

**KIDS WORLD 2023 WRAP AROUND
AFTER COHESION PROGRAM
Six Week Program Session
Begins Wednesday, July 5 through Friday August 11, 2023**

Program Locations:

Elmira City School District: Broadway Elementary and Hendy Elementary School

Horseheads School District: Ridge Road Elementary School

Hours: 2:00 pm – 5:30 pm

Ages 5-12

The attached application packet contains registration information for the 2023 Kids World After Cohesion Programs. Please complete one registration form for each child and return the **registration form, Parent Handbook Sign-Off sheet, Financial Responsibility Contract, and the Direct Debit/Credit Card Form** (if applicable) to the YWCA, 211 Lake St. Elmira, NY 14901 **by Wednesday, June 21, 2023**. Forms may also be faxed to the YWCA at 607-733-9524 or email kwsummer@ywcaelmira.org.

2023 After Cohesion Program Fees:

4-5 days per week:

Cost for One Child - \$80.00 week

Each Additional Child - \$75.00 week

3 days per week:

Cost for One Child - \$60.00 week

Each Additional Child - \$55.00 week

Payments are to be made by Friday of each week.

Payment Options:

- **By Mail:** Please send payments to the YWCA, 211 Lake St., Elmira, NY 14901
- **In Person:** YWCA, Lake Street Office. Payments accepted at the front desk.
- **By Credit Card:** Please fill out the attached Credit Card Authorization form **or Weekly payments can be made by credit card by calling the YWCA at 607-733-5575.**
- **Direct Debit:** Please fill out the attached Authorization Agreement form for Direct Debits.
- **On-line Option:** Go to www.myprocare.com if your child is currently enrolled in Kids World.

We accept cash, personal check, MasterCard, Visa, & Discover. Please make checks payable to the YWCA and include your child's name & site to insure proper credit to your account.

2023 Kids World After Cohesion Program Registration

Child's Name: _____

Address: _____

School child attends: _____

Grade Entering in Fall: _____

Birthdate: _____ Sex: M F

Please mark the school & weeks your child will attend:

_____ Broadway _____ Hendy _____ Ridge Road

_____ 7/5-7/7 _____ 7/10-7/14 _____ 7/17-7/21

_____ 7/24-7/28 _____ 7/31-8/4 _____ 8/7-8/11

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 permission to photograph my child for the program activities, for newspaper, FB, web and television releases and educational publications: 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) and grant access to my child's health records. Yes No

Child's Physician: _____

Address: _____

Phone No: _____

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 weekly fee. Unpaid bills will result in your child's dismissal from our Program.

Parent/Guardian Signature: _____

Date Signed: _____

Parent/Guardian: _____

(Mother's name)

Address: _____

Home Phone No: _____

Place of Employment: _____

Work Phone No: _____

Cell Phone No: _____

Email Address: _____

Parent/Guardian: _____

(Father's name)

Address: _____

Home Phone No: _____

Place of Employment: _____

Work Phone No: _____

Cell Phone No: _____

Email Address: _____

Is there a special custody situation? N/A yes no
(If yes, please provide a copy of your custody order with this form)

List the Names of Adults who may pick up your child from the program without a note and who are emergency contacts:

1) Name: _____

Relationship: _____

Phone: (H) _____ (W) _____ Cell _____

2) Name: _____

Relationship: _____

Phone: (H) _____ (W) _____ Cell _____

3) Name: _____

Relationship: _____

Phone: (H) _____ (W) _____ Cell _____

**YWCA SUMMER WRAP AROUND PROGRAMS
RETURN PAPERWORK CHECKLIST**

- Kids World Wrap Around Registration Form (one registration form for each child)
- Kids World Wrap Around Parent Handbook Sign-Off Sheet
- If not currently enrolled in 2022-2023 Kid's World Before or After School Program, \$75 non-refundable registration fee.
- Automatic Payment Authorization Form (if applicable)
- Credit Card Authorization Form (if applicable)
- Financial Responsibility Contract

All forms must be submitted before your child is enrolled and accepted into the Summer Wrap Around Program. Thank you!



KIDS WORLD AFTER COHESION PARENT HANDBOOK

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
- Neighborhood Walks
- Daily snack(s)
- Special projects
- 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.

REGISTRATION

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.)

WEEKLY FEES

Payments are to be made by Friday of each week.
You may opt to pay the six-week program fee in advance.

