



# Parent Manual 2021

Location:

**P.S./M.S. 214**

1970 West Farms RD New York NY 10460



**To inspire youth to persevere in educational opportunities, leadership development and citizenship driven to success outcomes.**

**The true uniqueness of each person requires that they be treated with loving concern and gentle kindness.**

**Every scholar has potential to do GREAT!**

**Give greater support through caring, leadership and dedication.**

## **Program Philosophy and Goals**

- To create pathways for scholars to learn and sustain academic grades above 75%.
- To provide a safe and supportive environment for scholars after school where every scholar feels welcome and valued.
- To provide services that are aligned with and complement the instruction and services provided during the school day.
- To improve family involvement in their children's artistic and academic endeavors.
- To build strong character traits that will enable them to be successful, every day!
- Ensure scholars are showing their full potential through extracurricular activities such as but not limited to art, sports, theatre, dance, media and academics.

Greetings!

Welcome to SoBRO's Afterschool Program at P.S./M.S. 214 and thank you for choosing our services.

We are excited to be your Program Director for our Afterschool Program of 2021. We are so eager to lead our agency mission and core values at P.S./M.S. 214/Sobro. We will make this school year fun and full of learning, memorable experiences with enjoyable interactive activities including academic enrichment. We look forward to encouraging your scholar to meet, or exceed, his or her highest potential along the way.

Our team of staff is more than prepared to welcome your child(ren) in our program. We are certain that each member of staff is ready to utilize their own full potential to guide your child to move beyond expectations.

The partnership between parent/guardian and P.S./M.S. 214/SoBro is critical to your scholar's success, and we are looking forward to building a strong partnership with you. At any time, please feel free to contact me with any questions, ideas and/or concerns.

We look forward to a magnificent school year of helping your scholar develop as a leader and a thinker. We will be holding your scholar and ourselves to an exceedingly high standard to ensure that we are going beyond the expectations of the program.

Thank you in advance for your ongoing support.

Sincerely,

Daneka McRae & Eneyeme Adekoye  
**Program Directors**

### **Afterschool Dates and Details**

**Location:** P.S./M.S. 214, 1970 West Farms RD, New York, NY 10460

**Start date:** Monday, November 1, 2021 **(TENTATIVE & SUBJECT TO CHANGE)**

**End date:** June 17<sup>th</sup>, 2021 **(TENTATIVE & SUBJECT TO CHANGE)**

**Program closed:** All holidays & DOE holidays; Winter Recess, Mid-Winter Recess and Spring Recess Breaks **(TENTATIVE & SUBJECT TO CHANGE)**

### **Ages served**

5 to 11 years old (Elementary school grades K-5<sup>th</sup>)

10 to 14 years old (Middle school grades 6-8).

### **Operating Hours & Time**

Monday – Friday

2:35 pm – 5:35 pm

### **Parent orientation:**

Friday, October 22, 2021 (TBD)

### **On Site Program Directors**

**Daneka McRae - [Elementary School]**

(Email) Dmcrac@sobro.org

**Eneyeme Adekoye - [Middle School]**

(Email) Eadekoye@sobro.org

### **Program Main Office Location/Contact Name & Number:**

**Jason Garcia, Program Director of School Based Programs**

555 Bergen Ave, 3<sup>rd</sup> Floor

Bronx, N.Y. 10455

(718) 292-3113(P)

(718) 292-3115(F)

jgarcia@sobro.org (E)

### **Proper Attire**

All Afterschool participants must wear the designated P.S./M.S. 214 uniform every day. For field trips, participants should wear SoBro T-shirts, if applicable. All uniform procedures should be in place.

### **Afterschool Fees**

FREE

Please provide lunch & Snack for trips or daily program if your child does not like meals provided by school.

