



The Somerville Y@Prospect Hill Academy

OST Parent Handbook

Locations

- Webster Site K-3rd: 15 Webster Avenue
Somerville, MA 02143
(Re-opening on 9/14/2020)
- Franklin Site 4th-6th: 17 Franklin Street
Somerville, MA 02145-Not yet re-opening.
- Somerville YMCA Administration Office: 101 Highland Ave.
Somerville, MA 02143
617-625-5050
- Program Administrator: Michelle Quinlan
mquinlan@somervilleymca.org 781-434-8227
- Website: www.somervilleymca.org

COVID-10 UPDATES

Dear Parents/Families:

Welcome to the Y@PHA Out-of-School Time Program. We are delighted that you have chosen our program for your child(ren). We are committed to providing a safe and nurturing experience for your child with plenty of opportunities for growth in your child's social-emotional, academic enrichment and physical/recreational needs.

A child spends a tremendous amount of time in our program, during which time a significant developmental impact occurs. In all settings attitudes are formed, ideas of self worth are developed, relationships with peers and adults are experienced and young bodies grow strong and competent.

Our programs are designed to provide each child with a variety of positive, healthy and interesting activities throughout each week. The staff are trained and experienced in working with children. Many of them have a degree in education or in the human service field(s). The Y provides them with ongoing professional development and trainings throughout the year. Our staff meets all the Department of Early Education and Care (DEEC) requirements for licensed care programs. All of these regulations/standards can be found at the state website at www.ma.gov/eec.

This handbook is designed to assist you in better understanding the philosophy, policies and procedures of our program. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please feel free to talk to us. We are very much interested in your comments, questions and feedback regarding our program.

Thank you for choosing us to meet your child care needs. You have chosen a quality program for your child(ren) with safety as a number one priority. Together we can better assure your child a successful experience in our program. We are glad to have you as part of our Y@PHA family.

Sincerely,

Tania Buck

Tania Buck, Director of Child Care Services
tbuck@somervilleymca.org
617-625-5050 x128

Y@PHA CONTACT INFORMATION

Y@PHA Multi-Site OST Administrator: Michelle Quinlan
mquinlan@somervilleymca.org 781-434-8227

Somerville YMCA for general questions: 617-625-5050

Voucher and Billing questions to the Child Care Registrar: Lan Nguyen
lnguyen@somervilleymca.org 617-625-5050 x111

Y@PHA STATEMENT OF PURPOSE & GOALS

The main purpose of the Somerville YMCA Out-Of-School Time programs is to provide a safe, comfortable and reliable childcare environment that fosters emotional maturity and promotes the physical, intellectual and social well-being of the school age child.

Our primary intent is to help children develop to their fullest potential. The design of the program recognizes the need for play and its importance as a means for growth. Our curriculum is one that nurtures and responds to the developing needs of each individual child. The activities provide challenge, stimulation and an opportunity for self-expression.

The Y@PHA Programs provides Child Care for children ages 5 – 12. Our service area is the City of Somerville. For the purposes of the Y@PHA OST programs, only children who attend the Early Childhood Campus (Webster) or the Upper Elementary Campus (Franklin) schools will be able to register for the Y@PHA programs. The Somerville YMCA is the managing authority for the Y@PHA programs. Please contact the Multi-Site Program Administrator or the Director of Child Care Services at the YMCA if there are any issues with the program and not the PHA Administration.

Currently only offering care on-site from 7:55am-4:05pm.

PROGRAM GOALS

The following goals and objectives serve as a foundation for all Somerville YMCA School Age Child Care/OST Programs:

- To allow children to relax and unwind from school in a safe, happy atmosphere.
- To increase the child's self-awareness, confidence, and self-esteem.

- To further the child's social and emotional development.
- To promote the child's physical fitness, good nutrition and healthy eating habits.
- To teach and encourage individual decision making.
- To respect the needs and feeling of each child.
- To support and strengthen the family unit.
- To encourage parental involvement in all aspects of our program, i.e. volunteerism, family and child activities, parent advisory committee, program evaluation, fundraising, etc.
- To enhance creativity and an appreciation of the performing arts.
- To promote literacy through reading and the use of books, games and technology.
- To increase children's awareness of their own and others' cultural and racial backgrounds.
- To enhance in children an appreciation of the natural world.
- To have fun and be playful.
- To create a space for children to be able to be supervised during their "in-school virtual time."

NON-DISCRIMINATION POLICY

The Y@PHA Programs do not discriminate in providing services to children and their families on-the-basis of: race, color, national origin, cultural heritage, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Each child enrolled in our program shall be treated fairly, and with due regard to each child's individual needs. Toilet training is not an eligibility requirement for enrollment.

LICENSING AUTHORITY

The Y@PHA Programs are licensed by the Massachusetts Department of Early Education and Care and are mandated to uphold all of the Department of Early Education and Care rules and regulations pertaining to Large Group and School Age Child Care licensing. You may contact EEC directly at 617-472-2881 (1250 Hancock Street, Quincy, Ma) or 617-757-1600 (51 Sleeper Street, Boston, Ma) for additional information regarding the programs regulatory compliance history.

CONFIDENTIALITY OF RECORDS

All information contained in a child's record is privileged and confidential and cannot be released without the written consent of a parent/guardian. Authorized representatives from the Department of Early Education and Care have the right and responsibility to review all records upon request. The child's parent(s) shall, upon request, have access to his/her child's record at reasonable times.

