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Department of  
Youth & Community  
Development



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## **Family Handbook, Student Code of Conduct and Program Policy & Procedures COVID 19 Amendments**

*The following amendments listed here supersede items listed in the Family Handbook, Student Guidelines & Code of Conduct and Program Policies and Procedures as they have been previously outlined. These changed have been put in place in accordance with regulations from the CDC, New York State Department of Health, DYCD and United Activities Unlimited.*

### **Enrollment**

In order to comply with social distance regulations there will be a limited number of seats and enrollment will be on a first come first serve basis that aligns with the students assigned cohorts as well as their grades. We can only accept a certain amount of participants per grade from each cohort.

### **Hours of Operation**

Program will begin at school dismissal at 1:30pm and activities will run until 4:15pm.

### **Dismissal**

Dismissal will take place between 4:15pm-4:30pm. In order to keep foot traffic and visitors to a minimum, dismissal will take place outside. Please drive up to the Main entrance and do not get out of your car, the Program Director or Program Assistant will be outside and will call via radio walkie for your child. They will initial on the sign out sheet that you have picked up your child(ren). If you are a walker please walk to Main entrance and your child will be called for you. *Early pick up is not permitted.*

### **Attendance**

Participants can only attend on their assigned day(s) that align with their IS24 cohort assignment. Due to the limited number of days we will be in session each week, 100% attendance is required. If your child has other obligations and extracurriculars on the afternoons that their cohort is in session and cannot attend program/maintain the attendance requirements you will be de-enrolled from the program. Early pick up will also not be permitted.

### **Remote Activities**

Remote activities will be available on the UAU Google Classroom. Participants are expected to log in on the days their cohort is remote.

### **Health Screenings**

Temperature checks will be conducted daily upon arrival using a non-contact forehead thermometer. If you child is experiencing and signs of COVID-19 or is sick please keep them home that day until they are fever free for 24 hours and feeling better.

**Masks and Facial Coverings**

Masks or facial coverings must be worn at all times by all participants and staff. We will have disposable masks available in the UAU office in both youth and adult size if a participant needs one. If there is a medical or other circumstance that will prevent your child from wearing a mask for any duration of time, please communicate with the Program Director.

**Groups**

Participants will be grouped by grade and will be unable to switch groups.

**Holiday Programming, Trips, Special Events & Family Engagement**

Dates and activities for holiday programming, trips, special events and family engagement are TBD pending social distance and other COVID-19 regulations at the time these events and activities would typically occur. Should these events occur all guidelines and regulations will be followed in accordance with the CDC, NYS Dept of Health, DYCD and UAU.

**Acknowledgment**

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 COVID 19 amendments for the Family Handbook, Student Code of Conduct and Program Policy & Procedures.

Applicants’ name: (please print): \_\_\_\_\_

Grade: \_\_\_\_\_

Guardians Name: (Please Print): \_\_\_\_\_

Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use:

Date received/ reviewed: \_\_\_\_\_

Grade/ Cohort: \_\_\_\_\_