



# **Y@PHA Out-of-School Time Programs (OST)**

## **Family Handbook School Year 2024-2025**

### **Location(s):**

**Y@PHA OST Webster:** located at 15 Webster Ave, Somerville, MA PHACS  
Early Childhood Campus

**Y@PHA OST Franklin:** located at 17 Franklin Street, Somerville, MA  
02145 PHACS Upper Elementary Campus

- **Y Main Site and Administrative Offices located at: Somerville YMCA  
101 Highland Ave. Somerville, MA 02143, 617-625-5050**

- Website: <https://somervilleymca.org/programs/ypha/>

Dear Parents/Families:

Welcome to the Somerville YMCA's Y@PHA Out-of-School Time (OST) Programs. We are delighted that you have chosen one of our programs 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 programs, 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 training throughout the year. Our staff meets all of 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/deec](http://www.ma.gov/deec).

You will notice that our packet includes a space for your child's personal information. We would like to take a moment to talk about this issue. As a parent you may feel some ambivalence about sharing the personal aspects of your child's behavior or past experiences. Some parents fear that the information may be misused while others are concerned about their child being "labeled", singled out and/or treated differently. We appreciate these concerns and can assure you that the information will only be used to aid the staff in working with your child.

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 out-of-school time needs. You have chosen a quality program for your child, with safety as the 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 Somerville Y Family.

Sincerely,

Tania Buck, VP of Child Development & Education  
[tbuck@somervilleymca.org](mailto:tbuck@somervilleymca.org)

## **Y@PHA CONTACT INFORMATION**

Michelle Quinlan, Multi-Site Program Administrator  
[mquinlan@somervilleymca.org](mailto:mquinlan@somervilleymca.org) 781-434-8227

David King, Y@PHA Webster, Site Director, EC and UE Campus  
[dking@somervilleymca.org](mailto:dking@somervilleymca.org) 781-434-8184 or 781-434-8345

Johanna Cline, Y@PHA Site Director, Early Childhood Campus  
[jcline@somervilleymca.org](mailto:jcline@somervilleymca.org) 781-434-8184

Voucher and Billing questions: Francesca Ciccone, Child Care Registrar & Billing and Contracts Manager  
[fciccone@somervilleymca.org](mailto:fciccone@somervilleymca.org) 617-625-5050 x111

## **STATEMENT OF PURPOSE & GOALS**

The main purpose of the Somerville YMCA's Y@PHA OST Programs is to provide a safe, comfortable and reliable out-of-school time (OST) 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 are only for those children enrolled at one of the two elementary schools under Prospect Hill Academy Charter Schools (PHACS) in grades K-6<sup>th</sup>.

## **PROGRAM GOALS**

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

- To provide high quality programming and activities in Science Technology Engineering Art and Math (STEAM)
- To allow children to relax and unwind from school in a safe, happy atmosphere.
- 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 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 feelings 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 arts.
- To have fun and be playful.

### **NON-DISCRIMINATION POLICY**

The Somerville YMCA 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 Somerville YMCA Child Care 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 (Region 6 Office-1250 Hancock Street, Quincy, MA) or [617-472-2881](tel:617-472-2881)

[988-6600](tel:988-6600) (Central Office-50 Milk 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.

### **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 Site Director immediately and in writing to ensure the safety of your child.

### **PROGRAM SCHEDULE**

The Y@PHA program is open 48 weeks a year. We close during one week at Christmas and three weeks in August/Early September due to the PHACS schedule of closings to clean their buildings. During the school year, the Program is open from 2:45pm (1:45pm on Wednesdays) until 6:00PM. During summer and school vacation weeks, the program is available from 8AM until 6PM. On early release days for the PHACS, the program will pick-up the children at their early release time (12noon) and will remain open until 6pm. Please refer to the appendix for current closure dates.

### **ENROLLMENT CRITERIA**

Registration is for children who attend one of the Prospect Hill Academy Charter Schools (PHACS) at either the Webster (Early Childhood Campus) or the Franklin (Upper Elementary Campus) grades K-6<sup>th</sup> only. Enrollment capacities are dictated by the Department of Early Education and Care and cannot be exceeded. All registrations are done on a first come-first served basis and a deposit payment for the first and last week's must be made **PRIOR** to the child being able to begin.

Individual registration procedures throughout the year include a meeting with the Site 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.

