



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ATTLEBORO YMCA

SCHOLASTIC SUPPORT CENTER

Family Handbook

2020-2021 School Year

ATTLEBORO YMCA SCHOLASTIC SUPPORT CENTER

WELCOME. We are delighted that your child will join us in the 2020-2021 Scholastic Support Center program. We consider it a true privilege that you are entrusting us with the care of your child. With schools opting for hybrid or fully remote schooling models to begin the school year, the Attleboro YMCA has been working in partnership with local school districts to develop the Scholastic Support Center - an academic support and enrichment program that aligns with the education models of local districts for the upcoming year. The program will offer a day of programming from 7:00 am to 5:30 pm Monday through Friday for children in grades K-6. Led by educational specialists and YMCA program staff, the Scholastic Support Center will provide academic support to students participating in live virtual instruction, engage students in structured enrichment activities, and provide childcare for working parents. We look forward to collaborating with your family to provide an enriching, rewarding, and most importantly, FUN experience for your child.

Stephanie Bryant

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Teen & Camp Director
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DAYS AND HOURS OF OPERATION

Program Start Date: September 21, 2020

Program Duration: Program will continue through the 2020-2021 school year as long as schools continue in a hybrid or remote format.

Days and Hours: MON-FRI 7:00 am-5:30 pm
(Children may register for 2 to 5 days per week, depending on their school schedules and family needs.)

PROGRAM LOCATION AND CONTACT NUMBERS

Attleboro YMCA Pleasant Street Branch

537 Pleasant Street
Attleboro, MA 02703

(508) 226-7700

HOLIDAYS – FALL 2020

Thanksgiving – November 26 - Program closed

December Break – December 24-January 1 – Program closed. Y to offer Vacation Week Camp.

The Scholastic Support Center will run with modified programming on all other holidays and professional development days.

OUR CAUSE

At the Y, strengthening community is our cause. Every day we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow, and thrive.

OUR MISSION

The Attleboro YMCA is a charitable organization dedicated to the physical, mental and spiritual development of all. It fosters personal growth through quality programs and services provided in a positive environment by committed staff and volunteers. The Attleboro YMCA is a designated 501-C3 non-profit charitable organization.

FOCUS ON YOUTH DEVELOPMENT

At the Attleboro Y, we believe that all children deserve the opportunity to learn and cultivate values, skills and relationships that lead to positive behaviors, healthy lifestyles and academic achievement.

As a parent, you can be assured that the safety of children in our care is of paramount importance. We utilize a rigorous screening and orientation process. All staff members are trained in the recognition and prevention of child abuse. Every full or part-time YMCA employee must adhere to an established code of conduct.

OUR PHILOSOPHY

The Attleboro YMCA's Scholastic Support Center uses developmentally appropriate practices to provide a safe, supportive and nurturing environment where children develop physically, socially, emotionally and cognitively. The program is consistent with the Y's philosophy, which is grounded in a child-centered and holistic approach to youth development.

Developmentally appropriate practice requires that our staff know about the various stages of child development and the implications of this knowledge. This knowledge then becomes the premise from which they teach, construct their curriculum content, and assess what to implement and when, assess what children have learned and how to adapt their curriculum and instruction to continually meet children's changing individual strengths.

LICENSING AGENT

The Massachusetts Department of Early Education and Care licenses our program. We believe licensing standards and regulations are the minimum standards for quality care and strive to provide excellent ratios and programming experiences for your child.

DEVELOPMENTAL GOALS

At the YMCA, we feel that in order for children to grow into happy, healthy adults, they must grow up feeling good about themselves and the world round them. The youth experience is

focused on learning character and developmental assets through activities and enrichment programs that are fun, safe, and developmentally appropriate.

PROGRAM GOALS

The Scholastic Support Center program strives to:

- Provide academic support to students participating in live virtual instruction
- Ensure that students are able to fully engage in their remote-learning schoolwork, whether online or as individual project work
- Provide any additional tutoring or support necessary to help children with their learning
- Engage students in structured enrichment activities to help foster new skills and positive self-esteem
- Foster an environment that values caring, honesty, respect, and responsibility
- Engage students in fun and active ways to promote physical fitness and healthy lifestyles
- Encourage children to embrace their importance as an individual in a large diverse world
- Allow children opportunities to help build a strong community
- Experience opportunities to enhance leadership skills.

THE STAFF

We believe the success of our program lies in the quality of our staff. Each member is carefully selected based on his or her experience, education, character, talents, and interpersonal skills. All staff members come together for in-depth orientation training to discuss program goals, emergency procedures, group work, and curriculum. All of our staff have met strictly enforced state standards and meet all Department of Early Education and Care requirements. Each staff member must also pass through personal reference checks, finger printing, and pass criminal records checks (CORI, SORI, and DCF). The YMCA provides various training for staff, such as Child Abuse Prevention and Identification, CPR and First Aid. Staff also must meet the state guidelines for professional development annually.

AFFIRMATIVE ACTION

It is the policy of the Attleboro YMCA to accept applications for memberships, financial aid, employment, or program participation without regard to race, cultural heritage, political beliefs, national origin, veteran's status, disability, sexual orientation, or marital status.