### **Registration Requirements**

- After School Application/ Apply online: <https://discoverdycd.dycdconnect.nyc/home>
  - Search Programs for **12X214**, & select “**Elementary**” or “**SONYC Middle School**”
- Trip consent form (If & when applicable)
- Medical/ immunization records as required on application
- Attend 1 parent orientation or meet with Program Director or Assistant Director

### **Parent/Participant Responsibilities:**

- To be treated fairly and with respect.
- To have your questions answered honestly and fairly.
- To speak to the Program Director, Assistant Director and/or Afterschool Dean about any questions or concerns.
- Completed all required documentation as mandated by SoBRO after school program.
- Ensure the child has 100% attendance.
- Provide the program with the correct home, business, and emergency telephone numbers. **Keep this contact information updated!**
- Provide the program with the correct **escort/pick up information** for leaving the program.
- Attend regularly scheduled family events and family meetings.
- Safeguard program equipment and facilities. Destruction or defacing of property is prohibited.
- You are responsible for your child after you have signed him/her out or if he/she is authorized to walk home alone at the end of the program day.
- **To understand that the program does not allow any child to use cellular phones, or toys during program hours. (The program will not be responsible for any lost, damage or stolen property).**
- You should always conduct yourself in a professional manner, during the program (any inappropriate behavior, attire, or language will not be accepted).
- Enter or leave only from designated exit doors.

## **Scholars' Responsibilities:**

### **Scholars are expected to:**

- Follow the program rules as well as the rules of each of the staff members.
- Respect the Rights and Property of the program and other scholars.
- Resolve conflicts peacefully without fighting or name calling.
- Be respectful and courteous to all staff and fellow scholars.
- Never leave the classroom without the permission/supervision of an adult.
- Never run in the hallways or within the classroom so as not to hurt yourself or anyone else.
- Take proper care of all P.S./M.S. 214 classrooms, the contents of the rooms, and all property belonging to the SoBRO Afterschool Program .
- Never endanger yourself or other participants or staff.
- Use respectful, appropriate language towards staff and other scholars.
- Keep your hands, feet and objects to yourselves.
- Report anything that causes discomfort towards them to a respective staff.

### **Dismissal Policy (Afterschool)\*:**

- For safety reasons, the only personnel allowed to pick up a scholar are those who are listed on the authorized pick-up list.
- All individuals authorized to pick up your child must have a proper photo ID and must sign your child out.
- Scholars who have written permission to walk home alone will sign themselves out and promptly be dismissed at 5:35pm.
- We ask that Students/Parents notify the program, if any, discrepancies during dismissal.
- Dismissal begins at 5:35. Scholars should be picked up no later than 6:00pm sharp.
- If a parent/guardian is consistently late, we may have to reconsider the child's participation in the program. Our last resort is to terminate a participant.

***\*All authorized pick personnel MUST provide a valid ID to pick up a child. No excuses.***

## **Outdoor Activities & Trips**

- Students will learn the buddy system and practice how to walk appropriately outdoors and on trips.
- We will be using public transportation and yellow buses to travel.
- Staff will conduct headcounts every 15 minutes to ensure your child's safety.
- We may also be travelling to local parks for outdoor recreation engaging in sports activities such as basketball, football, and kickball.
- A permission slip will be granted to your child for any scheduled field trip and/or event.  
**All permission slips must be signed by a parent/guardian.**

Follow and abide by All Covid-19 policies and CDC regulations as required by the state.

### **Ratios & Staff**

- There will be at least two staff members per class that will stay with the class throughout programming hours. They will assist teachers and the activity specialists with any scheduled academic enrichment activities during the afternoons.
- Most staff members are continuing their employment from the Sobro Afterschool program or have had experience working with children & families.
- New staff and returning staff are required to attend 3 days of extensive training in areas such as classroom & behavior management, supervision, conflict resolution, student engagement, professionalism, etc.
  - Please see staff to student ratios below.

<b>Middle-School aged</b>	<b>1:15 (indoors)</b>	<b>1:5 (outdoors)</b>
<b>Elementary-School aged</b>	<b>1:8(Indoors)</b>	<b>1:5 (outdoors)</b>

### **Snack**

- This program provides snacks/meals through the School Foods program.
- Students will be able to eat school provided snacks daily.
- If your child does not prefer the school meals provided, we recommend that he or she pack a meal every day.

The after-school snack menu is subject to change but can be found on <https://www.schools.nyc.gov/school-life/food/menus/after-school-meals?value=s3#menuDiv> .

### **Attendance**

- We expect all participants to attend daily for the entire program.



