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# LEARN GROW SOAR



## 2018-2019 After School Program Family Guide

### YMCA OF MARTHA'S VINEYARD

Swartz Family Facility Home of Alex's Place

111R Edgartown Vineyard Haven Rd., Vineyard Haven, MA 02568

(508) 696-7171 ext. 117

[tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org)



**FOR YOUTH DEVELOPMENT®**  
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Dear Families,

Thank you for choosing the YMCA of Martha's Vineyard After School Program. We look forward to enhancing the lives of children and families by embracing the mission of the YMCA through the values of caring, honesty, respect and responsibility. Our family guide has outlined its duties, expectations and responsibilities, as well as your obligations as parents of an enrolled child. The conditions stated in our Family Guide have been carefully planned to ensure the comfort and protection of your child. You can expect our staff to provide your child with an academic and enrichment program in which he/she will feel both secure and free to grow.

Our After-School Program staff works in collaborative partnerships with families to establish and maintain regular, on-going two-way communication. We encourage and welcome your comments and suggestions and extend our sincere thanks for your cooperation in these efforts to provide quality programming for your child.

Welcome to the YMCA of Martha's Vineyard After-School Program!

Sincerely,  
Tara Dinkel  
After School Program Director  
508.696.7171 x117  
tdinkel@ymcamv.org

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## **1. GENERAL INFORMATION**

### **Statement of Purpose**

The YMCA of Martha's Vineyard After School Program strives to offer quality programming in a safe and supportive environment that fosters the physical, cognitive, social and emotional growth of each participant. We pride ourselves in our commitment to providing consistent and positive guidance to children based upon their individual needs and development. We strive to support the family unit and to provide developmentally appropriate academic and enrichment programs that encourages the love of learning and engagement. We believe that children are most happy when they have opportunities to succeed. Self-confident children think of learning as fun and seek out information to solve problems.

We believe in positive methods of child guidance. Our staff establishes age-appropriate, reasonable, and consistent limits to assist children in learning how to function within their worlds. We strive to strengthen each child's own cultural identity, while reinforcing respect and acceptance for others who may be different. The YMCA of Martha's Vineyard will make every attempt to provide what your child needs to be successful within the After-School Program. We look at our relationship with families as that of a partnership. Know that we are always accessible and welcome input from participating children and their families.

### **Mission Statement**

The YMCA of Martha's Vineyard is dedicated to improving the quality of life for children, individuals, families and the Island community by helping our members realize their fullest potential through the development of body, mind and spirit.

### **Our Program Site**

The After-School Program uses multiple spaces in the YMCA. Kindergarten and 1<sup>st</sup> grade primarily use the classroom right inside the facility to the right-hand side. The 2<sup>nd</sup>-5<sup>th</sup> graders primarily use the basement on the right side of the building (access the basement by using the elevator or down the left hallway, using the last door on the left and down the stairs). Other spaces we use: Group Exercise room (upstairs, behind fitness room), Child Watch program room (inside the facility, to the left, Studio 2 (behind the Teen Center/Spin Room), swimming pool, pavilion, outdoor field, and basketball court. Transportation to the YMCA is provided via the Martha's Vineyard Public Schools bus system from Oak Bluffs, Edgartown, Tisbury, West Tisbury, Chilmark, & Charter Schools.

### **Program Schedules and Curriculum**

A monthly newsletter is sent out along with the curriculum themes and program schedules via email. Hard copies will be available in the program room. Please let us know at registration if you will be unable to receive our emails and we will arrange to print a hard copy for you regularly. For details regarding daily schedules, curriculums, transportation, staffing, etc. please contact Tara, Program Director at [tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org), or at 508 696 7171 x117.

### **Supervision of Children**

Children are always under the direct supervision of the School Age Child Care Staff. A designated Site Director & Site Coordinator supervises all operations of the program. Attendance is taken upon arrival and regularly throughout the day using head counts, where staff members visually identify

each child prior to counting them. Children are accompanied by a staff person always. No child is to be by themselves at any time. Staff members are to make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.

### **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 experiences, education, character, talents and interpersonal skills. All our staff have met strictly enforced state standards and meets the state's Department of Early Education and Care (EEC) program requirements of reference checks and pass an extensive background check through CORI and the DCF. The YMCA-MV also provides various trainings for staff such as Child Abuse Prevention, First Aid and CPR, and Emergency Procedures.

### **Plan for Volunteers**

The YMCA-MV encourages anyone in the community who feels that they would like to donate their time and skills to the benefit of the program of their choice. A volunteer must possess qualifications in accordance to the service they wish to provide and/or the volunteer will acquire the appropriate orientation for any duty within the YMCA-MV program structure. A volunteer will need to pass an extensive background check through CORI and DCF, have appropriate documentation of education or employment history in that field and at least 3 references. At all times the volunteer will be supervised.

All volunteer service will be documented (including dates and hours and the responsibilities of each volunteer used by the program) and an observation record will be kept by the School Age Program Coordinator.

### **Volunteering Opportunities**

Families are always welcome and encouraged to volunteer at our program sites. 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, the end of the year celebration, and many other fun events and activities! Please see the Program Coordinator for more information.

### **Hours of Operation**

The YMCA of Martha's Vineyard After School Program operates Monday-Friday from the dismissal of school until 6 p.m.

Half Day Programs: 12:30pm-6pm

Full Day Vacation Programs: 8:30am – 5:00pm

### **Licensing Agency**

The YMCA School Age Child Care Program is licensed by the Department of Early Education and Care (EEC) and is mandated to uphold all the policies, rules, and regulations pertaining to School Age Child Care licensing.

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

## **Organizational Contacts**

YMCA of Martha's Vineyard Program Contacts:

Tara Dinkel, After School Program Director  
(508) 696-7171 x117 or [tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org)

Jessey Myers, After School Program Site Coordinator  
(508) 696-7171 x125

Nina Kiendzior, Director of Operations  
508-696-7171 x112

Jill Robie-Axtell, CEO of YMCA MV  
(508) 696-7171 x102 or [jrobie@ymcamv.org](mailto:jrobie@ymcamv.org)

Front Desk: (508)-696-7171 ext. 0

## **2. YMCA OF MARTHA'S VINEYARD: YOUR Y**

### **Goals of Organization**

The goals of the organization are to:

- Provide year-round services for working and single-parent families.
- Prevent and intervene in youths' engagement in risky behaviors.
- Bring different sectors of Island life together through the offering of a multitude of services and intergenerational opportunities.
- Develop health and prevention programs, leadership development, job skills training, learning opportunities, and leisure activities for these identified groups.

### **Enrichment 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**

**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 trail 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 trust, respect and positive regard.

**We believe** Each child and family are due the respect for personal privacy demanded by professional ethics.

**We believe** Each child deserves a healthy lifestyle with plenty of physical activity & good snack choices.

### **3. ABOUT OUR PROGRAM**

#### **Enrollment**

Once you have made the decision to enroll your child in our program, you must attend the **MANDATORY** Parent Night **TBA**, complete the enrollment packet & payment plan, pay 2 weeks worth of tuition, received and read the Parent Information Packet, and read this handbook **BEFORE** your child can start the program. All children must be registered at least **ONE WEEK** in advance in order to start the program.

