



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GROW LEARN THRIVE

**2016-2017
Afterschool Program
Family Guide**



**AFTERSCHOOL PROGRAM 2016 -2017
SOUTH SHORE YMCA - QUINCY
180 Old Colony Avenue, Quincy, MA
617-481-4477
Kmorrison@ssymca.org**



**FOR YOUTH DEVELOPMENT™
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Dear Afterschool Family,

Thank you for enrolling your child in the South Shore YMCA Afterschool Program for the 2016-2017 school year! Your child is set to start on the date you specified on your enrollment packet unless you have been contacted prior to that date. Please send a note to your child's teacher on their first day stating the days your child will be attending our program. I will also be contacting the school regarding your child's enrollment and if necessary, transportation. Attached you will find our 2016-2017 Afterschool Program Family Guide. Please be sure to read the entire guide and sign the signature page at the back. These can be mailed back prior to the first day of school or returned on your child's first day at our program.

For any questions regarding billing and payments, please contact Kathy Crompton, Director of Child Care Business Operations, at 781-264-9447 or kcrompton@ssymca.org.

I would like to thank you for choosing the South Shore YMCA where we are committed to strengthening our communities by nurturing the potential of children, promoting healthy living, and fostering a sense of social responsibility.

All the best,

Kate Morrison
Afterschool Director
617-481-4477
kmorrison@ssymca.org



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Section 1: General Information

Statement of Purpose

The South Shore YMCA offers a quality Afterschool Program (serving children ages kindergarten through sixth) that takes place in a safe, supportive environment that fosters the physical, cognitive, social, and emotional growth of each child. We strive to support the family unit and provide developmentally appropriate enrichment programs that encourage not just learning, but also the love of learning. We believe children are happy and secure when they have opportunities to succeed. Our Afterschool program is offered during the school year to provide a safe and nurturing environment where children are provided opportunities to explore materials, engage in physical activities, learn water safety habits through weekly swim, and enhance social skills through positive interactions with peers and YMCA staff. Self-confident children think of learning as fun and search for information and solutions to problems. We believe in positive methods of child guidance/discipline. Our staff establishes age-appropriate, reasonable yet consistent limits to help children function in their world. We strive to strengthen each child's own cultural identity while reinforcing respect and acceptance for others who may be different. The South Shore YMCA Afterschool Program will do our best to provide your child with a program to suit his/her needs and a physical environment in which he/she can feel both secure and free to grow.

Mission Statement

The South Shore YMCA is a not-for-profit association of individuals dedicated to improving the quality of life for all through programs that promote healthy spirit, mind, and body. Rooted in Christian tradition and values, the YMCA seeks to serve all people, regardless of age, gender, cultural heritage, political belief, religion, marital status, national origin, disabilities, sexual orientation, or economic circumstances. Our programs and services strive to strengthen the family, guide the youth of today, and meet the ever changing needs of our community. The South Shore YMCA embraces the Y's three areas of focus to serve the ever changing community: Youth Development, Healthy Living and Social Responsibility.

Enrollment Procedures

For a child to become enrolled in the South Shore YMCA Afterschool Program, the following items are required:

- A Completed Registration Packet & Recent Photograph
- First Week Tuition Deposit + \$60.00 Registration Fee, Non-Refundable

Prior to returning registration packet, please ensure that all fields are completed with information, signatures, and dates. If any paperwork is required as stated in registration packet (IEP's, custody agreements) please return them with the completed registration packet.

If you are registering more than one of your children, there is a maximum registration fee for a family (2 or more children) of \$90.00.

Introduction

The South Shore YMCA Afterschool Program allows children to be supervised by professional staff while enjoying social, physical, and cultural interactions with their peers.

The South Shore YMCA strives to provide a quality Afterschool program that is affordable, safe, and accessible to the greatest number of families possible; in an effort to strengthen them as well as our community. Each Afterschool Program Site is a supportive environment in which the child has the freedom to be creative and grow into a happy, healthy individual. The curriculum is a robust mix of activities that build social/emotional skills such as empathy, impulse control and conflict resolution while enhancing skills that promote health and well-being for all. Activities are structured to create a safe, nurturing, and challenging environment that encompass developmentally appropriate practices, establish foundations for future growth, and engage children in exciting, self-chosen activities. Some of these activities include homework assistance, arts & crafts, active group games, weekly swim, and individual time to explore. We provide USDA approved daily healthy snacks (fresh fruit/vegetables, grains) and early release days a nutritious lunch is included such as turkey/ham and cheese on wheat bread, accompanied by a fruit and vegetable and low-fat milk. We also provide USDA lunch and snack during holidays, snow days, and vacation weeks (separate registration packet required).

Our Program Sites

Old Colony ENC Site

180 Old Colony Avenue, Quincy, MA 02169

We are located on the first floor of the Old Colony Site of Eastern Nazarene College. Our Old Colony ENC Site has four classrooms, two large gross motor areas, a kitchen, and access to an outdoor grassy area. We are within walking distance to Collins Rest-A-While Park, Mitchell/McCoy Field, Adams Field, Merrymount Park, & Pageant Field. The children in this program attend elementary schools throughout the city of Quincy. South Shore YMCA program 7D vans will pick up children at their respective schools at the time of dismissal and transport them to the site. Children from Lincoln Hancock Elementary will arrive via QPS transportation. You must pick up your child any time before 6:00pm. When you arrive at the site, you may park in the large parking lot across the street from the building on Old Colony Avenue. When you enter the building you will head left down the corridor and enter the Afterschool Program through the door on your right. When you enter the site, the sign-out area will be directly in front of you.

Clifford H. Marshall Elementary School

200 Moody Street, Quincy, MA 02169

All of the children in this program attend either the Clifford Marshall or Point Webster School. We are located primarily in a classroom on the bottom floor of the school, while also using the gymnasium, cafeteria, and playground on a regular basis. Children are transported weekly to the Quincy Branch of the South Shore YMCA for our open swim program! Please ask the Clifford Marshall Site Coordinator for specifics including what day, time, and necessary attire. You must pick your child up any time before 6:00pm. When you arrive at the Clifford Marshall School, you may drive up to the lower, street level parking (adjacent to the playground) and walk up to the school. For the safety of all, parking at the top level next to the school is not permitted.

**Bethel Church of the Nazarene
41 Empire Street, Quincy, MA 02169**

Children from the Germantown and surrounding area will attend our site located at the Bethel Church of the Nazarene in Germantown. Located less than a mile from Snug Harbor, our Bethel Church site provides a great opportunity for all children in the Germantown area to enjoy their time after school in a safe, supportive environment. With 4 classrooms, outdoor space, and a large common area, this site provides ample room for homework time, active games, arts & crafts, as well as all of our curriculums. Children will be transported weekly to the Quincy Branch of the South Shore YMCA for our open swim program. Please ask your Site Coordinator for specifics on day, time, and necessary attire. Children will be transported from Snug Harbor to the Bethel Church via South Shore YMCA program van. All children must be picked up prior to 6:00 p.m. You may park in the parking lot located outside of the church, enter the building, and head up the stairs to the right where the sign out table will be located.

