



## Parent Handbook Afterschool 2024-25

July 2024

Dear YouthCity Parents & Guardians,

Welcome to the 2024-25 YouthCity Afterschool program! For the last several months, our teams have been busy planning and preparing for an exciting fun-filled yearlong program and we are thrilled to have you and your family join us.

This year, school-age youth from across Salt Lake City enrolled in the YouthCity Afterschool program will engage in hands-on educational learning activities to explore STEM concepts, learn about health and wellness, engage in community service projects, visit local colleges and universities, and develop financial literacy skills. As in the past, YouthCity staff are planning classes, activities and field trips designed to explore community partners and destinations within of our great city, increase learning in non-traditional ways, energize youth to try new things and expand their social connections and peer groups. Youth will participate in weekly educational field trips as well as exploring arts and creativity, sports and recreation, life skills and STEM classes. Building upon the success of last year, we are excited to continue our new peer leadership program and will soon identify 14 kiddos to serve on the YouthCity Leadership Council. It's bound to be a terrific school year!

Our highly trained, energetic and compassion staff are excited to begin working with you and your children. Below we have provided information you will need to ensure we have a safe and successful school year. Thank you for trusting us with your children and know what we are excited to work with each of you. Please do not hesitate to reach out as needed.

Sending my best!

Elizabeth Rich  
Associate Director Youth & Family Division  
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### Hours of Operation:

YouthCity programs follow the Salt Lake City School District calendar and operate programs on days when school is in session. When Salt Lake City School Districts schools are closed, we do not offer YouthCity programs.

Using city vehicles, program staff transport registered kids from their schools to the YouthCity sites. Working with school leadership staff await outside each school at a designated spot. Once all youth are accounted for the van will leave the school property and arrive at YouthCity.

Parents/Guardians are responsible to pick-up their children from YouthCity daily. All youth must be picked up by 6:00 pm each night. Parents may indicate on the registration form that their child may sign themselves out and leave the program and/or other adults who may check-them out of the program.

## Important Dates:

Tuesday, August 20	First day of YouthCity 2023-24 Afterschool Program
Monday, September 2	Labor Day – No YouthCity
Friday, September 27	No School – No YouthCity
October 17-21	Fall Break – No YouthCity
November 27-29	Thanksgiving Break – No YouthCity
December 23-January 3, 2025	Winter Break – No YouthCity
Monday, January 20	Martin Luther King Jr. Day – No YouthCity
Monday, February 17	Presidents Day – No YouthCity
March 31- April 4	Spring Break – No YouthCity
Friday, May 23	Last day of YouthCity 2024-25 Afterschool Program

*YouthCity calendar is subject to change and all parents and guardians will be notified accordingly.*

## Program Contact Information:

YouthCity Programs	YouthCity Site Leadership	Phone	Email
Central City	Erica Andino	801-381-6836	<a href="mailto:Erica.Andion@slcgov.com">Erica.Andion@slcgov.com</a>
Fairmont Park	Lauren Underwood	801-573-6519	<a href="mailto:Lauren.underwood@slcgov.com">Lauren.underwood@slcgov.com</a>
Fairpark	Angel Gomez	385-495-8960	<a href="mailto:Angel.Gomez@slcgov.com">Angel.Gomez@slcgov.com</a>
Liberty Park	Jess Ung	801-558-8223	<a href="mailto:Jess.Ung@slcgov.com">Jess.Ung@slcgov.com</a>
Ottinger Hall	Connie Paredes-Poza	801-573-1349	<a href="mailto:Connie.paredes-pozas@slcgov.com">Connie.paredes-pozas@slcgov.com</a>
Sorenson Unity 3-6	Lola Paredes	801-879-9678	<a href="mailto:Dolores.Paredes@slcgov.com">Dolores.Paredes@slcgov.com</a>
Sorenson K-2	Fernando Puga	385-282-9933	<a href="mailto:Fernando.Puga@slcgov.com">Fernando.Puga@slcgov.com</a>

## 2024-25 Afterschool Program

As in years past, YouthCity will provide a variety of age-appropriate skills based hands-on learning activities focused on Arts & Creativity, Sports & Recreation, Life Skills, STEM and outdoor exploration. Classes and activities are designed to stimulate learning and develop connections within the community.

