

YMCA of Central Massachusetts



Boroughs Family Branch YMCA Marlborough School's Out Program

**Parent Handbook
2009-2010**

SCHOOL'S OUT PROGRAM CONTACT INFORMATION

Administrative Staff and Telephone Numbers

Boroughs Family Branch YMCA: 508-870-1320

X300 Emily Esterbrook, Site Administrator

Kane Elementary

TBD – Site Coordinator

School office: 508-460-3507

Jaworek Elementary

TBD – Site Coordinator

School office: 508-460-3506

Middle, Intermediate Elementary School

TBD – Site Coordinator

School office: 508-460-3502

Please notify your Site Coordinator at the YMCA if your child is going to be absent from the program BY NOON. Leave a message and a staff member, if requested, will return your call.

YMCA of Central Massachusetts Mission

The YMCA of Central Massachusetts is an association united in a common goal to strengthen our communities and to develop the spirit, mind and body of all persons, regardless of means, through activities guided by and based upon our core values of caring, honesty, respect and responsibility.

Diversity/Inclusion Vision Statement

The YMCA of Central Massachusetts appreciates and supports the dignity and worth of all members of our community. We will nurture an environment that reflects, respects, and celebrates our differences and embraces the richness of our diversity.

School's Out Statement of Purpose

The YMCA provides a full after school program for Kindergarten through sixth grades at Kane Elementary, Jaworek Elementary and Middle, Intermediate Elementary School. School's Out Programs reflect and respond to the needs, skills and abilities of the participants. Since children's needs are diverse, the program provides for all aspects of child development: physical, intellectual, emotional, and social. Further, the child's development is fostered through participation in a planned program of instructional and social interactions.

Programming provides a balanced and safe environment with sufficient amount of adult supervision to ensure quality care. While providing a safe environment, children have ample opportunity to observe, ask questions and experiment within the stable and familiar setting created by the staff. The setting for learning is designed for the child to develop initiative, responsibility, cooperation and consideration of others.

The YMCA will not discriminate against anyone on the basis of race, religion, cultural heritage, political beliefs, physical disability, sexual orientation, marital status, or national origin.

The Boroughs Branch YMCA School's Out Programs are licensed by the Department of Early Education and Care (EEC).

School's Out Staff

We strive to staff our programs with caring, quality staff whose desire is to provide the best possible after-school experience for children. All staff members meet or exceed DEEC qualifications for their position. Site Directors/Coordinators are at least twenty years old with a year's experience working with school-age children. Activity leaders are at least eighteen years old and have at least six months of experience. Many of our staff members hold degrees in education, recreation or

other applicable areas, and several are full time teachers in the school system. Others are earning their degrees at area colleges while working for the YMCA. A thorough background check is performed on all staff before they are allowed to have unsupervised contact with children, including professional references and a Criminal Offense Records Inquiry (CORI) Please contact the School-Age Childcare Director with any questions or concerns regarding a staff member.

Payment Policy/Schedule

2009-2010 Boroughs YMCA School's Out Program Fees and Payment Policy

	AM Care Only	PM Care Only	AM & PM Care
5 Days	\$40	\$93	\$120
4 Days	\$34	\$78	\$104
3 Days	\$27	\$63	\$85
2 Days	\$20	\$46	\$60

- Financial Assistance is available through the Boroughs YMCA's Y-Access program. To apply, please complete the Y-Access forms online at www.ymcaofcm.org & submit to the Boroughs YMCA.
 - The YMCA accepts childcare vouchers for School's Out programs.
 - Weekly payments are made in advance and are due on Friday for the upcoming week.
 - Payments can be made:
 - In person at the Boroughs Family Branch (cash, check, VISA or MasterCard) Welcome Center.
 - Mailed to the Boroughs Family Branch YMCA,
Attn. Emily Esterbrook,
4 Valente Drive,
Westborough, MA 01581
- Please make checks payable to: **YMCA SCHOOL'S OUT**
(Please put your child's name and site on check)

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- There will be a \$15.00 charge for returned checks. Payment by check will not be accepted after three returned checks. Cash or money order must replace returned checks.
- If payment is over four weeks due, a child will be suspended from the program until payment is made in full or until a written payment plan is agreed upon with the site coordinator.
- There is no reduction of fee for sick time, suspension due to behavior issues, snow day closings, or if the parent chooses to keep their child out of the program.
- Financial assistance and voucher recipients are subject to the stated payment policy unless an alternative arrangement is made with site coordinator.