**Broad Meadows Middle School
50 Calvin Road, Quincy, MA 02169**

New This Year: The Broad Meadows Site will be for our middle school students. Children at this site attend different middle schools throughout the city of Quincy (Point Webster, Atlantic, Broad Meadows, Central, and Sterling). Located primarily in the cafeteria with access to a large outdoor field, outdoor basketball court, and indoor gym, the Broad Meadows site provides children with a variety of spaces to use for many different activities. Children will participate in homework assistance, teambuilding, active indoor & outdoor games, social and emotional skills development, and all of our curriculums! Children are transported to the Quincy Branch of the South Shore YMCA for a free swim time one day each week! Please ask Site Coordinator for specifics including what day, time, and necessary attire. All students will be transported from their respective schools to Broad Meadows via program vans. Children must be picked up prior to 6:00pm. Families may park at the parking lot to the right of the school and enter through the cafeteria doors.

The Staff

We believe that the success of our program lies in the quality of our staff. Each member of our staff is carefully selected based on his or her experience, education, character, talents, and interpersonal skills. All of our staff has met strictly enforced state standards and meets all EEC (Department of Early Education & Care) requirements. Each staff member has completed at least 3 comprehensive background reference checks as well as EEC CORI background checks. The South Shore YMCA also provides valuable trainings for staff such as Child Abuse Prevention & Reporting, First Aid, CPR, and Emergency Procedures, as well as ongoing professional development with a focus on school age enrichment & development. All staff members are MA mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families.

Volunteers

Volunteerism is foundational to the culture of the YMCA and we want you to know about our Volunteer Initiative here in Quincy! All volunteers participate in comprehensive trainings, orientation, EEC CORI checks, application processes including background reference checks, as well as an interview with the Volunteer Initiative Director, Afterschool Director, and Site Coordinator prior to volunteering in our Afterschool Program. Volunteers are always under the direct visual supervision of a qualified Group Leader and/or Site Coordinator and are never permitted to be alone with children.

Our Volunteer Initiative Director gives clear expectations to all staff for partnering with volunteers. They provide support for recognition and evaluation of each volunteers work here at the Y.

Volunteering Opportunities

Families are always welcome and encouraged to volunteer at our program sites, with transportation, or at events that are being held in the YMCA. All volunteers will be asked to fill out a volunteer application, CORI/SORI, and have references checked. You will also be asked to complete a New Employee/Volunteer Orientation. Some events families may enjoy or be interested in volunteering include: family nights, open houses, Annual Support Campaign Events (phone-a-thon, TREK, Golf Tournament, & more), the end of the year celebration, and many other fun events and activities! Please see the Afterschool Director for more information.

Supervision of Children

Children are always under the direct supervision of the Afterschool Staff. A designated Site Coordinator supervises all operations of each program site. Attendance is taken upon arrival and regularly throughout the day using face counts, where staff members visually identify each child prior to counting them. Children are accompanied by a staff person and are sent in threes (known as the rule of three) whenever they have to leave the group for any reason. Staff members are to make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for staff members (i.e. not being alone with a child).

Cultural Differences

The Afterschool Program welcomes all families and celebrates the many cultures represented in our YMCA community. As staff we encourage open discussions with families to find more about the each child's family and culture so we can have a better understanding of the cultural differences and traditions. We feel by maintaining open communication and educating ourselves, it often helps to build towards mutually agreeable practices and procedures that will benefit our program as well as assist with building a strong bond with each individual family in our program. The YMCA is committed to embracing & celebrating all cultures and incorporating their celebrations within the curriculum planning- we invite you to be part of the process by sharing your families' culture with us!

Language Translation

The Afterschool Program follows the EEC resource for language translation options: <http://translate.google.com>. We will assist in ensuring the accuracy of the translation however if it is ascertained that inconsistencies may exist we will make efforts to identify an individual who may assist with translating the material. We have SSYMCA employees who speak Japanese, Portuguese, Cape Verdean, Spanish, French, Cantonese, Mandarin, and Gujarati.

Parent Information, Rights and Responsibilities

The Afterschool Program welcomes and encourages families to visit the program sites unannounced (open door policy) at any time their child is at the program. We encourage families to participate in Family Nights, Open Houses, volunteering opportunities, in-house trainings, & daily communication. Progress reports will be distributed annually and parents will be given the opportunity to schedule a conference with their child's Site Coordinator and Director; however we encourage you to consult with the Site Coordinator or Director whenever any concerns arise regarding your child. This will give you and the staff an opportunity to discuss your child's progress. The Director and/or program staff will be sure to bring any special problems or significant development concerns to the families' attention as soon as they arise.

We encourage families to get involved in your child's learning and development; we also value your input and suggestions. All suggestions can be forwarded to the Afterschool Director to allow for parental input in the development of YMCA Afterschool policies. Please be part of the learning process; we believe parents and families are the most significant role models in your child's life.

Daily Schedule for Afterschool Program

The Afterschool Program begins each day with structured games and activities. Children put away their belongings and join the group to participate in a variety of activities including many involving gross motor skills to encourage healthy lifestyles, coordination, teamwork, and cooperation with peers. Each site has a calendar of activities that encourage creativity and provide new experiences that teach important lessons about community, character building, nutrition, and much more. A USDA approved snack is provided daily and is a fun social part of the day. On early release days, a USDA approved lunch is provided in addition to snack. All activities take into consideration the developmental age of the children and allow for time for them to choose which activities they would like to participate in. The Afterschool Program makes use of both indoor and outdoor space allowing us to best create activities that will encourage sportsmanship, teach skills, and create a diverse set of games for the children to choose from. Our three main areas of focus are Youth Development, Healthy Living, and Social Responsibility while promoting the YMCA's four core character development values of Caring, Honesty, Respect, and Responsibility. Please feel free to suggest new ideas regarding planning or routines. We value your input!

Homework Time

The Afterschool Program staff will provide an opportunity for your child to participate in homework and other quiet activities that require the least amount of distraction such as reading, board games, and drawing. Please note the staff's role is to provide guidance and supervision for your child within the framework of a Afterschool Program. We will encourage your child to complete homework but it is the family's responsibility to be accountable of all required homework assignments. Please inform Afterschool staff of any special instructions or issues related to your child's homework routine. Please let us know if you wish to have your child complete homework at home. Children will be provided with other quiet activities to do during group homework time.

USDA Food Program

The South Shore YMCA Afterschool Program participates in the USDA CACFP Food Program to ensure that we are serving healthy meals and snacks to all children daily. Each snack will include two of the following four: milk (ex. 1%), fruit/vegetable (ex. Carrots), bread or alternative (ex. Graham Crackers), or meat or alternative (ex. Yogurt). For each early release Tuesday children will be provided lunch, which will consist of milk (ex. 1%), meat or alternative (ex. Turkey), grain (ex. Whole Wheat Bread), and two fruits or vegetables (ex. Celery Sticks & Apples). As the program complies with USDA CACFP guidelines for serving sizes, storage, and service, we will provide at least ½ cup of fruits and vegetables for all children. We ask families that pack additional food refrain from packing fried foods, which are prohibited at our program for both children and staff. Water is the primary beverage for all snacks (as well as in addition to milk at lunch) and is available throughout day for children. We have pitchers of water throughout sites with cups, as well as drinking fountains available at each location. Sugar sweetened beverages such as soda, juice, and energy drinks are not served at our program and will not be allowed to be consumed at any site by children or staff. We serve low fat (1%) milk with all lunches.