POLICIES AND PROTOCOLS TO ENSURE A HEALTHY AND SAFE ENVIRONMENT IN LIGHT OF THE COVID-19 PANDEMIC

In order to protect our children, staff, and classrooms from the spread of coronavirus, the Attleboro YMCA has set a plan in place to ensure that preventative measures are taken and that there is a clear action plan in case of exposure.

However, we need the cooperation of every child and of every family in order to make this possible. Please be sure to carefully read through all of our 2020 Health & Safety Policies.

CLASSROOM SIZE, PODS, AND STAFF RATIOS

In the Scholastic Support Center, children will be grouped in “pods” of 10 children or less. Each classroom will be set up to provide children with working spaces that are distanced at least six feet from one another. The pods of children will be grouped according to consistent schedules and grade levels to minimize exposure. A consistent staff team – including an educational specialist and a program assistant – will be assigned to each pod of children.

DROP OFF AND PICK UP

Drop Off

- Please drive up to the Pleasant Street Branch with your passenger side door facing the main entrance.
- From 7:00-8:30 am, a staff person will be stationed outside to greet your child and accompany your child inside.
- If you arrive after 8:30 am, please call 508-226-7700 to let the staff know you’ve arrived. A staff person will then come out to greet your child.
- All passengers inside the car need to be wearing a mask at drop off.
- Parents will be required to fill out a daily screening form and present it at drop off.
- Child will be admitted and escorted to classroom.
- Personal belongings will be stored in an individual space.
- Child will wash hands and proceed with day.

Pick Up

- Please drive up to the Pleasant Street Branch with your passenger side door facing the main entrance.
- From 4:30-5:30 pm, a staff person will be stationed outside to greet you, check your ID and verify that you’re listed as an authorized pick up, and have your child brought out to the car.
- If you’re picking up at any other time of day, please call 508-226-7700 to notify the staff. Your child will then be brought out to you.

DAILY HEALTH SCREENING

Each day, you must bring a filled out and signed health screening form. We appreciate everyone's cooperation with this, as this is required by the state. (Form appears on page 27 of this document.)

If your child will be absent, please call 508-226-7700 to report your child's absence.

MASKS FOR CHILDREN AND STAFF

Masks are currently the best preventative tool to limit the spread of COVID-19 when physical distancing is not possible. Each child and staff member is required to wear a mask when 6 feet of physical distancing is not possible. Each family should provide their children with two masks daily. Masks should be taken home and washed either by hand (using 4 teaspoons of bleach per quart of water) or by machine on the warmest setting appropriate.

The staff will coordinate several times per day when children can take a "mask break" in safe, distanced situations.

CLEANING & SUPPLIES PROTOCOLS

Since the start of the COVID-19 pandemic, the Attleboro YMCA has intensified our cleaning protocols throughout our facilities and in our childcare spaces. While children are encouraged to wash their hands several times a day, the YMCA staff will clean classrooms, restrooms, and high traffic areas throughout the day. For details, go to page 22.

IF A CHILD OR STAFF PERSON BECOMES SICK OR SYMPTOMATIC

Any individual who presents as symptomatic will be immediately isolated from other children and staff. They will be relocated to the health room and supervised by the staff nurse or program director. All individuals will be required to wear appropriate PPE while in the space.

The child's parent or guardian will be contacted immediately. A parent, guardian, or authorized pickup must pick up the child as soon as possible. The pickup person will call 508-226-7700 when they arrive and the child will be brought to the car.

Parents/guardians will be required to correspond with the director concerning the health of the child.

If a case of COVID-19 exposure or illness occurs, all families will be notified via email or text message. Please make sure that your contact information is correct on your account.

ENROLLMENT PROCEDURES AND REQUIREMENTS

ENROLLMENT PROCEDURES

We offer a continuous enrollment with final acceptance based on availability within the program. The Scholastic Support Center welcomes all families. The Attleboro YMCA strives to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility—they guide everything we do.

Each family is required to submit an application and registration packet for their child's program.

Application (submitted at the point of sign-up) includes:

- Child Information and Family Information
- Approved Pickup Information
- Emergency Pickup Information

Registration packet includes:

- Child's 2020-2021 School Year Information
- Transportation Plan & Authorization
- Health Policies Agreement & COVID-19 Risk Waiver
- First Aid and Medical Care Consent
- Financial Agreement & Billing Information
- Childcare Activity Permission Forms
- Attleboro Y Background Check and Child Protection Policy
- Medication Consent Forms and Individual Health Plan (if applicable)
- Custody Agreements (if applicable)
- Copies of child's IEP (if applicable)

A \$50 nonrefundable registration fee is required. After the registration is completed, you will receive notification that your child's registration is complete and a date to begin will be confirmed. (All registration packets returned to the YMCA by September 7th will be guaranteed a start date the week of September 21st.) Depending on availability, this process is usually completed in one week.

REGISTRATION CHANGES

Any changes in registration information concerning you or your child must be arranged on an ongoing basis with the Director (i.e., changes in pick-up authorization, addresses, work or home phone numbers, emergency contacts, etc.). If you are changing your child's scheduled days, you must give two weeks written notice. Changes will only be accommodated if space is available.

If you need to cancel your child's enrollment in the program, you must give the Director two weeks written notice.