Parents must complete all registration information and additional child specific forms **(if needed)** and return them to the Y before their child can start the program. In addition, the program's Parent Handbook must be read and a receipt slip signed and returned to the Site Coordinator or Front Desk, verifying that parents understand and agree to adhere to the policies and procedures set forth by the Somerville YMCA 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 online registration portal, and the parent handbook are available on the Somerville YMCA website. [www.somervilleymca.org](http://www.somervilleymca.org)

## **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. All staff come together for in-depth orientation and training to cover such areas as program goals, emergency procedures, group work and curriculum planning. Our staff bring a multitude of experience and backgrounds. Above all else, our staff have one thing in common - a love for working with children.

## ORGANIZATIONAL PLAN FOR THE Y@PHA OST PROGRAM

Administrative staff and Program staff are organized in the following way to deliver services. Group Leaders report to the Site Directors who in turn report to the Multi-Site Program Administrator. The Program Administrator in turn reports to the VP of Child Development & Education. The VP of Child Development & Education is supervised by and reports to the Y's President and Chief Executive Officer who in turn reports to the Board of Directors.

*If there is ever an issue within the program, please bring it to the immediate attention of the Site Director first. Please do not bring issues to the upper administration without following the chain of command. Please see the organizational chart on the next page. Thank you. All staff contact information is also listed on our website at <https://somerilleymca.org/about/staff>*

### **SOMERVILLE Y BOARD OF DIRECTORS**

**Somerville Y President & CEO**

**Vladimir Benoit**

**VP of Child Development & Education**

**Tania Buck**

**Y@PHA Multi-Site Program Administrator**

**Michelle Quinlan**

**Franklin and Webster Site Directors**

**David King & Johanna Cline**

**Group Leaders**

## PAYMENT INFORMATION

Payments are charged and paid through the ProCare System. Once you register your child you will receive a link from the Child Care Registrar to the ProCare Application. All childcare payments must be made in **advance of service**. Payments are due every Friday by program close for services beginning the following Monday.

- \* Child Care rates are charged weekly and are not reduced for any weeks containing scheduled holidays or emergency closures due to inclement weather.
- \* A non-refundable one-week deposit will be required at the time of registration. It will be applied to last week's charge.
- \* Any parent terminating their slot must give two weeks' notice prior to the child leaving the program.
- \* There are no refunds or credits given for early withdrawal.
- \* Parents whose payments are more than two weeks behind will be asked to withdraw their child from the program and will receive a warning notice. If payments are more than three weeks behind after the warning notice is issued 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 **\$25.00 fee** for the reprocessing of checks returned for insufficient funds.
- \* Parents are responsible for payment when their child does not attend the Program on their scheduled days.
- \* There are no refunds or credits towards another day, week, or session.
- \* **VOUCHERS/CONTRACTS ONLY:** Parents on vouchers and contract state subsidy slots are ultimately responsible for ensuring that the subsidy is re-authorized in a timely manner. We contact each family in advance that their voucher or contract is expiring, however it is the person whose name is on the voucher or contract's responsibility to make an appointment to re-authorize your subsidy. If the subsidy expires and you continue to send your child, you will be charged the private daily rate until we receive the new voucher or re-authorize the contract. Vouchers and contracts CANNOT be backdated. All these policies and procedures are mandated to us by the Department of Early Education and Care's Child Care Subsidy Department.



## **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 usually during the summer months. Eligibility is based on income level and family size, and of course, the funds available to the Y to offset the cost. Please see the front desk for details. Y-Scholarships for the summer usually come out in April. The Somerville YMCA accepts vouchers and holds SACC Contracts for income eligible families. All voucher parents will need to contact the Child Care Registrar/Billing and Contracts Manager, Francesca Ciccone, for any questions regarding their vouchers or contracts.

## **SCHEDULED HOLIDAYS & CLOSINGS**

The Program will be closed on the following days:

- Labor Day
- Columbus Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- PHACS Christmas Break week
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Patriot's Day
- Memorial Day
- Juneteenth Day
- 4<sup>th</sup> of July/Independence Day
- The last three weeks of August due to PHACS cleaning schedule.
- 5 YMCA Staff Training Days-TBD-please see annual closure schedule at the end of this handbook.

## **SNOW DAY POLICY**

Normally the program will be closed when the PHACS Schools are closed for inclement weather (Snow Day). When a snow or storm emergency is declared during after-school hours, program staff will notify parents 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 the Y Website Page and/or via e-mail from the VP of Child Development & Education.

## HEALTH CARE POLICY

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

### CHILD ILLNESS

If the child stays home from school due to illness, 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: scabies, impetigo, ring worm, chicken pox, measles, poison ivy, poison sumac, conjunctivitis, strep throat, and any other condition deemed highly infectious such as COVID-19. ***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.***

If a child has head lice, they should start the treatment and return to the program the next day after starting the at-home treatment.

