



Welcome Program at PS128 **A Fresh Youth Initiatives (FYI) Program** **Parent Orientation**

Welcome!

1. **Welcome Remarks:** Program Director at P.S. 128, Karen Bonilla-Phillip
 - a. About the Welcome Program (COMPASS & Advantage)
 - i. **DYCD COMPASS Elementary:** The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish. DYCD supports New York City youth and their families by funding a wide range of high-quality youth and community development programs.
 - ii. **Advantage After School Programs:** Advantage After School Programs (AASP) provide quality youth development opportunities to school-age children and youth for three hours directly after school. AASPs offer a broad range of educational, recreational and culturally age-appropriate activities that integrate what happens during the school day. AASPs also provide working parents with a safe place for their children.
2. **FYI Leadership Team Contacts**
 - a. Karen Bonilla-Phillip, Program Director at PS 128, (914) 361-5102, kbonillaphillip@freshyouth.org
 - b. Cristian Cortes, Recreation Coordinator, (914) 458-1390, ccortes@freshyouth.org
 - c. Andry Marciano, Education Director at PS 128, amarcano@freshyouth.org
 - d. Carmen Sosa, Academic Coach, (347) 455-1104, sosacarmen16@gmail.com
 - e. Wendy Pena, Deputy Director of Elementary and Middle School Programs, (212) 718-1113 ext.243, wpena@freshyouth.org
 - f. Beatriz Oliva, Clinical Director, boliva@freshyouth.org

3. Program hours / days / calendar

The program will begin on **September 18, 2023** and will end on **June 14, 2024**.

- Monday to Friday: 2:40 PM - 5:45 PM
- **Departure Time: 5:45 PM - 6:00 PM**
- Arrival: Participants will be picked up in their classrooms.



- Dismissal: Outside in the School's front yard. Incase of inclement weather, dismissal will be inside the school's auditorium.

HOLIDAYS/ PROGRAM OPEN 8:00AM-5:30PM

- Midwinter Recess 02/19/2024 - 02/23/2024
- Spring Recess 04/22/2024 - 04/29/2024
- Eid al-Fitr 04/10/2024

HOLIDAYS/PROGRAM CLOSED

- Yom Kippur 9/25/2023
- Italian Heritage/ Indigenous People's Day 10/09/2024
- Election Day 11/07/2023
- Thanksgiving Recess 11/23/2023 - 11/24/2023
- Winter Recess 12/25/2023 - 01/01/2024 (**FYI CLOSED 01/02/2024 - 01/05/2024**)
- Dr. Martin Luther King Jr. Day 01/15/2024
- Spring Recess 04/30/2024
- Memorial Day 05/27/2024
- Anniversary Day/Clerical Day 06/06/2024 - 06/07/2024

4. Pickup and Departure

You may pick up your child early between 4:30 PM - 5:00 PM. If you come after 5:00 PM you will have to wait until departure time.

Early Dismissal

Early Dismissal will be allowed, but if your child is picked up **8 times** or more within a month, due to our attendance policies your child may be removed from the afterschool program to give the space to a family that needs after school services.

If you need to pick up your child early, we need a written note or phone call in advance. Children will be released to the parent / guardian or person designated in the intake packet. Children will not be released to anyone who is not authorized to receive them under any circumstances.

The participant will be suspended for one day after three late pickups. Participants will only receive up to two late pickup suspensions. ANYTIME AFTER 6:00 PM IS CONSIDERED LATE!

5. Program Activities

Arts and Crafts
Dance
Community Meetings
Energizer
Physical Education
Yoga
Sensory Time
STEM
Outdoor Play
Read Aloud
Literacy Intervention / Support
Homework Help

6. Clothing

- a. Children should wear comfortable clothing suitable for sports, activities, and art projects that can get messy.
- b. Shoes should be closed. (Example: Sneakers) If wearing sandals and open toed shoes please make sure they have straps on the back to keep them in place.
- c. Strongly advise K-1 parents to bring an extra change of clothes for their children in case of accidents.
- d. Face coverings are OPTIONAL to be worn during the program. Masks will be provided to children who need them.

7. Foods

School lunch will be served, but your child can bring food from home if they do not like food from school.

If your child has dietary restrictions such as vegetarianism or allergies write a note to the Program Director stating the restriction accompanied by a letter from your doctor. The school cafeteria will be able to make changes to comply with your child's diet.

8. Security and Supervision

The Welcome Program is approved by the Department of Health (DOH). We must abide by all DOH rules including the following:

Staff ratio per child:

- If the children are 3-5 years old : The staff ratio per number of children is 1:8
- If the children are 6-9 years old: The staff ratio per number of children is 1:10
- If the children are 10-12 years old: The staff ratio per number of children is 1:15



Children will be supervised at all times. They are never allowed to leave the classroom or building alone. Please re-enforce this rule for the safety of your children.

A. COVID-19 Protocols

- a. Children and staff are required to practice hand hygiene upon arrival to the program; between all program activities; after using the restroom; before eating, and, before departing the program.
- b. If a student begins experiencing symptoms in school or at FYI, they will be isolated and monitored by a dedicated staff member until they are picked up by their family. The isolation room for COVID-19 related illness is located in the nurse's office.

