



PARENT HANDBOOK ORIENTATION

June 18, 2025

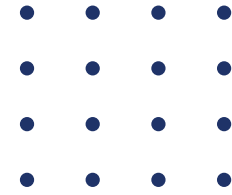




ABOUT ASPIRA OF NEW YORK, INC.

Since 1961, ASPIRA of New York, Inc. has been dedicated to serving New York City youth and their families, providing opportunities that would otherwise not be available to them, and serving as an effective advocate, fighting to improve education in the Puerto Rican and Latino communities.

In the 64 years since it was organized by a group of concerned community leaders led by Dra. Antonia Pantoja – a 1996 Presidential Medal of Freedom Awardee – ASPIRA of New York has served thousands of New York City youth, parents, schools, and other community based agencies, establishing a record of providing high quality, comprehensive programs and services.



OUR PROGRAMS

Beacon

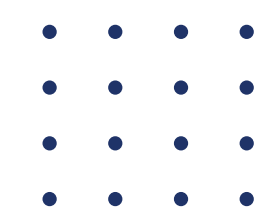
Located in public schools across New York City and operating year-round in non-school hours on weekdays, weekends and in the summer, each Beacon transforms its host school into a resource for the whole community by offering an integrated range of programming tailored to local needs. For all participants, especially youth, Beacons offer a safe place to engage in recreational activities, discover new interests, acquire skills, and find opportunities to contribute to the community, guided and supported by program staff.

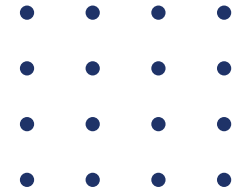
COMPASS

The COMPASS Elementary model is a robust design built on lessons learned by DYCD throughout COMPASS' history and caters to the whole child from Kindergarten through 5th grades. Beyond STEAM, COMPASS programs strive to integrate literacy into all instruction; offers homework help, basic arts instruction and physical activity, including nutritional programming to promote healthy living. COMPASS programs are offered 3 hours each day, 5 days per week including 13 school holidays.

COMMUNITY SCHOOLS

The community school strategy is an approach to education that addresses the needs of students, families, and communities by providing a wide range of services and supports in and outside of school. NYC community schools collaborate with lead community-based organization (CBO) partners to create welcoming, supportive environments that support the whole child and promote academic success, as well as social and emotional well-being. The Office of Community Schools mission is to create and sustain school and CBO Partnerships through intentional collaborative leadership that empower students, families, and communities to thrive.





OUR PROGRAMS

LEADERSHIP COLLEGE ACCESS PROGRAM (LCAP)

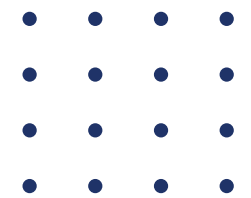
The Leadership & College Access Program is the core of ASPIRA of New York. Dra. Antonia Pantoja's vision was to give young people the tools they needed to become future leaders of their communities.

SONYC

SONYC for School's Out NYC is the COMPASS' middle school model that serves as a pathway to success for youth in 6th, 7th and 8th grades. Structured like clubs, the model offers youth choice in how they spend their time; provides rigorous instruction in sports, arts and youth leadership. NYC becomes the classroom through trips and opportunities for instruction beyond the traditional facilities. Programs are offered 3 hours each day, 5 days per week during the school year. Services are also offered during the summer months at some locations.

SYEP

The Summer Youth Employment Program (SYEP) is the nation's largest youth employment program, connecting NYC youth between the ages of 14 and 24 with career exploration opportunities and paid work experience each summer. Through SYEP, participants can explore different interests and career pathways, develop productive workplace habits, and engage in learning experiences that strengthen their social, civic, and leadership skills. By participating in structured project and work-based opportunities, NYC youth are better prepared for careers of the future.



ASPIRA TRIPLE A PROCESS

We believe in more than just academics. Our ASPIRA Triple A Process (Awareness, Analysis, Action) enables students to identify real-world issues, brainstorm solutions, and take action. Through this process, students develop essential skills like critical thinking, problem-solving, and leadership.