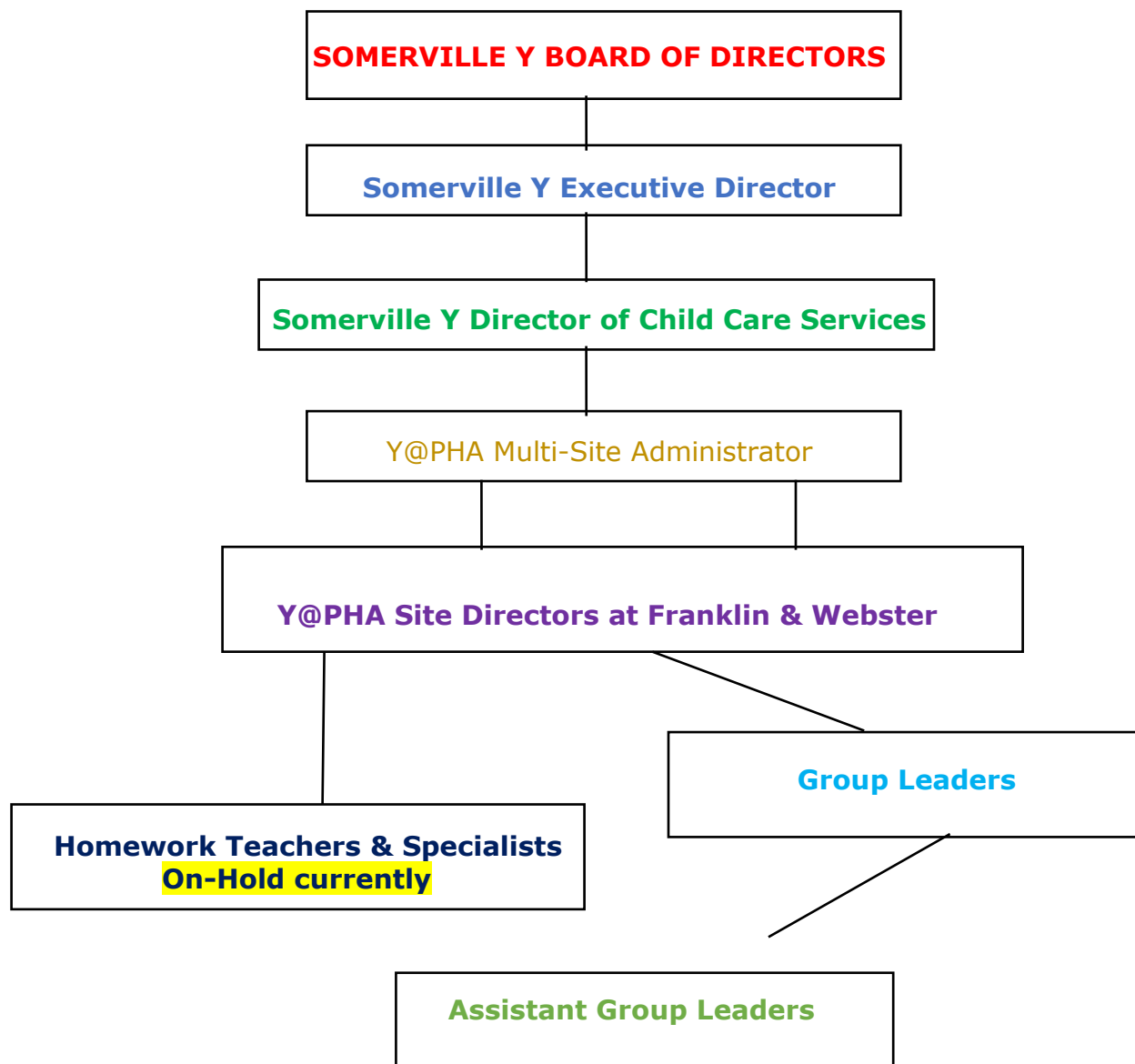
AMENDING THE CHILD'S RECORDS

A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record. A child's parent(s) shall have the right to request a deletion or an amendment of any information in the child's record.

ORGANIZATIONAL PLAN FOR THE Y@PHA OST PROGRAMS

Administrative staff and Program staff are organized in the following way to deliver Y@PHA services. Assistant Group Leaders, Group Leaders, homework specialists and Enrichment Specialists all report to their respective Site Director. The Site Director in turn reports to the Multi-Site OST Administrator who reports to the YMCA's Director of Child Care Services. The Director of Child Care Services is supervised by and reports to the YMCA Executive Director who in turn reports to the Board of Administrators. The Y@PHA is a program of the Somerville YMCA, as such, all decisions concerning this program are made by the YMCA.

If there is ever an issue within any of the Y@PHA OST programs, please bring it to the immediate attention of the Site Director at your child's program site first. Please do not bring issues to the PHA school administration or PHA teachers' as it is the YMCA's responsibility to resolve issues within a YMCA program. Please see the organizational chart listed below. Thank you.



OUR STAFF

We believe the success of our programs, and ultimately your child's experience, lies in the quality of our staff. Our staff members are carefully selected based on their experience, education, talents and interpersonal skills. Staff at the Y@PHA programs are all considered to be Somerville YMCA staff, and are supervised by YMCA administration even though there may be homework help teachers and/or specialists and group leaders that are also PHA day staff. All staff comes together for in-depth orientation and trainings to cover such areas as program goals, emergency procedures, group work and curriculum planning. Our OST staff brings a multitude of experiences and backgrounds. Above all else our staff have one thing in common - a love for working with children.

ENROLLMENT CRITERIA

Registration is only for children who attend the Webster (Early Childhood Campus) and the Franklin (Upper Elementary Campus) Prospect Hill Academy schools. Enrollment capacities are dictated by the Department of Early Education and Care and cannot be exceeded.

Individual registration procedures throughout the year include a meeting with the Y@PHA Administrator/Director, a tour of the facility and a parent and child orientation. All parents must attend an orientation prior to their child attending the program. Group orientations take place at the beginning of each school year and summer program. Orientations also take place on an individual basis as needed.

Orientations will take place via a Zoom meeting.

Parents must complete all the forms necessary and return them to the Y@PHA Site Director before their child starts the program. In addition, the program's Parent Handbook must be read and a receipt slip signed and returned to the Y@PHA Site Director verifying that parents understand and agree to adhere to the policies and procedures set forth by the YMCA OST program. A copy of that receipt shall be placed in the child's file. If children have any medical conditions or allergies that require them to utilize an emergency medical device such as an inhaler or Epi-Pen, additional forms are needed prior to the child starting the program. Please see the Medication Administration Section.

Registration information including all forms needed for registration and the parent handbook are available on the Somerville YMCA website or by contacting the child care registrar at www.somervilleymca.org
Inguyen@somervilleymca.org

REGISTRATION INFORMATION CHANGES

It is very important that any changes in registration information concerning you or your child (i.e., changes in pick-up authorization, addresses, work or home phone numbers, emergency numbers, allergies, health conditions, etc.) must be reported by the parent to the Y@PHA Site Director immediately and in writing to insure the safety of your child.

PROGRAM SCHEDULE

The Y@PHA OST program is open 47 weeks a year. During the school year, the Program is open from the close of the school day until 6:00PM. During February and April vacation weeks, the program is available from 8:00AM until 6:00PM. The program is open during Summer Programming from 8:00am until 6:00pm. The program will not be open during the PHA December break and also for two-three weeks in late August so that the schools can prepare the buildings for the upcoming school year. Please refer to the appendix for current closure dates. *The program follows the PHA schedule for openings, closings and daily operational scheduling, including ½ day Wednesdays and school holidays.*

Program is currently open from 7:55am-4:05 pm until such time that the COVID-19 Pandemic is over and the children return to their normal school day.

PAYMENT INFORMATION

- * There are many options for making your payments. Please see the attached payment options sheet.
- * Child Care rates are charged weekly and are not reduced for any weeks containing scheduled holidays or closures due to inclement weather.
- * A non-refundable one-week deposit will be required at the time of registration. It will be applied to the last week's charge.
- * Any parent terminating their slot must give a two-week notice prior to the child leaving the program.
- * There are no refunds or credits given for early withdrawal.
- * All child care payments must be made in advance of service. Payments are due every Thursday by program close for services beginning the following Monday (See Y@PHA OST Payment Schedule).

- * Parents whose payments are more than two weeks late will be asked to withdraw their child from the OST Program. A termination notice will be sent to the family letting them know what the child's last day will be.
- * All checks returned for insufficient funds are considered late tuition payment. There is a \$10.00 fee for the reprocessing of checks returned for insufficient funds.
- * Parents are responsible for payment when their child does not attend the OST Program on their scheduled days.
- * There are no refunds or credits towards another day, week, or session.

FINANCIAL ASSISTANCE

The tuition is based on covering the operating costs of the program. Whenever funding allows we offer reduced rates to families who cannot afford the cost of tuition. Eligibility is based on income level and family size, and of course, the funds available to the program. Ask the Multi-Site OST Administrator for more details. The Y@PHA Site at this time can only accept vouchers. If you are eligible for a contract you may be able to attend the on-site afterschool program at the Y. All voucher parents will need to contact the Child Care Registrar, Lan Nguyen, for any questions regarding their vouchers.

SCHEDULED HOLIDAYS & CLOSINGS

The Y@PHA OST Program will be closed on the following days:

- * Labor Day
- * Columbus Day
- * Veteran's Day
- * Thanksgiving
- * Day after Thanksgiving
- * PHA Christmas Vacation Week(s)
- * New Year's Day
- * Martin Luther King Jr. Day
- * President's Day
- * Patriot's Day
- * Memorial Day
- * Independence Day
- * 4 YMCA Staff Training Days-Will be on the same days as the PHA All staff Professional Development Days in October and January. **Please see updated 2020-2021 Closure Schedule at the end of the handbook.**

SNOW DAY POLICY

The Y@PHA OST Program will be closed when the PHA Schools are closed for inclement weather (Snow Day). When a snow or storm emergency is declared during after-school hours, staff will notify parent to pick their children up as soon as possible. A qualified staff person will remain with the children until everyone has been picked up. During school vacation weeks, Program snow closings will be announced on WBZ-TV 4, and staff or parents may call their Site Director's cell phone number after 6:00AM for snow closing information.

Y@PHA HEALTH CARE POLICY

The Y@PHA complete Health Care Policy is posted in the Y@PHA office and available on request. The following information is taken directly from the Y@PHA complete health care policy.

CHILD ILLNESS

If the child stays home from school, he/she is not allowed to come to the Program that day. If the child becomes ill while at the Program, he/she will be given a quiet place to rest until the parent or emergency contact can be reached. Children cannot remain at the Program while they are ill. Parents must pick up their ill child or designate another adult to do so.

