

UNITED ACTIVITIES UNLIMITED, INC.

COMPASS / SONYC Programs Participant & Family Handbook

2026–2027 School Year

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I. About 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 has served Staten Island since 1977. Founded by community activists who stepped in after the city's budget crisis shuttered after-school programs, UAU began as a single free program for kids who had nowhere to go. Today, the agency provides afterschool and summer programming, community centers, workforce development, prevention education, counseling, and family support services across the borough.



Program Overview & Contact Information

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

Program Overview

The COMPASS/SONYC programs are funded by the NYC Department of Youth and Community Development (DYCD). **COMPASS** (Comprehensive After School System of New York City) serves elementary school students in grades K–5. **SONYC** (School's Out New York City) serves middle school students in grades 6–8. DYCD covers the cost — families are charged no tuition. Programs provide activities in academic enhancement, leadership skills, social and emotional learning, career awareness, recreation and health, culture and arts, civic engagement, and life skills.

UAU Main Office

Executive Director/CEO

Steven Matteo
(718) 987-8111

Director of Operations

Angela Lesane
(718) 987-8111

Director of School- Based Programs

Susie DiStefano
(718) 987-8111

Address: 1200 South Ave, Suite 304, Staten Island, NY 10314 | Website:
www.UnitedActivities.org

Program Sites & Directors

For questions about a specific program, contact the Program Director at your child's school.

Elementary Schools — COMPASS (Grades K–5)

Site	Address	Program Director	Email	Dismissal
PS 11	85 Garretson Ave, SI 10304	Rebecca Rodriguez	RRodriguez@unitedactivities.org	5:45 PM
PS 20	161 Park Ave, SI 10302	Franklin Jackson	FJackson@unitedactivities.org	5:45 PM
PS 41	216 Clawson St, SI 10306	Sophia Tang	STang@unitedactivities.org	5:30 PM
PS 45	58 Lawrence Ave, SI 10310	Tylar Simon	TSimon@unitedactivities.org	5:45 PM
PS 54	1060 Willowbrook Rd, SI 10314	Layna Brady	LBrady@unitedactivities.org	5:45 PM
PS 55	54 Osborne St, SI 10312	Danielle Jablonski	DJablonski@unitedactivities.org	5:30 PM
PS 56	250 Kramer St, SI 10309	Dayna DeSando	Dayna@unitedactivities.org	5:45 PM
Petrides Elementary	715 Ocean Terrace, SI 10301	Christina Rapillo	CRapillo@unitedactivities.org	5:30 PM
St. Patrick's	3560 Richmond Rd, SI 10306	Camryn Carbonaro	CCarbonaro@unitedactivities.org	5:30 PM

Middle Schools — SONYC (Grades 6–8)

Site	Address	Program Director	Email	Dis mis sal
IS 7	1270 Huguenot Ave, SI 10312	Adam Baskin	ABaskin@uni tedactivities. org	5:15 PM
IS 24	750 Durant Ave, SI 10308	Samantha Goodman	SGoodman@ unitedactiviti es.org	5:20 PM
IS 34	528 Academy Ave, SI 10307	Richard Harris	RHarris@unit edactivities.o rg	5:30 PM
IS 51	80 Willowbrook Rd, SI 10302	Michael Roche	MRoche@uni tedactivities. org	5:30 PM
IS 72	33 Ferndale Ave, SI 10314	Thomas Egan	TEgan@unite dactivities.or g	5:30 PM
IS 75	455 Huguenot Ave, SI 10312	Alexandra Richman	ARichman@u nitedactivitie s.org	5:15 PM
Petrides Middle	715 Ocean Terrace, SI 10301	Jonathan Osorio	JOsorio@unit edactivities.o rg	5:30 PM
New World Prep	285 Clove Rd, SI 10310	Pyachea Heredia	PHeredia@u nitedactivitie s.org	6:00 PM

2. Enrollment & Registration

How to Apply

Registration is on a first-come, first-served basis. Each site has a limited number of seats set by DYCD. Registration takes two steps — both must be completed.

Step 1: Complete the DYCD application at discoverdycd.dycdconnect.nyc. Create an account or sign in, select After School Programs, search for United Activities Unlimited, choose your child's school, and submit. Contact your Program Director for a paper application.

Step 2: Complete the UAU registration form. Fill in every required field and upload your child's medical form. The medical form must be dated within the last 12 months.