USDA Non-Discrimination Statement Child and Adult Care Food Program

Guidance for Usage:

The Child & Adult Care Food Program (CACFP) is a federally funded program which requires the inclusion of the complete USDA non-discrimination statement, or inclusion of the short version of the nondiscrimination statement, on all program forms and informational materials. The purpose of the statement is to inform applicants, participants, and potentially eligible persons of the program availability, program rights and responsibilities, the policy of non-discrimination, and the procedure for filing a complaint.

The full non-discrimination statement must be used in its' entirety and in print size no smaller than the material's text font. The statement must be presented in the same format (using the same spacing) as below. The usage requirements in FNS Instruction 113-1 have not changed-only the verbiage. If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print

size no smaller than the material's text font that *"This institution is an equal opportunity provider."* Please note that the use of the shorter version is the exception, not the rule.

Use of printed existing forms (with the old statement) is permitted. New forms and publications must be printed with the updated statement. Websites, online applications, IT systems and social media should be updated immediately.

USDA Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

July 2016

Physical Activity

The Afterschool Program ensures that all children within the program will get a minimum of 30 minutes of physical activity each day. Children will participate in a mix of a moderate and vigorous activity, as well as bone and muscle strengthening activities. Moderate and vigorous activity may include walking, dancing, jumping, as well as competitive games such as basketball and soccer. Bone and muscle strengthening activities may include climbing, running, jumping jacks, or exercise bands. Gross motor activity is schedule each day outside, weather permitting. Children will spend time running, jumping, climbing in various areas including local playgrounds located near their sites.

Screen Time

At the Afterschool Program there will be no access to movies or television. Screen time and digital devices will be limited to homework or activities that actively engage children in movement or education. Our program encourages children to develop long lasting social and emotional skills such as relationship building and this can't be accomplished with children using electronics throughout the day. We ask that you assist us in ensuring that children leave all electronics such as iPods, tablets, and cell phones at home. We understand there may be instances where children need to use computers for homework. In cases such as these, we will limit screen time for any child within the program to 30 minutes maximum per day.

Progress Reports

Written progress reports will be prepared annually (mid-way point of the school year) on the progress of each child in the program. These reports will address the child's growth and development within the parameters of the program's statement of purpose. Staff will offer each parent/guardian a conference to discuss the content of the report, and a copy of the report will be given to the family.

Hours of Operation

The Afterschool Program is open from 2:00-6:00pm on Monday, Wednesday, Thursday, and Friday. We are open from 11:20am-6:00pm on Tuesdays and all other early release days scheduled by the Quincy Public Schools calendar. We are open from 8:00am-6:00pm on holidays, snow days, and during vacation programs (separate registration required).

Licensing Agency

All South Shore YMCA Afterschool Programs are licensed by the Department of Early Education and Care (EEC) and are mandated to uphold all the policies, rules, and regulations pertaining to Afterschool licensing.

Department of Early Education and Care
1250 Hancock St., Suite 120-S
Quincy MA 02169
617-472-2881

Organizational Contacts

South Shore YMCA – Quincy Branch Afterschool Program Contacts:

Kate Morrison
Afterschool Director
617-481-4477

kmorrison@ssymca.org

Terrell Johnson
Assitant Director of Afterschool and Summer Camp
857-939-9381

tjohnson@ssymca.org

Kristine Swan
Associate Director of Youth Development
617-479-8500 x4720
kswan@ssymca.org

Laureen Browning
Vice President of Youth Development
781-826-7910 or 781-771-0458

lbrowning@ssymca.org

Eric Snyder
Quincy Branch Executive Director
617-479-8500 x4710
esnyder@ssymca.org

Section 2: Payment Options and Information

Enrollment Procedure

The South Shore YMCA strives to make enrollment seamless for families. Our enrollment process is designed to allow you time to visit, ask questions, and communicate any concerns you may have heading into the school year.

Once you have made the decision to enroll your child in our program, the registration packet must be filled out completely and include a recent photograph of your child. Please return your completed registration packet with first week tuition deposit along with a non-refundable \$60 registration fee (maximum \$90.00 registration fee per family). Your registration cannot be processed without all information completed and all fees paid in full. Enrollment into the program is a commitment to that Afterschool slot while enrolled. Feel free to call or email the Afterschool Director, Kate Morrison, to confirm your child's start date at 617-481-4477 or kmorrison@ssymca.org

Weekly Rates

Old Colony ENC Site
Clifford H. Marshall Elementary School
Bethel Church of the Nazarene
Broad Meadows Middle School

# of Days	Price	Price Including Early Release Day*
5	\$139.00	-
3	\$112.00	\$122.00
2	\$92.00	\$102.00

*There is an additional \$10.00 charge for early release days (i.e. Tuesdays for Quincy Public Schools)

A \$9.00 fee may be charged per day for transportation

Included in our tuition is a USDA approved nutritious daily snack (fresh fruit/vegetables, grains) and early release day lunch (low fat milk, turkey/ham, and cheese on wheat bread with a fruit and vegetable), transportation from school, and open swim program (transportation provided from all sites). We also provide USDA lunch and daily snack during our vacation programs (separate registration required).

The Afterschool Program accepts check, money orders, or credit cards. If you wish to pay in cash you must pay at the front desk of the Quincy YMCA Branch. Full tuition will be charged for weeks in which holidays or school closings (i.e. snow days) occur. We do not give tuition refunds or discounts for days that your child is absent from our program.

Tuition payment is made for the January Professional Development so we may provide the best in educator trainings, staff development to support & retain experienced talented teachers whose guidance is invaluable to children. Professional development opportunities allow us to invest in our staff, keep them current with the ever changing trends in child development. **Tuition payment is also made for closed holidays; no-show days, family vacations, and days closed /delayed openings due to inclement weather, or closure emergencies and or other delays.**

The South Shore YMCA is a charity.

Dollars raised through charitable gifts to our Change a Life Fund ensure financial assistance and accessibility to programs and services for all.

Scheduling

Our staffing patterns at the Afterschool Program are based on staff to child ratios; therefore we are unable to modify which days your child attends on a weekly basis. All scheduled days must stay consistent every week. For example if your child is signed up for Monday, Tuesday, & Thursday each week, they must enroll those 3 days each week. You may request to change what days your child attends by completing a change form located at the sites with a two weeks' notice. These requests are sent to the Afterschool Director to review. Determination of approval will be based on availability and will be confirmed by the Director who will contact

you to confirm the status of this request. No days changes may occur until confirmation is received from Afterschool Director.

Late Payment Policy

Weekly tuition payments are due the Friday prior to the week of care. If your payment is more than 5 days late, you will receive a letter of financial termination for your child the following Monday. Unless an agreement has been made with the Director of Child Care Business Operations regarding termination or payment has been received; your child will not be able to return to the Afterschool Program the following Monday. Please direct all payments to the Child Care Department, and can be dropped off at the Welcome Center in the Quincy Branch or mailed to Attn: Child Care Department, South Shore YMCA, 91 Longwater Circle, Suite 100, Norwell, MA 02061. No child's account may have more than one week's tuition outstanding at any time. The effective date of the termination notices will be reflective of your last week's tuition, which was paid in advance. Three notices within a year will result in a termination of services and/or scholarship. All billing questions may be referred to Kathy Crompton, Director of Child Care Business Operations, at 781-264-9447 or kcrompton@ssymca.org.

