

**YWCA KIDS WORLD PROGRAM
2023-24 SCHOOL YEAR
KIDS WORLD PAPERWORK CHECKLIST**

- Kids World Registration Form (one registration form per child).
- Kids World Parent Handbook Sign-off Sheet
- \$75.00 per child non-refundable enrollment fee. Current Kids World accounts can pay the enrollment fee on www.myProCare.com.
- Newly enrolled in Kids World, please call the YWCA Front Desk at 607-733-5575 to process your enrollment 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 Kids world Program.
Thank you!

YWCA Kids World Program Registration

Child's Name: _____

Address: _____

School child attends: _____

Grade Entering in Fall: _____

Birthdate: _____ Sex: M F

Using Before-School Program: Yes No

Using After-School 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 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 monthly fee by the first of each month. 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 Kids World Program 2023-24 School Year Registration & Fees Information

The attached application packet contains registration information for the **2023-24 school year**. Please complete one registration form for each child. Please return the **registration form, Parent Handbook Sign-Off sheet** and **Financial Responsibility Contract** along with a \$75.00 per child non-refundable enrollment fee to the YWCA, 211 Lake Street, Elmira, NY 14901. You may also Fax – 607-733-9524 or email your completed forms to kwfall@ywcaelmira.org. Enrollment fee can be paid online at www.ywcaelmira.org, click on Kids World Link – Pay Enrollment Fee.

Payment Options: For your convenience, also included in this packet is an Authorization Agreement form for Direct Debits and a Credit Card Authorization Form. If you choose to use these payment options, please return the form with your child's registration. You may also pay by check, cash, and money order or via our online option www.myprocare.com to pay your tuition online. Payments are due on the 1st of each month. Please refer to the Parent Handbook for further questions regarding payments. Kids World registration is on a first-come first- served basis.

After-School Program Hours– 2:00pm – 6:00 pm

2023-24 After School Program Fees

And Full Day/Half Day Program Fees:

After School Program Fees:

4 to 5 days per week:

\$395 per month for one child (\$98.75 per week)

\$315 per month for each additional child

3 days per week:

\$245 per month for one child (\$61.25 per week)

\$200 per month for each additional child

Full Day Program fees at the YWCA:

Time: 6:30 am – 5:30 pm

\$40 per day for one child

\$35 per day for each additional child

Before School Program Fees & Locations:

4 to 5 days per week:

\$140 per month for one child (\$35.00 per week)

\$95 per month for each additional child

3 days or less per week:

\$85.00 per month for one child \$21.25 per week)

\$65.00 per month for each additional child.

Before School Program Locations:

Horseheads Central School District

Big Flats, Center St., Gardner Road &

Ridge Road Elementary Schools

School Cafeterias

Time: 6:30 am – 9:00 am

Elmira Heights School District

Before School:

Cohen Elementary School Cafeteria

Time: 6:30 am – 8:00 am

**Kids World FULL DAYS/
CONFERENCE DAYS/SNOW DAYS
2023-24**

Kids World is held at the YWCA, Lake St., Elmira Site, during full day conferences, and school holidays (i.e. Winter Recess, Spring Recess), except when the YWCA is closed for a holiday observance. Please note: There are days that only one school district may have a full day conference, and in some instances, we are unable to run those programs, if all other districts are in session. Always call to verify the day your school has off to see if we are providing a program.

The YWCA **DOES NOT** HAVE KIDS WORLD ON SNOW DAYS.

The YWCA is closed on the following days and subject to change:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	
Juneteenth	Christmas Eve
July 4	Christmas Day

- The Full Day Program runs from 6:30 am to 5:30 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:
\$40/day for the first child \$35/day for each additional child
- A morning and afternoon snack is provided during these programs.



Attached is the 2023-24 YWCA Kids World After-School Program Parent Handbook.

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

Child's Name _____

Child's Name _____

Before-school site: _____

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
- Registration/Enrollment Fee
- Monthly Fees
- Payments/Late Fees/Outstanding Balances
- Payment Assistance
- Credits/Refunds
- Cancellations
- Schedules//Full Day Parent-Teacher Conferences
- Snow Delays/Snow Days
- Cancellation of All after School Activities
- Transportation/Permission Policy
- Emergency Policy
- Authorized Persons
- Custody and Protection Orders
- Medication/Sick Policy
- Food Service Arrangements
- Behavior Management
- Severe Clause/Zero Tolerance
- Conduct Policy
- Child Abuse Procedures
- Sign-Out Procedures
- Homework
- Personal Property
- Swim Policy When Pool is operating
- Unexpected Dismissal from School
- Emergency Preparedness Plan
- Pick-up Policy
- Intoxication/Drug Usage
- Liability Statement

Parent/Guardian Signature: _____ Date: _____

KIDS WORLD AFTER-SCHOOL PARENT HANDBOOK 2023-24

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
- . Arts & Crafts
- . 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, a signed Statement of Parent Handbook received, & a signed Financial Responsibility Contract. 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. If you withdraw your child, without the two week's notice, neither the deposit nor any pre-paid tuition payments will be refunded.

REGISTRATION/ENROLLMENT FEE

A non-refundable registration/enrollment fee is required at the time of yearly enrollment.

MONTHLY FEES

Monthly fees have been averaged for the school year; our billing is based on 180 school days and then divided into 10 equal payments. Each month you pay 1/10th of your total before and after school program bill, regardless of the number of school days occurring in that month. The YWCA does not give credits for illnesses or family vacations taken during school days. Fees are subject to change with two weeks' notice. A fee schedule is given at the time of enrollment. There is an extra charge for the full day/half day/holiday programs. A 10% discount if you use a bank draft method of payment off the total tuition price is granted when paying the tuition in full and in advance for the school year.