### PROCEDURE FOR ADMINISTRATION OF MEDICATION

**Please be aware that our medication policy is strictly overseen/mandated 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 medical personnel and guardian.**
- Parents will be asked if their child is on long-term medication or has an on-going chronic condition during the registration process. Parents Must **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 one (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 in the same form).
- For a child who needs medicine because of a potential 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 Program will need their own copy of the child's medication that will stay at the program as long as the child is enrolled in the program.
- 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 Program shall ensure that all staff are aware of individual children who have asthma and may use their own inhalers as needed.
- Parents are required to sign a **new 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 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 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 **Medication Administration Record**. The staff indicate the name of the medication, the dosage, the route, the date and time medicine were 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 and/or returned to the parent when no longer needed.

## **CLOTHING & WHAT TO BRING**

Children at the Y@PHA are active and involved. They should wear clothing that meets your child's school dress code during the school year and that are comfortable, practical and wash easily (Vacation weeks and Summer). 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 should also dress appropriately for the weather, flip flops are fine for a beach day or worn to the pool, but sneakers should be worn every day. Children should be sent with a bathing suit and towel during school vacation weeks and summer. The Somerville YMCA cannot be responsible for lost or damaged articles. Please also note that a swim cap is required for swimming in the Y-Pool and is available to purchase at the front desk.

## **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 the program time. If you need to reach your child during program time, please call the Y@PHA Program's phone number (please see list of contact information on page 3 of this handbook) 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 is not responsible for lost or damaged articles.

## **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. 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 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 Program Director. We also ask our staff to communicate as often as possible with parents about experiences that your child is having. You will receive a mid-year child progress report to support positive communication between the Y and all families. We would like to know how we are meeting your childcare needs and how we can improve upon our services and programs.

## **PARENT VISITS**

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

## **DAILY/ON-GOING PARENT COMMUNICATIONS**

At the beginning and end of each day Y@PHA Staff greet parents and exchange information about the progress of their child. This provides both parents and staff the opportunity to create and maintain an open line of communication.

E-mails, Facebook, our website and Newsletters are also utilized to dispense program information.

## **PROGRESS REPORTS**

The staff will prepare a progress report midway through the program year on each child enrolled in the program. The progress report will address the child's growth and development based on multiple activities offered daily. 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 Site Director 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 the 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. Please also visit our Facebook page for weekly photos of the activities your child is engaging in.

[https://www.facebook.com/yatphawebsterfranklin/?ref=py\\_c](https://www.facebook.com/yatphawebsterfranklin/?ref=py_c)

At any time, feedback and letters regarding any of the Somerville Y Child Care programs can be e-mailed or direct mailed to the Somerville YMCA, Attention Tania Buck, VP of Child Development & Education, 101 Highland Avenue, Somerville, MA 02143, you can e-mail her directly at [tbuck@somervilleymca.org](mailto:tbuck@somervilleymca.org).

## **ALL PROGRAM PARENT MEETINGS**

A Parent Meeting/Gatherings are 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 community, please contact your child's Program Director.

## **COMPLAINTS**

Any complaints about the program or staff should be directed first to your child's Site Director. (Please see Organizational chart on page 6 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 Program Director, Multi-site Program Administrator and/or the VP of Child

Development & Education will schedule a meeting to address the issues if necessary.

## **CONFERENCES**

The Site Director will contact parents when a conference is needed. Parents are also encouraged to ask for a conference if they feel one is necessary.

## **PROGRAM PLAN**

During the school year the program is divided into groups by grade, Kindergarten-3<sup>rd</sup> at the Webster Location, and 4<sup>th</sup>-6<sup>th</sup> grades at the Franklin Location. During the summer when all of our afterschool programs combine, children will be divided into three-four age-appropriate groups (Entering 1<sup>st</sup>-2<sup>nd</sup>, entering 3<sup>rd</sup>-4<sup>th</sup>, and entering 5<sup>th</sup>-7<sup>th</sup>).

### **Daily Activities:**

*Snack* - Usually the first activity of the day. Depending on the program arrival time, the children usually congregate in the designated snack areas or assigned classroom space to eat snacks.

*Homework Help* -Each day Y@PHA participants will have a chance to receive homework help from Y staff throughout the program day.

*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 local outdoor spaces, utilizing the gym for 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.

*STEAM Activities* - The Y Programs are committed to providing opportunities for children to explore their interests in the areas of Science, Technology, Engineering, the Arts, and Math. Everyday participants will have the opportunity to engage in fun activities that challenge them in an age-appropriate setting. All these activities will also support your child's literacy level by incorporating reading and writing throughout the different activities. Activities that support Social/Emotional Learning will also be infused throughout the day and may include group games and journaling.