Important: Submitting the registration form does not enroll your child or hold a seat. Wait for confirmation from UAU before sending your child to the program.



Required Documents

A new application must be completed for each child, each program year, and must include a current medical/physical form (dated within the last 12 months) and immunization records.

Family Orientation (Required)

A parent, guardian, or responsible adult must attend a family orientation session each year. If you cannot attend the scheduled session, contact your Program Director to arrange an alternative time.

- ❗ The 2026–2027 Afterschool Program operates **September 14, 2026 through June 11, 2027**, Monday through Friday. Programs may also be open on select DOE school holidays. Check your site's schedule for specific openings and closures.

3. Daily 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 COMPASS/SONYC fulfills its contractual obligations and provides the highest-quality services to the youth of our community.

Communication

For immediate assistance or in an emergency, call your Program Director directly (see Section 1 for contact information). Please keep a current, frequently checked email address on file — we send important updates, scheduling information, and program news by email. Notify your Program Director right away if your phone number or email changes.

Food & Snacks

Snacks are provided during program hours at no cost to families. Snack schedules vary by site. If your child has a food allergy or dietary restriction, notify your Program Director and ensure allergy documentation is on file. Children with food allergies may be separated from the larger group during snack time for their safety.

Dress Code

Participants should wear **closed-toe shoes** in order to take part in physical activities. Sandals and open-toe footwear are not permitted during active programming. Your Program Director will communicate any site-specific dress code requirements or special activity days.

Homework Support

Homework support is available each weekday in a designated quiet area where students can complete assignments with staff assistance. While homework completion is encouraged, it is not mandatory. Staff provide general guidance but cannot guarantee all assignments will be completed or offer extensive one-on-one tutoring. If your child is having difficulty with an assignment, let program staff know.

Enrichment Activities

Programming includes STEAM, literacy, leadership, social-emotional learning, physical activity, arts, life skills and youth development, college and career readiness, and recreation.

Prevention Services

Prevention Specialists may provide confidential counseling services to participants and their families. Confidentiality will only be broken if a participant threatens to harm themselves or others, or there is a concern that a participant is being harmed.

Health, Wellness & Safety

The physical and emotional safety of every participant is UAU's highest priority. Always inform us of your child's medical conditions — including allergies, asthma, and diabetes — so we can keep them safe.

Medical & Emergency Contacts

Parents and guardians must notify the Program Director in writing of any changes to contact information or their child's medical information. In an emergency, staff will call numbers listed on your child's application in priority order.

Sick Policy

Please keep your child home if they are sick. A child who appears ill upon arrival will not be admitted. If a child becomes ill during the program, a parent or guardian will be called for pick-up. A doctor's note is required before returning after a communicable disease.

Mental Health

UAU creates a space where all participants feel safe, respected, and supported. If a participant shares thoughts of suicide or self-harm, staff will immediately ensure their safety, notify program leadership, contact the family, and reach out to mobile crisis services.

Outdoor Activities & Weather

We go outside unless it is snowing, the play area is icy, or wind chill is below 0°F. In hot weather, we limit outdoor intensity and ensure easy access to water. Participants cannot opt to stay inside based on personal weather preferences.

Bedbug Awareness

If a bed bug is suspected on a participant's belongings, staff will discreetly bring the child to program leadership for an examination. Program leadership will notify the parent or guardian and send home educational material.

Program Emergencies & Closures

Emergencies & Relocation

UAU staff are trained to follow emergency procedures in the event of severe weather, fire, or other conditions that require building evacuation. Emergency drills are conducted monthly so participants know the procedures and exits. Directions are posted in all classrooms and UAU afterschool spaces.

Relocation is rare but will occur if an emergency or facility issue requires it. All programs have two designated relocation sites. Staff will contact parents and guardians by phone in the event of relocation. Information on emergency site locations is available from program administration.

Program Closures & Inclement Weather

When the NYC Department of Education closes schools, COMPASS/SONYC programs **do not operate**. For closures on days when schools are open, DYCD makes the decision. Families will be notified by email.

If you are ever unsure whether your child's program is running, contact your Program Director directly.

