

PARENT INSTRUCTIONS



Unity 4Teens
Education

PINES MIDDLE SCHOOL



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 **WHO WE ARE**

In our **Unity 4Teens (U4T) Youth Development Program**, we offer both afterschool and summer school programming. We have exciting classes, including but not limited to robotics projects, swimming lessons, arts and crafts and so many more incentives and free activities.

Hispanic Unity of Florida is the provider of the Youth Development Program offered before and after school to eligible 6th, 7th, and 8th-grade students. The program is staffed by certified teachers, trained professionals, and certified providers. The teachers who work for the before and after school program are **Pines Middle School** teachers who are known by the students and the school principal.

HISPANIC UNITY OF FLORIDA

LOCATION: 5840 Johnson Street, Hollywood, FL 33021

WEBSITE: www.hispanicunity.org

PHONE: (954) 964-8884

 **HOW TO CONTACT US**

Parents are encouraged to contact the onsite supervisors referred to as “Site Facilitators” to address any issues or concerns.

WHEN TO CONTACT THE SITE FACILITATOR

7:00-8:30 AM and 3:30-6:00 PM

PINES SITE FACILITATOR

Ms. Casey Garmen (Site Facilitator)

PHONE: (754) 286-7256

EMAIL: casey.costello@browardschools.com

AFTER HOURS EMERGENCY CONTACT

Ms. Arelis Dilone (U4T Program Manager)

PHONE: (954) 842-5267

EMAIL: adilone@hispanicunity.org

REQUESTING STUDENT RECORDS

Ms. Martiza Gil (Program Assistant)

PHONE: (954) 342-0293

EMAIL: mgil@hispanicunity.org



HOURS OF OPERATION

Before School Program (Monday-Thursday)

PROGRAM TIME: 7:00-8:00 AM

After School Program (Monday-Thursday)

PROGRAM TIME: 3:30-6:00 PM

Before School Program (Early Release Days)

PROGRAM TIME: 7:00-8:00 AM

Before School Program (Non-School Days)

PROGRAM CLOSED

After School Program (Early Release Days and Non-School Days)

PROGRAM CLOSED

Summer Program

PROGRAM TIME: 8:00 AM-5:00 PM

IMPORTANT INFORMATION:

- The Unity 4Teens program does not offer services the first week of school.
- The Unity 4Teens program does not provide services on non-school days (ex: teacher planning days, winter and spring break, or early release days).
- Parents should refer to the school calendar for school closure dates.

BEFORE SCHOOL PROGRAM - ARRIVAL

Students enrolled in the Before School program must enter the school through the single point of entry (Front Office). Students enrolled in the Before School program will **NOT** be permitted into the school until 7:00 AM and must not be dropped off prior to this time as there is no supervision present.

AFTER SCHOOL PROGRAM - DEPARTURE

Parents must follow the procedures below for our after school program departure:

- Students must be picked up by 6:00 PM
- Late fees will accrue after 6:00 PM (**\$5.00** for the first 10 minutes - **\$1.00** for each additional minute)



AFTER SCHOOL PROGRAM - DEPARTURE

- Parents or authorized individuals must walk-into the school building through the single point of entry to pick up the student.
- Children will only be released to the Parent/Guardian and to those listed on the [Authorized Release List](#) included in the student's registration packet.
- Parents that are late picking up their children more than three times within a two-week period are subject to have their child removed from the program.



DESCRIPTION OF SERVICE

The Unity 4Teens school year program will provide:

- Healthy snacks and drinks (during the after-school program only),
- Homework assistance,
- Outdoor games and sports,
- Indoor games and academic enrichment activities,
- Arts and crafts and other activities such as drama, dance and science,
- Preventive education (related to violence, substance abuse, and teenage pregnancy prevention),
- One-on-one support services (planning and follow-up meetings with Success Coaches),
- And community service-learning activities.

The Unity 4Teens summer program will continue to offer the services listed above. In addition, the following will also be offered:

- Breakfast, lunch and snacks for youth in the program,
- Weekly field trips,
- And fun and educational projects.



ATTENDANCE PROCEDURES

Attendance is taken daily within the first fifteen minutes of the program's start time. Students are expected to report to their assigned check-in rooms by 7:20 AM for the before school and 4:05 PM for the after school. If a student is not going to attend the program for any reason, it is the parent's responsibility to notify the Site Facilitator by calling (754) 226-6284. Parents should leave a message if no one is available at the time of the call.

These procedures are in place to ensure the safety of all the students attending the program



ATTENDANCE PROCEDURES

Students must attend the program unless the absence has been excused for one of the reasons listed below. Some situations will require written documentation from a private physician or public health unit.

Excused absences include:

- Illness of student
- Illness of an immediate family member
- Death in the family
- Religious holidays of the student's own specific faith
- Required court appearance of parent/guardian or subpoena by a law enforcement agency
- Doctor or dental appointment (if the parent notifies the program of the date and appointment time)
- Internal or external suspension from school

NOTE 1: Students with poor attendance may be withdrawn from the program.

