



**Mayor Carlo DeMaria's
Summer Program:
Crimson Kids
-For Everett Residents Only-**

Family Handbook

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Section 1

City OF Everett

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Summer Program Director

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Section 2

Mission

The YMCA is a not for profit charitable organization of men, women, and children of all ages, ethnic origins, religious affiliations and socioeconomic levels united in the common effort to positively influence the quality of life of its members, families, and whole person in spirit, mind, and body.

Statement of purpose

Mayor DeMaria's Summer Program offers a comprehensive and coordinated developmental experience. We offer direct protection and supervision to children outside their homes during a portion of their day on a regular basis, when the parent/guardian is unable to provide direct care. The program is designed to support, motivate and nurture each child in order that his/her fullest potential is achieved. Trained instructors and assistants staff the program.

Commitment to Safety

Our first priority is the safety of all children in our care. The children's' character, health and safety is of paramount concern. We ask for your cooperation in the enforcement of the rules we have set forth for the health and safety of each child, and in turn we pledge to you our diligence in maintaining best practices. Each staff member is screened for past criminal history. There are Nurses at the program each day and in addition there are staff certified in first aid/cpr/aed.

Dates: July 10th – August 18th

Days per week: Monday-Friday

Summer program hours: 8:00am to 4:00pm

Field Trip Days: Trips will be on Wednesday or Fridays.

Special Events and Entertainment: Wednesdays or Fridays.

Food: Breakfast – lunch – afternoon snacks are provided daily. Please let staff know if your child has any food allergies. We are a peanut free zone.

Program policy

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

- 1) Enhance their capacity for leadership
- 2) Gain a respect for community and environment
- 3) Develop responsibility as a member of their group
- 4) Develop self-confidence and self-worth
- 5) Share in a fun and caring atmosphere that encourages appropriate self-expression and personal growth

Referrals

1. Social services can include conferencing appropriate child-rearing skills and adult understanding of the child's developmental needs.
2. Individual evaluations can be made to help create a plan tailored to meet the specific needs of the child. The program can assist parents/guardians with issues regarding special needs services by serving as a liaison with the public school system and or referring parents/guardians to the contact person for chapter 766.

3. A comprehensive reporting system can be coordinated with the department of children and families concerning any unexplained absence, signs of increased stress and/or the family's progress in the program.
4. Referrals can be made regarding medical and mental health services to Whidden Hospital.
5. Referrals can be made regarding vision and/or hearing screening, as well as dental concerns.

Staff shall notify the director of any concerns regarding the child. Documentation will be maintained in the child's file. Parents/guardians will be contacted if it is felt that a referral should be made. No referral will be made without the parent/guardian written consent.

Non-discrimination policy

The program shall not discriminate in providing services to children or their families on the basis of, race, religion, gender identity, cultural heritage, national origin, political beliefs, disabilities, sexual orientation, economic or marital status.

Intake procedures

1. **Registration** form and **application packet** must be filled out and turned in.
2. A **non-refundable** \$35 deposit per session is due at sign-up. Cash payments must be made at City Hall. Credit and Debit card payments will be accepted at the Everett Community Health and Wellness Center
3. Parents/guardians may request a parent handbook including statement of purpose, transportation policy, and all other program procedures.
4. Parents/guardians 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.

All forms including health forms, and authorization forms must be returned when registering. Any forms missing from your child's file may result in a delay or cancelation of services.

Children with special needs

Parents/guardians must provide the director with information pertaining to their child's specific needs prior to the child's participation at the program. The director will review information with appropriate staff. 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, or aids will be discussed. If such accommodations cause undue burden on the program, the parent will be notified in writing (including reasons for the decision). Children who are accommodated will be monitored and parents/guardians will be informed of the child's progress, as well as ongoing re-evaluation. The program retains the right to terminate services with written notification to parents/guardians if a child's participation in the program becomes an undue burden on the program.

Section 3

Health care policy

1. No medication will be dispensed without parent's written consent, which indicates the medication is for a specified child.
2. All prescription medication shall be administered only with the written order of a physician, which should be included on the label of the medication.
3. The 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.**
4. The 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.
5. 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.

