



632 Orlando Ave., Normal, IL 61761

(309) 862-4041

[go.illinois.edu/unity](http://go.illinois.edu/unity)

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# Unity Community Center Family Handbook

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## Family Orientation, Information, & Policies

Fall 2024 - Spring 2025



**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

**COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES**

University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating

University of Illinois Extension provides equal opportunities in programs and employment.

If you need a reasonable accommodation to participate in this program, please contact us.

Early requests are strongly encouraged to allow sufficient time for meeting your access needs.

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## Purpose of Handbook

The *Family Handbook* communicates the vision, values, programs, and policies of Unity Community Center and its outside-of-school enrichment programming. This handbook contributes to our ongoing effort to foster healthy partnerships with families, rooted in our mutual interest in the intellectual and interpersonal development of the youth families entrust Unity staff to serve when they enroll them in our programs. This handbook gives meaning to that partnership in terms of what families can expect of Unity and what Unity expects from youth, hence families, in return. **Please read through this handbook with your child(ren) and return the enclosed agreement by Friday, September 6, 2023.**

## Contact Details

Address: 632 Orlando Ave., Normal, IL 61761

Phone: (309) 862-4041

Website: go.illinois.edu/unity

Facebook: "UNITY Community Center"

Hours of Operation: Hours are subject to change (due to holidays, weather, etc.). However, any changes from regular hours will be posted on our building doors and social media website(s).

### School Year Hours:

September – May  
10 am – 6 p.m.

### Summer & Holiday Hours:

May – September  
8 am – 4 p.m.

## Vision, Mission, & Goals

Vision & Mission: Unity Community Center cultivates an interdependent neighborhood that is empowered, inspired, and connected through opportunities for individuals, youth, and families.

### Goals:

- Cultivate and celebrate cultural awareness through educational opportunities and community engagement.
- Foster and nurture an environment that promotes physical, emotional, and psychological safety.
- Provide a neighborhood hub that connects partners, stakeholders, and community members.
- Enhance academic enrichment through supplemental experiences and unique opportunities.

## Staff

Unity houses three full-time University of Illinois Extension employees. Staff are dedicated to providing youth with opportunities to enrich their life experiences, academic skills, and cultural awareness. They believe in learning by doing and hold the youth to high expectations as contributing members of the Unity community.

## Staff & Volunteer to Youth Ratio Policy

Unity will follow the State 4-H and National 4-H guidelines as a minimum, with **1 adult for every 10 youth**. However, due to our partnership with Illinois State University's School of Education, tutoring services are offered by college students becoming teachers and, as a result, the ratio of adult to youth typically drops to 1 adult for every 2 youth.

## **Child Abuse and Neglect Reporting**

As professionals or future professionals who are working with children, all staff and volunteers are trained to recognize the signs of child neglect and abuse. Unity staff and volunteers are legally required to report any signs of suspected child abuse and neglect to the Department of Children and Family Services of Illinois. Staff are also required to complete an incident report for the University of Illinois that documents that a call has been made. Staff are not required to inform you if a call has been made regarding your child(ren).

If you ever have concerns regarding your child(ren)'s welfare while they are at Unity Community Center, you are encouraged to contact Unity's Program Coordinator at (309) 862-4041.

## **Confidentiality of Records**

All information provided to Unity staff regarding your child(ren), their personal information, as well as your financial information will be kept confidential. No information will be sold, and no one other than University of Illinois Extension personnel and an auditor from the Town of Normal will have access to any of you or your child(ren)'s information.

## **Accessibility and Accommodations**

Unity Community Center will abide by the requirements established in the Americans with Disabilities Act of 1990. If your child(ren) needs accommodations to participate in Unity's After-School Enrichment program, please include information on how we can best support your child(ren) on your enrollment application. Please update this information as needed.

## **Social Media & Networking Policy**

When registering your child(ren) for Unity's After-School Enrichment Program, you were asked to sign a photo release form. Unity staff will work to respect the rights of parents who indicated that they do not want their child(ren)'s likeness to be shared with the public. Unity staff do not allow volunteers or program leaders to take photos, videos, or audio recordings on personal devices without prior consent from parents/guardians. Unity staff may share only approved photos, videos, or audio recordings with program leaders or community partner organizations upon request.