- Late Pick-Up: A charge of \$1.00 per minute will be charged for pick-up after 6:00pm.

School Vacations & Holidays

- Full day camp programs will be available for an additional fee from 7:30am-6:00pm on days when school is not in session, including holidays, school vacations, and parent/teacher conference days.
- Students registered in the YMCA School's Out Program will have the first opportunity to register for vacation/holiday camp.

FINANCIAL ASSISTANCE IS AVAILABLE

Arrival

Kane School: At the conclusion of the school day, children enrolled in the School's Out program who attend Kane School will be dismissed to the cafeteria. Upon arrival at the cafeteria, the YMCA staff will assume responsibility for the children.

Jaworek School: At the conclusion of the school day, children enrolled in the School's out program who attend the Jaworek School will be dismissed to the cafeteria. Upon the children's arrival in the cafeteria, the YMCA staff will assume responsibility for the children.

Middle Intermediate Elementary School: At the conclusion of the school day, children enrolled in the School's out program who attend the Middle Intermediate Elementary School will be dismissed to the cafeteria. Upon the children's arrival in the cafeteria, the YMCA staff will assume responsibility for the children.

ATTENDANCE IS TAKEN AT ALL SITES AS CHILDREN ARRIVE AT THE PROGRAM.

DEPARTURE

All Schools

Every child must be signed out by a parent/guardian or other adult listed on the authorized pick-up list. Any changes to the authorized pick-up list must be made in advance and in writing with the Site Coordinator. Under no circumstances will an authorized pick-up be added via phone call.

A “Typical” Day

Children Arrive

During arrival, children have an opportunity to relax from the school day through quiet activities, such as board games, coloring and drawing, reading or free gym play. Attendance is taken as the children arrive.

15 Minutes Snack

Upon arrival, all children wash their hands, and are provided with a nutritious, light snack with 100% fruit juice or milk (Example: fruit, graham crackers, trail mix, etc.).

10-60 Minutes Homework/Learning Time

Children with homework are encouraged to do it in a quiet space provided by staff. Staff members are available to assist the children with their homework. Please refer to the Homework Policy on page 8 for more information regarding homework.

30-90 Minutes Activity Options

Each day, participants have a variety of planned and free choice activity options available to them that fulfill YMCA of the USA Curriculum Frameworks criteria. No child will ever be forced to participate in an activity. Coloring, drawing, reading, puzzles, and other individual games, projects, and activities will be available for a child who chooses not to join a group activity.

15 Minutes Clean Up and Closing

Children will assist in the day-to-day clean up and maintenance of the program space. Simple chores will be assigned, and children will receive praise for tasks completed. Chores will be assigned on a rotating basis, will be age appropriate, and will not be given unless a child is fully capable of completing the task. Staff will supervise and assist in all chores assigned to the children.

6:00 pm All Sites Close

Parent Involvement: Parent involvement is essential in providing a program that is meaningful to your family. We encourage suggestions, and invite you to participate in any aspect of the program.

Program Plan

School's Out Programs strive to offer engaging, enriching, and developmentally appropriate activities and experiences that support the YMCA program objectives:

- **to grow personally**
- **build character**
- **improve personal and family relationships**
- **appreciate diversity**
- **become better leaders and supporters of others**
- **develop skills**
- **have fun**

To accomplish this, we have adopted the YMCA of the USA's School-Age Care Curriculum Frameworks as our guide for planning our programs. The activities we choose are intended to complement school experiences, support diverse learning styles, and encourage the development of the whole child in spirit, mind, and body.

The eight Core Content areas are:

Arts & Humanities: through creative works in dance, music, acting, visual arts, literary arts, textiles, and crafts, children learn to express themselves through a variety of materials.

Character Development: through modeling, reinforcement, and practice, staff help children accept and demonstrate the positive values of caring, honesty, respect and responsibility. Character Development is a theme carried through all of our activities and interactions.

Health, Wellness, and Fitness: activities designed to promote physical fitness, healthy choices and personal wellness, including active games, nutritious cooking projects etc., help children learn to keep their bodies healthy and strong.

Homework support: time, space and staff supervision are available Monday through Thursday to allow children to complete their homework. Please see the Homework Policy for more information about homework.

Literacy: activities involving reading, writing, speaking, gathering and using information, thinking critically, understanding others, and expressing oneself encourage children to see the importance of learning to read and enjoy the process of reading.

