



Manhattan Youth Recreation @ SOF  
127 E 22nd St  
New York, 10010  
646-343-7996  
[www.manhattanyouth.org](http://www.manhattanyouth.org)



Manhattan Youth SONYC After School Program 2019-2020

# Parent Handbook



## After-School Program





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### **Our Mission**

Manhattan Youth Recreation and Resources, Inc. provides the highest quality childcare and After-School programs plus academic, recreational and cultural activities for children, families and individuals who live or work in Manhattan, regardless of income. Our programs stimulate, challenge and strengthen children, teens, adults, seniors and families. Our services respond to the needs of our community. Our primary activities remain camp, After-School and our Community Center. We also engage in a number of civic issues that impact community life in Manhattan.

### **Our History**

We started providing services to a small but growing Lower Manhattan Community. Renowned as the financial center of the world, Lower Manhattan was rarely celebrated as the vital community of families, babies, toddlers and children of all ages that it is. Moreover, the well-being of our families is vital to the well-being of Lower Manhattan; to the office towers, large corporations, hundreds of small businesses, increasing numbers of cultural attractions and, by extension, to our city and nation. While average family income here is above average, averages mask the extreme range of incomes and the needs of many Lower Manhattan families - needs that predate the devastation of 9/11 and that have grown since.

In 2008 we opened the Downtown Community Center to much acclaim. Most recently we have spread our wings to include After-School middle school programs throughout Manhattan. We have also engaged in a new Outdoor Adventure program that emphasizes team work and cooperation while we hike the back mountains of our region!

### **DYCD**

The Department of Youth and Community Development (DYCD) was created in 1996 to provide the City of New York with high-quality youth and family programming. The central task of DYCD is administering available city, state, and federal funds to effective community-based organizations.

### **SONYC Program**

COMPASS NYC's middle school model also known as SONYC for School's Out NYC serves as a pathway to success for youth in 6th, 7th and 8th grades. Structured like clubs, the model offers young people a choice in how they spend their time; provides rigorous instruction in sports and arts; and requires youth leadership through service. The City itself becomes a classroom through trips and opportunities for instruction beyond a traditional learning setting. Programs are offered three hours each day, five days per week.



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### **Attendance Requirements**

Attendance is very important to our program. When absent, your child misses out on an educational, fun and exciting experience. While we do not charge for programming, we do require responsibility from our families enrolled in program as our funder requires a minimum of 80% attendance. Students must consistently attend the program activities they are enrolled in and must stay for the duration of the class. Early dismissals are a distraction to students and staff and hinder the overall success of our program. However, in the event that your child must be dismissed early or will be absent please notify Program Director, Jennifer Fogler-Tortora, in advance at [JTortora@manhattanyouth.org](mailto:JTortora@manhattanyouth.org) or 646-343-7995. Please be aware that excessive absences/early dismissals can potentially lead to your child/ren being excused from our program for the remainder of the program season.

### **Arrival**

Students must report directly to Manhattan Youth staff in **9<sup>th</sup> floor cafeteria** at the end of each school day. To ensure the safety and accountability of all of our students, they will **NOT** be permitted to exit the building after school. Any student that exits the building will not be permitted to re-enter the building therefore, will not be able to attend the program for that day. This situation will also be considered an unexcused absence.

### **Dismissal**

Dismissal begins promptly at 5:45pm each day. Children will be waiting for their parent/guardian for pick-up in the 2<sup>nd</sup> floor auditorium. **\*\* Do NOT send anyone to pick-up your child that is NOT on the pick-up list. We will NOT release participants with verbal consent.** Please be advised that we are here to ensure the safety of every child in our program. If dismissal takes a little longer than usual, please be patient with us.

- **Authorized Pick-Up** – Please be advised that students will ONLY be released to authorized persons listed in the afterschool application. Parents/Guardians should contact the MY office to add or remove authorized individuals for pick-up. Identification will be required.
- **Self-Release**- Only students that have authorization to sign themselves out will be able to do so. Phone calls will not be accepted to allow a student to sign themselves out/nor will “one-time only” cases be accepted.
- **Sign-out**- Parents must come to the 2<sup>nd</sup> floor to sign their child/ren out at the end of each day. Students will not be allowed to meet parents downstairs or outside.

### **Meals, Health Codes, and Standards**

The MY program is licensed by the New York City Department of Health and is inspected during program operation dates. The inspection reports are filed at the Day Camps and Recreation Unit. The camp conforms to the Department of Health’s Policies pertaining to camp, staff, health, safety, and facility. Our food is provided through the New York State School Foods Organization.