- Attendance will be taken daily.
- Participants must sign in and at the end of the day if they are allowed to walk home alone, they must sign themselves out as well.
- If they are not authorized to WHA an authorized parent or guardian listed on the child's registration form can only pick the child up and be allowed to sign them out on the daily attendance sheet located at the front desk when entering the building.
- If a person picking a child up is not listed on the registration form, they will not be allowed to leave with that child without written consent.
  
- Please notify the program via email; if your child will not be in attendance on any given day.
  - **Daneka McRae - [Elementary School]**
    - (Email) Dmcrac@sobro.org
  
  - **Eneyeme Adekoye - [Middle School]**
    - (Email) Eadekoye@sobro.org
  
- Any child without proper consent will be held until a parent/guardian is contacted for approval. This process can take up to an hour.

### **Afterschool activities**

- All participants are required to participate in scheduled activities.
- Participants will be engaged in fun, educational and enrichment activities that will develop social emotional skills, encourage positive behaviors and creativity while creating a sense of pride and unity amongst their peers.
- Any academic enrichment with activities will be facilitated by trained DOE teachers during the school year.
- We may provide activities such as (but not limited to) creative writing, STEM activities, theatre and much more that will infuse mathematics and literacy to prepare your child for the school year.
- In the evenings, students will engage in a choice of activities including art, dance, theatre, game room, music and much more.
- Each child will pick an activity that they will engage in daily.
- We may visit local parks for recreation and sports activities therefore we recommend participants to wear comfortable clothing and bring a bottle of water every day to reduce heat exhaustion and or dehydration.



## Friday

Time	K	1-2	3	4-5	6	7	8
2:40 - 3:10	Attendance & Snack	Attendance & Snack	Attendance & Snack	Attendance & Snack	Attendance & Snack	Attendance & Snack	Attendance & Snack
3:10 - 3:30	MTI	MTI	Art Robotics	Food & Fun	MTI	MTS	Performing Arts/Dance
3:30 - 4:30	Food & Fun	Sensory Mash-Up	MTS	MTS	Performing Arts/Dance	Performing Arts/Dance	Food & Fun
4:30 - 5:25	Performing Arts/Dance	Culture	MTI	MTI	Inside Computers	Food & Fun	MTS
5:25 - 5:30	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

**NYCC - Not Your Common Core (Homework Help)**

**MTI - Move To Improve**

**MTS - More Than Sports**

**DIY - Do it Yourself [art]**

**Dismissal in Cafeteria\***

***\*Schedule and activities offered are subject to change. All students participating in an extracurricular activity during afterschool hours must be registered with the SOBRO afterschool program.***

## **Emergencies & Safety Procedure**

In case of an emergency, the parent/ guardian will be contacted immediately. A Nurse will be available in the school building, and first aid/ CPR certified staff members will be present in the building at all times. We always have first aid kits readily available.

For medical emergencies, students should always carry their asthma pumps; epi-pens etc. and know how to properly administer medication on their own. Staff are only allowed to assist. It is important that parents/ guardians let the program know of any medical issues and list them on the application, so we know how to respond in advance.

Staff are trained to respond to emergencies and always perform headcounts. We have specific steps that we take to ensure your child's safety during outdoor activities and trips, medical emergencies, and missing child situations. The local police station, fire department and hospitals know that we are operating an Afterschool Program.

**Local Hospital: St. Barnabas Hospital**

**Local Precinct: NYPD 48<sup>th</sup> Precinct**

**Local Fire Department: FDNY Engine 45, Ladder 58, Battalion 18**

## **Early Dismissal**

We understand that there may be days in which you must pick up your scholar before the program has ended due to family emergency, Doctor/ Dentist Appointments, etc. Please keep in mind that leaving the program disrupts your child's routine as well as the scholars in his/her class. We kindly ask that you try to let us know a day or two in advance or send a written statement so that we have something in writing. You can always contact the program in the morning to inform us that you will be picking up your child early or your child will have to leave early. Otherwise, we expect full day participation.