CHILD AND FAMILY ORIENTATION

As part of our commitment to family engagement, the YMCA has developed this orientation process to welcome children and families to our program and to help ensure that the program is a good match for the child, his/her family and the center.

Due to the current health situation, we will offer a series of virtual Q&A nights and a video tour of the space to orient both families and children to the program, our spaces, and our staff.

Parent/Guardian Info/Q&A Nights via Zoom

We will email meeting links to all registered families one day prior to each Info Night.

THU, SEPT 3 6:30 pm

WED, SEPT 9 6:30 pm

MON, SEPT 14 6:30 pm

Video Tour

We will email a link to the video tour to all registered families the week of September 14th. Please take some time to review the video with your children prior to their first day at the program.

FINANCIAL INFORMATION

For all registrations, there is a non-refundable registration fee of \$50 per child. Please note that families receiving YMCA financial assistance are still required to pay the registration fee. Based on your child's schedule and daily rate, your weekly tuition is due the Friday prior to each week of the program. The weekly fee must be paid via automatic draft from your credit card or banking account.

If a payment is returned due to insufficient funds, an automatic fee of \$30 will be added to your YMCA account. (Please note that this is in addition to any fees that your credit card or bank may charge).

FINANCIAL ASSISTANCE

The Attleboro YMCA strives to keep the cost of our programs affordable for all. Donations made to our Annual Campaign help to keep tuition reasonable while allowing us to provide quality programming. Through the financial assistance program, we offer assistance to individuals and families who cannot afford the full price of membership and the Scholastic Support Center. Eligibility is based on income level, family size, and funds available. We require that all families who request assistance explore and register with the state of Massachusetts Department of Children and Families PACE program. We accept state voucher payments and other voucher payments through local resources and referral agencies.

CONFIDENTIALITY OF RECORDS

All information contained in your child's record is privileged and confidential and cannot be released without your written consent. Authorized representatives from the YMCA, EEC and DCF have the right and responsibility to review all records upon request.

WITHDRAWAL POLICY

Parents must provide information to the Attleboro YMCA's Scholastic Support Center in writing two weeks in advance if they are withdrawing their child from the program. Parents who fail to do so will still be liable for payment for two weeks after the center has been notified. The Attleboro YMCA reserves the right to terminate services with a two-week advance notice to families. When the health, welfare and safety of other children are at stake, the YMCA reserves the right to suspend or terminate services immediately.

PROGRAM PLAN

The Scholastic Support Center is a place where students get the support they need to complete their online and at-home coursework, while also participating in fun activities in a safe, supportive environment.

The earlier portion of our days will focus on the children's remote-learning work and assignments. Our morning plans will depend upon the children's school plans and remote-learning requirements. Our educational specialists will assist children with logging into and focusing on their live online classes. They will also provide whatever additional support and tutoring is necessary for children to complete their work and to understand the concepts that their school teachers are presenting.

When online school and remote learning is completed (or when pods of children have breaks in their school day), our program staff will lead age-appropriate games, enrichment activities, and more, including:

- Fitness and Nutrition
- Swimming
- Outdoor activities
- Arts and Drama
- STEM.

The Attleboro YMCA programs are designed to build strong bodies, minds and spirits. Activities at the Y are designated to put learning into context of play and to celebrate the joys of learning and growing. Our curriculum addresses each child's development needs and interests and emphasizes the YMCA character values of caring, honesty, respect, and responsibility. Our classes are designed to make children feel safe and comfortable while learning, exploring, socializing, and enjoying themselves. Our programs provide safe and reliable environments for kids to select and develop new interests all while having FUN.

SAMPLE DAILY SCHEDULE

Routines create a structure for children that helps provide a framework for understanding and learning in their environment. In order to meet the developmental needs of each child, the daily schedule and curriculum may vary among the classrooms. Even within a single classroom, there is flexibility within the schedule to respond to the individual children at a given moment while still keeping the framework of the schedule for consistency. This is a sample daily schedule for the Scholastic Support Center.

7:00 - 9:00	Arrival, centers, and choice time
9:00 - 12:00	Morning Session – Depending on your child's grade level and remote-learning schedule, this will include online learning, academic assignments, and more as assigned by your child's school teacher. We will also include time for snack breaks, games, and activity breaks.

12:00 - 12:30	Lunch
12:30 - 2:00	Afternoon Learning Sessions – An opportunity for students to finish up any remaining school work or get assistance/tutoring with any learning as necessary.
2:00 - 2:15	Snack
2:15 - 5:00	Enrichment Activities (Swim Lessons, Outdoor Time, Fitness, Gym Games, Arts & Crafts, Drama, and more)
5:00 - 5:30	Wrap Up/Pick Up

PACKING CHECKLIST

Each day of the program, your child should bring:

- Backpack and Lunch Box with one morning healthy snack, a healthy lunch, and a healthy afternoon snack.
- Chromebook or other laptop that your child will use for lessons (Please be sure that the Chromebook is charged overnight.) Please be sure to send in all login information for any online work/programs your child will be expected to use during the day.
- All materials for schoolwork that your child will need for the day.
- Swimsuit and Towel
- Small container of Hand Sanitizer
- Please label all items with your child's name.

