



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MYSTIC VALLEY YMCA



SUMMER PROGRAM ADDENDUM

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Hours of operation

Open Monday through Friday

Summer Program 7:30am - 6:00pm

School Age from the dismissal of school to 6:00pm

Registration is for a one-week session, must select all weeks you wish to enroll

Summer Site Coordinators**Malden**

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Program policies

It is the programs policy to promote children's growth and development, and to protect the health and well-being of children. The Malden YMCA Summer program will provide a comprehensive experience and developmental activities including:

- Enhance their capacity for leadership
- Gain a respect for community and environment
- Develop responsibility as a member of their tribe
- Develop self-confidence and self-worth
- Share in a fun and caring atmosphere that encourages appropriate self-expression and personal growth

Intake procedures

(Pre-summer procedures)

Online Registration form must be completed.

A Summer payment option agreement must be completed for all youth at time of sign-up. A non-refundable \$25 deposit per session is due at sign-up. Payments will be set up by automatic withdraw from your checking or credit card account.

Parents may request a parent handbook including statement of purpose, transportation policy, and all other program procedures.

Parents must read, sign and return all consent, release forms and their child's physical before they can attend.

A child's position in the program is not guaranteed until all payments (deposit & balance) and your child's forms have been received by the Y. This includes physical, immunization, medication consent and any other requested health document.

Financial aid

Financial aid is available to those who qualify. The financial aid application must be submitted along with all required documents in order to be considered. Submission of financial aid application does not guarantee a spot. A \$25 deposit must be placed for each week to guarantee a spot. The remaining balance for the first week must be paid within 7 days of notification of the financial aid decision. Balance for remaining weeks must be paid 2 weeks prior to start of a given week, see payment schedule.

All forms including financial aid, health forms, and authorization forms must be returned by June 7th!

Any forms missing from your child's file may result in a delay or cancelation of Summer services.

Attendance

It is the responsibility of the parent to bring their child to program each day. The Mystic Valley YMCA assumes no responsibility for any child before they arrive or after

they are picked up from program.
a Site Coordinators or designee.

Parents must physically turn over the child to

It is the goal of the Mystic Valley YMCA to provide a positive Summer experience to as many youths as we can safely supervise. Due to the limited availability of spots in the Summer Program, it is important that all spots are occupied each day. To ensure this we have developed the following policy, which includes youth on scholarship:

Please contact the program by 9:30am to let the program know if your child will be absent.

Children may miss a maximum of 5 days during the duration of the Summer Program. If you are aware that your child will be unable to attend, please withdraw him/her from those dates.

Services will be terminated if the y does not receive notice for any child who misses 3 days of a one week any session.

Violation of these policies may result in removal from Summer Programming in further sessions

What to bring to Summer Program

Comfortable clothing for running and playing

Footwear: Regular sneakers, NO open-toed shoes or sandals.

Bag or backpack

Sunscreen, bug spray and hat/sunglasses

Lunch

Snack, separate from Lunch

Refillable Water Bottle

Any medications, epi-pens, inhalers labelled

Change of clothes for children under 7 years

Swimsuit & Towel, Poolside Footwear (and a plastic bag for wet clothes)

Additional masks as needed. All must be labeled.

Breakfast – lunch – afternoon snacks Breakfast and lunch are provided. Please indicate to during registration if your child will be participating in meal program.

Snacks are not provided. Please supply your child with snacks as needed and a bottle of water daily

We are a peanut free zone.

Items from home

In order to prevent damage or loss, the YMCA Summer program strongly discourages children from bringing items from home to program unless requested by the program

program for a particular activity. The YMCA will not be responsible for lost or stolen toys or games. Parents should insure that their child not bring with them to Program any inappropriate or dangerous item. Any potentially dangerous or questionable item will be confiscated by program staff and secured in a safe place. Parents will be contacted immediately to discuss the situation and consequences as determined by the Site Coordinators.

Cell phones

We understand that many children have access to cell phones. However, they are not permitted at the program due to cameras, social media and apps. For the safety of the children cell phones must be left in back packs for the day or not brought in at all. Abusing this policy will result in program staff confiscating the cell phone.