Children are not permitted to attend the Program if they have any of the following infectious diseases: head lice, scabies, impetigo, ring worm, chicken pox, measles, poison ivy, poison sumac, conjunctivitis, strep throat, and any other condition deemed infectious. ***The child may not return to the Program until the parent brings a note from a Doctor or Registered Nurse if they are experiencing any of the contagious/infectious diseases.***

PLEASE SEE PARENT ADDENDUM FOR COVID-19 Specific Information and Exclusion Policies at the end of this handbook.

PROCEDURE FOR ADMINISTRATION OF MEDICATION

Please be aware that our medication policy is strictly overseen by the Commonwealth of Massachusetts Laws and regulations and we cannot change or modify them.

- The program shall not administer prescription or non-prescription medication to a child without written parental authorization, which indicates that the medication is for the specified child.
- The program shall not administer prescription or non-prescription medication to a child without written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times per day and number of days the medication is to be administered.
- The program shall not administer any medication contrary to the directions on the original container unless so authorized by a written order of the child's physician.
- The medicine must be in the original prescription bottle, with the child's name, dosage, prescribing physician and any additional directions for administration. Please do not send any medicine, prescription or non-prescription medicine in a sandwich baggie or other type of unlawful container.
- Cough medicine, Tylenol, or other non-prescription drugs must be accompanied by a medication consent form that is signed and dated by the medical personnel and guardian.
- Parents will be asked, if their child is on long-term medication or has an on-going chronic condition, to have the prescribing/primary physician fill out a child's Individual Health Care Plan (IHCP) so that staff are aware of how to care and treat that child. This form is required by EEC and the standard IHCP form must be completed in its entirety and signed. This form is good for 1 year. Please note that this form is in addition to the medication consent form discussed below. An IHCP form is needed for each condition (i.e. a nut allergy and asthma cannot be on the same form).
- For a child who needs medicine because of an allergic reaction (Epi-Pen) or for a chronic illness (Asthma Inhaler) the medicine needs to be carried in the first aid pack of the group the child is assigned to as well as on any trips outside of the building. The Y@PHA will need their own copy of the child's medication. The Y@PHA program will not be able to utilize any medications on file with the PHA School nurse. By law the Y@PHA must have their own to give the child in the case of an emergency or as on-going treatment.

- The Program may, with written parental consent and authorization of the physician, permit children who have asthma to carry their own inhalers and use them as needed, without direct supervision of a staff member. The OST Program shall ensure that all staff are aware of individual children who have asthma and use their own inhalers as needed.
- * Parents are required to sign a new Y@PHA Medication Consent Form each time they register medicine. No medication can be given without written consent. Please do not call the program and ask for the Y@PHA staff to give your child medication that we do not have permission to give. The program is also not allowed to give the first dosage of any prescribed medication while children are in our care.
- * The Y@PHA Medication Consent Forms are kept in an alphabetized notebook and in the child's permanent file.
- * Whenever staff members dispense medicine they need to fill out a Y@PHA Medication Administration Record. The staff indicate the name of the medication, the dosage, the route, the date and time medicine was given and then sign each time medication is given.
- * All medications will be stored out of the reach of children and under proper conditions for sanitation, preservation and safety. All unused medication shall be disposed of or returned to the parent when no longer needed.

If children have any medical conditions or allergies that require them to utilize an emergency medical device such as an inhaler or Epi-Pen, additional forms are needed PRIOR to the child starting the program. Please see the Medication Administration Section.

CLOTHING & WHAT TO BRING

Children at the Y@PHA are active and involved. They should wear school dress code appropriate clothes that are comfortable, practical and wash easily. Sneakers should be worn for active play. Please refrain from sending your child only with flip-flops on warm days as they are unsafe to climb and run in. All personal belongings should be labeled with the child's name. During the summer the children can dress in non-school code dress. Children should be sent with a bathing suit and towel during the summer months. The YMCA cannot be responsible for lost or damaged articles.

CELL PHONES, ELECTRONICS AND PERSONAL TOYS, AND JEWELRY POLICY

Please do not send your child to the program with cell phones or other electronic devices as they will not be allowed to use them during Y@PHA time. If you need to reach your child during program time, please call the Y@PHA Site Director phone number. We also ask that you please do not send any of your child's personal toys to the program. If cell phones or other electronics and/or toys are brought to the program, they will be kept in the Site Director's office until the child is picked up from the program. The Y@PHA is not responsible for lost or damaged articles.

Electronic Devices may be sent during the COVID-19 Pandemic if your child is utilizing it for attending virtual school.

SUMMER/WARM WEATHER SUNSCREEN POLICY

Parents must provide children with sunscreen during the warm or summer months. If your child arrives without sunscreen and the permission form allowing the YMCA to provide sunscreen is not signed, your child will not be allowed to participate in outdoor activities. In order to keep their skin safe, during the warm and summer months, please apply sunscreen on your child prior to arriving at the program.

CHILDREN WITH DISABILITIES AND/OR SPECIAL NEEDS

The Y@PHA will request and review information given by the parent related to the child's participation in the program. Identification of specific accommodations required to meet the needs of the child, which would include change or modification in the child's participation in regular activities, will be reviewed. In addition, identification of any special equipment, materials, ramps, or aids will be discussed. If such accommodations will cause undue burden on the program, and restrict the child's enrollment, the parent will be notified in writing, of the reasons for the decisions. Parents may contact the Department of Early Education and Care to review the decision.

PARENT INVOLVEMENT

As a parent you are your child's first teacher and major influencer. We appreciate your input on how best to serve your child's needs at any level. We believe that positive and regular communication is the key to a successful program that will support you and your child's needs. If there are any issues with your child, please bring them to the attention of your child's Site Director. We also ask our staff to communicate as often as possible with parents about

experiences that your child is having. You will receive mid-year child updates and program evaluations in order to support positive communication between the Y@PHA and all families. We would like to know how we are meeting your child care needs and how we can improve upon our services and programs.

PARENT VISITS

The program strongly encourages parental visits at anytime during the program when their child is present. If you need to speak with your child's Site Director or Group Leader staff, please call ahead (if possible) so that we may ensure ratio coverage while you speak with staff.

During COVID-19 No additional persons may enter the program space. If a parent meeting or conference needs to take place it will be conducted virtually. Please feel free to call or e-mail the program director with any questions you may have. Drop-off and pick-up are also good times to have a brief discussion on any issues or questions you may have.

DAILY/ON-GOING PARENT COMMUNICATIONS

At the beginning and end of each day YMCA Staff greet parents and exchange information about the progress of their child. This provides both parent and staff the opportunity to create and maintain an open line of communication. Newsletters are also utilized to dispense information.

Most information will be sent via e-mail. Please check your e-mail that you gave us on your child's registration form daily for the latest news/information. Also check out our Facebook page for pictures of the children engaging in activities daily.

<https://www.facebook.com/SomervilleYMCA/>

PROGRESS REPORTS

The Y@PHA staff will prepare a progress report midway through the program year on each child enrolled in the OST program. The progress report will address the child's growth and development based on multiple activities offered on a daily basis. A copy of the report will be placed in the child's file and a copy will be given to the parents. Parents may set up a meeting with the Administrator to discuss the report if they are interested in doing so. Parents will also be given an end-of-the year progress report summarizing their child's experiences in the program.

EVALUATION

The Somerville YMCA serves our community and we are very much interested in your comments, concerns, questions and feedback regarding our programs. As your child arrives home each day, discuss the activities he/she had that day. Find out what other students are in your child's group, the names of their group leaders and what activities took place that day. Remember, your child may be a bit timid and shy at first, so encourage them to get involved with the program's activities. As you gain feedback throughout the year, keep us informed. We need to have open communication between the program and parents, as to how your child thinks, what he/she likes and dislikes. With this feedback, we can continue to grow as one of the best Out-of-School Time Programs in Massachusetts. We would appreciate hearing from you in writing as to what areas your child liked as well as those suggestions you may have. Your feedback is encouraged and will be studied during the year as well as for future planning.

