

**eliminating racism
empowering women**
ywca

YWCA of Cortland

14 Clayton Avenue
Cortland, NY 13045

- Aid to Victims of Violence
 - 24 Hour Crisis Hotline
 - Crime Victims Assistance
 - Domestic Violence Shelter
 - Educational Programming
 - Support and Advocacy Services
- Breast Cancer Support Group
- Bridges for Kids
- Childcare
 - Drop-In Child Care Center
 - Here We Grow Child Care Center
 - Learning Adventure Childcare Center
 - Nursery and Day School
 - School Age Care
 - Summer Care and Recreation
- Health and Fitness
 - Aerobics
 - Aquatics
 - Recreation
 - Weight Training

Summer 2010

Dear Families:

Welcome to the YWCA Summer Care and Recreation “Counselor~In~Training” program. Please take a moment to read this letter and review the contract and complete the enrollment packet with your prospective C.I.T! Once again we will be interviewing both the parent and the prospective C.I.T. to make sure that this program is beneficial to the C.I.T. applicant and that the C.I.T. applicant is beneficial to this program.

The goal of the Counselor~In~Training group is to assist in preparing the young counselor with job skills required to become a childcare provider in a camp setting. The C.I.T will assist the young camper in daily activities, and in having an enjoyable time at camp while gaining some valuable life skills. Being a C.I.T offers a chance to gain some responsibility, work as a team, as well as, develop individual job skills. To be a successful C.I.T requires a serious commitment from the young person and an understanding that this program is designed to be preparatory for the work place. He or she must take on the responsibility to be a good role model for the other campers and put in the necessary training and volunteer time to become competent in their role in helping out the counselors in other age groups.

This summer, the C.I.T’s will be spending three to four days a week at various YWCA Childcare sites working with different age groups. We also hope to continue our relationship with Walden Place an Adult Living Community. Fridays will be reserved for the C.I.T’s to have a day to themselves and pursue their own interests. They will also spend a great deal of time contributing to the community by way of projects and volunteering. Please watch the daily sign-in sheets for permission slips for short walking trips or excursions around town by Cortland Transit busing.

Working with the younger age groups will involve team activity projects. These projects will be developed and presented to the children as part of their weekly activities. C.I.T’s who have completed the training part of the program in past summers at the YWCA may ask to be placed in the younger age groups to aid in some of the daily routine such as circle time, snack time, or lunch.

We will be asking each C.I.T to carefully read and sign the enclosed contract. Please go over it with them and turn it in with the packet.

I expect to have a rewarding, fun-filled summer working with your young person.

Sincerely,

Brandon Morey
Summer Care Supervisor

Phone: (607) 753-9651
Fax: (607) 753-8774
E-mail: info@cortlandywca.org
Website: www.cortlandywca.org



COUNSELOR - IN - TRAINING PROGRAM

Summer 2010

Goals

The YWCA CIT program seeks to involve 13 - 15 year olds working together as a group to achieve the following:

- 1. Learn to assume personal and group responsibility*
- 2. Become a positive role model for younger campers*
- 3. Learn to plan age appropriate activities for 5 - 12 year olds*
- 4. Practice implementing activities with the younger age groups*
- 5. Learn about Health and Safety*
- 6. Enjoy teen activities with the CIT group*
- 7. Participate in community volunteer projects*
- 8. Resume Building*



Curriculum

The CIT's move through the curriculum at their own pace. Each CIT may sign up for one week or any number of weeks through the entire summer.

Group projects will be planned for the younger age groups by two or more CIT's and will be presented weekly to children at one of our summer program sites.

Three to four days of the week will be spent at other sites. Fridays will be reserved for the CIT group activities and field trips. Extra field trips will be planned in addition to the scheduled camp field trips, which will be optional to CIT's.

2010 C.I.T. SUMMER CARE AND RECREATION ENROLLMENT FORM

Child's Name _____ Sex: M F Age _____ Birth date ____/____/____

Address _____

Grade Level (Fall): 7 _____ 8 _____ 9 _____ 10 _____ 11 _____

Mother/Guardian's Name _____ (H) _____

Address _____

E-Mail Address: _____

Mother/Guardian's Place of Employment _____ (W) _____

Father/Guardian's Name _____ (H) _____

Address _____

E-Mail Address: _____

Father/Guardian's Place of Employment _____ (W) _____

Emergency Person's Name _____ (W) _____ (H) _____

Child's Doctor Name _____ (W) _____

The following people have permission to pick up my child:

1. _____ (W) _____ (H) _____
2. _____ (W) _____ (H) _____
3. _____ (W) _____ (H) _____

MEDICAL/HEALTH PROBLEMS

Medication: yes _____ no _____
 allergies: _____
 Dietary: _____
 Hearing: _____
 Speech: _____
 Sight: _____
 Special Needs: _____
 if yes, what? _____

**PARENTS MUST SUBMIT A COPY OF SCHOOL Allergies:
 MEDICAL RECORDS SHOWING COMPLETE
 IMMUNIZATIONS OR A COPY OF NEW YORK
 STATE CERTIFICATE OF IMMUNIZATION AND
 MEDICAL FORM COMPLETED BY A PHYSICIAN,
 OR COPY OF SCHOOL PHYSICAL**

My child has permission to participate in all activities sponsored by the YWCA's Summer Care and Recreation Program unless otherwise directed. I/we have read the Summer Care and Recreation information booklet and agree to the policies and procedures described.