### **Occasional Activities**

*Off-Site Activities* - Off-site activities/Field trips are planned, 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 swimming lessons, basketball, indoor soccer, etc. Each child enrolled in the Y@PHA Program receives a free child membership and is welcome to enroll in any program class at the member fee. Swimming lessons are free to youth members ages 6 and older. Please contact the front desk to learn of upcoming swim registration times and/or to sign up your child for their free membership.

### **TYPICAL AFTERSCHOOL DAILY SCHEDULE (subject to rotation)**

- Arrive to program
- Healthy Snack
- Homework Period with assistance
- Gross motor time in gym or outside.
- Choice STEAM Activity time
- Clean-Up and depart

### **TYPICAL DAILY SCHEDULE FULL DAY (Vacation Weeks and Summer)**

#### **TYPICAL FULL DAY AT THE Y**

7:45 AM	Arrival/Drop-off
8:30 AM	Breakfast
9:30 AM	First Activity Period
10:45AM	Second Activity Period
12:00Noon	Lunch
1:00 PM	Third Activity Period
2:15 PM	Fourth Activity Period
3:15 PM	Snack
3:45 PM	Fifth Activity Period
5-5:45PM	Wrap-up/Clean-up/End of the Day Activities/Pick-Up

#### **Typical Day on Field trips\***

7:45 AM	Arrival
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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 the Y@PHA
4:30 PM	STEAM Activities
5:45PM	Program Ends

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

### **NUTRITION/PHYSICAL ACTIVITY**

The Somerville Y is a HEPA Y which stands for Healthy Eating Physical Activity. Nationally the Y is committed to always offering nutritious food 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 Program will provide a healthy snack on regular afterschool days. These snacks must also meet USDA Guidelines.

### **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. As mentioned earlier, the Y 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 will utilize many different types of activities/opportunities to ensure that Y participants get up and move!

## **SCHOOL VACATION WEEKS**

The Y **will not** be able to supply lunch during the February and April vacation weeks. The Y will supply an a.m. snack/breakfast and a p.m. 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 through our own Meals Program. Parents should plan on sending additional healthy 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. do come into the program, it will be held in the Program 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 lunchtime.

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.

### **Fruits or Veggies (any kind your child likes)**

Celery/Carrot sticks w/low-sodium  
dressing or dip  
Baby carrots

Tuna Fish  
 Hummus w/pita bread  
 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 plain Milk (**no flavored Milk**)

Grape/cherry Tomatoes  
 Oranges  
 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

## **TRANSPORTATION POLICY-ARRIVAL AND DEPARTURE THE PROGRAM**

A Transportation Plan Form must be completed by the parent prior to the child's enrollment in the Y Program. The form indicates how the child will arrive and depart the program. Parents/guardians/authorized adults can pick up participants at any point during the program times. Please call ahead so that we can get the child prepared to leave.

**Parents must call or e-mail or text 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 staff to know that the child will not be attending and will not have to try and locate the child within the school building or be waiting for your child to be dropped off. 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 school.**
- **Any child who has been asked to stay after school, for any reason, is then the responsibility of the school and parents.**

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. You may e-mail that notice to your child's Site Director (see contact information on page 3. of this handbook). During the school year, parents or designated persons dropping off or picking up children **must always have a picture identification available**.

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 staff person taking attendance. Any Y staff person will be happy to direct you to the sign in/out location. Parents can now enter the building to drop-off or pick-up if they like, however the PHACS may have their own policies that does not allow this so we must also follow their policies when deciding whether parents are allowed to enter the PHACS buildings.

- **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, always. Department of Early Education and Care ratios must be always followed.
2. Children must travel safely using crosswalks and streetlights, and by staying together in an organized group.
3. Staff must act as role models, always reviewing and enforcing safety rules.
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 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, 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.

### **LATE PICK-UP FEES**

During the school year, the Somerville Y@PHA programs will close promptly at 6:00 PM each day, during school vacation weeks and summer the program is open from 7:45am-5:45pm. 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 or** 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 the official closing time, per child. 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 on the third offense.
- If your child is nine (9) years or older you may give them permission to sign themselves out of the program. The Y is not responsible for any child that has been signed out and waiting to be picked up outside.

