



## **Parent/Guardian Handbook**

Dear Parents/Guardians/Caregivers:

On behalf of the Board of Directors and staff of the Williamstown Youth Center, I welcome you and your family to our program. For over a century, the Williamstown Youth Center has been an integral part of our community, providing services for generations of young people. We continue to evolve to meet the changing needs of our families and we invite you to be part of our continued growth. As part of this effort we are pleased to provide you with this handbook as a guide to our program's policies, procedures, and goals. Please keep it for your reference.

Thank you for being part of the WYC.

Michael Williams, Executive Director

## **We C.A.R.E**

Everything in this handbook is meant to embody the key values of the Williamstown Youth Center, represented by the C.A.R.E acronym.

C.A.R.E means that we **C**ollaborate (with our peers, with partner institutions, with families), **A**spire (to improve our organization to better serve our community), **R**espect (ourselves, others, and our surroundings), and **E**mbrace (not only our achievements, but our challenges as well.)

WYC staff will incorporate these values into all of our activities, and will discuss them with your children on a regular basis.

## **Program's Purpose**

The Williamstown Youth Center provides quality after-school and summer care by engaging children in a variety of stimulating, self-directed, and age-appropriate activities. We are committed to nurturing the educational, recreational, social, and emotional well-being of youth and families through quality programs for all. Children entering grades 1-8 may enroll in the Summer and After School Programs.

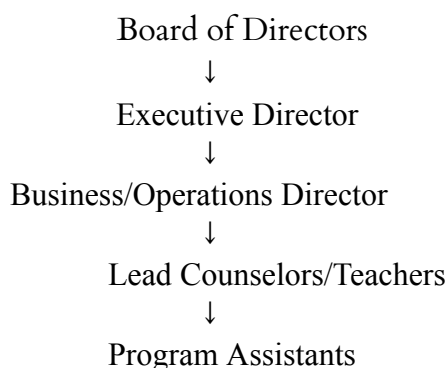
Summer program services include:

- Sports and other gross motor activities, arts programming, including but not limited to a. visual arts using a variety of media b. dance/movement c. other forms of artistic expression based on the interests of kids and the availability of staff

Our summer camp is licensed by the Town of Williamstown's Board of Health.

## **Organization**

The Williamstown Youth Center is a private non-profit 501 (c) (3) organization governed by a Board of Directors and administered by a staff consisting of an Executive Director, one Business Manager/Operations Director, and Lead Counselors, and Program Assistants, creating these lines of authority:



The Executive Director is hired by and reports to the Board of Directors. The ED hires the program staff and is the administrator of the After-School Program (ASP). The Executive Director is also the EEC-mandated site administrator.

All staff members and volunteers must complete the Background Records Check (BRC) process prior to employment. The Youth Center will increase or reduce staff depending on the program's

needs.

## **Program**

### *Hours/Days of Operation*

The ASP operates from 8:00am to 5:30pm, Monday through Friday. Children are expected to arrive at the Youth Center no later than 3:10pm every day for the after school program. For the summer program, parents may drop their children off any time between 8:00-9:00 am. *If your child will arrive late on any given day please notify the program in advance by calling (413) 458-5925 or emailing [mike@williamstownyouthcenter.org](mailto:mike@williamstownyouthcenter.org).*

**Important Note:** It is the WYC's responsibility to protect the safety of our participants. We assume this responsibility when a child signs in with Youth Center staff at the start of each program day. The WYC cannot assume responsibility for children who are not registered for our program, or who are registered and have not signed into the program for the day.

### *Breakfast, Lunch, and Snacks*

Parents are expected to provide their children with two snacks and one lunch daily, or one snack for the after school program.

Candy, soda, or other sugary drinks (including energy drinks) are not permitted in the Youth Center.

### *Nuts*

For the safety of our children with allergies, **no nuts of any kind are permitted in the Youth Center.**

### *Pick Up*

Parents are required to pick up their children no later than 5:30 daily. The standard procedure for pick up is for parents to enter the building to physically sign their children out at the end of the day. A WYC staff person is assigned to manage the attendance sheet. Occasionally, a staff person may not be available for sign-out duty. When this is the case, adults picking up children will call the office at (413) 458-5925 to announce that they have arrived, and wait at the front door for their child.

In either scenario, a WYC administrator will notify the child's counselor that the child is dismissed. Children may leave the Youth Center with parents/guardians only, unless the Youth Center has explicit permission from the parent/guardian to allow their child(ren) to leave with another adult, or to walk on their own. Please call or email our office to communicate any pick-up changes.