At any time, feedback and letters regarding any of the Somerville Y programs can be e-mailed or direct mailed to the Somerville YMCA, Attention Michelle Quinlan, Y@PHA Multi-Site Administrator, 101 Highland Avenue, Somerville, MA 02143, or you can e-mail her directly at mquinlan@somervilleymca.org.

ALL PROGRAM PARENT MEETINGS

A Parent Meeting/Gathering is held at least quarterly. Parent Meetings provide an opportunity for parents and staff to exchange ideas and information on a variety of topics. If you have any ideas for a topic that you feel could benefit other parents and families, that participate in the Y@PHA community, please contact your child's Site Director.

Will be held virtually this year.

COMPLAINTS

Any complaints about the program or staff should be directed first to your child's Site Director, the Multi-Site OST Administrator or the Somerville Y Youth Services Administrator (Please see Organizational chart on page 5 of this handbook). These complaints should be in writing and should be signed by the parent/guardian. These complaints will be discussed with the staff involved. The Multi-Site OST Administrator or Youth Services Administrator will schedule a meeting to address the issues if necessary.

CONFERENCES

The Y@PHA Multi-Site OST Administrator or Site Director will contact parents when a conference is needed. Parents are also encouraged to make arrangements for a conference if they feel one is necessary.

Will be held virtually this year.

Y@PHA PROGRAM PLAN

During the school year the Y@PHA program is generally divided into groups by grade, especially during the homework help period. Kindergarten, 1st, 2nd and 3rd grades at the Webster site and 4th, 5th and 6th grades at the Franklin Site. During the summer when both programs combine, children will be divided into age appropriate groups.

Due to COVID-19 the groups must be divided into separate cohort/pod groupings with the same staff on a daily basis. These groups will be mainly separated by age/grade.

Daily Activities:

Snack - Usually the first activity of the day. Depending on the program site the Children will all either congregate in the cafetorium and/or have a healthy snack in the classroom.

Homework Help -Each day Y@PHA participants will have a chance to receive homework help from PHA teachers and Y staff for the first programming hour.

Active Indoor and Outdoor Play- Everyday, the program will engage children in a minimum of 30 minutes of physical activity (60 minutes for full day programming). Activities include utilizing the outdoor play spaces at the Y@PHA programs will utilize the outdoor play spaces at each school to do Basketball, volleyball, kickball, soccer, floor hockey, parachute, hoops, foam balls, etc. - other planned activities, dependent on age group will also include organized running games, individual sporting events, and team sporting events. Indoors the cafetoriums within the school sites will be utilized for moderate and vigorous physical activity.

STEAM Activities - The Y@PHA program is committed to providing opportunities for children to explore their interests in the areas of Science, Technology, Engineering, the Arts, and Math. Everyday Y@PHA participants will have the opportunity to engage in fun activities that

challenge them in an age-appropriate setting. All of these activities will also support your child's literacy level by incorporating reading and writing throughout the different activities.

Occasional Activities

Off-Site Activities – Off-site activities/Field trips are planned in advance, usually on early release Wednesdays and full days over the vacation weeks and summer, so as to maximize the time available. Examples are museums, ice skating, parks, zoos, hiking, nature walks, amusement parks, beaches and movies.

Family Activities - Family activities are planned for both children and their families. These activities include math nights, science nights, holiday parties, performances and presentations, and special field trips. Families are highly encouraged to attend and participate.

Y Youth Programs at the Somerville Y- The Somerville Y offers many additional out-of-school time programming opportunities during the weekend and some evenings, such as swim lessons, basketball, indoor soccer, etc. Each child is welcome to join any program class at the member fee.

TYPICAL DAILY SCHEDULE (subject to rotation)

Arrive to program
Healthy Snack
Homework Period with assistance
Gross motor time in gym or outside
Choice Activity time

TYPICAL DAILY SCHEDULE FULL DAY (Vacation Weeks and Summer)

TYPICAL DAY AT THE Y@PHA

8:00 AM	Arrival/Drop-off
8:30 AM	Breakfast
9:30 AM	First Activity Period
10:30AM	Second Activity Period
11:30AM	Lunch
12:30 PM	Third Activity Period
1:30 PM	Fourth Activity Period
2:30 PM	Snack
3:30 PM	Fifth Activity Period
4:30 PM	Wrap-up/End of the Day Activities

5:30 PM Program ends
SCHEDULES HAVE CHANGED DUE TO COVID-19.

Typical Day on Field trips*

8:00 AM	Arrival
8:30 AM	Breakfast
9:15 AM	Board Buses
9:30 AM	Buses leaves on trip (i.e. Hopkinton State Park)
12:00 PM	Lunch at field trip site
1:30 PM	Field trip
2:30 PM	Field Trip/Snack Time
3:00 PM	Field Trip
3:15 PM	Leave for trip home
4:00 PM	Arrive back to Y@PHA
4:30 PM	Wrap-up/End of the Day Activities
5:30 PM	Program Ends

*Field trip schedule is subject to change due to inclement weather, traffic or other unforeseeable circumstances.

Please see Program Director for the most updated copy of the daily schedule.

NUTRITION/PHYSICAL ACTIVITY

The Somerville Y is a HEPA Y which stands for Healthy Eating Physical Activity. Nationally the Y is committed to offering nutritious food at all times that children are in programming. We commit to serving as much fresh, wholesome food as possible. This means that we follow the USDA guidelines and state guidelines for lower sugar, lower fat and lower sodium intakes for children. HEPA guidelines for children's programming in OST generally include: 1) include 30 minutes of moderate, fun, physical activity for every child every day; offer 20 minutes of vigorous physical activity three times per week; 2) ban sugar-sweetened drinks from being served or brought to program; 3) offer water as a beverage at snack every day; 4) eliminate use of commercial broadcast TV/movies; limit recreational computer time to less than one hour per day; 5) offer a fruit or vegetable option every day; and 6) ban foods with trans fats.

HEPA HEALTHY EATING

The Y@PHA Program will provide a healthy snack on regular afterschool days.

SCHOOL VACATION WEEKS

Y@PHA **will not** be able to supply breakfast or lunch during the February and April vacation weeks. Y@PHA will supply an am snack and a pm snack. Parents must provide a bagged healthy lunch for those days. Parents should plan to have their children eat breakfast before arriving at the program on school vacation days.

BREAKFAST & LUNCH (SUMMER)

Breakfast and Lunch will be provided by the Y@PHA through the City of Somerville's Summer Food Program. Parents should plan on sending snacks if you feel your child will need them.

IF PARENTS ARE PROVIDING MEALS/SNACKS

The following is a list of nutritious items which may be included in a bag lunch when parents want to provide meals. Try to include something from the food groups that includes whole grains, lean proteins, healthy carbohydrates and fruits/veggies. Beverages should be low-fat milk or water. Try putting fruit in the water as a natural sweetener. It is recommended that children **do not drink** more than one 4-6oz juice per day as most fruit juices contain a lot of added sugar.

Children **are not allowed** to bring candy, soda or excessive amounts of "sweets" with them. If candy, chocolate, soda, etc. does come into the program, it will be held in the Site Director's office until the child is picked up at the end of the day.

Please **do not send your child with fast food** or drop-off fast food to them at lunch time.

Because of potential issues with allergies the **Y@PHA must be a peanut free zone**. Please do not send your child with peanut butter sandwiches, crackers, trail mix or granola bars, or any other food that may contain peanuts or other tree nuts.