#### **Non-Discrimination Policy/Equal Opportunity**

It is the policy of YMCA MV After School Program to comply with all existing statutes regarding equal opportunity and non-discrimination. We hire new employees and admit children and families to our programs of any race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or gender identity. Our programs ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. The YMCA MV After School Program is designed to be inclusive of all children, including those with identified disabilities according to the 1990 Americans with Disabilities Act, Individuals Disabilities Education Act (2004) and Section 504 of the Rehabilitation Act of 1973.

#### **Scheduling**

Our staffing patterns at the School Age Child Care 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 informing the Program Director **ONE WEEK** in advance. Determination of

approval will be based on availability and will be confirmed by the Program Director who will contact you to confirm the status of this request. No day changes may occur until confirmation is received from Program Director.

### **Parent Information, Rights and Responsibilities**

The School Age Child Care 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 Program Director; however, we encourage you to consult with the Program Coordinator whenever any concerns arise regarding your child. This will give you and the staff an opportunity to discuss your child's progress. The Site Coordinator 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 Program Coordinator to allow for parental input in the development of YMCA School Age Child Care policies. Please be part of the learning process; we believe parents and families are the most significant role models in your child's life.

### **Cultural Differences**

The School Age Child Care 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 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 Y 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 School Age Child Care 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 YMCA employees who speak Portuguese and Spanish who can assist with translation upon request.

### **Age Requirements**

The age of eligibility to enter the YMCA or Martha's Vineyard After School Program the child must be attending a kindergarten program and must be of sufficient age to enter first grade the following year. The YMCA MV After School Program will provide services for children enrolled in Kindergarten through grade 5 at the beginning of school year 2017-2018.



### **Confidentiality of Records**

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. Parents shall, upon request, have access to their child's records and have the right to amend the record. The YMCA MV After School Program, shall provide, within 2 business days, and will not charge any fee for copies of any information contained in the child's record. Authorized representatives from EEC have the right and responsibility to review all records upon request.

### **After-School Program Plan for Transitions**

In the After School Program, we group Kindergarten & 1<sup>st</sup> graders together and 2<sup>nd</sup>-5<sup>th</sup> graders together. Kindergarten & 1<sup>st</sup> graders will be based in the ASP classroom and the 2<sup>nd</sup>-5<sup>th</sup> graders will be based in the basement on the left-hand side of the building.

If a child's enrollment in the After-School Program is terminated or suspended for any reason the program will provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

### **Children with Differing Abilities**

The YMCA School Age Child Care 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 Program Coordinator 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.

### **Progress Reports**

Written progress reports will be prepared monthly 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. Progress reports are intended to adapt the program to the children's individual strengths, interests, and needs; to maintain an ongoing communication with the child's family, and; with parent

permission, to facilitate the child's transition to another early education and care program, as appropriate or to assist in an existing IEP.

As a result, the progress reports will serve as an aid in attaining needed services for the child such as health and educational resources. No outside social, educational or health care resource or provider will be contacted without parental or guardian permission. When such permissions have been granted documentation of contact and conversations and results will be recorded. As such the outlined progress report process serves to protect and improve the child's circumstances.

### **Transportation Policy**

Transportation will be provided by the YMCA MV After School Program via Martha's Vineyard Regional High School transportation department from the Edgartown, Oak Bluffs, Tisbury, West Tisbury, Chilmark & Charter School. A complete roster will be provided to the schools of which children are to be transported to the facility at 111R Edgartown Vineyard Haven Road, Oak Bluffs. Children, upon arrival to the Y, shall be greeted by the YMCA MV After School staff in the front of the facility. A head count will be performed, and the children will then be escorted into the building, where a YMCA staff person will greet them, record their attendance, and escort them to the appropriate activity area. All transitions are supervised with head counts before and after all activities that take the children outside the building and within the building for their various activities (as activities dictate) at the Y. At the end of the program, parents will be required to pick up their child by 6pm.

Transportation is provided to and from scheduled field trips, with written parental consent, by licensed and insured school bus vehicles or licensed and insured private transportation vans. Children are expected to wear safety restraints always while being transported. Children are also expected to behave appropriately while on the bus or in a van. Transportation can and will be suspended without notice if a child is behaving in an unsafe manner or being inappropriate while being transported.

In case of emergency, we do not provide transportation. The proper authorities will be called by calling the Communication Center @ 508-693-1212; parents are responsible for all fees incurred by calling emergency services.

## **4. DAILY ROUTINES**

### **School Age Child Care Program**

The program begins each day with a healthy snack (provided), followed by homework time and structured games and activities. Our program focuses on:

**Social Skills:** We have a calendar of activities that encourage creativity and provide new experiences that teach important lessons about community, character building, nutrition, and much more.

**Outreach:** Our curriculum incorporates activities that teach children about the world around us, including letter writing to pen-pals, visits to Woodside Village, and field trips to areas like the Farm Institute, where we learn about helping and giving back!

**Academic Enrichment:** Our monthly themes challenge students to explore new territories! We incorporate activities designed by organizations like NASA and Lego Education to make learning fun!

**Recreation:** Children participate in physical fitness activities each day, including swimming, basketball, large group games, yoga, Zumba, and more!

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 School Age Child Care 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!

### **General Daily Schedule**

At the beginning of the program, all children are signed in by the Program Director or Site Coordinator with time and initial. Children will then be offered healthy snack options and water provided by the Y Café. After all busses have arrived, Kindergarten & 1<sup>st</sup> graders and 2<sup>nd</sup>-5<sup>th</sup> graders will break off into their own activities & curriculum. This includes: 30 minutes of homework time, recreational swim, planned curriculum based off monthly themes, outside play, enrichment programming, etc. Please refer to the schedule in the Parent Information Packet. From 5:30-6:00pm we offer free time, then clean up and pick up. Pick up is ongoing until 6:00pm on a normal program day.

### **Snack Time & Physical Activity**

Nutrition, physical activity, and limited screen time are important for the health of all children. The After School Program provides healthy snack choices & time for physical activity as part of the Out of School and Physical Activity Initiative (OSNAP). We follow the ten key standards to help promote a healthy after-school environment for kids:

- Provide all children with at least 30 minutes of moderate to vigorous physical activity every day (including outdoor activity if possible).
- Offer 20 minutes of vigorous physical activity 3 times per week
- No sugar-sweetened drinks
- Plenty of water offered throughout the day
- Fruits or vegetables offered every day at snack
- Do not serve foods with trans fats
- Do not allow sugar-sweetened drinks to be brought in during program time
- Serve whole grains
- Eliminate use of commercial broadcast TV/movies
- Limit computer and digital device time to homework of instructional only



### **Homework Time**

The After School 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 School Age Child Care 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 School Age Child Care 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.

### **Daily Communication**

Your child will be spending many hours each week in our care. We hope you will speak to us 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 Program Director whenever any concerns arise regarding your child's after-school program and progress. Feel free to talk to Tara Dinkel, Program Director of the YMCA MV After School Program with suggestions on program development. We value your input and believe parents and families are the most significant role models in a child's life. Our goal is to develop an ongoing bond with your family!