### *Late Pickups*

It is expected that parents/guardians will pick up their children by 5:30pm. If a parent/guardian is

going to be late, we ask that the parent/guardian contact the Youth Center to alert staff of the situation. There will be a late fee for children picked up after 5:30pm of \$5 for each ten minutes or increments of that time period.

### *Registration Options*

Registrations can be completed online at [williamstownyouthcenter.org](http://williamstownyouthcenter.org). Parents may register their children for a semester or an entire academic year for the after school program. Parents may register children for the week or the entire summer for camp.

### *Affordability*

The Williamstown Youth Center never denies its services to any child for financial reasons. With low fees and a robust financial assistance program, our programs will remain affordable for every family. Please contact [mike@williamstownyouthcenter.org](mailto:mike@williamstownyouthcenter.org) to start the financial aid application process.

### **Non-Discrimination**

Celebrating our differences is a key value of the Williamstown Youth Center. No person will be excluded or subjected to discrimination in enrolling children or adult users of the Williamstown Youth Center on the grounds of race, color, sexual orientation, gender identity, religion, marital status, national origin, disability, political beliefs, toileting habits, or cultural heritage.

### *DEI*

The Youth Center honors the values of diversity, equity, and inclusion, and is an enthusiastic signatory of the Not In Our County pledge. As such, we affirmatively promote behavior that is consistent with the ideas of racial, gender, religious, and ethnic acceptance.

### **IEPs**

The Youth Center may seek parental/guardian permission to review a child's Individual Educational Plan (IEP) to determine whether or not the ASP is able to accommodate the child. If, after meeting, the parents/guardians and Youth Center agree that a child would be served better elsewhere, the Executive Director will refer the family to more appropriate programs. Please notify the Youth Center in writing if you are enrolling a child with an IEP in our After School Program.

### **Child Record Policies**

The Youth Center maintains individual records for each child. Most of these records are maintained electronically via our online registration system. These records include membership forms with contact information and health information, consent forms, and progress reports. To maintain accuracy, the Youth Center will ask parents/guardians to update this information on an annual basis. Please let us know if important information changes during the year.

Additional registration materials include a parent/guardian consent form for trained staff to administer first aid/CPR to a child and for the Youth Center to transport a child to the nearest

medical facility for emergency medical treatment. Please provide the Youth Center with copies of restraining or custody orders that affect a child's contact with other adults. Parents/guardians are also requested to supply a list of the names of others who have permission to pick the child up from the Youth Center. If it is necessary for someone else to pick the child up, a telephone call must be received for us to release the child.

Children's records are available to parents/guardians upon request. The Youth Center will make these records available within two business days. In addition, if a parent/guardian wishes to have a child's record shared with another individual, a written request is required. Upon each release of information, the Youth Center will note in the record who released the record, to whom the information was released, the purpose of the release, the date of the release, and the signature of the person to whom information was released. This log is available only to the parent/guardian and personnel responsible for record management at the Youth Center. When the child leaves the After School program, the Youth Center will transfer the child's record to the parent/guardian or any other person the parent/guardian identifies.

Parents/guardians may add information to the child's record and request that particular information be deleted.

### **Additional Policies**

Our policies are intended to promote the continued growth and development of our young people. We believe that parent/guardian and child involvement in creating policy is essential to achieving our goal. For this reason, we encourage parents/guardians to share their thoughts on our program by calling, emailing, or speaking to us directly. Of course, parents/guardians are invited to schedule a meeting at any time and on any topic that affects their child.

#### *Drugs, Tobacco, Alcohol*

Use of these substances on the premises is strictly prohibited. Anyone suspected of being under the influence of any intoxicants will be asked to leave immediately. Staff and other adults on the premises possessing legal intoxicants (alcohol and cannabis) or tobacco products will be required to store these substances in their own personal vehicle for the duration of their time at the WYC. Suspected possession of *illegal* substances will be reported to the proper authorities.

#### *Parent/Guardian Visits and Communication*

The Youth Center encourages parents/guardians to visit us at any time that their child is present. All visitors must report to the office upon arrival.

The Youth Center will provide families with regular updates on programming, as well as other announcements.

#### *Child Guidance and Support*

Staff interaction with children will always be consistent with our mission. Guidance will be positive, and provided based on an individual's needs as well as the well-being of the group. The goal of child support is to encourage self control, and improve social, communication, and emotional regulation. To do this, staff will communicate calmly, clearly, and consistently, and

include children in developing rules of behavior.

### *Challenging Behavior Plan*

If a child is behaving in a way that is unsafe or otherwise disruptive, staff will intervene to redirect the behavior. If the behavior continues the child may be asked to sit quietly until he or she is ready to rejoin the activity. At the end of the “time out,” staff will discuss with the child things he or she could have done differently.

