**Positive Youth Development (PYD) After School Program**

**Policies and Procedures**

**For: Parents, Staff, Volunteer, and Partner Organizations**

**2019 - 2020 School Year**

**Section 1: Administration Policies and Procedures**

**1-1 The program’s purpose and its philosophy on Positive Youth Development Program (PYD)**

**Mission:**

It is our mission to provide youth with quality expanded learning opportunities that will spark creative exploration, aid in college readiness and cultivate career awareness. It is every child’s right to explore his/her individuality with guidance through appropriate activities. Believing that by offering a secure and safe atmosphere during an after-school program, children will develop strong interpersonal skills that can be applied both academically and socially in life. Also by providing an enriching environment, children will develop independence, self-control, and self-help skills both academically and socially/emotionally.

**1-2 Ages of youth accepted in PYD program:**

The PYD Afterschool program will accept youth who are in Country Club Middle School, (6th, 7th, and 8th graders).

**1-3 Services offered for special needs youth in compliance with the Americans with Disabilities Act:**

The PYD Afterschool program will not discriminate against youth with disabilities, and will be provided with the same opportunities to participate in programming. Reasonable modifications will be made to accommodate youth with disabilities. The afterschool program will provide services necessary for effective communication with youth with disabilities. Program facilities will be accessible for youth with disabilities. Each youth with a disability who wants to enter the program will need to provide in writing any special needs that are to be met in order for success in the PYD Afterschool program. A meeting with parents or guardians will need to take place to identify the needs of the child and ways those needs can be met. As long as meeting those needs does not fundamentally alter the program, the youth will be admitted. The after-school program is not able to hire a staff for a youth who needs a one to one ratio for care; however, if a guardian can provide a personal assistant to the youth (at no cost to the PYD Afterschool program), the youth can participate in the program.

**1-4 Program hours, including specific hours of early release and holidays when the school is closed:**

The PYD Afterschool program will operate **Monday through Friday, between the dates of Monday, August 19, 2019 through Wednesday, June 3, 2020**. There will not be any PYD program on days in which school is not in session, such as “Teacher Planning Day’s, Holidays, or Recess Days”. (Please see attached PYD program schedule).

The PYD Afterschool program hours are from 4:00 PM to 6:00 PM. During early release days the hours are from 1:30 PM to 6:00 PM. Staff and partner organizations must be at the school from 3:15 PM to 6:30 PM during regular school days, and between 1:00 PM to 6:30 PM, during early release days.

**1-5 Contact information of PYD Team:**

Please see attached the contact information of all staff and organization partners, who are part of the PYD Team. Parent’s please contact our office to speak to one of our staff. Staff, please make sure that your contact information is correct. If any changes need to be made, please contact Lizabeth Verjano, Program Director.

**1-6 PYD Communication with Parents:**

Throughout the school year as well as during the summer, the PYD team will communicate various programming information to the parents of the PYD program participants via: flyers, emails, and phone calls. Some of the information communicated is in regard to inclement weather condition, events, updates to the schedule, field trips, and participant behavior.

**1-7 Registration of youth to PYD program**

Registration application packet must be completed by youth’s parent/guardian before starting the PYD Afterschool program. In compliance with Children’s Trust guidelines, a new set of accurately completed forms must be completed each year. If a youth arrives without all the required forms being completed, he/she will not be allowed to attend until all forms in the application packet have been completed by their parent/guardian. Completed files for each youth will be kept at Federation of Families office under lock and key for confidentiality purposes at all times during the program operation. Parents have the right to view their youth’s file, by requesting to do so in writing to Lizabeth Verjano, Program Director.