Science and Technology: activities help children understand the process of figuring out how and why the world works, develop observation skills, and become comfortable using modern technology.

Service-Learning: through volunteering and community service, children develop skills, knowledge and behaviors for future success, while making contributions to their communities and developing civic awareness.

Social Competence and Conflict Resolution: activities give children strategies for dealing with conflict and help them develop socially acceptable ways of interacting with others. Cooperative games, group challenges, and adventure activities, as well as everyday situations help to create a socially and emotionally safe environment in which to practice these skills.

Daily Activities

Free Play

Every child needs to be him/her self. This exploration is at the child's own level- "structured/unstructured." All areas and materials are available to each child that she/he may do what she/he likes best.

Circle Time (K)

A very important part of the day for kindergartners, this activity contributes to the child's social development. Diverse group activities, such as singing, show and tell, game playing, etc., are all utilized.

Arts & Crafts

Short- and long-term projects encourage children to explore mixed media and express themselves freely. The emphasis is on creativity and exploration.

Discovery

Through special projects and activities, children are encouraged to explore, create and discover the world around them. Examples may include planting seeds and watching them grow, making scrapbooks, assembling a nature aquarium, etc.

Movement Exploration

The movement phase of the program is designed to stimulate and challenge each child by introducing her or him to various large and small muscular activities. Running, skipping, jumping, hopping, climbing, simple exercises, individual and group games are included.

Story Time/Reading

Children will be introduced to quality children's literature. Children will explore on their own level the meaning of stories by listening and acting out different characters and situations. Books will also be available to children to read on their own.

Nutrition and Snacks

A nutritional snack and juice/milk will be provided at each site daily. Children may participate in the preparation, serving and clean up of snacks.

Multicultural Activities

In order to introduce children to the diversity and richness of the World's heritages, the staff will offer programming based on a different country or culture during the school year. Games, guest speakers, food, stories, music and more will be used to explore each country.

Field Trips

Field trips are planned periodically throughout the year and there may be an additional charge. No child will be denied the opportunity to participate due to an inability to pay.

Homework Policy

Homework is an important part of your child's day. It is a chance for them to reinforce what they have learned during the school day and apply new skills. School's Out programs make every effort to work with families and school staff to support your child's academic success. In the after-school program, homework is an important part of a balanced schedule of educational, social, recreational, and creative activities. It is the shared responsibility of program staff, parents, and children to see that homework is completed.

To give children a sense of ownership for their academic success and ensure that they have the opportunity to participate in other activities important for their well-being and healthy development, we have developed the following guidelines for sharing the responsibility of homework:

School's Out staff will:

- Maintain a pleasant, comfortable, and quiet environment conducive to study.
- Offer enriching alternatives for children who do not have homework.
- Provide positive reinforcement for children's efforts to complete their homework in the form of praise, special recognition, special activities, etc.
- Answer specific questions to the best of their ability.
- When possible, pair children who can help each other with homework.

- Check homework for completion and neatness (NOT correct answers).
- Monitor children's behavior, stress level, and productivity and remove children who disrupt the homework environment.
- Suggest that children take breaks from homework if they become overly stressed, frustrated, or unable to focus on their homework at the time.

School's Out staff will not:

- Assign extra homework.
- Force children to work on homework, punish children for not doing homework, or require that a child continue working on homework if s/he is overly stressed or frustrated.
- Correct answers on homework assignments (it is important that your child's teacher sees the areas in which s/he is struggling).
- Check school bags for homework unless we are specifically asked to by a parent or guardian.
- Keep any child working on homework for longer than 60 minutes unless the child chooses to continue.

Children are expected to:

- Be honest about whether or not they have homework, and whether they have completed the assignment to the best of their ability.
- Be responsible for completing their assignments, using their time well, and keeping track of their papers, books, and materials.
- Be caring towards others working on homework; help each other when they are able to.
- Be respectful during homework time; use quiet voices and avoid distracting behavior so that others may concentrate.

Parents should:

- Let staff know if there is anything we can do to better support your child during their homework time.
- Communicate with us if there are any areas in which your child is struggling in school.
- Encourage your child to use the resources available at the after-school program to work on homework. For suggestions on how to motivate your child to complete their homework during program time, please speak to the Site Director.
- At home, positively reinforce your child's efforts to complete homework.
- Bring any concerns regarding homework to the Site Director immediately.