## **Attendance Policy**

Unity Community Center's attendance guidelines have been created to ensure that all available seats are filled daily, and it is critical that your child(ren) are present daily. Unity's After-School Enrichment Program is typically in high demand, oftentimes with a waitlist of additional youth eager to join the roster, and, so, it is imperative that any changes impacting your child(ren)'s attendance are communicated with Unity staff promptly. If your child(ren) fail to meet the attendance policy, Unity staff may dismiss them from the After-School Enrichment Program, and they will not have a guaranteed spot in the following semester/year.

Unity staff work hard to accommodate to the needs of its families, and they are willing to work with you to accommodate for your needs as well (ie. family needs, school programs, sports, other 4-H events, other leadership opportunities, etc.). Please ensure enough notice has been provided to meet your accommodation needs.

If you need to change your child(ren)'s pick up or how they are going home, please send a note the day before that includes: the date of change, how long this change will be in effect, the name of who is picking them up, and your signature. To change your child(ren)'s transportation the day of, you **MUST** inform Unity staff by phone or email no later than 2:00 p.m.

Late Drop-Offs:

Any youth dropped-off after 4:15 p.m. will receive a "late drop-off" mark in their attendance file unless this change was previously approved with Unity staff. Continued unapproved late drop-offs may result in dismissal from the program, and your child(ren) will not have a guaranteed spot on Unity's roster the following semester.

Early Pick-Ups:

Any youth that are picked-up before 5:30 p.m. will receive an "early pick-up" mark in their attendance file unless this change was previously approved with Unity staff. Continued unapproved early pick-ups may result in dismissal from the program, and your child(ren) will not have a guaranteed spot on Unity's roster the following semester.

Late Pick-Ups:

Any youth that are not picked up by 5:30 p.m. will receive a "late pick-up" mark in their attendance file. Any youth with **more than three late pick-ups** will be dismissed from Unity's program and will not be guaranteed a spot on Unity's roster the following semester.

At 5:30 p.m. if your child(ren) have not been picked-up, Unity staff will be contacting their parent/guardian. If a parent/guardian cannot be reached, staff will then begin contacting each person on your child(ren)'s emergency contact sheet until someone can be reached. **If no arrangements have been made by 5:45 p.m. Unity staff will then contact the Normal Police Department and the youth will be turned over to their care.**

Friday Attendance:

Friday attendance at Unity is optional but encouraged. Parents/guardians are still required to inform Unity staff if their child(ren) will not be attending on Fridays.

School Absence:

Youth must have attended a full day of school to attend Unity's program and they will not be permitted to attend the program if they have missed all or most of their school day for any reason other than a previously scheduled doctor's appointment.

Absences:

Unity staff recognize two types of absences: excused and unexcused. All absences, regardless of their type, must be communicated to Unity staff by parents/guardians **no later than 3:00 p.m.** Staff will not accept the notification of the absence of youth from anyone other than their parent/guardian.

**Excused Absences:** An excused absence is any **pre-arranged** absence that was communicated with staff using our "Change to Family Contract" form, email, or phone call no later than 2:00 p.m. Youth who miss **5 days of** a semester's programming (10 days in a program year), will be dismissed from the program and will not be guaranteed a spot on the following semester's After-School Program roster. This

policy excludes youth who have approved circumstances with Unity staff or youth who are experiencing unforeseen medical or family complications.

Excused absences include, but are not limited to:

- Illness
- Transportation emergencies
- Family responsibilities
- Medical appointments
- 4-H and school sponsored events (music concerts, conferences, etc.)
- Bereavement

**Unexcused Absences:** An unexcused absence is an absence that has **NOT** been communicated to Unity staff using the “Change to Family Contract” form or via email/phone before 2:00 p.m. on the day of the absence. Youth who obtain **3 unexcused absences** in one semester will be dismissed from the program and will not have a guaranteed spot on the following semester’s roster.

Unexcused absences include, but are not limited to:

- Suspensions from school or Unity
- No-call and no-show
- Family vacation (without communication to Unity staff)
- Leaving earlier than 5:30 p.m. without notifying Unity staff

**\*\*Once youth have been signed out from the attendance binder, they are no longer under the care of Unity staff members and volunteers and it is then the responsibility of their parent/guardian or designated pick-up person to ensure their safety as they leave Unity’s property.**

#### Extended Leave of Absence:

Youth may take an extended leave of absence without losing their spot if the leave has been communicated to Unity staff and approved by Unity’s Educator and County Director.

## **Illness**

Youth who do not attend a full school day due to illness will not be allowed to attend Unity’s programming that same day. Additionally, if your child(ren)’s illness prevents them from participating in programming comfortably or if the illness requires greater care than staff and volunteers can provide, without compromising the health and safety of other youth, your child(ren) will be sent home.