**1-8 Policy Regarding the PYD program’s Participant and Behavioral Policy Agreement**

The PYD Afterschool program will make all efforts to communicate with parents/guardians about a youth’s discharge from the program. If a youth exhibits significant behavior problems, the PYD team will follow protocol according to the Participant Behavior Policy Agreement (Please see attached policy). The PYD team will take the necessary steps to prevent persistent behavioral problems (dismissal from the program is a latter action). If the behavior persists despite intervention and the youth must be discharged from the program, the parent/guardian will be notified in writing and verbally. Other infractions that will cause a youth’s dismissal from the PYD program are violation of school policy (e.g. possession firearms, drugs, alcohol, and etc.) and parents engaging in malicious or threatening behavior towards staff, and PYD program property and/or School property damage.

**1-9 Policy regarding the parent’s or guardian’s responsibility to notify the PYD Afterschool program when parents or guardians withdraw their youth from the program.**

The PYD Afterschool Program requests that parents/guardians notify the program directly in writing or in person when their youth will no longer be attending the program.

**Section 2: PYD Afterschool Program Policies and Procedures**

**2-1 Policy regarding youth attendance in the PYD Afterschool program.**

The PYD program is a daily activities afterschool program which requires attendance to all sessions Monday - Friday. The PYD team understand that unforeseen situations might hinder a youth’s attendance to the program. Since the PYD program is funded by the Children’s Trust, youth participating in the PYD program have require hours they must complete in attendance before the end of the school year. Therefor youth with 5 or more absences will be removed from the program to allow other youth on the waiting list to have the opportunity to attend the PYD program.

**2-2 Policy regarding youth tardiness in the PYD Afterschool program.**

Youth enrolled in the PYD Afterschool program are expected to arrive at the Media Center by 4:00 p.m. unless otherwise discussed previously. Youth are not allowed to go outside school grounds to buy drinks/food. Youth who are caught outside school grounds will be written up based on the disciplinary policy and parents will be called. Youth with more than three unexcused tardies could be removed from the PYD program and/or will not participate in the end of the month raffle (See Section 2-2 under Rewards) and parents will be notified.

***Reward Policy***

***Monthly***

Youth will be rewarded each month with an opportunity to participate in a raffle for movie tickets. They will receive raffle ticket(s) based on their accomplishments in the program (e.g. perfect attendance, effective participation).

***End of Year***

Youth will receive end of the year superlatives based on their achievements (e.g. Best Robot Builder, Best Athlete, and Perfect Attendance).

**2-3 Procedure for identifying where children are at all times**

Upon arrival to the PYD Afterschool program, youth must sign in. A PYD team member will sign youth out at designated dismissal area (parent pick up, bus, and walking).

Clear expectations of where the youth can go and not go, will be given, modeled, and restated to the youth while they are in the after-school program. They will remain under constant supervision whether in the Media Center, outside during physical activity, or robotic competitions. The youth will always be accompanied with a member(s) of the PYD team.

During physical activity youth will remain on the basketball court, soccer, and/or football fields. All youth are to stay in sight at all times. If the restroom is needed, the youth will be sent back to the Media Center, where PYD team members will be present, to use the restroom. Youth must inform a PYD team member that they are going to the restroom and when they have returned.

While traveling to a robotic competition all youth will be accounted for regardless of mode of transportation (parent drop off or Miami Dade County Public School Department of Transportation). When the destination has been reached parameters will be set-up by the supervisor. Youth will be reminded that they are never to be alone and will be assigned a “buddy” to be with at all times. Youth must stay within parameters designated by PYD team members within PYD team member’s line of sight. Youth must ask permission to use the restroom and must be accompanied by their “buddy”. Roll call will be taken before, during, and after each field trip to ensure all youth are present and accounted for.

**2-4 Discipline Policy**

The goal of the PYD Afterschool Program is to create a safe, respectful, and responsible environment where learning can take place. The PYD team will follow protocol according to the Participant Behavioral Policy Agreement. Discretion will be used when specific disciplinary actions are taken depending on the youth’s specific infraction and general pattern of behavior.