Financial Assistance

Financial Assistance is available directly from the South Shore YMCA. Financial Assistance applications are available on our website www.ssymca.org or at the Welcome Center at the Quincy Branch of the South Shore YMCA. All financial assistance awards are made possible by our Annual Support Campaign. Please inquire about volunteering for this year's campaign. We need your help!

Vouchers

State issued child care vouchers are accepted. You may be required to pay your parent fee for the first week when you register. Please note that if you are absent more than thirty days in a six month period or more than three consecutive unexplained absences, you may be at risk of losing your voucher. Parent fees are due the Friday prior to the week of care.

Automatic Payment Deduction

For the convenience of our families, tuition payment through Automatic Payment Deduction is provided by our billing department. Upon enrollment, families are provided with the authorization form to complete for weekly Automatic Payment Deduction of tuition payments. Tuition is withdrawn weekly on Friday for payment of the upcoming week's tuition.

Termination for Non-Payment

Non-payment or late payment of fees is sufficient cause for termination from the Afterschool Program. Upon receiving a termination letter, the South Shore YMCA reserves the right to suspend services until the balance is paid in full including tuition for the following week. If services are terminated permanently for non-payment, the South Shore YMCA will pursue collection for the full amount due. A family with an outstanding balance will not be permitted to register or participate in any other

South Shore YMCA programs, including Summer Day Camp. Consistent late or non-payment will result in the loss of your financial assistance, may compromise your child care voucher, and will affect the decision to renew in the future.

Withdrawal Policy

If for any reason you decide to withdraw your child from the Afterschool Program, two week's written notice must be provided to and approved by the Director (change forms are available from your Site Coordinator), and full tuition payment is expected up until the last date specified on the change form. If payment is not issued for the full time of your child's enrollment, including the 2 weeks' notice, the South Shore YMCA Afterschool Program reserves the right to incur the payment that is owed through your bank draft/ credit card on file until the balance is paid off in full.

Return Check Policy

A charge of \$20.00 and the original payment must be made by money order.

Pick-up Policy and Late Pickup Penalty

The Afterschool Program closes promptly at 6:00 pm. Any pick-up occurring after 6:00pm will incur a late fee of \$1.00 per minute. The late fee will be added to the following tuition payment. Please be sure to allow enough time to greet your child, program staff, and gather their belongings so you will be departing the program by 6:00pm.

To ensure safety and security of every child, please note the following:

- Anyone who is picking up your child must be on the Emergency Contacts/Authorized Pick-Up List or the child will not be released to them.
- Staff will check photo ID to ensure individual is on pick-up list. Without a photo ID the child will not be released to individual.
- Please be sure your Emergency Contacts/Authorized Pick-Up List is up-to-date. If there are changes to be made, please contact director.
- No one under eighteen years of age will be allowed to pick-up your child without written consent from parent/guardian.
- Should an emergency arise and you need to have someone who is not on the Emergency Contacts/Authorized Pick-Up List come to the program to pick-up your child you must follow these steps:
 - Contact the Afterschool Director
 - Provide permission in writing with the individual's name, address, phone number, and verbal permission on your child's next day.
 - Individual must have photo ID available for staff to check that matches information provided over phone.
- If the parent or guardian does not pick up the child by 6:00pm, the staff will attempt to notify the emergency contacts. If all attempts to notify the family, guardian, and emergency contacts fail, the local authorities and DCF will be notified one hour later at 7:00pm. No child will be left unattended.
- If an authorized person arrives at the program to pick-up a child and the staff have any reason to question the ability of that person to function in a responsible manner (i.e. due to the influence of alcohol or drugs, or apparent

emotional instability), therefore, placing the child at risk, the following procedures will be followed:

- A South Shore YMCA Director will be called into the program to assist in the evaluation of the situation.
- It will be determined whether the child will be released to the adult or another person from the emergency contacts will be contacted to pick up the child.
- If no other adult from the pick-up list can be reached, the police will be called in to evaluate the situation. The Department of Children and Families will be notified and a written report will be filed. The Department of Early Education and Care will be contacted via phone.

Please note that if late pick-up should occur more than twice a month, it will be assumed that our Afterschool Program does not meet the needs of the family. The family will be given a two-week notice and we will attempt to assist them in finding a new program.

Full Day Program Rate

An additional \$30.00 fee will be added to your bill for any full day program (i.e. snow days/holidays/election days) that your child attends.

2017/2018 Registration

All families will have to re-register their child for the Afterschool Program prior to the new school year starting. All families will be asked to complete a new registration packet, pay the required registration fee of \$60.00, and first week tuition deposit in order to secure a slot for the following school year.

Non Discrimination/Equal Opportunity Policy

It is the policy of the South Shore YMCA to comply with all existing statutes regarding equal opportunity and non-discrimination. We hire new employees and admit children to our program without regard to race, color, religion, gender, age, cultural heritage, marital status, veteran status, sexual orientation, disability, or any other basis prohibited by statute.

Payments and Records

If you have any questions or concerns about your account or history of payments, please contact Kathy Crompton, Director of Child Care Business Operations, at 781-264-9447. It is important that all receipts are saved to help verify payments. A year-end summary may, upon request, be obtained through the ssymca.org website.

Section 3: Policies

Child Guidance Policy

The South Shore YMCA Afterschool Program believes that all children should experience success. We strive for program sites that provide children with opportunities to explore their environment within consistent, age-appropriate limits. We ensure that policies and procedures regarding child guidance promote the recognition of the individual and diverse developmental needs of each child.

Our policies and procedures for behavior management of children are directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our child guidance techniques are used in a consistent reasonable and appropriate way based on an understanding of the individual needs and development of each child. By using the following child guidance techniques, we strive to minimize inappropriate behavior while creating a positive and nurturing environment for all of the children in our care.

- Setting reasonable, positive expectations and opportunities to become more independent, so the children feel good about themselves.
- Offering choices and providing children an opportunity to verbalize their feelings.
- Firm, reasonable limits and rules will be explained to children in an age-appropriate manner using clear, easy to understand words.
- Using redirection to offer alternatives to children when undesirable behavior is displayed.
- Using verbal intervention, we will talk with the child about his/her inappropriate behavior and give suggestions on how to deal with the situation more appropriately.
- We will help the child understand the logical consequences of his/her actions, which will encourage self-control through understanding.
- If a child is acting out by hurting themselves or others, we may separate the child and assist them to an area in the room where he/she can be supervised at all times until the child feels he/she can rejoin the group.
- If a child persists with particularly challenging behavior, the leadership staff and the family will discuss appropriate management techniques and resources in the community.
- Children shall participate in the establishment of rules and limits appropriate to their age.