#### Some symptoms that would result in your child(ren) being sent home:

- Persistent coughing
- Diarrhea
- Fever of 100° or higher
- Lice
- Mouth sores
- Pink Eye
- Rash
- Vomiting
- Ringworm

## **Medication**

University of Illinois staff and volunteers, including those working with your child(ren) at Unity, are not permitted to administer medication to any youth while in attendance of any event affiliated with Unity. Staff and volunteers will not be held responsible for the administration of medication at any time, giving correct dosage, correct prescription, or proper storage of the medication. Youth that require medication should ensure that the school is made aware of their attendance at Unity to properly schedule dosages outside of their time at the program.

## **Evacuation Due to Campus Emergency**

If Unity Community Center were evacuated, staff and volunteers will ensure that all youth get safely to the designated safe place. Once safe and away from the facility, staff will then contact parents/guardians once permitted to dismiss the staff by the Educator, County Director, and Normal Police Department. No youth will be allowed to leave until staff have received permission from the appropriate authorities.

## **Emergency Closing Procedures**

In a situation where the Unity Community Center would be required to close on a day not already communicated to families, Unity staff would immediately communicate this change to the youth's listed primary contact as well as ensuring that our Facebook page contained the most up-to-date information. If the closure occurred during the school day, Unity staff will contact Unit 5 transportation services, the youth's listed primary contact, and will update the Facebook page.

### Snow Days

Unity Community Center will be closed on days that Unit 5 is closed, and that includes days of inclement weather. If Unit 5 school district calls a snow day, Unity's After-School Enrichment Program will also be canceled, however, the facility may remain open to the public if it is not a danger for staff to travel.

### Inclement Weather

When inclement weather interferes with your ability to safely pick up your child(ren) at the designated pick-up time, Unity staff may forgive an early departure if seen fit.

## **Emergency Contacts**

In the event of an emergency, it is your responsibility that Unity staff have access to the **correct** contact information for everyone listed on your child(ren)'s emergency contact sheet. The emergency contact sheets will be kept at the sign-in station unless there is a scheduled field trip, then they will be brought along to the field trip site. If at any point in time the information for any of your emergency contacts changes; you are required to inform staff so that appropriate updates can be made.

## **Parking**

During arrival and departure it is encouraged that anyone with a vehicle utilizes the parking lot on the west side of Unity Community Center. For safety reasons, only the northwest door will be open to the public during Unity's hours of operation.

## Arrival Procedure

Upon arrival, all youth are required to sign-in to the student sign-in binder and grab their name tag. Youth are not permitted to sign other youth into the student sign-in binder.

### After Sign-In

Jr. High and High School youth will be expected to take their belongings to the library, where they will then be asked about their homework for the evening; in the attempt to match them with a volunteer most familiar with that subject field. Youth will then be permitted to relax, socialize, or play outside, depending on their program schedule.

Elementary aged youth are expected to find their homework binder and wait for a staff member or volunteer to check their bag for homework. Once the staff member or volunteer has dismissed them from their bag check, the youth will then be asked to select a program to participate in. Youth in this age group will then have time to relax, socialize, or play outside depending on their program schedule.

## Departure Procedure

Pick-up from Unity is scheduled to take place after daily clean-up; staff requests the support of parents/guardians to ensure that the youth do not leave for the day before they have cleaned up after themselves. This is one of the many ways that youth are treated as contributing members of Unity Community Center.

Once youth are ready and able to depart for the day, **they must be signed out by a designated pick-up person 18 years or older**. This individual must be listed on the emergency contact sheet, and that includes parents and guardians. Individuals that are listed as emergency contacts should ensure that their name matches their legal name that is on their photo ID, ensuring that staff can properly identify who is picking up from the facility.

### After Clean-Up

Youth will be signed out for the day from the student sign-in binder by their designated pick-up person. On this form, you are asked to include the time in which the youth are leaving the facility, please wait to include the time until you and your child(ren) are walking out the door. This will help to prevent any confusion or misunderstanding of early pick-ups.

### Youth Not Signed Out

Staff and volunteers will do their best to ensure all youth are properly signed out for the day, but are aware that sometimes this will be forgotten. If your child(ren) are continually leaving for the day without being properly signed out, staff may have a conversation with the responsible party regarding the importance of signing out. Staff strive to keep accurate records of the attendance of all youth, as attendance is a determining factor for a child's continued participation in the Unity After-School Enrichment Program.