Our programs are staffed with a ratio of approximately one adult for every ten children. In-depth individual assistance for children who are struggling with homework is not always possible. However, volunteer tutors are sometimes available to offer one-on-one help; please speak to the Site Director if your child needs this service. School's Out staff make every effort to fulfill parents' wishes regarding the completion of homework, as appropriate and reasonable in the context of the program.

Absences, Missing Child Emergencies, Departures, Field Trips

Absences

When a child is not going to attend the School's Out program on his/her scheduled day, the parent **MUST** notify the Site Coordinator at the YMCA by noon and leave the child's name. **Children who do not attend school during the day or are sent home sick from school may not attend the School's out program that day.**

Missing Child

As the children arrive to their School's out site, attendance is taken. When a child is absent and YMCA has not been notified of her/his absence, then the Site will call the child's parent(s), and all emergency contacts to locate the child. In the event the Site is not able to reach the parent(s) or emergency contacts the police will be notified immediately.

Emergencies

In the event of a medical emergency the staff will call an ambulance, the parent(s) and the Site Administrator. Whenever possible a staff member will ride to the hospital with the child and stay with the child until a parent or other authorized family member arrives.

Departures

Children **MUST** be picked up by 6pm, **NO EXCEPTIONS**. Children will only be released to people authorized **IN WRITING** by the parent/guardian on the child's registration form. Authorized pick-ups are required to sign out their child. **Notes sent with the child and/or phone calls will not be accepted as valid authorization of pick up.**

Field Trips

When children leave the School's Out premises for a field trip, they will be accompanied by at least one staff person who is DEEC 'group leader' qualified. If a vehicle is used, it will be properly insured and driven by qualified staff. On any trip, there will always be a vehicle that can be used in the event of an emergency. First Aid kits and the children's emergency information are taken on each field trip.

Late Pick Up Policy

When the parent, or authorized person, is going to be late picking up a child, the YMCA requires that the parent:

1. Call the School's Out Site and leave the following information:
 - a. Child's name
 - b. Name of the authorized person who will pick up the child
 - c. Time child will be picked up
2. Pay \$1.00 per minute after 6:00 pm that the child remains at the site. *

If the parent or authorized person is late and the YMCA does not receive a phone call from the parent:

1. School's Out staff will try to contact the parent by phone; \$1.00 per minute late fee applies. *

If no response:

2. YMCA staff will try to reach the emergency contacts listed in the child's file to pick up the child; \$1.00 per minute late fee applies. *

If no response:

2. If no authorized person has come to pick up the child by 7 pm, then the School Age Child Care Director will contact the Department of Social Services (DSS) and the Worcester Police Department to report that the child has been abandoned. The YMCA will then release the child to the care of these services.
3. After 7pm, parents should call the Boroughs Family Branch YMCA to get information regarding their child(ren).

Alcohol and Drug Policy

The Boroughs Family Branch YMCA reserves the right to determine whether an authorized person may not be competent to take a child home without placing the child at risk. In the event that an authorized person arrives under the influence of alcohol or any substance, or appears to be unstable, the YMCA has established these policies:

1. Staff will suggest to the parent/person that another authorized person on the emergency contact list be called;
2. Staff will suggest using a taxi to transport the family home.

If the parent/person becomes belligerent and/or insists on taking the child, staff must consider the possibility of injury to the child, other children in the program, and staff. By state law, staff is required to notify the police when it is feared that the safety of a child is endangered. The YMCA reserves the right to refuse to dismiss a child to a person who is not a custodial parent.

The YMCA reserves the right to deny services to persons who abuse this policy.

Discipline Policy

The discipline policy of the School's Out programs is based on positive reinforcement. It is our belief that praising appropriate behavior and giving the child a sense of being loved and belonging will support positive behavior.

When a child's behavior disrupts an activity and cannot be redirected by staff, the child will be removed from the activity until s/he has regained the self-control to act appropriately, after which time the child will be able to rejoin the activity. During the rest of the day, the staff will watch for times when the child displays appropriate behavior and will praise that behavior.

The School's Out staff will never subject children to abuse or neglect, including emotional, physical, verbal, or sexual abuse. Staff will never use cruel, unusual, severe, or corporal punishment including any type of physical hitting inflicted in any manner upon the body. Staff will never use punishments that subject a child to verbal abuse, ridicule, or humiliation. Children will not be denied food, rest or use of the bathroom facilities as a form of punishment. Children will not be punished for soiling, wetting, or not using the toilet; nor will they be punished related to eating or not eating food.

