

YWCA KIDS WORLD PROGRAM
2010-11 After School/Before School
REGISTRATION & FEES

- The attached application packet contains registration information for the **2010-11** school year. Please complete **one registration for each child**. Please return the registration and Parent Handbook Sign-Off Sheet along with a **\$30 per child** non-refundable enrollment fee to the YWCA, 211 Lake Street, Elmira, NY 14901.
- In order for your child to be enrolled, one parent or guardian must be a member of the YWCA. The yearly membership fee is \$40. Please complete the attached membership form along with the \$40 fee with your child's registration.
- To guarantee a place in the program, which is on a first-come, first-served basis, please return your **child's registration along with the enrollment fee and membership fee by Thursday, May 20, 2010. After this date, the program will be open to new participants.**
- Payments are due by the first of each month. A late fee of \$25 will be assessed for payments not received by the 5th of each month.

2010-11 After School and Full Day Program fees:

- **After School:**
4 to 5 days per week:
\$185 per month
\$165 for each additional child

3 days per week:
\$140 per month
\$140 for each additional child
- **Full Day Program:**
\$31 per day
\$26 for each additional child
- **Half Day Conference days at YWCA**
\$21 per day
\$16 for each additional child

2010-11 Before School Program Fees & Locations

4 to 5 days per week:
\$70 per month

- **Horseheads Central School District**
Students grades K-6
Location: Center Street School
Time: 6:00 a.m.

Horseheads will provide bus transportation from Center Street to your child's elementary school.

Elmira Heights School District
Students grades K-6 – Time: 6:30 am
Location: Cohen School

**2010-11
FULL DAYS/HALF DAYS
CONFERENCE DAYS**

This program is held at the YWCA during full day and half day school conferences, and school holidays (i.e. Winter Recess, Spring Recess), except when the YWCA is closed for a holiday observance.

The YWCA is closed on the following days:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
July 4

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- ◆ The Full Day Program runs from 7:00 am to 6:00 pm.
- ◆ The Half Day Program runs from 10:30 am to 6:00 pm.
- ◆ Limited numbers of spaces are available, so please call the YWCA Childcare Department at 733-5575 to reserve a spot for your child as far in advance as you can.
- ◆ The fees for the Full Day/Conference Day Program are as follows:
\$31/day for the first child \$26/day for each additional child
- ◆ The fees for the Half Day/Conference Day Program are as follows:
\$21/day for the first child \$16/day for each additional child
- ◆ When using the Full Day/Conference Day Program at the YWCA, your child will need to bring the following items:
 - ~Bag Lunch
 - ~Swim Suit
 - ~Towel
- ◆ A morning and afternoon snack is provided during these programs.



YWCA Elmira & the Twin Tiers
211 Lake Street
Elmira, NY 14901
P. 607-733-5575
F. 607-733-9524
www.ywcaelmira.org

Credit Card Authorization Form

School Year: _____

Payments may be made by Visa, MasterCard.

Child's Name:
(Last, First,
MI)

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After-school
Site

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I authorize the
YWCA Elmira
to charge my
account in the
amount of:

\$	
----	--

Credit Card
Type:

VISA

Mastercard

Credit Card
Number:

--

Credit Card
Expiration
Date:

		(mm/yy)
--	--	---------

Cardholder
Name:

--	--	--

Phone
Number:

()	
-----	--

Mailing
Address:

--

Cardholder
Signature:

--

Date:

--

I hereby authorize the YWCA of Elmira & the Twin Tiers School Age Program to charge my credit card for my child's tuition, on the first business day of each month from September through June. I understand that a authorization form must be completed each school year and a separate form must be provided for the summer program.



AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – Fixed Amount/Date

Company Name YWCA Elmira & the Twin Tiers Company ID Kids World Program

I (we) hereby authorize YWCA Elmira & the Twin Tiers, hereinafter called COMPANY, to initiate debit entries to My (our) Checking Account/ Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

Amount Authorized _____ Check One: Monthly, or Bi-Weekly (5th and 20th)

Start Date _____ Monthly Only: Check One: 5th or 20th

I understand that should the regularly scheduled debit date fall on a weekend or Federal holiday, the debit shall occur on the following banking date.

I understand that a new Authorization Agreement form for Direct Debits must be completed each school year.

