eliminating racism
empowering women

ywca

Central Massachusetts

Learning 4 Fun
Parent Handbook

YWCA Central Massachuetts
Administrative Offices
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table of contents

Overview

Mission 3
Statement of Purpose 3
Program Plan 3
Enrollment Requirements 3
Educators 4
Afterschool Schedule 5
Program Fees 5
Phone Numbers 6

Policies

Transportation 7
Children's Records 7
Contact Info 7
Snow Days/Early Release 8
Full Day and Holiday Schedule 8
Program Withdrawal/Switching Days 9
Departure 9
Absences and Late Arrivals 9
Sudden Illness or Serious Injury 9
Injury Reports 10
Administration of Medication 10
Emergency Medical Procedures 10
Emergency Plan / Natural Disaster 10
Tuition Payment 11
Tuition Express 11
Late Pick-up Fees 11
Holidays / Full Days 11

Behavior Management

Overview 12
Suspension and Termination 13

Parent Involvement

Overview 14
Enrollment Meeting 14
Progress Reports 15
Parent Conferences and Evaluations 15
YWCA and School Communication 15

Attachments

YWCA Abuse and Neglect Policy 16
Meal Pattern for the After-school snack program 17
Parental Release 18
Parental Agreement 19

overview

Mission

The YWCA Central Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all people.

Statement of Purpose

The purpose of the after-school program is to offer children the chance to develop and grow in a comfortable, safe, and interesting environment. Group leaders and assistants are trained in CPR and first aid and meet the Department of Early Education and Care requirements. Our staff-to-children ratio is 1:13 and staff members are trained to help your child develop self-esteem, confidence, friendships, and life-long skills.

The goals of the program are as follows:

1. to allow children to interact in a variety of leisure activities of their choice;
2. to further children's social and emotional development;
3. to foster children's physical development;
4. to teach decision making;
5. to enhance creativity;
6. to increase children's awareness of their own and others' cultural and ethnic backgrounds;
7. to encourage respect for oneself, one's peers, and for all people of diverse racial, ethnic and religious backgrounds, is the ultimate goal of the YWCA Learning 4 Fun Program.

No child or family will be refused any service on the basis of race, religion, language, cultural heritage, national origin, political beliefs, ability, marital status, or sexual orientation.

Enrollment Requirements

A child is eligible for enrollment to the YWCA Learning 4 Fun program once the YWCA receives the following requested documents:

- ☐ School age child care enrollment form
- ☐ School age child care contact information/Authorization to release form
- ☐ School age child care first aid and emergency care consent form
- ☐ Transportation plan and authorization
- ☐ Immunization record (date of last physical must be within the past 24 months)
- ☐ Transportation packet if applicable
- ☐ Payment of tuition deposit made, and $15 registration fee

Program Plan

The YWCA Learning 4 Fun Program serves girls and boys aged 5-12 who represent a wide range of socioeconomic, ethnic, and diverse backgrounds. The daily program is designed to promote individual growth in the following areas: physical, cognitive, emotional, and social development. The activities are carefully planned to balance fine and gross motor activities, small and large group activities, and opportunities for quiet and active interaction.

The School Age Director will work closely with each Site Coordinator to implement a developmentally appropriate curriculum which addresses individual needs of students enrolled in the program. Site Coordinators will monitor student progress and maintain communication between parents and staff. It is the policy of the Learning 4 Fun program to conduct ongoing staff and program evaluations to maintain a positive environment in which consistent guidance can be provided to students.

The YWCA Learning 4 Fun programs are licensed through the Department of Early Education and Care (EEC). The Massachusetts Department of Early Education and Care provides the foundation that supports all children in their development as lifelong learners and contributing members of the community, and supports families in their essential work as parents and caregivers. A parent may contact EEC directly, for questions about the YWCA's compliance with their mission.

Educators

The YWCA Early Education & Care educators are professionals with varied educational backgrounds that meet the qualification standards of the EEC.

Group Leaders
All group leaders are expected to meet the EEC qualification requirements, required to participate in ongoing professional development training; and must be certified in first aid, CPR and medication administration.

School Age Director
The primary responsibility of the School Age Director is to monitor daily operations of the after school programs, supervise educators and uphold program standards and policies for the protection and safety of the children.

