



UAAU

UNITED
ACTIVITIES
UNLIMITED

Family Handbook

2019-2020

FUNDING PROVIDED BY

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Youth & Community
Development

COMPASS
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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

Full Name : Adelina Abbadessa

Office #: 718-697-8488 EXT: 4221 EXT: 4228

Email: Aabbadessa@unitedactivities.org

Office Hours: 7:30 to 3:30

School Address : 1270 Huguenot Ave

II. PROGRAM ADMISSION

Enrollment Procedures

Generally, registration and acceptance is on a first come, first served basis. There are a limited number of spaces available.

Application

A new application must be completed for each child during the registration process for the After School Program and Summer Camp Program. Applications must be complete with supporting documentation attached (i.e.: the child's current medical physical form).

**A current medical physical form along with immunization record is required for After School and Summer Camp participation. A medical physical form must not be over one year old.*

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

After School programming operates from Monday through Friday from school dismissal until **5:00pm**. Programs are also open on select Department of Education school holidays (see individual program schedules for openings and closures).

Summer Camp programming operates from Monday through Friday from **9am to 2pm**.

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.

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/Authorized Persons are required to sign out participants as they exit the building (unless participant is a designated walker). Younger siblings/family members may not sign out participants unless they are listed on the enrollment form. It is required that parents or an authorized person sign your child out every day with correct date, time, and signature.

Any and all individuals not listed on the enrollment form as authorized individuals for pick-up will not be allowed to sign-out a child from the UAU After School/Summer Camp Program.

For participants who walk home or use mass transit, Parents/Guardians must provide written notice granting permission for their child to sign themselves out of the UAU program at dismissal.

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.

IV. 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.

Participant and Family Code of Conduct

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

- Agree 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

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
- Failure to maintain minimum attendance requirement
- Repeated early pick-ups or late pick-ups

VI. Miscellaneous

Family Involvement

Family involvement is required 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.

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 cellphone. 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 participants. Parents/guardians must notify their UAU center with any changes to their contact information or their child's medical information.

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).

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Family Handbook Acknowledgement

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

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

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

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

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