



## Youth Centers

### The Gately Youth Center

70 R Rindge Ave, Cambridge, MA 02140  
(617) 349-6277

### West Cambridge Youth Center

19-1 Corcoran Park, Cambridge, MA 02138  
(617) 349-4487

### Frisoli Youth Center

61 Willow Street, Cambridge, MA 02141  
(617) 349-6312

### Area IV Youth Center

243 Harvard Street, Cambridge, MA 02129  
(617) 349-6262

### Moore Youth Center

Gilmore Street, Cambridge, MA 02139  
(617) 349-6273

### Central Office

51 Inman Street, Cambridge, MA 02139  
(617) 349-6200

CYP does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation or disability. The DHSP will provide auxiliary aid & services, written materials in alternative and reasonable modifications in policies and procedures to qualified individuals upon request. TTY/TDD (617) 492-0235.

# Cambridge Youth Programs

### For Cambridge Residents 9-19

- Mentorship
- Enrichment
- Academic Support

The goal of the Cambridge Youth Program is to enrich the lives of young people ages 9-19 by promoting leadership skills, providing a safe and fun place to grow, providing academic support, recreational activities and an opportunity for mentorship. CYP provides these activities for over one thousand youth over the course of the year.

Department of Human Service Programs

City of Cambridge

City of Cambridge

### School Year Hours of Operation

9-13 Years Old  
Monday thru Friday 2:30-6

14-19 Years Old  
Monday thru Thursday 6:30-9:30  
Friday 6:30-10

## Youth Development and Community Partnership

The Cambridge Youth Programs (CYP) has a history of adapting to the changing needs of the community. The Youth Program's five centers include workshop space, meeting rooms and easy access to parks. We are also fully licensed by the State Office of Child-care Services which demands that we maintain a high standard of service delivery.

### Offerings for all Members

#### Sports and Fitness

Activities include coed basketball, flag football, floor hockey and indoor soccer.

#### Boys and Girls Groups

Opportunities for growth and mentorship are provided for both boys and girls through specific programming. Activities include field trips, workshops and leadership development.

#### Drug and Alcohol Prevention

Community-based agencies provide youth center members with a variety of alcohol and drug awareness and education programs.

#### Academic Support and Mentorship

Center members meet regularly with a mentor who assists with academic growth and homework.

#### Saturday Leisure Time

Interested teen members participate in engaging and dynamic Saturday activities.

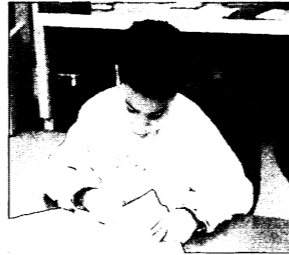


## Leadership Program (ages 9-13)

The Leadership Program provides enrichment opportunities Monday through Friday from 2:30-6pm. The program provides a framework for participants to begin questioning how to make their community a better place to live, focusing on diversity and conflict resolution.

### Academic Support

CYP provides tutorial assistance, homework help and literacy support through a variety of mentorship programs, academic workshops, and book distribution programs. Community partnerships provide support to increase and enhance all aspects of reading and academic skills.



### Youth Leaders

### Saturday Service Learning

Youth Leaders operates every Saturday from 11-3pm and allows participants to learn about community service, diversity and the growing world around them. Participants attend educational field trips and participate in recreational activities, leadership development workshops and service projects.

## Evening Teen Program (ages 14-19)

The evening program consists of leadership programs, sports and fitness, employment assistance, life skills programs, arts workshops, conflict management, college prep, academic assistance and an array of special trips and events.

### Leaders In Action

The Leaders in Action Program is a paid training internship for youth ages 16-18 years. Participant attend biweekly trainings focused on self-awareness, career mapping, diversity, event planning, communication, promotion, time management, interviewing, conflict resolution and service-learning. Participants also learn the administrative logistics of the Youth Center and attend weekly mentorship meetings with a Youth Center Director.

### Create Organize Respond Evaluate (C.O.R.E.)

The C.O.R.E. committee provides a forum for teen members to raise questions, ideas and concerns regarding Center programs. Committee members meet bi-weekly and are an integral part of Youth Center program development.

### Neighborhood Service Project (NSP)

CYP staff collaborate with the Office of Workforce Development to design and implement a ten-week service-learning project for 14-15 years old. Youth receive training and a small stipend.

## Summer Program

### Sports Leadership Academy (ages 9-13)

The Sports Leadership Academy uses sports to encourage youth understanding and appreciation of common values. Youth work to create and implement civic projects in their local area while building their athletic skills.

### Summer Arts Program (ages 9-13)

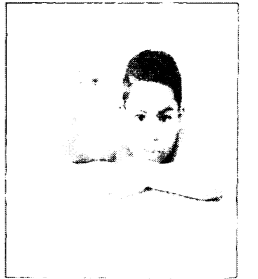
The Summer Arts Program exposes youth to the power and expression of art. The program collaborates with local artists and performers and encourages participants to explore their creativity and potential.

### Youth In Leadership Program

The Youth in Leadership partners with the Mayor's Summer Youth Employment Program to provide youth 14-18 with job readiness skills.

### Summer Basketball Leagues

CYP sponsors three outdoor evening basketball leagues, providing friendly competition and leadership skills for both boys and girls. One female league (13-19 year olds) and two male leagues (preteen 10-14 and teen 15-19) run throughout the course of the summer.



**JOIN US!**

Contact any of the five Youth Centers listed on the back of this brochure for registration materials and orientation times.

# Cambridge Youth Programs

For Cambridge Residents 9-19

- Mentorship
- Enrichment
- Academic Support

Department of Human Service Programs

**City of Cambridge**

## School Year Hours of Operation

9-13 Years Old

Monday thru Friday 2:30-6

14-19 Years Old

Monday thru Thursday 6:30-9:30

Friday 6:30-10

# West Cambridge Youth Center

## Leadership Program

Spring 2003

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:00-3:30	<b>CHECK-IN &amp; HOMEWORK ASSISTANCE</b>	<b>CHECK-IN &amp; HOMEWORK ASSISTANCE</b>	<b>CHECK-IN &amp; HOMEWORK ASSISTANCE</b>	<b>CHECK-IN &amp; HOMEWORK ASSISTANCE</b>	Community Meeting and Free Time
3:30-3:45	<b>Snack</b>	<b>Snack</b>	<b>Snack</b>	<b>Snack</b>	<b>Snack</b>
3:45-4:45	Boys 2 Men and Sista 2 Sista Activity & Discussion Group	Arts & Crafts or Space Camp	<i>Movie Making</i> with Dan or Dance with Jessica	<i>Police Academy</i> or Organized Noise	<b>Basketball League,</b> <i>The Great Outdoors</i> or <b>Free Time</b>
4:45-5:45	<b>Community Service</b>	3 on 3 Basketball League	<b>Physical Activity</b>	Double Dutch	
5:45-6:00	<b>DEBRIEF &amp; SIGN OUT</b>	<b>DEBRIEF &amp; SIGN OUT</b>	<b>DEBRIEF &amp; SIGN OUT</b>	<b>DEBRIEF &amp; SIGN OUT</b>	<b>DEBRIEF &amp; SIGN OUT</b>

# Program Narrative

## Session III, Spring 2003

- *Homework Assistance:*

During this time, Youth Center Members will complete and receive assistance on their homework. If the member does not have homework, other academic activities will be provided or they will be asked to do research on the internet.
- *Boys 2 Men and Sista 2 Sista Activity and Discussion Groups:*

The members are separated into boys and girls groups. This provides a chance for the members to discuss gender-related issues, do projects, and have positive interactions with adults of the same gender. Members are given the opportunity to voice their opinion and give input on projects and activities that they would like to do.
- *Community Service:*

Members will participate in service learning projects on a weekly basis. A City Year team will lead the projects.
- *Arts & Crafts:*

Arts & Crafts provide children with an opportunity to be creative. The main project this session will be designing ornaments, barrettes and pins from clay. They will paint, decorate and sell the projects as a fund-raiser for the center.
- *Space Camp:*

Based on the curriculum of the Family ASTRO programs, participants in this class will learn about the planets, stars and the moon. To offer this class, we received supplies and guidance through a partnership with the Museum of Science. The activities are hands-on and a lot of fun. At the end of our session, the children will host a Family ASTRO Night where they will teach their families everything they learned!
- *3 on 3 Basketball League:*

After receiving many requests for a 3 on 3 league, we formed teams and a league. This time will be split between league play and practicing for the city-wide basketball league. Members will warm-up with stretches and drills and will focus on their basic skills of basketball.
- *Movie Making:*

Led by specialist Dan Owuso, participants will learn the basics of using a digital video camera and film production. They will work on a project of their choice to produce a video.

- *Dance:*  
Led by specialist Jessica Honig, participants in this class will learn Hip Hop Dancing, Breakdancing and other modern dances. They will learn about the connection between dance and their community through choreography and performances.
- *Physical Activity:*  
Members will participate in athletic activities in the gymnasium. All participants will stretch and warm-up prior to the game or activity in order to teach the importance of preparing their bodies for physical activities. Examples of activities include basketball, ultimate frisbee, flag football and other team building games.
- *Police Academy:*  
Taught by the Cambridge Police Department, children will be taught about the law and the duties of Police Officers. They will go on a tour of the police station, ride in a police car, and go through some of the training that actual police officers go through.
- *Organized Noise:*  
Participants will be introduced to music in this class. Lessons include reading music, recognizing rhythm patterns, music history and analyzing lyrics. Once members have learned the basics of music, they will learn how to actually play an instrument!
- *Double Dutch:*  
Participants will learn the “ropes” of Double Dutch. They will begin by watching a video produced by the Red Aurbach Youth Foundation, and will work to produce a routine that they will perform. There will be a Double Dutch League—the team will compete against other teams throughout the city.
- *Community Meeting:*  
Staff will work with the members to complete any unfinished projects from the week and review what was accomplished and learned. They will discuss any issues—positive or negative—that came up during the week and preview the coming week.
- *Basketball League:*  
The West Cambridge Youth Center will have a co-ed team of pre-teens that participate in a city-wide league and tournament. They will travel to the other four youth centers, competing throughout the spring. They are coached by Youth Workers, who help teach teamwork and sportsmanship.
- *The Great Outdoors:*

During this time, members will participate in Nature/Outdoor activities that will teach them more about the world we live in. Activities will include hikes in area parks, tracking of animals around the Fresh Pond reservoir, a trip to Cape Cod and working on projects in the community.

- Free Time:

Youth Center members have the opportunity to choose their activity on Friday afternoons. They can use the computers, play board games, use the gymnasium, do arts and crafts projects, practice their dance and sign language performances, or use the Play Station 2. Staff will be available to lead any of the activities the members choose to participate in.

- Debrief:

Youth Workers will discuss the members' behaviors for that day and award each member points based on a scale of 1-16. Their point totals determine whether or not they will be allowed to go on trips and participate in activities.

# Gately Youth Center

Meghan McCabe - Youth Center Director  
(617) 349-4499

Jerry Bernardo - Program Director  
Kenya Pavon - Youth Activities Coordinator  
(617) 349-6277

## Teen Program Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>6:30-7:00</b>	Sign in	Sign in	Sign in	Sign in	Sign in	Sign in at 3:30
<b>7:00-8:00</b>	Career Awareness or Hip-Hop	Cooking Class or Weight Training	Group Discussion or Sex Ed. Dance Class	Weight Training or Athletics Activities	C.O.R.E. committee, Free Time	Free Time
<b>8:00-9:30</b>	Free Time	Volleyball	Game Room Tournaments	Free Time	Game show night, Field Trips, & Parties	Free Time
<b>9:30</b>	Center Closed	Center Closed	Center Closed	Center Closed	Center Closed at 10:30	Center Closed at 6:30

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## **Gately Youth Center**

**Meghan McCabe- Youth Center Director**  
(617) 349-4499

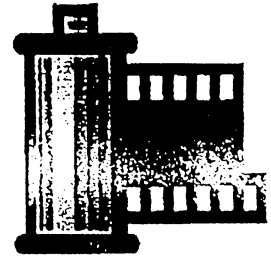
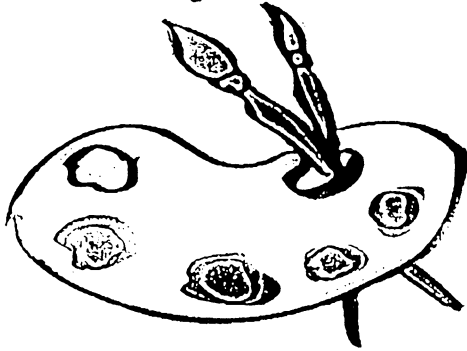
**Jerry Bernardo- Program Director**  
**Kenya Pavon- Youth Activities Coordinator**  
(617) 349-6277

### **Session 3 Program Summaries**

- **Community Meeting-** Youth Center members are given the opportunity to share stories, ask Youth Center questions, provide entertainment, etc. During this time staff can discuss with the members upcoming events, Youth Center issues, and also the Gately Youth Center Member of the Month Award is given out in the meeting.
- **Athletic Activities-** This program helps to expose youth to a variety of different sports. Members participate in flag football, kick ball, basketball, floor hockey, physical fitness, volleyball, ultimate Frisbee, mat ball, etc.
- **Boys Group-** In the Boys Group, young men start to analyze issues relevant to their lives. This session the Boys Group is focusing on government, public speaking, and business skills such as money management, marketing, responsibility, etc.
- **Girls Group-** In the Girls Group, young women start to analyze the issues that affect the lives of youth today. This session the Girls Group is focusing on poetry and creative writing, homophobia, marketing hygiene and proper nutrition.
- **WGYC News -** Members will write & report on Gately issues, sports, entertainment & weather for weekly news show. Members will gain video production skills, directing, & the ability to do public speaking.
- **Community Service-Learning-** Members will learn to analyze and evaluate the effectiveness of the communities in which they live. Members will serve their communities and participate in fun experiential education activities to help them to reflect on their service work.
- **Arts and Crafts-** Arts and Crafts is an opportunity for members to creatively express themselves through art. Some of this session projects include: fuse beads, fantastic fans, painting, beading, diversity projects, etc.