Newsletters will be emailed at the beginning of each month. All parents are responsible for the information provided in the newsletter. This informs you of special days, upcoming events, reminders and field trips. This information is important to the success of the program.

Ongoing communication is encouraged through use of email or phone. This is an important and alternate way to communicate to the After-School Program staff of any immediate changes in your daily routine.

All communication that is put in writing will be translated for families whose primary language is not English or for those who require alternative communication methods. Should any problems arise a translator will be acquired to ease the communication gap.

### **Picking Up Your Child**

You may pick up your child any time before 6:00pm.\* When you arrive at the Y, you may park in the Y parking lot or adjacent Ice Arena parking lot to enter the building. Please do not park in the No Parking zones in front of the building. The sign out sheet will always be in the ASP classroom on the table below the PARENT board. All children must be signed out by a parent or authorized person daily with time and initial.

Maintaining accurate daily attendance including specific parent signatures is imperative and will be recorded by site personnel. Feel free to discuss your child's day with the staff. Please keep in mind that the staff must continue to monitor the other children in the program. For extended discussions, you can arrange a meeting. If you are going to be late, it is your responsibility to contact your emergency contact person to pick up your child before the program closes. Please call the after-school Program Director if a different person will be picking up your child and tell them to be sure to have a picture ID available.

### **Release of Children**

Children will only be released to the parent or individuals authorized by the parent and whose identity can be verified by identification card bearing his/her photograph.

To ensure the security of the children, staff will follow the following pick-up procedures:

- Verify the individual is currently listed on the pick-up authorization list.

- The staff will check a photo ID to be sure that it matches the name listed. Positive identification is required and please be sure to carry your ID every day since substitute staff may not recognize you.
- Please note that the staff reserves the right to refuse the release of the child they feel may be at risk.

### **Field Trips**

All parents will be informed ahead of time of all field trips and a permission form will need to be signed. Although not common, if there is a cost for the field trip, payment is due before your child can attend the trip.

### **Food for Children**

You must provide a lunch for your child during the full day vacation camps. Otherwise, water and nutritional snack options which is prepared in a safe and sanitary manner will be provided daily in the YMCA MV After School Program. Written weekly menus for snacks will be posted and previous menus will be kept on file. If your child has avoidance to the items presented on the menu please send along an alternative.

### **Toys/Items from Home**

Please refrain from having your child bring in toys from home. The YMCA MV After School Program is not responsible for any lost or stolen items. This includes *iPads, Shopkins, Pokémon cards, and cell phones.*

### **Issues of Concern/Grievance**

Issues, problems and questions relating to the YMCA MV After School Program should always be discussed with the program staff. If you feel that an issue cannot be resolved at the program level, you may contact Tara Dinkel, Program Director. Please note all staff work closely together to ensure open communication with the families we serve. Tuition and/or billing questions may be addressed with the Program Director or Site Coordinator.

### **Child Guidance Policy**

The YMCA MV After School Program believes that all children should experience success. We strive for an after-school setting which provides 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 developmentally appropriate way base on an understanding of the individual needs and stages of 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 the children in our care.

### **Child Guidance Techniques**

- **Set reasonable and positive expectations.**

- **Offer choices** and provide children the opportunity to verbalize their feelings.
- **Firm and reasonable limits/rules** will be explained to the children in an age-appropriate manner using clear and easy to understand words.
- **Redirect**- we will offer alternatives to children when undesirable behavior is being displayed.
- **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.
- **Logical consequences**- we will help the child understand the logical consequences for 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 where he/she can be supervised always until the child feels he/she can rejoin the group.
- If a child persists with particularly challenging behavior, the teacher and the parents will **discuss appropriate management techniques** together.
- Children **shall participate** in the establishment of **rules** and **limits** appropriate to their age.
- **If persistent problematic behavior** is present the policies of the After School Disciplinary Action Form will be used.

## 5. TUITION & ATTENDANCE POLICIES

### 2017-2018 Tuition

<i># of Days</i>	<i>Weekly Fees:</i>	<i>Member</i>	<i>Non-Member</i>
5		\$90.00 per week	\$105.00 per week
4		\$80.00 per week	\$92.00 per week
3		\$60.00 per week	\$69.00 per week
2		\$40.00 per week	\$46.00 per week

Included in our tuition is a nutritious daily snack (fresh fruit/vegetables, grains), transportation from school, and a free swim program. \*Half day program fees are built into your registration. If you would like to opt out of our half day programs, please notify us at the time of registration.

### Program Billing

Two weeks tuition is due before your child may start at the School Age Child Care Program. Every week thereafter you will be billed on your choice of either a monthly or weekly basis; weekly fees are due on Fridays. Monthly payments are to be made on the 15<sup>th</sup> of every month. \*Our Express Payment Plan is designed to make payment easier for parents and is strongly encouraged. Your credit card will be charged every Friday for the following week. We also accept check, money orders, or debit cards. Checks should be made payable to the YMCA of Martha's Vineyard with your child's name in the memo line. If you wish to pay in cash, you must hand deliver to the Member Service Desk and receive a receipt. A receipt of all charges will be available upon request.

### Fee Schedule

A fee schedule will be provided to you upon enrollment. Either every Friday or on the 15<sup>th</sup> of the month.

### **Refunds**

Full tuition will be charged for weeks in which school closings (i.e. snow days) occur. We do not give tuition refunds or discounts for days that your child is absent (sick) from our program. If your child is going to be absent from the program, the Program Director must be notified ONE WEEK in advance to receive a system credit.

### **Financial Assistance and Child Care Subsidies**

Financial Assistance is available through the YMCA's "Y for All" Financial Assistance program. Applications are available at the Member Service Desk. Child Care subsidies (i.e., Bailey Boyd) are accepted. Please be aware that subsidies are only valid from the date that they are approved from the agency; any fees incurred prior to that approval will be your responsibility.

### **Late Payment Policy**

Payments are due weekly by Friday or on the 15<sup>th</sup> of the month. If your payment is more than 5 days late, you will receive an invoice which will include a \$10.00 late fee. Three occurrences of failure to pay your balance by the due date will result in termination from the program.

### **Termination for Non-Payment**

Non-payment or consistently late payment of fees is sufficient cause for termination from the YMCA MV After School Program. Two consecutive non-payments will result in the loss of childcare services. The child may return to the program after all balances have been paid in full, if there is space available in the program. If service is terminated for non-payment, the YMCA MV After School Program will pursue collection for the full amount due. A family with an outstanding balance may not be permitted to register or participate in any other YMCA programs.

### **Late Pickup Penalty**

The School Age Child Care Program closes promptly at 6:00 pm. Any pick-up occurring after 6:00pm will incur a late fee of **\$5.00 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.

It is your obligation to call the YMCA MV After School Program and notify us of any emergency situations. If we do not receive a call after an hour of closing and no person on the contact list can be reached, we will contact the Department of Children and Families (DCF) and file a report. The best way to reach us is to call the Member Service Desk at 508-696-7171 ext 0, and all messages will be relayed to program staff.

