

# Parent Handbook

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Community Youth Care Services, Inc. (CYCSI)

Out of School Programs at P.S. 176Q

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## **CYCSI: A Note to Parents**

### **Mission**

In partnership with parents, students, and the community of external and internal constituents, help educators improve students' learning and contribute to their lifelong success. To that end Community Youth Care Services, Inc. (CYCSI) is committed to providing quality services that promote the social, physical, intellectual, and emotional development of students in our community.

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At the CYCSI operating at P.S. 176Q, our goal is to support young people and their families in exploring their interests and achieving their goals. CYCSI programs provide opportunities for your child to expand learning during after-school and summer programs through extra academic tutoring, recreation, and exposure to a range of extracurricular activities including the arts, technology, and sports.

To take advantage of all that CYCSI programs have to offer, we ask that parents and guardians make a commitment to our program goals and agree to support your child's participation according to the program policies and behavior expectations outlined for you in this handbook.

### **Guiding Expectations**

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The policies and procedures of CYCSI programs are designed foremost to support young people and facilitate positive participation in a range of activities. In doing so, our staff work hard to create an environment that is based on mutual respect. We define respect as a basic awareness of how our actions and words affect other people. As a result our code of conduct is based on four basic expectations.

CYCSI programs at PS 176 are a place where participants:

- ❖ show respect to each other;
- ❖ respect the places where we work and play;
- ❖ demonstrate a positive attitude in our programs;
- ❖ participate enthusiastically in program activities.

To meet these expectations, a general behavior policy is enforced for all members of the CYCSI program community.

### **Behavior Contract:**

Please note that all expectations and behavior rules for CYCSI programs apply to activities that take place at the program site and on field trips.

1. Show respect to all staff, students and visitors. Use appropriate language and tone when addressing any member of the CYCSI program community.
2. Respect all school property and materials. Clean up after self and your group in any space used for after school activity.
3. Attend and be on time for all programs.

## **Behavior Contract Cont'd**

4. Show a positive attitude that demonstrates that you want to be here.
5. Actively participate in activities. Come prepared for all activities with completed assignments and other required materials.
6. Show willingness to work through conflict. Fighting and inappropriate language will not be tolerated.
7. Stay within designated areas for your program activity at all times. Walk, do not run, in hallways and on stairs.
8. Vacate the building as scheduled and do not linger in front of the building. Enter and leave the building in an orderly fashion.
9. No electronic entertainment or communication devices may be visible or used during program time. (e.g.: headphones/games/cell phones/pagers)
10. Wear clothing that is respectful to you and to others. Hats and clothing with offensive language should not be worn in the building.

Certain infractions are considered more serious and may be dealt with according to the New York City Department of Education Student Discipline Code. These include:

- Fighting
- Possession or use of drugs/alcohol
- Possession of any kind of weapon
- Sexual harassment
- Theft
- Extreme threat to staff or participants

The full NYC Department of Education Discipline Code is available online at:  
<http://schools.nyc.gov>

CYCSI program staff will assess participant behavior during program time to ensure adherence to these expectations. Participation in CYCSI programs acknowledges acceptance of this authority.

## **Program Hours**

CYCSI Afterschool Program at PS176 commences at 2:30pm and ends at 6:00pm. Out of school programs such as Holiday Programs, including Summer Camp, commence at 8:00am and ends at 6:00pm.

## **CYCSI Program Fees**

It is important that fees are paid on time. All fees for the school year must be paid by the end of April. Payment for summer program must be completed by end of May. This is a program that is primarily funded by parents. As a result short fall of fees would compromise the quality of the program and/or cause us to terminate the program.