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- **History of music**- Members will do research on different types of music listening of beat patterns, lyrics & origin. Members will also have a to make their own beats while working on timing and drums rolls.
  - **Project G- Unit** - Members will learn the basics of architecture through building their ideal youth center. Members will work on designing plans. Through shading, perspective, gesture drawings, and transformation, the members will work towards an end project of creating an actual model of their youth center.
  - **Game Room Activities**- Members will participate in game room tournaments. These tournaments with center around board games, flash cards, the soccer table, and the pool table.
  - **Movies& Drama**-Members will analyze movies and participate in a dramatization of movie scenes.
  - **Sign Languages** -Members will learn the non-verbal form of communication starting with alphabet and graduating to forming sentences.
  - **World Dance Choreographers/ Hip-Hop- break dance**- Members will creativity express themselves through dance. Members will learn how to do combinations and short routines.
  - **Gender battles** - Member will participate in healthy competitions that teach camaraderie and sportsmanship.
  - **Video Production**- participants will be introduce to media technology and media literacy which will then enable them to create their own short clips/movies.

City of Cambridge  
Department of Human Service Programs/Cambridge Youth Programs



## GATELY YOUTH CENTER "SUMMER ARTS PROGRAM 2003"



Session I: June 30<sup>th</sup> – July 18<sup>th</sup>, 2003  
Session II: July 21<sup>st</sup> – August 8<sup>th</sup>, 2003



**Program Hours: 8:30am – 3:30pm**

Extended Hours: 3:30 – 6:00/Early Drop off available

### PROGRAM FEES

**\$55.00 per week (8:30am – 3:30pm) or \$165.00 per Session**  
**\$70.00 per week (8:30am – 6:00pm) or \$210.00 per Session**

A \$55.00 non-refundable deposit is required for each session  
Registration begins on March 5, 2003



Please make MONEY ORDERS or CHECKS  
payable to:  
Cambridge Youth Programs



The **Summer Arts Program** is designed to expose young people, ages 9-13, to the power of art. Through collaborations with local artists and performers, participants will explore their own creativity. The young people will attend performances, work with trained instructors to create their own projects, and make presentations. The Summer Lunch Program provides breakfast & lunch for those participants who do not bring their own.

**FOR MORE INFORMATION, PLEASE CALL Meghan McCabe @ (617) 349-6277**  
**GATELY YOUTH CENTER: 70R Rindge Ave., CAMBRIDGE, MA 02140**

The City of Cambridge, Youth Programs does not discriminate on the basis of disability. The DHSP will provide auxiliary aid & services, written materials in alternative languages and reasonable modifications in policies and procedures for persons with disabilities upon request. TTY/TDO(617) 492-0235

This program is compliant with the regulations of the Mass. Dept. of Public Health (105 CMR-430.00) and licensed by the Cambridge Board of Health.

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# Gately Youth Center

## "Summer Arts Program 2003" Registration Form

\_\_\_\_\_  
Child's last name

\_\_\_\_\_  
Child's first name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Address (this is the address to  
which we will direct all camp mailings)

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Phone:

Please check each session desired

\_\_\_ Session One: June 30 - July 18  
(8:30am. - 3:30pm.) Cost: \$165.00

\_\_\_ Session Two: July 21 - Aug. 8  
(8:30am. - 3:30pm.) Cost: \$165.00

\_\_\_ Session One & Extended Hours:  
June 30 - July 18  
(8:30am. - 6:00pm.) Cost: \$210.00

\_\_\_ Session Two & Extended Hours:  
July 21 - Aug. 8  
(8:30am. - 6:00pm.) Cost: \$210.00

**Note: a \$55.00 non-refundable deposit is required for each session**

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Telephone #

\_\_\_\_\_  
Home Telephone #

\_\_\_\_\_  
Place of Work

\_\_\_\_\_  
Place of Work

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Emergency Contact: Name

\_\_\_\_\_  
Daytime Telephone #

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**Gately Youth Center**  
**"Summer Arts Program 2003" Release Form**

Child's name: \_\_\_\_\_

Parent/Guardian's name: \_\_\_\_\_

1. I hereby give my child permission to participate in all program activities and trips:

Parent/Guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

2. I hereby give permission for authorized staff to take my child to the nearest hospital for emergency treatment. (If an injury occurs within Cambridge, the program will transport your child to Cambridge City Hospital or Mount Auburn Hospital, depending on which is nearest the scene of the accident. Outside of Cambridge, we will go to the nearest hospital.) I also authorize staff to apply first aid and sunscreen when necessary.

Parent/Guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

3. I give permission to the City of Cambridge and Gately Youth Center to use photographic and video reproductions of my child for publicity purposes.

Parent/Guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

4. My child has permission to walk home from the program after 3:30pm.

Parent/Guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

5. The following individuals may pick up my child from the program. If someone other than these people picks up my child, I will notify staff in writing in advance.

Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_

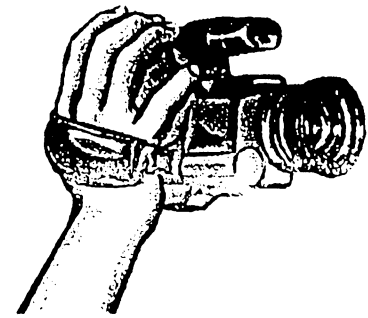
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

City of Cambridge  
Department of Human Service Programs/Cambridge Youth Programs



# FRISOLI YOUTH CENTER "SUMMER ARTS PROGRAM 2003"



Session I: June 30<sup>th</sup> – July 18<sup>th</sup>, 2003  
Session II: July 21<sup>st</sup> – August 8<sup>th</sup>, 2003



**Program Hours: 8:30am – 3:30pm**

Extended Hours: 3:30 – 6:00/Early Drop off available

### PROGRAM FEES

**\$55.00 per week (8:30am – 3:30pm) or \$165.00 per Session**  
**\$70.00 per week (8:30am – 6:00pm) or \$210.00 per Session**

A \$55.00 non-refundable deposit is required for each session  
Registration begins on March 10, 2003



Please make check or money order  
payable to:  
Cambridge Youth Programs



The **Summer Arts Program** is designed to expose young people, ages 9-13, to the power of self-expression. Through collaborations with local artists and performers, participants will explore their own creativity. The young people will attend performances, work with trained instructors to create their own projects, and make presentations. The Summer Lunch Program provides breakfast & lunch for those participants who do not bring their own.

**FOR MORE INFORMATION, PLEASE CALL:**  
**JENEEN MUCCI, PROGRAM DIRECTOR, @ (617) 349-6316**  
**FRISOLI YOUTH CENTER: 61 WILLOW STREET, CAMBRIDGE, MA 02141**

The City of Cambridge, Frisoli Youth Center does not discriminate on the basis of disability. The DHSP will provide auxiliary aid & services, written materials in alternative languages and reasonable modifications in policies and procedures for persons with disabilities upon request. TTY/TDD(617) 492-0235

This program is compliant with the regulations of the Mass. Dept. of Public Health (105 CMR 430.00) and licensed by the Cambridge Board of Health.

## Frisoli Youth Center Session 3 Schedule Week of March 24th, 2003

Time	Monday, March 24th	Tuesday, March 25th	Wednesday, March 26th	Thursday, March 27th	Friday, March 28 <sup>th</sup>
2:00-3:30	Check-in, Free Time and Snack	Check-in, Free Time and Snack	Check-in, Free Time and Snack	Check-in, Free Time and Snack	Check-in, Free Time and Snack
2:00-3:00 Snack Rotation	Groups: A, B, C, D		Groups: C, D, B, A	Groups: D, A, B, C	
3:00-4:00	Homework Help	Homework Help	Homework Help	Homework Help	<u>Community Meeting</u>
4:00-5:00	<u>Activity Period 1</u> 1. Art w/ Elyse-C 2. Job readiness A & B	<u>Hockey Playoffs</u> <u>Activity Period 1</u> 1. Boys and Girls Group (4:00-5:00)	<u>Activity Period 1</u> 1. City Year Project- HIV/AIDS-CD 2. Job/real world readiness-AB	<u>Hockey Playoffs</u> <u>Activity Period 1</u> 1. City Year Project- HIV/AIDSAB 2. Japanese Culture-C 3. Art w/ Bo	<u>Activity Period 1</u> 1. Babysitting Program 2. Art w/ Bo 3. Self Defense 4. Basketball
5:00-6:00	<u>Activity Period 2</u> 1. Art w/ Elyse-D	1. Gym Games ▪ Volleyball ▪ Soccer	<u>Activity Period 2</u> 1. Cheerleading 2. B-ball tryouts 3. Animal Program	<u>Activity Period 2</u> 1. Japanese Culture-D 2. Art w/ Bo 3. Dance	<u>Free Fridays</u> Movies Dance Games
5:50-6:00	Wrap-up, Check Out and Dismissal				

Mar 23 03 07:55p MOORE YOUTH CENTER

# Frisoli Youth Center

## "Summer Arts Program 2003" Registration Form

\_\_\_\_\_  
Child's last name

\_\_\_\_\_  
Child's first name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Address (this is the address to which we will direct all camp mailings)

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Home Phone: \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

Please check each session desired

\_\_\_ Session One: June 30 - July 18  
(8:30am. - 3:30pm.) Cost: \$165.00

\_\_\_ Session Two: July 21 - Aug. 8  
(8:30am. - 3:30pm.) Cost: \$165.00

\_\_\_ Session One & Extended Hours:  
June 30 - July 18  
(8:30am. - 6:00pm.) Cost: \$210.00

\_\_\_ Session Two & Extended Hours:  
July 21 - Aug. 8  
(8:30am. - 6:00pm.) Cost: \$210.00

**Note: a \$40.00 non-refundable deposit is required for each session**  
**Please make check or money order payable to "Cambridge Youth Programs"**

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Telephone #

\_\_\_\_\_  
Home Telephone #

\_\_\_\_\_  
Place of Work

\_\_\_\_\_  
Place of Work

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Emergency Contact: Name

\_\_\_\_\_  
Daytime Telephone #

The Cambridge Department of Human Services/Youth Programs Presents:

# April Vacation Week, April 22-25

# The Cambridge

# OLYMPICS

Open to Youth Ages 9-13



at Cambridge Rindge and Latin, 459 Broadway

**Participate in:**

- Field Trips:
- Basketball Hall of Fame
- Wellesley Girl's LEAP program
- Soccer
- Track & Field
- Softball
- Cheerleading
- Wrestling

**Learn:**

- About countries
- How to coach
- Olympic history

**Win:**

- Medals
- Trophies

**ONLY 80 SLOTS AVAILABLE!**

Please register at your local youth center or call for more information

- Area IV Youth Center 349-6262
- Frisoli Youth Center 349-6312
- Gately Youth Center 349-6277
- West Cambridge Youth Center 349-6314
- Willis D. Moore Youth Center 349-6273

\*\$35 for Youth Center Members

\*\$45 for Non-Members

\*Registration includes admission for field trips  
Early drop-off 8:00am  
Hours 8:30am-3:30pm

**PLEASE BRING A LUNCH!**

The City of Cambridge does not discriminate in providing services to youth and their families based on race, religion, national origin, cultural heritage, political beliefs, sexual orientation, marital status, or disability. The Department of Human Services and Programs will provide auxiliary aid and services, written materials in alternative and reasonable modifications in policies and procedures to qualified individuals upon request. TTY/TDD (617)492-0235



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## **Willis D. Moore Youth Center**

Patricia Bradshaw, Youth Center Director  
Jenni Nettek, Program Director  
Trevis Brooks Youth Activity Coordinator

### **Teen Activity Descriptions and Facilitators**

#### **Recreational Workshop Offerings:**

**Personal Training:** Jarred King and Carol Thomas will guide teens through a variety of physical fitness routines tailored to their individual needs. Activities will take place in the gym, weight room, and outdoors depending on the need facilities.

**Games, Games, Games:** Carol will organize and facilitate a variety of table game tournaments.

**Cooking:** Carol Thomas and KC Mathews will take turns leading a group of teens through the cooking process. Teens will try a variety of recipes and develop their own.

**Ladies Club:** Carol Thomas and Vadeline Jules will lead a group of females through activities aimed at engaging female teens in youth center activities. The female teens will work together to plan activities like movies, field trips, special events, and cooking, as well as just spend time discussing issues concerning young women.

