

UNITED ACTIVITIES UNLIMITED, INC.

Children's Activities After Three CAAT Family Handbook

September 2025

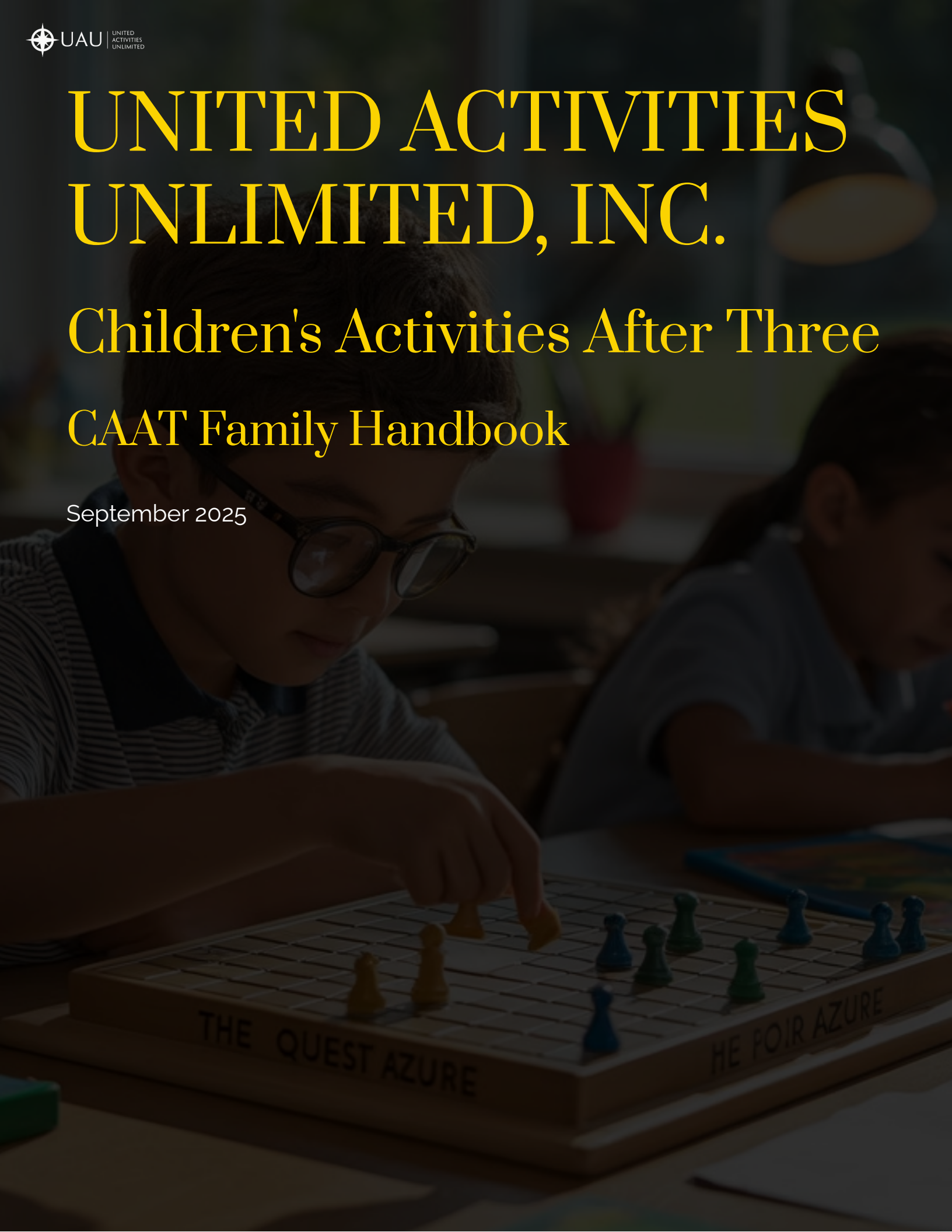


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I. INTRODUCTION

I.a 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 after-school programming began in 1977. Over the past forty years, UAU has grown to include numerous comprehensive youth development programs. Services are available for elementary, intermediate, and high school youth via after-school, evening, and summer programs throughout Staten Island.



1.b UAU's Mission

UAU's mission and goal are to encourage Staten Island youth to grow responsibly, enhance their academic and social skills, and improve overall well-being.

1.b.i Program Overview

Children's Activities After Three Programs (CAAT) activities will be supervised by experienced NYC Department of Education-licensed teachers and paraprofessionals from each host school who will provide a safe, educational, and fun environment. Snacks will not be provided. Program activities will include, but are not limited to, homework help, arts and crafts, and age-appropriate recreational sports games.