Bathroom Procedures

Group bathroom breaks are used to maximize program time. Please ensure your child uses the bathroom before arriving, can manage their own clothing, and can handle their own hygiene. Children must be fully toilet trained. Families of K–1st grade children should send a labeled change of clothes in September. **Adults and UAU staff may never be in bathrooms while participants are using them.**

Attendance, Pick-Up & Dismissal

Attendance

Consistent daily attendance is required. Participants are expected to attend 5 days a week, with a minimum of 3 days per week, and stay until dismissal. Physical and mental health appointments and religious instruction are acceptable reasons for absence — families must provide documentation. Unexcused early pick-ups or attendance fewer than 3 days per week may affect enrollment.

Car / Driving

Drive to the designated entrance. A staff member will greet you and call for your child by radio. Your child will be escorted to your car. Please follow the line of cars — do not cut in line or leave your vehicle.

Walker (Escorted Pick-Up)

Walk to the designated pick-up area. A staff member will greet you and call for your child by radio. Your child will be escorted to you. All authorized persons must show proof of identification.

Walker / Mass Transit (Unattended)

Parents and guardians must provide written notice granting permission for their child to sign themselves out at dismissal. This must be indicated on the application.

All children must be picked up by a parent, guardian, or authorized person who is **16 years of age or older**. Parents, guardians, and authorized persons must sign out participants as they exit the building. Every sign-out must include the correct date, time, and signature.

Releasing Children & Custody Situations

Unauthorized Pick-Up

Individuals not listed on the enrollment form as authorized for pick-up will not be permitted to sign out a child. If an unauthorized person attempts pick-up, staff will ask for identification and call the custodial parent or guardian. If the parent or guardian cannot be reached or objects, staff will not release the child and will contact local law enforcement if necessary.

Custody Situations

At enrollment, the contracting parent or guardian must notify UAU of the child's legal guardianship or custody status. If there are changes to custody arrangements, the parent or guardian is responsible for notifying UAU and providing current legal documentation. UAU will follow the most recent valid court order provided to the program.

Divorce or Separation

If a biological parent who is not listed on the authorized pick-up form arrives for pick-up, staff will contact the contracting parent and advise the individual that UAU must follow established procedures. If the situation cannot be resolved, staff will contact the appropriate authorities. Families are encouraged to communicate custody and visitation arrangements with program staff in advance whenever possible.

Adult Under the Influence

If staff observe signs that an adult arriving for pick-up may be under the influence of alcohol or drugs — including unsteady movement, slurred speech, or bloodshot eyes — the child will not be released to that individual. Staff will call another authorized adult. If the adult becomes aggressive or threatening, staff will call 911.

Field Trips, Personal Belongings & Privacy

Field Trips & Community Activities

Field trips provide valuable learning experiences outside the classroom. When these opportunities arise, parents and guardians must complete a permission form giving consent for their child to participate.

Cell Phones, Electronics & Valuables

- ⊗ UAU is not responsible for lost, stolen, or damaged cell phones, electronics, or other personal items. UAU requires that families communicate issues through the program office — not through personal participant cell phones. Participants are not permitted to call a parent or guardian until staff has addressed an incident. Failure to comply may result in a suspension.

Toys and Items from Home

UAU strongly discourages participants from bringing toys and personal items such as action figures, trading cards, nail polish, jewelry, and other valuables from home. UAU is not responsible for lost, stolen, or damaged personal items.

Photos & Media

UAU staff may photograph and record participants during program activities. These images may be used in reports to DYCD, on UAU's website and social media accounts, and in printed materials. During registration, families indicate whether they give permission for UAU to photograph or record their child. Your answer does not affect enrollment. To change your selection, notify your Program Director in writing.

Social Media Policy

- ⊗ Families and participants must not post, share, or distribute photos or videos of other participants' children on personal social media accounts or any online platform. This is a privacy and safety matter. Violations may result in a warning, a parent/guardian meeting, or removal from the program.

4. Behavior Expectations & Code of Conduct

UAU works to maintain a safe, respectful, and positive environment for all participants, families, and staff. The same standards apply to everyone.

Participant and Family Code of Conduct

Participants are expected to practice good manners and positive, pro-social behaviors at all times:

-  Follow program rules
-  Respect the dignity and equality of all participants and staff
-  Treat program and school equipment with care
-  Avoid any physical aggression, verbal abuse, or threats
-  Be polite, truthful, and cooperative toward staff and other participants
-  Use respectful language — profanity, slurs, and discriminatory language are not permitted
-  Participate in program activities and events
-  Follow directions from staff

Progressive Discipline & Bullying

Progressive Discipline

Staff document participant behavior and communicate serious or repeated incidents to parents and guardians. Discipline follows a progressive approach:

Step	Action	Description
1	Redirect	Staff guide the participant toward more appropriate behavior.
2	Verbal Warning	Staff remind the participant of expectations and give a formal verbal warning.
3	Temporary Removal	If behavior continues, the participant is removed from the activity. Program leadership is notified.
4	Parent/Guardian Contact	Program leadership contacts the family by phone or in writing. Written notifications are kept on file.
5	Behavior Improvement Meeting	A meeting is scheduled to create a behavior improvement plan. Failure to communicate may lead to suspension or removal from the program.