The PYD team will:

* Establish clear expectations for all students
* Integrate character education in curriculum and in the daily life of the program
* Request students, parents, and teachers support the discipline philosophy of the program

In an effort to put youth first and use discipline to help facilitate teachable moments, the PYD Afterschool program will implement the following discipline program.

**Discipline Policy**

***Participant Behavioral Policy Agreement***

Positive Youth Development (PYD) promotes a safe and encouraging environment for every participant of this after school program. In order to do so, PYD asks each member, both parent/guardian and child, to agree to a set of behavioral guidelines.

* He or she will respect all participants in the PYD program, even if there is a difference of opinions or belief among members
* He or she will not engage in confrontational behavior at any time, verbal, or physical
* He or she will follow the directions of all PYD facilitators and staff
* He or she will personally assume responsibility to keep the area in which we work clean

Actions/steps if youth violates any terms of this agreement:   
Step One: Verbal Warning  
Step Two: Written Warning (3)

1. Parents will be called after 1st written warning
2. A parent conference will be requested after the 2nd written warning
3. The student will be suspended after a 3rd written warning

Step Three: Dismissal from Program

**2-5 Policy concerning meals and snacks**

A nutritious meal will be provided by the PYD program daily through Miami Dade County Public Schools-Department of food and Nutrition Afterschool Meals Program. The meals will be served at 4:00 p.m. every day. The meals provided can be altered due to allergies or other medical conditions but not due to personal preferences. **It is very important that the program is notified in person and writing if a youth has a food allergy.**

**2-6 Procedure concerning youth’s personal belongings and money**

The PYD Afterschool program will require proper clothing and footwear be worn at all times. Participants will be expected to dress appropriately for all weather conditions.

Personal cell phones, toys, videogames, candy, money are the responsibility of the youth and should be out of sight during PYD lesson/activity instruction but are allowed before and after.

The PYD program is not responsible for lost items. It is the youth’s responsibility to make sure they leave with everything he/she came with.

**2-7 Policy regarding visitors to the PYD Afterschool program**

The PYD program will from time to time have visitors from the Children’s Trust, such as: Contract Manager or designated person from the Children’s Trust while the PYD Program is in session at Country Club Middle. The On-Site Coordinator will accompany those visitors to sign in at the school’s office. For the security and safety of the participants, Staff, Volunteer, and Partner Organizations personnel, no other visitors are allowed while the PYD program is in session at Country Club Middle.

**2-8 Procedure for releasing youth from the PYD Afterschool program only to persons for whom the program has written authorization**

Youth will only be released to those authorized by the parent/guardian on the application form. It is the parent’s/guardian’s responsibility to notify the PYD program of any changes to authorization. No youth will be released to anyone who is not authorized to pick them up.

The PYD Staff, Volunteer, and Partner Organization personnel will notify police of any parent or guardian suspected to be picking up their youth under the influence of alcohol.

**2-9 Procedures followed when a youth is picked up after the program is closed or not picked up at all, and to ensure that all youth are picked up before the staff leave for the day**

All youth must be picked up no later than 6:00 p.m. If a parent/guardian has not arrived by 6:15 p.m., the staff will call the parent/guardian as well as individuals authorized for pickup. If a parent/guardian or individuals authorized for pickup cannot be reached by 6:30 p.m., the staff will call the people listed under “Emergency Pickup Contacts”. If the staff is unable to contact any parent/guardian, individuals authorized for pickup, or Emergency contact, by 7:00 p.m., the PYD Staff will then contact the Principal of Country Club Middle School, Rafael Crespo, and local law enforcement. The PYD Staff, Volunteer, and Partner Organization personnel will remain with the youth until the youth is safely discharged.

