



# PARENT HANDBOOK FOR SUMMER CHILD CARE 2026



**YMCA of Greater Westfield**  
**67 Court Street**  
**Westfield, MA 01085**  
**(413) 568-8631 fax (413) 572-3995**  
**[www.westfieldymca.org](http://www.westfieldymca.org)**

# **Thank You for Choosing the YMCA of Greater Westfield**

Thank you for choosing the YMCA of Greater Westfield to meet your childcare needs. We understand the importance of a high-quality summer child care program and have worked diligently to develop a program that families can trust and take pride in.

If you have any questions, please contact:

**Michelle Anamisis**  
Youth Development Director  
413-568-8631 ext. 306

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## **Mission Statement**

The mission of the YMCA of Greater Westfield is to provide members and participants throughout the Greater Westfield area with quality programs, services, and opportunities that enhance quality of life spiritually, mentally, socially, and physically — without regard to age, sex, race, color, creed, national origin, sexual orientation, or physical or mental ability.

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## **YMCA Child Care Goals**

Our Summer Child Care Program is designed to provide families with a safe, structured, supervised, and engaging environment that supports children's development and well-being.

### **1. Strengthening Families**

- Promote positive communication among family members
- Provide safe, enriching, and enjoyable programming
- Support families in maintaining economic stability

### **2. Supporting Child Development**

- Build self-esteem and confidence
- Strengthen social skills
- Develop the whole child — physically, emotionally, and academically
- Provide adequate nutrition and rest

### **3. Creating a Positive Environment**

- Ensure children feel safe, valued, and supported
- Celebrate and respect cultural diversity
- Operate in accordance with YMCA principles and philosophy

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## Organizational Structure

### Youth Development Director

- School Age Director / Associate Youth Development Director
- Site Coordinator & Preschool Coordinator
- Group Leaders

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## Program Overview

Our summer program serves preschool and school-age children. Children are grouped by age to ensure developmentally appropriate activities and experiences.

The YMCA maintains an open-door policy. Families are encouraged to share questions, concerns, or suggestions with the Site Coordinator or Youth Development Director at any time.

Safety is our highest priority. Our program is designed to meet the physical, emotional, and social needs of every child in a fun and supportive environment.

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## Enrollment

Enrollment is open to children ages **3–Pre-K and Grades K–6**. Space is limited, and a waiting list is used when necessary. We do not discriminate based on age, sex, race, color, creed, national origin, sexual orientation, toileting status, or physical or mental ability.

Before a child may attend, the following must be on file:

- Completed Registration Packet
- Current physical and immunization record (Preschool only)
- Payment for the first week of care
- \$25.00 deposit (or approved payment plan)

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## Fees & Payment Policies

### Summer Program Rate

## **\$200 per week (5 days)**

- Payments are due **weekly in advance**, by the Friday prior to attendance.
- Payments are accepted at the Reception Desk (in person or by mail).
- Credit card and bank draft options are available.
- No payments are accepted at program sites.

Accounts more than two weeks past due risk loss of enrollment. Individual payment plans may be arranged with the Youth Development Director or School Age Director.

## **Important Fee Information**

Parents are purchasing a reserved space in the program. Weekly fees apply regardless of absence due to illness, vacation, or other reasons. Missed days are not prorated.

Weekly fees include:

- Daily snacks meeting USDA guidelines
- Program supplies and materials

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## **Financial Assistance**

The YMCA turns no one away due to inability to pay. Assistance options include:

- Seven Hills Voucher Slots
- YMCA Partners with Youth Scholarships
- Shurtleff Grant

Please contact the Youth Development Director for eligibility information.

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## **Tax Information**

Child care expenses may qualify for tax credits. Please consult your tax professional or the IRS. Payment verification letters are available upon request by January 31.

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## **Licensing**

All YMCA child care sites are licensed by the Massachusetts Department of Early Education and Care.

**EEC Regional Office:**

1441 Main Street  
Springfield, MA 01103  
413-788-8401

Programs adhere to all regulations regarding staffing, ratios, health, safety, and training.

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## **Staff Qualifications**

All Preschool and School Age staff are EEC-qualified. Staff are selected based on experience, qualifications, and character.