Director of Children's Services
Oversees child care centers and early education programs, ensures quality operation and best practices at its various child care programs as well as advocate for funding at the state and federal level.

After-School Schedule

The YWCA Learning 4 Fun program offers after-school care from 2:00 p.m. - 5:30 p.m. Monday through Friday. The Learning 4 Fun daily schedule will include; homework assistance, literacy activities, one hour of physical activity, planned thematic curriculum, and a wide range of free choice options. Each program will determine monthly themes to guide in the development of age appropriate curriculum. Monthly curriculum will include; (STEM); science, technology, engineering, and math, arts and crafts, music, drama, and cooking. Weekly team building activities will also be incorporated to help students to create positive peer and adult relationships.

Roosevelt Learning 4 Fun *K–1 Huskies*	
2:10–2:30	Attendance, Snack, and Announcements
2:30–3:00	Homework Assistance / Learning Games / Literacy Activities
3:00–4:00	Gym / Outdoor Activities
4:00–5:00	Group Gathering, Daily Planned Activity / Free Choice Activities
5:00–5:30	Quiet Games, Books, Puzzles, Pickup

Roosevelt Learning 4 Fun *2–6 Eagles*	
2:10–2:30	Attendance, Snack, and Announcements
2:30–3:15	Homework Assistance / Learning Games / Literacy Activities
3:15-4:00	Group Gathering, Daily Planned Activity / Free Choice Activities
4:00–5:00	Gym / Outdoor Activities
5:00–5:30	Quiet Games, Books, Puzzles, Pickup

Wawecus Learning 4 Fun *K–1 Red Sox* *2–6 Patriots*	
2:20–3:15	Attendance Announcements
3:15–3:30	Free Choice Activities / Group Gathering / Snack
3:30–4:00	Homework Assistance / Learning Games / Literacy Activities
4:00–4:30	Daily Planned Activity
4:30–5:15	Gym / Outdoor Activities
5:15–5:30	Quiet Games, Books, Puzzles, Pickup

Program Fees

Roosevelt School, Wawecus Road School
$15.00 Registration Fee
$20.00 per day (2:00pm-5:30pm)
$39.00 per non-school full day (7:30am–5:30pm)
One-way transportation to program (pending service used): $8.50 per day
$20 returned check fee
$1 per minute late fee (after 5:30pm)
$8.75 Worcester Public Schools late charge for every 15 minutes (after 5:30pm)

Phone Numbers

Roosevelt After-School Program
Phone: 508-831-7708
FAX: 508-799-8241

Wawecus After-School Program
Phone: 508-459-6391
FAX: 508-799-8249

Cindy Landry
School Age Director
Office: 1 Salem Square Worcester MA
Phone: 508-767-2505 x3019
Fax: 508-754-0496
E-mail: schoolage@ywcacentralmass.org

Daisy Gaines
Billing Coordinator
Hours: Monday - Friday 9am-1pm
Office: 1 Salem Square, Worcester, MA 01608
Phone: 508-767-2505 x 3040
Fax: 508-754-0496
Email: dgaines@ywcacentralmass.org

Darlene Belliveau
Director, Early Education & Care
Office: 1 Salem Square, Worcester MA 01608
Phone: 508-767-2505 x 3025
Fax: 508-754-0496

EEC Regional Office - Central Massachusetts
10 Austin Street
Worcester, MA 01609
Phone: (508) 798-5180
Fax: (508) 798-5181
Families may contact EEC for information regarding the program's regulatory compliance history.

policies

Transportation Plan

Children enrolled in the Roosevelt or Wawecus Learning 4 Fun program will be escorted to the cafeteria by the designated school teacher. Students will be signed into the program immediately. The YWCA Learning 4 Fun Program has contracted with Worcester Comprehensive to provide one-way transportation of students to Roosevelt School and Wawecus Road School. Transportation is provided in a 7D van by operators with a 7D School pupil transport or School Bus driver's license. All parents must complete the necessary emergency forms and medical release form. These forms must be located on every van and at the program location. All school age children will be signed onto the bus by Worcester Public School personnel and signed off the bus by the YWCA Staff. A transportation contract is on file at the YWCA of Central Massachusetts. Please call the after-school program and leave a message on the answering machine if your child is going to be absent. A parent will be called if a child is absent and we have not received notice.

