

Greater Ridgewood Youth Council

GRYC
After School
2015-2016



Program

Student/Parent Manual
SONYC Program @
Middle Village Prep

(718)869-2933
Ext. 450

Hours of Operation

Monday-Friday

4:00 pm - 6:00 pm

Saturday 9:00-12:00pm

Grades 6,7,8

Website: www.thegryc.org

Concho Council, Program Director

Janine Mahon, Director of Program Operations

Walter Welsh, Director of Program Operations

Xiomara Pina, Program Coordinator

Bob Monahan, President

Licensed by the New York City Department of Health and Mental Hygiene
Funded by the NYC Department of Youth & Community Development

The GRYC is a not-for-profit organization that has been serving youth and families throughout Queens since 1980. The agency provides a variety of programs that successfully service over 2,500 participants on a DAILY basis. GRYC programs include: 5 - Full Day UPK classes, 20 - COMPASS / SONYC Programs, Young Adult Internship Program, Summer Youth Employment Program, Adult Literacy, and a Beacons Program to name a few. All of these comprehensive efforts focus on education, recreation, counseling, career and college readiness, and employment opportunities.

The GRYC is an Equal Opportunity Employer/Program and has grown to a staff of over 300 Full & Part Time Employees. GRYC programs are funded by the New York State Education Department, New York City Department of Youth & Community Development, Department of Education & collaborates with many NYC City & NYS Elected Officials who provide additional funding to enhance all of these efforts.

All GRYC COMPASS/SONYC After School Programs offer the ultimate after school experience for students. Each participant is our # 1 priority. GRYC's caring and highly trained staff provide students with fun learning experiences that extend the School Day in a creative way. The After School Program offers each participant with an opportunity to socialize with their peers in a structured, well supervised, & healthy environment. Participants are also provided with opportunities to express themselves through sports, art, music, dance, and creative writing. All of our activities are designed to enhance student's physical, emotional, and mental development.

Disciplinary Plan

Description: For cases involving misconduct, the following procedures will be in effect for participants in the After School program:

1. **First Incident:** Participant is given a warning and their parent is contacted.

2. **Second Incident:** Participant will receive at least three days suspension (upon Program Director's discretion) with a notice sent to his/her parent informing them of the reason for suspension and when they may return. The participant and parent will be warned that the next incident will lead to removal from the After School setting. The parent will be contacted by phone or personally as to why the participant has been suspended.

3. **Removal From After School:** If a participant is found to be a threat to other participants or to the structure of the program, the participant may be immediately removed from the program, at any time during this process, at the Program Director's discretion. All incidents leading to removal will be documented in an incident log book and the parties will be notified as to the final decision. If a participant has been suspended and continues to not cooperate with the rules of the program, he/she may also be removed.

Participant Records

The GRYC is required by the NYC Department of Health and Mental Hygiene to keep accurate, up-to-date records for each participant. Therefore, no student will be permitted to attend the SONYC After School Program without a fully completed application.

REGISTRATION FORM:

- Emergency information and contacts
- Special needs or accommodations/chronic physical and mental problems
- Dismissal authorization
- Participation agreement and release
- HEALTH FORM (must be completed by doctor)
- Immunization information
- All medications being taken

Any changes must be sent, in writing, to the Program Director immediately.

Confidentiality

All GRYC SONYC programs respects the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records and any other information concerning their child.

The practice of maintaining the confidentiality of written and verbal information and records is a basic ethical policy in all GRYC programs.

Age Groups

The SONYC Program is designed to serve Junior High School Students. Participants are therefore in the 6, 7 and 8 grades. Groups will be **assigned according to age and grade based on enrollment**. Uneven numbers of certain ages may dictate that minor adjustments to this policy be made.

Participant Success

These skills are basic guidelines for successful program participation. We recommend that everyone either meets or exceeds these standards with minimal assistance:

- Actively participate in all activities
- Follow Program Rules and Regulations and accept directions and structure as necessary
- Be open to new activities
- Take turns and share in a cooperative manner
- Respect staff, each other and themselves

Staff

All After School staff have been trained in health and safety procedures, age appropriate games & activities, positive communication, and conflict resolution. All adult staff have been fingerprinted, investigated and cleared by NYC and NYS.

Snack

All participants will receive a **snack** at the start of the SONYC program.

Drop-Off

At the end of the School Day, students are required to go directly to the SONYC After School Program. The GRYC staff assumes responsibility for participants upon their arrival to the designated meeting area. At that time, attendance is taken and program activities begin.

Pick-Up & Dismissal

At the JHS level, students have two methods of being dismissed. Those students who have permission from their parents to walk home without an escort are allowed to do so. All other students are brought to a secure area for authorized pick up.

Parents must give written authorization/permission for the participant to be escorted home by their legal parent/guardian. Parents indicate this information on their registration form. No student will be released to any individuals who are not authorized on their form, unless communications are received prior to the pick-up.

You may add or delete names in writing at any time. Please also be aware that parents or designated pick-up persons may be asked to show valid ID before a participant can be released.

Late Pick-Up

In accordance with our licensing regulations, if any participant is NOT picked up at the dismissal time, and we are unable to contact someone in a reasonable amount of time (20 minutes), the participant must be considered abandoned and the GRYC must call 9-1-1 and make a report to the NYPD. This is the law in New York State.

Behavior

The following are examples of unacceptable behavior that will not be tolerated and will be just cause for Disciplinary Actions and/or dismissal from the SONYC After School Program:

- Hitting—Fighting—Physical Harm
- Profanity—Weapons
- Temper Tantrums—Biting—Spitting
- Verbal Abuse—Refusal to Cooperate
- Stealing
- Leaving Assigned Areas
- Drugs/Tobacco
- Sexual Misconduct

GRYC Staff will...

- Teach ground rules...Offer realistic choices
- Clarify expectations...Be a positive role model
- Encourage problem solving...Be willing to start over
- Negotiate ...Talk about it
- Redirect participant's attention...Be consistent
- Rearrange environment...Offer assistance
- Establish eye contact...Avoid threats
- Establish mutual respect...Provide encouragement