- **Snacks** – Parents/Guardians may provide light snacks for their child. Snack time is between 3:00pm and 3:45pm. No food or drink is allowed in the classrooms or gymnasium. **\*\* Please be sure to send your child with water to stay hydrated each day especially if he/she is on a sports team**
- **Medical Forms** – Medical forms must be on file for each child actively enrolled in the program. This medical form must be filled out, signed and stamped by the child’s pediatrician or family doctor. Medical forms are good for one year after the date indicated at the bottom of the form. This medical form will also help us identify your child for allergies or other medical needs.
- **Allergies** – Please inform the MY program administration if your child has an allergy to any specific foods (such as nuts, strawberries, peanut butter, cheese, etc.) or seasonal allergies. We will try to accommodate to your child’s dietary needs.
- **Medications** – The program does not have a nurse on staff. However, we do have trained and certified individuals in CPR/AED and Emergency First Aid. **\*\* We are NOT allowed to administer any medication to students. Asthma pumps may be provided and stored in the office. However, your child must administer the pump if necessary.**
- **Emergency Medical Treatment** – In the application for the program, there is a section that authorizes the program to provide and/or obtain necessary emergency medical treatment for your child. The Site Director or designated program staff will call 911 in cases of extreme emergencies. Parents will be contacted after the emergency medical system has been activated.
- **Incident Reports** – An incident report will be made if your child is injured during program hours. We will also contact the parent/guardian to inform him/her of the incident. The incident report will have the date and time of the incident, witness to the incident, description of what occurred and the steps taken afterwards. Incident reports will also be completed if the child comes into program with an injury/illness that was not documented by SOF officials.

## **Program Activities**

- **ARTS AND CULTURE AT MY** - Arts & Culture- will envelope everything from basic arts and craft classes to major end of season theater performances. Students will have an opportunity to showcase talents while honing in on new skills in classes that they select for themselves each season.  
**Projected classes for the 2019/20 season are as follows:** Art Portfolio, Band, Chorus DIY Crafts, Improv, Hip-Hop Dance, STEP, Mural Art, Theater, Graphic Design and Filmmaking.
- **ACADEMICS AT MY** – Academic Support – will provide all students with an opportunity to work on Homework in our Study Lab sessions. Students will have a quiet and safe space to learn and grow while completing daunting HW tasks with the help of a qualified DOE teacher and/or Activity Specialist. Students are required to bring in HW assignments, reading material and/or projects to work on independently. Additional academic assignments will be provided to those students that finish their HW early.



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- **LITERACY AT MY** - Literacy – will provide students with various opportunities to enhance their academic standing while expressing themselves through reading and writing projects. Participants will explore topics of their interest including but not limited to, personal events, social events, school events and local, and/or global events. Participants will actively enhance, oral communication, reasoning, conflict resolution, vocabulary, phonics, reading and writing comprehension.

**Projected classes for the 2019/20 season are as follows:** Creative Writing, Debate, Spanish Class, LIT Magazine, and School Newsletter/Newspaper

- **STEM AT MY** - STEM– is a hands on, multidisciplinary, collaborative, authentic learning experience in Science, Technology Engineering and Math... Participants seek answers to questions that arrive from their project based activities and will find resolutions and solutions. Participants will enhance skills by reflecting on their process taking notes and making adjustments based their findings.

**Projected classes for the 2019/20 season are as follows:** Lego Robotics, Coding, Video Game Design, Gaming Class, Minecraft, Cooking, Chess, Spa Science, photography

- **MY TEAM SPORTS** – *Leadership* – will be tryout based sports teams that focus on the overall character development of our students. Student athletes will focus on leadership through organized practices, competitive sports games and civic engagement opportunities. Students will develop sportsmanship, grit, resiliency and determination through actively engaging in Sports. Students will be expected to travel to and from games/practices.

**Projected sports for the 2019/20 season are as follows:** Girls/Boys Volleyball, Girls/boys basketball, girls/boys soccer, co-ed flag football, table tennis, softball, baseball

- **MY RECREATION** – Recreation –Health and lifestyle- will provide students an opportunity to practice a healthy lifestyle without the worry of heavy competition. Students will participate in friendly activities and competitions against other equally leveled students and/or themselves with guidance from a qualified TA or Activity specialist. Activities will enhance both physical, mental and conflict resolution skills.

**Projected classes for the 2019/20 season are as follows:** Game room, fitness class, table tennis,

If a student wishes to change his/her schedule or drop any or all after-school activities, a request must be made in writing by a parent/guardian to the Program Director. Accommodations will be made as long as space is available.

### **PROGRAM GUIDELINES**

As a community growing together and learning together we need guidelines to ensure that every member of our community feels valued and respected. We must also maintain a high level of order and consistency to make sure that our environment continues to be one that is enriching and beneficial for all of our MY participants. These are our community guidelines for running successful programs and serving our MY families.

**Personal Property:** MY is not responsible for personal property. We are not responsible if personal property is broken, missing, or stolen. Your child is responsible for their own belongings.



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**Visitor Policy:** Parents are welcome to visit the program, however they must submit a request in writing with at least 72 hours' notice. Upon written approval of the program Director, parents may stay for up to 45 minutes in the activity their child is participating in. Special sign-up application may be required.