This school year we are excited to focus our learning around the following session themes:

Dates	Session Theme	Social Emotional Learning Focus Area
Welcome Week Aug 20-30	Welcome Week	What is the Power of One?
Fall 1 2024 Sept 2-Oct 25	Science Summit	Diplomacy Self Awareness Diversity Inclusion
Oct 28-Nov 1	Difference Makers Service Club  Project #1	Service Community Engagement
Fall 2 2024 Nov 4-Dec 6	Commit to Heath	Justice Stewardship Empathy Critical Thinking
Dec 9-20	Difference Makers Service Club  Project #2	Service Community Engagement

Winter 1 2025 Jan 6-Feb 7	Session of Service	Compassion Resilience Communication Problem Solving
Feb 10-14	Difference Makers Service Club  Project #3	Service Community Engagement
Winter 2 2025 Feb 17-Mar 21	YouthCity University	Compassion Resilience Communication Problem Solving
Spring 2025 Mar 24-May 16	CityVille	Curiosity Creativity Problem Solving Peer Relationships
May 19-23	Difference Makers Service Club  Project #4	Service Community Engagement

## **Field Trips:**

Each week, youth will visit a variety of local museums, businesses, and attractions to help develop meaningful connections to our community. Program staff have carefully planned and designed targeted outings to help YouthCity kids make academic connections, build friendships, and develop age-appropriate problem-solving skills. All health precautions will be implemented to help keep program participants, program staff and community members safe. Each monthly Community Programs Managers will provide families with an events calendar including field trips and activities.

## **Program Fees:**

Program fees are determined based on family size and income. Please see the registration packet for additional information. All outstanding program fees must be paid in full before a student can attend the program. As a health precaution, we encourage all families to pay program fees online. Checks or money orders will be accepted as needed. Senior Community Program Managers and Community Programs Managers will be contacting families with information about any outstanding program fees.

## **Health & Cleaning Guidelines:**

In accordance with the health and safety guidelines provided by the Utah Health Department the following health precautions will be incorporated into the 2024-25 YouthCity Afterschool program. Youth who do not follow these guidelines will be dropped from the program.

Program staff will follow a rigorous cleaning schedule to disinfect building surfaces throughout the day. Each facility will be deep cleaned daily after program hours. Building doors will be locked during program hours.

## **Handwashing:**

Consistent and frequent hand washing is incorporated throughout the day and encouraged during breaks and transition times. All individuals will be washing hands upon entering the building, using the restroom, and before all meals and snacks.

## **Cleaning and Disinfecting:**

All YouthCity sites are equipped with cleaning and sanitizing products to ensure high touch surfaces will be cleaned and sanitized after each use. We have instituted schedules for disinfecting and sanitizing our spaces that will be completed before program, during program, and after program. Youth will be invited to help keep spaces clean and tidy. All YouthCity buildings will be deep cleaned and disinfected once the program ends each night.

## **Sick Policy:**

If your child does not feel well, they should remain at home and not attend the program. Should a child develop symptoms during the program, staff will safely isolate the child and provide basic first aid and care, contact parents and request that the child be picked-up from the program as soon as possible. Program Leadership will work with parents to monitor the child's health and symptoms to determine when the child may return to YouthCity. If your child does not attend school due to illness, they should not attend YouthCity. Please contact Community Programs Managers to report if you child will not be attending the program.

## **Covid 19 Protocols:**

Based upon direction from City leadership youth and staff will follow recommended health guidelines to help maintain the health and safety within our community. Youth and staff may choose to wear face masks and YouthCity will provide masks as needed. Additional information and direction will be provided as needed.

## **Scooters, Bikes, and Playground Access:**

Youth may ride bikes or scooters during YouthCity program hours. During program hours youth will be required to wear a helmet when riding bikes, skateboards, or scooters. In addition, playground equipment will be allowed as long as community health conditions are maintained.

## **Staff & YouthCity Staffing Model:**

All YouthCity staff members receive a minimum of 20 hours of training per year. Training includes adolescent development, first aid, CPR, appropriate discipline practices, food handling, van training, defensive driving, child abuse prevention, and best practices in curriculum development. Staff create curriculum based on their background and experience. All staff have completed extensive background checks completed by the Office of Childcare Licensing.

## **Dropping-off and Picking-up Your Child:**

Each YouthCity site has a unique program design and layout. Please connect with the assigned Community Programs Manager to obtain the site-specific parking instructions and protocols. YouthCity staff are responsible for kids enrolled in the program once the school bell rings. All youth must be picked up by 6:00 pm daily. Please indicate on the registration packet which people are authorized to pick-up your child from YouthCity. Program staff are trained only to release youth to authorized people listed within the registration form.

## **Emergency Contacts:**

Parents/Guardians must provide the names of all persons authorized to pick up your child, a departure form is included in our registration materials. Please make sure to list all individuals who are authorized to pick up your child and to make sure they understand the pick-up protocols noted below. Unrecognized adults will be asked for identification.

## **Food & Nutrition:**

YouthCity will provide a healthy snack daily. Menus are posted within in each site and can be made available upon request. Parents may also send a snack for their child daily. Please make sure the food is ready to eat and does NOT require refrigerating or microwaving. We also ask that your students' food be labeled with their name. Students should bring a water bottle daily.

It is the responsibility of the parent/guardian to inform the program if their child has any food allergies. The program will provide appropriate snack options for those with special dietary needs. Please indicate on the registration form your child's allergy restrictions.

