



**BEST SUMMER EVER**



**MYSTIC VALLEY YMCA PARENT HANDBOOK  
SUMMER ADDENDUM**

Mystic Valley YMCA  
99 Dartmouth Street,  
Malden, MA 02148  
781.321.7680



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**Hours of operation**

Open Monday through Friday

Summer Program 7:30am - 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 group
- 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 withdrawal from your checking or credit card account.
- Parents/guardians may request a parent handbook including statement of purpose, transportation policy, and all other program procedures.
- 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 by the YMCA. This includes physical, immunization, medication consent, Individual Healthcare Plans (if needed), 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 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 the start of a given week, see payment schedule.

All forms including financial aid, health forms, and authorization forms must be returned by June 2<sup>nd</sup>.

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 the program. Parents/guardians must physically drop-off their

child(ren) to a Site Coordinators or designee.

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 7:45am 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 YMCA does not receive notice for any child who misses 3 days of any one-week session.

Violation of these policies may result in removal from the 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 (If your child does not want the provided lunch)
- Snack, separate from Lunch
- Refillable Water Bottle
- Any medications, epi-pens, inhalers need to have the label from the Pharmacy on the package or the bottle. All medication needs to be given to the staff.
- Change of clothes for children under 7 years
- Swimsuit & Towel, Poolside Footwear (and a bag for wet clothes)

Please let us know if you do not want your child to have a hot lunch. Please indicate during registration if your child will be participating in our meal program.

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

**WE ARE A NUT FREE ZONE!! PLEASE DO NOT SEND YOUR CHILD(REN) WITH ANY FOODS CONTAINING NUTS!!**

#### **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 an 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.

### **Items from home**

To prevent damage or loss, the YMCA summer program strongly discourages children from bringing items from home to the program unless requested by the program for a particular activity. The YMCA is not responsible for lost or stolen toys or games. Parents/guardians should ensure that their child(ren) do not bring with them any inappropriate or dangerous item. Any potentially dangerous or questionable items will be confiscated by program staff and secured in a safe place. Parents/guardians will be contacted immediately to discuss the situation and consequences as determined by the Site Coordinators.

### **Cell phones, Tablets and Personal Devices**

Cell phones, tablets and personal electronic devices are not allowed. If a child(ren) attends the summer program with a device staff will request that it remains in the child's Backpack on silent. Having cell phones and other electronic devices during the summer leads to potential distractions and/or conflicts such as fighting and bullying and prevents them from developing positive relationships with staff and peers. If they are seen using a cell phone, tablet or personal electronic devices staff will keep it until the end of the day and it will be kept in the Site Coordinator office.

Program staff will have cell phones to use for emergencies and business only!

### **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. . 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 the summer program, staff 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 for all YMCA children:**

Activities are arranged according to the abilities and levels of school age children. Children are encouraged to participate in group activities as well as personal choice activities throughout the day.

The program's goal for children is to allow for and foster the development of independence and responsibility as they mature.

The daily program schedule includes:

- Meeting time to discuss the day's events
- Arts and Crafts
- Swimming
- Outdoor Time
- Group Sports
- Gym Time
- Board Games
- Cooking
- STEM activities

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, CPR, First Aid, AED and behavior management. The Site Coordinators and YMCA consultants conduct training. Program Participants are directly supervised by staff and counselors are all times.

### **Health care policy**

No medication will be dispensed without parent's written consent and the Individual Health Care Plan.

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

The summer program staff will keep a written record of the administration of any medication to each child(ren), which includes the time and date of each administration and storage.

**Medication is administered and supervised by a trained staff member.**

The summer program staff 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 label from the Pharmacy must be on all medication.



The summer program staff will store all medication under proper conditions for sanitation, preservation, security, and safety. All unused medication will be returned to the parent/guardian.

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

**A complete copy of the health care policy is posted on the bulletin board at the front door and a copy can be given to a parent upon their request.**

### **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-imburement 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 must be taken to a doctor.

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.

If your child(ren) have a fever of 100.4 or higher, diarrhea or vomiting they will be sent home and need to be fever free, vomit free and diarrhea free for 24 hours without medication before they can return.

### **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 CPR will perform First Aid and/or CPR on a child. If your child is injured during 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. Parent/guardian will be notified immediately if your child receives an injury to the face, neck or head which may require further medical attention. 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, emergency contacts will be called. The child will be transported by ambulance to the nearest medical facility, accompanied by a Site Coordinator.

Injury reports are logged when CPR/First Aid is administered. A first aid kit is carried by staff at all times both inside and outside of the building. Certified staff will provide First Aid and/or CPR up to their certified level.