Children's Records

Confidentiality and distribution of information contained in a child's record shall be privileged and confidential. The YWCA will not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parents.

Parental Access
The enrolling parent shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parents. Upon such request for access the child's entire record regardless of the physical location of its parts shall be made available.

A parent has the right to add information, comments, data or any other relevant materials to the child's record as well as the right to request deletion or amendment of any information contained in the child's record. Request shall be made in accordance with the procedures described below:

1. If a parent would like to add information to explain, clarify or correct objectionable material in the child's record, they have the right to have a conference with the School Age Director to make their objections known.
2. Within a week after the conference, the parent will receive the decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent, they shall immediately take steps necessary to put the decision into effect. Transfer of Records Upon written request, parents can transfer the child's record to any other person the parent identifies, when the child is no longer in care.

Contact Information

Parents are responsible for keeping the program informed of any changes in telephone numbers, emergency numbers, addresses, unusually daily schedules, or any other pertinent information. All enrollment forms must be updated annually.

Snow Days/Early Release

The Roosevelt and Wawecus After-school/Out of School Time programs does NOT provide full-day services on snow days.

The Roosevelt and Wawecus After-school/Out of School Time programs WILL NOT offer early release programs at Roosevelt and Wawecus. On early release days (snow days), parents are to make arrangements to pick up at the early dismissal time, or have the students take the bus. The YWCA after-school program does not open on these days, and students will remain in the care of the schools until released. Students transported on Worcester Comprehensive should be picked up from their schools. They will not be transported to Roosevelt School or Wawecus Rd. School.

Full Day and Holiday Schedule

The YWCA Learning 4 Fun program will be open during scheduled professional development and school vacation days. The full day program will run from 7:30am – 5:30pm at our 1 Salem Square location. Sign-ups will be available at each program.

Parents who sign their children up for specific days will be charged in advance. If a student is signed-up and does not attend the full day program, parents are still charged for the day.

On full Day programs, students should bring:

- Lunch
- Bathing Suit, Towel, Swim Cap (a swim cap is required and is available for purchase at YWCA Front Desk)
- Sneakers
- Sweatshirt, Coats
- Goggles (optional)

Kindergarten Orientation:
The after school program is open on the day of Kindergarten Open House in June. You may bring your child to the after school program which opens at 2:00 PM. You will be charged regular fees for this program day.

Effective September 1, 2017, the YWCA will charge all after school accounts for the following holidays:

YWCA Closed 2017		**YWCA Closed 2018**	
Labor Day	Monday, Sept. 4, 2017	New Year's Day	Monday, Jan. 1, 2018
Columbus Day	Monday, Oct. 9, 2017	MLK, Jr. Birthday	Monday, Jan. 15, 2018
Thanksgiving Day	Thursday, Nov. 23, 2017	President's Day	Monday, Feb. 19, 2018
Day After Thanksgiving	Friday, Nov. 24, 2017	Patriot's Day	Monday, April 16, 2018
Christmas Day	Mon., Dec. 25, 2017	Memorial Day	Monday, May 28, 2018
Worcester Full Day Programs 2017		**Worcester Full Day Programs 2018**	
Friday, Oct. 6, 2017		Tuesday, Feb. 20–Friday, Feb. 23, 2018	
Friday, Nov. 10, 2017		Friday, Mar. 30, 2018	
Wednesday, Nov. 22, 2016		Tuesday, Apr. 17–Friday, Apr. 20, 2018	
Tuesday, Dec. 26–Friday, Dec. 29, 2017			

Program Withdrawal / Switching Days

A two-week written notice is required if a parent decides to withdraw a child from either program. Payment is required for the two weeks after the date on which written notice is received. A two-week notice is also required to switch registered days.

Please submit written notice to the School Age Director regarding withdrawal and a request for switching of scheduled days. The School Age Director needs confirm any switching days and can be reached at 508-767-2505 x 3019. The Billing Coordinator will be made aware of the switch or withdrawal. Again, we require a two-week notice.

Departure Procedures / Authorization to Release

Parents/Authorized person(s) will pick up children at the end of the day. Children will be released only to a parent and/or person(s) listed on school age childcare contact information/authorization to release. All authorized persons must be 18 years of age or older.