Awareness



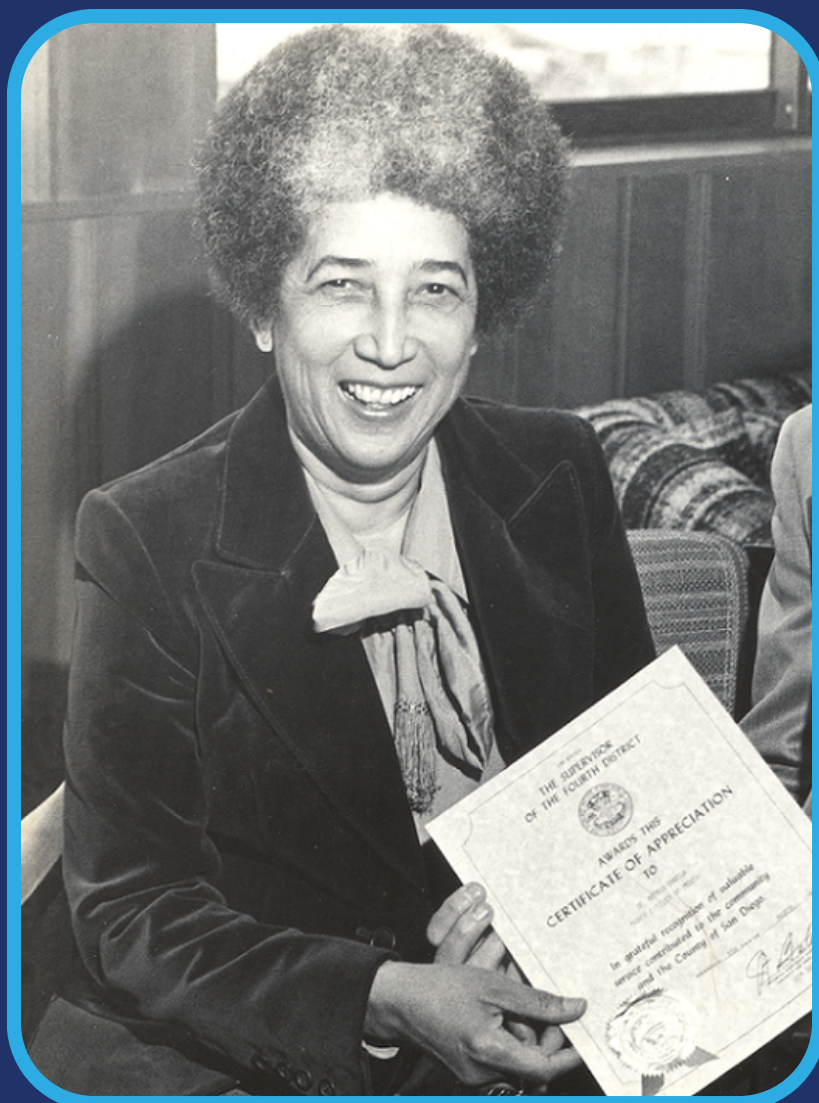
Analysis



Action



OUR FOUNDER



Dra. Pantoja was born in San Juan, Puerto Rico in 1922 and studied at the University of Puerto Rico. Upon graduating from the University of Puerto Rico in 1942, she worked as a schoolteacher for two years in Puerto Rico where she cultivated a profound interest in education and addressing the needs of disadvantaged children. She arrived in New York City in November 1944 where she got a job as a welder in a factory making lamps for children.

Dra. Pantoja received a scholarship from Hunter College, City University of New York, where she completed a Bachelor of Arts degree in 1952. She went on to acquire a Master of Social Work in 1954 from Columbia University and was bestowed a Ph.D. from the Union Graduate School in Yellow Springs, Ohio in 1973.