SNACK SUGGESTIONS

Drinks: Water, Milk, 100% Juice

Snacks: Fresh fruit or Vegetables, Yogurt, Granola Bar, Dry Cereal, Pretzels, Cheese and Crackers, Dried Fruit. Crackers

Please note that we will not be able to refrigerate or reheat lunches and snacks. If your child prefers a hot lunch, please pack it in a thermos for the day.

POLICIES AND PROCEDURES

CHILD GUIDANCE

One of the goals of our child guidance plan is to minimize opportunities for challenging behavior and to help children develop tools to make good decisions about resolving conflicts and solving problems so that children can demonstrate respect for each other and their environment as well as ensure the safety and security of everyone involved.

Teachers observe children to identify events, activities, interactions, and other contextual factors that predict or contribute to the child's use of challenging behavior. Once these negative behavior triggers are found, educators explore ways to minimize their impact to promote positive behaviors by the children through the modification of the environment or activities as well as provide adult or peer support.

METHODS OF GUIDANCE APPROVED FOR YMCA EDUCATORS

Our staff members address challenging behavior by assessing the function of the child's behavior, convening families and professionals to develop individualized plans to address behavior, and using positive behavior support strategies. When challenging behavior occurs, the staff will discuss the problem with the child in a developmentally appropriate manner. The staff will respond to the child in a way that is safe for the child and others in the classroom, is calm, is respectful, and provides the child with information about acceptable behavior. When possible, the child is encouraged to suggest alternative solutions and assist in implementing them.

The staff will also help children manage their behavior by guiding and supporting children to:

- Persist when frustrated
- Play cooperatively with other children
- Use language to communicate needs
- Learn turn taking
- Gain control of physical impulses

A typical classroom intervention follows a three-step process depending on the infraction and the age of the child. First, the child would be redirected to a positive alternative to the negative behavior. Second, if the negative behavior continues, the child would be asked to leave the activity, but encouraged to find a different option. Third, if the negative behavior persists, the child would be separated from the rest of the group to a safe place within view and near the educator. The child may rejoin the group once he or she has demonstrated the ability to follow classroom guidelines and make appropriate behavioral decisions. Please note that although the time that a child is separated is not dictated by a set number of minutes, rather by the child's ability to demonstrate his or her capacity to make a good decisions, educators check in with the child in fewer minutes than the number of the child's age.

In problematic situations where children exhibit persistent, serious, and challenging behaviors, teachers, families, and other professionals will work as a team to develop and implement an individualized plan that supports the child's inclusion and success both at home and at the YMCA.

RESTRICTED METHODS OF BEHAVIOR MANAGEMENT

- No spanking or other corporal punishment
- No cruel, unusual, or severe punishment, humiliation, verbal or physical abuse, neglect, abusive treatment
- No denial of meals or snacks, drink, rest, or bathroom facilities as punishment
- No force-feeding
- No punishment 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 other excessive practices of toileting
- No punishment related to eating or not eating food
- Time-outs where children are isolated for a specific amount of time based on their ages. At the YMCA, children need to leave the group or their activity until they can demonstrate that they can make appropriate decisions about their behaviors. Educators help the children explore the situation as a learning experience so that the children can make appropriate choices in the future.

Any YMCA staff that violates any of the restricted methods listed above will be immediately suspended until the Department of Children and Families complete further investigation.

In all cases, suspension and/or expulsion of a child from the program is the final decision of the Director. Although a last resort, suspension may be necessary to ensure the safety of your child and of others in the group.

STUDENT DISCIPLINE/ANTI-BULLYING POLICY

We strive to provide all children with a safe and positive program experience. Guidance and discipline are positive, non-punitive, and appropriate to the situation and to each child's individual development.

If a discipline issue does arise, the steps listed below will be taken (may vary based on the situation):

- Verbal warning
- Loss of choice/removal from activity
- Child and parent discussion
- Removal from program

Infractions of this policy include:

- Disrespect, verbal or physical aggression toward staff or other adults
- Continuous disruption/uncooperative behavior

- Exhibiting behavior that endangers the safety of the child
- Attempting to leave the childcare space or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons
- Racism, fighting, bullying, vandalism, and swearing
- Destruction of property or others belongings
- Possession of drugs and alcohol

Each incident will be documented; parents will be contacted and may be requested to pick up their child immediately. Suspension guidelines are as follows:

- First offense-Written notice of incident to parent
- Second offense-Written notice and conferencing with parent, and one day suspension
- Third offense-Written notice and conferencing with parent, and three day suspension

Expulsion will occur to any child who is a threat to himself or herself or other children, or who is a repeat offender. All suspensions and expulsions are at the discretion of the coordinator or director. **If your child misses days due to suspension or expulsion, refunds will not be provided.**

To avoid suspension or in some cases termination, parents and staff will work together to develop a plan of action that addresses the behaviors that are not acceptable in the program. Parents will be required to meet with the program coordinator and the Director to discuss the plan of action. This plan of action may include one of the following or a combination of actions.