CHILDREN WILL NOT BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE AUTHORIZED RELEASE FORM. The Site Coordinator must be informed in writing if someone other than the parent will be picking up their child(ren) from the after-school program on a specific day. The authorized person will be required to show picture I.D. This includes older siblings, as well. A permission slip must be filled out, signed and returned to the program for students to be released to an older sibling.

Absences and Late Arrivals

Please call the after school program and leave a message on the answering machine if your child is going to be absent. The site coordinator will call a parent if the child is absent and we have not received notice. Parents are responsible for the day's tuition even if the child is out for the day.

Phone numbers for absences:
Roosevelt: 508-831-7708
Wawecus: 508-459-6391

Sudden Illness or Serious Injury

If a child becomes ill (fever of 100 degrees F., diarrhea, vomiting) during the program time or has an injury that requires emergency medical attention, the parent will be immediately contacted.

If the parent cannot be reached, the Site Coordinator will contact someone from the emergency contact sheet. A child sent home due to illness may not attend the school age program the following day.

Please keep your child home if she/he has:

- A fever over 100 degrees F or has had one during the previous 24 hours
- A constant cough
- Diarrhea
- Flu-like symptoms
- A communicable illness (chicken pox, scarlet fever, impetigo, head lice, strep throat)
- Conjunctivitis (pink eye)
- A noticeable rash

Please notify the School Age Director immediately if your child has a communicable illness so that other parents may be informed to monitor their children for symptoms.

Injury Reports

If a child is injured during program hours, attending staff will complete an injury report. Copies of all injury reports are kept on file. If a child requires medical treatment, the parent must provide the program with any treatment or information from the physician. The injury will be reported to the Department of Early Education and Care if medical treatment is received.

Administration of Medication

Medicine may be given to a child provided a medication consent form is completed and the medicine is in the original prescription bottle. Non-prescription medication requires a signed letter from the child's physician.

Please do not send medication in a child's backpack or lunch box. All staff members complete annual medication administration training.

Emergency Medical Procedures

A. In the event of an accidental injury, care will be started by a qualified staff member trained in first aid. If necessary, the Site Coordinator will call an ambulance to transport the child to the designated hospital listed on the Emergency/ First Aid consent form.

B. The Site Coordinator will contact the child's parent(s) and School Age Director. The Site Administrator will relieve the Site Coordinator so that she/he may accompany the child to the hospital. The School Age Director will meet the Site Coordinator, injured child, and parent(s) at the hospital.

If we cannot reach the parent(s), we will telephone the emergency contact listed on the child's First Aid and Emergency Medical Care Authorization and Consent Form. If we are unable to reach the parent(s) through the emergency contact person we will call the child's physician.

The School Age Director will remain with the child until the parents are contacted and arrive at the hospital.

C. The parent is expected to assume responsibility for any expenses in the above situation. The YWCA will maintain a parent's signed consent form agreeing to this provision.

D. The center's health care policy will be posted near the phone at the drop-off areas. Upon request, a full health care policy will be available to parents.

Emergency Plan / Natural Disaster

A. Separate evacuation plans are posted in each cafeteria space.

B. Group leaders assigned to each group will lead the children out of the building and check for stragglers.

C. Daily attendance will be taken by the Site Coordinator and the attendance book will be kept near the fire exit. It will be updated throughout the day as children arrive and depart.

D. Students will gather at the emergency meeting place:
Wawecus: the west side of the school yard
Roosevelt: Far end of the visitor parking lot.

E. The Site Coordinator shall be responsible for assuring that fire drills are practiced with all groups of children and at different times of the day every month. The Site Coordinator shall document the dates, time and effectiveness of each drill. Fire Log Records are maintained at the site. In the event that students must evacuate the school, short-term emergency shelters are:
Wawecus: Hanover Insurance, 440 Lincoln Street, Worcester
Roosevelt: Our Lady of Lourdes, 1290 Grafton Street, Worcester

Tuition Payment

Tuition payments are due one week in advance. Failure to make payment within the time allotted may result in your child's removal from the program. Payments can be made by cash, check, money order, debit card, or credit card at the Front Desk (YWCA, 1 Salem Sq. Worcester, MA). Checks and money orders should be made payable to the YWCA. Please be sure to save all receipts, especially for cash and money order payments.