Her most profound contribution to the Puerto Rican community in the United States began in 1958 when she joined a group of young professionals in creating the Puerto Rican Forum, Inc. which paved the way for the establishment of ASPIRA in 1961. She was also instrumental in establishing the Puerto Rican Association for Community Affairs (PRACA) among other important Puerto Rican institutions. However, ASPIRA is her legacy. Originally conceived to address the high dropout rate of Puerto Rican youth in New York City during the '50s and '60s, the organization has flourished into a major national organization dedicated to empowering Latino communities through education.



WHAT IS SUMMER RISING?

Summer Rising 2025 is a partnership between **New York City Public Schools** and the **Department of Youth and Community Development (DYCD)**. **Summer Rising is free** and available to all NYC students in grades K-8. Students in Summer Rising will have access to both academic and enrichment programming over the course of the day, including field trips, arts activities, and outdoor recreation.

Programs will be full-day, in-person, and planned and operated collaboratively by school principals and community-based organizations (CBOs). The environment will be safe and supportive with staff prepared to respond to children's social and emotional needs. Breakfast, lunch, and snacks will be served.



SUMMER PROVIDES



01

All programs are 100% free of cost to parents and guardian

02

A free and safe program in a supportive environment

03

Instructional enrichment and recreational activities

04

Recreational/Cultural Trips

05

Trained staff familiar with the strengths and needs of young people

ATTENDANCE RULES AND POLICIES





ATTENDANCE RULES AND POLICIES



01 Participants are expected to attend the program on regular basis.

- It is important to inform us when your child is out of school, please call the ASPIRA office and leave a message
 - If your child is suspended from school for any reason, they may not attend CBO Summer Rising program until their suspension period is complete
 - Participants are not allowed to leave the school building at any time. If a student leaves the school building the Parents and/ or guardians will be immediately contacted
- 
- 



ATTENDANCE RULES AND POLICIES



02 Daily Sign-in

Daily attendance is taken when your child attends the Summer Program by both the DOE and ASPIRA of New York. Your child is responsible for coming straight to the program. Phone calls will be made on a daily basis to inform parents of their child's absence from summer program.

03 Early Sign-Out

All participants must be signed out by parent/guardian if leaving the program early. Participants will not be released to anyone other than a parent, guardian, or person listed in the participants intake packet, unless the participants parent notifies the Program Director in writing prior to pick up time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see photo identification before the student is released. Parents/Guardian can pickup their child between the time of **3:00 PM** to **4:00 PM**.





ATTENDANCE RULES AND POLICIES



04 Daily Sign-Out

If a student will be picked up from the program each day, the student will not be released to anyone other than a parent, guardian, or person listed in the participants intake packet, unless the participants parent/guardian notifies the program in writing prior to pick up time.

****IF YOUR CHILD HAS PERMISSION TO GO HOME ALONE AFTER DISMISSAL, PLEASE INDICATE THAT ON THEIR APPLICATION. IF YOU DO NOT SPECIFY THIS INFORMATION, PARTICIPANTS WILL NOT BE ALLOWED TO LEAVE ON THEIR OWN.***





ATTENDANCE RULES AND POLICIES

05 Late Pickup

Program closes at the indicated end time . We ask parents/guardians or others authorized to:

- Arrive at least five minutes before the end time
- If running late, call the Program Director at the number provided to inform them and provide reasons for delayed pickup.
-

If a child is **picked up late**, you will **receive a warning**. Upon receiving a **third warning**, your child may not be able to return to the program until arrangements are made for the child/ren to be picked up on time. Our procedure is if a **parent is late and cannot be contacted your child/ren** will be taken to the **nearest police precinct located at:**

PRECINT: 26TH

ADDRESS: 520 W 126 STREET, NEW YORK NY 10027

PHONE: 212.678.1311





ATTENDANCE RULES AND POLICIES

06

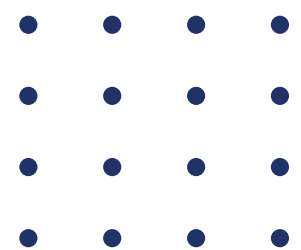
CANCELLATION DUE TO WEATHER

When schools close early due to inclement weather, the summer program will also be closed. There may be times when the weather deteriorates toward the end of the day, and it is up to the Department of Education and program administration to decide whether or not to cancel the program. Staff will try to contact as many parents as possible. Parents should discuss early dismissal plans with their participant to ensure their safety.