For more information on what kinds of foods are nutritious for children in their out-of-school time please visit

<https://www.hsph.harvard.edu/prc/projects/osnap/>

Protein and Carbohydrates

Whole wheat bread or crackers
Low fat cheese or string cheese
Lean meats such as chicken, turkey,
ham, etc.
Tuna Fish
Hummus w/pita bread

Fruits or Veggies (any kind your child likes)

Celery/Carrot sticks w/low-sodium
dressing or dip
Baby carrots
Grape/cherry Tomatoes
Oranges

Low-sugar Yogurt
Low sugar Oatmeal
Low-fat pudding
Cheerios or other low fat and low sugar
cereals
Corn
Sweet potatoes

Beverages

Water
Fruit Juice: only 1-4 Oz serving per day
Low fat Milk (**no** Chocolate milk)

Apples
Pears
Bananas
Raisins
Peaches or other seasonal fruit
Berries
Applesauce
Apricots
Canned fruit in water
Apple rings
Colored pepper slices
Raw broccoli and Cauliflower

**DURING COVID-19 THE Y@PHA
PROGRAM WILL SUPPLY A MORNING
SNACK AND A GRAB AND GO LUNCH
SUPPLIED BY THE PHA SCHOOLS**

HEPA Physical Activity

The Somerville Y is a HEPA Y which is a national movement that emerged out of early learning and afterschool standards to help combat the childhood obesity rates in the United States. The Y@PHA commits to include 30 minutes of moderate, fun, physical activity for every child every day; offer 20 minutes of vigorous physical activity three times per week; eliminate use of commercial broadcast TV/movies; and limit recreational computer time to less than one hour per day. The Y@PHA will utilize many different types of activities/opportunities to ensure that Y@PHA participants get up and move!

TRANSPORTATION POLICY-ARRIVAL AND DEPARTURE FROM THE Y@PHA Program

NO TRANSPORTATION IS CURRENTLY ALLOWED

A Transportation Plan Form must be completed by the parent prior to the child's enrollment in the Y@PHA Program. The form indicates how the child will arrive and depart the program. The Y@PHA program does not transport children on a daily basis. Children are picked up by Y@PHA staff at the Webster location and children walk to the program at the Franklin location. Both sites only accept children that are currently attending the school and no outside children are transported into the program. All children attending the Y@PHA programs will be escorted by PHA staff to the Y@PHA programming area for drop-off at the end of the day, where parents/guardians and/or other authorized adults will be able to pick up participants. Parents/guardians/authorized adults can pick up participants at any point during the program. During school vacations and summer months it will be parent/guardian drop-off and pick up each day. The

Y@PHA will only transport children during a field trip, utilizing a state approved transportation company.

Parents must call/text the Y@PHA by 11:00am on school days (by 7:00AM on full days during vacation weeks and summer) if their child is not attending the program for the day. This allows the Y@PHA staff to know that the child will not be attending and will not have to try and locate the child within the school building. Repeatedly failing to inform the Program of your child's absence or constant absences may jeopardize continued enrollment in the Program*.

*If you are a family with a voucher, please see THE DEPARTMENT OF EARLY EDUCATION AND CARE SUBSIDIZED CHILD CARE ATTENDANCE NOTIFICATION AGREEMENT that you signed for detailed information on absences and fee agreements.

- **Children must be at least 9 years old for unsupervised arrival or unsupervised departure. Parents/guardians can request a form to fill out should you decide this option works for you**
- **The Program is not responsible for any child prior to being received by YMCA staff at the designated drop-off site within the PHA school site.**
- **Any child who has been asked to stay after school, for any reason, is then the responsibility of the school and parent.**

If a child is to be picked up by someone other than an authorized person, the program must be notified in writing prior to the pickup. During the school year, parents or designated persons dropping off or picking up children **must come into the building and sign the child in and out.** For your child's safety, we will not allow your child to leave the site without an authorized person. **Anyone picking up a child must have a picture identification available at all times.**

On full days such as vacation weeks and the summer, parents or their designees must sign their child in and out with the authorized Y@PHA staff person taking attendance. Any Y@PHA staff person will be happy to direct you to the sign in/out location.

- **Please note: Once your child has been signed out of the program by the designated pick-up person or has signed themselves out (with written permission), the YMCA is no longer responsible for anything that may occur to that child.**

TRANSPORTATION POLICIES AND PROCEDURES WHILE ON FIELD TRIPS

Occasionally during the school year and frequently during the summer the program will have field trips. Transportation for these trips will be by walking, school bus, public transportation or a combination of these three modes. For all field trips and off-site activities, the following rules apply:

1. Children must be adequately supervised, at all times. Department of Early Education and Care ratios must be followed at all times.
2. Children must travel safely using crosswalks and street lights, and by staying together in an organized group.
3. Staff must act as role models, reviewing and enforcing safety rules at all times.
4. On every trip, at least one staff person per group must be trained in CPR and First Aid and be responsible for the First Aid Kit and Child Emergency Medication per group. In addition to First Aid supplies, the kit should contain the Y@PHA Health Care Policy, and Children's Emergency Information and Consent Forms per group that includes authorized consent to treat in the case of an emergency parent phone numbers, alternate phone numbers, doctor's phone numbers, and any special health information.
5. Trip leaders must know the travel route, have maps & bus schedules if necessary, have an attendance list, permission slips, trip fees, overall schedule for departures and arrivals, and make sure the children have what they need for the trip.
6. The group is expected to travel quietly and orderly. Travel will be stopped if the group becomes unruly.
7. Head counts will be taken periodically during the day, at least on departure, lunch time, before returning, and upon returning. When public transportation is used head counts must be taken at each interchange. When school buses are used role calls and head counts will be taken before departing and before return departure.
8. Children and staff must wear seat belts when provided. On school buses all must be seated, and on public transportation all must sit if seats are available. If seats are not available all must hold on. At no time will hands, heads, or litter be put out windows. The staff must make children aware of emergency exits and how to use them.
9. When riding public transportation all must ride in the same train, car, or bus.
10. Staff are advised to carry materials to entertain the children or at least use songs or conversation to make the journey more pleasant.

NO FIELD TRIPS ARE CURRENTLY ALLOWED.

LATE PICK-UP FEES

During the school year, the Somerville Y@PHA program will close promptly at 6 PM each day. All children must be picked up on time or late pick-up fees will be charged.

- On the first offense, the time, date, and name are recorded and a verbal warning will be given.
- On the second offense, a late pick up fee will be charged to families for every minute they are late picking up their child, starting at 6:01 PM. The clock at the child care site will be used to determine the fee charged. The fee will be \$1.00 for each minute after 6:01 PM. The late fee is to be paid before the child returns to the program. Chronic Tardiness at pickup time could result in your child being terminated from the program.

The same procedure will be utilized during the vacation weeks and summer program.

CURRENTLY PICK-UP TIME IS from 3:55-4:05 PM.

POLICIES REGARDING LATE PICK-UP OF CHILDREN

The Y@PHA Programs have established the following policies for parents/guardians that are late in picking up their children.

1. The center closes at 6:00 PM. If a child has not been picked up by closing time, a telephone call is made to the parent/guardian.
2. If the parent/guardian cannot be reached at home/school or work numbers, the emergency telephone numbers are called, and if contact is made, that person is requested to pick up the child. If there is no response, steps #1 and #2 will be repeated at 6:15 PM and again at 6:30 PM.
3. If contact has not been made with the parent/guardian or emergency person by 6:30 PM., the Y@PHA Multi-Site OST Administrator or their designee will contact the Department of Children and Families (DCF) to file a 51A report citing child neglect. A report of these actions will be placed in the child's file.

BEHAVIOR MANAGEMENT

The purpose of behavior management practices in the Y@PHA Program is to provide guidance and support to children as they develop self-discipline, while ensuring a safe and comfortable environment for all.

Behavior management will be directed in creating a learning experience for the children involved in areas of problem solving, self-help and expression of their feelings. The YMCA Staff will use behavior management to teach children to be responsible for their actions.

The following basic behavior management procedures apply directly to each child and will be used in determining their eligibility to continue as a participant in the Y@PHA Program.

BEHAVIOR MANAGEMENT PROCEDURES

The following disciplinary procedures will be used for disruptive behavior. Not necessarily in the order presented.