**Section 3: Safety Management Policies and Procedures**

**3-1 Background Screening for all Staff, Volunteers and Professional Service Personnel**

All PYD Staff, Volunteers, and Partner Organization personnel MUST be fingerprinted and cleared by MDCPS Fingerprinting Office prior to beginning any work assignment in the PYD Program. Pursuant to Florida Statute 1012.465 Background Screening Requirements for Certain Non-instructional School District Employees and Contractors. Staff are required to wear the MDCP School Contractor ID badges at all times and must be CPR trained as well. Federation of Families will ask for a copy of MDCP School Contractor ID badges, and CPR Card. Which will be placed in the PYD Staff, Volunteer, and Partner Organization personnel files.

**3-2 Procedure for transporting youth, including transportation arrangements and parental permission for excursion and related activities.**

The PYD program has been designed to remain at CCMS campus during hours of operation, except for robotic competitions.

Parents’ permission for any activities that may require the PYD program to leave Country Club Middle School will be acquired prior to the day of the activity. This permission must be in written form granting the PYD program the right to leave the CCMS campus with each child under the proper adult supervision provided by Sports Konnect contracted through the PYD program. Parents have the right to request that their youth not participate in any activity away from the CCMS campus.

**3-3 written policy and procedure governing robotic competitions and movies/digital media**

Robotic competitions will be described, posted, and sent home to parent/guardians at least four to three weeks prior to any planned trip. The PYD Staff, Volunteer, and Partner Organization personnel will carry all relevant information pertaining to each child at all robotic competitions. Certified First Aid kits will also be in the PYD Staff, Volunteer, and Partner Organization personnel possession.

**3-4 Policy regarding severe weather**

Florida weather can change rapidly and without warning. For outside activities, youth will be expected to wear appropriate clothing. Clothing includes closed-toe shoes, Sports Konnect shirt, and comfortable bottoms. Outside activities may be cancelled or shortened due to weather. Staff will make the decision based on keeping the group safe. The PYD Staff, Volunteer, and Partner Organization personnel will have access to first aid kits and a cell phone in case of emergency. In case of severe weather, the youth will remain indoors and offered an alternate activity or programming may be suspended.

The PYD Team understand that the decision to suspend the PYD Afterschool Program due to severe weather has a significant impact on families. Our top priority is the youth’s safety. After careful consideration of all relevant factors including: road conditions, weather forecasts, building maintenance and discussions with area school districts’ transportation offices, the decision to suspend the PYD Afterschool Program will be made in conjunction with the information provided by MDCPS and Federation of Families Management Team. The decision to suspend the PYD Afterschool Program will be made by 6:00 a.m. and parent will be notified by phone call and email. Parent we ask that you’re please keep us updated with your most current contact information. If any changes occur in your contact information cell phone number or email address, please let the PYD team know immediately.

**3-5 written policy and procedure on viewing movies/digital media during PYD program**

The PYD team believes that movies/digital media has significant educational value and can enhance instructional delivery and learning in the PYD Afterschool Program. The use of movies/video media will take into account the appropriateness of the content, the connection of the content to PYD Afterschool Program activities, the length of the movies/video media, and the appropriate use of programming time.

Please be advised that your child may view movies/digital media, on early release days or other days deemed appropriate, with the Motion Picture Association of America (MPAA) rating of G, or PG. Should there be any movie/digital media of consideration that does not fall within those ratings, parents/guardians will be contacted in advance for consent.

**3-6 Policy on youth’s safety related to transportation**

The PYD program will provide transportation for youth to their home daily through the MDCPS Department of Transportation. Under **NO** circumstance is the PYD Staff, Volunteer, and Partner Organization personnel allowed to transport any youth to or from Country Club Middle using their personal vehicles.

**Section 4: Reporting Policies and Procedures**

**4-1 Procedure for filing a grievance about the PYD Afterschool Program/Staff**

If a parent, guardian, or employee has a concern regarding the PYD Afterschool program, Staff, Volunteers, or Partner Organization personnel they are first encouraged to bring that concern, in person or in writing, to the on-site coordinator, Chavon Ellington. The on-site coordinator can be reached at (786)802-3448 or emailed at [chavon@fofmiami.org](mailto:chavon@fofmiami.org).