Zero Tolerance For Bullying

Every child deserves to feel respected, safe, and cared about in the after school program. Bullying undermines this right. To protect this right for all children in our programs, we do not tolerate the intimidation, persecution, or intentional exclusion of any child by any person. We have taken a proactive approach to the problem of bullying:

- We work to instill the values of Caring, Honesty, Respect and Responsibility in all children and staff and expect those values to be demonstrated in all interactions between children, parents and staff.
- We encourage children to tell an adult if they feel unsafe or uncomfortable as a result of another child's words or actions.
- We handle incidents of bullying as a serious threat to the health, safety, and well being of others. Enrollment in the School's Out Program will be terminated for children who bully others repeatedly.

YMCA Child Abuse and Prevention Policy

The YMCA of Central Massachusetts has an in-depth written child abuse policy that is available to anyone upon request. All personnel are required to sign a statement saying that they have not only read the policy, but also abide by it. Two written references must be received before employment and at least two telephone references are made prior to hire. All staff hired to work at the YMCA have a criminal records check completed by the Criminal History Systems Board. All childcare staff is required to attend trainings annually on issues relating to child safety, discipline and abuse.

Suspected Child Abuse Policy

When a YMCA staff person sees a sign of possible child abuse or neglect, the following steps will be taken:

1. The staff member immediately informs the Site Coordinator and the Sr. Program Director. The Sr. Program Director will then inform the Associate or Executive Director of the Boroughs Family Branch YMCA.
2. The staff person will complete an incident report detailing the suspected abuse or neglect. The report will be submitted to the Administrator within 24 hours of the incident.
3. The Site Coordinator, Sr. Program Director and Associate Executive Director will review and evaluate the situation. If there is reasonable cause to suspect abuse or neglect,
4. The Sr. Program Director or other designated staff member will call the Department of Social Services (DSS): 508-929-2000.
5. The completed incident report will be submitted to DSS within 48 hours of the initial phone call.

If a YMCA staff member is suspected of child abuse or neglect, the following additional steps will be taken:

1. The Sr. Program Director will notify the Department of Early Education and Care.
2. The staff member will be suspended until investigations by the YMCA, the Department of Early Education and Care, and DSS are completed.
3. If the staff member is found to be at fault, he/she will be terminated immediately.

Termination Policy

The School's Out program requires a two-week advance notice for all terminations from the program. Parents who fail to do so will still be responsible for paying for the two-week period.

The School's Out program reserves the right to suspend and/or terminate childcare services with one-week notice to the family for any reason. When the health, welfare, and safety of other children are at risk, the YMCA reserves the right to terminate services immediately.

Services may be suspended and/or terminated for the following:

1. Overdue fees
2. Child's inappropriate behavior at the program, including during transportation
3. Chronic tardiness when picking up a child from the program
4. Chronic failure to inform the YMCA of child's absences in a timely manner
5. Other, as determined by the School Age Child Care Director.

Behavior Termination Policy

Children's enrollment in the School's Out program will be terminated due to on-going or severe inappropriate behavior. Whenever possible, the following steps will be taken by the School's Out staff:

1. Verbal warning;
2. Written warning with the implementation of a behavior plan if appropriate.
3. Written warning and suspension until a parent conference is held and a mandatory behavior plan is implemented
4. Termination.

- The School's Out programs reserve the right to suspend and/or terminate childcare services without notice when the health, welfare, or safety of other children is at stake.
- **There is no refund or transfer of payment if your child is suspended from the Program.**
- The YMCA School's Out Program reserves the right to deny care to children who have been terminated from other YMCA programs.

Emergency and Health Care Policy

Emergencies

Contingency plans and procedures have been developed to deal with fire, natural disasters, and loss of power, heat and water. In the event a School's Out Site must be evacuated, children and staff will follow evacuation routes (posted at each site) to the designated safe area. In the event of an emergency the YMCA staff will call the appropriate emergency service, the parent, and the Boroughs Family Branch YMCA. If a parent cannot be reached, the staff will call persons listed on the Emergency Contact List submitted by the parent.

For further information in an emergency, call the Boroughs Family Branch YMCA at 508-870-1320.

