

Vacation Program Policies and Guidelines

Dear Families:

Thank you for choosing to send your child to the West Suburban YMCA's Child Care Vacation Week Program. We would like to welcome you and your child to the YMCA. The following are some VERY IMPORTANT rules and guidelines about the program. Please take a few moments to go over these and discuss them with your child.

SIGN IN / ARRIVAL:

Morning arrival is from 8:00 to 9:00 a.m. No parent may leave his or her child at the YMCA before 8:00 a.m. If you expect to be arriving later than 9:00 a.m., please call to let us know what time we can expect you. Afternoon arrival is no earlier than 1:00 p.m.

YOUR FIRST DAY:

Please check with the staff in the classroom to see if we have received your application materials (contact information and emergency cards). This information must be on file before you leave your child with us. If you are unable to complete the paperwork ahead of time, please allow for a few extra minutes to fill it out when you arrive at the YMCA.

ESCORTING YOUR CHILDREN:

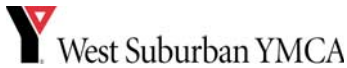
All parents must escort children to the classroom and sign them in EACH day of the program. Children aged three through Kindergarten will be meeting in the Little Y'ers Classroom, and children in grades 1-5 will be meeting in the Live Y'ers room (at the top of the stairs on the right). Children are not allowed to sign themselves in.

WHAT TO BRING:

- A healthy lunch and drink (for a.m. and full day programs). Include a freezer pack if needed (refrigeration is not available)
- Bathing suit, towel and swim cap LABELED, PLEASE.
- Comfortable clothes and sneakers (no black soled shoes in the gym)
- Warm clothing for outdoor play including: boots, hat, mittens, warm jacket and snow pants.
- An extra set of clothes is recommended but not required.

SWIM:

Every day there will be approximately 45 minutes to one hour for free swim. All children who wish to swim must bring a swimsuit, towel and swim cap from home. Swim caps are available for purchase at the front desk. There will be at least one program staff person in the pool with the children in addition to the lifeguards provided by the aquatics staff. Bubbles will be available for children who need them. Lessons will not be provided during this time. Children will not be required to participate in free swim.



SERVING NEWTON, WESTON, WELLESLEY, WATERTOWN AND BELMONT
276 Church Street - Newton, Massachusetts 02458

▼PHONE: 617-244-6050

▼FAX: 617-964-8472

▼WEB: WWW.YMCAINNEWTON.ORG

FOOD/SNACK POLICY:

We will provide a morning and afternoon snack daily. Children may bring in their own snack or eat what is being served. Children must bring their lunch each day. You may send your child with an extra snack if desired.

VENDING MACHINES AT THE YMCA ARE OFF LIMITS DURING PROGRAM HOURS

ANNOUNCEMENTS:

Please look for daily announcement by the sign in/out book.

TOYS FROM HOME:

We do not allow children to bring in toys or games from home. This includes hand held video games and walkmans. Toys from home are often a distraction to other children and sometimes tend to get lost during the day. **The West Suburban YMCA is not responsible for lost or stolen items.**

MEDICATION:

If your child will need to take medication while attending the Vacation Program, please make arrangements with the Child Care Director in advance to receive the proper paperwork. All medication must be in the original prescription container and the forms must be filled out before any staff will be able to dispense any medications.

ABSENTEE PROCEDURE:

If your child will be absent, please call and notify the Vacation Program Staff. **No refunds or credits will be issued for illness or personal vacation days.**

Little Y'ers (ages 3 to Kindergarten)	617-244-6050 x 3009
Live Y'ers (Grades 1-5)	617-244-6050 x 3011
Child Care Director (Miss Becky)	617-244-6050 x 3022

PICK UP:

Normal pick up time is between 12:30 and 1:00 p.m. for morning program participants, between 3:00 and 4:00 for afternoon participants and between 5:00 p.m. and 6:00 p.m. for extended day participants. We request that you notify the staff if children will be picked up earlier than these times. Please sign your child out before you leave. Any person who will be picking up your child must be authorized to do so by you in writing on the program application. Please fill out application correctly with persons picking up your child. The program ends at 6:00 p.m. each day. There will be a late fee of \$5 every 10 minutes that you are late.