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

### **POLICIES REGARDING LATE PICK-UP OF CHILDREN**

The Y 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 during the school year and 5:45pm during February, April and summer vacation weeks. 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 Program Director 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 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 Y 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 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 negative behavior. The child can participate in other activities if 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 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 parents 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 parents 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 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/or a referral has been given to the parent and not followed, the Y will need to terminate the child from the program. A Parent Conference will be scheduled to inform the parents 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 incident 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 Massachusetts General Law: The Y 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 Director if your child is allowed to attend the program **on the day that they are given the suspension**. Children are not allowed to attend the program on the day(s) of a suspension from their school. Children may attend the Y@PHA Program when they return to school.

## **REFERRAL POLICY**

As required by DEEC, the Y Child Care 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 Site Director. The Y 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 Site Director will provide a written statement to the parents, which includes the reason for recommending a referral for additional services. The Y will also provide a 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 Site Director is responsible for assuring that the program's referral policy is carried out. The program maintains a list of community referral resources, which are available upon request.

This policy will be included in the Y 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 a Y program will be determined upon each individual case that may include:

- Inappropriate and/or physically aggressive behavior, considered to be harmful to another child, staff or others.
- Bringing a weapon into the Y and/or childcare space.
- Bullying, using hate speech, threatening harm towards another.
- Chronic disrespect of staff or classmates.
- Destruction of Y property.
- Stealing of Y, or 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 staff, children or other families/parents.
- Other, as determined and discussed with the Director of Child Care Services.

## **CHILD TRANSITION PROCEDURES**

**Transitions between classrooms and/or programs:** On an annual basis the Y participants will move up to the next grade /group level within their respective programs.

**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) childcare workers are mandated reporters. If a childcare 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 VP of Child Development & Education 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 Y@PHA Multi-Site Program 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 Y@PHA Multi-Site Program 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.

To prevent institutional abuse, screenings/Vetting of staff will be conducted. This screening will include researching applicant's experiences and qualifications, conducting a Background record 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.

# Y@PHA SUMMER PROGRAM REMINDERS

1. All children receive one T-shirt for the summer program. We will keep your child's shirt and wash and dry it at the main Y building. Children will be able to take their t-shirt home at the end of the summer program.
2. Appropriate clothing should be worn each day and sneakers are best for everyday with flip-flops allowed on beach trips and during pool time. Please send your child with a bathing suit, cap and towel each day.
3. Please apply sunscreen to your child PRIOR to drop-off.
4. All summer payments are due the week BEFORE the Summer Session(s) that your child is attending.
5. Please send your child with a refillable water bottle each day. Touch free water filling stations are available throughout the building.

## Somerville Y@PHA Closing Schedule for FY 2024-2025 (July 1, 2024-June 30<sup>th</sup> 2025)

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

- Thursday July 4<sup>th</sup> 2024-Independence Day Holiday
- **All Y@PHA Programs are closed from August 12<sup>th</sup>-August 30<sup>th</sup>, 2024 for school cleaning. Y@PHA families can sign up to send their children to the SACC Program located at the Main Y Site during that time.**
- Monday September 2nd, 2024-Labor Day Holiday
- Monday October 14<sup>th</sup>, 2024-Indigenous People's Day/Columbus Day Holiday
- Tuesday October 15<sup>th</sup> 2024-**Professional Development Day**
- Monday November 11<sup>th</sup>, 2024-**Professional Development Day**
- Thursday November 28<sup>th</sup>, 2024-Thanksgiving Day Holiday

- Friday November 29th, 2024-Day after Thanksgiving
- Wednesday December 25<sup>th</sup>, 2024-Christmas Day Holiday
- **Monday December 23<sup>rd</sup>, 2024-Friday January 2, 2025-PHA Christmas Break-FLEX DAYS. Families can sign up to attend the SACC Program 12/30/24-1/3/25.**
- Wednesday January 1st, 2025-New Year's Day Holiday
- Friday January 3rd, 2025-**Professional Development Day**
- Monday January 20<sup>th</sup>, 2025-MLK Jr. Day Holiday
- Monday February 17th, 2025-President's Day Holiday
- Monday March 10<sup>th</sup>, 2025-**Professional Development Day**
- Monday April 21st, 2025-Patriots Day Holiday
- Monday May 26th, 2025-Memorial Day Holiday
- Wednesday June 18th, 2025-FLEX DAY
- Thursday June 19<sup>th</sup>, 2025-Juneteenth Day Holiday
- Friday June 20th, 2025-**Professional Development Day**

**\*Please note that there may be additional closure days due to emergency inclement weather days or changes to the school year schedule of the PHACS.**

# **SOMERVILLE YMCA-Y@PHA Program PARENT HANDBOOK RECEIPT FORM**

***I have received my copy of the Somerville YMCA's Y@PHA 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

This form is to be placed in the child's file