### *Physical Aggression And Other Unsafe Behaviors*

Child safety is the first concern of Youth Center staff. If a child is aggressive or otherwise using his or her own body in a way that could physically harm themselves or others, staff will:

- isolate the child from other children by standing between the child and his peers, and directing other children to their homerooms.
- calmly but firmly communicate to the child that his or her behavior is dangerous, and must stop.

If the dangerous behavior continues, and presents an immediate threat to the child, other children, or staff, staff will intervene to prevent injury. Intervention will consist of blocking access to the immediate target of the child’s physical behavior, and blocking blows directed at himself or herself. Youth Center staff will work together to surround the acting out child to prevent injury to anyone in the vicinity.

### *Termination and Suspension*

The objective of redirecting behavior is for the child to develop strategies for regulating emotions and improving social and communication skills. For this reason, staff and volunteers employ other child support techniques (previously described) to avoid escalating situations. Suspension or termination will be consequences of violent or destructive behavior and in the interest of the well-being of the child as well as others in the program.

Deliberately striking another child or adult or vandalizing property will result in an immediate one-day suspension from the program. In this case staff will notify the parent/guardian(s) of the incident and request that the child be picked up. The Executive Director or other on-site administrator will meet with the parent/guardian(s) and child prior to the beginning of the suspension, and agree to a plan for the child’s return to the program.

Repetition of the behavior will result in lengthier suspensions, and, if the behavior persists, the Youth Center will meet with the parent/guardian(s) to discuss further options for the child, up to and including termination from the program.

Language, gestures, or actions that denigrate another child because of their race, gender identification, sexual orientation, religion, or ethnicity, is also subject to disciplinary action, up to and including removal from the program.

In cases where parents/guardians or other caregivers are not available to supervise the child

during short-term suspensions (three days or less), the Youth Center will have quiet space available for the child to serve an in-house suspension.

### *Rules of Conduct*

To ensure the safety and enjoyment of everyone who participates in our programs, the Youth Center has developed basic rules of conduct, with input from children and families. Rules include:

- No hitting, pushing, kicking, slapping, tripping, or any other form of violence
- Running in gross motor areas only (typically, the gymnasium and outdoor spaces)
- No inappropriate language. The rule of thumb is “if you wouldn’t say it at home or in school, don’t say it at the Youth Center.”
- Respect for selves, others, and surroundings, through kindness, consideration, and patience.

Staff will discuss these rules with children in the group setting, where they will also invite their groups to offer suggestions, comments, and concerns. Rules will be reviewed regularly and revised as necessary.

### **Computer Use Guidelines**

The Youth Center generally discourages the use of screens in the summer camp and after school settings.

The Youth Center adheres to the same computer policy as the Williamstown Elementary School. Adult or otherwise inappropriate content is blocked from all machines. Children are not allowed to access the internet without supervision.

*The use of cellphones is prohibited.* Children with individual cellphones will be asked to store them in their backpack for the duration of the program day.

### **Prohibited Child Guidance Practices**

Children will be treated with respect at all times. Corporal punishment will not be used under any circumstances. Language that denigrates a child, including but not limited to comments about a child’s race, religion, physical appearance, personality, family circumstances or living conditions, is also strictly prohibited. The goal of all staff/child interaction is to nurture the growth of our ASP attendees.

### **Safe Building Guidelines**

WYC is a child-safe building. Adults will avoid being alone in a closed room with a child, except when necessitated by the needs of the child. This policy is designed to prevent potential abuse, and to ensure that if one adult has a medical or other emergency someone responsible will be present to contact emergency services and care for the children.

### *Training*

All WYC staff and volunteers are required to take an online sexual abuse prevention and reporting course at the time of hire.

### *Reporting Abuse and Neglect*

Youth Center staff are mandated by law to make a report to the Department of Children and Families if they have cause to believe a child is suffering from abuse and/or neglect.

Parent/guardian(s) will be notified of allegations of abuse and neglect involving their child while in the care of the program.

Please refer to the addendum to this handbook for more details on our policies.

### **Implementation Plan**

The administrators of the program are responsible for training all staff and volunteers in these policies and procedures. Staff and volunteers will meet at least every two weeks to review challenges, opportunities, and practices, and to reinforce proper program implementation.

### **Health Care Policies**

The WYC is required to provide families with written policies governing how we address the medical needs of children in our care. These policies—including detailed plans for administering prescription and non-prescription medications—can be found in the first addendum to this handbook, along with descriptions of how we care for mildly ill children, and how we manage infectious diseases or other more serious medical situations.

### **Emergency Procedures**

Detailed emergency and other procedures are detailed in the second addendum to the handbook.