SIGNATURE _____ DATE _____

Office Use Only

Registration fee _____	Membership expires _____	Site _____
Date/Amount		
Advance payment _____	Receipt# _____	Initials _____
Date/Amount		

ALL FORMS MUST BE COMPLETED AND RETURNED TO THE YWCA WITH FIRST WEEK'S PAYMENT, YWCA MEMBERSHIP AND REGISTRATION FEE BEFORE CHILD(REN) CAN BE ENROLLED. *PLEASE COMPLETE THE ATTACHED SCHEDULE* Use for renewal Purposes.



The Center of Your Care

Authorization for Emergency Treatment of Minors

Name of minor	Age	Birthdate
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Address

Allergies	Medications	Last Tetanus Shot
_____	_____	_____
_____	_____	_____

Medical history, if pertinent:

I/We being the parent(s) or legal guardian(s) of the above named minor, do hereby appoint:

YWCA School Age/Summer Care Programs	753-9651
_____	_____
Name	Phone

To act in my/our behalf in authorizing emergency medical, dental, surgical care and hospitalization for the aboved named minor during the period of my/our absence. I understand that my child(ren) will be transported by emergency transport if the situation deems necessary.

June 2010	Effective until Cancelled by parent
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This document shall be presented to a physician, dentist, or appropriate hospital representative at such time as emergency medical, dental, surgical care or hospitalization may be required.

Signature of Parent / Guardian

Signature of Parent / Guardian

Address

Address

State Zip Phone

State Zip Phone

Hospitalization Insurance

Identification or Contract Number

Family Physicians or choice of specialists

Phone Number

14 Clayton Ave
Cortland, NY 13045

Consent for Interview/Photography/Videography

I hereby give consent for my child/ren _____ to be photographed, videotaped or interviewed by YWCA of Cortland staff, photographers, reporters and technicians as it may engage for special events.

_____ at _____
(Date) (YWCA Program)

I also permit the YWCA of Cortland to use the photographs, video/interview for publication or broadcasting. I relieve and hereby agree to hold the YWCA free and harmless from any and all liability arising out of the interviewing or photographing and subsequent publication or broadcasting.

(Date)

(Subject Person)

(Date)

(Parent or Guardian)

(Date)

(Witness)

Effective Until Cancelled by Parent in Writing



Counselor ~ In ~ Training Contract

Summer 2010

I, _____, understand that becoming a Counselor-In-Training at the YWCA Summer Care and Recreation Program involves a willingness to take on some responsibilities.

I am willing to:

1. Be respectful to the CIT Lead Counselor and address her/him in a respectful manner when disagreements arise.
2. Be a good role model, speaking and acting in a way that is correct for the younger children to speak and act.
3. Participate in exciting training events, which will help me to become a better CIT.
4. Cooperate with other members of the CIT group on group projects and daily interactions.
5. Participate in community volunteer projects that build citizenship and community awareness.
- 6 Help develop and present fun activities and “events” to the younger groups.
7. Listen to and cooperate with all the adult counselors at the YWCA Summer Care and Recreation Program.

CIT Signature

Date

Parent Signature

Date

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ywca**

**this is my
yvw!
cortland new york**

Review with CIT each summer.

RESERVATION SCHEDULE AND PARENT CONTRACT

Child's Name _____ will be enrolled in the YWCA's Summer Care and Recreation Program at the _____ site. I understand that I/we will pay each week, by Friday of the previous week. Payments are to be made at the YWCA. If my/our child does not attend, I/we will forfeit this advance payment. A two-week written notification of a schedule change is required. This must be in written form, dated and given to the Summer Care and Recreation Supervisor. **If a two-week notice is not received, payment for reserved days must be made. The YWCA will not pro-rate payment for illnesses of less than 1 week.**

Signature _____ Date _____

To best facilitate YWCA scheduling and to reserve a spot for your child, please indicate the weeks, days and times you want **reserved** for your child. "Times" indicates approximate drop-off and pick-up times. Half days begin or end at 12 noon. If your child is not regularly scheduled for Fridays and he/she would like to attend a fieldtrip; payment for the day as well as fieldtrip cost is required.