### **Absences**

When your child is going to be absent, please call the Program Director at 508-696-7171 ext. 117 OR Member Service Desk at 508-696-7171 x 0 by noon. All call-outs are logged into a binder that is checked by After School staff at the beginning of the program. You may also email your notification to [tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org) by noon. Continued failure to notify us when your child is absent will result in a suspension or termination from the program. \*Please note: we do not give tuition refunds or discounts for days that your child is absent from our program, if these absences are reoccurring a meeting will be made to discuss your After School needs. Tuition will not be charged if written notice is provided at least one week in advance of the child's absence from the program for a planned vacation. An email to [tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org) is considered sufficient notice if within the one-week period.

### **Withdrawal Policy**

If you wish to un-enroll you child from the After School Program, we require one weeks' notice in person or by phone/email. If one weeks' notice is not provided prior to un-enrolling, you will still be charged for one week following the un-enrollment. You may email your request to [tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org). Until then, your account remains open and you will be billed accordingly even if your child is not in the program.

### **Enrollment Changes**

Our staffing is 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. You may request to change what days your child attends by informing the Program Director at least one week prior to the schedule change. Determination of approval will be based on availability and will be confirmed by the Site Coordinator who will contact you to confirm the status of this request. No day changes may occur until confirmation is received. Please note that if proper notice is not given, you are responsible for your original billing agreement. Occasionally, an additional day may be added with verbal approval from the Program Director if space is available. Payment must be made at the time of agreement.

### **Half/Full Day Programs and School Break Camps**

We offer half and full day programs and school vacation camps to offset the school calendar. **Separate sign up is required for all half and full day programs (price and times are different than a normal program day).** The sign-up sheet will be available weeks in advance and will be in the color pocket folders next to the sign out sheet. All programs have registration deadlines to give us time to determine staffing, supplies needed, field trips, etc. Registration is on a first come, first serve basis; we cannot guarantee availability of space. Late registration will result in a \$35 late sign-up fee. Minimum numbers must be met for program to run. You will be given at least 24 hours' notice of any cancelled program. Payment is due at registration. \*\*Please refer to the half & full day schedule in your Parent Information Packet.

#### **HALF DAYS**

**Hours:** 12:30-6:00pm. **Fees:** Member \$37; Non-member \$42.

**Register by:** 1 week prior to program date.

#### **FULL DAYS & BREAK CAMPS**

**Hours:** 8:30am-5:30pm.

**Fees:** Member \$58; Non-member \$66. **Register by:** 1 week prior to program date.



## **Holidays**

The YMCA MV After School Program follows the local public-school calendar. Please note that scheduled daily/weekly tuition remains the same during holiday weeks. We are closed on the following days:

Labor Day (September 3<sup>rd</sup>)  
Columbus Day  
New Year's Day  
Martin Luther King Jr Day  
Thanksgiving Day and day after Thanksgiving  
Christmas Eve, Christmas Day, and the day after Christmas  
Memorial Day

If your child is part-time, and a holiday falls on the day your child is scheduled to attend, you are not permitted to substitute another day of care. This is due to ratios of other part-time children in the program.

## **6. DISCIPLINARY ACTION POLICY**

See Attachment 1 for the sample YMCA After School Program Disciplinary Action Form.

### **Disciplinary Action Policy**

The YMCA After-School Program Disciplinary Action Policy states that there will be three chances for the child in question to modify his/her behavior through disciplinary action and a plan for modification of said behavior designed by the child with the staff for guidance. If on the third occurrence of the same behavior a significant change has not been noted the parent or guardian will need to sign off and the child will be suspended 1 day from the program with a meeting between the After-School Program Director and the parents of the mentioned child.

**If the behavior persists, the child will, again, have 3 chances to modify said behavior. If the behavior is persisting at the end of that second third occurrence, then the child will be suspended from the program until the next session begins.** A sample of the disciplinary action form will be attached to this Family Handbook for your reference.

The After-School Disciplinary Action policies intention is to implement a reasonable behavior modification plan for persistent problematic behavior. Persistent problematic behavior is defined as behavior that interrupts the implementation of the program with disruptive behavior that is a distraction for the other members of the After School Program and is behavior that puts the child and others at risk of harm or injury.

### **YMCA MV After School 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.

### **Termination and Suspension Policy**

When inappropriate behavior continues after all child guidance techniques have been implemented the YMCA MV After School Program staff will use the following progressive procedures:

1. We will observe and record inappropriate behavior.
2. We will then ask parents to participate in an immediate conference where we will discuss observations and goals.
3. The After-School Supervisor may suggest outside community resources to parents and we will work with these resources for further guidance in responding to the child's behavior.
4. If the inappropriate behavior continues the parents/guardians will be asked to keep the child home for a day or two (to be determined by the administrator).
5. If the inappropriate behavior persists after the child has been kept home on a prior occasion the YMCA MV After School Program may request termination of enrollment. Parents will be notified in writing, at a meeting if possible, including the reasons for termination. A copy of this letter will be kept in the child's records. The administrator will inform parents of the availability of information and referral for other service through the Community Services. We will prepare the child for termination from the program in a manner consistent with the child's ability to understand.

\*\*\*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 child care staff; the YMCA MV After School Program may terminate the enrollment, without notice, of any child whose behavior creates a significant risk of harm to himself, the other children, and/or staff.

### **Other Conditions for Termination or Suspension:**

- **Failure by parent/guardian to pay weekly tuition.**
- Unresolved disagreement to policies or procedures stated in the YMCA Family Guide
- **Consistent failure to notify program of child's absence or early dismissal (staffing purposes).**
- 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 6pm)
- Transportation only: children who refuse to remain seat-belted or causing disruptive behavior may forfeit their right to be transported by the YMCA or licensed transportation companies.

### **7. PLAN FOR REFERRAL SERVICES**

The YMCA MV After School Program shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services including, but not limited to vision, dental and hearing for their child should the center 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 should report it to the YMCA MV After School Supervisor, who will complete an Observation report and review the child's record prior to making a referral. The supervisor 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.

### **Plan for Referral Meeting**

The YMCA MV After School Program Supervisor will schedule a meeting with parents to notify them of the center's concern and prepares a current list of possible referral resources. At the meeting, the supervisor will provide to the parent a written statement including the reason for recommending a referral for additional services, a summary of the staff observations related to the referral and any efforts the center may have made to accommodate the child's needs. The supervisor will aid the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the center may, with written parental consent, contact the referral agency for them.

### **Follow-Up to the Referral**

The YMCA MV After School Program Supervisor will, with all parental permission via release of information form, contact the agency or service provider who evaluated the child for consolation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center to determine if another referral is necessary.

## **8. PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE**

The YMCA After-School Program will protect children from abuse and neglect during program hours. The YMCA has developed and follows the written procedures for the reporting of any suspected incidents of child abuse and neglect as required by Massachusetts state law. All new staff members must participate in an orientation program that includes the following procedures and policies.