## **Addendum A: Administering Medications, And Other Detailed Health Policies**

### *Plan for Administering Medication (Prescription and Non-Prescription)*

Each child will have a separate Prescription Medication Record Form completed, and signed by the parent/guardian for each medication needed. These forms will be kept, in a binder, in the administrative office.

Whenever medication is dispensed, the staff member administering the medication will sign a log noting that the child has received his or her medication.

Medication prescribed for children will be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container.

All medication prescribed for children will be kept in a storage cabinet used exclusively for medication. Medications requiring refrigeration will be stored at temperatures of 38°F to 42°F in a box used exclusively for medications and clearly labeled in the refrigerator.

Medication will only be administered by the Executive Director, Business and Operations Director, or by a licensed health care professional authorized to administer prescription medications. Only staff members who have completed medication training are allowed to administer medication. Medication prescribed for children brought from home will only be administered if it is from the original container and there is written permission from the parent/guardian. The Youth Center will not administer the first dose except under extraordinary circumstances. Over the counter medications also require a physician's orders and written permission from parents/guardians.

When no longer needed, medications will be returned to a parent/guardian whenever possible. If the medication cannot be returned, it will be destroyed as follows:

Destruction of prescription medication will be accomplished by the health care consultant, witnessed by a second person and recorded in a log maintained by the youth center for this purpose. The log will include the name of the child, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction. The health care consultant and the witness will sign each entry of the medication destruction log.

### *Over The Counter Medications*

All over the counter medications for children will be kept in the original containers containing the original label, which will include the directions for use. Over the counter medications will be dispensed by trained staff only, and only with a physician's orders and written parent/guardian

permission.

### Log

The medication log will be maintained for at least three years following the date of the last entry.

### Care of Mildly Ill Students

Ill children will be provided with a quiet, comfortable setting, and parents/guardians will be notified for an early pick up if necessary.

If a child becomes mildly ill during the day and is not able to participate in an activity, the Executive Director will notify the parent/guardian and/or the Health Care Consultant to discuss whether the child should:

- Return home (transport by parent/guardian is required)
- Transport to the appropriate medical treatment facility by staff or parent/guardian
- Continue at the program, not engaging in activities which may aggravate the condition.

The final decision as to whether or not a child can continue at the Youth Center rests with the Executive Director or designated administrator.

### Procedures for Identifying and Protecting Children with Allergies and/or Other Emergency Medical Conditions

The Executive Director or designated administrator will note from registration information of all children any allergies and/or other emergency medical conditions. This information will be compiled.

The Executive Director will inform staff of the children's medical conditions, and will discuss the control measures for special cases.

### Management of Infectious Diseases

If a child has a special condition, the Executive Director and parents/guardians, with the assistance of the health care consultant if needed, will determine what precautions must be implemented by the child and staff to protect the health of the child. A plan will be constructed by the director and parent/guardian to address this need.

The following information will be provided by the child and the child's parent/guardian:

- Prior history of the condition
- Any medication regularly taken
- Any medication should a reaction occur

In order to minimize exposure to inappropriate chemicals, the Youth Center will only use insect repellents that are recommended by the Department of Public Health and/or Williamstown Board

of Health.

*Exclusion Policy for Serious Illness, Contagious, and Reportable Diseases*

Any child suspected of carrying a communicable disease or serious illness should be isolated from the rest of the group. The Health Care Consultant and Executive Director will be notified to take charge of the child and to administer the appropriate treatment.

The proper reporting and notification procedures will be implemented. The Executive Director will notify the Department of Public Health (617-983-6800) and the Williamstown Board of Health (413-458- 9344) after any serious incident. In addition, the Executive Director will notify parents/guardians immediately in writing when a communicable disease has been introduced into the Williamstown Youth Center.

## **Addendum B:**

# **Emergency/Evacuation Procedures**

On this and following pages please find instructions for staff on how to operate in the event of any emergency.

## **Responsibilities**

The Executive Director of the Youth Center is responsible for determining the existence of an emergency, based on alarms, observations, weather and other external reports, and notifications from local officials regarding dangerous or potentially dangerous situations. The Executive Director will direct communications with families and other external parties, including but not limited to school and other local officials, emergency responders, and news media.

As a rule, if the Executive Director is not available to fulfill these responsibilities, the Business and Operations Director will act in their stead. If neither administrator is available, the Program Manager/Lead Counselor is the WYC administrator in charge of emergency and evacuation procedures.

The Business and Operations Director is responsible for the contents of the emergency preparedness pack (EPP), and for transporting it with the group during emergencies.