- Development of a written plan that exhibits consistency of expectations at home and within the program. Daily written and verbal communication between staff and families will take place. This plan will be age appropriate for the participant.
- The Director will work closely with families of children who have IEP's that are implemented at school for behavioral management problems. If parents are in agreement, this person will be a participant in the IEP review team for the child.
- The program center will be open to observational requests by parent approved agencies and school districts that are required to help a child become a positive participant in the group.
- The YMCA will provide referral information to parents for evaluation, diagnostic or therapeutic services. The program health consultant Dr. Bradley Germain will provide reference and referral information for dissemination to requesting parents.
- Staff will participate in ongoing training in Positive Behavior Interventions and Supports (PBIS). The theory of this program will be implemented into all Attleboro YMCA programs.

If after parental conferencing and implementation of behavioral changing programs have been explored the participant's actions warrant suspension or termination from the program, the parents of the participant will be provided with a written report of the reasons behind the action. This report will state the reasons, specific to the participant, for the proposed suspension or termination. In the case of suspension the parent and Sr Childcare Director will meet and

discuss the specifics of the suspension that are age and behaviorally appropriate for the reasons of suspension of each individual child.

DEFINITION OF BULLYING

Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying:

- Repetitive, willful, or persistent
- Intentionally harmful
- As imbalance of power leaving the person feeling defenseless

These may include:

- Taunting
- Spreading rumors
- Excluding others from groups
- Kicking, hitting, or pushing

The staff of the Attleboro YMCA will work with the participants to use the following technique when they feel that they are in a situation where they may feel as though they are being bullied.

Three Times Guidelines

First time – If it has never happened before; ignore it, let it go, pretend you didn't hear it.

Second time – The second time it happens, it's time to use your words.

Third time – When the words aren't working; report it to an authority figure.
(www.DoneWithBullying.com)

Incidents of bullying will not be tolerated. Suspension and termination procedures stated above will be followed.

PROCEDURES TO AVOID SUSPENSION OR TERMINATION

Warnings and/or suspensions are used before termination is instituted when possible. Incidents will be documented and shared with parents both in writing and through conferencing when possible. A reasonable effort is made to work with the family prior to termination. Documentation of all referrals that are recommended for or requested by the parent are kept in the child's file.

Possible reasons for suspension and/or termination of a child from the Program include:

- Inappropriate behavior by child, considered to be harmful to your child, educators, or others (Families are still liable for payment for days suspended due to inappropriate behavior)

- Inappropriate behavior or language by adult family members, considered to be harmful to your child, educators, or others (Families are still liable for payment for days suspended due to inappropriate behavior)
- Chronic tardiness at pick up time
- Overdue fees
- Other, as determined and discussed with the Director

When a child is terminated from the program, the educators must prepare the child for termination in a manner consistent with his/her ability to understand, when possible. Suspension will not be for punishment or to circumvent the referral requirements and will not be in violation of the American Disabilities Act.

REFERRALS

The Attleboro YMCA has information regarding resources for multiple different agencies. If you are in need of community resources for your family please see the Director for specific resources that may help serve your needs. When school-age participants experience difficulties participating in the regularly scheduled programs, parents will be notified and conferencing will convene to discuss what is best for their child. If the child is presently on an IEP or is actively engaged in outside counseling the staff will work with the family and other professionals to assure that the program is compatible to the child's needs and is as flexible as possible for the child. If the child does not have a plan in place, the Director will meet with the family to discuss the limitations of the YMCA program and make recommendations for outside organizations that may be able to help.

SPECIAL NEEDS

The YMCA will request and review information given by the parent related to the child's participation in the program. Identification of specific recommendations required to meet the needs of the child, which would include change or modification in the child's participation in regular activities would be discussed as well as identification of any special equipment, materials, ramps or aids. The YMCA will make every effort to accommodate all children. The director will work in close communication with the child's school and any outside programs the child is involved with. The Director will make her/himself available for any IEP conferences when the family request their assistance or participation. If such accommodations will cause undue burden on the program, the parent will be notified in writing, which would include the reasons for the decisions. Parents may contact the Department of Early Education and Care to review the decision.

TOYS FROM HOME

The YMCA discourages any toys/valuables from home being brought to the programs so that sharing does not become an issue and nothing is lost, stolen or broken. Staff is not responsible for any toys from home.

INCLEMENT WEATHER POLICY

- If the Attleboro Public Schools are delayed or closed, the Scholastic Support Center will have a one-hour delay unless it is deemed unsafe for the facilities to open. If the weather is extremely bad, the program may be closed. Please refer to the following for daily reports.

The Y will communicate any closings, cancellations or delays in the following ways:

- Phone: Call the Y at the 508-226-7700 or 508-222-7422. In the event of closings, a message will be left on the outgoing message by 4:15 a.m.
- Website: On the Y's website, click the Facility Updates button for the latest info.
- Facebook: "Like" the Attleboro Y's Facebook page for updates.
- Email: We will send out an email in the event of closings or delays.
- Mobile App: Get the Attleboro Y's mobile app on your iPhone or Droid and make sure that you enable push notifications. In the event of closings, you will receive a notification on your phone like a text message.

AUTHORIZED PICK-UP POLICY

All authorized pick-up persons must have a picture ID available for the staff to check and compare to the authorized list. No child will be released to anyone who is not on the authorized pick-up list. Please advise all authorized pick-up persons that these policies and procedures are put into place to keep our children safe.

If you would like to add another person to your child's pick-up list or delete someone from the list, you must notify the Director in writing prior to the day that change is to become effective.