Program staff will have a YMCA authorized cell phone(s) to use for emergencies and business only!

Sun protection

Parents are required to provide sunscreen either before their child arrives each day or given to the child to apply before the group goes outside. We suggest that waterproof sunscreen be applied to the child before being dropped off daily. Sunscreen with SPF of 15 or higher is suggested. We also recommend your child bring a hat and protective clothing. Please label your child's sunscreen. Staff may request that each child re-apply during the day. If parents wish for staff to apply sunscreen, you must sign our sunscreen waiver form.

What not to bring to program

Electronics, Cell Phones, Computers, Tablets, Music or Gaming Devices; Weapons or Pocket knives or any other tools; Pets or animals; Drugs or Alcohol; Personal Sporting equipment. Children, Parents, Visitors and Staff may not be under the influence of illegal drugs or alcohol while on YMCA property. Cash or other forms of money, Gum or Candy; Trading Cards or Toys, such as Pokémon or other types of cards or action figures. If any of the above items are brought to program, the counselor will ask the child to put it away. If this occurs a second time, the item will be given to the Site Coordinators and it can be picked up at dismissal.

Activity Plan

Activity plan – Ages 5-6

Activities are arranged according to the abilities and levels of pre-school/primary grade children. Children are encouraged to participate in activities of their choice as well as new and different ones.

The daily program schedule includes morning activities, lunch/rest period, afternoon activities, wind down, and rest period. Our schedule of activities is subject to change. Our schedule is arranged to meet a child's physical and recreational needs as well as

introducing a diversity of cultural activities.

The summer program urges every child to participate. Both children and parents are encouraged to give feedback and suggestions to the Site Coordinators.

The Site Coordinators will oversee all program staff and the activities for all age groups. Each staff receives training on activities, behavior and management. The Site Coordinators and YMCA consultants conduct training. Program Participants are directly supervised by staff and counselors are all times. Youth 5-6 years old have a 1:13 staff to child ratio.

Activity plan - Ages 7-8

Activities are arranged according to the abilities and levels of primary grade children. Children are encouraged to participate in activities of their choice as well as new and different ones.

The program's goal for children in the 7-8-year-old age group is to allow for and foster the development of independence and responsibility, as the mature by encouraging opportunities for decision making, choices and independent time.

The daily program schedule includes a morning meeting to go over the day's activity, lunch, and afternoon meeting to review the day. Our schedule of activities is subject to change (example: "rain"). Our schedule is arranged to meet a child's physical and recreational needs as well as introducing a diversity of cultural activities.

The summer program urges every child to participate. Both children and parents are encouraged to give feedback and suggestions to the Site Coordinators.

The Site Coordinators will oversee all program staff and the activities for all age groups. Each staff receives training on activities, behavior and management. The Site Coordinators and YMCA consultants conduct training. Program Participants are directly supervised by staff and counselors are all times. Youth 7-8 years old have a 1:13 staff to child ratio.

Activity plan - Ages 9-13

Activities are arranged according to the abilities and levels of the 9 to 13-year-old. Children are encouraged to participate in activities of their choice as well as new and different ones.

The program's goal for children in this age group is to allow for and foster the development of independence and responsibility, as the mature by encouraging opportunities for decision making, choices and independent time.

The daily program schedule includes a morning meeting to go over the day's activity, lunch, and afternoon meeting to review the day. Our schedule of activities is subject to change (example: "rain"). Our schedule is arranged to meet a child's physical and recreational needs as well as introducing a diversity of cultural activities.

The summer program urges every child to participate. Both children and parents are encouraged to give feedback and suggestions to the Site Coordinators.

The Site Coordinators will oversee all program staff and the activities for all age groups. Each staff receives training on activities, behavior and management. The Site Coordinators and YMCA consultants conduct training. Program Participants are directly supervised by staff and counselors are all times. Child 9-14 years old have a 1:13 staff to child ratio.