PAYMENTS/LATE FEES/OUTSTANDING BALANCES

You may pay for your enrollment fee and program fees by personal check, MasterCard, Visa, Discover, debit card or via the on-line option for current Kids World accounts at www.myprocare.com. Newly enrolled in Kids World, please call the YWCA Front Desk at 607-733-5575 to process your enrollment fee.

Payments are due the 1st of each month. **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 payment is not received by the 15th of the month, your child will be withdrawn from the Kids World Program until the balance is paid in full.

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 Kids World
211 Lake Street
Elmira, NY 14901

YWCA STAFF CANNOT ACCEPT PAYMENTS AT SITES.

Your cancelled check is your receipt. Please contact the Kids World Billing Department if a receipt is needed for employer reimbursement programs.

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 \$35 will be assessed for payments not received. If payment is not received, your child may not be able to return to the program on the next program day. Special arrangements for payments may be made by calling the Kids World BILLING Department. Payments in arrears will be turned over to our collection agency.

PAYMENT ASSISTANCE

Eligible parents may qualify for childcare assistance by calling the Chemung County Child Care Council at 607-734-3941 for information.

CREDITS/REFUNDS

Refunds or credit will be given if cancellation is required. Refunds will not be processed unless two weeks written notice is given to the Kids World Department or you contact the Kids World Billing Department. Refunds are prorated on the remaining program days in the month.

CANCELLATIONS

We must have a minimum number of participants to operate our program and reserve the right to cancel any program due to low enrollment. To avoid cancellations, we will make every effort to accommodate parents wishing to enroll their child and may combine programs that are not full. If we cancel a program, we will contact you at least two weeks in advance to inform you.

****SCHEDULES/HALF DAY CONFERENCES/FULL DAY CONFERENCES****

At this time, **there will be no Kids World on the half day conference days and no busing through the district.** Full Days will be held at the YWCA as long as we are open those specific days. You must sign up your child for the days off you need care at the YWCA by calling the Front Desk at 733-5575 and place your child's name on the list. At that time ½ deposit is required to hold your spot. The remainder is due on the last day your child attends.

Snow Delays/Snow Days

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

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

CANCELLATION OF ALL AFTER-SCHOOL ACTIVITIES IN THE SCHOOL DISTRICTS:

When a school district cancels all after-school/evening activities due to weather conditions, **The Kids World Program will still be held at your child's school as usual until 6:00 pm.** The school will dismiss your child to the Kids World Program. In the event the weather becomes worse, the Kids World Site Supervisor will notify parents and ask if their child can be picked up earlier. This is for the safety of everyone.

TRANSPORTATION PERMISSION POLICY

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

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. All sites have a well-defined plan for emergency and fire evacuation. We conduct drills each month.

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

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 Kids World Department in order to be enforced.

MEDICATIONS/SICK POLICY

The YWCA does not administer 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 if the medicine is not left in the after-school program.

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

If your child becomes ill while participating in our program or shows any symptoms of Covid-19, 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 a **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 (2 fruits/2 vegetables & milk).

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. 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 (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.

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 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.

HOMEWORK

Each weekday, we provide a quiet area for children to do their homework. While we encourage children to do their homework, it is not mandatory. We are there to help, but we do not provide extensive one-on-one. We cannot guarantee the completion of your child's homework.

PERSONAL PROPERTY

To foster a more active and social approach to the afterschool 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 your child's personal belongings with their name.

SWIM POLICY When Pool is operating

If the pool is available, 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 always the appropriate number of lifeguards per child on duty.

UNEXPECTED DISMISSAL FROM SCHOOL – NON-WEATHER RELATED

Occasionally, school is dismissed unexpectedly early due to mechanical failure such as, a water main break, failure in the heating system, or other unforeseen circumstances. Students should know where they are to go, without having to call home, if the school is dismissed early for any reason. Please make sure that you have submitted the emergency information form to your child's classroom teacher. If you still want your child to attend Kids World, then your child will be bused from their school to be housed at the YWCA Elmira for Kids World until pick up time at 6:00 pm. You will have to pick your child up at the Elmira YWCA. This does not include closure due to weather.

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.

PICK-UP POLICY

Pick-up time is 6:00 p.m. The late pick-up fee is \$15 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 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.

Liability Statement

I, the undersigned, as the parent/guardian of the said child(ren) listed, give permission for my child to participate in the YWCA Kids World Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the Kids World Program.

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 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



**AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – Fixed Amount/Date
2023-24 school year**

Company Name YWCA Elmira & the Twin Tiers Child's Name: _____

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

Please include payments for full day conference days/school breaks/holidays when using the program at the YWCA. yes no

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.

Parent/Guardian Name: _____

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.

Credit Card Authorization Form YWCA Kids World Program

I hereby authorize the YWCA of Elmira to charge my credit card and keep my credit card on file for the Kids World Program Fees during the 2023-24 school year. I understand that a "new" authorization form must be completed each school year and a separate form must be provided if I enroll my child in the "summer program".

Please charge my credit card for full day conference days/school breaks/holidays when using the program at the YWCA. ___yes ___no.

I agree to the credit card transactions on the 15th of every month.

I understand that I must notify the Kids World Dept. if I no longer wish to use my credit card on file for 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: _____