For parents/guardians that are filing a grievance about the PYD program, a Participant Grievance Form will be provided to be filled out. The written grievance is to be given to the site coordinator by email or mail and a meeting with Lizabeth Verjano, the Program and Operations manager will be scheduled within 5 working days for resolution of the grievance. If a resolution has not been reached within 10 working days of the meeting with the Program and Operations Manager, the grievance will be referred to the Executive Director of Federation of Families. The Executive Director will review and mediate the grievance to provide the parent/guardian with a formal letter of resolution.

For PYD Staff, Volunteers, and Partner Organization personnel that are filing a grievance about the PYD program, direct complaint according to the Employee Grievance Policy.

**4-2 Policy regarding the reporting of critical incidents**

“Critical Incidents” are defined as any events or situations that jeopardize the health or safety of youth and/or family members participating in Federation of Families’ Youth & Family Center activities, the afterschool program or of staff employed by or associated with Federation of Families. These situations include, but are not limited to, the following:

Death   
Physical injury  
Fire Setting  
Commission of a serious offense to or by the participant or employee  
Youth attempts suicide or is actively suicidal  
Threats  
Stalking  
Any event that could result in media exposure  
Physical or sexual assault on or by participant or employee (includes attempted or alleged)   
Other - An incident of a critical nature that may not be identified above  
  
The PYD program shall, in accordance with the client risk prevention system, report those incidents. The PYD program shall immediately report any knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). The incident must be reported to the Principal, Rafael Crespo, as soon as possible on her cell phone (305) 951-7526. If she does not answer, a text message should be sent asking her to call with a “911”. A follow-up email will be sent to Principal Crespo within 24 hours of the incident. The parent/guardian must be notified by the Operations Manager or the Site Coordinator, of the reported incident.

Critical Incidents must be addressed immediately by calling 911 and must be reported to Management staff of Federation of Families within 24 hours and documented using the DCF Circuit 11 & 16 SAMH Incident Report Form (for incidents related to PYD please use The Children’s Trust Incident Report Form). The Incident Report Form must be sent via fax or password protected email to the program administrator at South Florida Behavioral Health Network and Our Kids. The incident must be reported in IRAS (Incident Reporting Analysis System) within 24 hours, as instructed by SFBHN. A reportable incident is defined in the Children and Families Operating Procedures CFOP 180-4 (CFOP 180-4) Mandatory Reporting Requirements to The Office of The Inspector General, which can be obtained from the contract manager.

The PYD Staff, Volunteers, and Partner Organization personnel involved with the incident and the Programs & Operations Manager must facilitate a debriefing meeting to address any immediate health or safety needs or potentially volatile situations. The participants involved in the incident should also be present, if possible.

Incidents not considered “Critical” which are not an immediate threat or harm to a participant (“I feel sad”), must be reported within 24 hours to the school counselor, Jason Fabal at [jfabal@dadeschools.net](mailto:jfabal@dadeschools.net) with copy to Principal Crespo at rcrespo@dadeschools.net)

**Section 5: First Aid, Illness, and Medication Policies and Procedures**

**5-1 Procedure, including notification of parents or guardians, for handling youth’s illnesses, accidents, and injuries.**

All known information about drug reactions, allergies, medications, and special diets or conditions are required to be notified in writing on the PYD application and Emergency Medical Authorization form by parents and will kept in each youth’s file.

Since many illnesses are contagious and parents/guardians are interested in considering the health of other children as well as their own child. If any of the following symptoms are detected in a PYD participant the PYD Staff will immediately contact the parent or guardian to have their youth pickup immediately, and/or follow the guideline of the “Emergency Medical Authorization” form signed by parent/guardian:

• Vomiting or diarrhea

• Fever

• Sore or red throat

• Persistent coughing or sneezing

• Red, watery eyes

• Rash

• Earache or drainage from the ear

• Excessive runny nose

All PYD Staff, Volunteers, and Partner Organization personnel must be CPR certified. Approved first aid kits are kept at the school site and taken on all off-site activities. If a youth becomes injured or there is an accident, PYD Staff, Volunteers, and Partner Organization personnel will first assess the situation. If the accident or injury is minor (a scrape or bruise), the staff will apply first aid as necessary and a parent/guardian will be contacted.