All persons authorized must be 16 years of age.

Please be aware that if a teacher suspects you have been consuming alcohol/drugs, you will be asked to have someone else pick-up your child. Your child will not be released to anyone believed to be under the influence.

ABSENT POLICY

If a child is to be **absent from the YMCA program, the parent/guardian must call 508-226-7700 prior to the child's usual scheduled arrival** at the program. If your child is absent on his/her scheduled day, the parent/guardian is still responsible for payment of services. The parent/guardian may be contacted in the event that a child does not arrive at the YMCA and previous notice has not been given.

LATE PICK-UP POLICY

Parents/Guardians must pick up their children by 5:30 pm. If you know you are going to be late, please call and let us know so we may reassure your child that you are okay. A late fee of \$10 for the first ten minutes and \$5 for each five-minute interval afterward, per child will be assessed for anyone picking up their children after closing hours/ Payments for late fees will be added to the child's following week bill.

In the event of consistent tardiness, a case conference will be convened to discuss possible alternatives. Consistent cases of tardiness may result in your child's termination from the program.

EMERGENCY PROCEDURES

The staff who have all received First Aid and CPR training will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets. Staff will fill out incident forms and give a copy to parents, retaining copy for the child's records. Staff will be informed of all first aid given to their child. If their child's symptoms persist, parents will be notified and asked to make arrangements to pick up their child.

In case of major emergency that require professional medical attention, the child will be taken by ambulance to the hospital designated on their medical form. A parent will be called letting them know the condition of their child and the procedures that are being taken. Health forms on file will include child and parent information, emergency numbers when parents cannot be reached and a medical release to seek treatment if parents cannot be reached. If your child has to be transported by ambulance a teacher or the director will accompany them in the ambulance and remain with your child until you can reach the hospital.

EMERGENCY EVACUATION PLAN

All of our classrooms have evacuation instructions and routes posted in their classrooms. When a practice drill is ordered each teachers will line all the children up, take the attendance roster, and proceed out of the building following the emergency exit plan. A teacher is instructed to lead the line and another to follow the line. The remaining staff or director checks the bathrooms and all other spaces for children. Prior to leading the line, the teacher reports the number of children to the director. Once the children have been escorted outside they follow to the designated safe meeting area. A roll call is then taken. All children and staff remain in the safe meeting area until the all clear is given to proceed back into the building. Alternate routes are routinely practiced.

Evacuation/Fire Drills take place at least monthly for all programs. The Director is responsible for assuring that evacuation/fire drills are held at different times of the program day and are practiced will all groups of children. The director documents date, time and effectiveness of each drill and maintains documentation of the above-mentioned drills.

TRANSPORTATION

The Scholastic Support Center program does not transport children on a regular basis.

HEALTH POLICIES

The focus of all Early Learning and Care Programs will not be limited to learning but will encompass the physical and emotional aspects of your child's development. We ask for your complete cooperation in accepting the rules we have made for the health and safety of each child, and in turn, we pledge to you our diligence in maintaining good practices. If at times you are inconvenienced, we ask you to remember that in protecting someone else's child you will also help maintain a safe environment for your own. A full Health Care Policy is available upon request.

SICKNESS

Please keep your child home if he/she seems listless, unusually irritable, complains of aches, is feverish, or seems to be usually pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and educators. The following is a guideline for you to follow in determining when to keep your child at home. If your child is enrolled in public school and is not well enough to attend school they should not attend the program.

When Your Child Should Not Attend the YMCA

If your child is experiencing any of the following issues:

- Fever over 100°
- Strep throat (until medicated for 48 hours)
- Stomachache
- Anything that is contagious
- The child is unable to keep up with the pace of the day
- Diarrhea/vomiting (must be symptom free for 24 hours before returning)
- Head Lice (until child has undergone a treatment)

When a child is kept home due to illness, he or she must be symptom free, on prescription medication, or off nonprescription medication for at least 24 hours before returning to the program. Each child responds and reacts differently to sickness, so please be advised that the teachers may need to send children home if they are unable to participate and keep up with the pace of the day. If your child is at the program and becomes ill, you will be required to pick up your child immediately. Please be aware that these guidelines are set forth to help maintain the health and safety of your child and other children as well. Please notify the YMCA program immediately if your child is exposed to a contagious disease. The director will notify you if and when it is necessary to keep your child at home. All parents will be given notice if a child in the program has been reported to have a contagious disease. Notices will include information on symptoms and general information on the contagions.

ADMINISTRATION OF MEDICINE

Prescription medication administered to a child must have prior written parent authorization. Prescription medication will only be administered on the written order of the child's physician and must be in the original container with the child's name, the name of the drug and directions for its administration and storage on the label. No YMCA staff person shall administer the first dose of any medication to a child except under extraordinary circumstances and with parental consent.

When non-prescription oral medication needs to be administered, every attempt will be made to verbally contact the parent prior to giving it to the child. Non-prescription oral medication (i.e. cough syrup, Tylenol, etc.) must have written permission from a physician that is valid for one year. Written parental consent with dosage, times, days, and purposed is also required and will be valid for wither one week or one year depending on the situation.