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

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

- A. Be in the original container.
- B. Be brought directly to the staff.
- C. Contain written instructions as to quantity, time for it to be administered, name and phone number of the doctor, and any other directions.
- D. A parent must complete a medication form before staff can administer medication (see director).

Illness

Any child that becomes ill at the 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 fees.

Infectious diseases

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

Can not attend the program

Your child is unable to attend the program if they have any of the following infectious diseases:

Head lice, impetigo, ring worm, chicken pox, measles, poison ivy, poison sumac, and any other infectious diseases.

Your child may return after he/she receives a doctor's note.

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

Section 4

BEHAVIOR, DISCIPLINARY, ABUSE AND NEGLECT POLICIES

The program advocates positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. Our primary concern is the safety and well-being of the children. With this in mind, we have established basic behavioral guidelines for the protection and well-being of all the children in our program. We recognize that children want and need to know the behavioral guidelines, and that these guidelines will be consistently enforced. Our behavioral guidelines therefore are established with the children in a group setting.

Guidelines will use positive language such as "we walk in the building." Instead of "NO RUNNING." Children will be reminded often of the guidelines.

It is expected of all children to act in a responsible manner at all times displaying respect, caring, and honesty to other children and the staff. All behavior management methods are age appropriate. In case of dispute or conflict the staff will calmly attempt to resolve the situation, often times children will be asked to remove themselves from the activity to calm down and reflect on his or her actions. If a staff member is unable to resolve the matter, administrative staff will be informed and help facilitate a resolution. Staff will review the rules and expectations of children with them at the program. Failure to adhere to these expectations can/will result in termination or suspension from the program

Discipline and guidance will be consistent and based upon an understanding of the individual needs and development of a child while maximizing the growth and development of the children and protecting the group and individuals within it.

PROHIBITIONS: The following methods will under no circumstance ever be employed:

1. Corporal punishment, including spanking, is prohibited;
2. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
3. No child shall be denied food or shelter as a form of punishment;
4. No child shall be punished for soiling, wetting or not using the toilet.

The following is what we teach our counselors: Effective supervision, not discipline, is the key to a happy and safe summer for the children. Early intervention and awareness promotes positive resolutions to conflicts. Doing a good job as a counselor means that you must work as a team to ensure constant supervision of the children. If the counselor is present and tuned in, then events which can lead to disciplinary action often do not occur.

CHILDREN'S RIGHTS: Staff are responsible for ensuring children:

- Have a safe and reliable environment
- Have use of the equipment in functioning condition
- Have their ideas and feelings respected
- Have discipline that is fair, equal and respectful of them
- Have the opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner
- Have activities that allow participants to express their creative ability, as they explore and discover, while developing to their fullest potential
- Have an environment that offers a variety of choices; physical, gross motor, quiet, indoor, outdoor, active and passive areas, creative dramatic play, and exploring
- Have a right to voice their opinion on the rules and have input on activities offered
- Have staff members that care about them, enjoy being with them and help them grow

CHILDREN'S RESPONSIBILITIES

- Learning to take consequences for their own actions
- Respecting the rules that are established for and by them during the program day
- Controlling their feelings so that their actions do not harm anyone
- Not willfully damaging any equipment or property in the building or anyone else's property
- Sharing equipment and facilities with all children in the program
- Remaining with a staff member at all times and checking with staff if they need to go to another area
- Being on time with their belongings for pick up at the end of the program day
- Dressing appropriately for indoor and outdoor play
- Returning materials and equipment to the place they found them before leaving the program or starting a new activity
- Participating in and carrying out an activity that they have committed themselves to
- Riding buses with proper behavior that does not distract the driver or cause a safety risk
- Using appropriate language at all times
- Notifying a staff person if they need help in dealing with a situation
- Walking in the building when moving from indoors to outside and vice-versa
- Respecting other children and staff in the program

SYSTEM OF BEHAVIOR MANAGEMENT

- We encourage children to express feelings of anger or frustration in a verbal manner providing them with the language to use to solve disputes and problems on their own.
- We talk with the child about his/her inappropriate behavior and offer suggestions on how to deal with a problem in a positive manner.
- Children are invited to suggest alternative solutions and assist in implementing them.
- A child who needs to be temporarily removed from the group to regain control, or for safety of the children and staff, will be asked to sit quietly for a few minutes in a quiet area in sight of the staff.
- Staff will speak to children in a calm and positive manner and will encourage safe and appropriate behavior.
- Staff will work with individual children, keep a log as needed, and change schedules and

groups as needed to provide for the best opportunity for children to understand the routines and expected behaviors.

