



2020 KIDS WORLD SUMMER ENRICHMENT PROGRAM

Program Session – 12 weeks

Monday, June 1 through Friday, August 21, 2020

Location: YWCA, 211 Lake St. Elmira

Ages 5-12 year olds

Hours: 6:30 am – 5:30 pm

Summer Themes begin June 29th:

Week 1: All Aboard the Summer Train!

School is out! Join us for fun in the Sun!
Kick off the Summer with a 4th of July celebration!

Week 2: Go Green!

We have all the tools needed to reduce, reuse & recycle. Let's learn how simple changes can help us take care of our environment!

Week 3: Expect the Unexpected – Safety First

All about everyday safety. Visits from local Emergency Services Personnel!

Week 4: Rainbows Rock

Bright energetic color themed competition! DIY Tie Dye T-Shirts, Coloring contests, other Artistic competitions, Prizes and More!

Week 5: Science, Space & More

Messy Science Experiments & activities.
Lots of science related fun!

Week 6: Outdoor Adventures! Nature Week!

Explore the Wildlife with a visit from Tanglewood Nature Center.

Week 7: Funtastic Finale!

Get Moovin' and Groovin' as we Party in the USA with DJ Allen & some karaoke! Ice Cream Truck & Pizza Party to end this spectacular summer!

Summer Activities:

- Arts & crafts
- Sports and other games/activities in the YWCA gymnasium
- Cook-outs and pizza parties throughout the summer
- Daily water fun (swimming) in the YWCA's indoor pool
- Steele Memorial Library for special events



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Registration and fees information:

The attached application packet contains registration information for the Summer 2020 program. Please complete one registration form per child along with the Summer Handbook Sign-off Sheet. Summer registration is on a first-come first-served basis- we are operating at half capacity so spaces are very limited!

The YWCA will be following CDC COVID-19 guidelines and is taking all necessary precautions to ensure the safety of your child. The YW will not be conducting field trips that require bus transportation. We will provide weekly themes for program activities along with daily swimming. Please provide a bag lunch and drink along with your child's swimsuit and towel daily. Morning and afternoon snacks will be provided.

Drop off and pick up procedures have changed. Parents must wear a mask when entering the YWCA. Parents are restricted to the lobby where you will sign in on arrival and sign out at departure. Staff will escort your child into their room and back out to the front desk at departure. Thank you for your cooperation.

Summer 2020 Program Fees:

\$125.00 per week per child -4 days or more

\$75.00 per week per child-3 days or less

Summer rates discounted due to COVID-19

To ensure children interact with the same group and same staff each day (per NYS guidance), we do not offer drop in or per diem care.

Payments are to be made on Friday of each week

Summer Prepay Discount: A 10% discount is available when paying the tuition in full by June 19th using a bank draft. A minimum of 8 weeks of enrollment is required to receive the discount.

QUESTIONS?

Contact the YWCA Kids World Department at 733-5575



AUTHORIZATION AGREEMENT FOR DIRECT DEBITS

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

Bank Name _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

☐ **Option One: BI-WEEKLY** Amount Authorized \$ _____
Payments processed June 12th & 26th, July 10th & 24th, and August 7th & 21st

☐ **Option Two: PREPAY DISCOUNT:** Amount Authorized \$ _____
10% discount on total tuition price of _____ weeks (minimum 8 weeks processed on June 19th)

I (we) hereby authorize YWCA Elmira & the Twin Tiers to initiate debit entries to my (our)
[] Checking Account/ [] Savings Account (select one) indicated above. I (we) acknowledge that the
origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Child(ren) Name(s) _____

Account Holder Printed Name _____ Signature _____ Date _____

AUTHORIZATION AGREEMENT FOR CREDIT/DEBIT CARD

☐ **Option One: BI-WEEKLY** Amount Authorized \$ _____
Payments processed June 12th & 26th, July 10th & 24th, and August 7th & 21st

Credit Card: Visa MasterCard Discover

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

I (we) hereby authorize YWCA Elmira & the Twin Tiers to initiate debit entries to the above credit/debit
card indicated above. I (we) acknowledge that the origination of debit transactions to my (our)
credit/debit card must comply with the provisions of U.S. law.

Child(ren) Name(s) _____

Account Holder Printed Name _____ Signature _____ Date _____

****THIS AUTHORIZATION EXPIRES AUGUST 31, 2020 or when all Summer charges
are paid, whichever is first****

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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 received. It is crucial for you to keep us updated on any changes. (i.e. contact names, telephone numbers, child's health, etc.) A student may be withdrawn from the program with two weeks written notice to the kid's world department.

YWCA ENROLLMENT FEE

A non-refundable enrollment fee of \$55.00 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 YW 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. Due to COVID19 we have increased restrictions visual inspections and will be taking the temperatures of children daily. 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, severe 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 if not on an automatic payment plan.

PAYMENTS/LATE FEES

You may pay for your enrollment and program fees by personal cash, check, debit or credit card. WE DO NOT send out billing statements, you will be expected to pay at the front desk weekly. 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.

PAYMENT ASSISTANCE

Eligible parents may qualify for child care assistance from the Chemung County Childcare Council. Please call them at 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 will not 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, and afternoon snack along with special occasions such as a barbeque cook out and pizza parties. Please send lunch along with a non-carbonated beverage for your child daily.

BEHAVIOR MANAGEMENT

Staff help children learn problem solving skills, self-confidence and positive values and patterns of behavior. Positive guidance and reinforcement are stressed to promote desirable behavior. Corporal punishment is not allowed. In the event a child consistently displays unacceptable behavior or repeatedly fails to respond to instructions, the following steps will be taken:

1. We will talk to the child
2. Redirect Child
3. Parent conference
4. Suspension
5. Removal from the Program

SEVERE BEHAVIOR – 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 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.

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.

NO 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.

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 must 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.

TRANSPORTATION/PERMISSION POLICY

For Summer 2020 we will not be transporting children for field trips.

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Attached is the **KIDS WORLD SUMMER ENRICHMENT PARENT HANDBOOK**.
Please acknowledge by signing below and return this sheet with your child's registration form.

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
- Swim Policy
- Alcohol Policy
- Child Abuse Procedures
- Emergency Policy
- Emergency Preparedness Plan
- COVID-19 Guidelines
- Transportation/Permission Policy

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.

Parent/Guardian Signature

Date