In case of critical incidents or injuries, PYD Staff, Volunteer, and Partner Organization personnel will immediately call 911, contact the parent/guardian and Principal Crespo. The PYD Staff, Volunteer, and Partner Organization personnel will always follow the Emergency Medical Authorization Form to inform the next actions taken in response to a critical incident

All incidents must be reported by completing a Children’s Trust Incident Report as soon as possible and within 24 hours to ensure that all necessary actions are taken to protect the health, safety and welfare of all PYD participants, PYD Staff, Volunteer, and Partner Organization personnel. The program will also contact CCMS Principal Crespo immediately or within 24 hours (depending on the severity of the incident).



**Positive Youth Development (PYD) After School Program**

**Policies and Procedures**

**For: Parent, Staff, Volunteer, and Partner Organizations**

**2019 - 2020 School Year**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parents Name) (Youth’s Name)

OR

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Your Name) (**Write:** PYD Staff, Volunteer, or Partner Organizations Name)

certify that I have read, have kept a copy, and will abide to the Federation of Families – PYD Program Policies and Procedures for Parents, Staff, Volunteers, and Partner Organizations, for the 2019 - 2020 school year at Country Club Middle School.

Which include the following Policies and Procedure guidelines:

* Section 1: Administration Policies and Procedures
* Section 2: PYD After School Program Policies and Procedures
* Section 3: Safety Management Policies and Procedures
* Section 4: Reporting Policies and Procedures
* Section 5: First Aid, Illness, and Medication Policies and Procedures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of: Date:

Parent, PYD Staff, Volunteer, Partner Organization



**Federation of Families**

**Privacy Practices Policy**

Federation of Families, Miami-Dade Chapter Inc., FOF, collects personal and demographic information from all persons participating in FOF funded programs to document and report to grant-funders. The information is maintained and transmitted through secure data entry portals (Salesforce, SAMIS, FSFN) to be used for monitoring and evaluation purposes only. The data collected will be held strictly confidential and will not be disclosed to other organizations without the participant’s authorization. Pursuant to Section 125.901(11), Florida Statutes, any personal identifying information of a child or the parent or guardian of the child, held by FOF is exempt from disclosure under Florida’s Public Records Act.

**Security and Confidentiality**  
FOF has established reasonable protocols to protect personal information and your privacy.  We use technologies and processes such as encryption, access control procedures, network firewalls, physical security and other measures. In addition, we allow only authorized employees or agent’s access to your information. Although we cannot guarantee there will never be a breach of your information’s privacy, FOF takes every measure necessary to increase the security and privacy of information traveling to, from and within FOF.

**Voluntary Information**

Visitors to our website may provide information on a voluntary basis. For example, signing up for our email/mailing list requires an email address and/or additional name and address information. This information is maintained in a secure database only for the stated purpose and is not used in any other way. We do not sell or distribute any email list, mailing list, or publications request information.

**Third Party**

Principal Crespo Automatically-Collected Information

The following information is automatically collected by our website hosting company (Go Daddy) (1) the IP address/hostname used to access our website, (2) date of the visit, and (3) the pages that were visited. The IP address under (1) is used only to generate an approximate count of visits. Most IP addresses are allocated dynamically or configured in such a way that they are not traceable to individual users, and at any rate we do not use this for any other purpose. No information such as names or computer content is collected. We do not sell or distribute any web visitor information.