## **Illness:**

Youth with any of, but not limited to, the following symptoms should not attend the Program:

- Fever
- Cough
- Shortness of breath
- Diarrhea
- Vomiting
- Severe cold and/or sore throat
- Body temperature higher than 99 degrees
- Children & adults presenting any of these symptoms must not enter the facility and contact their health provider to determine if they are related to COVID-19 or any other illness. If anyone associated with the facility, a student or staff are tested positive for COVID-19, our center will need to be temporarily shut down.

If your student shows signs of illness after arriving at the facility, we will separate them from the other youth. Your child will be supervised in a quiet area. If your student becomes ill during program time, Program Leadership will contact you and require you or an authorized person to pick your child up from the program immediately. If a parent cannot be reached, the youth's emergency contact numbers will be called.

**Injuries:**

All YouthCity staff are trained in First Aid & CPR. In cases of injuries that appear to be minor in nature, first aid will be administered on the premises. In more serious cases, we will notify the parent as soon as possible. If necessary, we will call or contact other adults on the emergency contact list. The staff will act according to their best judgment for the welfare of the child. This may include but is not limited too: calling for an ambulance or performing CPR or other First Aid techniques.

**Medication:**

YouthCity does not dispense any medication to enrolled participants.

**Immunizations:**

Every child is required to have current immunizations.

**Behavior Expectations:**

YouthCity expects children to act respectfully and responsibly while at the program. We expect that children respect other students, staff and other adults, equipment, materials, and themselves. If youth cannot follow these expectations, program staff will create consequences that are appropriate to diminishing the behavior.

When poor behavior escalates children will be given a verbal warning and staff will redirect their behavior towards more productive choices. If the negative behavior continues, additional consequences are enforced. Consequences range from a short timeout, a full timeout from the activity or class, a loss of other program privileges or a meeting with the student's parent or guardian.

In situations where negative behavior continues over a longer period of time, the student may be suspended from the program or in serious cases, expelled. Suspensions range from 1 to 5 days. Prior to a suspension, Program Leadership, the student, and the parent will meet and reach an agreeable suspension plan. A meeting with the site Senior Community Program Manager is required before the student can return to the program.

In these serious cases, YouthCity reserves the right to suspend or expel a participant.

YouthCity programs maintain a ZERO tolerance for violence. In cases of violence, threats of violence, and bullying, students may be suspended or expelled immediately. Parents will be contacted and asked to pick up their student as soon as possible. Social bullying, exclusion, or cyber-bullying over social media will be considered as serious as violent bullying and could be grounds for suspension or expulsion.

**Toys, Belongings and Cell Phones:**

YouthCity will provide activities, food, supplies, and equipment for all participants. We accept no responsibility for toys or other belongings such as cell phones, toys or portable game players brought from home. Our program is structured in such a way that there is limited time or need for a child to distract themselves with a game system or music player from home. While we cannot forbid students from bringing cellphones to the programs, we have strict rules about how phones are used at our program. Our policy is they are not to be used during class times and, students will be given a warning and then will be asked to take it to the office for the remainder of the day. Parents can reach their students through our program phone and students can contact parents using the program cell phone as needed.

If students do bring personal items to the program, please make sure it is limited to equipment or supplies that are easy to sanitize. We want to make sure to follow all safety protocols created by the program. No personal items may be left at the facility overnight and all students are required to take home all personal belongings at the end of the day or risk having them discarded.

## **What should I bring from home?**

All enrolled participants will be provided a cubby and or space to store their personal items. To ensure a safe and successful summer we suggest youth bring the following items that can remain at the program for the length of the summer.

- Change of clothes that can remain at YouthCity...in case of emergencies
- Paint shirt
- Seasonal weather clothing as needed

## **Abuse/Neglect:**

As childcare professionals, we are mandated by law to report any suspected cases of child abuse or neglect. We will not hesitate to seek help for any child.

## **Grievance Policy:**

Should a program participant, parent, or guardian have a concern with YouthCity Afterschool and Summer program or staff, the following grievance procedure should be used. If comfortable, please discuss the concern with a Senior Community Program Manager first. If you are unable to discuss the concern with your site-based program leadership, or are unable to come to a resolution, please express your concern verbally or in writing to a Youth & Family Associate Director. An Associate Director will contact you to discuss the concerns with you and with the staff members involved to determine a resolution. If your concern is not resolved to your satisfaction, or if you have a concern about the program Associate Director, you may express your concern verbally or in writing to Salt Lake City's Youth and Family Division Director. The Division Director will discuss the concern with you and with the staff involved to determine a resolution. If your concern is not resolved to your satisfaction, or if you have a concern about the Division Director, you may put your concerns in writing to the Deputy Director of Salt Lake City's Community and Neighborhoods Department. The Deputy Director will make a final decision about how the matter will be resolved and mail a response to the participant.