The South Shore YMCA Afterschool Program Strictly Prohibits:

- Corporal punishment, including spanking of children.
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment.
- Depriving children of meals or snacks.
- Force feeding children.
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting

Staff will incorporate the following Child Guidance Techniques:

- Will have the children participate in the establishment of rules, policies and procedures from their program site.
- We will reinforce positive behavior by recognizing children's positive actions.
- Will model appropriate behavior by what the adults say, expect, and do.
- Will redirect children away from negative actions and toward positive activities by interrupting a child's negative behavior and steering the child toward an acceptable substitute activity.
- Will teach children new skills and encourage them to discuss and resolve their conflicts on their own or with the adult's assistance, when necessary, rather than imposing an adult's solution on them.
- Staff will encourage children to express their feelings in words and to resolve problems peacefully.
- Will work in close partnership with family to address children's difficulties at home and at the program. Developing shared understanding to foster consistency between home and school.
- Will observe and record children's behaviors.
- Will access specialized support services if a child's behavior continues to be harmful to themselves or others. We will refer the family, with written family permission, for mental health counseling or other specialized services that can help address the child's behavior problems.
- Will develop behavioral and safety plans for children that require them. Ensuring that program staff is aware of all safety plans.
- Will train staff on what methods of appropriate interventions are allowed in the program. Policies and procedures will be developed to support program staff in the use of any approved interventions.

Termination and Suspension

When inappropriate behavior continues after all child guidance techniques have been implemented, the Afterschool Program will use the following progressive procedures:

- We will observe and record inappropriate behavior.
- We will then ask parents to participate in an immediate conference where we will discuss observations and goals.
- The Afterschool Director may suggest outside community resources to parents and we will work with these resources for further guidance in responding to the child's behavior.
- If the inappropriate behavior persists, the South Shore YMCA may request termination of enrollment. Parents will be notified in writing (see below) at a meeting if possible, including the reasons for termination. A copy of this letter will be kept in the child's records. The Afterschool Director will inform parents of the availability of information and referral for other services through the Community Care for Kids Child Care Resource Agency.

Although we strive to meet the needs of every child there are circumstances where a child cannot function in our environment. If certain aggressive behavior causes a significant risk or harm to the health and safety of other children and/or staff, the Afterschool Program may terminate the enrollment, without notice, of any

child whose behavior creates a significant risk of harm to the other children and/or staff.

Other Conditions for Termination

- Failure by parent/guardian to pay weekly tuition.
- Unresolved disagreement to policies or procedures stated in the Afterschool Family Guide
- Failure to notify program of child's absence or early dismissal
- When a child is physically and/or verbally abusive to children or staff.
- When a parent/guardian is physically or verbally abusive to staff or children.
- Consistent late pick-up (after 6:00pm).
- **Transportation only:** Children who refuse to remain seat-belted or cause disruptive behavior may forfeit their right to be transported by the YMCA.

Transitions

Whenever children are preparing to transition to a new after school program or transitioning into the South Shore YMCA Afterschool Program, the After School Director will collaborate and share information (with parent release in place) as well as assist the child with the transition in a manner consistent with the child's ability to understand. Prior to a new school year, the Learning Center Director and Afterschool Director will discuss all children transitioning from the Learning Center to the Afterschool Program.

Confidentiality, Distribution & Transfer of Records

Information contained in a child's record shall be privileged and confidential. The records will not be distributed or released to anyone without the written consent of the child's family. The family shall upon request have access to the child's records at reasonable times. The family will provide the center with a list of individuals who may view and discuss the child's progress in the program. They shall have the right to add information, comments, data or any other relevant materials to the child's record; as well as amend any information contained in the child's record. Children's records are located in the Director's office. When the child is no longer in care, upon written request of the family(s), the YMCA shall transfer the child's records to the family(s), or any other person the parent(s) identifies. The YMCA will not charge any fee for copies of any information contained in the child's record. There is a three day waiting period for all copies.

Children with Differing Abilities

The South Shore YMCA Afterschool Program ensures that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. Our program is designed to be inclusive of all children, including those with identified disabilities, special learning, and developmental needs.

Upon enrollment the Director and family will discuss the child's differing abilities and accommodations needed to be successful in the program. The accommodations must be reasonable and would not cause an undue burden to the program: (1) the nature and cost of the accommodations needed to provide care for

the child at the program (2) the ability to secure funding or services from other resources (3) the overall financial resources of the center (4) the number of persons employed by the center (5) the effect on expenses and resources, or the impact otherwise of action upon the program (6) whether the required accommodations alters the fundamental nature of the program.

Family members and teachers are involved in the development and use of Individualized Education Plans (IEP's). Close communication with the family is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the IEP that they develop. Families are required to submit to us their child's most recent IEP, and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations and provide resources to the family.

Transportation Policy

The South Shore YMCA Afterschool Program will transport children to the program (unless site is located in school) from the public schools in Quincy. Transportation is subject to change at the Afterschool Director's discretion. Children are expected to wear safety restraints at all times while on the South Shore YMCA program van. All children under the age of eight will be required to sit in a booster seat that will be provided by the YMCA. Children are also expected to behave appropriately while on the van. **Transportation can and will be suspended without notice if a child is behaving in an unsafe manner or being inappropriate while on the program van.** The South Shore YMCA follows all transportation policies provided in EEC 6.06 CMR 7.13. If severe weather conditions occur, the school or the YMCA may ask you to pick your child up from school to insure safety of children and van drivers.

Please note: Transportation is subject to change due to severe weather conditions. Emergency contact information must always be up to date so you can be reached in the event that arrangements to pick your child up from school must be made.

Absences

When your child is going to be absent from Afterschool Program it is mandatory that you contact us before 10 a.m. If your child is going to be absent more than one day, our staff may call to ensure safety of child and family.

When reporting an absence please call/leave message for:

Kate Morrison, Afterschool Director, at 617-481-4477.

Continued failure to call in absences will result in a termination of transportation and/or enrollment in Afterschool program.

Sick Days/Family Vacations

There is no tuition credit for any days when your child does not attend the program for family vacations, personal conflicts, or illness during scheduled school

time. You will not be billed for school vacation weeks if your child is not registered for our vacation program (please see Director for vacation program schedule). This does not apply to families who receive state issued vouchers. You will not receive reimbursement if a school holiday falls on a day that your child is schedule to attend our program.

Afterschool Vacation Programs

During school vacation weeks, the South Shore YMCA Afterschool Program runs vacation week programs. These programs are open daily from 8:00am-6:00pm and are held at our Old Colony ENC Site. We are dedicated to filling your child's days off with new experiences and a chance to meet new friends. These days and weeks will include arts & crafts projects, recreational games, theme based activities, swim time, and much more! School vacation programs require a separate registration packet and fee. Registration packets are available approximately one month prior to vacation starting and can be found at your child's program site or on our website www.ssymca.org under the Child Care tab.

