

# SONYC PROGRAM HANDBOOK

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# PROGRAM HOURS

**SONYC Program**  
**Monday – Friday**  
**3–6pm**



## Kips Bay Clubhouse

**Monday – Friday**

**\*2:30–6pm**

**\*\*5–8:30pm**

*\*Clubhouse hours may be extended to  
7pm in October 2023, for members 10+*

**\*\*TEEN PROGRAM ONLY**

## **CLUBHOUSE ADDRESS**

1930 Randall Avenue  
Bronx, NY 10473  
718.893.8600

# THE SONYC PROGRAM



## **WHAT IS SONYC?**

Schools Out NYC (SONYC) is a comprehensive after school program funded by the NYC DYCD for 6th–8th graders. SONYC offers enrichment programming that centers on educational enrichment, social-emotional growth, and critical thinking. Ultimately the SONYC program aims to stimulate curiosity, nurture talents, broaden horizons, build resilience and encourage youth to visualize brighter futures.

## **WHAT IS DYCD?**

The Department of Youth & Community Development supports New York City youth and their families by funding a wide range of high-quality programs, including: After School, Community Development, Family Support, Literacy Services, Youth Services and workforce Development.

**2023–  
2024**



# SONYC PROGRAM'S GOALS



## PROGRAM GOALS

1. Youth feel a sense of safety and structure.
2. Youth experience active participation, group membership, and belonging.
3. Youth develop self-worth through meaningful contribution.
4. Youth experiment to discover self, gain independence and feel empowered to make choices for themselves.
5. Youth develop significant and quality relationships with peers and adults.
6. Youth discuss conflicting values and form their own opinions.
7. Youth feel pride of competence and mastery.
8. Youth expand their capacity to enjoy life and know that success is possible.

# WHAT IS KIPS BAY?



## KB VISION

To enrich and enhance the quality of life for young people by providing educational and developmental programs, with special emphasis on youngsters between the ages 6-18 who come from disadvantaged or disenfranchised circumstances.

## KB MISSION

We exist to assist young people in realizing and achieving their potential for growth and development utilizing our state-of-the-art facilities, trained and motivated staff, and nationally renowned programs to produce positive contributors to society.



# HOLISTIC PROGRAM MODEL



## **STAFF**

Staff as Role Models

SONYC Staff are college educated young adults trained in first aide/CPR. All staff are trained in Boys & Girls Club of America's youth development practices and incorporate social-emotional learning into their program facilitation. SONYC staff are mentors, role models, and friends, to all of our participants.



## **ENRICHMENT**

Programs that Matter

SONYC programming is centered on enriching the lives of young people in 6th-8th grade. Program curriculums are approved by the Program Director and emphasize critical thinking, life-skills, and social-emotional learning. Relevance and enrichment are central to the programs we offer and we value youth input when choosing programs each year.



## **FUN!**

Participant Experience

Kips Bay Boys & Girls Club is not a school. This distinction gives us the freedom to explore the world outside of the traditional academic lens offered in schools. Fun is a highly prioritized aspect of the program and is always present in our efforts to support participants in becoming independent, thoughtful, and empowered young adults.

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# PROGRAMS OVERVIEW



## CORE Programs 3-4pm

**Core program's are structured, enrichment programs.** Participants rotate through Core programs with their specific grade groups. All Core programs are required for all participants.



## CLUB Programs 4-5pm

**Club program's are chosen by members based on interests.** Participants sign up for at least 2 Club programs: 1 on Mon, Wed, Fri and 1 on Tue, Thu. Clubs are chosen based on what participants find most interesting.



## CHOICE Time 5-6pm

**Choice Time is free recreation time!** Participants are free to utilize the available recreation spaces (gym, dome, field, skate rink, and computer room). Choice time is unstructured and it is up to participants to choose how to spend it. \*Choice time is earned through positive participation in Core & Club programs.