WEEKS	DAYS	TIMES - BE SPECIFIC
Week #1 June 28-July 2		
Week #2 July 6- July 9		
Week #3 July 12 -July 16		
Week #4 July 19-July 23		
Week #5 July 26-July 30		
Week #6 August 2 - August 6		
Week #7 August 9-August 13		
Week #8 August 16 -August 20		
Week #9 August 23 - August 27		

August 30th - September 3rd YWCA IS CLOSED

COPY TO PARENT – PLEASE NOTIFY YWCA OF ANY CHANGES

CIT ENROLLMENT PAPERWORK CHECK LIST

The forms marked with the (*) are the only forms required by re-enrolling CIT 's

- *1. Enrollment Form & Pick –up Authorization __
- 2. Hospital Emergency Authorization __
- 3. Video/Photo Release__
- 4. Medical Report Form (if physical is not on file at school) —
- *5. Medication Consent Form (Sunscreen and other medications) __
- *6. CIT Contract __
- *7. Reservation Schedule __
- *8. Daycare Subsidy Agreement (if applicable) __
- *9. CACFP Form __
- *10. Parent Handbook Agreement __

***For medication other than sunscreen an appointment with a supervisor is required.**

ALL FORMS MUST BE FILLED OUT COMPLETELY. PAYMENT MUST BE SUBMITTED TO THE YWCA TO FINALIZE ENROLLMENT

**YWCA SCHOOL AGE CARE AND RECREATION
PARENT HANDBOOK AGREEMENT**

NAME OF CHILD/CHILDREN

DATE OF ENROLLMENT

I acknowledge by my signature below that

- I _____
have read the rules and policies of the Parent Handbook, understand them, and agree to comply with them.
- I understand that failure to comply with these rules and policies may result in the termination of services to my child (ren).
- It is my further understanding that the YWCA reserves the right to change the policies contained in the handbook at anytime, with 30 days notice to parents.
- By signing this agreement for enrollment, I have also completed the enrollment forms and made necessary payments to secure my child’s enrollment in the YWCA Summer Camp Program.

Parent/Guardian Signature

Date

Needs Parent Signature every Summer

“Camp Olympia”

YWCA Summer Camp

This summer your child(ren) will participate in the Olympic themed games of the YWCA Camp Olympia. This theme will provide recreational opportunities such as playing at the park, indoor and outdoor swimming, sports, goal-oriented / teambuilding challenges, hiking, arts and crafts and much, much more! The children will partake in weekly active games and teambuilding challenges that will create and maintain self-esteem, unity and confidence within themselves and their fellow campers.

Week One: 6/28-7/2: Opening Ceremonies!

No Field Trip

Welcome to the YWCA of Cortland Camp Olympia!!! Before the games can officially begin we will come together and partake in the official opening ceremonies! It will be a week full of fun games, challenges, activities to break the ice, and bring us together to celebrate the start of a great summer!!

Week Two: 7/6-7/9: Warming Up!

Field Trip: Fillmore Glen State Park

The YWCA Camp Olympian games have officially started and we have to make sure we are ready for the weeks ahead!! You and your teammates are going to have to work together to properly prepare for the upcoming events. Lots of activities await you this week that will help you work together and hone your skills!!!

Week Three: 7/12 -7/16: Onto the Field!

Field Trip: St. Marie Among the Iroquois

The official events have begun!!!! We are making our way onto the Olympic field this week to enjoy the first series of events. Its going to take teamwork, strategy, strength, and determination to prevail in these events!!!

Week Four: 7/19-7/23: Track Stars!

Field Trip: Robert Treman State Park

Its from the field to the track this week!! A week full of fun relays and running games are in store for the YWCA Olympians so lace up your running shoes and pick a lane because the races are about to begin!!

Week Five: 7/26-7/30: Team Sports!

Field Trip:

This is where your teamwork and team spirit will really shine!!! The events this week are designed to test your whole team and each challenge will make you a stronger group and there will be nothing you won't be able to succeed in together!

Week Six: 8/2-8/6: Camp Olympia Water Games!

Field Trip: Rosamond Gifford Zoo at Burnet Park

Its time to trade in our running shoes for our swim suits and jump into the YWCA Camp Olympia Water Games!! This is going to be a wet and wild week of different water games meant to heat up the challenge and cool us down at the same time!

Week Seven: 8/9-8/13: Personal Record Breakers!

Field Trip: Ithaca Sciencenter

Now its your chance to truly test yourself. We are going to play hard this week and see if we can break our own personal records!! We all need to work together and help each other so that the personal records set by our Olympians will be shattered!!

Week Eight: 8/16-8/20: Decathlon!

Field Trip:

This week is the culmination of the events from the whole summer!! We are going to work together and use the skills that we gained from the YWCA Olympic games so far and enjoy activities from weeks past to see who the ultimate Olympians really are...Are you up for Decathlon challenge!?!

Week Nine: 8/23-8/27: Closing Ceremonies!

No Field Trip

Well its time for the YWCA Camp Olympia Closing Ceremonies. Records were shattered, new heights were reached, memories were made and friendships were created and strengthened but now its time for some of our favorite games while we wait for the official Camp Olympia closing party to kick off!!!