1. All staff members are mandated reporters and shall report suspected child abuse or neglect. The report will be made to the Department of Children and Families (DCF) pursuant to MGL c.119 & 51A.
2. The Director or group leader shall notify the Department of Early Education and care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
3. The YMCA After School Program will operate in all investigations of abuse or neglect, including identifying families of children currently or previously enrolled in the program; providing consent for the disclosure to EEC of information, and allowing EEC to disclose information to any person/or agency EEC may specify as necessary to the prompt investigation of allegations and protection of children.
4. All After School Enrichment Program staff members must participate on the Prevention of Abuse and Neglect training annually.
5. If a staff person/s is/are involved in a question of abuse they will be removed from working with children until the DCF case is resolved and for such further time as the Department (EEC) requires.

See Attachment 2: Healthy Care Policy for the full procedure.

## **9. HEALTH AND SAFETY**

See Attachment 2 for the full YMCA After School Program Health Care Policy. A copy is posted in all licensed areas always.

### **Emergency Phone Numbers**

The YMCA MV After School Program must be notified of any changes in address, workplace or home telephone numbers. It is important that parents list someone other than themselves. This person must be someone who lives in the area and can be contacted in case of medical emergency. It is the parent's responsibility to keep all information up to date.

### **Allergies & Emergency Medical Information**

Any allergies to foods, chemicals, or other materials should be listed in the "Allergies" section of the After-School Program enrollment packet. All staff will be informed of children's allergies and instructed to avoid these products. Written documentation from your child's health care provider and/or service provider will be requested to ensure that the program is aware of any issues or concerns related to the child's participation in the program.

### **Preparedness Procedures**

#### **Plan for Evacuation:**

In case of an emergency, the following protocol will be met:

1. Program Director will have an accurate attendance list as well as children's emergency contact information and a first aid kit.
2. Instructors (group leader) will promptly prepare groups to evacuate.
3. Program Director will walk through all areas occupied by children
4. Together each group will walk outside via nearest emergency exit door.
5. Instructor (group leader) will then do a head count and compare to attendance and sign-out sheet.
6. Program Coordinator takes attendance and emergency information for each child.

Evacuation drills will be held and documented by the site coordinator monthly.

#### **Plan for Catastrophic Event:**

Evacuation in the case of a catastrophic event: In the case of a catastrophic event identified as natural disaster, flood, fire, acts of terrorism, loss of power, heat or hot water or other emergency situations, the YMCA MV After School Program would take the action to call for transport from taxi or hired bus service to take the children to the nearest shelter as directed by the local authorities. The nearest shelter for Oak Bluffs is at the Regional High School located on the Edgartown-Vineyard Haven Road. If there is need of evacuation from the school, then transportation will be provided by the town to the Oak Bluffs Elementary located on Trade Winds in Oak Bluffs.

If the event (i.e. fire or flood) is taking place in the facility located at 111R Edgartown Vineyard Haven Road, the following evacuation procedures would take place and will act as policy for all evacuation activities and drills:

The children would be assembled in lines of 2:2, a staff member at the front of the line, behind the line and at equally dispersed points in the line so that each member has an equal distribution of visual field and the Program Coordinator/Supervisor is attending to the whole line by taking the end of the line position and phoning the fire department. As soon as the children are assembled in whatever classroom they are in at the time of the alarm a headcount would be made. This procedure would be maintained in by Group Leaders/Supervisors in all occupied classrooms at the YMCA-MV facility.

We would proceed out the front door of YMCA facing the Edgartown Vineyard Haven Road, assembling on the sidewalk to take another headcount. The procedure from all points of egress closest to the classroom occupied by the After-school program at the time of alarm; exiting out of the building moving as far away from the building to perform a headcount and proceed to the meeting point located in the parking lot adjacent to the YMCA and MV Ice Arena facing the Edgartown Vineyard Haven Road, being sure to stay out of the parking lot that has an identified flow of traffic. Once all have arrived at the point of safe assembly a headcount will be made again for each group. From this point we would proceed toward the Edgartown Vineyard Haven Road to safely cross to the Martha's Vineyard Regional High School located directly across the street from the YMCA facility in Oak Bluffs. Once at the school the parents will be called and pick up procedure would commence from the shelter.

### **Plan for the Prevention of Missing Children**

In order to prevent a missing child accurate attendance will be taken daily. Should a child not arrive to the facility via the arranged transportation and a call has not been received from a parent or guardian before arrival a phone call will be made to the school to check for absence. Should an absence at school not be the case a call shall be made to the parent or guardian as an effort to locate the child.

Should the program go on a field trip or simply out to the playground on YMCA MV grounds a headcount will be made before exiting the building for an activity, a headcount will be made once at the activity or once on the bus or taxi.

A structured exit enables prevention. Should a child go missing even though all preventative measures have been followed: the situation will be evaluated, a search will be called and if the child is not found within the first 15 minutes a call will be made to the local police and to the family.

**ATTACHMENT 1:  
SAMPLE DISCIPLINARY ACTION FORM**



**YMCA OF MARTHA'S VINEYARD**  
**After School Program**  
**Disciplinary Action Form**

Name of Child \_\_\_\_\_

Date \_\_\_\_\_

Name of Group Leader \_\_\_\_\_

**#1. Description of behavior:**

Disciplinary action taken:

Plan for modification:

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Signature of Child

**#2. Description of behavior:**

Disciplinary action taken:

Plan for modification:

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Signature of Child

**#3. Description of behavior:**

Disciplinary action taken:

Plan for modification:

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Signature of Child

**There will be 3 chances for the child in question to modify his/her behavior.** If on the third occurrence of the same behavior there has not been a significant change the parent or guardian will need to sign off and the child will be suspended 1 day from the program. If the behavior persists, that child will again have 3 chances to modify said behavior. If the behavior persists then the child will be suspended from the program until the next session begins.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ATTACHMENT 2:  
HEALTH CARE POLICY**





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

# HEALTH CARE POLICY

**2018-2019**  
**School Age Child Care**

**YMCA OF MARTHA'S VINEYARD**

Swartz Family Facility Home of Alex's Place

111R Edgartown Vineyard Haven Rd., Vineyard Haven, MA 02568

(508) 696-7171 ext. 117

[tdinkel@ymcamv.org](mailto:tdinkel@ymcamv.org)

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## 1. EMERGENCY TELEPHONE NUMBERS

The following information must be available / immediately visible at each telephone.