# CORE Programs

- 1 *Journeys: Path to Adulthood*
- 2 *Money Matters: Financial Literacy*
- 3 *Imagine Science: STEM*
- 4 *MyFUTURE: Digital Literacy*
- 5 *Be A Star: Anti-Bullying*
- 6 *BOKS: Physical Fitness*

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# CLUB Programs

- 1 *Bay Buddies: Peer Mentoring*
- 2 *Girl Talk*
- 3 *Breathe: Yoga & Movement*
- 4 *E-Sports/Boyz to Men*
- 5 *Debate Club*
- 6 *So NYC: Dance Team*
- 7 *Page to Stage: Poetry*

# PROGRAM — POLICIES



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## **ATTENDANCE**

If a participant is absent frequently, their enrollment in SONYC will be reviewed. We encourage them to remain in the program from dismissal of their school, until the end of the program day (6pm). Space is limited and if a participant is not attending the program regularly, their spot may be given to a child on the waitlist.

## **ABSENCES**

To ensure your child's safety, if they are absent from school, will not be attending the program, or will be arriving late, please call the Program Director before the scheduled arrival time to let us know.

## **SIGN IN & SIGN OUT**

- Doors open at 2:30pm. Programs start at 3pm. We ask that participants arrive by 3pm (if possible) and stay until 6pm. If a participant will be arriving after 3:30pm and/or leaving before 6pm, their guardian must notify the Program Director via phone or text.
- If participants arrive after 3:30pm by choice, they will not be able to participate in Choice time that day. Exceptions will be made if there is a valid reason for their tardiness.
- Participants will not be allowed to enter the Club for Choice Time only (5–6pm). This time is earned through participation in Core and Club programs.
- Participants who are 10 years and older – may sign themselves in and out – with written permission from their guardian. This consent form must be signed when completing the 2023–24 Kips Bay Boys & Girls Club registration packet.





# PROGRAM POLICIES



## TECHNOLOGY POLICY

If your child has a cell phone at the Club:

- The Club is not responsible if phone is lost, stolen or broken/damaged.
- Participant cell phone usage should be for emergencies only.
- Cell phones must be kept on silent and used only in the areas designated by a staff.
- Cell phone use is not prohibited during structured programs and activities.

Please note: To contact your child during program hours, please call the Clubhouse Administrator, Kim Rogers. Participants can always call guardian, upon request.

## PERSONAL ITEMS

Toys, electronics i.e., phones, tablets, gaming devices, or other personal items are not permissible at the Club. There is plenty to do at the Club and phones distract participants from activities and engaging with their peers. If personal items are brought to the Club, staff will ask that it is put away, into in the participant's bag. If a participant does not follow the staff's instructions, staff may confiscate the item and it will be the responsibility of the participant/guardian to retrieve it at the end of the day.





# PROGRAM POLICIES

## BEHAVIOR MANAGEMENT

- Staff's first step in managing behavior is prevention. We provide clear, reasonable limits for participants behavior and maintain them. We reinforce positive behaviors and redirect negative behaviors. We help participants recognize and identify their feelings as valid and acceptable. If a participants behavior is harmful to themselves or to others, staff will intercede.
- Staff make every effort to communicate and solve individual behavior challenges; however, if a problem persists, we reserve the right to suspend a child temporarily or permanently. Disruptive or disrespectful behavior toward other program participants or staff is cause for suspension or removal from the program. We encourage you to discuss concerns about your child's behavior with the Program director.

## BEHAVIOR MANAGEMENT (cont.)

- Participants who do not follow our program's behavior expectations, may lose privileges such as, trips, recreational activities and/or specialized program enrollment. They may be required to spend their Choice time, with a staff, reflecting on their behavior and reviewing program expectations.

## HOMEWORK

The Education Department provides a quiet area for participants to do their homework. While we encourage participants to do their homework, it is not mandatory. Staff are there to help, but do not provide extensive one-on-one homework help. We cannot guarantee the completion of your child's homework. We encourage families to discuss the importance of good study and homework habits. Please let us know if your child is struggling with homework. We may have resources to help.