Requirements include:

- CPR and First Aid Certification
- Medication Administration and Nutrition Training
- Ongoing professional development
- CORI, DCF, SORI background checks and fingerprinting

Staff are evaluated bi-monthly, with annual performance reviews conducted by program leadership.

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## **Mandated Reporting**

All staff are mandated reporters and are legally required to report suspected abuse or neglect to the appropriate authorities in accordance with state law.

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## **Child Guidance & Behavior Management**

Our philosophy emphasizes positive reinforcement and teaching YMCA Core Values:  
**Caring, Honesty, Respect, and Responsibility.**

We:

- Separate behavior from the child
- Redirect inappropriate actions
- Communicate expectations clearly

Time-out and corporal punishment are prohibited.

If behavioral concerns arise:

1. Staff address minor issues directly.
2. Parents are notified if needed.
3. Conferences may be scheduled.
4. Suspension (1–3 days) may occur for serious incidents.
5. Termination is considered only after all interventions are exhausted.

We strive to avoid suspension or termination and will:

- Meet with families to discuss alternatives
- Offer referrals for support services
- Develop behavioral intervention plans

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## **Release of Children**

Children are released only to individuals listed on the authorized pickup form. Identification may be requested. Copies of restraining orders must be provided to the program.

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## **Medication Administration**

Medication may only be administered when:

- A signed consent form is completed (one per medication)
- Medication is in its original prescription container
- Medication is handed directly to staff
- An Individual Health Care Plan (IHCP) is provided for chronic conditions

Medication will not be sent home via mail or disposed of improperly. The Westfield Board of Health will be consulted when necessary.

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## **Hours & Days of Operation**

### **Summer Program Hours:**

7:00 AM – 6:00 PM

Programs operate Monday through Friday. The YMCA is closed on:

- New Year's Day

- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

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## **Meals & Snacks**

Parents must provide a packed lunch daily.

- Include ice packs
- No heating of food is available

Daily snacks are provided and meet USDA guidelines.

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## **Attendance & Supervision Procedures**

- Attendance is taken multiple times daily
- Face checks and head counts occur every 5 minutes during transitions
- Staff escort children in pairs
- Emergency procedures are practiced monthly

### **Emergency Relocation Site:**

City Hall  
57 Court Street  
Westfield, MA

In the event of emergency, parents and emergency contacts will be notified immediately.

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## **Transition Plan**

Summer session runs **June 22 – August 21, 2026**.

Children are grouped as follows:

## **Preschool**

- 3's & Early 4's
- Older 4's & 5's

## **School Age**

- 5–6 Girls
- 5–6 Boys
- 7–8 Girls
- 7–8 Boys
- 9–10 Girls
- 9–10 Boys
- Seniors

Transitions occur gradually, with communication to families and updated rosters.

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## **Absences**

Please notify the program of absences:

School Age: 413-313-7177

Preschool: 413-313-7461

Excessive absences may impact financial assistance eligibility.

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## **Sign In/Sign Out**

Parents/guardians must enter the site and sign children in and out daily. This is required by regulation and ensures child safety.

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## **Parent Communication & Conferences**

Parents will be notified of any concerns, incidents, or significant events. Progress reports are completed once during summer.

Behavioral supports may include:

- Positive reinforcement systems

- Behavior charts
- Referrals (e.g., Carson Center or similar providers)

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## **Grievance Procedure**

If concerns are not resolved at the site level, families may contact:

**Michelle Anamisis**  
Youth Development Director  
413-568-8631 ext. 306

If further discussion is needed:

**Andrea Allard**  
Executive Director  
YMCA of Greater Westfield  
Ext. 301

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## **Late Pick-Up Policy**

Program ends at 6:00 PM.

Late fees:

- \$5.00 per 5 minutes (with prior call)
- \$10.00 per 5 minutes (no call)

After 9:00 PM, if no contact is made, authorities will be notified in accordance with state regulations.

Repeated late pick-ups may affect program eligibility.

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## **Referral Policy**

If staff identify concerns regarding a child's development or well-being:

- Observations are documented
- Parents are contacted
- Referrals are offered (with written consent)
- Follow-up is conducted as appropriate

All referrals and parent conferences are documented by program leadership.

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This handbook outlines the policies and procedures of the Summer Child Care Program at the YMCA of Greater Westfield. Our commitment is to provide a safe, nurturing, and enriching environment for every child in our care.