PERSONAL PROPERTY

To foster a more active and social approach to the wrap around program, the Y does not permit toys or electronic items (i.e. iPods, cell phones, and hand-held gaming devices) every day. This decision will be at the discretion of the Teacher. The YWCA is not responsible for lost or stolen devices. To prevent confusion over issues of ownership, we recommend labelling all of your child's personal belongings with their name.

PAYMENTS/LATE FEES

You may pay for program fees by personal check, MasterCard, Visa & Discover. WE DO NOT send out billing statements. Checks returned to the YWCA for insufficient funds will result in a charge of \$35. Outstanding balances will result in an inability to register for future programs and if you owe for more than 2 weeks, your child will be withdrawn from program until the balance is paid in full.

A late fee of \$35.00 will be assessed for late payments. Special arrangements for payment may be made by calling the Child Care Department.

PAYMENT ASSISTANCE

Eligible parents may qualify for childcare assistance from the Chemung County Child Care Council. Call 607-734-3941.

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 Staff 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.

SICK CHILD POLICY

If your child show signs of the following while in our program, you will be called to pick up your child:

- Fever of 101F or over
 - If the symptoms appear to be communicable (covid, vomiting, diarrhea, itching, pale skin, unusual sleepiness, rash, severe cough, eye or ear discharge)
 - Head lice – will not be able to return until they have been NIT free for 24 hours
- Please note: you will need to pick up your child within an hour of being called. Your child will not be able to return to the program until the symptoms have been gone for 24 hours and/or a note from the doctor stating your child may return.

MEDICATIONS

The YWCA does not administer medications other than over the counter topical ointments. However, we will allow a parent/guardian to come and administer medication to their child as long as the medicine is not left at the program site.

FOOD SERVICE ARRANGEMENTS

The YWCA will provide a nutritionally sound snack for your child(ren).

BEHAVIOR MANAGEMENT

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. Redirect Child
3. Parent conference
4. Suspension
5. Removal from the Program

SEVERE CLAUSE-ZERO TOLLERANCE

When the health, welfare and safety of other children are at stake, the YWCA reserves the right to terminate childcare services immediately. Possible reasons for termination of child from services include but are not limited to:

- Inappropriate behavior considered to be harmful to your child, staff or other
- Incident reports resulting from inappropriate behavior
- Overdue fees or excessive tardiness in picking up your child
- Problems that cannot be solved after repeated attempts

CONDUCT POLICY

Conduct policies have been developed to deal with situations in which a child's behavior poses a threat to their emotional/physical well-being of other children in the program.

- **Consistent arguing with staff and intentionally not following directions**
- **Stealing or defacing another child's personal property**
- **Refusing to remain with group in designated areas**
- **Making verbal or physical threats or action against another person, including abusive/vulgar language, sexual, obscene gestures, and fighting.** If the problem persists and the incident is deemed serious, and no significant changes in behavior occur, and at the discretion of the program director, the parent will be notified and the child will be terminated immediately from the program.

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 pickup list. All persons picking your child must be at least 16 years of age and have proper Identification. All children must be properly signed out.

PICK-UP POLICY

Pick-up time is **5:30 p.m.** The late pick up fee is \$15 per child for every 15 minutes after 5:30 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.

ALCOHOL POLICY

If a parent or designated pick-up person comes to pick up a child with alcohol on their breath, **THE CHILD WILL NOT BE ALLOWED TO GO WITH THAT PERSON.** The parent will be asked to provide another pick-up person for their child.

EMERGENCY POLICY

In the event of a State of Emergency, during the hours your child(ren) is in our Kids World Program, please be advised that the staff in our Kids World Program will remain with your child(ren) until you or an authorized pick-up person are able to pick them up.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic evacuation drills are conducted at sites. The YWCA has a plan in place for how to handle and respond to a hostile or dangerous situations. At all times, we will place an emphasis on keeping your child safe. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so you and our staff may get home safely.

TRANSPORTATION PERMISSION POLICY

I give permission for my child(ren) to be transported by school bus for summer field trips.

LIABILITY STATEMENT

I, the undersigned, as the parent/guardian of the said child listed, give permission for my child to participate in the YWCA Summer After Cohesion Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the summer wrap around program.