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____ ID Number _____
(Please print)

Date _____ Signature _____

NOTE: ALL DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGNATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

**eliminating racism
empowering women**

ywca

YWCA Elmira & the Twin Tiers
211 Lake Street
Elmira, New York 14901
T: 607-733-5576
F: 607-733-9524
www.ywcaelmira.org

MEMBERSHIP APPLICATION

Today's Date: _____

(Mr./Mrs./Ms.) _____
Last Name First MI

Street City State Zip

() _____
Home Phone

() _____
Work Phone

Birth Date ____/____/____

Spouse _____

E-Mail _____

Emergency Contact: _____ Phone# _____

I learned about the YWCA from:

Newspaper, YWCA Brochure, Internet, Word of Mouth, Other _____

Payment for membership:

___ Women \$40.00 ___ Associate (Men) \$40.00 ___ Teen \$15.00 ___ Family \$60.00

I would like to contribute \$ _____ to the YWCA

Family Members under the Membership

(Children under 12 years are included in

Women/Associate Membership)

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Funding sources request the following information to show who we serve. Please respond.

Race: _____ Employer: _____ Occupation: _____
Annual Household Income Up to \$4,999 \$5-\$9,999 \$10-\$14,999 \$15-\$19,999 \$20-\$24,999
\$25-\$49,999 \$50-\$74,999 \$75-\$99,999 \$100-149,999 \$150,000+

Office Use Only Account Number _____

KIDS WORLD AFTER-SCHOOL PARENT HANDBOOK 2010-11

PROGRAM DESCRIPTION

The YWCA Child Care Program aims to provide high quality school age care for kindergarten through sixth grade children. The program includes activities which encourage creativity, independence, responsibility and fun.

The teaching staff prepares weekly plans which include a wide range of supervised activities. The children are involved in the planning of activities.

- . Creative expression
- . Indoor/outdoor sports and games.
- . Quiet time for homework & reading.
- . Special projects and events
- . Daily snack(s)
- . Character enrichment activities

All activities are designed to promote positive self esteem, appreciation and respect for each child's background and culture. The Program does not discriminate on the basis of race, color, gender, religion or national origin or solely on the basis of HIV status. Every effort will be made to admit a disabled child who can benefit from the program and if reasonable modifications can be made to accommodate the child.

ADMISSIONS & WITHDRAWAL POLICY

Admission is on a first-come basis. Parents are required to complete & return a registration packet prior to the child's enrollment. The following forms must be complete: Program Registration Form, and signed Statement of Parent Handbook received. It is crucial for you to keep us updated on any changes. (i.e. contact names, telephone numbers, child's health, etc.) A student may be withdrawn from the program with two weeks written notice to the child care department. In the event of such withdrawal, neither the deposit nor any pre-paid tuition payments will be refunded.

YWCA MEMBERSHIP

A current Adult Membership/Associate Fee is required in order for your child to participate in the Program. A non-refundable material fee is required at the time of yearly enrollment.

MONTHLY FEES

Monthly fees have been averaged for the school year; therefore, the monthly fee is always the same regardless of days off during the school year. Fees are subject to change with two weeks notice. A fee schedule is given at the time of enrollment. The monthly fee includes early dismissal days which occur on a child's weekly schedule. There is an extra charge for the full day/ half day/holiday programs.

PAYMENTS/LATE FEES

You may pay for your membership and program fees by personal check, MasterCard, Visa or debit card. **We do not** send out billing statements. Checks returned to the YWCA for insufficient funds will result in a charge of \$25.

A new authorization agreement for direct debits and MasterCard form must be completed for each school year. Your form on file does not carry over from year to year.

Payments are due by the First of each month. **A late fee of \$25 will be assessed for payments not received by the 5th of each month. If payment, plus late fee, is not received by the 15th of the month, your child will not be able to return to the program on the next program day.** Special arrangements for payments may be made by calling the Child Care Department. Payments in arrears will be turned over to our collection agency.

PAYMENT ASSISTANCE

Eligible parents may qualify for child care assistance from the Chemung County Department of Social Services. Call 607-734-3941.

CREDITS/REFUNDS

Refunds or credit will be given if cancellation is required. Refunds will not be made for withdrawal unless two weeks written notice is given at the Child Care Department. Refunds are prorated on the remaining program days in the month.

Please include the following information on your check:

. Child's Name and School; Specific dates/month payment is for.

Mail payment to: YWCA of Elmira & the Twin Tiers
211 Lake Street
Elmira, NY 14901

YWCA STAFF CANNOT ACCEPT PAYMENTS AT SITES.