**Film Production:** Dan, the video production specialist, teach teen members video taping and editing techniques. Teens will use the footage they take with the video camera to produce music videos and sports highlights. Teens will use the IMAC to edit their images, as well as learn programs for graphic art and 3-D animation.

#### **Educational Workshops:**

**Life Documentaries:** Teens will develop knowledge of diversified life experiences using documentaries. Teens will view documentaries on hip-hop, violence, education, AIDS, minstrel shows, civil rights movement, and current events. After viewing the films Vadeline Jules will facilitate discussions aimed at getting the teens to understand the films' perspectives, subjects, and issues.

**Straight Music:** KC Mathews and Jarred King will facilitate a music discussion with the teens. Teens will be exposed to a variety of different types of music and variety of different artists. The goal to Straight Music is to expand the teens' knowledge of music.

**Tutorial Assistance:** Staff will be available throughout the evening to assist teen with their homework assignments and answer any questions related to their schoolwork, college application, and resumes.

---

**C.O.R.E Committee:** The C.O.R. E. committee will meet bi-weekly with the Jenni to discuss programs and events at the youth center. Members will take a leadership roles and organize their own center events with guidance from the staff. The committee will also collaborate with other C.O.R.E. Committees throughout the city and attend citywide meetings.

**Men's Group:** Male staff members will facilitate discussions with male teens. Men's group will discuss current events, MCAS, college, careers, etc.

**Ladies Initiative:** Vadeline will meet with female members on a weekly basis. Ladies Initiative will include activities like field trips, discussions, and computer projects.

### **Teen Program Benchmarks**

**Personal Training:** Member's physical fitness and willingness to participate in recreation activities.

**Cooking:** Teens' ability to cook and quality of prepared meals.

**Ladies Club:** Number of females in youth center and their self-confidence.

**Life Documentaries:** Teens' ability to analyze films and understand variety subjects.

**Tutorial Assistance:** Teens' school progress reports and homework quality.

**C.O.R.E Committee:** Teens' contribution to youth centers activities.

**Straight Music:** Teens understanding of a broad array of music, teens willingness to listen to music outside their normal range.

**Games, games, games:** Teens willingness to participate in tournaments, teens understanding of the rules of a variety of games.

**Film Production:** Teens ability to use the IMAC and navigate programs, teens finished video projects.

**Men's Group:** Male teens' awareness of current events and school issues, male teens willingness to participate in discussions.

**Ladies Initiative:** Female teen's willingness to participate in all activities in the youth center.

Cambridge Department of Human Services/Youth Programs

# Youth In Leadership Program

## Ages: 14 - 18yrs.

Location: The Willis D. Moore Youth Center  
Gilmore St (off Western Ave)  
Cambridge, Ma 02139



Orientation: July 7, 2003

Date: July 7, 2003 - August 15, 2003

Day: Monday - Friday

Program Hours: 9:30am-1:30pm

If you are interested in this program, you must enroll in the Mayor's Summer Youth Employment Program by May 16, 2003  
(Please note on your application Youth In Leadership)

Weekly Stipend: \$6.75/hr (through the Office of Workforce Development  
Mayor's Summer Youth Employment Program)

Sports, Educational Workshops,  
Community Service and Weekly Field Trips

For more information and registration call: Patricia Bradshaw, Youth Center Director (617) - 349- 4492, or Monique Ocasio, Youth Activities Coordinator (617) 349 - 6262

The City of Cambridge does not discriminate in providing services to youth and their families based on age, race, religion, national origin, cultural heritage, political beliefs, sexual orientation, marital status, or disability. DHSP will provide auxiliary aids and services, written materials in alternative and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request. TTY/TDD (617) 492 - 0235

## AREA IV YOUTH CENTER SESSION III PRE-TEEN SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
2:00-2:30	Sign-in/ Free time	Sign-in/ Free time	Sign-in/ Free time	Sign-in/ Free time	Sign-in/ Free time
2:30-3:30	Homework Help/ Tutoring	Homework Help/ Tutoring	Homework Help/ Tutoring	Homework Help/ Tutoring	Leadership Groups
3:30-3:45	Snack	Snack	Snack	Snack	Snack
3:50-4:40	Design It!  Video Production Group I	Community Service  Reading Group	Design It!  Event Planning	Community Service  Art and Crafts	Boys and Girls Groups
4:40-5:50	Video Production Group II  Fitness Or Music	Cooking  Logo and Design	Basketball Drills	YPP	Basketball League Games
5:50-6:00	Debrief/ Dismissal	Debrief/ Dismissal	Debrief/ Dismissal	Debrief/ Dismissal	Debrief/ Dismissal

The Cambridge Department of Human Services

## YOUTH PROGRAM

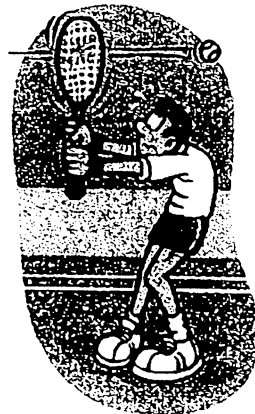
presents

# "Sports Leadership Academy"

June 30, 2003



Aug 8, 2003

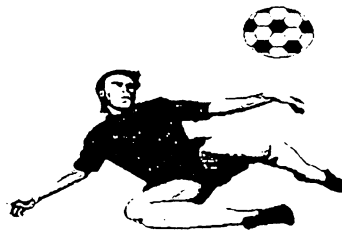


ea IV Youth  
13 Harvard

8:30am - 3:30pm - \$55/wk

8:30am - 6:00pm - \$70/wk

Sports, Field Trips, video,  
Arts & Crafts, Community Service Projects,  
Beach Trips and much more !!!



**REGISTRATION BEGINS MARCH 5, 2003**

For more information contact: Allen Platt Youth Center Director, (617) 349-4490  
or Program Director, Jerry Bernardo (617) 349-6277

This camp must comply with the regulations of the Massachusetts Department of Public Health (105-CMR-430.00), and be licensed by the Cambridge Board Of Health.

**We Accept Vouchers!!! Scholarships are available!!!**

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# West Cambridge Youth Center News

We've had a busy first session here at the West Cambridge Youth Center! Both the Leadership and Teen Programs have many new members, so we have a lot of news to report.

## Leadership Program

The Leadership Program kicked off the year with an ice cream party. The members have a new appreciation for ice cream as we made it ourselves. It was a true test of patience as we waited for it to freeze!



On September 18<sup>th</sup>, we went to a Red Sox game. For many of the kids, it was their first game at Fenway.

We sat in the bleachers in the *Dunkin' Dugout* and had the whole section to ourselves. We cheered loudly, ate a lot of food and slept all the way home in the van!

Our other field trips this session included a trip to see the movies, a tour of the new water purification plant on Fresh Pond, rollerblading along the Charles River, Frisoli's haunted house and our girls group had a taste of the Cajun culture at Club Passim. And what would a New England fall be without apple picking? We went to the Carver Hill Orchard in Stow to pick apples and enjoyed a hayride through the trees.

Monday afternoons were a special treat this session. We had a professional

chef come to the center! Paul and Jennifer taught us all about nutrition, the food pyramid and how to eat healthy meals. We made fruit parfaits, roti, turkey tacos, apple coleslaw, home made pasta, and a few other great meals.

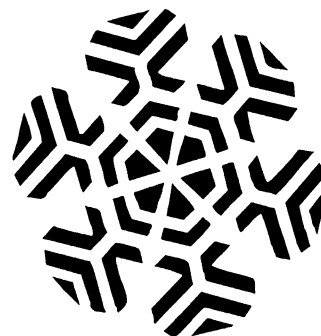
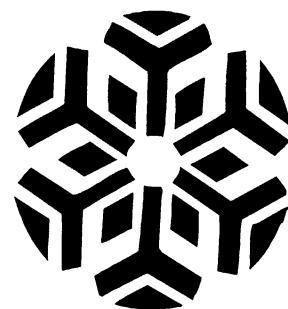
We partnered up with the Tobin School for flag football. Although we weren't the champs, the team had a lot of fun. Our very own Niesha was the Most Valuable Female in the league!

Our family sure has grown—we have 28 members and two new staff. We look forward to celebrating our first session at our Open House on Dec. 5<sup>th</sup>!

## Teen Program

The teen program is off to a great start this year. The West Cambridge C.O.R.E. Committee shared some great ideas with the staff and worked hard to get ready for the program.

We've had some great workshops on sex education (thanks to our special guest speakers!), our future goals, movies, trivia games, and physical fitness. Of course, there's always a basketball game happening at night! The teens are a great group and we really enjoy having them and are looking forward to a fun rest of the year!



## Check This Out

There are over 180 registered **TEEN** youth center members!

# Frisoli Youth Center News & Notes



### Leadership Program

#### Sign Language

The Frisoli Youth Center has contracted with the Massachusetts Association of the Deaf to offer Sign Language classes one afternoon each week to the young people in the center. Every Thursday from 4:00-5:00 and 5:00-6:00 two groups of 12-15 young people are learning the basics of sign language.

### 5<sup>th</sup> Annual Halloween Haunted House

The Youth Center sponsored the 5<sup>th</sup> Annual Halloween Haunted House on Halloween Night, Thursday, October 31<sup>st</sup>. The event was a great success, with over three hun-

dred people taking a tour through our spooky happenings. From our haunted "Disco of the Dead" to the terrifying "Hermit under the Stairs", children and their families enjoyed being thrilled by the staff and many volunteers.



### Preview of Session Two

#### Cambridge Police Department/Youth Program Floor Hockey League

The Youth Center will continue the collaboration with the Cambridge Police Department by offering the 4<sup>th</sup> year of the Pre-teen Floor Hockey League. Led by Officer Jimmy DeFrancisco, the CPD provides several Police Officers who serve as coaches and officials for the program. Two afternoons each week, on Tuesdays and Thursdays, the Frisoli Youth Center is filled with young people and their parents who come out to support them.

\*\*\*\*\*  
\* **Touching the Lives of Americans: City Year at CYP** \*  
\* **By: Noriel Flores, City Year 2002-2003 Corps Member** \*  
\*\*\*\*\*

City Year is a volunteer corps constructed from a diverse group of 17 to 24 year old men and women of different races, religions, and socio-economic classes with educational backgrounds ranging from college graduates to persons in search for their GED. Under the umbrella of Americorps, the United States' national-service program, City Year is a not-for-profit organization dedicated to "building democracy through national service."

The neighborhood-based Cambridge team (sponsored by Bain Capital) are currently working at several CYP sites including the Frisoli, the Gately, and Area IV. During these after school hours, corps members serve as role models by helping CYP youth complete homework and teach City Year's W.A.V.E. (Written and Verbal Expression) curriculum. The W.A.V.E program is a writing intensive, journal-keeping program that nourishes the awareness of social justice, race, and class. The W.A.V.E. program reinforces the importance of a beloved community.

Corps members also provide physical service Cambridge. Some of the service projects include the restoration of the youth center project (completed last October). During the school days, The Bain Capital team, teaching middle school children the City Year program, the corps members challenge students' personal and respective communities to the process of bookmaking, while and analyze the community in which they



to the city's property and the community include the restoration or renovation of public Cambridge YMCA theater and the Area IV during City Year's annual Serve-a-thon). team works with the Fletcher-Maynard Academy bookmaking curriculum. Within this process, children are encouraged to discover, respect, live.

The City Year Cambridge Bain Capital team continues to educate the public outside of schools, particularly corporations. Each member of the Bain Capital team has a Community Liaison Partnership. Each corps member devotes at least 4 hours a week to work alongside his or her particular "CLiP." Service projects for Cambridge are also established between the Bain Capital team and their Community Liaison Partnerships. With the involvement of corporations, more classes are being informed and influenced. What City Year, and its relation to Cambridge illustrate is that a change is possible, not only for the major cities, but also for the smaller cities that are generally overlooked. City Year can touch every community.

# The Gately

## Gately Teen Program

*The Gately Youth Center has had a very successful fall with the teens with over 73 registered teen members!*

Our Teen Program runs open Monday through Thursday from 6:30-9:30 and Friday 6:30-10:30. We offer enrichment activities and workshops from 7:00-8:00 Monday-Thursday. Some of workshop examples include:

- Career Awareness
- Group Discussion
- Poetry Slam
- Homework Assistance
- Cooking
- Weight Training
- Arts and Crafts
- Basketball Basics for Girls

Athletic Activities, Game Room Tournaments, access to the computer lab, and Homework Assistance are available following the completion of the workshops.

Career Awareness has been a also been very successful. Teens work on resume writing, interview skills, comparing and contrasting jobs and careers, and completing applications/salary negotiating. Youth Workers, James Pierre and Rena Nassr, led the Career Awareness workshop this year and have done an excellent job of recruiting teen members for their program. Career Awareness workshops have attracted 20 participants every Monday.

During one of our recent group discussions, teens expressed a desire to give back to their community and help those in need. The group decided that they would like to run a Food Drive out of the center and donate what they collect to a local shelter. The teens are currently organizing the Food Drive and will be collecting can goods throughout the holiday season.