Attached is the 2023 **KIDS WORLD AFTER COHESION PARENT HANDBOOK.**

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

Child/ren's Name: _____

I/We have been given and read the After Cohesion Program Parent Handbook explaining each of these policies and procedures listed below:

- Program Description
- Registration Policy
- Weekly Fees
- Personal Property
- Payments/Late Fees
- Payment Assistance
- Authorized Persons
- Custody/Protection Orders
- Sick Child Policy
- Medications
- Food Service Arrangements
- Guidance and Discipline
- Severe Clause-Zero Tolerance
- Conduct Policy
- Child Abuse Procedures
- Sign-out Procedures
- Pick-up Policy
- Alcohol Policy
- Emergency Policy
- Emergency Preparedness Plan
- Transportation Permission Policy
- Liability Statement

Parent/Guardian Signature

Date



AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – ADVANCE PAYMENT ONLY

Company Name YWCA Elmira & the Twin Tiers Company ID Kids World After Cohesion 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 _____

 Option One: Weekly Amount Authorized: \$ _____
Weekly debit will be processed on the Friday of each week your child attends the program.

 Option two: Prepay discount is available: A 5% discount off the total tuition price is granted when paying the tuition in full and in advance. 6 weeks of enrollment is required to receive the discount. This debit will be processed on Friday, June 30, 2023.

Amount Authorized for Prepay Option: \$ _____

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.

Parent/Guardian Name: _____

Child's Name: _____

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.

**CREDIT CARD AUTHORIZATION FORM
YWCA KIDS WORLD AFTER COHESION PROGRAM
2023**

I hereby authorize the YWCA of Elmira to charge my credit card and keep my credit card on file for the 2023 Wrap Around Program Fees.

I agree to the credit card transactions each week my child attends the Wrap Around Program. Weekly charges will be processed on the Friday of each week.

I understand that I must notify the Kids World Dept. if I no longer wish to use my credit card on file for the wrap around summer program payments.

Child's Name: _____
First Name Last Name

Amount to be charged: \$ _____

Credit Card: Visa MasterCard Discover

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____
First Name Last Name

Mailing Address: _____
Street City State Zip

Phone Number: _____
Home# Work# Cell #

Cardholder Signature: _____ Date: _____

Financial Responsibility Contract:

The following is a contract between the YWCA of Elmira & the Twin Tiers and the financially responsible parent/guardian of the herein listed child, to provide licensed childcare services in the form of Before or After School Programs, and/or Full Days/Half Days and Summer Programs, in accordance with terms and conditions outlined in this document and the Parent Handbook.

Fees & Rates:

I agree to pay the monthly/weekly rate as outlined in the Kids World Registration Packet based on the program my child attends, and upon the days I have indicated I want my child enrolled, regardless of their attendance.

I agree that this rate may be subject to change without notice.

If applicable, I agree to make on time payments until a childcare subsidy case is approved and verified by the YWCA if any are submitted.

All fees are billed based upon enrollment; NOT based on actual attendance. There is no discount or reduction in scheduled fees for absences.

Payment Agreement

I agree to make payment in full regardless of my child(ren)'s attendance.

I agree to pay the yearly enrollment fee for my child(ren) to attend Kids World.

I understand a late fee will be charged in the amount of \$35.00 per month that my payment is late.

I understand that if my account is more than one month delinquent, my child(ren)'s spot in the program will be terminated and my account will continue to accrue late payment fees until my account is paid in full or turned over to a collections agency.

Forms of Payment:

I understand that the following payment methods are accepted for payment of program fees:

- Check - made payable to: YWCA ELMIRA.
- Online Payments: Payment accepted online through our parent portal Procare.com (www.myProCare.com) If new to Kids World, this option will not be available until your child's registration is processed.
- Credit Card payments: Mastercard, Visa, Discover
- Auto/Debit Card payments

My information below indicates my acknowledgement that I accept all terms and conditions outlined in this document and the Parent Handbook.

I acknowledge that the information below will be used by the YWCA to maintain financial accounting for my child in this program and may be used in the collections process should my account become delinquent.

Child's Name: _____

My signature below signifies my financial responsibility for the herein named child and acknowledges that I will be held financially responsible to YWCA Elmira for the services of the Kids World Program.

***Required – Primary Financially Responsible Parent/Guardian:**

***Parent/Guardian Name**

***Parent/Guardian
*Social Security Number
*(REQUIRED)***

***Parent/Guardian
*Date of Birth**

Parent/Guardian Signature

Date