SUMMER RISING SCHEDULE





ACTIVITIES OFFERED

» Art Animation Design

This activity offers art enthusiasts a chance to explore creative projects beyond the standard curriculum. Participants will create artwork for the end-of-summer showcase, with lesson plans developed by the activity specialist and Education Specialist

» Career Exploration

Exploring future- Students will be able to engage in career exploration activities that connect to existing summer programming and support opportunities for self-exploration, career exploration, and goal setting.

» Cooking

Our workshops teach kids practical cooking, nutrition, and kitchen safety through hands-on lessons. Students will prepare simple meals and create a cookbook of their favorite recipes as a final project.

» Dance

The dance specialist will instruct groups of students on dancing techniques by demonstrating dances in front of the class, showing participants new moves, making suggestions to participants monitoring performance, and organizing activities. By also doing a final showcase Dance.

» Design & Build Lab

Participants will learn to construct various models and structures using Lego bricks, fostering their imagination and spatial reasoning abilities. The class may also incorporate STEM concepts like engineering, architecture, and robotics, depending on the specific curriculum.

» DIY Creation Station

Introducing participants to building skills for self expression. Participants will conduct several craft projects in order to build techniques in craft creations.

» Soccer (DYCD Initiative)

Soccer for success is a DYCD Special Initiative that teaches participants health habits and helps them develop critical life skills through the support of a caring coach-mentor. The Soccer for Success program combines sport-based development nutrition education, and mentoring to offer a wholistic approach to sport and coaching.

DISCIPLINE (CODE OF CONDUCT)

For Participants and Parents





DISCIPLINE (CODE OF CONDUCT)

ASPIRA of New York, Inc. expects all participants and parents/guardians to follow program policy and rules to ensure the safety and well-being of participant and staff. Please read, discuss and explain program rules to your child before the program starts. While attending the program participants should always go to staff before any conflict develops or escalates.

Steps for disciplinary action

- **Verbal warning** with child and parent if needed.
 - **Written warning** and phone call home for a conference to plan a change of behavior.
 - If behavior continues with no improvement, child will be **dismissed from the program**.
- 
- 



DISCIPLINE (CODE OF CONDUCT)

The following acts will result in immediate suspension or expulsion from the Program:

- Safety concerns (to themselves, participants, staff, community members and/or property)
 - Not willing to listen to the instructions or follow directions of the staff
 - Harming or threatening another child in any way: (i.e. fighting, hitting, pushing, shoving, arguing, bullying, cyberbullying etc..)
 - Defacing school or ASPIRA of New York property, including desks, hallway walls, bathrooms, gym
 - Cursing, profanity, or any type of racial slur or derogatory language towards anyone involved in our program
 - Running in the hallways or out of classrooms
 - Stealing another person's property
 - Use of or under the influence of alcoholic beverages, drugs, or tobacco
 - Use of or in possession of Vaping, E-Cigarettes, Juling
 - Gang affiliation, gang signs and gang accessories such as beads and color
 - Bringing weapons of any kind
 - Falsely activating a fire alarm
- 
- 



DISCIPLINE (CODE OF CONDUCT)

Parent Expectations

- Comply with the procedures and related requests of school safety, school and program leaders or other authorities such as police or fire department in accessing and traveling in the building.
- Reinforce program rules and procedures with your children. Do not condone or encourage your children to break any rules or guidelines.
- Communicate in a clear, calm manner. This includes engaging in speaking and listening constructively to explore an issue from all sides towards the best solution.
- Cooperate with program leaders in finding a time to meet that will not compromise the safe operation of the program and will ensure the appropriate level of privacy and freedom from distractions.

NEVER ADDRESS SOMEONE ELSE'S CHILD DIRECTLY WITHOUT THE PRESENCE OF THAT CHILD'S PARENT, AND WITHOUT THE PERMISSION OF BOTH PROGRAM LEADERSHIP AND THE OTHER PARENTS, WHEN YOU HAVE A CONCERN THAT INVOLVES CHILDREN NOT YOUR OWN.