Sample activity and potential equipment list

| | |
|----------------------------|---------------------------------------|
| Music – cd player, guitars | games – parachute/bean bag |
| pillow polo – sticks/ ball | games – Legos, puzzles, etc. |
| Soccer – soccer ball/cones | Arts and crafts – |
| Gymnastics – mats | paints/coloring, etc. |
| Steam – science kits | Lawn games – jump ropes, |
| Movies – television and | hula hoops |
| projector | Basketball – basketball/hoop |
| Cooking– mixing bowls, | Park |
| Mobile Music studio – | Dodgeball – balls and cones |
| computers | swimming – pool (lessons & free swim) |

Welcome Letters will be sent throughout the summer to all families prior to start of their initial session.

Health care policy

No medication will be dispensed without parent's written consent, which indicates the medication is for a specified child.

All prescription medication shall be administered only with the written order of a physician, which should be included on the label of the medication. Individual Health Care Plan must be completed prior to start of program.

The Summer full day program will keep a written record of the administration of any medication to each child, which includes the time and date of each administration and storage.

Medication is administered and supervised by a staff member.

The Summer full day program will keep all medicine labeled in its original container, with the child's name, the name of the drug, and the direction for its administration and storage.

The Summer full day program will store all medication under proper conditions for sanitation, preservation, security, and safety. All unused medication shall be disposed of or returned to the parent.

A mildly ill child will be kept away from the other children, supervised and kept quiet. A phone call will be made to the appropriate contact person so that they can pick-up the child.

Parents will be informed of a child's accident within 24 hours. Methods of informing a parent are: 1) parents will be informed in writing. 2) a phone call, followed by a written report or 3) in person, followed by a written report.

A complete copy of the summer program's health care policy can be furnished upon request.

Illness

Any child that becomes ill in program will stay with a staff person until an authorized release person can pick up the child.

An illness does not result in re-imbusement of Summer Program fees.

Infectious diseases

If the Site Coordinators/Program Administrator is unsure of a child's condition, the parent will be called to pick-up their child and taken to a doctor.

Cannot attend Summer Program

Your child is unable to attend the program if they have any of the following infectious diseases: Head lice, COVID-19, impetigo, ring worm, chicken pox, measles, poison ivy, poison sumac, and any other infectious diseases.

Your child may return after they receive a doctor's note.

Please see the most recent parent letter regarding quarantine

What happens if my child needs to take medication?

Medication which needs to be administered (including over the counter drugs-Benadryl, Tylenol, etc.) Should:

Be in the original container. Be brought directly to the staff. Contain written instructions as to quantity, time for it to be administered, name and phone number of the doctor, and any other directions.

A parent must complete a medication form before staff can administer medication (see Site Coordinators).

These procedures should be taken seriously; following these steps will help eliminate medication from falling into the wrong hands.

Allergies/Chronic Health Conditions

All allergies and Chronic Health Conditions should be noted on enrollment applications at time of enrollment. Children will not be treated differently based on this information provided and will be kept confidential. All medical information will be used to better serve the child.

First Aid

Staff is required to complete The American Red Cross certification for First Aid and CPR/AED. Only staff certified in First Aid and/or CPR will perform First Aid and/or CPR on a child. If your child is injured at the program, a certified staff member will administer first aid. You will be notified when you pick up your child in the case of a minor injury. If your child has received injury to the face, head or _____ may require further medical attention, you will receive a phone call from the Program Administrator or Site Coordinator. You will receive a written report within twenty-four hours of the accident.

If the injury requires immediate medical attention, the program will contact the parent. If the parent cannot be immediately reached, the child will be transported by ambulance to the nearest medical facility, accompanied by a staff member. Emergency contacts will be called.

Incident reports are logged when first aid is administered. A first aid kit is carried by staff at all times both inside and outside of the facility. Certified staff will not provide First Aid and/or CPR beyond the certified level.

Behavior management

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including any type of physical hitting inflicted in any manner upon the body: Punishment which subjects a child to verbal abuse, ridicule or humiliation; denial of food, force feeding, rest or bathroom facilities, punishment related to eating or not eating food.