## Code of Conduct

This program will not allow inappropriate behavior. This includes, but is not limited to, the following:

1. Disrespect of any kind or not following directions from the Program Director, Educational Specialist, Teacher, Program Assistant, Activity Specialist, Group Leaders, Volunteers/Interns within our program, security personnel, or any adult affiliated with our program.
2. Harming another child in any way: (i.e., fighting, hitting, pushing, shoving, arguing, bullying, spiting etc.)
3. Talking back from any scholar at any time. We have Zero Tolerance for this behavior.
4. Leaving the P.S. 214 school building or out of sight of a staff member while outside the building or school grounds without prior written consent of a parent / guardian.
5. Damaging school property, including (but not limited to) teacher desks, student desks, hallway walls, bathrooms, gymnasium / cafeteria property, as well as SoBRO equipment.
6. Cursing, profanity, bullying, or any type of racial/biased, harassment slur towards anyone involved in our program.
7. Running in the hallways or around the classroom.
8. Scholars must participate in all choice activities.

The following acts will be cause for **IMMEDIATE DISMISSAL** from the SoBRO Afterschool Program

- Falsely setting off Fire Alarms
- Stealing another person's, school and/or after school property
- Physically assaulting another scholar or staff member
- Excessive talking back/ misbehavior
- Continuously leaving the building or out of sight of a staff member; leaving classrooms excessively without permission.

Behaviors that disrupt the class but do not call for immediate dismissal, such as yelling, arguments with other students, lack of participation, etc. will be handled with program staff.

## **Prohibited Items**

We are closely following the model of P.S./M.S. 214 and the principal's regulations. Scholars **may not** come to the school building with the following items on school property or at school events without the explicit written permission of the administration and program director.

- MP3 players, cell phones, beepers, cameras, electronic toys, or any other electronic devices of distraction.
- Gambling devices such as dice or playing cards.
- Tobacco products, cigarette lighters, matches, drugs, alcoholic beverages, inhalants, or any such look-a-like.
- Firecrackers, fireballs, cheery bombs, stink bombs, etc...
- Gang paraphernalia such as rags, bandannas, jewelry, etc...
- Weapons, look-a-like weapons, knives, screwdrivers or other items designed or easily used to cause physical harm
- Medications or pills
- Animals or pets
- Skateboards or scooters
- Any sharp metal objects

\*Any scholar who brings any of the items listed above to the school building will report to the director of the program and receive disciplinary action.

### **Disciplinary Action Plan:**

<b>Student's behavior</b>	<b>Consequence</b>	<b>Comments</b>
Inappropriate language and volume	Counselor will log behavior	Includes disruptive arguments and talking loudly in hallways and in a classroom setting
Unauthorized touching or play	Student's parent or guardian will be contacted	Includes play fighting and running around in the classroom and or hallways
Disrespect towards teachers and staff	Parent or guardian will be contacted and if this behavior continues, a behavior contract will be issued	The Director, parent, student, and afterschool staff member must sign off on the contract. If that contract is breached, students will get suspended
Leaving program without permission from parent or guardian	Behavior contract will be issued, and parent contacted.	This is a liability and will not be tolerated. If we cannot contact a parent or guardian, the child will not be released from the program
Threats, teasing, stealing & bullying	Will speak directly to Dean. May be subject to suspension.	EMOLIOR /SOBRO has a zero tolerance for bullying
Physical altercations	Suspension. If this behavior happens again, the student will be terminated from the program.	Includes fighting and aggressive touching. Suspension time is determined by the dean and the Director of afterschool.

We encourage individuality and independence, but each child must be able to interact within the group's limits. Unfortunately, there are times when our scholars display inappropriate behavior that requires consequences for that scholar to continue participating in the program. Please see details and action plan below.

- ✓ The same rules apply for Afterschool as they do for the school day.
- ✓ Each counselor keeps a behavior logbook and will log consistent disruptive behavior daily. If the misbehavior continues the student may be subject to speaking with the dean, suspension and/or termination.
- ✓ After-school staff and teachers are trained to mediate and solve problems to the best of their ability.
- ✓ The last resort is to terminate a student from the program.
- ✓ We ask that parents work with us on improving student's behavior and making sure that your contact information is up to date so we can communicate as needed.

Thank you so much for choosing our program for your child's After-School experience. Please feel free to contact us regarding any questions or concerns you may have.



## Afterschool Program Commitment form

I \_\_\_\_\_, parent/ guardian of  
\_\_\_\_\_ have read the detailed Afterschool  
regulations stated in the parent manual and understand that my child and I  
must adhere to the programs regulations for my child to continue his/her  
participation in SoBro's SONYC Afterschool Program at P.S./M.S. 214.

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

