

**UNITED ACTIVITIES UNLIMITED, INC.**

**2015-2016 Beacon PS 18**



**FAMILY  
HANDBOOK**

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# I. INTRODUCTION

## **United Activities Unlimited**

United Activities Unlimited (UAU) is a Staten Island based not-for-profit agency dedicated to helping community youth grow into knowledgeable, responsible and productive adults.

UAU Afterschool programming began in 1977. Over the past thirty plus years, UAU has grown to include numerous youth development programs. Services are available for elementary, intermediate and high school youth via Afterschool, evening and summer programs throughout Staten Island.

## **UAU's Mission**

UAU's mission is to provide positive alternatives for at-risk and vulnerable youth. UAU's goal is to encourage Staten Island youth to grow responsibly, enhance their academic and social skills and improve overall well-being.

## **Program Overview**

The Beacon Center at this site is made possible through funding provided by the New York City Department of Youth and Community Development (DYCD).

## **Contact Information**

UAU Main Office-

Executive Director-Louis DeLuca.....718-987-8111 Ext. 800

Assistant Executive Director-Liz Licata.....718-987-8111 Ext. 801

UAU PS 18 Office-

Beacon Director-Guillermo Grau, M.S.W. ....718-448-4834 Ext. 7

Beacon Assistant Director-Courtney Turner.....718-448-4834 Ext. 8

Fax.....718-448-4854

Internet and Social Media-

[www.unitedactivities.org](http://www.unitedactivities.org)

[www.uaubeacon18.tumblr.com](http://www.uaubeacon18.tumblr.com)

@uaubeacon18

## **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: students who attend the school, children with siblings in the program and children who attend other community schools.

### **Application**

Each year a new application must be completed for each child attending the Afterschool Program. Applications must be complete with supporting documentation attached.

### **Family Orientation**

Family orientation is a mandatory part of the Beacon Afterschool program. In order to ensure an effective partnership with the family, a parent/guardian must attend a family orientation meeting. The family orientation will review the guidelines of the program and elaborate on activities planned for the year. 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**

The Afterschool Program operates from Monday through Friday from school dismissal to 5:00pm.

## **IV. PROGRAM POLICIES**

The following policies are in place to ensure your child has a productive, enriching, and stimulating Afterschool experience. These policies ensure that the UAU Beacon program fulfills contractual obligations and maintain vital services to the youth of the community.

### **Attendance**

All Afterschool Programs must follow the same procedures and have the same reporting requirements. Consistent and daily attendance is a mandate of the Afterschool model. Participating youth must attend the program five days a week and remain until 5:00pm.

A once a week commitment to an organized and documented religious instruction class is the only acceptable excused absence. Youth must produce documents that demonstrate the dates, times and the location of their enrollment in religious education.

The Afterschool Program is not an appropriate placement for youth if they have other Afterschool commitments or if their family does not require or desire services that last until 5:00pm each school day.

### **Early Pick-up**

The Afterschool 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 5:00pm. Early pick-ups are disruptive to students and staff. Parents/guardians are expected to pick up their children during dismissal time. Dismissal time is at 5:00PM.

If a child must attend a doctor's appointment during Afterschool hours, a written note from the doctor must be submitted upon returning to the program.

### **Dismissal**

Dismissal is at 5:00PM. 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.

All children must be picked up by 5:30PM. It is imperative that you pick up your child at the designated time.

## **IV. Rules and Behavioral Expectations**

### **Discipline**

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

UAU has a delineated Student Code of Conduct that describes the expectations and parameters that must be understood and adhered to in order to create a safe and beneficial learning environment. UAU staff, student participants and parents/guardians are held to the same 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.

Parents/guardians who are verbally or physically aggressive toward UAU staff risk immediate de-enrollment of their child from the program.

### **Student Code of Conduct**

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

- Follow Afterschool center rules
- Respect the dignity and equality of others
- Respect the agency staff, as well as program and school equipment
- Refrain from any physical aggression or verbal abuse
- Behave in a polite, truthful and cooperative manner toward staff and other participants
- Use respectful language-no profanity
- Participate in programming activities and events
- Cooperate and respond to directions

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. Staff will keep a log of student behavior and communicate with the parent/guardian regarding any incidents or concerns.

If a student becomes disruptive, a verbal warning will be given. If the behavior does not improve, a written notification will be issued and given to the parent/guardian. Written notifications will be maintained in a student's file. Three letters of written notifications will require a parent/guardian conference, in order to delineate a behavior modification plan.

## **Suspensions**

If a student demonstrates a continued disregard for the rules of the program a suspension may be necessary. A student may be suspended from programming for one to five days.

Students will be suspended for:

- Continued violation of program rules
- Physical aggression toward other participants or staff
- Bullying or persistent name calling or intimidation
- Disrespecting or disobeying the authority of the afterschool 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
- Knowingly possessing property belonging to another without permission
- Inappropriate touching
- Defacing program or school property

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 will be at the discretion of the Program Director.

## **Expulsion Policy**

De-enrollment from a program is very rare. However, reasons for de-enrollment include, but are not limited to:

- Severe/repeated aggression toward staff or participants by student or parent/guardian
- Seriously endangering the safety of oneself or others
- Repeated suspensions that do not result in behavioral improvement
- Repeated late pick-ups or early pick-ups

## **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 maintain open communication with the UAU staff. Kindly inform the staff if you have any concerns or if there is information that would assist us in better serving your child.

### **Electronic/Personal Devices & Other Valuables**

Cell phones, MP3 players, gaming devices, toys, and any other similar items are NOT permitted to be used during summer camp. If the item is visible during programming hours it will be confiscated and returned at dismissal. UAU and staff will not be responsible for, nor will we replace any lost, stolen or damaged items. Please be mindful to leave valuable items at home.

### **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 with any changes to your contact or your child's medical information.

### **Mandated Reporting**

UAU is an Afterschool childcare provider and Beacon staff members are considered "mandated reporters." Mandated reporters are required by law to report the suspicion of child abuse or neglect to the Administration of Children Services (ACS).

### **Notifications**

Please review notices and the monthly calendar. Changes may be made to scheduling and special events will be planned.