NOTE 2: Students absent from the program more than five (5) consecutive days without cause and not having communicated with program to excuse their child, will receive a call from assigned Success Coach prior to being withdrawn from program. Students who have been withdrawn from the program for poor or non- attendance may **ONLY** re-enroll in the program after a period of 3 months.

NOTE 3: Students engaged in other school activities such as sport teams, tutoring, or school clubs may enroll in the program; however, students must furnish evidence to the program that he/she attended an approved school activity when absent from the after-school program.

NOTE 4: Students participating in approved school activities instead of attending the program may not attend the program on those days. **STUDENTS MAY NOT SIGN-IN TO THE PROGRAM ON THOSE DAYS.**

NOTE 5: During the summer, students who do not attend the program during the week may not participate in the weekly field trips.



STUDENT BEHAVIOR AND DISCIPLINE POLICY

EXPECTATIONS OF STUDENTS

Students are expected to honor their responsibilities as outlined in the Unity 4Teens and Broward Schools' Code of Student Conduct.

The rules of behavior include but are not limited to the following:

- Participate in program activities,
- Respect staff members and peers,
- Follow rules and regulations,
- Take care of program equipment, materials, and supplies,
- And act responsibly on school campus, on buses and at all program events.

CONSEQUENCES FOR MISBEHAVIORS

One or more of the following actions may be taken to address student misconducts:

- Teacher-student conference
- Loss of privileges
- Immediate parent contact
- In-school suspension
- Out-of-school suspension
- Probationary contract
- Dismissal from program
- Report to local law enforcement
- Referral to special investigative unit and police
- Administrative referral to all required and/or appropriate agencies or service
- Full restitution by parent(s) and/or student for damage done by student

See Code of Student Conduct for detailed information about discipline policies and procedures

NOTE 1: Students dismissed from the program may only re-enroll in the program after a period of 12 months.

NOTE 2: Students who are suspended from the regular school day are not allowed to attend the after-school program for those suspension days.



PERSONAL BELONGINGS

Please do not allow your son/daughter to bring personal items such as handheld video games, mp3 players, etc. to the program. The program is not responsible for lost, damaged, or stolen personal items. Cell phones are to be **TURNED OFF** and out of sight during program hours. Failure to follow instructions may result in the personal item to be taken away for the duration of the program hours and returned to parent/guardian upon dismissal at the end of program.



BIRTHDAY CELEBRATIONS

Birthday celebrations (or parties of any kind) should include all the program participants. All celebrations or parties must be approved by the Site Facilitator. Parent should contact the Site Facilitator at least **2 days** in advance.



MEDICATION

Medication that must be administered to a student during program hours must be:

- Delivered by the parent to the Site Facilitator,
- And authorized by an [Authorization for Medication Form](#).

If medication is requested to be administered by the program, the medication must be in the original container. Prescription medication must have a prescription label with the child's name, doctor's name, dosage, and directions for administration. If medication is requested to be kept on hand "for emergencies only", (i.e. asthma attacks, severe allergic reactions etc) special instructions must be given in writing from parent and physician using the [Authorization for Medication/Treatment Form](#).



ACCIDENT/INCIDENTS

All accidents and incidents will be documented with a written report. Parents will be called by the Site Facilitator immediately following the accident/incident. In addition, the program's Success Coach will follow up with the family within **24 hours** of any accident or incident.

In the event of a serious accident, the program will contact the parent as soon as the situation is stabilized. If the student must be transported to the hospital prior to the arrival of the parent, the Site Facilitator will accompany the student to the hospital.



ACKNOWLEDGEMENT OF RECEIPT

All clients shall enjoy all their legally entitled rights, and in addition can expect the following rights to be honored while receiving service at Hispanic Unity of Florida, Inc.:

- Based on individual need – access to all the services we provide and/or referral to other appropriate services,
- Accurate information in response to questions,
- Information regarding what can be reasonably expected in each of our service areas,
- To be treated with respect,
- To be served in a culturally appropriate and sensitive environment,
- To receive requested information/assistance/referral in a timely manner, based upon their needs or to receive accurate information regarding availability and delivery of requested assistance,
- To be served in an environment free from all forms of harassment,
- To be given the opportunity to provide feedback to the Executive Director and the Board of Directors regarding the service they are receiving/have received,
- Upon enrollment, to be able to freely choose to participate or cease to participate in any of the agency's services,
- And to be aware of grievance procedures that may be utilized when needed.



GRIEVANCE PROCEDURE

If you feel that your services have been denied improperly or have not been provided fairly, or reasonably, you may present your concerns, verbally and in writing, within five (5) business days following such action, to supervisory staff that will review the circumstances and render a decision within three (3) business days of receiving your complaint. If the matter is not resolved to your satisfaction, you may send a written request to the agency's Grievance Committee Chairperson (Director of Programs) who will investigate and assign a hearing date for you to present your case. You will have a final decision within four (4) business days following your hearing. Forms and a copy of the complete Appeals/Grievance Policy are available from any Hispanic Unity of Florida Office.

You have a right to seek legal recourse, through your own independent counsel, if you believe that Civil Rights or confidentiality laws were violated in your case; however, you may request to resolve the issue through the agency's Appeal/Grievance Process.