff or other participants

A youth that demonstrates consistent misconduct or blatant disregard to program rules will be required to go home early and be suspended from program activities. The length of time of a suspension will be at the discretion of the Program Director.

UAU is a partner with host schools and is required to report to the school principal any participant or family member involved in serious infractions of the code of conduct. Additionally, UAU is required to report to local authorities criminal offenses such as, but not limited to, assaults involving the use of a weapon, threats involving the use of firearms or bombs, sexual assault, possession of a firearm, etc.

De-Enrollment Policy

Reasons for de-enrollment include, but are not limited to:

- Severe/repeated verbal or physical aggression toward staff or participants by a participant or parent/guardian/family member
- Seriously endangering the safety of oneself or others
- Repeated suspensions that do not result in behavioral improvement
- Not adhering to attendance guidelines (3 days a week minimum/continuous early pickup)

VI. Miscellaneous

Family Involvement

Family involvement is welcomed and encouraged. Research has clearly demonstrated that parents/guardians that are involved in their children’s academic and social activities are more likely to raise successful and well-adjusted children. UAU recognizes the tremendous importance of parental involvement and collaboration. UAU encourages families to participate in all family and parenting workshops and events to support their child/ren and to engage in the UAU community at large. UAU COMPASS/SONYC Programs have an “open door” policy and as such, parents/guardians/families are encouraged to maintain an open line of communication with

UAU staff with any questions, concerns, or ideas. Kindly inform the staff if you have any concerns or if there is information that would assist us in better serving your child.

Cell Phones, Electronics, & Other Personal Devices/Valuables

UAU and staff are not responsible for, nor will replace any lost, stolen or damaged cell phones, electronics, and other personal devices/valuables. Participants must be mindful of their belongings and are encouraged to leave personal devices/valuables at home.

UAU requires that youth and families communicate issues, concerns, and notifications through the use of the phone in the UAU office and not through personal, participant cell phone. Participants are not permitted to call their parent/guardian until staff has addressed an incident; failure to comply with this policy will result in a suspension of the participant.

Contact and Medical Information

Up-to-date contact and medical information is critical to the safety and well-being of your child. Please notify the UAU Office via email with any changes to your contact or your child's medical information. There is no guarantee that a nurse will be on site and UAU staff is not authorized to administer any type of medication to students, please do so before program. This includes allergy, asthma, and all other types of medication.

If your child has nurses orders, please make the UAU office aware so we can notify the nurses office.

Mandated Reporting

UAU is a school-aged childcare provider and staff members are considered "mandated reporters." Mandated reporters are required by New York State law to report the suspicion of child abuse or neglect to the Administration of Children Services (ACS).

Notifications

All communication will be done via email, please make sure you are receiving emails from UAU and if not please reach out to the Program Director to have your email added/ updated on the list.

Please review notices and feel free to speak with the Program Director or Program Assistant. Changes may be made to scheduling and special events will be planned.

VII. Family Handbook Acknowledgement

Please sign the acknowledgment page that is included with the application and return during registration with your child's application for UAU.

Your signature demonstrates that you have received and read the UAU Family Handbook. It is an agreement that you will abide by the rules and regulations of United Activities Unlimited (UAU).



Family Handbook Acknowledgement

Please sign below and return to the UAU COMPASS/SONYC Program Director. Your signature demonstrates that you have received and read the UAU Family Handbook. It is an agreement that you will abide by the policies and procedures of United Activities Unlimited (UAU).

Child's Name: _____ **Grade:** _____

I, _____, (parent/guardian name) have received the UAU Family Handbook and agree to abide by UAU policies and procedures.

Parent/Guardian Signature

Date

United Activities Unlimited, Inc has the right to update and change any and all of the policies listed in the Family Handbook.