Your cancelled check is your receipt. Please provide a self-addressed, stamped envelope if a receipt is needed for employer reimbursement programs.

SCHEDULES

Please send a note to your child's teacher regarding participation in our program.

Half-Day Parent-Teacher Conferences

The YWCA **will provide** Kids World on half days at the YWCA, 211 Lake Street, Elmira, NY. You are responsible for transporting your child to the YWCA. Please include a bag lunch and swimsuit & towel. The program will run from 10:30-6:00 pm. An additional cost of \$21 per day is required to use the half day program. Please call the Kids World Department if you wish to sign your child up for the half day programs.

. SNOW DAY PROGRAM AT THE YWCA

(Elmira, Elmira Heights & Horseheads School Districts ~
no school due to weather conditions)

****Snow Days Hrs:**

- ◆ 8:30 am – 5:30 pm
- ◆ Bring lunch, swimsuit/towel
- ◆ Snack provided

Snow Day Fee:

- ◆ \$25.00 per day for one child
- ◆ \$20.00 per day for second child

****The YWCA may decide not to open on a snow day due to the weather conditions; cancellation announcements will be made on WETM-TV (channel 3) and WENY-TV (channel 4), Penbrook Pines Broadcasting (94 Rock) and Backyard Broadcasting (WINK-106 FM). Please check the cancellations with these stations before you bring your child to the YWCA.**

. Snow Delays

The YWCA **does not** provide Kids World on snow delays.

If the School Districts call for a **Two Hour Delay due to early morning weather conditions**, there will be no morning program at Center St. or Cohen Schools. No program is available at the YWCA when there is a two hour delay. Children are to report to school in two hours from their original opening time. (parents need to check with their individual school districts as to what time school will open).

TRANSPORTATION PERMISSION POLICY

My child/ren have permission to be transported by school bus to their appropriate destination.

EMERGENCY POLICY

In the event of a State of Emergency, staff are instructed to stay with children at their site until parent/guardian, or authorized pick-up person is able to get there.

AUTHORIZED PERSONS

Please keep an updated list on file at the YWCA of persons who are authorized to pick up your child, their relationship and phone number(s). We cannot release your child to someone who is not listed. Advise all authorized persons to have appropriate identification.

CUSTODY /PROTECTION ORDERS

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick up roster. It is up to the custodial parent to make necessary changes to the child's pick up roster when appropriate. It is helpful to the YWCA to have a court decree or separation document in your child's file so we can have a better understanding of their situation. Custody and protection orders must be on file with the YWCA Child Care Department in order to be enforced.

MEDICATIONS

The YWCA does not administered medications in our after-school program other than over the counter topical ointments. However, we will allow parent/guardian to come and administer medication to their child as long as the medicine is not left in the after-school program.

Therefore, please try to arrange your child's medication schedule so that the medication can be administered by the school nurse.

If your child becomes ill while participating in our program, you will be contacted and be asked to come and pick up your child from the program.

FOOD SERVICE ARRANGEMENTS

The YWCA will provide a nutritionally sound snack. On holidays breakfast and one **PM** snack will be provided. Parents should provide a bag lunch on holidays. We suggest sending the following: meat, cheese, peanut butter sandwich or other protein; fruit and raw vegetables (two fruits or two vegetables), and milk.

GUIDANCE AND DISCIPLINE

Staff makes an effort in helping children learn problem solving skills, self confidence and positive values and patterns of behavior. Positive guidance and reinforcement are stressed in an effort to promote desirable behavior. **Corporal punishment is not allowed.** In the event that a child consistently displays unacceptable behavior or repeatedly fails to respond to instructions, the following will happen:

1. We will talk to the child
2. Time out or loss of privileges
3. Parent conference
4. Suspension
5. Removal from the Program

SEVERE CLAUSE

Any child's inappropriate behavior causing physical harm to another child or staff will automatically be suspended. The amount of time will be determined by the Child Care Teacher and/or Kids World Director.

Child Abuse Procedures

The YWCA staff is mandated by the New York State Office of Children & Family Services to report suspected child abuse or child neglect. Staff reports to the Director regarding suspected family abuse or neglect issues; the Director reports to the Department of Social Services and the Office of Children & Family Services. The program is not required to notify families of these reports.