We encourage parents/family members to attend special events, meetings and sporting events and expect parents to be respectful and follow all building/program rules.

### **Student Rules and Regulations**

1. Students must report to the cafeteria every day they are scheduled to attend afterschool. To maintain safety and accountability measures, students are not allowed to leave the building and re-enter for afterschool
  - Students who are **NOT** scheduled to attend classes are **NOT** allowed to hang out in the school building
2. Students must travel/transition with MY employees at all times. Students should not be wandering halls or traveling to activities alone. (Approved bathroom breaks are the only exception).
3. Clothing with offensive language/message should not be worn. Hats should not be worn inside of the building. Any student that is on a sports team and receives a uniform must return the uniform clean at the end of the season. **Student/Parent is responsible for a uniform not returned or damaged beyond regular wear and tear.**
4. Everyone's belongings must be respected at all times. It is unacceptable to touch, or move anyone's belongings without permission.
5. Name calling, making fun, bullying or being cruel to others is strictly prohibited.
6. Hands and feet are to be used for working, walking, creativity, and instructed physical activity during team sports, fitness, and play time. Participants are not to use their body as a means to harm or provoke another individual. Participants are also not allowed to use their hands or feet to hit or kick furniture, walls, equipment, etc.
7. Disruption of activity will not be tolerated, such as: excessive talking during instruction time or special activities. Walking around the classroom or activity area without permission. Refusal to do a specific task or participate in an activity. Talking back and not following staff instructions.
8. Students are held responsible to respect the area(s) they use and are also expected to clean up after themselves, especially after eating in the cafeteria.
9. All participants are expected to be respectful to all MY employees and guests at all times. They must listen to instructions and redirection. Blatant disrespect to an adult, without warrant, will not be tolerated.



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10. Electronics including, cell phones, iPads, game consoles, and any other electronic device that may cause distraction during activities **are NOT allowed in the program. Zero cell phone policy!** These devices will be confiscated if being used by a student. (time check, calculator, HW, etc..will not be allowed) **Please DO NOT call/text your child during program hours, if you need to speak to your child please call the office phone and we will allow you to speak to your child and/or we will gladly relay a message.**

### Consequences

△ **Warning/Write-Up** – A child may receive a warning for engaging in undesirable behavior. Usually a child will receive a warning if this is his or her first time doing so. The warning can be verbal in nature and documented for record keeping purposes. The warning can be written and sent home along with the child for a parent/guardian signature notifying them of the warning and to be sent back to the program.

△ **Parent Meeting** – A parent meeting may be required in order for a child to continue attending the afterschool program if they consistently act out or disregard program expectations. The parent/guardian will meet with the Program Director and other staff members as needed. The meeting will focus on the child's behavior and how the parent will work to support MY program expectations.

△ **Child Behavior Contract** – Similar to a parent meeting, the parent/guardian will meet with the Program Director and other staff members as needed. The meeting will focus on the child's behavior and how the parent/guardian will work to support MY program expectations. In addition, the behavior will be documents along with a time table for correction and consequences if the behavior persists. The child, the parent/guardian, and the Program Director will all sign in agreement of the terms outlines in the behavior contract.

△ **Suspension** – Children will be suspended for consistently violating or disregarding MY program expectations. Usually suspensions are 3 – 5 days in length. Depending on the incident or behavior(s), children and their parent/guardian maybe required to meet with the Program Director before returning to the program after their suspension has ended. While suspension is typically far from being the first consequence, some behaviors require a suspension as a means of corrective action.

☒ **Termination** – Terminating children from our program is always the last resort. We enjoy serving our children and their families and providing quality programming. As we are held to a high standard, we also hold our participants to a high standard. If a child consistently violates or disregards program expectations even after being corrected or warned they may be terminated from the program. While termination is typically far from being the first consequence, some behaviors are not acceptable and no other corrective action can be taken.



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**The MY has a zero tolerance policy for children engaging in the following behaviors:**

- **Discussing, threatening or planning to harm one or more students. Joking about mass shootings/tools to cause one, or any other like topic will NOT be tolerated.**
- **Constant violation of program expectations and guidelines**
- **Fighting or any physical misconduct (hitting, biting, scratching, spitting)**
- **Vandalism, destroying property and equipment**
- **Stealing**
- **Possession of WEAPONS / DRUGS / ALCOHOL / will result in the notification of the proper authorities and will lead to automatic termination**

**\*\* Children will be suspended and/or terminated if they engage in any of these inappropriate behaviors or any other behavior we deem inappropriate.**

**Please be advised that students will not be allowed to enroll for any session in the future once they are terminated from the program.**

Parent Signature: \_\_\_\_\_

Child's Name: (print) \_\_\_\_\_

 **SIGN HERE PLEASE!** \_\_\_\_\_