

eliminating racism
empowering women
ywca



2022 KIDS WORLD SUMMER ENRICHMENT PROGRAM

Program Session –8 weeks
Monday, June 27 through Friday, August 19, 2022
Location: YWCA, 211 Lake St. Elmira
Ages 5-12 year olds
Hours: 6:30 am – 5:30 pm

Week 1: 6/27-7/1 Kick off to Summer!

Join us for a Magical Week of Disney making crafts with our favorite Disney characters!

Week 2: 7/5-7/8 Game On!

We will focus on games kids love to play – Minecraft, Roblox, Mario, and Pokeman.

Week 3: 7/11- 7/15 What's cookin'!

Kids will have the chance to mimic & recreate creative looking snacks. We will prepare wholesome, nutritious, & delicious snacks.

Week 4: 7/18-7/22 Let's Go Camping!

Have fund making smore's, build a tent, tell stories by a "campfire"! Kids will learn what it's like to camp!

Week 5: 7/25-7/29 Once Upon an Animal Week!

Everything you wanted to know about having a pet but were afraid to ask!

Week 6: 8/1-8/5 Abracadabra It's Magic Week

Learn about all kinds of fun tricks & illusions using science!

Week 7: 8/8-8/12 Carnival Week

Kids will enjoy their favorite carnival games, food, and chances to win prizes!

Week 8: 8/15-8/19 All About You Week!

Let's celebrate the end of Summer with our favorite DJ Allen, dance party, pizza party, a visit from the ice cream truck!

Summer Activities:

- Neighborhood Walking Field Trips
- Guest Presenters
- Arts & crafts
- Weekly themed activities
- Sports and other games/activities in the YWCA gymnasium
- Cook-outs and pizza parties throughout the summer.



Breakfast, Lunch, Snacks
INCLUDED!

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Ages 5-12 year olds
Hours: 6:30 am – 5:30 pm

Registration and fees information:

The attached application packet contains registration information for the **2022 Summer Enrichment Program**. Please complete **one registration form for each child**. Please return the **registration form, Direct Debit/Credit Card Form if applicable, the Financial Responsibility Contract and the Parent Handbook Sign-Off sheet.**

Summer registration is on a first-come first-served basis. To guarantee a place in the program, please return all completed forms to the YWCA as soon as possible. You may also fax your forms to the YWCA at 607-733-9524 or email at kwsummer@ywcaelmira.org.

The summer program fees include breakfast, a mid-morning snack, lunch, an afternoon snack and all costs associated with field trips.

Summer 2022 Program Fees:

Full-Time (4-5 days per week)

One Child - \$175.00 week
Each Additional Child - \$150.00 week

Part-time (3 days per week)

One Child - \$ 140.00 week
Each Additional Child - \$125.00 week

Payments are to be made on Friday of each week.

Summer Prepay Discount: If you use the bank draft method of payment, a 10% discount off the total tuition price is granted when paying the tuition in full and in advance. Tuition must be paid by June 17th to be eligible for this discount.

QUESTIONS?

Contact the YWCA Kids World Department at 733-5575

**YWCA SUMMER ENRICHMENT PROGRAM
RETURN PAPERWORK CHECKLIST**

- Kids World Summer Registration Form (one registration form for each child)
- Kids World Parent Handbook Sign-Off Sheet
- 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 Program.
Thank you!

2022 Kids World Summer Program Registration

Child's Name: _____

Address: _____

School child attends: _____

Grade Entering in Fall: _____

Birthdate: _____ Sex: M F

Weeks Child Will Attend: *(No program Monday, July 4)

___ 6/27-7/1 ___ *7/5-7/8 ___ 7/11-7/15 ___ 7/18-7/22

___ 7/25-7/29 ___ 8/1-8/5 ___ 8/8-8/12 ___ 8/15-8/19

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 I 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 _____

Attached is the **KIDS WORLD SUMMER ENRICHMENT 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 Summer Program Parent Handbook explaining each
of these policies and procedures listed below:

- Program Description
- Admission & Withdrawal Policy
- YWCA Enrollment Fee
- Personal Property
- Sick Child Policy
- Weekly Fees
- Payment/Late Fees
- Payment Assistance
- Authorized Persons
- Custody & Protection Orders
- Medications
- Food Service Arrangements
- Guidance & Discipline
- Severe Clause/Zero Tolerance
- Conduct Policy
- Sign Out Procedures
- Pick-up Policy
- Alcohol Policy
- Child Abuse Procedures
- Emergency Policy
- Emergency Preparedness Plan
- COVID-19 Guidelines
- Transportation/Permission Policy
- Liability Statement
- COVID-19 Guidelines

Parent/Guardian Signature

Date

KIDS WORLD SUMMER PARENT HANDBOOK

PROGRAM DESCRIPTION

The YWCA Child Care Summer 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.