SIGN-OUT PROCEDURE

Your child will only be released to the individuals on your child's registration form. A parent/legal guardian or individuals on your child's registration will be responsible for signing out your child from the program every day. A sign out sheet will be available for each person to sign their name and the time they are picking up the child.

Only the child's parent or legal guardian is allowed to add or remove names from your child's pick up list. All persons picking your child must be at least 18 years of age and have proper Identification. All children must be properly signed out.

SWIM POLICY

I give permission for my child(ren) to swim in the YWCA Pool while my child is attending Kids World at the YWCA and understand that there is the appropriate number of lifeguards per child on duty at all times.

PICK-UP POLICY

Pick-up time is 6:00 p.m. The late pick up fee is \$5 per child for every 15 minutes after 6:00 p.m. If a parent does not contact the program 15 minutes after closing time, the Teacher will begin to make attempts to locate the parent(s) at home and work. If parents are unable to be reached, the Teacher will contact the emergency numbers listed on the child's application.

If no contact has been made with the parent(s) or emergency people listed 30 minutes after the scheduled closing time of the program, the Teacher will contact the Supervisor. The Supervisor will then call the local police non-emergency number and ask for assistance in locating the parents. Repeated late pick-up WILL result in termination.

Intoxication/Drug Usage:

Your child's safety is our priority. At times we are forced to make judgment decisions concerning their safety. If a YWCA staff member has reason to believe that the individual picking the child up is intoxicated or show signs of drug use, the child will not be released. An individual on your child's pick up list will be contacted at that time and the child will be released upon their arrival. If those efforts fail, the local children's protective services will be contacted. If the parent, who is suspected of being intoxicated or impaired due to drug usage, becomes unruly or out of control the local police will be contacted.



Attached is the 2010-11 YWCA Kids World After-School Program Parent Handbook.

Please acknowledge by signing below and return this sheet with your child's registration form. Thank you.

Child's Name _____

Child's Name _____

Child's Name _____

After-school site: _____

I/we have been given and read the After-school Program Parent Handbook explaining each of the policies and procedures listed below:

- Program Description
- Admission & Withdrawal Policy
- Monthly Fees
- Transportation/Permission Policy
- Emergency Policy
- Custody and Protection Orders
- Medication/Sick Policy
- Food Service Arrangements
- Guidance and Discipline Procedures
- Child Abuse Procedures
- Sign-Out Procedures
- Swim Policy
- Pick-up Policy
- Intoxication/Drug Usage

Parent/Guardian Signature: _____ Date: _____

KIDS WORLD PROGRAM REGISTRATION

CHILD'S NAME _____

Address _____

School child attends: _____ Grade _____

Teacher's name: _____

Birthdate: ____/____/____ Sex: M F

Using AM Program?: Yes No

Using PM Program?: Yes No

Start date: _____

Days child will attend program: M T W TH F

SPECIAL INFORMATION:

Illness, Disabilities, Allergies: _____

Medication Taken Regularly: _____

Diet Habits, activity restriction, behavior concerns: _____

I give my permission to photograph my child for the program activities, for newspaper and television releases and educational publications. Yes No

I grant access to my child's school health records. Yes No

In case of accident, injury, or medical emergency when parents and persons designated cannot be reached, the program may authorize emergency medical treatment (i.e. take to the hospital). Yes No

Child's Physician: _____

Address _____

Phone No. _____

PARENT/GUARDIAN _____

Address _____

Home Phone No. _____

Place of Employment: _____

Work Phone No. _____

Cell Phone No. _____

E-mail _____

PARENT/GUARDIAN _____

Address _____

Home Phone No. _____

Place of Employment: _____

Work Phone No. _____

Cell Phone No. _____

E-mail _____

Is there a special custody situation? Yes No

(If yes, please include a copy of your custody order with this form.)

AUTHORIZED PICK-UP & EMERGENCY PEOPLE
(other than parents/legal guardians):

1. Name _____

Relationship _____

Phone #s (H) _____ (W) _____

(C) _____

2. Name _____

Relationship _____

Phone #s (H) _____ (W) _____

(C) _____

3. Name _____

Relationship _____

Phone #s (H) _____ (W) _____

(C) _____

I consent to the enrollment of the child listed above. I understand that the YWCA does not bill for this program and I agree to pay the monthly fee by the first of each month. Unpaid bills will result in your child's dismissal from our Program.

Parent/Guardian Signature _____ Date _____