When a child requires medication that requires special procedures, educators must receive specific training with a written performance evaluation indicating that they are competent in following the written special procedures.

All non-prescription topical ointments must have written parental consent (i.e. sunscreen, Body lotions, Destin, etc.). All products that are provided by the parent must be labeled and only used for their child. Consent is valid for one year.

The Scholastic Support Program Nurse and staff will keep a written record of the administration of any medication that includes the time and date of each administration, the dosage, the name of the educator administering the medication and the name of the child. The YMCA will store all medications under proper conditions for sanitation, preservation, security and safety. All unused medication will be returned to the parent.

INDIVIDUAL HEALTH CARE PLANS

Individual Health Care Plans are required for children with chronic medical conditions that have been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. The Staff Nurse must have successfully completed health training, given by the child's health care practitioner or, with his/her written consent, given by the child's parent or the program's health consultant that specifically addresses the child's medical condition, medication and other treatment needs. The Nurse and YMCA staff may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

In addition to the requirements for the routine, scheduled administration of medication or treatment included in the Individual Health Care Plan, any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the Nurse or Director try to contact the parents prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parents cannot be reached in advance, as soon as possible after

such medication or treatment is given. The YMCA staff will document all medication or treatment that is administered, whether scheduled or anticipated, in the child's medication and treatment log.

The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

INFECTION CONTROL

All YMCA staff must be trained in infection control procedures as part of their new staff orientation. The full guidelines are located in the Health Care Policy.

HAND WASHING

We recognize the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of infections. Educators and children will observe the following hand washing procedures:

Children and adults' hands should be washed:

- On arrival for the day
- After using the toilet
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking
- Staff also wash their hands before and after administering medication and after handling garbage and cleaning.
- Staff will assist children with hand washing as needed to successfully complete the task

MAINTENANCE AND CLEANING

To prevent the spread of infection, the following steps will be taken for washing and disinfecting specified equipment, items and surfaces.

- Staff will use disinfectant spray when cleaning counters, tables, door handles, and garbage cans. Bleach or an approved EPA disinfectant will be used (1/4 cup of bleach to one gallon is sufficient and safe for cleaning surfaces).
- Although all equipment, items and surfaces (including floors and walls) are washed with soap and water and disinfected as needed to maintain a sanitary environment, additional guidelines are also followed regarding the frequency of cleaning and disinfecting.
- Staff receive training on universal precautions annually to protect themselves and others when coming into contact with blood or other potentially infectious body fluids.

HEALTHY EATING AND PHYSICAL ACTIVITIES POLICY (H.E.P.A)

At the Attleboro YMCA, we are for Healthy Living & Youth Development. We strive to be 100% compliant with the YMCA of the USA Healthy Eating & Physical Activity Standards (HEPA). We hope to encourage your child in making healthy decisions while they are in our care and want to support you in your efforts to make healthy choices at home. Please take a minute to review our policies related to food, beverages, screen time, and physical activity.

Physical Activity

- All children will have at least 60 minutes of physical activity per day.
- We will offer outdoor play and activities as much as possible, weather permitting.

Food & Drink

- Please pack healthy foods for lunch and snack. We encourage you to pack fruits & vegetables, whole grain products, & other healthy items.
- Water is our drink of choice! Please do not send sweetened drinks.

Screen Time

- We do not routinely watch movies in our program. We have much more exciting activities planned for each day to keep your child active and engaged.
- **Usage of electronic devices is restricted to our participants' assigned online learning.** We strive to keep children actively engaged. It is important that they interact with their peers and counselors.
- **No cell phones allowed.** Students will be allowed to make a phone call to their parent advising them that they have arrived at the program. Phones should then be secured.

CHILD PROTECTION POLICIES

ATTLEBORO YMCA STAFF ARE REQUIRED TO TAKE CHILD ABUSE AND PREVENTION TRAINING ANNUALLY.

PREVENTING CHILD ABUSE AND NEGLECT STRATEGIES

These preventive strategies are designed to protect the children in all Attleboro YMCA programs and to protect YMCA staff and volunteers from being wrongly accused of incidences of child abuse.

- The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children.
- The YMCA will take any allegation or suspicion of child abuse seriously and will respond accordingly.
- Educators understand the legal obligations to report suspected abuse.
- Policies, procedures and training are available relating to discipline, supervision, staff/participants interaction, staff and volunteer Code of Conduct, etc.
- Staff understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch.
- Defensive strategies have been identified for avoiding unfounded allegations in our yearly abuse prevention training for staff.
- Educators communicate frequently with parent /guardians regarding day-to-day activities and encourage parents /guardians to report or question any behavior or event their child may share that appears out of the ordinary.
- Parents/guardians know that they can visit unannounced any program that child participates in, and are encouraged to do so.
- Staff try to identify stressed parents/guardians and offer support and referrals for help.
- Staff have learned how to discuss sensitive issues with children such as toileting, sleeping and questions about sex.
- Staff protect themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs or facilities. (i.e. babysitting, taking children on trips, have them in their homes when others are not present, etc.).

MANDATED REPORTING

In order to insure the well-being of the children in our care, our educators have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and Department of Early Education and Care, and to cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws Chapter 119, Section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous

cases, we may refer the matter directly to the police or consult with the District Attorney as well.