Character enrichment activities	Indoor/outdoor sports & games
Special projects & events	Themed hobbies
Field Trips when possible	Arts & crafts
Summer Literacy program	

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 and 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. 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 kid's world department.

YWCA ENROLLMENT FEE

A non-refundable enrollment fee is required at the time of enrollment if your child is not currently enrolled in the Kids World After-school program and this is your first time using the summer program.

PERSONAL PROPERTY

To foster a more active and social approach to the summer 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. Children should wear cool, comfortable clothing such as shorts, t-shirts, and SNEAKERS (sneakers only please). Children must bring a bathing suit, towel and plastic bag every day. A plastic bag is recommended as suits will be wet after their swim sessions.

SICK POLICY

We do not administer medication.

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

- Fever of 100.2 F or over
- If the symptoms appear to be communicable (vomiting, diarrhea, itching, pale skin, unusual sleepiness, rash, sever cough, eye or ear discharge)
- Head lice – will not be able to return until they have been NIT free for 24 hours
- (will be checked upon return of program).

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.

WEEKLY FEES

Payments are to be made on Friday of each week.

PAYMENTS/LATE FEES

You may pay for your enrollment and program fees by personal check, debit card, Visa, MasterCard or Discover. Statements are sent via your email. 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. Payments are due the Friday of each week. A late fee of \$25.00 will be assessed for late payments. Special arrangements for payment may be made by calling the Kids World Billing Department.

PAYMENT ASSISTANCE

Eligible parents may qualify for child care assistance from the Chemung County Department of Social Services. 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 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 administer medications other than over the counter topical ointments. You can give the YWCA Staff permission to administer over-the-counter topical ointments, sunscreen and topically applied insect repellent by signing a permission form. However, we will allow parent/guardian to come and administer medication to their child as long as the medicine is not left at the program site. 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

During the summer, the YWCA will provide a breakfast snack, mid-morning snack, lunch and afternoon snack along with special occasions such as a barbeque cook out and pizza parties. If you prefer to send lunch for your child, please send it in a non-perishable bag along with a non-carbonated beverage.

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 child care services immediately. We will contact you to come pick up your child 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 others
- Incident reports resulting from inappropriate behavior
- Overdue fees or excessive tardiness in picking up your child
- Problems that cannot be solved after repeated attempts
(In these cases refunds for unused services will not be given.)

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.

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.

PICK-UP POLICY

Summer pick-up time is 5:30 pm. The late pick up fee is \$15 per child for every 15 minutes after 5:30 pm. 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 Director. The Director 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.

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 Staff along with 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.

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 tornado drills are conducted at sites. In the event of a gas leak, your child will be relocated and you will be notified immediately to come and get him/her. 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 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 Enrichment Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the summer program.

COVID-19 GUIDELINES:

ISOLATION

Isolation is for individuals who have been infected with COVID-19, even if they don't have symptoms. Isolation is also for people who are suspected of having COVID-19 because of the symptoms they exhibit. You isolate in order to prevent spreading the virus to others. Below answers how long to isolate depending on your circumstances:

<p><u>If the person is:</u> A child of any age or adult who has symptoms of COVID-19 and is waiting for a test, regardless of vaccination status</p>	<ul style="list-style-type: none">• Anyone with symptoms of COVID-19 must stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first).• If test is negative and symptoms are improving they can come back to the child care program.• If test is positive, follow isolation rules for a COVID positive (next section).
<p><u>If the person is:</u> A child of any age or adult who tests positive for COVID-19, regardless of vaccination status</p>	<ul style="list-style-type: none">• Anyone with a positive COVID test must stay out of the child care program for at least 5 days.• Anyone who has tested positive for COVID-19, and who is not experiencing symptoms must isolate for 5 days. After 5 days, they may return to program if they are age 2 or older and can consistently wear a well-fitting mask at program. Day 1 of isolation for someone not experiencing symptoms is the first full day following a positive test. Day zero, is the day you test positive.• Anyone who has tested positive for COVID-19 and who is experiencing symptoms must isolate for <i>at least</i> 5 days. Day 1 of isolation for someone who is experiencing symptoms is the first full day following the day symptoms first began and day zero is the first day symptoms began. They may return to the child program after 5 full days AND must be fever-free for 24 hours without medication AND must have improving symptoms before returning to program.• Anyone under age 2 or anyone over age 2 but who cannot reliably wear a well-fitted mask for any reason, who has tested positive for COVID-19, must stay out of program for a full 10 days.• Anyone hospitalized with COVID-19 or immunocompromised must isolate for at least 10 days and consult a doctor before returning to the child care program.

QUARANTINE

Quarantine is for someone who has had **close contact** with someone who tested positive for COVID-19 but **who does not have any symptoms** of COVID-19 and has not tested positive COVID-19. A close contact is someone who was less than 6 feet away from an infected person for 15 minutes or more over a 24-hour period. Below answers who has to quarantine following close contact with COVID-19 and for how long:

<p><u>If the person:</u> Has received all recommended vaccine doses, including boosters (if eligible) OR Had confirmed COVID-19 within the past 90 days (tested positive using a viral test) OR A staff member or school aged child who has been approved to attend school under a test-to-stay protocol in their school district (regardless of vaccination status)</p>	<ul style="list-style-type: none">• No quarantine is required before they may return to program.• They do not need to stay out of the program unless they develop symptoms.• <i>If a person under quarantine develops symptoms, they must follow the isolation guidance that starts on page 1 before returning to program.</i>• They should wear a well-fitting mask around others for 10 days.• If they haven't had confirmed COVID-19 in the last 90 days, testing is encouraged on day 5 when possible.
<p><u>If the person:</u> Has not received all recommended doses of the vaccine, including boosters (if eligible) OR is unvaccinated</p>	<ul style="list-style-type: none">• Adults and children over the age of 2 years may return to the child care program after <u>5 days</u> if they are able to wear a well-fitting face mask AND if they are not experiencing symptoms• Children under the age of 2 years, as well as any child who cannot reliably wear a well-fitting mask for any reason, must remain out of the child care program for <u>a full 10 days</u>. They may return to program after 10 days provided they are not experiencing symptoms.• <i>If a person under quarantine develops symptoms, they must follow the isolation guidance that starts on page 1 before returning to program.</i>• If a person under quarantine has not had confirmed COVID-19 in the last 90 days, testing is encouraged on day 5 when possible.

CREDIT CARD AUTHORIZATION FORM YWCA SUMMER ENRICHMENT PROGRAM

- I hereby authorize the YWCA of Elmira to charge my credit card and keep my credit card on file for the 2022 Summer Enrichment Program Fees. I understand that a "new" authorization form must be completed each summer.
- I agree to the credit card transactions for all the weeks my child attends in June/July to be taken out on the 1st of July. And for all the weeks my child attends in August to be taken out on the 4th of August.
- I understand that I must notify the Kids World Dept. if I no longer wish to use my credit card on file for the summer program payments.

Child's Name: _____
First Name Last Name

Amount to be charged: \$ _____

Credit Card: Visa MasterCard Discover

Credit Card Number: _____ Exp.Date: _____ 3 digit security code: _____

Cardholder's Name: _____
First Name Last Name

Mailing Address: _____
Street City State Zip

Phone Number:

_____ Home# Work# Cell #

Cardholder Signature: _____ Date: _____



AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – Fixed Amount/Date

Company

Name YWCA Elmira & the Twin Tiers Company ID Kids World Summer 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 you child attends the program.

Option Two: Summer Prepay Discount is available: A 10% discount off of the total tuition price is granted when paying the tuition in full and in advance. 8 weeks of enrollment is required to receive the discount. Tuition must be paid by June 17th to be eligible for this discount.

**** Amount Authorized for Prepay Option: \$ _____**
****This one time debit will be processed on June 17, 2022 to be eligible for discount.****

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.

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 Signature: _____

Child's Name: _____

Date _____ Signature _____

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

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 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 \$25.00 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 Procure.com
- 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