School Vacations for 2015-2016 Quincy Public Schools:

December 26th 2016 – January 2nd 2017
February 20th 2017 - February 24th 2017
April 17th 2017 – April 21th 2017

Snow Days

The South Shore YMCA Afterschool Program will run snow day programs at our Old Colony ENC Site. If school is cancelled, please visit our website at ssymca.org or call 617-481-4477 to find out if our program is open. In some cases the weather may be too hazardous for children, families, and staff to travel, in which case we will not offer this program. Our snow day program begins at 8:00am and is open until 6:00pm. The cost of this program is an additional \$30.00, which will be added onto your weekly bill. During the day children can expect to play gym games, create arts & crafts projects, go swimming, and have fun with friends! A USDA approved lunch and snack will be provided. Please note space is limited and is first-come, first-serve!

Afterschool Holiday Schedule

There will be no school age programs on the following days:

Thanksgiving Day - Thursday, November 24th 2016
The Day after Thanksgiving- Friday, November 25th 2016
Christmas Day - December 25th 2016
New Year's Day - January 2nd 2017
Martin Luther King Jr. Day- Monday, January 16th 2017
Memorial Day – Monday, May 29th 2017

On the following days we will offer a full day program at our ENC Old Colony Site at 180 Old Colony Avenue from 8:00am to 6:00pm. The cost is \$30.00 and includes snack, lunch, and swim. Please note space is limited and is first-come, first-serve!

Columbus Day – Monday, October 10th 2016

Election Day- Tuesday, November 8th 2016
Veterans Day- Friday- November 11th 2016
Good Friday – Friday, April 14th 2017

Babysitting Policy

The Afterschool staff is prohibited from babysitting, visiting, transporting, or attending any birthday parties when a child is enrolled in the program. The staff is committed to uphold this South Shore YMCA policy for the safety of all.

Toys/Items from Home

Children are not permitted to bring any toys, electronics, stuffed animals, or money from home. The Afterschool Program is not responsible for any lost, broken, or stolen items brought from home or school. Afterschool Staff are instructed to hold onto any of these items and return them to the parent at the end of the day. If a child has been asked to keep their personal items at home on more than one occasion it will be considered a behavioral issue which will be addressed at the Site Coordinator's discretion.

Section 4: Procedures Regarding Health and Safety

***Health Care Policy is posted at all sites* Notification of Injury**

The South Shore YMCA shall inform parents immediately of any injury, which requires emergency care beyond minor first aid and shall inform parents in writing of any first aid (via injury/illness report) administered to their child within 24 hours of the incident. If a child hits their head during the day, the families will be notified immediately.

Illness

The South Shore YMCA Afterschool Program will make reasonable accommodations for children with disabilities (according to the Americans with Disabilities Act) and chronic illness. We will consider each case individually and comply with ADA.

We recognize the problems of parents who have a sick child and must go to work, however, the safety and health of all the children in our programs is our main concern. Parents must arrange for alternate care for the days when their child cannot attend due to illness. Children cannot attend the Afterschool Program if they did not attend school that day. If it is the opinion of the staff that your child is sick, we will call you to pick-up your child. Please make arrangements for your child to be picked up as soon as possible. The following criteria will be considered in determining if your child must go home:

- Fever of 100 degrees or more
- Inflammation and/or discharge of the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease

- Unknown rash

If your child was sent home due to illness, he/she cannot return to the Afterschool Program until he/she has been free from symptoms for 24 hours. This is to allow your child ample time to recover and stop the spread of illness to the other children.

It is your responsibility to notify the center if your child has or has symptoms of a communicable disease, such as: measles, mumps, chicken pox, head lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. On occasion, if the health concern persists, the After School Director may request that a child be seen by a physician prior to returning to the center.

Plan for Mildly Ill Children

Children who are mildly ill may remain in the Afterschool Program if they are not contagious (refer to Plan for Infectious Disease below) and they can participate in the daily program.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the program staff, the Afterschool Director will contact the child's family. The family will be asked to pick up the child. The child will be cared for in a quiet area until someone arrives to pick them up.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

Plan for Managing Infectious Disease

Staff will take extra special precautions when children who are ill are diagnosed at the Afterschool Program and when children who are mildly ill remain at the Afterschool Program. Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory, and skin or direct contact infections, may be excluded (in the director's office or sent home) from the Afterschool Program if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities or from resting comfortably
- The illness results in greater care needed than the staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness
- Diarrhea twice; vomiting two or more times in the previous 24 hours at home or once at the program
- Mouth sores, unless the physician states that the child is non-infectious
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease

- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment
- Tuberculosis, until the child is non-infectious
- Impetigo, until 24 hours after treatment has started or all the sores are covered
- Head lice, free of all nits or scabies and free of all mites
- Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- Many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public Health. www.state.ma.us/dph
- Chicken pox, until last blister has healed over

A child who has been excluded from child care may return with a note after being evaluated by a physician, physician's assistant, or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him/her or to the other children. Nevertheless, the program may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Afterschool Program and shows signs of illness (for example: a fever equal to or greater than 100 degrees, a rash, reduced activity level, diarrhea, etc.), he/she will be offered a mat or other comfortable spot in which to lie down in a comfortable area. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her family will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Afterschool Program, families will be notified immediately and in writing by the staff. Whenever possible, information regarding the communicable disease shall be made available to the families. The Afterschool Director shall consult the Health Care Consultant and Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in your program.

The Afterschool Program requires that a child's physical and immunizations are on record with the child's school (childhood lead screening must be one on all children; it is not considered an immunization). No child will be admitted into the program unless required documentation is on file with the school.

The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888 658-2850.

Plan for Meeting Individual Children's Specific Health Needs

During enrollment, families will be asked to record any known allergies in the registration packet. Due to licensing requirements and to keep all children healthy, allergies and other important medical information will be posted at each site with a cover sheet. Allergies list will be updated as necessary such as when new children enroll or unknown allergies become known.

All staff will be kept informed by the Afterschool Director so that children can be protected from exposure to foods, chemicals, pets, or other materials to which they are allergic.

For a child with specific food allergies, the families will need to inform the director of substitutions for lunch and snack.

The names of children with allergies that may be life threatening (i.e. bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The After School Director will be responsible for making sure that staff receives appropriate training (i.e. EPI Pen) to handle emergency allergic reactions.

Individual Health Care Plans

If a child has a chronic medical condition which has been diagnosed by a licensed health care practitioner an Individual Health Care Plan must be in place. This plan will describe the chronic condition, its symptoms, and any medical treatment that may be necessary while the child is enrolled at the Afterschool Program. The Individual Health Care Plan must also note the potential side effects of that treatment and the potential consequences to the child's health if treatment is not administered. Families must have the form completed signed and dated by a licensed health practitioner. This form must be returned to the Director.

Plan for Administration of Medication

Prescription Medication

- Prescription medication must be brought to the program by the family in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The Afterschool Program will not administer any medication contrary to the directions on the label unless authorized by written order of the child's physician.
- The family must fill out the Authorization for Medication Form before the medication can be administered and must give the first dose.

Non-prescription Medication

- Non-prescription medication will be given only with written consent from the child's physician. The Afterschool Program will accept a signed statement from the physician listing the medication(s), the dosage, and criteria for its administration. This statement will be valid for one year from the date that it was signed.
- Along with the written consent of the physician, the Afterschool Program will also need written family authorization. The family must fill out the Authorization for Medication form, which allows the Afterschool Program to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.

- The Afterschool Program will make every attempt to contact the family prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the family will delay appropriate care unreasonably.