It is important that all youth being picked up are signed out properly, though this may feel repetitive it ensures that Unity staff are aware of who youth are leaving with each night in case any issues arise. Only individuals listed as "designated pick-up person" or on a youth's emergency contact sheet will be permitted to sign your child(ren) out. Youth will NOT be allowed to leave the facility with any individual not listed in either of these places.



In the event of an emergency where an individual not listed on your emergency contact sheet is sent to pick-up your child(ren), you are required to contact Unity staff via phone to explain the situation in full. Unity staff must be provided the full legal name of the individual picking-up your child(ren) to ensure that they are accurately identifiable.

## Daily Schedule

Unity staff understand the importance of having and maintaining a consistent schedule for the benefit of youth and parents/guardians. However, there may be times when adjustments to the daily schedule must be made to accommodate programming needs. Staff will strive to communicate any pre-arranged schedule changes with youth and families as soon as possible.

Time	Activity
2:30 – 3:00	Sign-In & Homework
3:00 - 3:30	Reading Time
3:30 - 3:45	Transition
3:45 – 4:45	Program
4:45 – 5:00	Transition & Wash Hands
5:00 - 5:30	Snack & Chores

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2:30 – 3:00	Sign-In & Homework
3:00 - 3:30	Reading Time
3:30 – 4:00	Transition
4:00 – 4:45	Program
4:45 – 5:00	Transition & Wash Hands
5:00 - 5:30	Snack & Chores

**\*\*Teens will follow the same schedule but will have more time for homework daily.**

## Electronic Device Policy

Unity staff have designated the After-School Enrichment Program as a limited electronic device center.

The following policies will be enforced when your child(ren) are in attendance at Unity:

- Use of phones, tablets, and other mobile devices is prohibited when youth are signed-in at Unity
  - There will be a designated area where all of these devices will be stored after they have been collected from youth at sign-in, this area will be monitored by staff and volunteers, however, staff and volunteers are not liable for any damaged or stolen property
- Headphones are not permitted to be worn outside of scheduled free time
- School assigned devices will be only used to complete homework assignments, and any websites accessed must be related to an assignment
  - Inappropriate use of a school assigned device will result in suspension from using the device for the remainder of that evening

Failure to abide by this electronic device policy will result in a meeting between Unity staff and parents/guardians. Any youth who continually violate these guidelines may be dismissed from the program, and their spot will not be guaranteed the following semester.

## **Funding**

Unity is a unique center to the University of Illinois Extension and is the only center in the state that is solely staffed by Extension. However, Unity could not operate without the assistance of several other entities, the Town of Normal HUD Grant and State Farm.

## **Collaborators**

Collaborators are organizations that are outside of the University of Illinois Extension that provide additional funding, regular donation of supplies, academic programming, and volunteers to Unity Community Center.

- State Farm Insurance
- Heartland Community College
- Illinois State University
- Illinois Wesleyan University
- Town of Normal
- Midwest Food Bank
- Sunset Rotary Club
- McLean County Master Gardeners
- Illinois Art Station
- Normal Police Department
- Junior Achievement
- Children’s Discovery Museum
- University Galleries (I.S.U.)
- Normal Public Library
- McLean County Unit District No. 5
- Friends of Constitution Trail
- Project XV Museum
- Miller Park Zoo
- Youth Build (McLean County)
- SNAP-Ed (IL Extension)

## **Programming Objectives**

The Unity After-School Enrichment Program is part of the Future Leaders’ 4-H Club and the Future Leaders’ Cloverbud Club, and all the participants of the After-School Enrichment Program are members of one of these two clubs. To promote the participant's involvement in their 4-H club and the McLean County 4-H Fair, all the programs at Unity fall under one of these categories: Science, Technology, Engineering, Arts, or Mathematics. Participants can then choose to enhance their knowledge in one of these categories by selecting to complete one or more of the over 200 4-H projects available to McLean County 4-H members.

## **Programming Opportunities**

Unity provides its participants with one to two programming opportunities daily. The staff works hard to bring in programming opportunities that the youth would not normally get the opportunity to experience. Therefore, youth are expected to participate in that day's program from start to completion, to ensure all youth have a positive experience. Staff requests that parents and guardians observe the daily schedule, and in a situation where an early pick-up is necessary please pick up during the program transition times.