It is the responsibility for every staff member to have a functioning walkie-talkie, with power on, with them at all times during their shift. Emergency communications from administrators will be transmitted via walkie-talkie.

Lead Teachers will bring these emergency/evacuation procedures with them for reference during any emergency.

## **Emergency Preparedness Pack**

The EPP is located hanging on one of the hooks in the administrative office. The EPP contains:

- First aid kit
- Emergency contacts for each child in the program
- Authorized pick-ups for each child in the program
- Medications, and Individual Health Plans, for children in the program
- Day's attendance sheet for entire program

## **Evacuation Procedure (Fire, Natural Disaster, Other Emergency Situations)**

In the event of an evacuation, all persons will exit the building by either the front or rear exits, using the closest exit. (Secondary exits are noted on the Evacuation Exits Plan.)

All persons will gather on the far side of the basketball court to the northeast of the building. No one is to leave the area so that everyone can be accounted for.

If the need to evacuate occurs when the building is occupied (during the after-school program or during all-day programs), the following tasks must be completed by the directors:

- The Executive Director will set off the alarm; Lee Audio will automatically receive notification. The Executive Director will also call 911, reporting the nature of the emergency, location of building and fire, and the call-back telephone number.
- The Executive Director is responsible for contacting local authorities of an evacuation.
- The Business and Operations Director will check all the rooms to make sure everyone is evacuated.
- Lead Teachers will take their attendance sheets with them.
- The Executive Director will account for children and staff in the gathering area and the Business and Operations Director will determine the whereabouts of any children who are missing from the area
- All staff will escort children to the gathering area and remain with them. As they leave the building, staff will close doors. If necessary, children will be escorted into the Williamstown Elementary School.

## **Loss of Power, Heat, Water, or Hot Water**

Children will be led to their homerooms whenever any of these services is lost. If the loss continues, or otherwise presents a danger to children, Lead Teachers will account for their children, and escort them to the elementary school cafeteria, where they will report to the Executive Director or other designated onsite administrator. If the Elementary School is unavailable, staff will remain with children at the evacuation site. The Business and Operations Director will contact parents to pick up their children in the event of an emergency evacuation, and will be instructed to pick up their children.

## **Indoor Contamination**

If indoor air is contaminated, children will follow evacuation instructions, and the Executive Director (or senior administrator) will turn off all fans in the building to curb the spread of contaminated air.

## **Following An Evacuation**

If the building cannot be reoccupied, children will be brought to the cafeteria in the elementary school and the Business and Operations Director will contact parents for pick up, if the school is available. If the school is unavailable, staff will remain with children on the basketball court, until they are picked up by a parent. Children will be checked out by the Executive Director when a parent or guardian arrives. If a child walks home regularly, a parent will be contacted as soon as possible to explain the situation. If the building can be reoccupied, all persons will gather in the gym upon re-entry to the building. In situations other than a drill or false alarm, the director will send notice home explaining the occurrence.

## **Other Emergencies Not Requiring Evacuation, or When Evacuation Is Dangerous Or Impossible**

If children remain in the building during an emergency, administrators will have First Aid kits and other items to keep the children comfortable. If necessary, the administration will shut off all power sources for the building. Shutoff valves are located in the system room towards the southeast corner of the building.

## **Tornados, and Other Wind Events**

Staff will escort children to the hall gathering area in the center of the building. All persons will avoid doorways, as well as the interior windows.

## **Earthquakes**

Staff will follow tornado procedures.

## **Outside Contamination**

In the event that outdoor air is contaminated, staff will follow tornado procedures, but will also close and seal with tape all windows and doors, if possible.

## **Perceived Human Threats To Safety**

### **If An Intruder Attempts Entry, Or If The Threat Is From Inside The Building**

In the event of an intruder or other threatening person trying to gain entry, or after gaining entry, staff will be notified of the threat via walkie talkie. The code word for an intruder emergency is "spumoni." Upon hearing the code, staff will escort children to the gathering spot on the basketball court, as described earlier, if they have clear egress to an exterior door. If it is unsafe to leave the classroom, staff will gather children along a designated interior wall in each room, and everyone will remain in a crouched position, silent, until the "all clear" message is sent.

### **If The Threat Is Outside**

If the threatening person is outside, the code word will be "Dewey." All children will be escorted to the interior of the building, and gather at benches in the main hall, where they will remain in a crouched position until the "all clear" message is sent.

If possible, children playing outside should be escorted inside to gather in the designated meeting spot. If the threat is between the children and the building, staff should bring their students to the north (far side) of the elementary school, and gather on the sidewalk at the front of the elementary school.

## **General Rules/Guidelines**

In any emergency, staff are to remain calm, and as reassuring as humanly possible. Communication and preparedness are the keys to keeping the children safe.