Parents will be informed of a child's accident before the end of day.

Methods of informing a parent are:

- A phone call will be placed to the parent/guardian
- Followed by a written report
- Parents/guardians will be notified at pick-up to sign the injury report

## **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. Some guidelines are we treat one another with respect, the property of others, the summer program staff and the children's/staff safety. The guidelines are incorporated into the program curriculum. They serve as a learning experience and are reviewed 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 (yellow) and Responsibility (green).

## **Discipline Procedure and Policy**

If a child is involved in a disrespectful action toward a site coordinator, staff, equipment, other children, visiting guests or other adults the child will be disciplined. The process in

which we try to modify the behavior is as follows:

- Verbal warning
- Redirected to another activity
- Break from activity
- Loss of privileges
- Day off from the summer program
- Multi-day suspension
- Have a talk with the Site Coordinator

Punishment will be based on the severity of the offense, not the personality of the child committing the offense.

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
- Behavior Contract
- Half days

Suspension is the last result. However, if a child is suspended, they will be suspended for no more than five days. The Site Coordinators will have a meeting with the parent/guardian to discuss the suspension before the suspension happens.

Termination occurs when it is determined that the program is no longer appropriate or working for the child(ren), the child will not return to the program. This is something that we do not want to happen at the YMCA but on occasion when the Site Coordinators and the staff can no longer support the child's behavior this will need to be the last option. The Site Coordinators will have a meeting with the parent/guardians to discuss the termination before the termination happens.

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.

### **Program rules**

- Children should listen to the instruction(s) of the staff.
- They will clearly state all rules before each activity begins. Rules will be posted in each classroom.
- Once a child chooses an activity, they must stay with it

- Switching your activity must be discussed with the staff and/or Site Coordinator
- Always stay with staff and your group
- No wandering or leaving any area without staff

YMCA summer program Site Coordinators and staff are responsible for making sure children have the right to:

- A safe, nurturing and fun environment which meets the developmental needs of all the children
- Individual and small group activities are appropriate for each age group
- Engage in age-appropriate play as well as building relationship skills with their peers
- Their ideas and feeling respected
- Have a right to voice their opinion on the rules
- Have input on activities offered
- Have the opportunity to express, happiness, joy, excitement, anger, frustration, disappointment in an appropriate manner
- Have staff care about them, enjoy being with them and help them to grow

**ANY TIME A CHILD ENDANGERS HIM/HERSELF, ANOTHER CHILD OR A STAFF PERSON, WALKS AWAY FROM A GROUP, A STAFF MEMEBER OR SITE COORDINATOR WHETHER INSIDE THE FACILITY OR OUTSIDE THE FACILTIY THIS MAY RESULT IN TERMINATION FROM THE SUMMER PROGRAM**

## **Bus rules**

### **All children must listen to drivers and monitors and NOT:**

- Stay always seated
- Face forward
- Use an inside voice
- Do not eat or drink on the bus.
- Keep your body and belongings inside the bus

## **Drop off/pick up policy**

The YMCA summer program does not provide transportation to its participants. Children must be walked into program daily by a parent/guardian. Children must be checked in and accepted by staff before heading off to their assigned group.

Any child left under the supervision of YMCA staff after scheduled pick up times will be subject to additional fees and possible further action including loss of services. Parents/guardians are responsible for their child prior to YMCA 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/guardians can authorize designated 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/guardians and authorized pick-up people are required to show a photo "ID" to the staff to verify authorization. Parents/guardians may grant their child (9 years or older only) permission (in writing) to walk home from the summer program each day.

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 fees and the program for the summer.

The YMCA will call parents/guardians to confirm that the child will not be attending for that day.

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. Please call the Site Coordinators if you will be later than 9:30 a.m.

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

Children, parents/guardians, visitors and staff may not be under the influence of illegal drugs or alcohol while on YMCA property.

## **Late pick up policy**

We understand that at times you may encounter difficulties picking up your child.

However, our late policy stands as follows:

- 1<sup>st</sup> offense - time, date, and name recorded, required parents/guardians signature
- 2<sup>nd</sup> offense, is recorded and a written warning is given, required parent/guardians signature
- Third offense and any other offense after this - you will be charged a fee of \$1.00 per minute per child. This must be paid prior to attending the 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 781-324-3774.

#### **Authorization to release**

To ensure 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 781-324-3774
- Each child must have in his/her file a list of people 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 the program.
- No child will be allowed to cross the street (Dartmouth or Mountain Avenue) to a parent/guardians 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 on the first day of the 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 IN CASE OF AN EMERGENCY**

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