Health Consultant: Dr. Melanie Miller  
MV Hospital  
1 Hospital Road  
Oak Bluffs, Ma 02557  
508-693-3732

### **All Island Communication Center (Emergency): (508) 693-1212**

Police:	Police / Rescue Squad 911; Urgent but non-emergency 311; Alternate emergency # 508-696-5776; Oak Bluffs Av. Station: 508-693-0750
State Police:	(508) 693-0545
Fire:	911; Wing Road Station: 508-693-0077
Ambulance:	(508) 693-5380
Closest Emergency Facility: Martha's Vineyard Hospital:	(508) 693-0410
Poison Control Center:	(617) 232-2120
Immediately available adult:	Tara Dinkel at (508) 696 7171 ext. 117
Telephone Number and Address of Program:	111R Edgartown Vineyard Haven Rd., Oak Bluffs (508) 696 7171
Location of program in facility:	After School Program room (right side of entrance)

#### **\*Always have this information ready in case of emergency if you plan to contact 911:**

- Your name
- Nature of emergency
- Telephone number
- Address
- Exact location of injured person
- Tell the person where you will meet them and what you are wearing
- **\*Do not hang up the phone until all above information and a confirmation that help is on the way have been communicated.**

## **2. PROCEDURES TO FOLLOW IN CASE OF EMERGENCY OR INJURY**

### **Emergency Procedures (on-site)**

1. Have someone call for help. If contacting 911, make sure that the person relays the following information:
  - a. Your name and the child's name
  - b. Nature of the emergency
  - c. Telephone number and address where you are presently
  - d. The exact location of the injured person at site
  - e. Relay exactly where you will meet emergency service personnel and what you are wearing
  - f. Do NOT hang up the phone until all of the above information has been relayed and you have confirmation that help is on the way
2. Administer first aid immediately.
3. Have someone contact parent/caregiver with all necessary information. If parent cannot be reached, the Program Coordinator will keep attempting to contact parent and other emergency contact persons.
4. Transport child via ambulance to Martha's Vineyard Hospital with a YMCA staff member in attendance.
5. Give all necessary forms to the staff member to bring to the hospital.
6. If the parent cannot be contacted, then the site coordinator will contact other listed emergency contact persons.

### **Emergency Procedures (off-site)**

1. All children files and emergency contact numbers are taken when the program is off-site at any time.
2. Parents are aware that their children will be off-site, and permission has been granted.
3. YMCA staff has cell phones and/or access to a phone while off-site.
4. Procedures #1-6 listed under "Emergency Procedures when on-site" will also apply.

## **3. PROCEDURES FOR USING/MAINTAINING FIRST AID EQUIPMENT**

1. First aid kits are in the central room of the After School program.
2. Each first aid kit has a manual. Emergency instructions for use are printed on the outside of the first aid kit. Instructions for responding to common emergencies are also printed on the inside of the kit. Kits will be checked and replenished monthly.
3. The Site Coordinator maintains the kit.
4. Each first aid kit will contain the following:
  - a. Scissors
  - b. Band aids
  - c. Instant cold packs
  - d. Tweezers
  - e. Gauze pads
  - f. Gauze roller bandages
  - g. tissues
  - h. disposable latex gloves
  - i. Thermometer (permanent and disposable)
  - j. Triangular bandages
  - k. First aid adhesive tape
  - l. pocket mask
5. Every staff member working with children in the program will be trained in both CPR and First Aid courses and maintain their certifications as needed.
6. Every site has a complete first aid kit available always.
7. When necessary, the YMCA staff will administer first aid, while other staff will care for the rest of the after-school children.

8. Call for back-up if necessary.
9. When applicable, staff will wear gloves to prevent the spread of possible infectious disease.

#### **4. PROCEDURES TO FOLLOW IN CASE OF ILLNESS**

##### **Plan for the Care of Mildly Ill Children**

Mild Illness is defined as a rash without fever and without behavior changes, Pink Eye without pus, defined as pink conjunctiva with a clear, watery eye discharge and without fever, eye pain or eyelid redness; mild fever without behavior changes; common colds, runny noses and coughs. In the event a child feels mildly ill, the Site Coordinator will find a quiet place for the child to rest. The child will be offered water, food, and appropriate rest and play materials. In the case a child needs to be separated, the After-School program will not exceed staff ratios. If the child needs to be in a separate room, the staff member caring for that child will at least meet teacher qualifications. Staff member will be trained in the general practices and procedures for the care and comforting of ill children, the recognition and documentation of symptoms of illness, and taking the children's temperature.

##### **Recognizing Illness: Daily Health Checks**

Health checks should include observing the child and talking with the parents and the child about: Changes in behavior or appearance; skin rashes, itchy skin, itchy scalp, or (during a lice outbreak) nits, Elevated body temperature (determined by taking the child's temperature if a child feels warm); Complaints of pain or of not feeling well, Other signs or symptoms of illness (such as drainage from eyes, vomiting, diarrhea), Reported illness in child or family members, or injury of the child since last date the child attended child care.

##### **Symptoms that Require Notification of the Parents to Pick up the Child**

We recognize the problems of parents who have a sick child and who must go to work. Yet it is our main concern that all children are safe and healthy. Parents must arrange for alternate care for the days when their child cannot attend due to illness or lice outbreaks. Children with lice must be deemed clear by a recognized Health Professional and not before 24 hours of said outbreak. Parents are contacted if their child needs a doctor's attention, is contagious, or is in need of prolonged individual attention from a staff member due to illness.

Your child must be excluded from care if in the last 24 hours he/she has had a fever, experienced vomiting, or any possibly contagious conditions (such as but not limited to lice, scabies, mumps, measles or chicken pox). Whenever your child has experienced any of the following symptoms within the previous 24-hour period, you will be expected to make other arrangements for the comfort of your child and the health of the other children in the center:

- Fever of 100 – Children sent home with a fever might not return to the program until they have been fever-free for a full 24-hour period.
- Vomiting – Stomach viruses are contagious. A child who is vomiting should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24-hour period.

- If the child has a contagious condition of any kind, including, but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will not be allowed back into the program until all symptoms have been cleared by a medical professional.
- **NOTIFY** the After School Program Director of any contagious condition ASAP as a note from a recognized health care professional is needed to return to care.

## 5. PLAN FOR ADMINISTERING MEDICATION

Should a parent want the YMCA to give their child medicine (prescription or over the counter) the following guidelines apply:

The medication must be in original container. Medication can be administered to the children when delivered to the center by the parent. All medications must be in the original labeled container with both the child's name and the doctor's name. To give the child any medication, prescription or non-prescription, the parent must give written authorization and consent by signing a Medication Consent Form and Medication Administration Form. This form will include the parent signature, date, time to be given, name of medication, as well as other specific instructions as to the administration of the medications.

**PLEASE NOTE:** All Non- prescription medications require a note from the physician with instructions concerning the dosage and times to administer. *\*\*This note is valid for specified time only, as expressed by physician, which cannot exceed one year and will be kept on file.*

The instructions on the medicine bottle will be considered the proper instructions unless accompanied by a doctor's note. If any staff member has questions or concerns the medication may not be given. Any instructions for over the counter medication may not exceed the suggested dosage on the package unless accompanied by a doctor's note.

An authorized staff member must handle all medications (***except inhalers***) and shall be administered by authorized staff member, or upon written authorization of a parent, the child may be permitted to administer his/her own medication, under the supervision of an authorized staff member. ***They are not to be left in backpacks or kept on the child's person.*** This includes over the counter medications of any kind. The authorized staff member will note on the medication tracking form the amount of medicine given to the child as well as the time administered. All staff will take a mandatory training via the EEC website on the administration of medication, proper handling and storage as well as how to file the proper paper work; these abilities will be evaluated annually.

**Important instructions for inhaler usage:** Written parental consent and authorization of the physician, permit children who have asthma to carry their own inhalers and use them as needed, without the direct supervision of a staff member. All staff will be alerted to the status of children within the programs care who have asthma and carry their own inhalers and use them as needed.