Since all the youth in the Unity After School Enrichment Program are members of the Future Leaders’ 4-H Club or the Future Leaders’ Cloverbud 4-H Club, participation in the monthly meetings is expected from all participants. This is the only program offered during the After-School Enrichment Program that is mandatory. All other programs are optional for the youth to participate

in, and youth can participate one week and opt-out the next. If youth choose to not participate in a program they are expected to work on homework or another quiet academic activity.

Several programs offered during the After-School Enrichment program may require youth to make a yearlong commitment. If your child(ren) decide(s) to participate in these programs he or she will be expected to offer their undivided attention and effort throughout the entirety of the program. Staff asks that as the parents and guardians, you support your child(ren)'s decision to commit to these programs and honor the program time. This includes not picking up early or dropping off late, turning in required forms on time, and working with staff and volunteers to ensure your child(ren) can participate in activities outside of Unity hours.

## **Food Service & Nutrition Program**

With the help of dedicated volunteers, Unity provides an evening meal for youth daily. Majority of food served at Unity is provided by Midwest Food Bank or the community garden and is prepared in the kitchen within the facility, no homemade food is permitted to be served at Unity.

For youth who require a special diet due to medical or religious reasons, parents/guardians may provide Unity with supplemented items intended ONLY for their child(ren). Special dietary requirements must be discussed with Unity staff prior to their first day.

Youth that arrive later than 4:40 pm may receive a meal if there are leftovers and only if their late arrival was pre-approved by Unity staff. For those youth who eat late, they will be given only 30 minutes to finish their meal in the snack area. This arrangement is with the understanding that these youth are missing out on valuable time spent on academics or programs, and that their 30 minutes may be cut short if their behavior distracts others from continuing the regular schedule.

## **General Expectations of Youth**

Unity youth will always:

- Respect **all** volunteers, staff, peers, and property
- Learn everyone's name and address all volunteers and staff as Ms./Mr./Mx.
- Wear name tags when signed-in
- Say please, thank you, excuse me, etc.
- Follow the golden rule (treat others the way you want to be treated)
- Keep chairs on all four legs when seated
- Use walking feet when inside
- Allow others time to share their thoughts and ideas uninterrupted
- Ask to use the restroom when they are in scheduled program or homework time
- Leave the outside doors closed unless they have been granted permission from a Unity staff member or volunteer
- Push in their chair when they are finished
- Approach all activities with an open mind and a positive attitude
- Bring both complete and incomplete homework assignments
- Follow the behavioral contract as well as other policies outlined in the Family Handbook

## Behavior Consequence Policy

Our role at Unity is to provide a safe environment for our youth, volunteers, program leaders, family members, and staff. To ensure that youth are allowed to adjust their behavior, Unity staff utilize a three-step behavioral consequence policy

- **First Infraction:** The youth will be given a **VERBAL warning** to follow the rules, or correct misbehavior.
  - If the infraction is a Unity rule of which the youth has been informed about multiple times, staff reserve the right to skip the verbal warning and go straight to a written warning.
- **Second Infraction:** The youth will be given a **WRITTEN warning and will be asked to reflect on their actions (restorative justice)**. The youth will be removed from any program and staff will engage the child in dialogue about their behavior and, where relevant, with any person targeted by their behavior. Upon pick-up, the staff member will have the youth explain the actions leading to the receipt of a warning to their parent or guardian and any further disciplinary action (e.g. temporary suspension of attendance). If the youth is picked up by another individual other than their parent or guardian, staff will contact you via phone, and provide a copy of the warning to send home to be signed and returned.
- **Third Infraction:** A meeting between staff and parents/guardians will occur where the child's future with the program will be discussed, most likely dismissal from the afterschool program for the remainder of the academic year.
  - Any infraction deemed severe enough can result in youth being sent home immediately with suspension. A meeting with parent/guardian, including an adapted behavior contract for the remainder of the academic year, must occur prior to the youth's readmittance into the program.

This three-stage consequence policy, allows youth to correct their mindset, and prove to staff, volunteers, program leaders, and peers that they can follow the rules. Since youth can receive the second and third infractions for a behavior different from the action that resulted in their first or second infraction, staff strive to constantly remind youth about expectations to prevent further action from taking place.

Since Staff's concern is the overall well-being of the center as a whole; staff has a **Zero Tolerance** policy against any **acts of violence and discrimination that could result in immediate suspension or dismissal from participating at Unity events.**

## Withdrawal or Dismissal from Unity

### Withdrawing Enrollment

If at any point in time, you feel the need to withdraw your child(ren) from Unity's After-School Enrichment Program, staff ask that you provide a written one-week notice so that proper adjustments can be made.

