



Guidance for Youth Program Policies

2025

University of Massachusetts Boston

Introduction

This Guidance has been developed for all Youth Programs sponsored by the University of Massachusetts Boston. The plan is based on best practices, in particular the requirements established by the Massachusetts Department of Public Health in their regulations entitled “Minimum Sanitation and Safety Standard for Recreational Programs for Children” 105 CMR 430.00. Programs should utilize this guidance to develop comprehensive plans for their programs.

Fire Safety and Building Evacuation Drills

It is the policy of UMass Boston that all people inside of buildings will evacuate the building when the fire alarm sounds. Reports of fire or any other emergency should be made to 911 which goes to MA State Police and UMass Boston Police (UMBPD). Notify emergency responders of the location, nature, and size of the fire as soon as you are in a place of safety. The UMass Boston campus is served by Boston Fire Department.

This policy may be found at:

http://www.umb.edu/ehs/fire_safety/response_procedures

Prior to a youth program opening for its summer season, the director of the summer program will meet with UMass Boston Office of Environmental Health and Safety (OEHS) to review evacuation procedures and plan a fire drill. A fire drill will be held with each program during the first 24 hours of a new summer session.

Disaster Plan in accordance with 105 CMR 430.210 (B)

In the event of an emergency, the youths and counselors will meet in the main assembly area for the program. This may or may not be the area where there is check in each day. The parents/guardians of the participants will be called for prompt pick up and parents/guardians should

wait for directions on pick up location. As conditions warrant the students may be moved to the Campus Center or Clark Athletic Center by UMass Boston Police or other recognized university official and parents will pick up their children at designated pick-up locations.

For youth participants who arrive by bus their parents/guardians will be contacted about emergency situations on the campus. The participants will move to the Campus Center where they will pick up the next available shuttle bus to obtain public transportation.

The campus has an all-hazards approach to emergency preparedness. Emergencies may include, but are not limited to, fire, smoke, explosion, structural damage or collapse, electrical emergencies, or other hazardous situations.

In the event of a severe weather forecast, such as a forecast related to tornadoes and lightening, it may be necessary to “shelter in place” in a building until the weather emergency passes.

Points of Assembly

The point of assembly is the location that is presented to the youths during the building evacuation drill. In the event of an emergency requiring building evacuation, the youths will report to their designated exterior point of assembly on the UMass Boston campus.

Lost Camper 105 CMR 430.210 (C)

The summer program director shall take attendance each day the program is in operation. This will be done at the beginning and end of each day. In the event of a lost participant, the summer program director shall assemble the students in their common assembly area and will match the headcount against the attendance sheet. UMBPD will be contacted immediately to help find the missing youth. Each program will maintain the proper counselor/adult to youth ratio established by MA Dept. of Public Health.

Applicable Health Care Policies and Plans (UHS/Health Consultant)

- Describe plan for administering medication (prescription and non-prescription). Include location, instructions for storage and staff members approved to administer.
- Describe plan for returning or destroying unused medication when no longer needed.
- Describe and include copies of training and tests of competency for staff members administering medication.
- Describe plan for the care of mildly ill participants.
- Describe procedures for identifying and protecting children with allergies and/or other emergency medical information.
- Describe exclusion policy for serious illnesses, contagious disease and reportable diseases to Board of Health.

- Describe the procedure when children refuse their medication or are not administered their medication in accordance with instructions signed off by Health Care Consultant and parent/guardian.

Contingency Plans 105 CMR 430.211

Absent or Unregistered Youth

Youth not showing up in the morning- Each program director will take attendance each day the program is in session. If a participant fails to arrive 30 minutes after the check in time or fails to call the program that they are not coming on a particular day, a call will be placed to the youth's contact adult to determine if and when the participant is arriving for the day.

There might be a situation whereby a parent is contacted to see where their child is and the parent reports that they did drop off their child at the summer program. In this case, the parent will be asked the specific location where they dropped them off. Lost youth provisions will be implemented.

Each program director will take attendance each day the program is in session before the close of the program. If a youth fails to check in at the end of the day, the same procedures as those indicated in Lost Camper will be followed.