**Opting Out**

Third parties, including Facebook, may use cookies and other storage technologies to collect or receive information about users of our website and social media pages and use that information to provide measurement services and target ads. You can opt-out of the collection and use of information for ad targeting by visiting **http://www.aboutads.info/choices**

If you are concerned or have questions about how your information is used, please contact FOF’s Privacy Officer, Janet Pereyra at 786-802-3448 or [Janet@fofmiami.org](mailto:Janet@fofmiami.org).

April 2019

FOF logo & tagline.TIF

Federation of Families, Miami-Dade Chapter Inc.

**Participant Rights Notice**

It is the policy of Federation of Families, Miami-Dade Chapter Inc. (FOF) to inform participants of their rights which are protected under Florida law. When a participant receives services and supports from FOF, they will be provided with a copy of this policy.

Your rights include, but are not limited to:

1. Participate voluntarily in services provided by FOF.

2. Be treated with kindness and respect.

3. Language assistance and/or auxiliary aids and services free of charge.

4. Understand the services and supports offered to you and have them explained to you.

5. Be provided with services and supports based on your individual needs (referrals, etc.)

without discrimination based on race, religion, creed, national origin, gender, age, disability,

sexual orientation, or other legally protected status.

6. Be heard which includes the opportunity to file a grievance with Federation of Families or the

Office of Civil Rights:

U.S. Department of Justice - Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Office of the Assistant Attorney General, Main  
Washington, D.C. 20530

Telephone Number for the General Public (202) 514-4609  
Telephone Device for the Deaf (TTY) (202) 514-0716

7. You have the right to call the Abuse Registry at 1-800-96-ABUSE (22873) or your attorney.

8. Guaranteed confidentiality which ensures that all information about you including mental health

and/or substance abuse remains confidential and is only released with your consent. However,

certain information may be released in response to a court order, and after a threat of harm to

yourself and/or others.

9. Have the right to your own spiritual path and beliefs.

If you have any questions regarding this policy, please contact Janet Pereyra, Executive Director of Federation of Families, Miami-Dade Chapter Inc.

Revised: May 8, 2019



**PYD Team Contact Information List**

**2019 - 2020**

**FOF Office - Youth and Family Center – Phone: 786-802-3448**

**Address: 111 NW 183rd. St. Ste. 110, Miami Gardens, FL 33169**

**Lizabeth Verjano** Program Director/Operations Manager

Email: [lizabeth@fofmiami.org](mailto:lizabeth@fofmiami.org)

**Chavon Ellington** PYD Site Coordinator

Email: chavon@fofmiami.org

**Alexis Miller** Public Admin/PYD Youth Facilitator

Email: [alexis@fofmiami.org](mailto:alexis@fofmiami.org)

**Sebastian Fuentes** PYD Youth Facilitator

Email: [sebastian@fofmiami.org](mailto:sebastian@fofmiami.org)

**Paola Pena** PYD Youth Facilitator

Email: [paola@fofmiami.org](mailto:paola@fofmiami.org)

**Janet Pereyra**  Executive Director of Federation of Families

Email: janet@fofmiami.org

**Partner Organizations**

**Devin Brown** **Sport’s Konnect - President**

Email: [devinabrowne@gmail.com](mailto:devinabrowne@gmail.com)

**Cydcrx Brown** **S.T.E.A.M. (Sport’s Konnect) - Director**

Email: [cydcrx@aol.com](mailto:cydcrx@aol.com)

**Didier Dominique Sport’s Konnect – Interne**

Email: didierdominique23@gmail.com

**M-DCPS Department Dispatch**

**of Transportation** Phone: 305-625-9086

**Country Club Middle School – Phone: 305-820-8800**

**Address: 18305 NW 75th Pl, Hialeah, FL 33015**

**Mrs. Rafael Crespo** Principal

Email: rcrespo@dadeschools.net

**Ms. Isel Morales** Principal’s Secretary / Treasurer

Email: [imorales@dadeschools.net](mailto:imorales@dadeschools.net)