# PROGRAM POLICIES



## ALLERGIES

It is imperative that guardians indicate any allergies to food, medications, or any medical conditions that may affect their child's well-being on their membership application. The staff will be made aware of these allergies and conditions. Guardians must complete the Medical Information Form providing information about the allergy or medical condition. If medication administration is required while the child is in the program, the guardian must also complete the Medication Form.

## "WALKERS"

Walkers are participants who have written permission from a guardian, to sign themselves out and leave the Club without an adult, between 5:50-6pm. Walkers younger than 13 years old are not permitted to sign out younger siblings.

*\*Participants must be 10 years old to be a "walker".*

# PROGRAM POLICIES



## TRIPS

All off-site trips are a privilege. Participants who do not follow the behavior expectations at the Club and/or on trips, may lose their trip privileges and/or OST day privileges.

## MEDICATION MANAGEMENT

Kips Bay Boys & Girls Club urges parents to schedule any necessary medication that needs to be taken prior to attending the Club or after Club hours. If medication must be administered during Club hours, it must be done so in accordance with the following policy.

- Program leadership will store medication in a locked box located in the front reception area.
- Medication must be clearly labeled with participant's first & last name.
- Participant must ask for medication at the appropriate time or guardians must call the Clubhouse Administrator to remind them.
- Staff will not be responsible for administering medication to participants or reminding them to take medication.
- Medication must be self-administered by participant or guardian.



# PROGRAM POLICIES



## **MEDICAL EMERGENCIES**

The "Emergency Contact Form" includes a medical release, giving Kips Bay Boys & Girls Club permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers. In the case of life-threatening emergencies, a staff member will immediately call 911, administer First Aid/CPR, and notify guardian as quickly as possible. If staff cannot reach guardian, we will call your designated emergency contacts. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance (if possible) and stay with them until you arrive at the hospital.

## **EMERGENCY MEDICATION**

If a participant needs lifesaving medication or treatment, Kips Bay Boys & Club staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication. Examples of such medications include, but are not limited to: Glucagon injections, rescue inhalers (such as Albuterol), EpiPens, and emergency seizure medication. We will ALWAYS call 911 immediately before or after administering Glucagon, EpiPens, or emergency seizure medications. Per state law, participants with proper authorization are allowed to carry rescue inhalers on their person. New York's Good Samaritan statute for emergency medical care states the following: "Any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his or her actor omissions in rendering such emergency.



# OUT OF SCHOOL TIME (OST)

We provide 12 days a year of all day programming when school is not in session. On these select days, SONYC is open **from 8am to 6pm**. OST Day participation is determined by participants' attendance and behavior.

DOE Holiday Name	Date	SONYC Open?	Half/Full Day
Yom Kippur	9/25/23	Yes - OST	Full: 8am-6pm
Election Day	11/7/23	Yes - OST	Full: 8am-6pm
Martin Luther King Day	1/15/24	Yes - OST	Full: 8am-6pm
Mid - Winter Recess	2/19/24	Yes - OST	Full: 8am-6pm
Mid - Winter Recess	2/20/24	Yes - OST	Full: 8am-6pm
Mid - Winter Recess	2/21/24	Yes - OST	Full: 8am-6pm
Mid - Winter Recess	2/22/24	Yes - OST	Full: 8am-6pm
Mid - Winter Recess	2/23/24	Yes - OST	Full: 8am-6pm
Good Friday	3/29/24	Yes - OST	Full: 8am-6pm
Eid al-Fitr	4/10/24	Yes - OST	Full: 8am-6pm
Memorial Day	5/27/24	Yes - OST	Full: 8am-6pm
Anniversary/Chancellor's Day	6/6/24	Yes - OST	Full: 8am-6pm
Clerical Day	6/7/24	Yes - OST	Full: 8am-6pm





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**SONYC**  
**2023-2024**

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