Your child's program fees are tax deductible to the extent allowed by law. The YWCA's EIN is 04-2105873.

Returned Payment
A $20 fee will be assessed for all return checks or electronic fund transfers. If a payment is returned to the YWCA due to insufficient funds, you will be required to rectify your account in cash upon notification. If you have a payment returned for insufficient funds more than twice, you will be required to make all future tuition payments by cash or money order. There is a returned check fee, which you must pay at time of cash payment for tuition.

Payments
Payments can be made at the YWCA Front Desk at 1 Salem Square. Please be sure to include the students name and program with any payments. Payments can also be mailed to the YWCA, 1 Salem Square, Worcester MA 01608 Attn: Learning 4 Fun Tuition. Please indicate your student's program (Roosevelt or Wawecus) on all checks. Payments may also be made onsite by check or PayPal on Thursdays 4:00-5:30PM (Wawecus) or Fridays 4:00- 5:30PM (Roosevelt)

Tuition Express

Our Tuition Express system enables the YWCA to withdraw your tuition from your checking, savings, or major credit card account. If you would like to use this method of payment, you will be required to fill out and sign a Tuition Express form and attach a voided blank check if the withdrawals will be made from your checking account. Forms are available at your site. Completed forms should be returned to your Site Coordinator or the Front Desk at the YWCA, 1 Salem Square.

Late Pick-up Fees

There will be a late fee for any child in the after-school program picked up after 5:30 p.m. at our Wawecus or Roosevelt After-school/Out of School Time program. The YWCA late fee is $1 per minute. Attending staff and the cafeteria clock will be used to assess the fee. The fee must be paid to the YWCA front desk, 1 Salem Square, Worcester. Parents are required to complete the standard late fee form at the time of payment. The child will not be readmitted to the after-school program the following day unless the fee has been paid. Should late pick up occur three or more times, a meeting will be scheduled between the School Age Director, Site Coordinator and the parent.

Worcester Public School Policy: An additional Worcester Public School Late Fee will be charged to your account in 15-minute increments of $8.75 each.

Holidays / Full Days

School age parents ARE responsible for paying for the following holidays: Labor Day (9/4/2017), Columbus Day (10/9/2017), Thanksgiving Day (11/23/2017), Day After Thanksgiving (11/24/2017), Christmas Day (12/25/2017), New Year's Day (1/1/2018), MLK, Jr. Birthday (1/15/2018), President's Day (2/19/2018), Patriot's Day (4/16/2018) and Memorial Day (5/28/2018).

Parents will NOT be responsible for paying for professional development days, snow days, and school vacation weeks unless they register for programming at the YWCA. Transportation charges will be assessed on scheduled school days, including snow days. Parents can sign up and pay the full-day rate for professional development days and school vacations. Sign-ups are available in advance at each program location. Parents will be charged based on the full day sign-up sheet, regardless of student attendance.

behavior management

Overview

YWCA children are encouraged to be independent, self-directing, and responsible for their own behavior. Children participate in making the rules. To this end, rules will be clearly posted in view of all children and visitors. The children are made aware of these rules daily and are expected to follow them. Children who have difficulty remembering these rules are reminded of them once or twice. Other techniques used are positive reinforcement for appropriate behavior, distraction, and redirection. If the difficulty continues, the child will be asked to remove herself/himself from the activity until she/he and the Group Leader feel she/he can handle herself/himself more appropriately. This time should be no longer than one minute per year of child's age. Upon re-entering the group, staff will discuss the situation with the student to ensure that students clearly understand limits and expectations. The child will be assisted, if necessary, to get re-involved in the activity.

No child shall be subject 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, rest, outdoor/large motor activities or bathroom facilities; punishment for soiling, wetting, or not using the toilet; or punishment related to eating or not eating food. NO child shall be confined to a piece of equipment. Time-outs must not be excessive and will not exceed 1 minute per age of the child.