## **6. PLAN FOR MEETING SPECIFIC HEALTH CARE NEEDS**

During the enrollment process, the program administrator will review enrollment packet and screen application for specific health care needs. If a child is going to be enrolled and has a specific health care need, the program administrator will meet with the site coordinator to inform and implement a plan for that child. All staff members will be made aware of all if any children's specific health care needs and the procedure to be followed regarding specific situations.

### **Individual Health Care Plans**

As part of a child's record, an individual health care plan will be kept for all children with chronic medical conditions, which have been diagnosed by a licensed health care practitioner. The plan will describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. All written consent will be valid for one year unless withdrawn sooner and all consent will be renewed annually.

Each staff member will be properly trained to administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization. Parent will have the ability to train staff in the proper implementation of their child's Individual Health Care Plan.

Any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.

All medication or treatments will be documented whether scheduled or unscheduled in the child's medication and treatment log.

### **Allergy Procedure**

In case of allergies listed on a child's record, the Program Director must discuss with the parents what the medical condition is and in the case of a food or chemical allergy documentation must be written up and placed in the child's folder as to how the allergy is to be handled, whether it is a medical procedure, or an avoidance factor.

The parent and the Program Director should sign the document.

The Program Director should then discuss the allergy and the medical or avoidance procedures with the other staff members so that everyone at the site is familiar with the problem and what to do if there is a problem.

The child's folder should be clearly marked on the outside of the folder that there is a problem, and a copy of the documentation for medical or avoidance procedures for each child affected should be posted in the Allergies folder in the required postings area, as well as clearly marked on the roster.

### **Children with Disabilities**

All appropriate specific measures will be taken to ensure that the health requirements of children with disabilities are met, when children with disabilities are enrolled. Before enrollment in the program, the Program Director will arrange a meeting with the parent to discuss the individual needs of the child, and to determine what accommodations need to be provided for that child. The YMCA of Martha's Vineyard After School Program cannot provide one-on-one care to any child, but a one-on-one provider is welcome to accompany the child in the program. If the parent is working with personnel in the school system to meet certain needs of the child, the Program would like to provide similar care - when able - to provide consistency for the child. The Site Coordinator may request a meeting with the parent, school personnel and/or counselor to discuss the needs of the child.

### **Non-Discrimination Policy /Equal Opportunity**

It is the policy of YMCA MV After School Program to comply with all existing statutes regarding equal opportunity and non-discrimination. We hire new employees and admit children and families to our programs of any race, religion, cultural heritage, political beliefs, national origin, marital status, disability or toilet training status, sexual orientation or gender identity. Our programs ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. The YMCA MV After School program will do the very best to ensure that the health requirements of children with disabilities are met when children with disabilities are enrolled. However if the needs of a child requires a shadow or 1:1 during the day at their daily attended school or center the YMCA MV After School program will require that a shadow or 1:1 is provided by the parents while the child is in program. The YMCA MV After School Program is designed to be inclusive of all children, including those with identified disabilities according to the 1990 Americans with Disabilities Act, Individuals Disabilities Education Act (2004) and Section 504 of the Rehabilitation Act of 1973.

## **7. PLAN FOR IMPLEMENTING AND MONITORING OF COMPLIANCE WITH INFECTION CONTROL PROCEDURES**

1. Frequent hand washing with liquid soap and running water using friction is necessary to prevent the spread of disease. Hands will be dried with individual or disposable towels. Staff and children will wash their hands before eating/handling food, after toileting, after meeting body fluids and discharges, after handling animals or their equipment and after cleaning.
2. Specific areas or surfaces will be washed with soap and water, and disinfected, using a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency as a sanitizing solution (registration can be identified by reading the product label and using the disinfectant precisely as directed on the label). Bleach solutions will be made in a ¼ tsp to 1-quart water mixture and will be maintained daily. All cleaning supplies and disinfectants shall be stored in a secure place and out of the reach of children. The following schedule will be followed:



### **Before**

1. Tables must be first washed with soap and water solution, rinsed and then disinfected with a bleach and water solution and allowed to air dry before use.

### **After Each Use**

2. Tables
3. Non-disposable thermometers

### **At Least Daily**

4. Toilets and toilet seats
5. Sinks and sink faucets
6. Activity tables
7. Smooth surface non-porous floors

### **Blood Spills**

Using a 1-10 bleach solution spray down the area, wearing disposable gloves, wipe the area with paper towels, and then spray down the area again allowing it to air dry. Soiled towels and gloves should be placed into a lined covered container and thrown away. Staff should wash their hands thoroughly with soap and water after cleaning up bloodied area. Any bloodied clothing should be sealed in a plastic container or bag and labeled with the child's name and returned to the parents at the end of the day.

## **8. PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

The YMCA After-School Program will protect children from abuse and neglect during program hours. The YMCA has developed and follows the written procedures for the reporting of any suspected incidents of child abuse and neglect as required by Massachusetts state law. All new staff members must participate in an orientation program that includes the following procedures and policies.

6. All staff members are mandated reporters and shall report suspected child abuse or neglect. The report will be made to the Department of Children and Families (DCF) pursuant to MGL c.119 & 51A.
7. The Site Coordinator shall notify the Department of Early Education and care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
8. The YMCA After School Program will operate in all investigations of abuse or neglect, including identifying families of children currently or previously enrolled in the program; providing consent for the disclosure to EEC of information, and allowing EEC to disclose information to any person/or agency EEC may specify as necessary to the prompt investigation of allegations and protection of children.
9. All After School Enrichment Program staff members must participate in the Prevention of Abuse and Neglect training annually.
10. If a staff person/s is/are involved in a question of abuse they will be removed from working with children until the DCF case is resolved and for such further time as the Department (EEC) requires.
11. Telephone number for the closest DCF office is 508-760-0200.
12. To recognize signs of child abuse or neglect staff should recognize potential indicators such as:

- Physical markings, bruises, or scars/experiences pain
- Overall physical appearance of child:
  - Dirty or unwashed
  - Inappropriately dressed for weather
  - Promiscuously dressed
- Serious changes in behavior, values, habits
- Inappropriate play or language, particularly for the child's age
- Is violent or hurtful to other children, animals and/or dolls
- Has very low self-esteem and demonstrates poor social skills
- Is usually self-conscious of body/poor body image
- May also be:
 

anxious	depressed
withdrawn	apathetic
hyper-active	obsessive
fearful	aggressive

### **Disclosure of Abuse by Child**

- Indirect Hints – “my babysitter doesn't let me sleep at night”
- Disguised Disclosure – “I know someone who is being touched in a bad way, what would happen if she told her Mom and her Mom didn't believe her?”
- Disclosure with Strings Attached - “I have a problem I need to tell you about, but you have to promise not to tell anyone else”
  - The danger of this scenario is that you can never promise the child that you will not share the information if you need to, but you also want the child to tell what is happening.
  - Recommendation: respond with “if you trust me enough to tell me what's wrong, and then I need you to trust me enough to do what I can to help you. I cannot promise you that I will keep a secret if you are in any danger.”