1. Warning - the child is asked to discontinue the behavior. Staff will identify the behavior, explain the need for change, and suggest a possible alternative action or redirection.
2. Private Discussion - A discrete discussion will take place on the first warning or as a second warning. The discussion will occur between the staff member and child in full view of other staff. Future consequences will be discussed should the negative behavior continue
3. Removal from the Area - The child will be asked to leave the area of activity, until they can return without displaying the negative behavior. The child can participate in other activities as long as they are behaving appropriately.
4. Taking a Breather - A child will be asked to sit in an area away from the group, for no more than 10 minutes in order to gain control, return to the group, and behave appropriately.
5. Incident Report - An incident report is completed when a child has been physically aggressive, or for excessive and chronic misbehaviors. The report is given to the parent at the end of the day. The report indicates what will occur if the behavior persists.
6. Parent Conference/Discussion - A conference to discuss problematic behaviors/situations with the child's parent and incorporate suggestions into a child's behavior management plan. Parents' cooperation and support are an important part of resolving any behavior problems. An incident report for the misbehavior will be placed in the child's file.
7. Suspension from Program - If this step is reached, an incident report will be completed on the day of the incident. The report will inform the parent of the length of suspension and the reasons why. The incident report will be placed in the child's file.

8. Referrals - After a parent conference/discussion and suspension, the Y@PHA program will furnish a list of referral services which may better serve the child's needs.
9. Termination from Program - If the child's behavior has not improved and a referral has been given to the parent, the Y@PHA will need to terminate the child from the program. A Parent Conference will be scheduled to inform the parent and a letter provided to confirm the termination. An incident report will be placed in the child's file.

AVOIDANCE OF SUSPENSION & TERMINATION POLICY/PLAN FOR RETURN

In a situation where a child's behavior is escalating to an unsafe level or is disrupting the classroom they may be required to be picked up early. Children may return the next day to try again. If the behavior continues a parent conference will be held where the staff, parent and Administrators will create a behavior plan for that child. If the behavior continues or after excessive suspensions and/or progress reports a second parent conference will be requested to discuss if the program can refer that child for additional services or if the program can continue to meet the needs of the child and what the plan for return will be. A Plan for Return may, for example, include that the family must seek psychological and/or medical testing for the child prior to being able to return to the program.

Please note by Massachusetts General Law: The Y@PHA Program prohibits spanking or other corporal punishment of children. No child shall be subjected to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment. Depriving children of meals or snacks or force-feeding children is prohibited. 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; is prohibited.

SUSPENSION FROM DAY SCHOOL POLICY

If your child is suspended from their day school, it is at the discretion of the Program Administrator if your child is allowed to attend Y@PHA **on the day that they are given the suspension**. Children are not allowed to attend the program on the day(s) of suspension from the school. Children may attend Y@PHA when they return back to school.

REFERRAL POLICY

As required by DEEC, the Y@PHA programs have a policy of referring parents to appropriate social, mental health and medical services, including dental, vision, or hearing screening, for their child when the staff feels that such additional services would benefit the child.

If a staff member has a concern involving a child, they will bring it to the attention of the Y@PHA Multi-Site OST Administrator or Site Director. The Y@PHA Program Staff will document concerns and observations. After observations have been recorded, a conference will be arranged between the parents and relevant staff members. During the meeting with the parent/family members, the child's needs will be discussed, and the parent will be referred to an appropriate service agency. The Y@PHA Multi-Site OST Administrator or Site Director will provide a written statement to the parent, which includes the reason for recommending a referral for additional services. The Y@PHA will also provide a brief summary of the observations related to the referral and any efforts the program may have made to accommodate the child's needs. A record of the discussion and outcome will be placed in the child's file.

The Y@PHA Multi-Site OST Administrator is responsible for assuring that the program's referral policy is carried out. The Administrator maintains a list of community referral resources, which are available upon request.

This policy will be included in the Y@PHA staff orientation package, which is given to staff during their first two weeks of employment.

SUSPENSION & TERMINATION POLICY

Possible reasons for suspension and/or termination of a child from Y@PHA services will be determined upon each individual case that may include:

- * Inappropriate and/or physically aggressive behavior, considered to be harmful to a child, staff or others.
- * Chronic disrespect of staff or classmates.
- * Destruction of Y or PHA property.
- * Stealing of Y, PHA, another child participant or staff's property/belongings.
- * Chronic tardiness on the part of the designated pick-up person.
- * Chronic absenteeism.
- * Overdue fees.
- * Inappropriate behavior by parent/guardian towards, Y@PHA staff, children or other families/parents.
- * Other, as determined and discussed with the Administrator.

CHILD TRANSITION PROCEDURES

Transitions between classrooms and/or programs: On an annual basis the Y@PHA participants will move up to the next grade /group level within their respective school sites. At the Webster Site the child may transition up to three times within the program and a fourth time if they transition to the Franklin Site in 4th grade.

Assisting the child with the transition in a manner that is age-appropriate: All ceremonies, graduations, or leaving the program due to any reason will be handled in a way that assists the child in understanding the transition. Children will not be made aware of any negative reasons on the part of the parent/family for the need to transition the child out-of-the program.

CHILD ABUSE AND NEGLECT POLICY

According to state law (G.L. c. 119, s. 51A) child care workers are mandated reporters. If a child care worker has reasonable cause to believe a child is being abused or neglected they must file a report. Abuse is defined as the non-accidental commission of any act upon a child which causes or creates substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth. Neglect is defined as the failure, either deliberately or through negligence or inability, to adequately care for, protect, or supervise children. Neglect may include, but is not limited to failing to supervise children or failing to regulate access to children by non-staff.

In Massachusetts, mandated reporters are immune by law from civil or criminal liability for filing a report, even if abuse is not confirmed by the investigator. This means that even if someone sues you for reporting, the court will dismiss the case when it is revealed that you are a mandated reporter, acting in good faith. Failure to report may cause punishment by a fine of up to \$1,000.00 or may result in civil liability if a child is harmed after a failure to report.

It is the policy of the Somerville YMCA that any staff member shall report to the Director of Child Care Services if they know or have reason to believe abuse has occurred. Failure to report may result in disciplinary action against the staff person. If a report must be made the Administrator will report to the Department of Children and Families at 617-520-8700, or the 24-hour hotline at 1-800-792-5200. Oral and written communication must be given. However, if a child is in immediate physical danger the police will be called (911). When the written report is made as much detail will be reported as possible. The Administrator will follow up on the report to learn the results of the DCF investigation and any services the Department intends to offer the child and family.

The Somerville YMCA staff will attempt to prevent abusive situations by noting early warning signs. Parents will be made aware of community services and knowledge of child development and child rearing techniques will be shared with parents. At the same time, the program will educate young children about their right to say "No". Children will be taught their rights to stop abuse and the need to tell a trusted adult about the experience.

In order to prevent institutional abuse, screenings/Vetting of staff will be conducted. This screening will include researching applicant's experiences and qualifications, conducting a Background records check which includes a Criminal, Sexual and DCF, and FBI Fingerprint check. Said staff person must undergo an interviewing process that includes reference checking. Further controls consist of providing adequate supervision of staff, a probationary period, parent observations and sharing policies regarding relationships with children and the Y abuse/ neglect policy. It is further a policy of the Somerville Y to not hire staff previously found guilty of child abuse/neglect.

If a staff member is suspected of abusing or neglecting children within the program, the staff member will immediately be removed from working with children. The incident must be reported to the Department of Children and Families and the Department of Early Education and Care. The accused staff member will not be allowed to work with the children in any capacity while the Department of Children and Families and the Department of Early Education and Care investigations are in progress.

Somerville YMCA Y@PHA Closing Schedule for FY 2021 (July 1,2020-June 30th 2021)

The following is a list of days that the Somerville YMCA Y@PHA Programs will be closed for observed holidays and/or professional development/cleaning days. The Y@PHA Programs follow the PHACS schedule when deciding upon closures, including PD Days.