It is the Program's policy to promote children's growth and development, and to protect the health and well-being of children. Guidelines are established to protect the group and individuals within. Whenever possible, children participate with the staff in developing guidelines for their particular group. These guidelines should be positive in nature to maximize growth and development. For example, a guideline could be "We treat one another with respect". The guidelines are incorporated into the program curriculum. They serve as a learning experience and are review with the children before activities. The YMCA's Character Development components are also incorporated into daily programming. These components are Caring (red), Honesty (blue), Respect (green) and Responsibility (yellow).

The following is a list of consequences and rules the children should follow while in the program. If the rules are broken, the children are first given time to sit out (a "time out"). Punishment will be based on the severity of the offense, not the personality of the child committing the offense.

Time out - the time out given to each child varies on the severity of the problem and the age of the child. Generally, children are given a (5) minute "time out". An excessive number of time-outs in a day (3 or more) is brought to the attention of the parent and/or guardian by the Summer Program lead staff or Site Coordinators.

If the child's behavior persists the staff will contact the parent/guardian and discuss either over the phone or in person steps to take to avoid suspension or termination of the child. Staff will discuss options such as but not limited to:

Other options instead of suspension.

Offering referrals to parents for evaluation, diagnostic or therapeutic services.

Developing a plan for behavioral intervention at home and in the program.

If a child has repeated "re-directions" or the offenses are more serious in nature, the staff member and/or Site Coordinators will complete an incident report. A copy of the report is placed in the child's file and the Unit Leader/Site Coordinators will give the original to the parent/guardian. Children are not allowed to sit out all day. If the behavior is that inappropriate, one of the following consequences may occur and are at the discretion of the Site Coordinators and/or Director of Youth Development.

Parent contacted and a meeting set up

Behavior Contract

Half days

Suspension - a child is not allowed to attend the program for 1 -5 days. The Site Coordinators or unit leader informs parents prior to a suspension.

Termination- - the child does not return to the YMCA program. Termination occurs when it is determined that the program is no longer appropriate or working for the child. Parents are notified by the Site Coordinators.

Good behavior is addressed as well as inappropriate behavior. Children are praised when appropriate behavior is displayed. Rewards are sometimes used (i.e. Parties, special snacks, and/or special activities). Groups are awarded and NOT individuals.

All time out incidents are recorded. When a time out Warranted, a phone call is made home to the parent and a written report is placed in the childs file.

(Parents will receive a copy of the incident report).

Examples of recorded incident reports:

Any time a child receives 3 or more-time outs in a day.

Any inappropriate behavior - i.e. Damage to YMCA property or misuse of privileges (bathroom, game room, running away from counselors, etc.)

Any infraction of the rules during transportation.

Program rules

Children should listen to the instruction(s) of the staff. They will clearly state all rules before each activity begins. (general rules may be posted in the main room).

Once you choose an activity please stay with it. You may switch your activity by asking your counselor.

Stay with staff at all times - no wandering or leaving the area without a counselor.

Offenses which may be punishable by Suspension

Swearing at staff or gross disrespect for staff.

Fighting or putting hands on others in an angry manner.

Name calling in an excessive manner.

Talking back or inappropriately speaking to a staff member.

Stealing.

Disrespect towards other people, and/or their property (i.e., damaging property).

Using an item as a weapon (including hands and feet).

ANY TIME A CHILD ENDANGERS HIM/HERSELF, ANOTHER CHILD OR A
STAFF PERSON, THIS MAY RESULT IN A TERMINATION.
THIS INCLUDES ANYTIME A CHILD WALKS AWAY FROM A GROUP, COUNSELOR, OR SITE
COORDINATORS WHETHER INSIDE THE FACILITY OR OUTSIDE THE FACILITY.

Bus rules

All children must listen to drivers and monitors and not:

Stand up until the driver or monitor instructs you to

Turn around in the seats

Climb over seats

Make loud noises

Lie down in seats

Eat or drink on the bus.

Yell or throw things out the windows.

Stick arms or head outside the windows.