If a child's behavior continually requires one-on-one attention and poses a safety concern (hitting, kicking, throwing objects, and continually leaving staff-supervised area) for themselves or other children, the following actions will be taken:

1. The child will be removed from the group.
2. The Site Coordinator will fill out an incident report stating the problem and the actions that need to take place in order for the child to remain in care. Parents will be notified by phone or at the time of pickup. Parents will be required to sign the report and make any desired comments.
3. If the Site Coordinator is unable to redirect/calm the child, a parent will be called and will be required to pick up the child within the hour.
4. **After three incident reports, a meeting will be scheduled with the School Age Director, Site Coordinator, and parent(s) to discuss whether the child can safely remain in care. Please see the Termination/ Suspension policy.**

Suspension and Termination

The YWCA Learning 4 Fun after school program reserves the right to dismiss or suspend any child enrolled at any time for the following reasons:

- The health and safety of the child or other children at the center cannot be assured.
- The child's developmental needs are not being met.
- Parents are not following YWCA policies. This includes non-payment and inappropriate behavior around YWCA children and staff.
- Cases involving suspected abuse by an adult, including school-age staff, may result in a temporary or permanent alternate placement.

The YWCA Learning 4 Fun after school programs will make every effort to avoid suspension and termination from the program. If students are exhibiting challenging behavior, staff will discuss all incidents with parents/guardians. Staff will provide written copies of all incident reports. When discussing incidents or behavior, staff will provide a verbal or written follow-up plan for students.

Staff will arrange parent conferences if challenging behaviors become consistent. Parents also have the right to request a parent conference at any time. When meeting with parents, staff and program administrators will work to create an individual behavior plan.

Referrals

The YWCA Learning 4 Fun after school program will assist parents with any referrals for evaluation, diagnostic or therapeutic services.

If the YWCA Learning 4 Fun program chooses to suspend or terminate a child for any reason, the YWCA will provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

When necessary, the YWCA Learning 4 Fun after school staff will seek consultation and/or training to address specific behaviors or concerns which may result in possible suspension or termination.

parent involvement

Overview

The YWCA strongly encourages family involvement in our afterschool programs. The YWCA believes that family involvement is necessary to address students' individual needs. The YWCA Learning 4 Fun program encourages ongoing communication between program staff and families. Site Coordinators and program staff are asked to provide student progress updates at pick-up time, and provide the opportunity for parents to discuss any program or student concerns. Parents or program staff may also request a parent conference at any time.

The YWCA Learning 4 Fun program welcomes all parent input in regard to program polices and curriculum. Parents and family members are encouraged to discuss all suggestions with the Site Coordinators at each program. In addition, parents and family members can contact the School Age Director to provide input.

The YWCA will make the necessary accommodations for any parent that requires an alternate communication method or whose primary language is not English.

The YWCA Learning 4 Fun Program permits and encourages unannounced visits by parents to the program while the child is present. In addition, the YWCA Learning 4 Fun program welcomes and encourages parent volunteers at any time. If you are interested in volunteering or arranging a time to share your cultural or professional knowledge with the after-school group, please speak with your Site Coordinator to arrange a volunteer opportunity.

Enrollment Meeting / Transitions

The YWCA Learning 4 Fun program encourages new families to participate in an enrollment meeting before their child's first day in the after-school program. Enrollment meetings will be held at the program site and can be scheduled in the afternoon on any school day. For students entering Kindergarten, we encourage families to attend an enrollment in the spring before their child's Kindergarten year. Enrollment meetings can also be scheduled during the summer months.

At the time of an enrollment meeting, parents will be provided with necessary enrollment forms and program information. The purpose of the enrollment meeting will be to: familiarize families with the program; collect information regarding student's interests and needs; establish a plan for assisting with transitions; discuss information about any therapeutic, educational, social or support services received by the child.

Before entering the YWCA Learning 4 Fun program, the School Age Director and Site Coordinator will establish a transition plan for each new student. With the necessary parental permission, the YWCA Learning 4 Fun program will collaborate with any previous classrooms or programs in order to share necessary information regarding student development, needs, and interests. Staff will use the established transition plan to assist the child with the transition in a manner consistent with the child's ability to understand.

Progress Reports

In accordance with the Department of Early Education and Care policy, all school age students will be evaluated annually using SAYO (Student Assessment Youth Outcomes). It is the goal of the YWCA Learning 4 Fun program to use evaluations to make necessary adjustments to better meet group and individual needs.