Understanding Bullying vs. Conflict

Bullying

Intentional, repeated harmful behavior where one person or group targets another. One child holds power over the other.

Conflict

A disagreement between children that is hard to resolve on their own. Power is more equal between the parties involved.

Some situations may not fit either category. UAU staff are trained to correctly identify and address all types of interpersonal incidents.

Suspensions & De-Enrollment

Suspensions

If a participant shows continued disregard for program rules or threatens the safety of themselves or others, a suspension of one to five days or longer may be necessary. Grounds for suspension include:

Continued violation of program rules

Verbal or physical aggression toward participants or staff

Bullying, persistent name-calling, or intimidation

Disrespecting or disobeying program staff

Using derogatory slurs about race, ethnicity, religion, gender, disability, or sexual orientation

Possessing another person's property without permission

Inappropriate touching or defacing property

Violating field trip rules

A parent/guardian who is verbally or physically aggressive toward UAU staff or other participants

De-Enrollment

De-enrollment is the last resort and means a participant is no longer permitted to attend the program. Grounds include:

- Severe verbal or physical aggression toward staff or participants by a participant or family member
- Seriously endangering the safety of oneself or others
- Repeated suspensions without behavioral improvement
- Failure to maintain minimum attendance
- Repeated early or late pick-ups

Incident Reports

UAU documents behavioral incidents for safety and regulatory purposes. Involved parties may be asked to provide a written statement. Program leadership will discuss incidents verbally with parents and guardians. Serious incidents involving weapons, threats, sexual assault, or possession of a firearm are reported to the host school principal and local authorities as required by law.

Staff Interaction Policy

It is UAU policy that staff do not interact with program participants outside of the program. UAU staff are not permitted to babysit, spend time with (digitally or in person), or transport children enrolled in our programs.

Mandated Reporting

- ① UAU staff are mandated reporters under New York State law. They are required to report any reasonable suspicion of child abuse or neglect to the Administration for Children's Services (ACS). Staff do not investigate — they report. Please treat staff with courtesy and respect when these situations arise.

Accessibility & Inclusion

UAU is committed to serving participants of all abilities. If your child has a disability, special need, or requires any accommodation, please speak with your Program Director during registration. UAU will work with families on a case-by-case basis to identify reasonable accommodations.

Grievance Process

If you have a concern about your child's experience, program operations, or any interaction with staff, UAU encourages you to raise it. Concerns are taken seriously and addressed promptly.

01

Program Director

Raise your concern with your site's Program Director. In most cases, issues can be resolved at this level.

02

Director of School-Based Programs

If unsatisfied, contact Susie DiStefano at (718) 987-8111.

03

UAU Main Office

Submit a written concern to 1200 South Ave, Suite 304, Staten Island, NY 10314 or call (718) 987-8111. Administration will review and follow up.

Family Involvement

Children do better when their families are involved. UAU encourages parents and guardians to attend family workshops, parenting events, and program activities. COMPASS/SONYC programs have an open-door policy — families are encouraged to maintain open communication with staff and share questions, concerns, or ideas at any time.

5. Family Handbook Acknowledgment

Please sign below and return to your Program Director. Your signature confirms that you have received the UAU COMPASS/SONYC Participant & Family Handbook and agree to follow its policies and procedures. By participating in UAU programs, all participants and families agree to abide by the policies within this handbook.

Children Enrolled

Child's Name: -----	Grade: -----	School/Site: -----
Child's Name: -----	Grade: -----	School/Site: -----
Child's Name: -----	Grade: -----	School/Site: -----
Child's Name: -----	Grade: -----	School/Site: -----
Child's Name: -----	Grade: -----	School/Site: -----

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

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Parent/Guardian Signature	Date

Handbook Version: v.09/2026 | United Activities Unlimited, Inc. reserves the right to update and change any and all policies listed in this handbook. DYCD-funded programs are provided free of charge to families.