2021 KIDS WORLD SUMMER ENRICHMENT PROGRAM

Program Session – 8 weeks
Monday, June 28 through Friday, August 20, 2021
Location: YWCA, 211 Lake St. Elmira
Ages 5-12 year olds
Hours: 6:30 am – 5:30 pm

Week 1: Kick off to Summer!
Join us for fun in the Sun with a 4th of July celebration!

Week 2: Safety First!
Meet with local emergency responders,
Our heroes!

Week 3: What’s cookin’!
Join us for cooking activities in the kitchen.
Start an herb garden with us. Learn to cook & create from your very own garden. We will prepare wholesome, nutritious, & delicious snacks.

Week 4: Once Upon an Animal Week!
Everything you wanted to know about having a pet but were afraid to ask!

Week 5: Rainbows Rock
Do it yourself Tye Dye Shirts, along with rock painting & jewelry making.

Week 6: Young Environmentalists
Step Up for the Environment, Stand Up for Our Future! Visit from the Friends of the Chemung River Watershed! How to preserve our waterways, help protect the public & environmental health of our communities.

Week 7: Under the Sea
Join us for a week of hands on exploration as we learn about fish, creatures and other life under the sea!

Week 8: Splosh Splash Finale!
Last splash celebration as we slip and slide our way out of summer and into fall! Get wet and wild as we spend the week running through sprinklers, and water balloon competitions.

Summer Activities:

- Neighborhood Walking Field Trips
- 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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Registration and fees information:
The attached application packet contains registration information for the Summer 2021 Program. Please complete one registration form for each child. Please return the registration form, Parent Handbook Sign-Off sheet, and the Health Screening Attestation Form to the YWCA, 211 Lake St., Elmira, NY 14901. Registration is on a first-come first-served basis.

The YWCA will be following the CDC COVID-19 guidelines and is taking all the necessary precautions to ensure the safety of your child. The Y will not be providing field trips that require bus transportation. We will continue to provide weekly themes for program activities. The summer program fees include breakfast, a mid-morning snack, lunch, and an afternoon snack.

Drop off and pick up procedures have change. Parents are asked to wear a mask when entering the YWCA. Upon arrival please sign in your child and at departure sign out your child at the front desk. Please wait at the front desk and staff will escort your child into their room and back out to the front desk at departure. Thank you for your cooperation.

Summer 2021 Program Fees:

Full-Time (4-5 days per week)
One Child - $170.00 week
Each Additional Child - $145.00 week

Part-time (3 days per week)
One Child - $120.00 week
Each Additional Child - $95.00 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 18th to be eligible for this discount.

QUESTIONS?
Contact the YWCA Kids World Department at 733-5575
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
Swimming
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. 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. 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 repellant 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 up 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.

SWIM POLICY
I give permission for my child (ren) to swim in the YWCA Pool and understand that the appropriate number of lifeguards per child is on duty at all times. Your child 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.

Swim Levels: All participants will be “swim tested” on the first day of swim by our Aquatics Staff. Participants will be asked to demonstrate a variety of basic aquatic skills so that the Certified Aquatic Staff can determine an appropriate level.
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.

COVID-19 GUIDELINES
Upon arrival, parents will need to wear a mask and sign-in at the Front Desk Lobby. We may ask parents to confirm that their child does not have a fever, shortness of breath or cough. At pick-up, parents will sign-out at the Front Desk and Kids World Staff will bring your child to you.
Staff will make a visual inspection of your child for signs of illness which could include flushed cheeks, rapid breathing (without recent physical activity), fatigue, or extreme fussiness.
Staff will be checking your child’s temperature upon arrival and throughout the day and will be monitoring symptoms for cough, shortness of breath, fever, chills, muscle pain, and sore throat.
Returning to Summer Program after a positive screen

The YWCA must follow CDC, NYSDOH, NYOCFS & Chemung County Health Department guidance for allowing a student and staff member to return to Kids World after being diagnosed with COVID-19 or exhibiting symptoms consistent with possible COVID-19.

Symptoms of COVID-19 but does NOT have COVID-19:
If a person has symptoms of possible COVID-19 illness, but is determined NOT to have COVID-19 by a healthcare provider, they can return to Kids World when:
   a) There is no fever, without the use of fever reducing medicines, for at least 24 hours.
   b) They have been diagnosed with another condition (NOT COVID-19) and have a healthcare provider written note stating they are clear to return to school.
   c) Follow YWCA policies.

Symptoms of COVID-19 and is diagnosed with COVID-19: If a person has symptoms of COVID-19 and has been diagnosed with COVID-19 by a healthcare provider either based on a positive test result or just based upon their symptoms, they should remain at home and not return to Kids World until:
   a) It has been at least 10 days since the individual first had symptoms, AND
   b) It has been at least 24 hrs since the individual has had a fever (without fever reducing medicine, AND
   c) It has been at least 3 days since the individual's symptoms improved, including cough/shortness of breath.

No Symptoms of COVID-19 and is diagnosed with COVID-19: If a person has tested positive for COVID-19, but has no symptoms of COVID-19, they should remain at home and not return to Kids World until 10 days have passed since test was done (if they continue to have no symptoms of COVID-19).

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.
2021 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 5)

_6/28-7/2_ 7-6-7/9_ 7/12-7/16_ 7/19-7/23

_7/26-7/30_ 8/2-8/6_ 8/9-8/13_ 8/16-8/20

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: ________________________________ (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 ___________

Parent/Guardian Signature: ________________________________

Date Signed: ________________________________
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.

Children'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
- Swim Policy
- Alcohol Policy
- Child Abuse Procedures
- Emergency Policy
- Emergency Preparedness Plan
- COVID-19 Guidelines
- Returning to Summer Program after a positive screen
- Transportation/Permission Policy
- Liability Statement

Parent/Guardian Signature ____________________________ Date _______________
CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE-TIME ATTESTATION

Before entering a child care program, employees, volunteers, parents, children and essential visitors must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time. Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers “Yes” to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer daily. If any of the answers to the below questions are “Yes,” individuals cannot enter the program. If the answers are “No” to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer “No” to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing ANY of the following symptoms?
   - Cough (new or worsening)
   - Shortness of breath (new or worsening)
   - Trouble breathing (new or worsening)
   - Fever
   - Chills
   - Muscle pain (new or worsening)
   - Headache (new or worsening)
   - Sore throat (new or worsening)
   - New loss of taste
   - New loss of smell

4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered “NO” to all questions, you have passed and may enter the program.

If you have answered “YES” to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

_________________________ / __ / __
Signature

_________________________ / __ / __
Date

_________________________ / __ / __
Signature

_________________________ / __ / __
Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.
AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – Fixed Amount/Date

Company Name: YWCA Elmira & the Twin Tiers

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: **Amount Authorized $ ______________

** (cannot be used weekly, must be for the full number of weeks your child is using the summer program.
**This One Time Debit will be processed on June 28, 2021**

☐ 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 18th to be eligible for this discount.

** Amount Authorized for Prepay Option: $ ______________

**This one time debit will be processed on June 18, 2021 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 AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.
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 2021 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 9th of July. And for all the weeks my child attends in August to be taken out on the 3rd 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: ___________________________