These evaluations will serve as a method for staff to monitor and track student progress. All information and evaluation materials will remain confidential and will only be viewed by YWCA after-school program staff and parents/guardians.

Parent Conferences and Evaluations

The School Age Director shall make staff available for individual conferences with parents at the parents' request and one time per year during the month of April. Parent conferences will also be held if a child has received three incident reports due to inappropriate behavior.

YWCA and School Communication

The YWCA Learning 4 Fun Program will make every effort to collaborate with the Worcester Public Schools to better meet the needs of each student. The YWCA requires that parents/guardians fill out and sign a parental release in order for the YWCA and Public Schools to share confidential student information. Information may include, but is not limited to; student report cards, student observation records, attendance records, evaluation records, and current I.E.P. records. A copy of the parental release is included in the parent handbook. Please speak with the Site Coordinator or School Age Director if you choose to sign the parental release. The YWCA School Age Director will be available, upon request, for all I.E.P. meetings at the Worcester Public Schools.

Abuse & Neglect

All child care workers in the Commonwealth of Massachusetts are "**mandated reporters**" of known or suspected instances of child abuse (verbal, physical, emotional) or neglect. As "**mandated reporters**," child care workers are required by law to report known or suspected instances of abuse or neglect to the Department of Children and Families (DCF) at 617-929-2130 from 9:00 a.m. - 5:00 p.m. or at 1-800-922-8169 after regular business hours.

If any employee of the YWCA suspects a child in the program is being abused or neglected, the situation and documentation must be brought to the attention of the School Age Director. The School Age Director will determine with the Director of Children's Services whether to file a report with DCF and the Department of Early Education and Care (EEC) if, after discussion and observation, there is reasonable cause to believe that:

(a) The child is suffering serious physical or emotional injury resulting from abuse inflicted upon her/him including sexual abuse;
(b) The child is suffering from neglect, including malnutrition;
(c) The child is physically dependent upon an addictive drug at birth.

"Reasonable cause" means that, after examining all the facts in a particular situation, most people with similar training and experience would suspect abuse.

If the School Age Director / Director of Child Care Services are unsure as to reasonable cause, they will contact the DCF's Screening Department and the licensor at EEC to discuss concerns.

Abuse and Neglect Reports
A written report filed with DCF must be filed within 48 hours of suspicion. A copy of this report will be kept in the child's folder and the report must contain:

- The School Age Director's name
- The names and addresses of the child and his/her parents or other person responsible for his/her care, if known.
- The child's date of birth and sex.
- The nature and extent of the child's injuries, abuse, maltreatment, or neglect.
- The circumstances under which educators first became aware of the child's injuries, abuse, maltreatment, or neglect.
- Any action taken to treat, shelter or assist the child.
- Any other pertinent information helpful in establishing the cause of the injuries or the identity of the persons responsible for the injuries.

The School Age Director will maintain contact with the DCF to determine the results of the investigation and any followup services which may have been recommended for the child and his / her family. If the investigation shows that the report is untrue, the School Age Director is immune by law from civil or criminal liability for filing the report as are all mandated reporters (including all child care workers).

If any child care worker is accused or suspected of abusing a child enrolled at any of the YWCA's child care programs, that employee will be immediately relieved of any direct contact with children at the YWCA. EEC will be contacted and an investigation will take place. The procedures to be followed are listed below:

1. The Director of Children's Services will contact the parent(s) of the child and arrange a meeting to discuss incident.
2. The Director of Children's Services will file a report with EEC and DCF.
3. The YWCA Central Massachusetts will conduct its own internal investigation.
4. If accusations are found to be unsubstantiated, that person will return to their position.

snack program

The YWCA Learning 4 Fun Program has collaborated with the Worcester Public Schools to provide a daily healthy snack for each afterschool student. Children are also provided with milk or 100% fruit juice. We encourage healthy food choices if children bring snacks from home. Children are not allowed to have candy, gum, nuts or soda.

The Worcester public schools will follow the below meal pattern when preparing daily snacks.