A child fails to arrive at the point of pickup at the end of the day.

Double-check attendance for the day. Check with others to determine if the participant was picked up early. Follow the Lost Camper protocol.

Children who arrive at campus but who are not registered:

No program director shall accept a minor participant into a summer program who has not previously registered with the program. The minor's parents/guardians will be contacted to tell them that they need to go home since they were not registered with the summer program. The youth will be sent home with a parent/adult and/or given directions on the public transportation system for the area where they can leave the UMass Boston campus.

Late Pickups

All programs must have a protocol for late pickups. A program staff member must be present until the participant is picked up.

Discipline Policy 105 CMR430.191 (B)

A written policy describing the program's procedures for disciplining participants is required. The following is a guideline to assist the program in developing a comprehensive discipline policy; adjustments should be made so the policy is suitable for each individual program. Discipline policies in Residential (overnight) Programs will differ from those in day, travel, and sports programs; however, all the following must be addressed. Discipline policies must be reviewed by all program staff.

- Corporal punishment, including spanking, is prohibited.
- No participant shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No participant shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.
- The policy must explain the programs methods of discipline, e.g. "Time-outs" from activities, sent to Program Directors Office, etc.
- Inappropriate disciplinary techniques shall be discussed with, and avoided by, staff and/or counselors.
- A record should be kept of participant misbehavior, noting date, time, and participants/staff involved in the incident.
- Notification of parents in the case of consistent problems with a participant(s).
- In a Residential Program, an explanation should be given as to what may warrant a participant being sent home.

Procedures for reporting Child Abuse

Provide procedure for staff to follow if they suspect child abuse or neglect or learn that such is true, immediately report it to the Program Director and XXX. Then immediately call the Child-at-Risk Hotline at 1-800-792-5200. Qualified professionals are available 24 hours a day to take reports and address our concerns.

Then within 48 hours file the written report online [Report child abuse or neglect as a mandated reporter | Mass.gov](#) to DSS

Traffic Control Plan

The traffic control at UMass Boston is managed by UMass Boston Police. The traffic pattern on University Drive changes frequently due to the construction activities on campus. All traffic instructions given by UMBPD must be followed when participants are being dropped off or picked up. Parents/guardians should only be parking for several minutes in designated areas when they drop off or pick up. No fire lanes should be blocked when visiting the campus.

Clear Paths of Egress

In accordance with Boston Fire Department's emphasis program on a Fire Evacuation Plan, all egress doorways and paths of egress such as staircases shall be kept free and clear of any obstructions.

Emergency Communications System Required

Program directors and counselors should have enough cell phones and distribute contact information for each staff member to each other. Staff can also choose to communicate by radios/walkie-talkies. In the event of an emergency, the campus phones can be used to dial for assistance. Dial 911 from a campus phone to reach UMass-Boston Public Safety for assistance.

Flammable and Hazardous Materials

Since UMass Boston is a research facility and is powered by fossil fuels, there are chemicals and other hazardous materials stored and used on this campus. The materials are stored in locked areas that participants will not be able to access during their visit to the campus. The program directors can be provided with a map of restricted access locations if desired.

Rodent and Insect Control

Rodent and Insect control is under the direction and care of UMass Boston Facilities. Integrated Pest Management (IPM) is used to maintain adequate sanitation on the campus. Participants are asked to do their part in maintaining the cleanliness of the campus.

Weed and Noxious Plant Control

Weed and noxious plant control is under the direction and care of UMass Boston/Facilities. Grounds are maintained by university groundkeepers. There is no application of pesticides or herbicides carried out on the UMass-Boston landscape.

UMass Boston Emergency Alert System

The UMass Boston Alert System is a communications service that is provided for all students, faculty and staff as well as campus programs and visitors. It allows university officials to notify the campus community of emergencies or significant threats to campus safety. The system is not used for routine communications. This service is used in conjunction with other communication channels such as public-address announcements on external speakers around the campus, and campus-wide emails.

[Emergency Alert System Text Message Sign Up](#) Text the word **UMB alerts** to 67283 (Text STOP to opt out)

More info: <https://www.umb.edu/preparedness/alert>