Emergency procedures will be tested regularly to ensure that all staff know what role they will play. Staff should communicate all questions, comments, or concerns regarding these procedures to the Executive Director and/or the Business and Operations Director.

## **Addendum C**

### **Meningococcal Vaccination for Preteens and Teens: Information for Parents**

#### [Meningococcal Vaccines](#)

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#### [MenACWY Vaccines](#)

#### [MenB Vaccines](#)

#### [MenABCWY Vaccine](#)

CDC recommends meningococcal vaccination for all preteens and teens. All 11 to 12 year olds should receive a single dose of a meningococcal conjugate (MenACWY) vaccine. Since protection decreases over time, CDC recommends a booster dose at age 16 years. The booster dose provides protection during the ages when teens are at highest risk of meningococcal disease. Teens and young adults (16 through 23 year olds) also may receive a serogroup B meningococcal (MenB) vaccine. The preferred age to get MenB vaccine is 16 through 18 years old. If your child is getting MenACWY and MenB vaccines at the same visit, they may get a MenABCWY vaccine instead. Talk with your teen's doctor about meningococcal vaccination to help protect your child's health.

### **Meningococcal Vaccines**

Preteens and teens are at increased risk for meningococcal disease, an uncommon but serious illness.

Meningococcal disease can be devastating and often—and unexpectedly—strikes otherwise healthy people. Although meningococcal disease is uncommon, teens and young adults 16 through 23 years old are at increased risk. Meningococcal bacteria can cause severe, even deadly, infections like

- Meningitis (an infection of the lining of the brain and spinal cord)
- Bacteremia or septicemia (bloodstream infections)

About 1 in 5 people who survive their meningococcal infection have permanent disabilities.

There are 3 types of meningococcal vaccines available in the United States. Each type helps protect your child against different serogroups (strains) of meningococcal disease.

MenACWY vaccines provide protection against 4 serogroups: A, C, W, and Y. MenB vaccines provide protection against serogroup B. MenABCWY vaccine provides protection against all 5 serogroups.

Your child can get MenACWY and MenB vaccines at the same time.



Your child's doctor can give both types of meningococcal vaccines during the same visit, but preferably in different arms. If you choose for your child to get a MenB vaccine, the preferred timing is 16 through 18 years old. So it's possible your child will get this vaccine and the MenACWY booster dose at the same visit. In that case, your child may get one dose of MenABCWY vaccine instead.

## **MenACWY Vaccines**

A MenACWY booster shot helps protect your teen during the ages they are at highest risk of meningococcal disease.

Protection from a single dose of MenACWY vaccine declines in most teens within 5 years. Teens need a booster dose at age 16 years to provide protection during the ages when they are at highest risk.

Many colleges require proof of MenACWY vaccination within 5 years before starting school.

Regardless of school requirements, CDC recommends a booster dose for all teens who received the first dose before their 16th birthday. The booster dose provides the best protection during the ages when teens are at highest risk. Teens who receive their first MenACWY vaccine dose at or after age 16 years do not need a booster dose.

MenACWY vaccines are safe. However, as with any vaccine, side effects can occur.

About half of the people who get a MenACWY vaccine have mild problems following vaccination. Learn more about the [possible side effects of MenACWY vaccines](#).

CDC continually monitors the safety of all vaccines, including MenACWY vaccines. For more information, view the [Meningococcal ACWY Vaccine Information Statement](#).

It does not matter which brand of MenACWY vaccine your child receives.

CDC has no preference as to which brand (Menveo® or MenQuadfi®) of a MenACWY vaccine your child receives.

## **MenB Vaccines**

If you're interested in having your child vaccinated with a MenB vaccine, talk to your child's doctor.

CDC does not routinely recommend a MenB vaccine for all teens and young adults. However, all teens may get vaccinated, preferably at 16 to 18 years old.

Serogroup B meningococcal disease is relatively rare. Outbreaks have occurred at several U.S. colleges during the past decade. CDC's current recommendation gives people access to MenB vaccines to help prevent this uncommon, but serious illness. However, doctors and parents should discuss the risk of the disease and weigh the risks and benefits of vaccination. Available data suggest these vaccines are safe and provide protection, but that protection decreases fairly quickly after vaccination.

MenB vaccines are safe. However, as with any vaccine, side effects can occur.

More than half of the people who get a MenB vaccine have mild problems following vaccination. Teens are more likely to have side effects after MenB vaccination compared to other vaccines given to preteens and teens. Those other vaccines include HPV, MenACWY, and Tdap vaccines.

Learn more about the [possible side effects of MenB vaccines](#).