As a licensed child care provider, we are mandated by Massachusetts State Law to report all incidents of suspected child abuse or neglect to the Department of Children and Families. If a case of child abuse is suspected by an educator or in the care of an educator, the following procedures have been put in place.

ATTLEBORO YMCA PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

The Attleboro YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

1. At the first report or possible (probable) cause to believe that child abuse has occurred, the employed staff person it has been reported to will notify the Director, who will then review the incident with the YMCA CEO. However, if the program director is not immediately available the staff person should report to the senior staff member. This review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporter. Most states mandate each teacher or child care provider to report information that they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
2. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the day of the report.
3. After the information is secured and documented, the Director and the CEO will determine if the Department of Children and Families (DCF) needs to be notified. If so, he/she will call DCF and file a 51A report. Within 48 hours a written 51A will be filed with DCF. If any of the individuals involved are enrolled in a licensed program, the appropriate licensing agency will be notified that a 51A was filed.
4. In the event the reported incidents involve a program volunteer or employed staff, the CEO will, without exception, suspend the volunteer or staff person from the YMCA.
5. If appropriate, the parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
6. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related because of the youth-involved nature of the YMCA.
7. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared by DCF to the satisfaction of the persons named in #1 above and EEC, if relevant.

8. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the people directly involved.

PARENT RIGHTS AND RESPONSIBILITIES

PARENTAL RIGHTS

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care center (including Preschools).

The Attleboro YMCA is required to inform all parents their rights and responsibilities at the time of enrollment of their child into the program. Section 7.04 of 102 CMR 7.00, the regulations that govern childcare centers, contains more information.

PARENT INPUT AND VOLUNTEER OPPORTUNITIES

The Attleboro YMCA must have a procedure for allowing input in the development of program policy and procedures. The director will inform parents of their rights as parents to offer input into the program. Parents are encouraged to discuss concerns with their child's teacher. If they are not comfortable approaching the educator, the parent and the director will develop a plan together to work towards a resolution. The Attleboro YMCA must provide an explanation to the parent when a takes a suggestion as to the program or policy of the center and the Attleboro YMCA does not adopt the suggestions. If the parent requests a written response, the Attleboro YMCA must respond in writing to the parent. The program will decide whether the parental suggestions will be implemented.

BUILDING STRONG YMCA COMMUNITY

One of the things that make the YMCA's program unique is the close collaboration between parents, students, teaches, YMCA staff, community partners and many others.

COLLABORATION WITH FAMILY

Parents/Guardians are a child's first and best teacher. Their involvement and input into a child's experience can be life changing.

Families are invited to schedule a meeting with the Director/Coordinator to discuss program plans and their needs. We may also contact you to schedule times with us to discuss your child's needs. We may also contact you to schedule time with us to discuss your child's progress in the program.

Families are given the opportunity to meet with staff through virtual meeting platforms prior to admission.

FAMILY FEEDBACK

The YMCA is a community focused organization, as such, we are very much interested in your comments, concerns questions, and feedback, regarding or programs. Please speak to any staff member. Parents/Guardians will also be given the opportunity annually to complete a formal survey about our program. Parents/Guardians who would like to speak with your child's Director/Coordinator about their child's progress or needs can schedule an appointment at their convenience to meet the staff.

When your child arrives home each day, discuss their day with them. Ask about the staff, the activities, and the other children in the program. Ask about your child's likes and dislikes. As you receive feedback from your child, please keep us informed. We strive for open communication within our programs. Feedback from your child allows us to further develop our program to meet the needs and desires of our families.



Attleboro YMCA Daily Health Screen Form

Date: _____

Name: _____

Instructions: Programs may use this form to screen all children and staff daily upon arrival and prior to entry into the child care space. It should also be used to guide the ongoing monitoring of children throughout the day.

If ALL of the below are NO, the child MAY attend the child care program. If the child shows signs of any of the below during the day, follow exclusion protocols and call the child's parent/guardian to come pick them up.

If ANY of the below are YES, the child SHOULD NOT BE ALLOWED to enter the child care program. The child should return home with their parent or caregiver.

Does the staff member/child have any of the following symptoms?	Yes	No
Cough?		
Sore throat?		
Rapid breathing or difficulty breathing (without recent physical activity)?		
Flushed cheeks?		
Gastrointestinal symptoms (diarrhea, nausea, vomiting)?		
Fatigue? (<i>Fatigue alone should not exclude a child from participation.</i>)		
Headache?		
New loss of smell/taste?		
New muscle aches?		
Any other sign of illness?		
Has the child had contact with someone in the previous 14 days with a confirmed or presumptive diagnosis of COVID-19 or someone who is ill with a respiratory illness?		
Is the staff member/child cleared to enter the facility?		

Staff signature: _____

Parent/guardian signature: _____ (if applicable)

Programs should be strictly enforcing the guidelines below with regard to child and/or staff re-entry following illness or exposure:

- If the child or staff member has been *exposed* to an individual who is COVID-19 positive or presumed to be COVID-19 positive, then they may not return to childcare for 14 days.
- If the child has *symptoms but not otherwise exposed* to an individual who is COVID-19 positive or presumed to be COVID-19 positive, they may not return to childcare until the symptoms abate.