### Dismissal from Program

If your child(ren)'s behavior indicates that they are not adjusting to the program, if they have needs that staff and volunteers cannot reasonably fulfill or accommodate, or if their presence is detrimental

to the optimal execution of the program as a whole, staff will request that a meeting be made with parents/guardians to discuss the child's involvement with the Unity After-School Enrichment Program.

Additionally, continued failure for youth and/or parents/guardians to follow Unity's policies and expectations may result in immediate dismissal from the After-School Enrichment Program and may impact ability to enroll in future programs.

## **Parent/Guardian Expectations**

Unity staff value an open line of communication amongst all members of its community, including parents and guardians. To maintain this, staff ask parents and guardians to do the following so that your child(ren) don't miss out on any opportunities.

1. Make time during pick-up to ask staff about your child(ren)'s day
2. Let staff know when your child(ren) will not be in attendance
3. Let staff know when you or your designated pick-up person will be dropping off or picking up if these times fall outside of our scheduled drop-off/pick-up times
  - a. If you know your child(ren) will be picked up early regularly due to conflicting schedules, ensure that your "Change for Family Contract" is updated to reflect this
4. Keep staff informed with any personal information changes (such as phone number, address, school, teacher(s), emergency contacts, designated pick-up individuals, etc.)
5. Make staff aware of anything that may be impacting your child(ren) (such as a change in medication, change in the family, etc.). While you are not required to provide staff with specific personal details, being aware of these changes may ensure that your child(ren) receive additional support that may be beneficial to them during difficult times. Support provided can be changed to reflect the differing needs of your child(ren) (such as giving them more space, being more available, etc.)
- 6. Attend monthly parent meetings**
- 7. Read the bi-monthly newsletters**

Since communication is a two-way street, Unity Staff will do the following to ensure the line of communication remains open with the members of the community.

1. Staff will make themselves available to parents and guardians during regularly scheduled drop-off and pick-up times. These are the perfect times for touch-point conversations between parents/guardians and staff
  - a. For more in-depth conversations regarding your child(ren), it is encouraged that parents/guardians schedule a meeting outside of regular program time
2. Bi-monthly newsletters containing program updates, county and state 4-H opportunities, and monthly calendars will be made available
3. Monthly parent meetings will be held to inform parents and guardians of upcoming events as well as providing educational opportunities
4. Staff will ensure that multiple locations contain the most up to date information regarding opportunities, important dates, and reminders; including, a calendar hung by the front entrance, the Facebook page, the website, and paper copies at the sign-in station
5. Staff will regularly communicate opportunities and expectations with youth and parents/guardians

## Dress Code

Since all Unity participants attend Unit 5 schools, Unity utilizes the dress code policy enacted in your child(ren)'s school. However, it is encouraged that you look ahead to scheduled programming and ensure your child(ren) is dressed appropriately for the activity planned (such as gardening). During the spring and fall, youth may be outside when the temperature is low enough to require an extra layer of clothing, please send your child(ren) with the assumption that they will be spending time outside.

## First Day Checklist

- Read through this handbook with your child(ren), making sure they understand Unity's policies
- Return any forms that have not been completed prior to your child(ren)'s first day
- Talk with your child(ren)'s teachers about their participation in Unity's program
  - When teachers, parents/guardians, and Unity staff are all on the same page they create a support group for enrolled youth
- Talk to your child's listed emergency contacts/designated pick-ups and explain the pick-up process
  - If an individual on your emergency contact/designated pick-up list is another Unity family that may be picking up your child(ren) on a regular basis, make sure to ask them who they have listed on their emergency contact list and consider listing similar people on yours
- Alert Unity staff to any special dietary requests due to medical diagnosis, allergic reactions, or religious beliefs
- Complete the "Change in Family Contract" form to reflect any early pick-ups, late drop-offs, or days in which your child(ren) will not be in attendance
  - Please observe our daily schedule and strive to pick-up or drop-off between scheduled times

## Agreement to Unity's Handbook Policies

The expectations outlined in this handbook are not comprehensive, meaning they do not and cannot cover each and every situation that may arise. However, when unique and/or unforeseen situations do arise, they will be addressed reasonably and fairly on a case-by-case basis.

Your signature below indicates that you have fully read and reviewed this handbook with your child(ren) who will attend Unity Community Center's after-school program.

---

Parent Name - Printed

---

Date

---

Parent Signature

---

Student Name - Printed

---

Date

---

Student Signature

**This form is due back to Unity staff by end of day Friday, September 6, 2023.**