All Medications

- The first dosage must be administered by the family at home in case of an allergic reaction.
- All medications must be given to the Director directly by the family.
- All refrigerated medications will be stored appropriately, out of the reach of children (in the lower door shelf), or in a locked box. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Director or Site Coordinator who are medication certified will be responsible for the administration of medication following the 5 Rights of Medication.
- The program will maintain a written record of the administration of any medication which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
- All unused medication will be returned to the family.

Plan for Injury Prevention

To prevent injuries, the following guidelines will be followed:

- To prevent injury and to ensure a safe environment, the Site Coordinators who open each site are responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Afterschool Director. The Site Coordinator will monitor any outdoor playgrounds and remove any hazards prior to any children using the space.
- No smoking or firearms will be allowed on the premises.
- Toxic substances, sharp objects, matches, and other hazardous objects will be stored out of the reach of children.
- An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time, location of accident or injury, description of injury, how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Program staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Site Coordinator for review.
- Once the Site Coordinator has reviewed the Accident/Injury Report form and has signed it, it should be given to the family. The family must review it, sign it, and be given a copy.
- The incident will be logged in the Injury Log and the report placed in the child's file.
- Only staff that have an up-to-date First Aid certification will be allowed to administer first aid no matter how minor the injury.

Assessing Injuries to Children

When a child is injured, the Afterschool Program needs to fully assess the child's injury and make sure they are following the proper first aid procedures. In addition to following proper first aid protocols the staff members are to do the following to ensure the child's safety; ask the child questions and observe to make sure the child is okay. Monitor the child throughout the day. Continue to assess the child's injury to make sure what was first observed and treated is still the appropriate course of action.

If at any time a staff member believes the child's life may be at risk, or there is a risk of permanent injury, the teachers are to seek the Afterschool Director for immediate medical treatment.

After first aid is administered and the child is calm, the Director or staff member will survey the scene and gather the following information:

- What was the child doing?
- What equipment was involved?
- Was another child involved?
- Were any hazards involved?
- Were there any witness's? What did they see?

Procedures that program follows:

- Complete Accident/Injury reports.
- Provide timely, full, and accurate verbal notification to families regarding injuries.
- No staff member will perform First Aid/CPR without having up-to-date certification.
- Regularly review program's health care policy with staff members.
- Staff members will share all pertinent information with Director and any other staff taking over care when injury arises.
- Staff will share the child's status with the family at pick up time.
- Children's medical information is complete and accessible to staff at all times.

Procedures to follow in urgent emergency medical situations:

- Administer First Aid/CPR to the child as deemed necessary based on the nature of the emergency.
- Call 911 immediately.
- After EMS or emergency medical services have been contacted, call the child's legal guardian.
- Take child's medical information and emergency contacts to doctors' office or emergency room.

First Aid and Transportation to the Hospital

In case of emergency, the following procedures will be followed:

- In the case of an emergency or illness (such as a seizure, a serious fall, or serious cut), a staff member will begin administration of emergency first aid while remaining staff members take other children to another area or room. All staff will respond in a calm and reasonable manner.
- Other staff members will be alerted to send for assistance, be it the Afterschool Director or Designated Administrator.
- The Director or Site Coordinator will contact the family to come pick up the child or, if response time is a factor, to have the family meet the child and Director at the emergency room of the hospital utilized in emergencies.
- In the event a situation arises that is life threatening an ambulance will be called immediately. The family will be called to meet the child and Director at the hospital. The child's file will be taken, including permission forms and pertinent insurance information if the program has it.
- The program will never transport a child in a car. An ambulance will always be called for emergencies (life threatening). With non-life threatening emergencies the family will be contacted and they can decide if they want to bring child to hospital/doctors.
- If the family comes to pick up the child and needs assistance, the Director will accompany the family with calling ambulance/or presence in car. The Director will not drive.
- When families cannot be reached, those listed as emergency contacts will be called as a further attempt to reach families. In the event a family cannot be reached immediately, a designated staff member will continue to attempt to reach families. If necessary, the child will be transported to the hospital by ambulance and the child's EEC file will be taken, including permission forms.

Please note: The program immediately reports to the Department of Early Education and Care any injury or illness which requires hospitalization or emergency medical treatment during hours of operation.

Hand Washing

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and others. Staff members and those who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored. Staff will assist children with hand washing as needed to successfully complete the task. Children wash either independently or with assistance.

When to wash hands:

- On arrival for the day
- After using the restroom
- After handling body fluids (ex. blowing or wiping nose, coughing on hand, touching any mucus, blood, or vomit)
- Before lunch and snack, before preparing or serving food, or after handling any raw food that requires cooking (ex. meat, eggs, or poultry)
- After handling pets, other animals, or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Adults should also wash their hands when:

- Before and after administering medication
- After handling garbage or cleaning

Proper Hand Washing Procedure:

- Check to make sure a paper towel is available.
- Turn on water to a comfortable temperature
- Use liquid/foam soap and running water
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails
- Rinse well under running water until free of soap and dirt. Hold hands so that water flows from wrist to fingertips.
- Drying hands with a paper towel, a single-towel, or a dryer (avoid touching faucet with just washed hands)
- Use paper towel to turn off faucet then discard paper towel

Emergency Phone Numbers

The Afterschool Program must be notified of any changes in address, workplace, or home telephone numbers. It is important that families list someone other than themselves. This person must be someone who lives in the area and can be contacted in case of emergencies. Upon pick-up the contact must provide a valid photo ID. It is the parent's responsibility to keep all information up to date. Please check regularly and notify Director of any necessary changes. All changes must be documented with parent/guardian initials & date of change.

South Shore YMCA's "No Nit Policy"

Our No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of lice and nits. Establishing consistent guidelines and educating the public about procedures in advance of outbreaks helps minimize inappropriate responses.

Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. Repeated exposures to pesticide products put children at risk. Chemical treatments may also be dangerous for children with certain pre-existing medical conditions and/or medication regimens. Families with pregnant or nursing mothers should be given advance notice that early detection with manual removal of lice and nits can serve as a safe alternative to pesticide lice treatment products. Manual removal is the safe alternative and necessary component to any head lice treatment regimen. "There are no safe or natural pesticides that have been scientifically proven to be 100% effective against head lice, nits, or nit glue. Reliance on head lice treatment products that are ineffective promotes repeated use of potentially harmful chemicals and contributes to ongoing infestations, outbreaks, and resistant strains of head lice." (Headlice.org)

Temporary Dismissal of Children with Head Lice and/or Nits

The South Shore YMCA Afterschool Program must take all reasonable measures to help ensure that infested children do not join the group setting. It is more than fair to expect that children that are free of lice will be safeguarded while children with lice will be cared for with sensitivity. Monitoring with enforcement through scheduled and announced group screenings encourages parental compliance and promotes community cooperation and individual accountability. The goal is to enable families to keep their children lice and nit free.

Advantages of the No Nit Policy

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion - Were these eggs here before or do they represent a new infestation?
- Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
- Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents.

While absence from school or child care is a loss of educational opportunity and an inconvenience to working parents, readmitting an infested child is not the solution. Our No Nit Policy for head lice must consider not only the infested child, but also his or her peers who have already been successfully deloused or who have not yet been infested. All this considered our No Nit Policy remains a sensible approach that sets the standard to serve and protect all the children in the group.