CDC continually monitors the safety of all vaccines, including MenB vaccines. For more information, view the [Meningococcal B Vaccine Information Statement](#).

It does not matter which brand of a MenB vaccine your child receives.

CDC has no preference as to which brand (Bexsero® or Trumenba®) of MenB vaccine your child receives. Both brands require multiple doses. People must get the same vaccine brand for all doses.

MenB vaccines are administered as a 2- or 3-dose series.

Both MenB vaccines require more than 1 dose for maximum protection.

### **MenABCWY Vaccine**

CDC only recommends a MenABCWY vaccine as an option when your child is getting MenACWY and MenB vaccines at the same visit.

If a MenABCWY vaccine is not available, your child can still get MenACWY and MenB vaccines as two separate shots.

It matters which MenB vaccine your child receives for their second dose after getting a MenABCWY vaccine.

People must get the same vaccine brand for all doses of MenB vaccine. If your child receives MenABCWY vaccine, which includes the MenB vaccine Trumenba®, then they need to get Trumenba® for their second MenB dose.

MenABCWY vaccine is safe. However, as with any vaccine, side effects can occur.

More than half of the people who get a MenB vaccine, which is included in the MenABCWY vaccine, have mild problems following vaccination. Teens are more likely to have side effects after MenB vaccination compared to other vaccines given to preteens and teens. Those other vaccines include HPV, MenACWY, and Tdap vaccines.

## **Addendum D: PROGRAM MANDATED REPORTING OF SUSPECTED ABUSE AND NEGLECT**

### **Identification and Procedures for Reporting Suspected Abuse and Neglect**

Williamstown Youth Center staff are mandated reporters. As mandated reporters, all staff will immediately report suspected child abuse or neglect to the Department of Children and Families and to the President/CEO, Executive Director/Program Coordinator.

DCF information on Child Abuse and Neglect Reporting is distributed to staff including Child Abuse and Neglect Reporting: A Guide for Mandated Reporters.

Williamstown Youth Center is aware of the Department of Early Education and Care requirements on notifying DCF immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child by a member of the Williamstown Youth Center program's staff.

#### *Identification and Procedures for Reporting Suspected Abuse and Neglect by a Staff Member*

Williamstown Youth Center will protect children from abuse and neglect while in our care and custody. Parents are asked to notify the executive director/program coordinator if they suspect their child has been abused by a staff member. Parents are also told of their right to directly contact the Department of Children and Families (DCF) to report the suspected or alleged incident of abuse and neglect of a child in our care. Information is available to parents to increase awareness of the signs of sexual abuse.

The center adheres to the following guidelines for the protection of children in our care.

1. Staff are informed that any form of abuse and neglect of children in their care is strictly prohibited.
2. Unannounced visits by parents are welcomed.
3. Bathroom doors remain open when used by the children.
4. Staff members communicate to each other where they are at all times. If they leave the building with the children, their whereabouts are written on the communication board in the hallway.
5. At least two staff members are required to go on field trips.
6. Teacher's Aides and volunteers will not have unmonitored contact with the children.
7. If a child indicates that a private part on their body is hurting or itching, the parent will be notified at pick-up time and encouraged to contact their pediatrician.

Williamstown Youth Center Program Directors/Program Coordinators must notify the President of the Board of Directors and Board of Health or EEC after filing or learning that a 51A report has been filed alleging abuse or neglect of a child by a staff member or provider while in care or during a program related activity. Williamstown Youth Center Program Directors/Coordinators must also notify the President of the Board of Directors and Board of Health or EEC immediately upon learning that a report has been filed naming a staff member or person regularly on the premises as an alleged perpetrator of abuse or neglect of a child.

The Executive Director/Program Coordinator and staff will cooperate fully in all investigations of abuse and neglect. Cooperation may include: 1) identifying parents of children currently or previously enrolled in the center, 2) providing consent to disclose to the Department of Early Education and Care (EEC) and 3) allowing the Board of Health or EEC to disclose information to any person or agency that EEC may specify as necessary to the prompt investigation of allegations and the protection of children.

Upon receipt of a 51A the Department of Children and Families will conduct a 51B investigation. The staff member involved will be notified of the filed report and their work with children will be monitored during the investigation by DCF and EEC. All information obtained during the investigation will be kept confidential.

Once the 51B investigation is completed the staff member and the program will be notified of the findings, determinations and if further action will be taken. If the allegations of abuse and neglect are substantiated, the staff member will be terminated immediately.