In the next newsletter, we will update you on our progress in these activities. Also, we will highlight some teen academic achievements and center-based initiatives



## Gately Girls Group Update

Girls group at The Gately Youth Center consists of 10-15 girls ages 9-13. Girls Group is a unity where we come together and talk about issues surrounding the young women of today. The girls speak openly and candidly about topics that interest them. We hope that our girls will gain self-respect and education on issues of development in every area of life. Girls also receive guidance from staff and support for issues they might be dealing with. Staff come together with the girls to create a sense of comfort and safety. Below are a few examples of the topics we've discussed:

1. Race & Ethnicity
2. The Importance of Friendship
3. Women's Rights
4. Eating Disorders
5. Peer Pressure
6. Self Image
7. Hate Crimes
8. Financial Independence
9. The use of Slang in America
10. Establishing Trust/Broken Ties

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TTY/TDD(617) 492-0235.



## From the Desk of the Division Head

### An Introduction To CYP

If you're new to the Cambridge Youth Programs—welcome aboard! I would like to take this opportunity to provide you with a brief overview of our mission and services.

The Cambridge Youth Programs has been in existence for over fifteen years and serves youth ages 9 - 19. As a program we aim to enrich the lives of our young people in a variety of ways including social, recreational and intellectual skill development. CYP's mission is to promote leadership skills while providing a safe, fun place to grow, academic support, recreational activities, and an opportunity for mentorship. We serve approximately 1000 young people throughout the year (including the summer). These youth attend five different youth centers located throughout the city of Cambridge.

The Youth Programs five fully equipped youth centers include classroom space, meeting rooms and easy access to parks. We have developed two distinctive program models that serve our program members. One is the Leadership Program that focuses on the needs of our pre-teen (9-13) members, and the other is our Teen Evening program which works with older youth (14-19). Programs include employment assistance, homework help, literacy program, life skill's workshops, guest speakers, community service projects, drug and alcohol prevention programs, recreational activities, sport leagues, trips and special events. We are also fully licensed by the state Office of Childcare Services, which enables us to expand our financial aid capability and increase the overall quality of our services.

Further, in order to address the needs of young men/women in the community, the youth centers have implemented Boy's and Girl's Group that allow them to express and share of themselves. These specialty programs promote social well-being and leadership development in our program members. CYP's long term plan is to develop a host of other activities that will foster more youth participation and support their personal growth and development.

On the behalf of the Cambridge Youth Programs staff I would like to invite you to visit our programs and encourage you to bring a friend.

Truly Yours In Service,

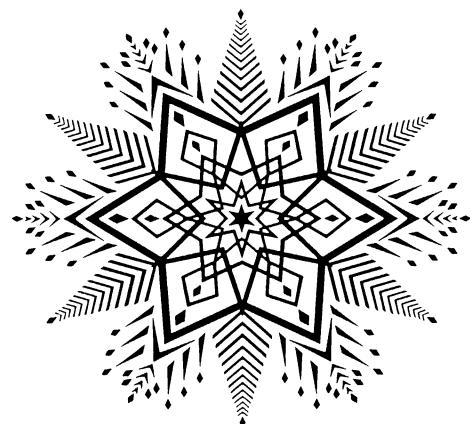
*Selvin L. Chambers III*  
Division Head for Cambridge Youth Programs



Check out our  
website at

[www.ci.cambridge.ma.us](http://www.ci.cambridge.ma.us)

for more information  
on how you can  
volunteer or work at  
your local youth  
center. Also link to  
City services and  
resources!



# Familiar Faces

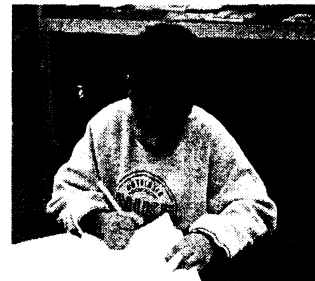


City of Cambridge Department of Human Service Programs

# *Cambridge Youth Programs*



## Parent Handbook



## Leadership Program

*For Cambridge Residents 9-13 years old*

*Community Partnership, Mentorship and Enrichment*



# Table of Contents



PHILOSOPHY AND GOALS ..... 7

PROGRAM DESIGN ..... 7

DAILY PROGRAM ..... 8

    Hours: ..... 8

    Vacation Weeks/ Full Days ..... 8

    Public School Cancellation and Early Release ..... 9

    Holidays ..... 9

    Snow Days ..... 9

REGISTRATION ..... 10

    Registration ..... 10

        Registration Packet ..... 11

    Tuition ..... 12

    Payment Plan ..... 12

    Withdrawal from Program ..... 12

    Appropriate Clothing ..... 12

TRANSPORTATION ..... 13

    Emergency Transportation ..... 13

    MBTA ..... 13

## Table of Contents

CHILD PICK-UP.....	13
Child Release Authorization.....	14
Permission for member to walk home .....	14
FIELD TRIPS AND SPECIAL EVENTS.....	14
Field Trip Permission Form.....	15
BEHAVIOR MANAGEMENT .....	15
Procedure.....	17
Procedures for Suspension and Termination:.....	18
Immediate Suspension.....	19
Referrals/Consultations on Behavior Management and Related Issues.....	20



### **The Family Element**

NOTIFICATION OF CHILD ABSENCE ...	21
FAMILY INVOLVEMENT.....	21
Parent-Staff Communication .....	21
Daily Verbal Communication .....	22
Phone Calls .....	22
Written Communication .....	22
Conferences .....	23
Program Participation.....	23
Parent Meetings/Gathering/Events .....	24
Parent Concerns.....	24
Telephone Access.....	24

# Table of Contents

## **Health and Safety**

RESEARCH /EXPERIMENTATION AND UNAUTHORIZED ACTIVITIES.....	25
Unauthorized Activities.....	25
EMERGENCY CONTACT INFORMATION.....	25
YOUTH CENTER REFERRAL PLAN.....	26
HEALTH AND SAFETY.....	27
Accidents and Emergency Procedures.....	27
Emergency Communication System.....	27
Illness.....	28
Notification of Contagious Diseases.....	28
Medication.....	28
Center Safety.....	29
DHSP CHILD ABUSE REPORTING POLICY.....	30

## **Records**

Children's Records.....	33
Confidentiality of Records.....	34
Brief statement on Confidentiality.....	34
Attendance Records.....	35

# Table of Contents



LEADERSHIP PROGRAM APPLICATION .....	36
REQUIRED FROMS .....	38
A: Medical Emergency Treatment .....	38
B: Photo or Description .....	38
C: Medication Consent Form .....	39
D: Consent for Child to Leave Center .....	40
E: Field Trip Permission Form .....	41
PARENTS' FACT SHEET ON LICE .....	42
LOCATION OF YOUTH CENTERS .....	43

## Program Basics

### PHILOSOPHY AND GOALS

The Cambridge Youth Program provides educational, recreational, and leisure activities for Cambridge youth, aged 9-19 years. Through five neighborhood youth centers, members gain leadership skills, a safe and fun place to grow, academic support, recreational activities, and an opportunity for mentorship. Youth Centers are open Monday through Friday.

The Leadership Program for youth aged 9-13 include three, twelve-week sessions that can be purchased for \$20 each.

### PROGRAM DESIGN

The Department of Human Service Programs Cambridge Youth Programs Division manages five youth center programs at Area IV, West Cambridge, Frisoli, Moore and Gately centers.

The programs are managed within a recreational setting with a staffing pattern of at least one staff to 13 youth; according to OCCS regulations.

The programs are designed to reflect and draw upon the richness of ethnic and racial diversity, age, gender and economic backgrounds found throughout the City of Cambridge. Helping youth stay connected to their community is essential, and we work to expose them to the people and resources that make the Cambridge community special.

We offer many opportunities for service learning, enrichment and mentorship through planned and programmed activities. Each Youth Center has a fulltime Youth Center Director, Program Director and Youth Activity Coordinator. In addition, a part-time staff of thirty Youth Workers and five Program/Events Specialists are available to provide direct service to participants.

#### Did you know?

- ☺ National studies indicate that after-school programs will have a large or very large impact on the future of communities.

## Program Basics

### DAILY PROGRAM

#### **Hours:**

Leadership Program (9-13years old): 2-6:00pm Monday-Friday

The Youth Center programs vary in specifics of schedule and program design, but each program always included time for:

- Active outdoor and indoor activities
- Free choice; a time when members can initiate their own activity and choose from a wide variety of Center resources which include the gym, weight room and exercise equipment, pool, computers, books and board games.
- Snacks; a nutritious snack is served every day. Members are frequently involved in cooking, preparation and serving of a snack.

#### **Hours**

- Ⓢ 2 pm—6 pm Monday through Friday

#### **Vacation Weeks**

- Ⓢ Youth Centers will operate special programs.
- Ⓢ Location may change; check with your Child's youth center Program Director.

#### ***Vacation Weeks/ Full Days***

Parents are responsible for transporting youth to and from the program during vacation weeks. During February and April vacation weeks, Youth Centers will operate special programs similar to camps in lieu of regularly scheduled programming. Parents must bring their youth into the building, sign in and make sure a staff member is aware of the youth's presence. Program locations may change for some programs during vacation weeks; parents will be notified in advance if their youth's program will be conducted at a different site during a vacation week:

## Program Basics

### **Early Release**

During planned early release day Youth Center staff will be on site to greet youth center members.

### **Holidays**

Please note that the two public school holidays of Evacuation day and Good Friday are NOT Youth Center holidays; programs operate on the regular schedule on these two days. All Youth Center programs are closed on the following holidays:

Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day  
New Year's Day (or New Year's Eve Day)  
Martin Luther King Jr. Day  
Washington's Birthday  
Patriot's Day  
Memorial Day

### **Snow Days**

When the Cambridge Public Schools are closed because of snow, the Youth Centers may not be closed. Parents are advised to call their local Youth Center or the Central Office at 349-6200 and inquire about the operation status of the program.

School closing announcements can be heard on radio stations WBZ, and on television channel "4." The Cambridge School Department Link Line at **349-6513** is a 24 hour-a-day source of information

## Program Basics

regarding emergency closings (as well as school activities, school committee meetings, etc). You may also call **349-6254** for snow day information.

*It is the parent's responsibility to keep staff apprised of current home and work telephone numbers so contact can be made in emergency situations and in the event of an early program closing due to a snow emergency.*

### REGISTRATION

Registration is open to all Cambridge residents. The City of Cambridge Department of Human Service Programs does not discriminate in providing services to youth and their families based on race, religion, national origin, cultural heritage, political beliefs, sexual orientation, marital status, or disability. The Department of Human Service Programs will provide auxiliary aids and services as specified by the Americans With Disabilities Act, written materials in alternative formats and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request. For more information, call 349-6200.

#### **Registration**

Those interested in applying should contact the Center they want their youth to attend.

- ☺ The parent will then be sent an enrollment packet.
- ☺ After the forms are complete, the parent is contacted for an orientation. The purpose of this meeting is for the parent to learn more about the program and for the staff to become better acquainted with the parent and youth.
- ☺ If the program is in session, a visit to the program may also be arranged.

## Program Basics

This type of group setting is successful for some youth and less successful for others. If a youth requires more specialized care than DHSP can provide we reserve the right not to accept the youth into our program. If this is the case, we will make every effort to refer the family to alternative services.

### Registration Packet

Parent(s)/guardian must fill out the complete registration packet. **No child will be allowed to begin Youth Center activities without all forms being returned.** The packet includes:

- ☺ Registration Form
- ☺ Medical Emergency Treatment Form
- ☺ Photo or Description
- ☺ Medication Consent Form
- ☺ Consent for Youth to Leave Youth Center Form

The \$20 fee is due at the time of registration. Applicants applying for the Payment Plan are required to pay a non-refundable deposit of \$5.00 per youth. A youth will not be officially enrolled until all forms are complete and the fee/deposit is paid.

### To Enroll in Youth Center Programs:

- ☺ Contact local youth center;
- ☺ Fill out and return registration packet;
- ☺ Schedule an orientation;

**Remember:** No child will be allowed to start without completing registration materials.

### Tuition

## **Program Basics**

The Leadership Program for pre-teens (9-13) consists of three sessions, at \$20.00 for each session.

### ***Payment Plan***

A plan can be set-up for those that can not pay the fee at the time of registration. A \$5.00 deposit (or 25% of tuition, whichever is greater) is required at registration to begin this the Payment Plan.

### ***Withdrawal from Program***

If you plan to withdraw your youth from the program, we require that you notify the Staff *in writing* two weeks in advance. This is important for our enrollment and program planning process. It is also very important for youth and staff to have time to say goodbye.

### ***Appropriate Clothing***

The Youth Center's activities involve active play time and other recreation. It is therefore suggested that members wear appropriate clothing for such activities.

There will be a period of outdoor play on most days, except during extremely inclement weather. Please send your youth with proper clothing; in the winter, be sure to include hats, mittens, boots, and scarves.

## **TRANSPORTATION**

The Department of Human Service Programs does not provide transportation to or from the Youth Center programs. However, the program does have access to a few vans that will be used to transport members to off-site activities and field-trips. Please see the enclosed permission slip in the "Extras" section of this handbook.

### ***Emergency Transportation***

In an emergency requiring immediate medical attention, staff will call 911 and accompany the youth to the nearest hospital or your preference, if possible. You will be contacted to meet them at the hospital. All accidents will be reported to the Cambridge Youth Programs Division Head.