Emergency Telephone Numbers

Ambulance, Fire, Police.....	911
Poison Control Central.....	1-800-682-9211
UMASS Medical Center.....	508-856-0011

Fire Emergency

When the fire alarm goes off, the activity leader(s) will escort the children from the building via the designated route in each room. The Site Coordinator will be the last person out of the building, checking that all the children have left the building. The Site Coordinator will bring the Program Files (with the attendance list) and the first aid kit with him/her.

1. The staff will take attendance and will remain outside the building with the children unless the firefighters direct otherwise.
2. In the event that the children cannot return to the building, they will be escorted or transported to the Boroughs Family Branch YMCA. In the event that the emergency has taken place within the YMCA, the children will be escorted to a safe location close the Boroughs Family Branch YMCA
3. Staff will call parents as soon as possible.

Medical Emergency

Site Coordinator:

1. Pull child's emergency records;
2. Call 911 and send someone to meet the ambulance;
3. Call parent(s) to inform them of the emergency and inform them of which hospital the child will be taken to;
4. In the event a parent cannot be reached, the staff will call the emergency contact numbers;
5. Notify the Sr. Program Director of the emergency;
6. Complete an injury report and submit it to the School Age Child Care Director within 24 hours;

7. As needed, the Site Coordinator may also provide first aid or other direction and assistance.

Activity Leader(s):

1. Inform the Site Coordinator of the emergency;
2. Remain with the child until emergency medical services arrive, administers first aid if necessary;
3. Remain with other children unless instructed otherwise.

First Aid

1. Lifesaving skills and first aid may only be administered by individuals trained to do so;
2. When first aid is administered, an injury report must be completed, signed, and submitted to the Sr. Program Director within 24 hours of the incident;
3. The Site Coordinator will inform the child's parent when first aid has been administered;
4. The contents of the first aid kit will be checked at least weekly by the Site Coordinator and restocked as needed.

Prescription Medication

1. The School's Out staff will not dispense medications under normal circumstances;
2. If medication must be given to a child during the School's Out program, the following steps MUST be taken:
 - a. The parent must complete a written medication consent form authorizing the staff to administer which will be kept with the child's records;
 - b. The prescribed medication made out to the child with instructions for use in its original container;
 - c. A written record of the administration of any medication will be kept in the child's file.

Non-Prescription Medication

1. Written authorization from the child's physician must be on file and include: brand name and dosage and frequency. This authorization by the physician is good for one year.
2. An attempt will be made to contact the parent before medication is administered.
3. Medications must be given to a staff person and not left in a bag, lunch box, or cubby.
4. Parent must complete the AUTHORIZATION FOR MEDICATION form.
5. Staff will note and date the completion of the medication. A reason will also be noted for any missed dosages. The form will be filed in the child's file.
6. Unused medications will be returned to the parents.

Topical Medications

1. Written permission, by parents, must be on file for topical medications. Permission must include brand name of the product being used and instructions for application.
2. Topical medications must be labeled with the child's name.
3. Medications must be given to a staff person and not left in a bag, lunch box or cubby.

Allergies

1. If a child's health records indicates allergies, the child's name, allergy, symptoms, and procedures for care will be posted by the Site Coordinator;
2. The Site Coordinator will inform the staff of any changes
3. If a child has an allergy attack, the Site Director will follow procedures for care as outlined on the staff board.

Hand washing Policy

1. Hand washing is the first line of defense against the spread of infections. Strict hand washing must be practiced by children and staff including, but not limited to, the following times:
 - Upon arrival at the program
 - Before eating or handling food
 - After going to the bathroom
 - After assisting in toileting
 - After contact with body fluids (blood, mucus, vomiting, etc.)
 - After cleaning areas contaminated with body fluids
2. Hands should be washed with running water and liquid soap, using friction for 15-30 seconds.
3. Hands shall be dried with disposable towels.
4. The faucet shall be turned off with a disposable towel so that clean hands are not dirtied.

Sick Child Policy

These guidelines have been established for the comfort and well being of your child and that of the other children in the program. Children who do not feel well should be at home. Children who become ill at school should be at home, and parents will be notified to pick up their child within one hour. Children will not be permitted to come to the program if:

1. They pose a significant health risk to other children.
2. They are feeling so poorly that they require an excessive amount of time from staff.
3. They feel so poorly that they need comfort from their parents.