Participant/staff policy

No child shall be subjected to abuse, neglect, cruel, unusual, severe, or corporal punishment. This includes: any type of physical hitting inflicted in any manner upon the body; punishment which subjects a child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities. Punishment related to eating or not of eating food. It is the program's policy to promote children's growth and development, and to protect the health and well-being of children.

Y summer program staff are responsible for making sure children have the right to:

A safe, nurturing and fun environment which meets the developmental needs of the children.

Individual and small group activities as appropriate for particular age groups.

Promotion of age appropriate socialization skills.

Their ideas and feelings respected.

Have a right to voice their opinion on the rules and have input on activities offered.

Have the opportunity to express their anger, frustration, Disappointment, joy, etc. in an appropriate manner.

Have staff that care about them, enjoy being with them, and help them grow.

Drop off/pick up policy

The y Summer Program does not provide transportation to its participants. Children must be walked into program daily. Youth must be checked in and accepted by staff before heading off to their assigned group.

Any child left under the supervision of YMCA staff prior to designated drop off times or after scheduled pick up times will be subject to additional fees and possible further action including loss of services.

Parents are responsible for their child prior to y staff receiving them, in or outside the facility.

Parents/guardians must inform the program in writing as to how the child will be

picked up at the end of the day. Parents can authorize designate individuals to pick-up their child at the end of the day. All individuals picking up a child must walk into the program site to sign the child out. Parents and authorized pick-up people are required to show a photo "ID" to the staff to verify authorization. Parents may grant their child (9 years or older only) permission (in writing) to walk home from Summer Program each day.

Parents must call by 7:45am if their child is not attending for the day. Repeatedly failing to inform the program of your child's absence may result in loss of enrollment fee's and the program for the summer. The drop off period for the full day Summer Program is 7:30-9:30am. All children must be in by 9:30 a.m. Any parent dropping off after 9:30 a.m. Will be recorded and warned. After the 2nd offense, you will be notified to pick up your child immediately. Please call the Site Coordinators if you will be later than 9:30 a.m.

Children who do not show up for Summer Program or show up at the point of pick up may be called within 24 hours to confirm reason for absence.

Please see updated parent letter for most updated drop-off and pick-up policies.

After care services are available for parents until 6:00pm for an additional fee

Late pick up policy

We understand that at times you may encounter difficulties picking up your child. However, our late policy stands as follows:

1st offense - time, date, and name recorded

2nd offense, is recorded and a written warning is given

Additional offense - you will be assessed a fee* of \$1.00 per minute per child. *this must be paid prior to attending Summer Program the next day.

If there are any children left past 6:00 pm and we have not received a phone call, we will call your emergency numbers. If within 30 minutes, no one can be reached and/or there is no response to messages, the Site Coordinators/Program Administrator will contact the Department of Children and Families and file a 51a. If you have any questions, feel free to call our office 781- 324-7680 x243.

Authorization to release

In order to insure your child's safety parents/guardians must adhere to the following:

- Only authorized persons can pick-up a child.
- Authorized persons must physically accept the child.
- Authorized persons must show a valid ID to program staff.
- Picking up prior to designated pick up times must be pre-arranged with the Site

Coordinators call 781-324-7680 x240.

- Each child must have in his/her file, a list of persons authorized to accept the child as needed.
- Children that are at least 9 years of age may leave the full day program on their own provided the YMCA has received written permission from a parent or guardian to release the child after program.
- No child will be allowed to cross the street (Dartmouth or Mountain Avenue) to a parent or authorized release person. You must park your vehicle & receive the child in person.

Field trips

Program may go on field trips in addition to daily activities. Parents should review the activity schedule given to each child the first day of program. Some field trips are within walking distance while others require transportation. YMCA buses will provide the transportation.

IT IS IMPORTANT THAT YOU PROVIDE THE SUMMER PROGRAM WITH ACCURATE PHONE NUMBERS AND ALTERNATIVE CONTACTS INCASE OF AN EMERGENCY.

For Full program policies, please see Child Care Parent Handbook.