### ***MBTA***

Many of the programs take periodic field trips, especially during early release days and vacation weeks. Some of these trips are in the neighborhood and most are accessible by public transportation. When public transportation is used, staff will review trip procedures and make sure that all youth understand all instructions as well as know the destination before leaving the program site.

### **YOUTH PICK-UP**

All members must be picked up by 6:15pm. Please keep in mind that staff members may have additional obligations and need to leave when scheduled.

**A late fee of 1 dollar per minute will be assessed after 6:15 pm. The fee must be paid within two weeks after being fined.**

### ***Child Release Authorization***

## Program Basics

Only those people authorized by the parent on the registration form will be permitted to pick up member from the Youth Center program. If parents want to authorize anyone else to pick up their youth, they must send a note, indicating a phone number where the parent can be reached to verify the authorization.

### ***Permission for member to walk home***

Parents who allow their child to walk home on their own must request this in writing. Factors to be considered are location, street and traffic conditions, daylight and travel time and age and maturity of the youth. If all these things are in agreement, the youth will be allowed to walk home when:

#### **Youth Pick Up:**

- ☉ Youth must be picked up by 6:15
- ☉ Late fee is 1 dollar per minute after 6:15pm.
- ☉ Youth walking home must have written parent permission

1. Written permission is on file at the program.
2. A routine plan has been established which is clear to all the parties (e.g. parent calls when it is time for youth to leave or youth always leaves at a set time and calls program when arrives home, etc).
3. The youth is only allowed to walk to their home.

### **FIELD TRIPS AND SPECIAL EVENTS**

Guests are scheduled and are welcome to participate in planned activities. Community members, specialists and performing artists periodically visit to share their talents and interests with members. Parents are equally encouraged to participate and lead talks, activities or workshops.

A permission slip listing the places each program frequents will be given to parents at the start of the program and a map will be posted with the locations of each highlighted. A notice on the parent's entrance (door) should inform them of the scheduled return time, where they can find you in an emergency and/or a telephone number to call.

## Program Basics

Successful trips require thorough planning and preparation with particular attention to health and safety issues, weather conditions, and communication with parents. Staff may take members on public transportation, but will never use staff cars for field trips. Trips will usually be limited to four hours.

### ***Field Trip Permission Form***

You must sign a release for field trips when you complete the registration packet. However, written notification of each trip and trip details will be provided to you, one week prior to the trip. A map highlighting locations of common field trips will be posted at the entrance of the Youth Centers.

If the field trip involves a taped broadcast or is political in nature, a separate permission form for each of these trips must be obtained from the youth's parent (please see the Program Directors or Center Director for these forms). These permission forms will be taken on the field trip.

### **BEHAVIOR MANAGEMENT**

The principal goal of behavior management practices in the Youth Center is to provide guidance and support to members as they develop self-control. Within a safe and comfortable environment youth are encouraged to explore positive interaction with peers.

We believe that through a consistent, well-articulated and respectful system of discipline, members will understand and accept the importance of considerate individual and group behavior.

We expect that, as members experiment with their own emotions, relationships with each other, and their abilities to voice their needs and preferences, they will begin to take responsibility for their

### **Common Field Trips:**

- ☺ Nearby Parks
- ☺ Public Libraries
- ☺ Museums: Science, Children's, Fine Arts
- ☺ Omni Theater
- ☺ Roller and Ice Skating
- ☺ Movies/plays
- ☺ Skiing
- ☺ Circus
- ☺ Sporting Events
- ☺ Concerts

## Program Basics

own actions and become increasingly accountable for their behavior.

Within this setting, our first steps are to present expectations and identify what types of behavior are unacceptable. Staff set clear and consistent limits, within members may exercise choice. Frequently, staff included members in the process of developing the rules.

In addressing these goals, we take a preventive approach to discipline by creating an environment in which discipline problems should rarely occur. Such an environment is:

### Behavior Management:

- ☺ Staff will set clear expectations.
- ☺ If problem occurs, youth will be redirected to another activity or asked to rectify the problem.
- ☺ Youth may have to take "time out."
- ☺ If problem persists, staff will hold a conference with parents.

- a) Safe and hazard free;
- b) Offers youth an adequate variety of appropriate and interesting activities;
- c) Has space arranged in a clear and organized fashion which guides youth toward appropriate activity and use of materials;
- d) Has well established routines with adequate preparation for transitions and
- e) Offers youth developmentally appropriate level of responsibility for their own care and the care of the Youth Center.

With clear expectations established, staff respond to inappropriate behavior according to the situation and their knowledge of the member involved. A member may be redirected to another activity or asked to rectify a problem that his/her behavior has created. Where appropriate, a member may be asked to take a brief "time out" from activity.

*At no time shall any member be subjected to abuse or neglect, cruel, unusual, spanking/other corporal punishment. Members will not be subject to verbal abuse; ridicule or humiliation; denial of food, rest or bathroom facilities; or punishment related to eating or not eating food.*

### Procedure

## Program Basics

The following procedures may serve as a general guide, taking into consideration the specific situation and ages of the youth involved:

- a) Staff will soothe any injured or unhappy member.
- b) Staff will encourage participants to verbalize feelings and events.
- c) Staff will identify the problem, explaining how the behavior has infringed on the rights of other members, materials, safety conditions, etc.
- d) Staff will reiterate established limits for behavior with the reasons for setting those limits.
- e) Staff will make consequences clear if the inappropriate behavior continues.
- f) If the situation continues, staff will follow through in the manner identified.
- g) Consequences will vary with the situation and may include directing the member to another activity or area of the room, or having the member help solve the problem his/her behavior created.
- h) In very few situations, a brief “time out” may be appropriate; where the youth is seated apart from the classroom activity and other youth. The youth will never be visually isolated and will decide when s/he is ready to return to the group.

*Time out will only be used after all of the above guidelines have been followed.*

Keep in mind that all consequences will be logically related to the behavior they follow. The goal of positive discipline is not to punish, but rather to help members learn to take responsibility for

## Program Basics

### Procedure for Termination or Suspension:

1. Staff will communicate with Parents.
2. Staff will document all incidents.
3. Youth will be given a contract.
4. Suspension will occur if contract broken (1-5 days).
5. Child may return to program after staff conference with parents.
6. If new contract broken, staff may ask parents to withdraw youth.

their own actions.

### ***Procedures for Suspension and Termination:***

When a member's behavior has been unusually difficult or disruptive, staff will communicate with the member's parent(s), soliciting parents' insights into the causes of the behavior. Parents' cooperation and support is an important part of resolving any behavior problems.

The staff will document all incidents. The staff will also seek help from the Program Directors in an effort to develop strategies that respond more effectively to the needs of the program/activity. The staff may also, with parents' permission, contact the member's regular school staff and/or other adults working with the child.

If the problem persists, staff, in conjunction with the Center Director, will schedule a parent conference to discuss the problem and formulate a plan of action.

At this point, the member may be given a contract, outlining specific requirements and conditions for continued participation in the program. The staff may also refer the parent to counseling services for the youth. Depending on the nature of the problem, the Youth Center Director may make the member's participation in counseling a condition for continuing in the program.

If the problem has not been resolved through these steps, the staff in conjunction with the Center Director may make the decision to suspend the youth for a period of one to five days. Suspension may constitute a step toward termination from the program.

Before the child can return to the program, a conference will be held with the Center Director, parents (and in some cases, the youth) to review the situation, and set very specific criteria and a time line for continued enrollment.

## Program Basics

If

the contract criteria are not met within the time frame outlined in the above steps, the Center Director may ask parents to withdraw the youth from the program.

In any case of withdrawal/termination, the Youth Center staff will work in conjunction with the parent to provide appropriate closure for the youth.

### ***Immediate Suspension***

In cases where a member's behavior poses an extreme threat to his/her own safety or the safety of others, **with the recommendation of the Center Director and the Division Head**, the child may be suspended immediately for 1-5 days.

In cases of immediate suspension, the steps outlined for "Procedures for Suspension and Termination" may be bypassed. During the period of suspension, a conference with the parents, staff and Center Director will be held to determine whether or not it is appropriate for the child to continue in the program, and if so, under what conditions. **All discussions regarding immediate suspensions will be conducted with the knowledge of the Center Director and/or the Division Head.**

Examples of behaviors that might warrant immediate suspension include setting a fire, attacking another youth or adult or leaving the youth center without permission. In exceptional circumstances, where the continued enrollment of a youth is deemed an endangerment to the program as a whole, the Division Head has the authority to discontinue the child's membership immediately, bypassing the termination procedure outline above. Parents will be informed of availability of resources and referrals. In addition, the child will be appropriately prepared for termination.

### **Reasons for Immediate suspension:**

- ☺ Setting a fire.
- ☺ Attacking another youth or adult.
- ☺ Leaving the Youth Center without permission.
- ☺ Suspension will be a period of 1-5 days.

## **Program Basics**

### ***Referrals/Consultations on Behavior Management and Related Issues***

The Cambridge Youth Programs will contract with outside resource for consultations concerning behavior management and further related issues.

## The Family Element

### NOTIFICATION OF YOUTH ABSENCE

If your child will be absent from the program for any reason, you must notify the staff. If you know in advance that your child will be out, please send a note or tell the staff the day before. Otherwise, call the Youth Center.

We require you to call as the Youth Center is responsible for your child during the after school hours and must, in the event that a member is unexcused and absent from the program, determine the whereabouts of the child. Parents and/or emergency contact persons will be called if a child does not come on a bus or is not with children who come from their school. We will not take the word of a classmate or assume since the child was out the day before that we do not need to call. Staff need to determine each member's whereabouts.

**Your prompt notification of your youth's absence is critical.**

*Program phone numbers are listed in the back of this handbook.*

### FAMILY INVOLVEMENT

#### **Parent-Staff Communication**

The success of any Youth Center depends upon good communication and mutual support between parents and staff.

Please feel free to ask questions or express concerns at any time. Whenever possible, check-in with staff at pick-up time. You know your child best, and staff will look to you for information about your child's needs, interests and behavior. To help staff members respond sensitively and effectively to your child, it is very important the you make staff aware of any changes in home or family

**If your child  
will be absent:**

- ☺ We must determine the whereabouts of your child.
- ☺ Your prompt notification is critical.
- ☺ If you know in advance, send a note the day before.
- ☺ We will not take the word of a classmate or sibling.
- ☺ We will not assume the whereabouts of your child based on previous absences.

## **The Family Element**

life (such as moving to a new house, medical problems, divorce, a new baby, visiting relatives, change of parent's job, etc.). Staff in return, will communicate with you regularly about your child's experience at the Center.

### ***Daily Verbal Communication***

Daily "Checking in" is a very important way of maintaining regular, ongoing contact with parents. This is facilitated by having a staff free to talk briefly with parents at the drop-off and pick-up times. If parents want more time, they are invited to schedule a meeting or conference.

### ***Phone Calls***

Sometimes staff may want to call a parent or have a parent call him/her to discuss something that needs immediate attention. Sensitive conversations are difficult for parents to manage at work. Invite them to call you back.

### ***Written Communication***

Programs will have up-to-date bulletin boards for announcements and a mailbox for parents to leave messages, which will be located at the entrance of the centers.

Bulletin boards or chalkboards are used for quick bits of factual information (i.e. "John's mother will pick him up at 4pm for a doctor's appointment"). These public places will not be used for information on youth's behavior (i.e. John is on restriction from the weight room).

Written materials will be sent to both parents if parents are not living together but are involved in the youth's life at school.

### ***Conferences***

## The Family Element

Parent/staff conferences can be scheduled whenever a need or desire for one arises. Feel free to ask the Program Director for a conference whenever you want more information about your child's participation in the Youth Center or have things to share about what is happening at home or school. The Division Head is also available to participate in conferences at either the request of the parents or staff.

### ***Program Participation***

We welcome parent visits to our Youth Centers. We encourage any parent whose schedule allows to spend time at their child's program at any time during the school year. Some parents might enjoy sharing an interest or activity with members such as showing your family photo album, leading a cooking project, telling youth about the work you do or teaching a game. Also, parents can play a very helpful role by accompanying the Youth Center members on field trips. Let staff know how you would like to get involved, and arrange time for a visit.

All parents can participate in the Youth Center, even if your work schedule precludes visiting during program hours. You can send in a box of recycled materials from home for arts and crafts projects, contribute a favorite recipe, have your youth bring in photos of family vacation etc. This kind of sharing is a source of pride for children and helps to build bridges between home and their Youth Center as well as providing concrete support to the staff and the program.

### ***Parent Meetings/Gathering/Events***

Parent events for each program are held about every 12 weeks. These events provide an opportu-

#### **How can parents help?**

- ☺ Sharing an interest or activity;
- ☺ Leading a cooking project;
- ☺ Telling youth about your job;
- ☺ Accompanying the group on field trips;
- ☺ Send a box of recycled materials from home for arts;
- ☺ Contribute a favorite recipe;
- ☺ Volunteering is easy, please see your Center Director for more details.

## The Family Element

nity for parents to learn more about the Youth Center and how to get involved. Agendas may range from informational updates from staff to more broad discussions of youth members and youth development issues. These meetings give staff a chance to hear parents' concerns and priorities and also provide an opportunity for parents to get to know one another.

Parents will receive a copy of cumulative conference notes and have a chance to look at their child's portfolio.