Meal Pattern for After-School Snack Program

Serve any 2 of the following 4 Components: (Must be 2 Different components)	Ages 6-18
1. **Milk, fluid**	1 cup
2. **Vegetable and Fruits** Vegetable(s) and/or fruit(s) **or** Full-strength fruit or vegetable juice[1] **or** An equivalent quantity of any combination of the above	¾ Cup
3. **Grains / Breads** [2] Bread **or**	1 slice
Cornbread, biscuits, rolls, muffins, etc. **or**	1 serving
Cold dry cereal[3] **or**	¾ cup or 1 oz.
Cooked cereal **or**	½ cup
Cooked pasta or noodle products **or**	½ cup
Cooked cereal grains **or**	½ cup
An equivalent quantity of any combination of the above grains / breads.	
4. Meat and Meat Alternates Lean meat or poultry or fish[4] **or**	1 oz.
Alternate Protein Products[5]	1 oz.
Cheese **or**	1 oz.
Cottage cheese **or**	¼ cup
Eggs **or**	½ large egg
Cooked dry beans or peas **or**	¼ cup
Peanut butter or soynut butter or other nut or seed butters **or**	2 tbsp.
Peanuts or soynuts or tree nuts or seeds[6] **or**	1 oz.
Yogurt[7], plain or flavored, unsweetened or sweetened **or**	4 oz. or ½ cup
An equivalent quantity of any combination or the above meat and meat alternates.	

1 – Juice may not be served when milk is the only other snack component
2 – Bread, pasta or noodle products, and cereal grains must be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with whole-grain or enriched meal or flour; cereal must be whole-grain or enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour. All products must meet the minimum serving sizes specified in "Serving Sizes for Grains /Breads in the After-school Snack Program."
3 – Either volume (cup) or weight (ounce), whichever is less.
4 – Edible portion as served.
5 – Alternate Protein Products must (1) be processed so that some portion of the non-protein constituents of the food is removed, (2) have a biological protein quality of at least 80 percent that of casein as determined by PDCAAS, and (3) contain at least 18 percent protein by weight when fully hydrated or formulated.
6 – Tree nuts and seeds that may be used as meat alternates include: almonds, Brazil nuts, cashews, filberts, macadamia, peanuts, pecans, walnuts, pine nuts, pistachios and soy nuts. Children under 5 are at the highest risk of choking. USDA recommends that any nuts and/or seeds served to young children are in a prepared food and are ground or finely chopped.
7 – It is recommended that yogurt not be served when milk is the only other snack component.

YWCA Parental Release

Print Child's Name:	Child's Age:
Child's School:	YWCA Program:

School to YWCA Records Release

I _____(parent/guardian) give permission to the YWCA to receive Worcester Public School records regarding my child _____ (child's name). The following information can be received:

Please check the information the YWCA can receive.

____Attendance Reports
____School Report Card
____ Literacy Test Scores
____ I.E.P. Records
____ Student Evaluations / Observation Records
____ Parent Conference Records
____Other:_____

Please indicate the school your student attends (circle one):

Roosevelt Elementary School Worcester Public Schools 1006 Grafton St Worcester, MA 01604 (508) 799-3482	Wawecus Road Elementary Worcester Public Schools 20 Wawecus Rd Worcester, MA 01605 (508) 799-3527	Other: School: _____ Phone: _____ Fax: _____ Address: _____

School to YWCA Records Release

I _____(parent/guardian) give permission to the YWCA to release information regarding my child _____ (child's name), to the Worcester Public Schools.
Please check the information the YWCA can release to your son/daughters school:
____Attendance Reports
____ Student Evaluations / Observation Records
____ Parent Conference Records
____Other:_____

In order for the YWCA to be able to release or received confidential information, a parent/guardian must fill the above information and return to the program's Site Coordinator. Parents may also mail the form to: YWCA, 1 Salem Square, Worcester, MA 01609 or fax to 508-754-0496 Attn: School Age Director

Parent/Guardian Signature: _____ Date: _____

Staff Signature when received: _____ Date: _____

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Learning 4 Fun **Parental Agreement**

Please read carefully and sign this agreement.

I have read and agree to comply with the policies the YWCA After-school/Out of School Time program has stated in the parent handbook, including registration, payment schedule and procedures, late payment fees, two-week written withdrawal notice, and late pick-up fees.

Child's Name: _____

Parent/Guardian Signed: _____ Date: _____

Received by: _____ Date: _____