DISCIPLINE (CODE OF CONDUCT)

Parent Expectations (cont.)

- Do not linger during transition times to engage in conversation with staff or other parents. Do not allow your children to leave your active supervision once you have signed them out, or to engage in behavior that is against program expectations (like running or traveling unaccompanied in the building.)
 - Do not seek to establish personal relationships with program staff. The professional role of staff in caring for your children must be respected and be the basis for your business-like interaction with them.
 - Behave in a responsible manner. There is no tolerance for aggressive or threatening language or behavior towards anyone in, or around, the program. Any failure to de-escalate language, tone or volume or any other requests from program or DOE staff that relates to the safe operation of the program is not acceptable and will result in consequences up to and including suspension or termination of your child from the program, and the possible involvement of law enforcement.
- 
- 



DISCIPLINE (CODE OF CONDUCT)

Sexual Harrasment

- ASPIRA of New York,Inc. enforces the **Chancellor Regulations A-831 “Student-to-Student Sexual Harassment”** regulations. For more information about this policy please follow the link or type in web browser: ***<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-831.pdf>***
 - It is very important that you communicate to us if your child suffers from any emotional or psychological conditions that may influence his/her behavior. This type of information has a direct impact on what measure to take when speaking to your child about his/her misconduct.
- 
- 



RESOLUTION PROCESS

First Offense

Parent is contacted, Student is given a Verbal Warning

Second Offense

Written warning and phone call home for a conference to plan a change of behavior. Parent must attend the conference in order for the participant to continue in the program

Third Offense

Written warning and phone call home for a second conference to plan a change of behavior. Parent must attend the conference in order for the participant to continue in the program

Expulsion / Removal

Parent is informed of Expulsion/Removal from the ASPIRA program.





DISCIPLINE (CODE OF CONDUCT)

Suspension and Expulsion

- Suspension and Expulsion are at the discretion (irrelevant of offense level mentioned above) of the Site Leadership and may be authorized immediately based on the severity of the behavioral problem or needs that the ASPIRA program cannot accommodate.

Any extreme, dangerous or violent behavior could result in an immediate termination of the child from the ASPIRA Program.

Concerns or Issues

All parents/guardians are asked to meet with the Program Director or Assistant Director regarding any concerns or issues, including issues with staff or program participants or parents. All issues are taken seriously and will be addressed immediately. It is unacceptable for anyone to approach program staff, participants and other parents regarding program issues. This procedure is to avoid any conflict that should be mediated only by the Program Director or Assistant Director. Once either Director has resolved an issue, all parties involved are to comply with the expectations discussed during mediation.





DISCIPLINE (CODE OF CONDUCT)

Suspension and Expulsion

The **use of foul language** is prohibited within and surrounding the premises by all participants, parents and staff. Confrontational and loud aggressive behavior in general is prohibited. If communication is unable to continue in an appropriate fashion, parents/guardians will be asked to return when composure can be maintained. Please note services for a participant can be terminated or denied if the Site Leadership has determined that proper communication and cooperation can't be maintained. Services can also be terminated or denied if any of the program policies or procedures is violated. Policies and procedures are to be upheld by not only parent/guardians but extend to ALL emergency contacts, authorized pickup persons, or anyone on the premises on the behalf of a participant. Failure to adhere to these guidelines may directly affect your child's enrollment in the program.

Expulsion from our program will be immediate due to the possession of illegal drugs, weapons, gang affiliation, or acts or threats of violence within or out of the school against any of our program participants, staff, or parents.





DISCIPLINE (CODE OF CONDUCT)

Parent Compliants and/or Concerns

If for any reason you have a complaint or concern about a staff member/other student or parent, please address the issue with the Program Director or Site Leadership on duty. We strongly discourage parent and staff confrontations. All the administrators have an open-door policy and will be more than willing to assist you with any concerns you may have.