- Monday October 12th, 2020-Indigenous People's Day/Columbus Day
- Tuesday October 13th-**Professional Development Day**
- Wednesday November 11th, 2020-**Professional Development Day**/Veteran's Day
- Thursday November 26th, 2020-Thanksgiving Day
- Friday November 27th, 2020-Day after Thanksgiving
- Thursday December 24th, 2020-Christmas Eve.
- Friday December 25th, 2020-Christmas Day
- ***Monday December 28th-31st, 2020-PHA Christmas Break-No charge to families***
- Friday January 1st, 2021-New Year's Day
- Monday January 4th, 2021-**Professional Development Day**
- Monday January 18th 2021-MLK Jr. Day
- Tuesday January 19th, 2021-**Professional Development Day**
- Monday February 15th, 2021-President's Day
- Monday April 19th, 2021-Patriots Day
- Monday May 31st, 2021-Memorial Day
- Friday June 18th, 2021-**Professional Development Day**

Somerville YMCA Child Care Payment Options

The Y offer several different options on how you can pay your bill.

We believe you will find something that suits your needs ☺

- A)** The Parent Portal: Visit our website at www.somervilleymca.org and click on your child's program type (Preschool, SACC Y@PHA) and you will see the portal on the right hand side. You will need your child's first name, child's last name, parent's first name, parent's last name. Follow the steps to pay. With this option, you choose when you are going to pay and how much. You may use the same credit card each time or choose a different credit card/debit card for each payment. This option is available 24/7. please contact the Child Care Registrar at Inguyen@somervilleymca.org or at 617-625-5050 x111 for additional information.

<https://somervilleymca.org/programs/child-care/payment-portal/>

- B)** Request Invoice through the Child Care Registrar. Please request an invoice by contacting Lan Nguyen. Once you receive your invoice it will give you an option to pay online.
- C)** Electronic Funds Transfer: You can sign up for automatic draft (EFT) through a credit card/debit card. You will be charged the same amount on the same card at the same frequency (weekly, biweekly, monthly*, etc.). Automatic draft forms are part of the registration packet that is available online or you can pick one up at the front desk. *Please note that monthly payments must be made in advance for the upcoming month.
- D)** Call in a payment with a credit or debit card during regular business hours: Mon. thru Fri. from 8:30 am to 8:00 pm, Sat. 8:30am to 1:00pm. The receipt can be mailed or scanned to you.
- E)** Come on in during regular business hours with cash, check or charge and pay at the front desk during regular business hours.
- F)** You may mail a check to the Somerville YMCA 101 Highland Ave., Somerville, MA 02143. Please make sure to note the name of the child and program on the check.

Please do not give payments in any form to the program director at your child's program. Please do not send your child with cash money or checks to pay the bill.

Somerville YMCA Child Care Programs

Parent Handbook Addendum – School Age/Preschool

Updated August 28th, 2020

The safety of our children, families and staff is always our number one priority. As we enter a new school year, we wanted to consolidate and share our updated policies & procedures related to remote learning support and the on-going COVID-19 precautions. We hope this level of communication supports a smooth transition to welcome you and your family back to the Somerville YMCA Child Care Programs (Preschool, SACC & Y@PHA)

This is an addendum to our Parent Handbook and is subject to change based guidance from the Department of Early Education and Care. It includes updated policies and procedures related to COVID-19 and outlines changes to program regulations during COVID times. Please speak to your Child's Program Director if you have any questions or concerns.

Here's the link to the [Revised Minimum Requirements for Health and Safety from EEC](#)

Welcome

- Registration
 - Please make sure you get in all of the required registration forms ASAP. You will receive confirmation of your child's placement and acceptance into the program from your Program Director. Space in the program is limited and the need far exceeds capacity, so please help us in getting in all of the required program forms, including any Individual Child Health Plans and Medication Consent forms.
- Screening
 - Each morning you will be asked to complete a Health Attestation for your child **prior to** arriving at the program. Upon arrival the staff will ensure you have completed the form and ask if the information is still true and up to date. If any of the questions are answered "yes" the child will not be permitted into the program. Further, the child must be symptom free for **72 hours** before admittance into the program.

Health Attestations will ask for **Signs and Symptoms of COVID-19**.

- The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from child care:
 - Fever (100.0°F and higher), feverish, had chills
 - Cough
 - Sore throat

- Difficulty breathing
- Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- New loss of taste or smell
- New muscle aches
- The following symptoms, if observed in combination with symptoms from above list, are cause for immediate isolation and exclusion from child care:
 - Fatigue
 - Headache
 - Runny nose or congestion
 - Any other signs of illness
- Parents/guardians who decline to complete the screening will not be permitted to drop off their child.
- Staff will also be required to complete the attestation and screening each day before their shift begins.
- Drop off procedures
 - Program drop-off will continue to be contact-less and outside; As time progresses this may change and we'll keep you informed of any changes.
 - The Program's designated drop off location is different for each program. For Preschool it remains in the preschool playground side parking lot. Preschool also has assigned drop-off times depending on whether your child is enrolled in Preschool Classroom 1 or 2.
 - For SACC it remains in the front of the Y Building; for Y@PHA Webster, it will be in the front of the building on Webster Ave. Children will be escorted into the building by the side entrance next to the playground on the ground level. During drop-off we will ensure that you have filled out the online health screening information and bring your child inside to his/her remote learning space.
 - Upon arrival to the room, your child's belongings will be stored in an individual cubby/locker/bin/crate and they will wash their hands before starting their remote school day.
 - **Face masks must be worn by the drop off parent/guardian, the staff and the child.**
- Pick up procedures

- For the initial start of the program pick-up will be contact-less and outside. As time progresses this may change and we'll keep you informed of any changes.
- Each afternoon when you arrive at the designated pick up location, staff will have gathered your child's belongings and escorted your child from the Program to you.
- All Pick-up locations are the same as the drop-off locations.

Remote Learning

- Classroom Spaces
 - Your child should arrive to the Program with their school supplies, including school-assigned Chrome Book or iPad, headphones (mandatory), and other necessary items.
 - Our spaces are designed to comply with state and local guidelines for health & safety; and everyone will wear masks at all times except when eating, drinking, napping, swimming or when outside in conjunction with social distancing guidelines.
 - Cohorts of children will be grouped in quiet rooms for study and remote learning with Wi-Fi to support video chats, streaming media and other online school requirements.
 - There will be limited access to electrical outlets, please ensure your child's electronic devices are charged overnight for each program day.
 - YMCA staff's responsibility is to help your child stay actively engaged in the learning environment and support them with their assignments.
 - Your child's responsibility is to stay on track with assignment completion and deadlines.
 - Internet Etiquette: children are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
 - Avoid offensive or inflammatory speech
 - Be courteous and polite
 - Profanity or obscenities are not permitted at any time
 - Do not use the network in any way to disrupt the work of others
 - All communications and information accessible via the network should be assumed to be private property.
 - Many children will adapt to this new learning environment reasonably well, however some may feel isolated, anxious or distressed. You can:
 - Maintain normal routines at home
 - Plan and encourage regular off-screen time at home
 - Encourage your child to remain physically active
 - 'Check in' with your child regularly
 - Help your child manage their worries and emotions associated with these challenging times

- Share your concerns with Y staff who can provide additional resources.

- Individual Education Plans

At this time there are limited in-person services available for children. Telehealth and virtual visits for specialized services for children are still preferable in order to keep the child care program virus free. We recognize however, that there are some services that are not possible to provide via telehealth, that cannot be provided at any other time of the day, or that the telehealth or a virtual model is not developmentally appropriate for the child. In these cases, service providers are allowed to provide in-person services on a limited basis provided that they complete a health screen, wear appropriate PPE, and do not mix with cohort groups of children.

- Personal belongings

- Your child's personal belongings should be limited and they must be secured in a zippered backpack or tote.
- Please remember to send your child with a re-fillable water bottle and in comfortable clothing.
- No personal belonging can be left/stored in the program spaces overnight.

- Personal Protective Equipment (PPE)

- The Department of Early Education and Care requires staff to wear masks at all times while in the program. We also require all children to wear masks as well.
- When 6 feet of distance is not possible, face mask use requirements for children is as follows:
 - All school age children age 5 and older must wear a face mask.
 - Children age 2.9-5 who can safely and appropriately wear, remove, and handle face masks must be encouraged to wear face masks and must be supervised at all times while wearing a face mask.
- Parents are required to provide masks for their child every day and a back-up mask should be stored in a plastic bag in their backpack as back-up. Masks should be clearly marked with your child's name.
- Masks must be worn by the parent/guardian dropping off and picking up.
- Hand washing is required upon entry into the building(s) before and after all transitions, trips to the bathroom, meals and all other activities.
- We will provide hand sanitizer that is at least 60% alcohol based and readily available in all program spaces.