- If misbehavior continues despite all attempts mentioned above, the parent will be notified. The parent, staff, and Director will then discuss the situation to try to resolve the problem.

REASONS FOR SUSPENSION CAN INCLUDE BUT ARE NOT LIMITED TO:

- Fighting with other children.
- Excessive inappropriate language.
- Continued disrespect for program rules.
- Any physical attack on a staff member.
- Destruction of personal or other property.

In a situation where a child’s behavior is escalating to an unsafe level or is disrupting the group 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 directors will create a behavior plan for that child. If the behavior continues or after excessive suspensions, 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 to create a plan for return. 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.

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 DIRECTOR WHETHER INSIDE THE FACILITY OR OUTSIDE THE FACILITY.

Bus rules

All children must listen to drivers and monitors and not:

1. Stand up until the driver or monitor instructs you to
2. Turn around in the seats
3. Climb over seats
2. Make loud noises
3. Lie down in seats
5. Eat or drink on the bus.
6. Yell or throw things out the windows.
7. Stick arms or head outside the windows

Child abuse and neglect

Child abuse is the non-accidental commission of any act upon a child which causes or creates a substantial risk or serious physical or emotional injury or constitutes a sexual offense under the laws of the commonwealth. **All youth workers are mandated reporters.** All staff shall report suspected child abuse or neglect to the director. The director shall immediately report suspected abuse or neglect to the Department of Children and Families.

Section 5

Drop off/pick up policy

The program does not provide transportation to its participants. Children must be walked into the program. Children must be checked in and accepted by staff before heading off to their program unit.

1. **Any child left under the supervision of the 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.**
2. Parents/guardians are responsible for their child prior to staff receiving them, in or outside the facility.
3. Parents/guardians must inform the program in writing as to how the child will be picked up at the end of the day. Parents/guardians can authorize designate individuals to pick-up their child at the end of the day.
4. All individuals picking up a child must walk into the program site to sign the child out. Parents/guardians and authorized pick-up people are required to show a photo "id" to the staff to verify authorization.
5. Parents/guardians 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.
6. The drop off period for the program is 8:00-8:45. Any parent dropping off after 9:00 a.m. Will be recorded and warned. After the 2nd offense, you will be notified to pick up your child immediately. **Please call the director if you will be later than 9:00 a.m.**
7. All children must be picked up at by **4:00 pm.**
8. Children who do not show up for the program may be called within 24 hours to confirm reason for absence.

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

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

If there are any children left past 4:30pm 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 director/unit leader may contact the department of children and families and file a 51a.**

Authorization to release

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

1. **Only** authorized persons can pick-up a child
2. Authorized persons must physically accept the child.
3. Authorized persons must show a valid id to program staff.
4. Picking up prior to designated pick up times must be pre-arranged with the director. **Call 781-605-5340**
4. Each child must have in his/her file, a list of persons authorized to pick up the child.
5. Children at least 12 years of age may leave the program on their own provided the received written permission from a parent or guardian.
6. No child will be allowed to cross the street to a parent or authorized release person. You must park your vehicle & receive the child in person.

Field trips

Children will go on field trips in addition to daily activities. Some field trips are within walking distance while others require transportation. Buses will be chartered to provide transportation.

Emergency procedures

Every activity space will have an evacuation plan. In the event of an emergency evacuation, staff will lead the children according to evacuation plans. The director or unit leader will check for anyone left behind. Staff will consult with the director or unit leader to ensure that all children and staff are accounted for.