Emergency Evacuation Transportation

The YMCA Afterschool Program takes the chance of any emergency situation very seriously. Site specific evacuation plans are posted at the site, and practice drills are done throughout the year. After every drill the Site Coordinator and After School Director discuss the success of the drill and ways to improve the outcome.

The South Shore YMCA policy strictly prohibits transporting children from the program site in employee vehicles due to insurance and liability concerns. In the event of a major catastrophic incident in or around the vicinity of the program, children will be walked on foot to the nearest designated safety zone. Families will be called as soon as it is possible. Staff will stay with the group until they are all released to a parent/guardian or any person on the authorized pick-up list.

South Shore YMCA Emergency Evacuation

- Emergency Evacuation Plan will be posted at all exits
- During an emergency evacuation the Site Coordinator will be responsible for taking the attendance information and for leading the children out of the building.
- Group Leaders and other staff will assist in the evacuation and check for stragglers.
- The Site Coordinator will make a visual inspection of each space and close each door before exiting the building.

- All staff & children, once evacuated, will meet at the designated meeting space and wait for the go ahead by the Site Coordinator before reentering the building.
- The program will maintain a daily attendance list that is current. Parents are responsible for signing children out of the program.
- The attendance list/emergency contacts will be in each Group Leader's backpack and readily accessible in case of an emergency evacuation.
- The Site Coordinator will be responsible for taking the master attendance list and is responsible for accounting for all of the children in attendance once they are safely out of the building.
- Emergency evacuation drills are conducted once a month (following EEC regulations) at different times of the program day as determined by the Site Coordinator.
- Children and staff should practice using different evacuation routes so that the children and staff will be familiar with them.
- The Site Coordinator will maintain documentation of the date, time, and effectiveness of each drill in the Fire Drill Log.
- This documentation will be maintained for five years.

Section 5: Plan for Referral Services

The South Shore YMCA Afterschool Program shall use the following procedures for referring parents to appropriate social, mental health, educational, and medical services should the program staff feel that an assessment for such additional services would benefit the child. Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they will report it to the Afterschool Director, who will complete an observation report, and review the child's record prior to making a referral. The Director will maintain a list of current referral resources in the community for children in need of social, mental health, educational, or medical services. This list shall include the contact person for Chapter 766 and Public School referrals.

Referral Meeting

The Afterschool Director will schedule a meeting with the family to notify them of the program's concern and prepares a current list of possible referral resources. At the meeting, the Director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the staff observations related to the referral, and any efforts the program may have made to accommodate the child's needs. The Director will offer assistance to the child's parents in making the referral. Families should be encouraged to call or request in writing an evaluation. If parents need extra support, the Afterschool Program may, with written parental consent, contact the referral agency for them.

Follow-Up to the Referral

The Afterschool Director will, with parental permission via release of information form, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the program. If it is

determined that the child is not in need of services from this agency, or is ineligible to receive services, the Site Coordinator will then monitor the child's progress at the program site to determine if another referral is necessary.

Local Community Resources

Community Care for Kids (CCK) - 1-(617) 471-6473

South Bay Mental Health - 1-(800)-244-4691

Manet Community Health Center – 1-(617) 376-2088

Department of Children and Families – 1-(781) 682- 0800

Mandated Reporting

All SOUTH SHORE YMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families (DCF) via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be discriminated or retaliated against for making a report of suspected abuse.

All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy. SOUTH SHORE YMCA staff who identify concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

Overview of Reporting Procedure

1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.
2. At that time both you and your supervisor (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).
3. The Vice President of Youth Development or designee and Center Director in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the SOUTH SHORE YMCA has filed a 51A report.
4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to \$5000 and /or 2 1/2 years in jail. (Chapter 119 sections 51A-E).
5. If the alleged abuse involves a SOUTH SHORE YMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of SOUTH SHORE YMCA CEO Paul Gorman.
6. Parents and/or guardians will be immediately informed of any allegations of abuse or neglect involving their children while in the care and custody of the

State Street Early Learning Center. The Department of Early Education and Care will be immediately notified.

DCF Area Office Directory: 9am- 5pm

Plymouth 508-732-6200
Braintree 781-794-4400

After 5pm weekends/holiday:

Child-At-Risk-Hotline 1-800-792-5200
DCF Website: www.mass.gov/dcf

Children’s Advocacy Center of Norfolk County:

www.mass.gov/da/norfolk/CAC/index.html

Section 6: Additional Information

Daily Communication

Your child will be spending many hours each week in our care. We hope you will communicate daily to keep us informed about the small, but important, changes that can affect your child’s ongoing success in our program. We encourage you to consult with the Group Leaders and Site Coordinator whenever any concerns arise regarding your child’s behavior and progress. Feel free to talk to the Afterschool Director, Kate Morrison, or the Site Coordinator with suggestions on program development. We value your input and believe parents and families are the most significant role models in your child’s life. Our goal is to develop an ongoing partnership and bond with your family!

All families are responsible for the information provided in all information sent home. Posted notices as well as letters to families inform you of special days, upcoming events, and reminders. This information is important to the success of the program.

Issues of Concern/Grievance

Issues, problems, and questions relating to the South Shore YMCA Afterschool Program should always be discussed with the staff, Site Coordinator, or Afterschool Director. If you feel an issue cannot be resolved at the program level, you may contact Laureen Browning, Vice President of Youth Development, at 781-826-7910. Please note all staff work closely together to ensure open communication with the families we serve.

Tuition or billing questions may be addressed with Kathy Crompton, Director of Child Care Business Operations, at 781-264-9447 or kcrompton@ssymca.org.

South Shore YMCA Afterschool Program Philosophy

We believe in the value of human diversity and the fair treatment of all people. It must be our number one goal to provide the kind of environment and the kind of influences that encourage all children to become, creative, independent, responsible, fully functioning, self-directed adults who can make decisions for themselves. Secondly, as adults we must strive to continue learning & growing in our relationships with others so that we may nurture a peaceful environment and surround the children with understanding, warmth, and giving.

Our values and beliefs about children are deeply rooted in the history of the YMCA.

- We believe All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self-esteem.
- We believe That all our educational and guidance decisions for children must be based on our knowledge of child development.
- We believe Each person is a unique individual and has their own needs. Each person has a right to meet this need in their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.
- We believe Everyone is entitled to feeling, "good and bad", as well as the trial and error process that goes with feelings. It is important for people to understand these rather than deny them.
- We believe In appreciating and supporting the close ties between the child and family and that children are best understood in the context of their family, culture, and society.
- We believe Creativity, self-expression and curiosity are expressions of individuality and should be encouraged to develop in all people.
- We believe In helping children and adults achieve their full potential in the contexts of relationships that are based on caring, honesty, respect, and responsibility.
- We believe Each child and family is due the respect for personal privacy demanded by professional ethics.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Signature Page

I have received and understand the 2016 -2017 Afterschool Family Guide.

Your Child's Name

Parent/Guardian Signature

Date

***** Please return this page to the Afterschool Director or Site Coordinator *****