- Operating hours

- During this initial phase of remote learning, the Program's operating hours will be from 7:55 am -4:05 pm for all SACC and Y@PHA Programs.
 - Preschool will operate from 7:30am-4:30 pm with scheduling to support staggered drop offs and pick-ups. Please check with the preschool program to ensure what time your child's classroom should be dropping off and picking up.
 - As the school district's school-day learning plans and EEC licensing requirements change we will reevaluate our hours and schedules for all programs.
 - The program day will be structured for your child to participate in their remote learning and schoolwork during the first part of the day; and then creative enrichment and physical activities for the remainder of the day.
 - Preschool programming will continue with developmentally appropriate curriculum practices.
- Communication
 - During this health-crisis it is imperative that YMCA staff are able to reach you or another authorized contact in an emergency. Please ensure we have multiple means of contact and they are always up-to-date.
 - You are required to provide us with all your child's remote learning information and continue to update us as changes occur. This includes but is not limited to: log-in information to school learning platforms, websites, and passwords.
 - Because drop-off and pick-up will be contact-less and on a tight schedule, it will not allow for the typical parent/staff communication. Program Directors and Lead staff will be available by phone throughout the program day and can also schedule virtual meetings if necessary.
- Physical activity
 - Physical activity is an integral part of your child's healthy growth & development. Each classroom will have scheduled time for "recess" during the learning portion of the day and opportunities to participate in physical activity in the afternoons.
- Swimming-will only be available at this time for children attending the SACC Program at the Y. We will try to begin incorporating the other programs when it is safe to do so.

- Each cohort of children at will have scheduled swim time each week during afternoon activities. Please remember to send your child with their bathing suit and towel on swim days.
 - High touch spaces in the pool and locker rooms will be cleaned and sanitized between swim groups.
 - We will maintain all bather-load ratios as defined by state guidelines.
 - We will provide Coast Guard Approved PFDs for your child (and clean and sanitize them between uses per state guidelines).
- Hand washing. Children and staff will wash their hands with soap and water for at least 20 seconds and dry with a paper towel in the following scenarios/instances:
 - Upon entry into the program space
 - When coming into the classroom from outside
 - Before and after eating
 - After sneezing, coughing or nose blowing
 - After bathroom use
 - Before handling food
 - After touching or cleaning surfaces that may be contaminated
 - After using any shared equipment
 - Staff specific: after assisting children with handwashing
 - Staff specific: before and after administering medication
 - Staff specific: Between changes of gloves
 - Cleaning procedures

Staff shall ensure all equipment is properly sanitized or disinfected to prevent the spread of infection. The goal of safe cleaning is effective germ control using the safest amount of cleaning, sanitizing or disinfecting product.

 - The sanitizing and disinfecting solutions used in our Program is either a bleach solution prepared by the program daily or a commercial product registered by the Environmental Protection Agency (EPA) and Manufacturer's instructions are followed.
 - The Program will intensify our routine cleaning, sanitizing/disinfecting practices, paying extra attention to frequently touched objects and surfaces, including door knobs, bathrooms and sinks, tables, and banisters.
 - The Program will clean and disinfect toys and activity items used by children.

Illness Policies and Isolation Procedures

- Staff will actively monitor children throughout the day for symptoms. Children who appear ill or are exhibiting signs of illness must be separated from the group and

isolated until picked up by a parent. A staff person will use a non-contact thermometer if a child is suspected of having a fever.

- If a child appears to have severe symptoms, we will call 911 immediately then call a parent/guardian
- The isolated child will be made comfortable and properly supervised by staff (wearing PPE) until pick up.

Children will not be allowed to return to the Program until they are symptom-free for 72 hours.

- COVID-19 Exposure of staff or children
 - If a child or staff is exposed to COVID-19 regardless of symptoms, the child or staff must remain home for 14 days.
 - The Program will notify the Department of Education and Care and connect with the State Department of Public Health and the local board of health for guidance on quarantine for other children and staff as well as additional information regarding the continuation or potential temporary suspension of child care services.
 - If a child or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days from the last time they could have been exposed.
- In the event we are informed of a COVID-19 positive individual in our program, or a COVID-19 positive individual shares a home with an individual in the program we will:
 - **REPORT** the positive case to the State Department of Public Health using the COVID-19 Positive Reporting Form from the Department of Early Education and Care
 - **CONNECT** with an Epidemiologist from the state Department of Public Health to discuss next steps.
 - **IMPLEMENT** our communication plan
 - The Program Director will notify the Director of Child Care Services and the Somerville YMCA Executive Director.
 - The Program Director and the Director of Child Care Services will notify families, while maintaining confidentiality.
 - The Branch Executive Director will notify the Director of Human Resources.

Individual Health Care Plans (IHP)

- Program Directors will meet with the families of children who have IHCP's to discuss their individual needs and how COVID-19 may impact their child's health and treatment.
- Meeting with include:
 - Parents/guardians will be encouraged to speak to their child's health care provider to ensure group child care is a safe environment for their child's condition and discuss alternative treatments to nebulizers
 - Families will be informed that nebulizers are permitted, with restrictions, in the Program due to the increased risk of the virus being aerosolized.
 - Staff will review each child's IHCP for updated information and be trained according to the plan

Tuition

- Current tuition policies including policies on vacations and absences will remain in effect.

Travel

- If children or staff **travel anywhere by plane** they must wait 14 days before returning to the program.
- If children or staff **travel to any state other than CT, ME, NH, NJ, NY or VT** they must wait 14 days before returning to the program.

Meals

The YMCA will provide:

- For Preschool: Breakfast and snack each day. Families will need to provide a lunch **that does not need to be refrigerated or heated.**
- The SACC Program will provide a morning snack and Lunch. Lunches are provided by the Somerville Public schools "Grab and Go" meals. **If you are providing your child's lunch it cannot be refrigerated or heated.**
- The Y@PHA Program will provide an afternoon snack. Breakfast and Lunch will be provided by the school. **Again lunches sent in by families will not be able to be refrigerated or heated.**

Parent Visits, Conferences, Meetings

- Non-Essential Visitors are not allowed in the Program at this time, therefore the open door policy is not applicable and parents cannot drop in to the program. Program staff will be available for virtual conferences with parents at your request.

COVID-19 is having an unprecedented effect on children and families across the City and Commonwealth. We know children are managing more stress, less social connection and new ways of learning in a virtual environment. As we work through what our new normal will look like, we are here to support you and your family as they transition “back to school.” Here are a few resources for you:

- [Tips and Activities for Children](#)
- [Family Resources](#)
- [How to Talk to Your Child about a Scary Event](#)
- [YMCA On-Line Community Center](#)

Acknowledgement of Updated Policies and Procedures for the Somerville YMCA Child Care Programs

The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of the YMCA and acknowledges that use thereof by the undersigned and/or such participating children may, despite the YMCA's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

I understand the policies and protocols may change based on the public health data, information from CDC, DPH, BOH, and/or EEC. I will adhere to this Somerville YMCA's Addendum to all of the EEC Licensed Child Care Program's Parent Handbooks.

Hand Sanitizer

I give permission for my child to use hand sanitizer (at least 60% alcohol) in the program:

_____ Yes _____ No

Child's Name:

Parent/Guardian Name:

Parent/Guardian Signature:

Date: _____

This page must be kept in the child's EEC Program File.

**SOMERVILLE YMCA Y@PHA
Out-of-School Time
PARENT HANDBOOK RECEIPT FORM**

I have received my copy of the Somerville YMCA's Y@PHA OST Licensed Child Care Program's policies and procedures.

I agree to abide by these policies and procedures as they have been given to me and explained to me. I understand that this receipt will be placed in my child's file. I understand that if I have any questions regarding these policies I should follow the organizational chart listed on page 6. of this handbook.

Parent/Guardian Signature

Date