Evacuation of the program site

1. The staff in charge of the area (pool, gym, etc.) They are in at the time of the evacuation will lead children out of the facility.
2. The director or unit leader will check the facility for stragglers. This person will also check the attendance to the number of children who evacuated to ensure all are accounted for.
3. If the evacuation must be for a lengthy period of time due to fire, loss of power, heat or water, the children will be brought to the parking lot next to the police department or high school. Parents/guardians will be notified to pick up their child as soon as possible.

Contingency plan

1. **If the facility loses power, heat, or water during non-Program hours** and the facility cannot open for the day parents/guardians are notified via an outgoing message on the program phone. The y will update the outgoing message as needed to inform parents/guardians regarding when the program will reopen.
2. **If the facility loses power, heat or water during program hours** the director and staff will contact a parents/guardians/guardians to pick up their child.

Child emergencies

(on site)

- If a child is injured on site, the staff or nurse will assess the situation. If the child needs medical attention the program will contact 911.
- If the child must be taken to the hospital a staff person will accompany the child with the child's c information.
- A parent/guardian will be contacted with details, ie: hospital location and nature of injury.

(off site)

- If a child is injured while on a field trip, the procedures detailed for "on site" will be followed.
- Children are transported to the nearest medical facility, with a staff person.

(when a parent cannot be notified)

Every effort will be made to first contact the parent or guardian in the event of a child emergency. Attempts will also be made to emergency contact persons in the children file. The staff will stay with the child until an authorized individual arrives.

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

Lost Child

1. Staff assigned to supervise groups are responsible to take face attendance during every transition to or from a new activity area. Child head counts are very important. In the event of a lost child, the following procedure will apply:
2. Director will be notified that a child is lost, missing, or ran away.
3. Director will determine where the child was last seen, the time and by whom including a description of child's clothing and other helpful information.
4. Director will alert staff: all staff with groups will report to a central location for attendance.

5. All available staff will report director's instructions to systematically search all areas and buildings.
6. Director will notify police for assistance if necessary and contact the parents.

Lost swimmer

Certified lifeguards will be present during all swim activities. Program staff will be responsible for taking head counts during swim activities. In the event of a lost swimmer, the following procedure will be followed:

1. Staff will alert lifeguards of the situation.
2. Lifeguards will clear all areas.
3. Children will report to their group and staff will take attendance.
4. Lifeguard and director or lead staff will determine swimmers name and age, a description of clothing and where they were last seen and begin searching the water.
5. If the swimmer is in the water, lifeguards will start emergency rescue procedures immediately. The director or lead staff will call 911 (ems).
6. If the child is not in the water the lost child procedure will be activated.

Section 6

Attendance

It is the responsibility of the parent to bring their child to the program each day. The Summer program assumes no responsibility for any child before they arrive or after they are picked up from the program. Parents/guardians must physically turn over the child to a director or designee.

Parent/guardian input

Parents/guardians are welcome to offer any questions regarding the development of program and policy. If you wish to become involved, please contact the director at (781) 324-7680. X219.

Items from home

In order to prevent damage or loss, the program strongly discourages children from bringing items from home unless requested by the program for a particular activity. The program will not be responsible for lost or stolen toys or games. Items that should not be brought to the program include: Electronics, Cell Phones, Computers, Tablets, Music or Gaming Devices; Weapons or Pocket knives or any other tools; Pets; Drugs or Alcohol; Cash or other forms of money, Gum or Candy; Trading Cards or Toys, such as Pokémon or other types of cards or action figures. Parents/guardians should insure that their child not bring with them to the program any inappropriate or dangerous item. Any potentially dangerous or questionable item will be confiscated by staff and secured in a safe place. Parents/guardians will be contacted immediately to discuss the situation and consequences as determined by the director.

Cell phones

We understand that many children have access to cell phones. However they are not permitted in the program due to safety and privacy reasons—pictures and the internet are of major concern. By not allowing cell phones in the program we aim to improve safety; increase children's focus, independence, involvement and engagement; protect from cyber-bullying; and better initiate immediate conflict resolution—children are more likely to seek an adult right away with an issue if they do not have a cell phone. 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 staff confiscating the cell phone. **Staff will have authorized cell phone(s) to use for emergencies and program business only!**

Sun protection

Parents/guardians are required to provide sunscreen either before their child arrives at the program 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 at the program. 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 children re-apply during the day.