### **First Steps - Mandated Reporting of Abuse or Neglect**

All staff of Williamstown Youth Center, Inc. are mandated reporters of abuse or neglect of children, the physically and mentally disabled and elders (persons over 60 years of age). If a staff member has reasonable cause to believe a child, a disabled person or an elderly person is suffering from abuse or neglect, the staff member should report the abuse or neglect by phone immediately to the appropriate agency (DCF, DPPC or Executive Office of Elder Affairs (EOEA), as described below). Written reports of abuse or neglect must also be submitted in writing within 48 hours of the oral report by phone as follows:

1. Suspected abuse or neglect of a child: complete DCF form entitled "Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect" and send or fax to DCF.
2. Suspected abuse or neglect of a disabled person: no specific form is required, but the following information, to the extent available, should be included in the written report submitted to DPPC:

#### *Information on the Victim*

- Complete name
- Date of birth
- Address
- Phone number
- Specifics regarding the victim's disability and care that is needed
- Information regarding the victim's competency
- Name, address and telephone number of guardian if victim has a guardian
- Identify any state agency that is involved with the victim
- Current location of the victim

#### *Information on the Abuser*

- Complete name
- Date of birth
- Address

- Phone number
- Type of care does the abuser provide to the victim
- Whether the abuser still have access to the victim

*Details of the Incident*

- Date of occurrence
- Location where incident occurred
- Summary of incident
- Specifics regarding any injuries
- Details of any medical treatment that may have been provided
- Names of any individuals or agencies already notified

*Risk Assessment*

- Details of actions taken to protect the victim
- Information regarding whether abuser still has access to the victim

*Other*

- If criminal in nature-whether police were notified-jurisdiction and name of officer
- If sexual assault - whether victim has been taken for examination and whether evidence has been preserved
- The names and telephone numbers of any interested parties or witnesses who may be helpful to an investigation

1. *Suspected abuse or neglect of an elderly person:* complete EOE form entitled “Elder Abuse Mandated Reporter Form” and mail or fax to EOE.

All reports of abuse or neglect must be reported promptly to the Executive Director. Any questions regarding the need to report or procedures for reporting should be referred to the Executive Director. All staff upon hire will be provided with documentation explaining when a Mandated Reporter is required to report abuse or neglect and the procedure for such reporting. Williamstown Youth Center will also provide training on this topic annually.

For any report of abuse or neglect, First Steps’ internal Report of Abuse or Neglect form must be completed within seven (7) days of the verbal report of abuse or neglect, with the original form placed in the client file (to which a copy of the written report submitted to the appropriate agency should be attached) and a copy provided to the Program Director.

### **Early Intervention Procedure for Reporting Suspected Child Abuse or Neglect**

Williamstown Youth Center staff are mandated reporters. As mandated reporters, all staff will immediately report suspected child abuse or neglect to the Department of Children and Families and to the Executive Director or a Supervisor.

DCF information on Child Abuse and Neglect Reporting is distributed to staff including Child Abuse and Neglect Reporting: A Guide for Mandated Reporters.

The Williamstown Youth Center, Inc. Employee Handbook provides requirements on the Identification and Procedure for Reporting Suspected Child Abuse by a Staff Member.

The program is aware of Department of Public Health requirements on notifying DPH immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child by a member of the program's staff.

### **Networks Mandated Reporting Policy**

As professionals serving and supporting individuals with disabilities, it is our job to support individuals to be safe and healthy. M.G.L. c19C s.1 defines 'Mandated Reporter' in part as a 'person employed by a state agency within the executive office of health and human services', or 'employed by a private agency providing services to disabled persons who, in his professional capacity has reasonable cause to believe that a disabled person is suffering from a reportable condition.'

*All Networks employees are Mandated Reporters.*

A report to DPPC should be made if there is reasonable cause to believe that an individual has been injured, harmed, mistreated, exposed to risk, or been subjected to inhumane treatment due to the actions, inactions, or negligence of a caregiver or provider. Examples of when a report to DPPC should be made include:

- Physical abuse, the use of physical force against someone in a way that injures or causes pain to that person
- Emotional/verbal abuse, the use of threatening, humiliating, or intimidating words or actions
- Neglect/omission of care, failing to provide needed care for a person resulting in injury, or placing them at risk
- Sexual abuse, when someone is forced to engage in unwanted, sexual activity or exploitation
- Financial exploitation, the illegal or improper use of another person's funds, property or assets

Your job is to report the incident to DPPC. DPPC will review the report and investigate or will refer the complaint for investigation/review.

All DPPC reports are also require an incident report be filed with the funder. Please see Incident Reporting Policy for further instructions on filing an incident report.

To File A Report Call the DPPC 24 Hour Hotline:  
1-800-426-9009

Williamstown Youth Center, Inc. employees must complete a paper form and submit it to DPPC within 24 hours of filing a hotline report.