9. Absences and Tardiness

If your child is sick, call Karen Bonilla-Phillip at (914) 361-5102. You can also contact us at (914) 458-1390. Children are expected to participate every day, rain or shine.

If a child does not meet our 80% attendance rate, that is equivalent to a total of 20 days, they will be asked to leave the program. This is to give the opportunity to another family in need a chance to be a part of the program. **Absences related to COVID-19 will not be counted against your child.**

10. Electronic Devices

FYI follows PS 128's electronic device policy. We understand that students carry electronic devices such as phones and tablets for emergency reasons. We ask that you please explain to your son/daughter that these devices are for emergency use only and not to be used for entertainment during program time. Electronic devices are ONLY permitted for online homework purposes. Technology will ONLY be used by staff for the facilitation of activities.

11. Behavior and Discipline

The Welcome Program is dedicated to creating a safe and positive environment for all participants.

Staff members use approved health methods to help children do their best to achieve their best and manage behavior problems. At no time will staff use corporal punishment or yell at children. Employees employ clear rules and expectations to emphasize and reinforce positive behavior. All participants are expected to follow the values and standards of our community tree.

To keep our program safe, the following behaviors are ABSOLUTELY NOT allowed:

- Physical fighting or violence of any kind
- Bullying

- Threatening another child
- Weapon possession
- Running out of the building or away from the group
- Use of drugs or alcohol.
- Stealing
- Damage to the property of others

If any of the mentioned behaviors occur, the Program Director, Karen Bonilla-Phillip, will handle the situation and act as necessary after assessing the matter.

12. Expectations of the staff

Parents are invited to be partners with FYI in keeping children safe. Keeping children safe and treating them with kindness and respect is a priority for FYI. To that end, staff members cannot participate in any of the following actions:

- Offer you or your child a ride in their personal car
- Administer medication to participants
- Visiting your home for reasons unrelated to FYI.
- Give gifts or money to your child (There are some exceptions. For example, the group leader can give gifts to all participants at the end of a group. In these cases, small gifts such as a book or a photo of a group can be shared.)
- Communicate with your child on any personal social media platform, even after the child has graduated from the program or when an employee no longer works at FYI.
- Sharing (excessive) information about their personal life.
- Tell the child that he or she is the staff member's favorite participant.
- Offer to babysit or tutor your child outside of FYI services.
- Invite the child to individual activities, trips or sleepovers that are not FYI related (each activity requires a signed permission from the parent / guardian).
- Share secrets with the child or tell the child to keep secrets (e.g. "Don't tell anyone...", "Keep this to yourself but...", "You won't tell anyone right?", etc.)
- Threaten the child.

When disciplining children, staff members **cannot**:

- Yell at the kids
- Use corporal punishment
- Withhold food as punishment
- Isolate children
- Make fun of the child; use sarcasm



If your child reports any of the above behaviors, or if you have any concerns, you should immediately contact the Program Director. Your identity will be protected and you and your child will not suffer any repercussions.

If you have any concerns about your child, contact Karen Bonilla-Phillip immediately at (914) 361-5102.



WELCOME PROGRAM COMMUNITY TREE

COMMUNITY TREE VALUES:

1. Respect
2. Safety
3. Learning
4. Kindness
5. Responsibility

SAFETY EXPECTATIONS / BIG NO's:

1. Keep your hands and feet to yourself. / Physical violence
2. Talk to others the way you want to be talked to. / Verbal abuse
3. Stay with your group at all times. / Walking out of your group

CLASSROOM EXPECTATIONS / RULES:

1. I respect my peers, FYI staff, and classroom space.
2. I keep my body and peers safe.
3. I grow my brain by trying and learning new things.
4. I show kindness to myself, peers and FYI staff.
5. I am responsible for my words and actions.

CONSEQUENCES OF OUR COMMUNITY TREE

1. **First Action:** 1 on 1 meeting between the participant and the participant's Staff member. The Staff member will provide a brief description of the behavior and community value(s) that the participant is having trouble following.
2. **Second Action:** Restorative meeting with the Program Director or Program Coordinator, the Staff member, and participant. The Staff member will provide a brief description of the behavior and community value(s) that the participant is having trouble following.
3. **Third Action:** Program Director or Program Coordinator **call parents** and **send a letter home** to be signed and brought back. The Deputy Director, School Point Person for students, and possibly the FYI Clinical Team, for referral, will be notified of the behavior incidents.
4. **Fourth Action:** A **behavior contract** will be created with the participant to address their behavior and **meet with the parent**. A **specific and appropriate consequence** will also be identified for the behavior contract. The Deputy Director, School Point Person for

students, and possibly the FYI Clinical Team, for referral, will be notified of the behavior incidents.

5. **Fifth Action:** Participant is **issued a specific and appropriate consequence immediately**. A **suspension is issued** to the participant as the consequence, or along with the other consequence. Upon the return of the participant from their suspension, **a two-week trial period begins**. The participant's behavior contract is still in effect. The Deputy Director, School Point Person for students, and possibly the FYI Clinical Team, for referral, will be notified of the behavior incidents.
6. **Final Action:** There will be a reevaluation of participant in the program, leading to a **possible expulsion from FYI**. Any expulsions from FYI are approved by the Deputy Director. Meeting with Program Director, Deputy Director, and Parent.