Below is a list of specific illnesses and guidelines for treatment. These are based on the Department of Public Health Guidelines for Infectious Diseases:

- **Fever:** No child with a temperature of 101 degrees or higher will be admitted into the program. If your child develops a fever, you will be notified to pick your child up within the hour.
- **Diarrhea:** Diarrhea is highly contagious. If your child develops diarrhea you will be notified to pick up your child within the hour. When a child has diarrhea, he/she should be kept at home for 24 hours or until the diarrhea has subsided.
- **Vomiting:** If vomiting has occurred the evening before, your child should be kept at home the next day. If your child begins to vomit at the program you will be notified to pick up your child within the hour.
- **Eye Infections:** Crustiness or yellow oozing from the eye along with a pinkish tint to the whites of the eye(s) identifies Bacterial and Viral Conjunctivitis (pink eye), an infection of the eye. These conditions are very contagious and should be treated by a physician. Children will not be admitted into after school care until 24 hours after treatment has begun.
- **Impetigo:** This is a bacterial skin infection, which appears as a rash that is oozing, red and round, and may have a flat yellow crust. Because this infection is easily spread, a physician should be seen for treatment. Your child needs to remain at home for 24 hours after starting medication.
- **Head Lice:** Head Lice are tiny insects that live on people's hair. If your child has head lice, you will be notified to pick up your child within the hour. You will also be asked to take all your child's clothes home to be washed. Your child may return to after school care as soon as proper shampoo treatment has been given and the lice have been removed from the scalp.
- **Strep Throat:** Strep Throat is caused by bacteria. Symptoms include a sore throat, which may be accompanied by tender, swollen neck glands, headache, stomachache, and fever. If your child tests positive for strep, he/she may return to after school care 24 hours after beginning treatment.
- **Chicken Pox:** Chicken Pox is a very contagious disease, beginning with a mild fever and an itchy rash. Chicken Pox is contagious from two days before the rash appears until the last blister has developed crusts. It takes 10-21 days from exposure to develop symptoms. Children will not be permitted to return to after school care until all blisters are crusted and dry.
- **Hemophilias Influenza (H Flu or HIB):** This is an uncommon, but extremely serious disease. It is the most common cause of meningitis and other illnesses. Should your child be diagnosed with the H Flu it is imperative that the school age child care director be informed as soon as possible.
- **Coughs and Colds:** Prudent judgment by the parent(s) and staff are the best guide in dealing with these illnesses. If your child is uncomfortable, or coughing so frequently that he/she is disturbing the other children, then

he/she should not be at the program and you will be notified to pick up your child within the hour.

- **Thrush or Yeast Infections:** This is not a contagious condition and children need not be excluded from the program.

***IN THE EVENT YOUR CHILD DEVELOPS OR CONTRACTS A CONTAGIOUS DISEASE, PLEASE CONTACT THE SITE ADMINISTRATOR WITHIN 24 HOURS.**

Children's Records

Confidentiality of Records: All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives from the Department of Early Education and Care have the right and responsibility to review all records at reasonable intervals.

Contents: Fact Sheets, Progress Reports, medical records, individual program plans (when applicable), consent forms, and correspondence and referrals.

Maintenance of Records:

1. Any changes and/or additions to a child's record must be dated and signed by the person making the entry.
2. Updates, conferences, phone calls, correspondence, notes, etc., relating to the child must be written and filed under the appropriate heading. All reports must be signed and dated.
3. Records are retained for a period of at least five years after a child has left the program unless the parent transfers the record.

Amendments:

1. A parent/guardian has the right to add or delete information to his/her child's record at any time by making the request in writing to the Program Administrator.

Accessibility:

1. Records are the property of the YMCA of Central Massachusetts.
2. Individual files are confidential and are kept locked in the School's Out Office.
3. Parents shall, upon request, have access to their child's records at any time.
4. Files must be signed out when used and are not to leave the YMCA building without prior approval from the Program Administrator.

Dissemination of Information:

1. Information may not be released to anyone not directly related with implementing the program plan for the child without the written consent of the child's parent(s).

2. A permanent written log must be maintained in each child's record indicating to whom information is released.

Transfer of Records:

Upon written request of the parent(s), the YMCA shall transfer the child's record to the parent(s) or any person the parent(s) designate, when the child is no longer in our care.

Referral Plan:

1. You may request information and/or referral for your child at any time. If the YMCA feels that your child would benefit from additional services we will contact you to discuss our referral procedure.