TRIPS

Our program will be taking excursions away from the program (e.g. field trips). Please note that all children will receive a permission slip for consent to go on the trip. No participant will be allowed to leave the building without a signed permission slip. **No verbal consent will be permitted.**



FIELD TRIPS



FIELD TRIPS

TRIPS

Our program will be taking excursions away from the program (**e.g. field trips**). Please note that all children will receive a permission slip for consent to go on the trip. No participant will be allowed to leave the building without a signed permission slip. **No verbal consent will be permitted.**

SCHEDULED FIELD TRIPS

July 11	Bronx Zoo
July 18	Bronx Zoo
July 25	Bronx Zoo
Aug 1	Bronx Zoo
Aug 8	Bronx Zoo

HEALTH POLICY





HEALTH POLICY

Student Illness/Accident/Emergencies

If a participant is absent from the Summer DOE Program due to illness they may not come to the program.

If a participant becomes ill or injured during the program or exhibits any of the following conditions, their parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification.

- (1) Contagious disease**
 - (2) Fever over 100°F**
 - (3) Vomiting or diarrhea**
 - (4) Accident requiring medical attention**
 - (5) Head lice**
- 
- 



HEALTH POLICY

Medication is NOT administered in this program

If your child is not feeling well, we will call the parent to come and pick him/her up. If we cannot reach the parents, we will call the emergency contact numbers. If your child has a fever, they will not be allowed to stay in the program. If your child(ren) wakes up not feeling unwell, please do not send your child to the program. Send a note explaining his/her absence the following day.

Emergency Procedure

Unfortunately, there are times when a child may become injured during an activity. If this occurs, the following takes place:

1. Site Leadership is immediately informed.
 2. If it's a minor injury, the parent is called, and a note is sent home.
 3. In the event of a serious injury, we call the parents to gain consent for what actions should be taken. If the parent cannot be reached, we will then call the emergency contacts, who we will presume can give authorized consent.
- 
- 



HEALTH POLICY

Emergency Procedure (cont.)

4. If the injury requires immediate medical attention, 911 is called and parents are called. A designated staff member will accompany the child to the nearest hospital. They will take the participant's chart with all the information and stay with the child until the parent or other authorized adult arrives. An incident report must be filled out by all parties involved that same day and submitted to the Site Leadership on duty for review and signature. We have staff that are trained in First Aid and CPR: RTE, responding to emergencies.

Emergency Contact

Please report any changes of emergency contact information, employment, telephone numbers to the Site Leadership as soon as they become available. Although this information will be kept confidential, it will be shared with the appropriate staff members to facilitate communication with parents or guardians in emergency situations.





HEALTH POLICY

Mandated Reporter/Intoxicated-Impaired Child Pickup Policy

All program staff are mandated reporters as required by the Office of Participant and Family Services. Child care center workers are mandated by New York State law to report suspected child abuse and neglect to the state hotline, the New York State Central Register (SCR).

Any parent or other person who is authorized to pick up a child enrolled in the Summer Rising Program arrives intoxicated or in an impaired physical condition which may prevent them from assuring the child's welfare will not be allowed to pick up a child.

Please refer to the Intoxicated/Impaired Child Pick-up Policy for additional Information.





LEADERSHIP CONTACT INFORMATION



Managing Director

Nicole Garcia

646.949.7306

ngarcia@nyaspira.org

Tracy Pringle

929.496.0441

tpringle@nyaspira.org

Senior Mananaging Director

Irma Lovo

646.946.9363

ilovo@nyaspira.org

Chief Program Officer

Leydy Avila

646.949.7375

ilavila@nyaspira.org

Chief Operation Officer

Jose Gonzalez

646.946.9378

jgonzalez@nyaspira.org



The background is a dark blue shape with irregular, organic edges. It is surrounded by white and light blue areas. There are several decorative elements: concentric white circles in the top-left, top-right, and bottom-left corners; a cluster of small blue dots in the top-left and bottom-right; and a few larger blue and white circles scattered within the dark blue shape.

THANK YOU