### Parent Concerns:

- ☺ Conferences will be scheduled automatically every 12 weeks.
- ☺ If you have a problem with a staff person(s), speak directly with that staff person(s).
- ☺ If not resolved, contact the Youth Center Director.
- ☺ A meeting will be arranged.
- ☺ If you have a concern about the program, contact the Center Director.

### **Parent Concerns**

If a parent has concerns about the program staff, we suggest that you discuss it first with the program staff. If the concerns are not resolved, please contact the Youth Center Director. A meeting with the parent and staff person(s) may be arranged.

If the problem has not been resolved through these steps, a meeting will be arranged with the parent, the staff person, the Program Director and the Center Director or Division Head. If a parent has a concern about a program, it can be discussed with the Program Director and/or Center Director.

### **Telephone Access**

Staff will have access to a telephone located at the front desk. A voice mail system will be activated on the main phone number. The phone will only be staffed during normal program hours; but messages will be checked often.

### **RESEARCH / EXPERIMENTATION AND UNAUTHORIZED ACTIVITIES**

Because of the nature of the Youth Center setting, at times students and other researches might

## Health and Safety

want to conduct surveys or other types of research-related investigations with youth members. However, at no time will research and experimentation be allowed at the Youth Centers without written informed consent for each occurrence or general written consent when observation is common.

In addition, the following rules will be followed any time research-related activities are conducted:

1. There will be no interaction between youth and observer
2. There will be no identification of any individual youth
3. There will be no physical harm to any youth

### ***Unauthorized Activities***

There are other events that may not be research-related but nonetheless involve youth center members. ***However, written parental consent will be obtained for any activities related to youth.*** This includes but is not limited to:

1. Fund raising
2. Publicity (media interviews, photographs)

### **EMERGENCY CONTACT INFORMATION**

It is CRITICAL, in case of emergency, that all of this information be completed and up to date. Parents MUST inform the Youth Center staff immediately of changes to their address, home or work phone number and the names, addresses, home and work numbers of emergency contacts.

Staff will periodically, request parents to update any of this information.



## Health and Safety

### YOUTH CENTER REFERRAL PLAN

When the staff or parents feel that additional support is required for a child in the Youth Center, staff will first consult with parents and discuss their observations and concerns. Written notes of all meetings will be maintained, as well as written documentation of follow-up and results of any subsequent referral.

Staff will consult with the Youth Center Director or Division Head before making a referral to an outside agency. Also, a written statement will be provided to parents that includes:

1. Reasons for referral
2. Summary of observations
3. Efforts to accommodate youth's needs

With Parental consent, the Center Director will assist the youth's parents in making the referral. The four major referral agencies used by the Cambridge Youth Programs Division are:

1. *The Department of Social Services Area Office* – for all referrals that involve investigation of possible abuse or neglect of a youth, or for voluntary services the family may receive from DSS.
2. *The Cambridge School Department Bureau of Pupil Services* – for referrals that may involve educational special needs of enrolled youth.
3. *The Cambridge Guidance Center* – for mental health issues involving youth behavior or parenting concern.
4. *The Cambridge City Hospital* – for health related issues or medical assistance.

## Health and Safety

Each program also maintains on site a pamphlet outlining the "Public Benefits and Programs Offering Assistance to Cambridge Residents." This publication lists low-cost or free programs ranging from food pantries, contracts for food stamps, WIC and medical assistance including dental, health, and vision screening.

### HEALTH AND SAFETY

#### ***Accidents and Emergency Procedures***

All staff are trained in first aid. In a minor accident, a staff member will administer first aid, and complete an Accident Report. Parents will receive a copy of the report when picking up their child. In an injury or illness which may require medical attention, you will be contacted immediately. If you cannot be reached, the emergency contact will be called.

In an emergency requiring immediate medical attention, a staff member will call 911 and accompany the youth to the nearest hospital, your preference, if possible. You will be contacted to meet them at the hospital. All accidents will be reported to the Cambridge Youth Programs Division Head.

#### ***Emergency Communication System***

During in house activity time the lights will be turned off as a signal for member's attention. When members are outside a whistle will be used.

#### ***Illness***

Children attending the Youth Center are expected to be well enough to participate in all activities,

#### **What if my child has an Accident?**

##### Minor Accidents:

- ☉ Staff will administer First Aid.
- ☉ Staff will complete a report and give you a copy when you come to pick up your child.

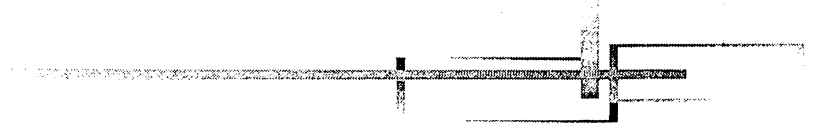
##### Injury or Illness:

- ☉ You will be notified immediately to come pick up your child.
- ☉ If you can not be reached, the emergency contact will be used.

##### Emergency:

- ☉ Staff will call 911 and accompany the child to the nearest hospital.
- ☉ You will be contacted to meet your child at the hospital.
- ☉ If you can not be reached, the emergency contact will be used.

## Health and Safety



including outdoor play. Parents will need to make other arrangements if your child cannot participate fully.

If a child becomes ill at the program (fever, vomiting, diarrhea, etc) or is found to have a contagious condition, you or your emergency contact will be called to pick the child up as soon as possible. Youth must be free of the above symptoms for 24 hours before returning to the Center.

Children with a condition or illness that requires antibiotics (e.g. conjunctivitis, impetigo, strep throat), may not return to the program until they have been treated with antibiotics for 24 hours.

Youth with head lice must be treated with an appropriate shampoo, and nits must be removed before the youth may return to the Center (see appendix).

### What if my child has a contagious disease?

- ☺ Notify the staff immediately.
- ☺ Staff will notify all parents in the program of the exposure to a contagious disease in the youth center.

### ***Notification of Contagious Diseases***

In conjunction with Center Director, staff will notify all parents of any contagious condition or disease in the Youth program. Parents are urged to notify the staff immediately if your youth is contagious. Staff will also adhere to these guidelines; staff with a contagious disease will immediately inform the Center Director of such a condition. Confidentiality will be respected.

### ***Medication***

The Youth Center cannot administer any medication, whether prescription or non-prescription without written parental authorization.

Prescription medications must be accompanied by a written order of a physician (which may include the label), indication the youth's name, name of the drug, and directions for its administration. Staff will complete a medication log indicating date, time, dosage of each administration and name of the staff and youth.

## Health and Safety

All medications will be kept in their original containers and stored in a location that is not accessible to youth. Unused medication will be returned to the parents. If the program has written parental consent and the doctor's permission, youth who have asthma may carry their own inhalers and use them as needed, without direct supervision of a staff member.

### CENTER SAFETY

Adequate supervision will be maintained at all times, observing office of Childcare Services on-site requirements for minimum staff-youth ratios: *One to 13*.

Only safe and age-appropriate materials will be used in the Center (i.e. size, sharpness etc. should be monitored according to the age of the youth), and members will be guided in the proper use of the materials.

*The following center safety rules will also be followed:*

- ☺ Youth members will be sitting down while they eat or drink.
- ☺ Youth members will walk indoors (no running unless it is part of a supervised game).
- ☺ Large shelves and other furniture taller than three feet which could fall or be pushed over will be secured/bolted to the wall, floor, or other firmly secured furniture.
- ☺ All damaged materials including those with sharp edges or exposed nails will be removed from youth use until repaired or disposed of.
- ☺ Poisonous or toxic substances will be kept in a locked cabinet, separate from food and out of reach of youth.

## Health and Safety

- ☉ Toxic substances such as permanent markers will not be used.
- ☉ Cooking will be done in groups small enough for full supervision at all times, and only age-appropriate utensils will be used. Children will never be left alone near hot foods or heating units. Before cooking with children, we will be sure to check all participant's records for allergies and dietary restrictions.
- ☉ Children will not be allowed to move from one location to another without adult supervision, or be left alone in an area whether inside or outside.

Attendance will be recorded at the time of a youth's arrival. After attendance is taken at the beginning of the day, the Youth Center staff will alert all staff to the number of youth present. The attendance form will always be kept up-to-date and will be used for fire drill counts.

### **DHSP CHILD ABUSE REPORTING POLICY**

*The following is the Department of Human Services Abuse Reporting Policy. It is reproduced here for your reference. Staff will follow this policy when youth abuse is suspected.*

According to Massachusetts general Law, Chapter 119 the following people are among those mandated to report suspected youth abuse: family counselors, social workers; educational administrator; staffs; day care workers; other persons paid to care for or work with a youth in a public or private facility. The Department of Human Service Programs (DHSP) interprets this mandate to include all workers providing services to youth and/or families.

Therefore, a DHSP staff (employed full or part-time) who, in her/his professional capacity has "reasonable cause to believe that a youth under the age of 18 is suffering serious physical or emotional injury resulting from abuse, including sexual abuse, inflicted upon him or her by a caretaker, or from neglect, including malnutrition, or who is determined to be physically dependant upon an

addictive drug at birth,” must:

1. **Notify his/her supervisor and/or Division head immediately that they believe a report need to be filed. (No worker should call the Department of Social Services directly).** The supervisor will immediately inform her/his Division Head. The Division Head will contact any one of the following people who will determine whether a report should be filed:

Mary Wong  
Executive Director of the Cambridge Kids Council  
(W) 349-6239

Jill Herold  
Assistant City manager for Human Services  
(W) 349-6200

NOTE: If neither the Division Head nor the supervisor is immediately available, the staff member should go directly to Mary Wong or Jill Herold. For guidance in making a decision about whether abuse is taking place, see the attached sheets on the physical and behavioral indicators of abuse. Jill or Mary can also assist you in making a determination.

If you must leave a message for Jill or Mary, it should be designated **“urgent.”** Division Heads or Mary will ensure that Jill is made aware of any youth abuse reports.

2. With the approval and assistance of Jill or Mary, the DHSP worker who becomes aware of possible abuse will participate with their supervisor or the individual designated to report, in the immediate filing of oral and written reports with the Department of Social Services (DSS). In discussion with Jill or Mary a decision will be made regarding who will complete and forward the 51A form and who will make the oral report. In addition, the information regarding the filing of 51A report will be forwarded to the Office of Childcare Services. The DHSP worker in

## Health and Safety

consultation with her/his supervisor/Division Head will decide who shall notify the parent that a report is being filed.

The DSS daytime number is 868-1400. If the youth lives outside the area, you will be directed to another number. After 5 PM, the DSS hotline number, 1-800-792-5200, should be called.

3. A written report (51A) must be filed within 48 hours of oral communication. The green 51A mandated reported form will be filled out prior to making the phone call, since it covers the information needed for the oral report. (Forms will be provided when necessary).
4. Staff must keep all reports, outcomes, and family names confidential.
5. Staff must cooperate with the DSS investigation. DSS may request interviews with D.H.S.P. staff. Staff must also cooperate with any inquires initiated by the Office of Youthcare Services regarding the investigation. Employees may also be asked to testify at a hearing. Supervisors or Division heads can provide support throughout this process.

Training in reporting procedures and assessment of potential abuse will be scheduled for DHSP staff periodically. Persons hired between sessions will receive instruction from the supervisor. Staff will receive support and guidance from their supervisor or Division head on maintaining relationships with the family.

### RECORDS

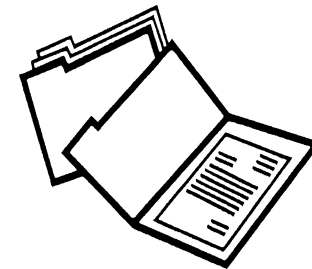
#### *Children's Records*

## Records

The Center Director is responsible for maintaining a complete and up-to-date file for each child enrolled in his/her program.

All children's files will include the following forms:

- a) *Registration Form*: this includes basic information on youth and parent, plus parent authorization for transportation to emergency care, first aid, field trip releases and authorization for adults other than the parents to pick up the youth.
- b) *Family Information Questionnaire*: information on youth's development, habits, special needs, etc.
- c) *Emergency Card*: information on how to reach parents and emergency contact people and health insurance information.
- d) A description or photo of the child
- e) *Member information log*: containing a list of who requests information on the child and date.
- f) *First Aid and Emergency medical care Consent form*: releasing staff to perform First aid on child.
- g) *Off-site activities permission form*: gives general consent for child to participate in off-site activities (ex: parks and museums).
- h) *Transportation plan and authorization*: indicates how the child will get to and from the center, who is allowed to pick the child up, and a consent for child to be transported in Center-owned vans for field-trips and other outings.



Where applicable, files should also include:

- a) Youth assessment and written records: not required for all youth, but may want to do some written reports on conferences and/or referrals; all written evaluations and reports must be maintained in the youth's file.

## Records

- b) Any completed Accident Report Forms on the youth
- c) Parental consent for medication
- d) Medication log
- e) Observations of and correspondence about the youth's development
- f) Documentation of any referrals made for special services

### Are my child's records confidential?

- ☉ YES! Your child's records are only available to staff and persons with your consent.
- ☉ No information is shared with outside agencies.
- ☉ Only the Massachusetts office of Childcare Services must have access to records.
- ☉ All records are locked.