### **How to Respond to Disclosure**

- Find a private place to talk, but do not be alone with the child
- Maintain the “opportunity to be viewed”
- Believe the child
- Be a good listener
- Reassure the child
- Protect the child's right to privacy
- Report the suspected abuse to your director/supervisor within 36 hours of suspicion

While it is important to respect the child's right to privacy when having a personal conversation, it is **CRITICAL** that the staff person speaking with the child is in potential view of other people always. The concept of an “**Opportunity to be Viewed**” when speaking with a child is that the staff person must be positioned in such a manner that others cannot see them. A staff person **MUST NEVER** be in a position where they are alone with a child behind closed door.

In situations of potential abuse, staff involved must only communicate with their supervisors and other involved parties, **casual conversations or gossiping will not be tolerated.**

## **Employee Guidelines**

The YMCA of Martha's Vineyard acknowledges that the YMCA and other youth serving agencies are often targeted by potential abusers as places to work and volunteer so that they may gain access to children. For this reason, we need to be very mindful of the people we invite in to work with children. Reference checks, SORI's, CORI's, and DCF background reference checks are mandatory for employment at the YMCA of Martha's Vineyard.

## **Staff Member Warning Signs**

- Overly severe and need to control in their discipline
- Has observable difficulty in controlling anger and impatience
- Expresses an inability to accept children's limitations
- Uses harsh or improper language (continual yelling)
- Has an inordinate interest in a particular child?
- Participates in or encourages a great deal of physical touching and holding with the children

To document observations a staff member will fill out an incident report writing down what they have observed.

## **Child abuse reporting methods consist of**

- Any form of child abuse including physical, emotional, sexual or neglect if suspected, is to be reported immediately to your supervisor.
- At that time, the supervisor will deem whether it is necessary to report the abuse (51A) with the department of Social Services or to closely monitor the situation.
- Once the suspected abuse has been reported to DCF, the supervisor must fill out an incident report and 51-A form to be given to the Executive Director.
- The Executive Director and Program Director in consultation with DCF will jointly decide if, when and how the parents should be advised that the YMCA has contacted DCF.
- If the alleged abuse involves a YMCA staff, volunteer or contractor, they will immediately be suspended from work. They will remain suspended until a full investigation is completed and until the Department of Children and Families investigation is completed and for such further time as their office requires.
- **Mandated Reporter** – All staff at the YMCA who work with children fall under the guidelines of a mandated reporter. By law, if a mandated reporter suspects that a child is being abused or neglected, they have a responsibility to report it.
- As a mandated reporter, you must identify yourself when filing a report. All records and data concerning suspected abuse are confidential and should be discussed only with the appropriate staff and authorities.
- Every effort must be made to preserve a positive relationship with the parents/family. Remember the goal is to alleviate the cause for the abuse.
- **It is your role to report the suspected abuse, NOT INVESTIGATE IT.**

See number 5, for specific procedures for handling allegations of abuse/neglect by staff members.

## **9. PLAN FOR INJURY PREVENTION AND MANAGEMENT**

1. The Site Coordinator will monitor the environment daily to immediately remove or repair any hazards which may cause injury.

2. All toxic, poisonous plants, medications, sharp objects, matches, and other hazardous objects will be kept in a secure location not reachable to children.
3. A procedure plan for injury prevention and management of medical emergencies during field trips will be implemented. A first aid kit and the list of emergency numbers for the children will be available on any field trip.
4. An injury report of any incident which requires first aid or emergency care shall be maintained in the child's file. An injury report shall include, but not be limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of person(s) who administered first aid or medical care and first aid or medical care required.
5. Within 24 hours of the incident parents will be given a written report by the Site Coordinator if the child required administration of first aid, including time frames.
6. Each first aid kit will have the proper emergency documents.
7. A central log or file of all injuries which occur during program hours will be kept and shall be monitored for the safety record of the program to identify problem areas.
8. The program will maintain a record of any unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies. These reports shall be reviewed by the program administrator.
9. Each site will conduct regular (monthly) fire drills.

In the case of serious injury, in-patient hospitalization death of child while in program care the Manager of the After School Programs will contact the EEC by calling the assigned Group School Age Licensing Specialist (617-988-6600).

#### **Plan for Management of Infectious Diseases**

1. Parents will be notified when any communicable disease, such as measles, head lice, or salmonella, has been introduced to the YMCA After-School Program. Parents are asked to in turn notify the program if any such illness is present in their child and must have a doctor's note before returning to the program. The program Director will implement and monitor the Infection Control Procedures. Children who exhibit symptoms of an infectious disease will be separated from the other children and the child's parents will be called to come pick that child up.
2. Symptoms that would determine whether a child would be included in the center would be a poison ivy rash without a fever. A staff member will stay with the sick child, allowing the child to lie down and cover up with a blanket in a separate area away from the other children until a parent can come to pick the child up. If a parent cannot be reached, and symptoms escalate, 911 will be called.
3. Fever of 100 or over children is sent home and may not return to the program until they have been fevering free for a full 24-hour period. Vomiting – Stomach viruses are contagious. A child who is vomiting should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24-hour period. If the child has a contagious condition of any kind, including, but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will not be allowed back into the program until all symptoms have been cleared by a medical professional.

**ATTACHMENT 3:  
HANDBOOK ACKNOWLEDGMENT**



**YMCA of Martha's Vineyard  
After School Program  
FAMILY GUIDE ACKNOWLEDGMENT**

**NAME OF CHILD** \_\_\_\_\_

Please sign this form to acknowledge that you have read the Family Handbook and agree to the policies and procedures outlined below. Signature of parent/guardian is required for your child to enter the After School Program.

The full handbook can be found online at <http://www.ymcamv.org/programs/youth/after-school>, or you may request a print copy.

**Medical Consent**

As the parent/guardian, I hereby give consent to the YMCA of Martha's Vineyard After-School Program to provide emergency medical treatment for the above-named child if I cannot be reached. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the child.

Recognizing that the YMCA will do its best to ensure a safe experience, I understand that certain dangers or accidents may occur. I hereby release the YMCA of Martha's Vineyard from all responsibility and liability of any nature, including claims of injury, illness, death, loss or damage, resulting from my child's participation in any program activities.

**Participation Agreement** *(Please go over these items with your child):*

1. Participant agrees to abide by rules and regulations set by the program for the health, safety and welfare of the participants.
2. All medications will be brought directly to the site staff in accordance with the Plan for Administration of Medication and will be accompanied by a medical consent form.
3. The YMCA is not responsible for lost, damaged or stolen personal belongings.
4. Continued inappropriate behavior, including but not limited to threatening, bullying, not following directions, teasing, sexual harassment/intimidation, fights, or improper behavior in vehicles, may result in immediate dismissal from the program with no refund.
5. Children will not be accepted at the center if they are ill. This includes, but is not limited to fever of 100°F or higher, stomach virus, or any contagious symptoms; rashes, sore throat, vomiting, etc. Should the child become ill during the day, the parent or designated emergency contact person(s) will be notified to pick up the child.
7. Children will be dropped off and picked up at the designated times. I understand that late pick-up penalties will apply.
8. The YMCA of Martha's Vineyard After-School Program has the right to refuse a child to the program if all required documentation has not been provided

**By Signing Below, I Agree That:**

- ✓ I have read and understand the parent/guardian consent and Family Handbook.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature of Parent / Guardian**

\_\_\_\_\_  
**Date**