## Note on Pick-up

In CYCSI programs, child safety is of the utmost importance. Our behavior guidelines emphasize timely pick-up of participants at the end of the program day. This policy is designed to ensure that participants are provided with the appropriate supervision. It is the parent or guardian's responsibility to inform CYCSI program staff if there is an issue related to timely pick-up of their child. **If you are consistently late, more than two times for the month, you will be charged a late fee of \$25 for each late occurrence.**

## Discipline Policy and Procedures

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We strive to provide participants with fair discipline procedures based on the principles of youth development and a firm belief that as children grow they need intelligent, caring, and educationally sound responses to negative behavior. The program's disciplinary policy is grounded in a clear set of policies and procedures that are designed to ensure the safety of program participants and staff, and to ensure that all individuals in the program are treated fairly and with respect. In all disciplinary situations, our goal is to find ways to support the young person to successfully participate in the program. Parents and guardians are an important part of this process.

All CYCSI staff members are trained to manage classroom behavior according to the rules and expectations described above. Parents and guardians will be notified if repeated incidents of misbehavior occur to disrupt the normal flow of activities. Our goal is to seek parental support to help find solutions for challenges.

### Discipline Policy:

If a program participant fails to adhere to the behavior expectations and policy outlined above, CYCSI staff members will respond according to the following steps:

1. **First incident:** Mediation with CYCSI staff member and/or a program manager. The incident will be recorded on a "student report" form. A parent or guardian will be contacted regarding the incident.
2. **Second incident:** Mediation with CYCSI staff member and a program manager. The incident will be recorded on a "student report" form. A parent or guardian will be contacted regarding the incident. Student, staff and parent will collaborate to find potential cause for repeated disruption and possible solution.
3. **Third incident:** Mediation with CYCSI staff member and a program manager. The incident will be recorded on a "student report" form. A parent or guardian will be contacted and will be required to meet with a program manager to address the offense.
4. **More than 3 incidents:** Conference with parent or guardian to discuss potential reasons for repeated disruption and possible solution. When appropriate, staff may consider a modification of participation to accommodate new solutions. However, in some situations, possible termination from the program and referral to alternative program and/or appropriate support services may be recommended.

**Please be advised** that depending on the severity of the incident (stealing, vandalism, fighting, or when a child proves to be a danger to her/himself, or others, etc.) some students will be faced with immediate suspension and/or termination from the program.

## Reporting Suspected Child Abuse

**We are required by law to report suspected child abuse.** If a staff member suspect's child abuse, the program coordinator will be notified, the school principal and counselor will be informed, and a report will be made to the Department of Social Services.

Report Child Abuse: NYS Child Abuse Hotline: Mandated Reporters 1 (800) 635-1522, Non Mandated Reporters 1 (800) 342-3720.

## Contact Information

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CYCSI Out of School Programs are a partnership where parents and staff work together to enrich the lives of the children we serve. You and your family have the full support and available resources of CYCSI, and should contact CYCSI program management if you have questions or need assistance. We look forward to working with you.

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Mrs. Cheryl Caddle CYCSI Program Director 718 525-4057, Ext 1282 ccaddle@cycsi.org	Ms. Linette Townsley CYCSI Program Manager 718 525-4057, Ext 1282 ccaddle@cycsi.org
Brandie Gilmore Program Coordinator 718 525-4057, Ext 1282 bgilmore@cycsi.org	Eric Normil-Mendez Community Liaison 347 827-5531 enormilmendez@cycsi.org

## Parental Commitment Cont'd

We ask that parents and guardians affirm their commitment to the policies and procedures described above. By allowing your child to participate in CYCSI programs, you agree to the following six conditions:

1. I will ensure that my child attends scheduled program activities and will ensure they arrive and depart on time.
2. I will discuss the CYCSI Guiding Expectations with my child and support the emphasis on mutual respect.
3. I will discuss the CYCSI Rules for Behavior with my child and support the emphasis on having a positive attitude.
4. I will discuss the CYCSI Disciplinary Policy and Procedures with my child and support disciplinary decisions as determined by CYCSI program staff.
5. I will communicate as necessary with CYCSI program staff.
6. I will participate in CYCSI program parent meetings and events, as they are in the best interest of my child.

*Please sign below and return to CYCSI.*

Parent/Guardian Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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