### Confidentiality of Records

Children's records are available only to staff and the child's parents, unless the parent(s) give(s) consent. No information is shared with outside agencies without written permission from the parents involved; with the following exceptions – The Massachusetts Office of Childcare Services must have access to youth's records, and in the case of accreditation, the validator will have access to the files as well.

Records for internal program use, such as Center journals and minutes of staff meetings discussing individual youth will be kept in a locked place accessible ONLY to staff.

### Brief statement on Confidentiality

As a social service agency we are privy to sensitive information about youth and families. The only reason we have this information is because of our special relationships with these families. It is our responsibility to insure the privacy of our families by safeguarding this information. We are committed to respecting the rights of the families we serve.

### Attendance Records



## Records

Program Directors are responsible for accurate and up-to-date attendance records. Each Center is provided with a record book for this purpose. Attendance will be recorded at the time of the youth's arrival, at snack time, and at the end of the program. A total head count of youth members in attendance will be taken.

**Extras**

**Cambridge Department of Human Services Cambridge Youth Programs  
LEADERSHIP (PRE-TEEN) PROGRAM REGISTRATION FORM**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Home address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_ Gender: M/F

**Circle Ethnicity/ Racial Background:** African American Asian Cape Verdean Caucasian Haitian Hispanic/Latino  
Native American Portuguese Other (please specify) \_\_\_\_\_

**School Information:** Name of School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher's name \_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian Name

\_\_\_\_\_  
Father/Guardian Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone #/Pager #

\_\_\_\_\_  
Telephone #/Pager #

\_\_\_\_\_  
Place of Employment & Work Hours

\_\_\_\_\_  
Place of Employment & Work Hours

\_\_\_\_\_  
Work Telephone #

\_\_\_\_\_  
Work Telephone #

In case of an emergency, your child will be transported to the nearest hospital. Do you have a preference regarding which hospital your child is brought to? Yes \_\_\_\_ NO \_\_\_\_

If yes, list name of hospital and address; \_\_\_\_\_

**FAMILY PHYSICIAN:** \_\_\_\_\_ **TELEPHONE #:** \_\_\_\_\_

*Please circle each session desired for  
Leadership (pre-teen) Program*

Session I: **September — December**

Session II: **December — March**

Session III: **March — June**

The registration fee for each session is **\$20.00**  
Please make checks payable to the  
"Cambridge Youth Programs."

**Emergency Contact**

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Pager: \_\_\_\_\_

*Please indicate which  
health plan you use and your  
ID number.*

Harvard Health \_\_\_\_\_

Blue Cross \_\_\_\_\_

Other: \_\_\_\_\_

**Extras**

Please list any illnesses, allergies, medication, or problems we should be aware of

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**Pick-Up/Walk Home:** My son/daughter has permission to walk home from the Youth Center: \_\_\_\_\_  
 My son/daughter will be picked up from the Youth Center each day (indicate time): \_\_\_\_\_

Please list the **name and relationship** of those who have permission to pick up your child:

---

Name/relationship

---

Name/relationship

	Mon.	Tue.	Wed	Thur.	Fri.
Arrival Time					
Pick-up Time					

I hereby give my son/daughter permission to participate in all Youth Center programs, activities and trips. I also certify that documentation of physical examination and immunization in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school. I understand that activities will include team sports, field trips, and workshops on various topics such as alcohol/drug abuse, career awareness, HIV/AIDS awareness, violence prevention, and other issues pertinent to adolescents:

**Parent/Guardian's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: All youth will be required to present documentation confirming their age and residency. Youth Center staff will contact you regarding further required documentation.

**ALL OF THE ABOVE INFORMATION WILL BE KEPT CONFIDENTIAL**  
*Please return to Youth Center Director (addresses are listed on the back of the newsletter)*



**Extras**

**FORM C: MEDICATION CONSENT FORM**

My child **does not** require medication at this time. I will notify staff if his/her situations changes.

My child **does** require medication. *I understand I must fill-in the following information.*

Child Name: \_\_\_\_\_  
Name and phone # of prescribing physician: \_\_\_\_\_

Name of Medication/s (indicate if prescription or non-prescription):  
\_\_\_\_\_

Dosage: \_\_\_\_\_ Dates/Times medication must be given \_\_\_\_\_

Directions for storage: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Possible side affects: \_\_\_\_\_

**I, \_\_\_\_\_ (parent or guardian), give permission to authorized staff members to administer medication to my child as indicated above.**

\_\_\_\_\_  
Parent Signature and Date

\_\_\_\_\_  
Doctor's Signature (for **non-prescription** only)

**Extras**

**FORM D: CONSENT FOR CHILD TO LEAVE YOUTH CENTER**

My child does not have a regularly scheduled activity. They will be present at the Youth Center during regular program hours.

I, \_\_\_\_\_ (Parent or Guardian) authorize my child, \_\_\_\_\_ (Child's name)

To leave the Youth Center for a regularly scheduled activity. This permission is in effect from \_\_\_\_\_ to \_\_\_\_\_ (date).

<u>ACTIVITY AND LOCATION</u>	<u>METHOD OF TRANSPORTATION</u>	<u>LEAVE/RETURN TIME</u>	<u>RESTRICTIONS</u>

I understand that the program has the right to rescind the above privilege if my child's behavior warrants the limitation or if s/he does not honor the instructions above.

I recognize that my child will not be supervised by staff while s/he is away from the program. I understand I am responsible for my child once s/he leaves the Youth Center.

\_\_\_\_\_  
Parent Signature and Date

This form is to be used if your child has a reoccurring reason to leave the Youth Center program before the program's scheduled release time.

Examples:

- ☺ Dance lesson
- ☺ Sports practice
- ☺ This form will allow us to keep track of your child's whereabouts and therefore ensuring their safety.
- ☺ For more details about youth absences, see page 20.

**FORM E: FIELD TRIP PERMISSION FORM**

*This is a general field trip permission form, which gives consent for your child to attend common field trips which include (but are not limited to), trips to the park, museum and library. Note that you will receive notification of the trip before hand.*

I **do not** give my youth permission to attend common field trips. I understand that this limits my youth's participation in activities and I will have to find alternative programming for my youth during field trip days.

I **do** give my youth permission to attend common field trips. I understand I must complete the section below and return it with my registration materials.

I, \_\_\_\_\_ (Parent or Guardian) authorize my child,  
\_\_\_\_\_  
\_\_\_\_\_ (Child's name) to attend general or common field trips. I understand that I will be notified in advance of any field trips.

\_\_\_\_\_  
Parent Signature and Date

## Extras

### Symptoms:

- ☉ Urge to itch scalp
- ☉ Red scratch marks on scalp
- ☉ Swollen glands in the neck or arms

### Treatment:

- ☉ Use louse shampoo
- ☉ Remove remaining nits
- ☉ Repeat shampoo treatment after 7-10 days
- ☉ Soak Combs/brushes in alcohol for one hour.
- ☉ Wash hats, scarves, bedding



### Reporting Cases:

Please notify the Youth Centers so other parents can be alerted to possible outbreak of head lice. Also notify the parents of your children's playmates.

## PARENTS' FACT SHEET ON LICE

### How do you get lice?

Many people associate lice with unclean people or unclean homes. This is not true. Frequent bathing or shampooing will not prevent lice nor eliminate them once they're there. Lice are only transmitted through close contact with an infested person.

### What to Look For:

head lice are small insects about 1/8 inch long. They move very quickly and are difficult to see. Diagnosis is most often made upon the discovery of nits (louse eggs). These are very small, yellowish white to brown ova-shaped eggs attached to hair shafts quite close to the scalp. As the female louse deposits the eggs, they are cemented to the hairshaft and unlike lint or dandruff, they will not wash off, blow off, or fall off. Nits may be found throughout the hair, but are most often located behind the ears and at the nape of the neck. It is helpful to use a magnifying glass and bright light when searching for nits.

### Symptoms of Infestation:

The primary symptoms is the urge to itch the scalp (this occurs as the lice bite and suck blood). Children seen scratching their heads frequently should be examined at once. Often, red scratch marks can be seen on the scalp, and in severe infestations, the child may develop swollen glands in the neck or under the arms.

### Treatment

Treatment is directed at the infested individual and their personal articles and environment. Before one person in a family is treated, all should be examined; those showing signs of infestation should be treated at the same time.

### Individual Treatment

Remove the child's shirt and provide him/her with a towel to cover the eyes. Do not treat in the bathtub or shower, but have the child lean over the sink. Use one of several louse shampoos available at your pharmacy. R&C Shampoo, RID and A200 are some shampoos you can use and are available without a prescription; Kwell Shampoo and Prioderm Lotion are available by prescription only and you must call your pediatrician or clinic if you wish to use them. Parents must understand that a lot of these products are pesticidal and therefore toxic and must be used carefully. Read all package information on the product you select. Consult your physician if you are pregnant, have scratches or open cuts on your head, or have allergies.

Since lice live on the head, concentrate on shampooing the scalp. After shampooing, examine the scalp carefully and remove all the nits. It is not possible to know that all nits have been killed by the shampoo; any survivors will hatch into lice within 7-10 days. Removal is accomplished by using a special comb designed for this purpose (available in drug stores), by picking them with the finger nails, or by cutting them out one by one. Because treatment may not kill all of the nits, a second shampooing is recommended 7-10 days later.

### Treatment of Personal Articles and Environment

Combs, brushes, and similar items can be soaked in alcohol for one hour, or soaked in hot water (150 degrees) for 10 minutes. Machine wash all items which have been in contact with the infested person's head in the last three days (hats, scarves, bedding). Clothes should be washed in hot water and dried in a hot dryer. Non-washable articles can be heat-treated by putting them in a hot dryer for 20 minutes; articles which will be damaged by heat can be sealed in a plastic bag for two weeks.

The use of insecticide sprays is not recommended; they may be harmful to family members and pets. This is a controversial part of lice treatment some experts feel this is necessary, while others do not.

**WHERE WE ARE LOCATED:**

**North Cambridge Location:**

Gately Youth Center  
70 R Rindge Ave  
Cambridge, MA 02140  
617-349-6277  
Center Director: Patricia Desmond

**East Cambridge Location:**

Frisoli Youth Center  
61 Willow Street  
Cambridge, MA 02141  
617-349-6312  
Center Director: Stephen Christo

**West Cambridge Location:**

West Cambridge Youth Center

Office:

19-1 Corcoran Park  
Cambridge, MA 02138  
617-349-4487

Haggerty School Site:

110 Cushing Street  
Cambridge, MA 02138  
617 349-6314

Center Director: Deborah Foderingham

**The Coast Location:**

Moore Youth Center  
Gilmore Street  
Cambridge, MA 02139  
617-349-6273  
Center Director: Patricia Bradshaw

**The Port Location:**

Area IV Youth Center  
243 Harvard Street  
Cambridge, MA 02139  
617-349-6262  
Center Director: Allen Platt

**Central Office Location:**

Department of Human Services  
51 Inman Street  
Cambridge, MA 02139  
617-349-6200  
Department Head: Selvin L. Chambers III

**Youth Center**

**Numbers:**

- ☺ Gately: 349-6277
- ☺ West: 349-4487
- ☺ Area IV: 349-6262
- ☺ Frisoli: 349-6312
- ☺ Moore: 349-6273
- ☺ Central: 349-6200

**City of Cambridge Department of Human Service Programs**

**Cambridge Youth Programs**

51 Inman Street  
Cambridge, MA 02139

Phone: 617-349-6200  
Fax: 617-349-6248  
[Http://www.ci.cambridge.ma.us](http://www.ci.cambridge.ma.us)

Regarding middle school children, Ms. Richards Scott stated that a high number of these children are not in programs. She noted that 44 percent of parents with unenrolled middle-school kids said that they want their children in a program; they identified cost and transportation as issues. Of children in Grades 6 through 8 who reported that they wanted to be in a program but were not, a large percentage were Afro-American or Haitian. The schools closest to the homes of this last group of children are the Fitzgerald, Fletcher-Maynard, King and King Open schools. The highest percentages broken down by grade and school were: Morse and Peabody (6<sup>th</sup> Grade), Morse and Fletcher-Maynard (7<sup>th</sup> Grade), and Longfellow (8<sup>th</sup> Grade). Ms. Richards Scott pointed out that these schools are close to the youth centers.

Ms. Semonoff cautioned that, because this was a survey of 600 families, you can only draw statistically significant conclusions to a certain level. Focusing on the number of parents who want programs but don't have their children enrolled, she stated that talking about data at the grade level involves a small sample and that the group may not be able to generalize from these numbers about all kinds of programs. According to Ms. Semonoff, overall, the data does not show differences based on race except where parents want care and don't have it; in this category, there is a significantly higher number of Afro-Americans and Haitians, compared to whites, Asians and Latinos. Of Afro-American and Haitian parents, 38 percent with children in the 6<sup>th</sup> Grade, 53 percent with children in the 7<sup>th</sup> Grade, and 51 percent with children in the 8<sup>th</sup> Grade want after-school care and do not have it. By comparison, 23 percent of all the parents in the survey wanted after-school care and do not have it.

Ms. Richards Scott then addressed the 38 percent of the sample who were parents whose children were not in care and who did not want care. The closest neighborhood schools for this group were the Fitzgerald, Graham and Parks and Peabody Schools. These children attended the Cambridgeport, Graham and Parks and King Open schools. Thirty-five percent of this group of parents have incomes over \$75,000, with 22 percent of them having incomes over \$100,000. The number of these children who engage in other activities is insignificant; while they are involved in some enrichment activity, most of them are at home outside of school hours.