Additional Information

Paperwork Etc.: Parents need to funnel all information regarding their child's registration and status in the Program through Emily Esterbrook. If you have a change of address, phone number, workplace, etc., please inform Emily, in addition to your Site Director.

Authorization to Pick Up Child: No child will be released to a person NOT authorized in writing by a parent to pick up the child. The YMCA must have written authorization for changes in this respect.

Birthdays: If you would like us to recognize your child's birthday, please give the Site Coordinator at least three (3) days notice to prepare. Birthdays are celebrated during snack time and arrangements may be made to bring in a cake or cupcakes for your child. The staff will add songs to make this a special day for your child.

Clothing: Children at the School's Out programs are active and involved in a wide variety of activities. They should wear clothes that are comfortable, practical, and wash easily. Please label all clothing.

Concerns about Staff: Any concerns or questions regarding School's Out Staff, or staff procedures, should be discussed with the Site Coordinator. Conferences can be arranged to discuss concerns and to determine appropriate actions.

Conferences: Individual parent conferences may be scheduled to keep you informed of your child's progress, or to discuss areas of concern. Parents may request a conference at any time.

Income Tax Credit: If you use childcare in order to work, you may qualify for a Federal Income Tax credit of up to 20% of your childcare expenses. Check with the IRS office for more current information. For added convenience please save any receipts and cancelled checks of your child care expenses.

Newsletters: Periodically you will receive a newsletter outlining program highlights and upcoming events. We welcome your comments and suggestions.

Parents Day: Throughout the year, scheduled events will be planned to allow parents an opportunity to spend the afternoon at the program participating in activities with their children.

Parent Visits: Informal visits are welcome throughout the school year. Please check in with the Site Coordinator upon arrival at the program.

Snow Days, Holidays and Vacation Weeks

Snow Days

When Marlborough Schools are closed due to inclement weather there will be no School's Out Program.

The YMCA reserves the right to call parents to pick up their children earlier than 6pm if weather conditions are severe. There will be no program when Marlborough Public Schools dismisses early and/or cancels after-school programs, when the Boroughs Family Branch YMCA is closed, or when a State of Emergency is declared.

EARLY DISMISSAL/CANCELLATION POLICY

When school is dismissed early due to inclement weather, or the Marlborough Schools cancels after-school programs, YMCA SCHOOL'S OUT PROGRAMS ARE CLOSED. YMCA STAFF WILL NOT BE AVAILABLE TO MEET CHILDREN AT DISMISSAL. Parents are responsible for keeping themselves updated regarding early dismissals and cancellations, and for communicating alternative transportation arrangements to the school. Please note that you will NOT be notified by YMCA staff when Marlborough Schools cancels after-school programs.

Holidays, School Vacation Weeks, Early Release and Non-School Days

Vacation Camp will be provided on the following non-school days, holidays, and school vacations during the 2009-2010 School Year from 7:30 am to 6:00 pm. The school location will be determined based on the number of enrollments. Registration for vacation camp is separate from School's Out.

September 4
October 12
November 3, 11
December 28-31
January 18, 19
February 15-19
April 19-23

There is NO PROGRAM on the following non-school days:

September 7
November 25-27
December 24, 25
January 1
May 31

ALL children must be registered in advance. Space is limited; first come, first served.

Fee: Payable at time of Registration
Full Pay: \$50.00 per child per day
Voucher/EEC: Same daily rate as your School's Out rate
Scholarship: Same percentage off as your School's Out rate.

Vacation Camp Sign-In/Sign-Out:

Sign-In is 7:30-9:00 am. **All children must be signed in by an adult.**

Sign-Out is 4:00-6:00pm. Children will only be released to those authorized to pick up on their School's Out registration form. The Late Pick-Up Policy as stated in this handbook applies to any child not signed out by 6:00pm.

Early Release

Program will run at each school and follow regular sign in/sign out procedures:

October 21

March 10

Additional Fee: \$25

What to Bring:

1. All children must bring a lunch and two snacks. **No food is provided.**
2. Clothing and footwear appropriate for outside play.
3. **Kindergarten and First Graders:** small blanket for rest time.
4. Please label all of your child's belongings and send them in a backpack.

Do not send trading cards, radios, toys, electronic games, cell phones, etc. The YMCA is not responsible for lost or stolen items.

*For questions regarding the Parent Handbook or other concerns relating to the School's Out Program, please contact Emily Esterbrook Sr. Program Director
508-870-1320 x300*