1.b.ii Contact Information

1.b.ii.o.a UAU Main Office

Executive Director
– Steven Matteo
718-987-8111 Ext
800

Director of
Operations –
Angela Lesane
718-987-8111 Ext
810

CAAT Program
Director –
Michelle
DeLorenzo
(917)-416-8758
718-987-8111 Ext
822

2. PROGRAM ADMISSION

2.a Enrollment Procedures

UAU programming is open to all students who attend the school where CAAT is operating. Generally, registration and acceptance are on a first-come, first-served basis. Parents must enroll their children in August to guarantee a spot in the CAAT Program. No child will be admitted to the program the same day as registration. All appropriate paperwork must be approved by the office staff before the child's start day.



2.a.i Application

A new application must be completed for each child each year they attend the CAAT Program. Applications must be completed with supporting documentation attached (i.e., the child's current physical form).

2.b Hours and Days of Operation

- ❶ CAAT operates on Monday through Friday from school dismissal until 6:00 pm. Whenever the host school is officially closed due to holidays, weather, or Parent/Teacher Conferences, the CAAT program is closed.

3. PROGRAM POLICIES

The following policies are in place to ensure your child has a productive, enriching, and stimulating after-school experience. These policies ensure that CAAT both fulfills our contractual obligations and provides the highest-quality services to the youth of our community.

3.a Dismissal

Dismissal Time

Dismissal is no later than 6:00 pm. for the CAAT Program.

Sign-Out Procedure

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.

Late Pick-Up

UAU does not offer childcare after 6:00 pm.

4. Rules and Behavioral Expectations

4.a Discipline

The UAU staff will utilize several 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 program experience that enhances the academic and social abilities of every participant.

UAU has a Participant Code of Conduct that describes the expectations of all participants. All participants must understand and adhere to this Code of Conduct to create a safe and productive environment for all. UAU staff, participants, and parents/guardians/families are held to the same high standards.

4.a.i Participant Code of Conduct

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

- Follow center rules

- Respect the dignity and equality of others (participants and staff)

- Respect the agency staff, as well as program and school equipment

- Refrain from any physical aggression or verbal abuse, or threats

- Behave in a polite, truthful, and cooperative manner toward staff and other participants

- Use respectful language (refraining from using profanity)

- Participate in program activities and events

- Cooperate and respond to expectations and directions from staff

- Refrain from engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.

CAAT centers will maintain reports of participant behavior and communicate with the parent/guardian about any serious incidents of misbehavior, or concerns of repetitive misbehavior. If a participant becomes disruptive, a verbal warning will be given. If the behavior does not improve, the participant will be removed from his/her activity for a period. Continued misbehavior will lead to a written notification or call to the participant's parent/guardian. Written notifications will be maintained in a participant's file.

4.a.ii Suspensions

If a participant demonstrates a continued disregard for the rules of the program, a suspension may be necessary. A participant may be suspended from programming for one to five days. Participants 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 about race,
ethnicity, color,
national origin,
citizenship/immigratio
n status, religion,
gender, gender
identity, gender
expression, disability,
or sexual orientation
toward participants or
staff

Knowingly possessing
property belonging to
another without
permission

Inappropriate touching

Defacing program or
center property

Parents/guardians
who are verbally or
physically aggressive
toward UAU staff or
other participants

A youth who demonstrates consistent misconduct or blatant disregard for 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.

4.a.iii Expulsion Policy

Reasons for de-enrollment include, but are not limited to:

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

4.a.iv Cell Phones, Electronics, & Other Personal Devices/Valuables

- ⊗ Cell phones, electronics, and other personal devices/valuables are not permitted in the CAAT Program. UAU is not responsible for the loss of or damage to these devices.

4.a.x Contact and Medical Information

Up-to-date contact and medical information is critical to the safety and well-being of participants. Parents/guardians must notify the Teacher in Charge as well as the CAAT Supervisor of any changes to their contact information or their child's medical information.

4.a.xi Mandated Reporting

- ⓘ UAU is a school-aged childcare provider, and staff members are considered "mandated reporters." Mandated reporters are required by New York State law to report the suspicion of child abuse or neglect to the Administration of Children's Services (ACS).

5. Family Handbook Acknowledgment

Please sign below and return to the CAAT Teacher in Charge. Your signature confirms that you have received and read the UAU Family Handbook. It serves as your agreement that you will abide by the policies and procedures of United Activities Unlimited, Inc. (UAU).

United Activities Unlimited CAAT

Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____

I, _____, (parent/guardian name) have received the UAU Family Handbook and agree to abide by UAU policies and procedures.

_____	_____
Parent/Guardian Signature	Date