According to Ms. Richards Scott and Ms. Semonoff, 23 percent of the parents in the sample had kids regularly in care one day a week, and seemed satisfied with this amount of care; they were not requesting more.

Ms. Neel would like a breakdown of the group who want more care and do not have it, at least by income and neighborhood.

Ms. Shoy then asked about barriers for Afro-American and Haitian children in getting into programs in grades 6 through 8. Ms. Richards Scott responded that the survey identified cost and transportation as the biggest obstacles. Ms. Keegan also noted transportation to after-school activities as a problem. Ms. Foderingham listed some transportation options and spoke about the need to inform parents of these. According to

Ms. Shoy, a big part of the problem for parents is getting kids home after the activities. Councillor Simmons emphasized that this was an excellent point: parents can have major difficulty coordinating with kids and program schedules during rush hours and in the middle of traffic jams. Ms. Shoy pointed out that a major obstacle to getting kids involved in activities at the Graham and Parks school, which has a large Haitian population, is getting kids home after activities. According to Ms. Richards Scott, if the distance between the school and the neighborhood is less than a mile, no bus transport is available and kids have to walk.

Mr. Ryder is intrigued by the results of the survey for special needs kids: 41 percent of these children are in programs. He would like to know more about the cost and transportation factors in serving special needs kids, since the effort has been to keep any fees minimal and to provide transportation. According to Ms. Semonoff, in addition to special needs programs run by DHSP, special needs kids also participate in many other programs and there is an effort to better integrate special needs programs into other school and city programs. It is important to know where special needs kids are being served and their level of satisfaction. Ms. Bibbins noted that the level of special needs is key to answering these questions; for example, she pointed out that if a child has a severe learning disability, then the choice is likely to be standard programs.

Ms. Bibbins then followed up on the earlier discussion of the statistics on Afro-American and Haitian parents who want child care and don't have it and asked if this group was overrepresented only in the middle schools. Because the focus of the analysis was the middle schools, Ms. Semonoff stated that she will analyze the data for other school levels to answer this.

Councillor Simmons focused on the following key questions: (1) do we have sufficient after-school care-who is missing, and how do we provide care to these children especially in the current fiscal crisis, and (2) what are the specific gaps in the coverage-for example, in the summer, of the total number of Cambridge school kids, how many are in programs.

Ms. Richards Scott stated that of the total group of children in care, 51 percent are Afro-American or Haitian, which reflects the racial profile of the school population; in addition, a higher percentage of the Fitzgerald neighborhood answered the survey. Most of these children attend the Kennedy, Morse and Peabody schools; the closest schools are the Fitzgerald and Morse. In response to Councillor Simmons' question about what conclusions you could draw from this profile, Ms. Richards Scott stated that we should start by helping people hook up to programs. Superintendent Turk added that her gut reaction is that there are sufficient programs. The missing link is coordination of information and access to this information by families. Right now, people have to go to several different sources to find the information.

Councillor Simmons asked if the members of the group agree that there are enough programs, or is the problem that there is not enough information for parents. If

the parents knew about the available programs, would transportation and cost still be problems?

Ms. Neel stated that the survey by the Agenda for Children shows that there are problems even when people know about programs and noted the numbers of parents who want care but do not have it. She asked for more data about where the children of these live, their ages and economic background, and the nearest schools. According to Ms. Neel, most of these families have incomes below \$35,000. Regarding the issue of transportation, Ms. Neel observed that while this may be an issue in community schools, it is not a prominent issue in child care and that providers prefer contact with parents at the end of the day.

Ms. Keegan said that when the database on OST programs is up and running, it will help with the coordination of information. She asked whether there will be alternative access to the information, since some people do not use computers. According to Ms. Keegan, the community schools are always looking for more funds to serve families; especially if there is an increase in the use of services, it will be a challenge to provide these. Ms. Keegan noted the partnerships with schools for summer academic programs, in which camps complement school efforts in academic development. Last year, Cambridge public schools provided \$46,000 in scholarships to Ms. Keegan's summer academic program. According to Ms. Keegan, the community schools are flexible enough to tailor their programs to kids' needs and partnerships. Regarding transportation, she stated that the community schools need to focus on the needs of kids who live in one neighborhood but go to programs elsewhere.

If the group identifies transportation as a barrier to using programs, Councillor Simmons asked if one solution is to approach the business community or other sources for funds to provide transport. Mr. Milner stated that he does not have information on this. The 21<sup>st</sup> Century grant that he administers does not have transportation as a focus. However, since transport overlaps with the mission of after-school care, it could be incorporated in next year's proposal.

An even bigger barrier than transportation is affordability, according to Ms. Semonoff, who noted that of the 23 percent of parents who want care and don't have it, three times as many parents identified cost as the barrier than cited transportation.

Councillor Simmons then asked what programs were available outside of school, who they served and when. Ms. Richards Scott described two areas of funding and programming: programs that are not subsidized by the state, and scholarships/grants. She notes that the scholarship slots are not filled to capacity; according to Ms. Neel, this is a new problem. Regarding subsidized care, Ms. Richards Scott pointed out that a family income limit of \$35,000 can disqualify you for a subsidy even though you cannot afford to pay for care. She described a national trend in which people lose childcare because they are unemployed; while they are given a 6-week grace period because of their situation, they are unemployed an average of 6 months and simply cannot hold onto subsidized care.

Ms. DeRosa emphasized that one reason enrollment is plummeting is because people cannot qualify for subsidies and cannot otherwise afford to pay. Because people's gross incomes, including benefits such as health insurance, are used to determine eligibility for subsidies, this inflates people's income and can disqualify working people who cannot afford to pay for child care. Ms. DeRosa pointed out that non-school-based programs cannot manipulate eligibility requirements that disqualify unemployed or underemployed people. She believes that the programs could find a way to provide transportation if they could get these people financial aid. Ms. DeRosa has raised this issue with the state. She offered to draft a recommendation for providers and the Human Services Committee to present to the state advocating a different calculation that allows a higher income-floor for urban parents and/or deductions for housing costs and health insurance. According to Ms. DeRosa, there is a movement to look at access issues; she thinks a strong case can be made to the state that changes in eligibility requirements will help get more kids school-ready, including ESL kids.

Councillor Simmons asked the group what information is necessary to decide the next steps and a policy recommendation on OST. The group requested the following data:

- the effect of family size on involvement in programs (Mr. Milner)
- information on who is parenting and caretaking the children: single parents, two parents, other relatives, foster parents (Councillor Simmons)
- ways to disseminate information to residents: what techniques, language, resources (Mr. Milner)

A related question raised by Councillor Simmons is what strategy the group should take to improve OST programs. She summarized some of the issues that the strategy should address: access inhibitors (barriers such as cost, eligibility requirements, transportation), understanding why parents do not have the programming they want, and advocacy options such as a policy recommendation to the state on changes in subsidy requirements.

Ms. Bibbins emphasized that advocacy is necessary and that there is support for changes in the eligibility requirements. For example, she pointed to Cambridge's Living Wage program, which reflects the income pressures here and could disqualify working parents from eligibility for subsidies in childcare programs.

Ms. Wong addressed Councillor Simmons' question about the sufficiency of programs. She asked if quality and timing of the programs are issues, and asserted that it is necessary to refine the challenge-what is it that parents value and are they getting it? Ms. Shoy responded that, in summer camps, there are a lot of very similar programs while parents may want a specialized focus. According to Ms. Keegan, a survey of Youth Centers six to seven years ago indicated that programs were too focused on children of color and that there was not enough diversity. Her question is who are the programs serving now; she stated that the group needs to dig deeper into the data for this information.

Councillor Simmons pointed out that, because there is a disproportionate number of people of color at lower economic levels, they are more likely to need services, compared to higher-income residents who are less likely to use programs.

According to Ms. Semonoff, roughly 77 percent of the 600 families in the survey reported that their children were either in care and they were satisfied with its quality or that their children were not in care and they didn't want care. Councillor Simmons is trying to focus on the remaining 23 percent who want care and don't have it. Addressing this group, Ms. Semonoff stated that one-third of these parents said that cost is a barrier to care; 60 percent of this group earn less than \$35,000 a year.

In terms of parent satisfaction with programs, Ms. Richards Scott noted that parents want more art activities. She commended the providers who work hard to offer quality arts programs. Councillor Simmons made the point that there are different standards of quality, and Ms. Wong commented that the values of families have a lot to do with how they perceive quality. According to Ms. Richards Scott, parents are preoccupied with safety, and this is part of how they consider quality; for example, they will ask why a program isn't offered at a different place they consider safer. She sees this as a question of offering "rich" programming throughout the system.

Councillor Simmons summarized the questions in the discussion as: if we have programs, how do we let people know? are they affordable? are they accessible?

Superintendent Turk stated that she will raise these questions in her meeting with school principals on April 2. Councillor Simmons noted that the Committee will hold a roundtable with school principals on April 9 to hear their recommendations and concerns about OST programs. She will set the committee's next meeting after the roundtable.

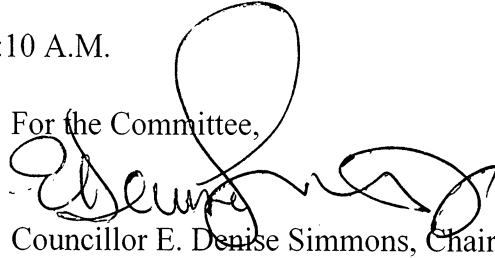
In the Committee's next meeting, Councillor Simmons wants to focus on access inhibitors, including eligibility for subsidies, transportation, and the quality of choices, and possible advocacy. She also wants to identify the racial and economic characteristics of the families who want care and do not have it. Councillor Simmons would like to reach some conclusions in the form of findings and a proposal for action by this June.

Mr. Milner encouraged the committee to convey the urgency of the issues to the City Council, especially the relationship between the trend of people leaving the city, and the projections of more people who want care and don't have it. Councillor Simmons agreed to inform the Council of the information to date and of the needs and urgency behind the issue.

Councillor Simmons thanked those present for their participation.

The meeting adjourned at 10:10 A.M.

For the Committee,

A handwritten signature in black ink, appearing to read "E. Denise Simmons", written in a cursive style. The signature is positioned over the printed name below it.

Councillor E. Denise Simmons, Chair

# City of Cambridge

## HUMAN SERVICES

### COMMITTEE MEMBERS

*Councillor E. Denise Simmons, Chair*

*Councillor Marjorie C. Decker*

*Councillor Anthony D. Galluccio*

In City Council April 28, 2003

The Human Services Committee held a public meeting on March 26, 2003, beginning at 8:45 A.M. in the Ackermann Room for the purpose of continuing the discussion on out-of-school time (OST) programs.

Present at the hearing were Councillor E. Denise Simmons, Chair of the Committee, City Clerk D. Margaret Drury, and Elaine McGrath, City Clerk's Office. Also present were Judy Bibbins, Department of Human Services Programs (DHSP), Community Schools, Elaine DeRosa, CEOC Director, Deborah Foderingham, Cambridge Youth Programs/DHSP, Eileen Keegan, Division Head of the Community Schools Division, Khari Milner, 21<sup>st</sup> Century CCLC Partnership Grant, Jackie Neel, DHSP-Child Care, Paul Ryder, DHSP-Recreation, Susan Richards Scott, Agenda for Children, Ellen Semonoff, Deputy Director, DHSP, Roslyn Shoy, Program Director, Community Schools, Carolyn Turk, Interim Superintendent of Schools, and Mary Wong, Director of the Kids' Council.

Councillor Simmons opened the meeting by following up on the questions from the last meeting in February 2003, and asked if there is a critical enough need to do more OST programs. She then introduced Dr. Carolyn Turk, Acting Superintendent of Schools. City Clerk D. Margaret Drury noted that the committee has scheduled a roundtable meeting on April 9, 2003 for Cambridge school principals to hear their recommendations and concerns about OST programs; this is the day after a School Committee meeting on school consolidation. Superintendent Turk stated that she will contact the principals to remind them of the April 9 meeting and to determine if there is any scheduling conflict.

Ms. Foderingham outlined information about the programs available in the city's Youth Centers, which she also distributed at the meeting (**Attachment A**).

Councillor Simmons then asked Ms. Richards Scott to present information on questions that were raised in the last meeting about the survey by the Agenda for Children. Ms. Richards Scott stated she had probed further on several issues in the data: the experience of special needs children with OST programs, the needs of middle-school kids, and the experience of minority children. Children with special needs comprised 11 to 12 percent of the sample (71 out of 600 people). Forty-four percent of special needs kids are in programs; of the remaining 55 percent, roughly a third (35 percent) would like to be in programs. For this last group, the biggest barrier is cost; 43 percent said that programs were too expensive.

S-159

**Committee Report #1**

A communication was received from D. Margaret Drury, City Clerk, transmitting a report from Councillor E. Denise Simmons, Chair of the Human Services Committee, for a meeting held on March 26, 2003 for the purpose of continuing the discussion on out-of-school time (OST) programs.

**In City Council April 28, 2003**

**REPORT ACCEPTED.  
PLACED ON FILE.**