



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

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



Summer 2010

Dear Families:

Welcome to the YWCA's Summer Care and Recreation Program. We would like to take this opportunity to again express our heartfelt thanks for allowing the YWCA to be of service to you and your family. Our camps have been designed to provide quality childcare in a safe, stimulating and recreational environment. The activities offered to your child promote growth in physical, social, emotional, cognitive and creative development. Activities are specially tailored for two age groups: 5-7 year olds (children going into Kindergarten- 3rd grades) and 8-12 year olds (children going into 4th -6th grades) depending on the site. Activities include swimming, arts and crafts, music, dance, drama, outdoor play, sports, field trips, team building activities, team based challenges and special events.

The program is scheduled to begin Monday, June 28 and will continue through Friday, August 27. Daily hours are from 6:45 am to 6:00 pm, Monday-Friday, at the YWCA Site and 6:30 am to 6:00 pm at the School Site. The School Site has not been determined as of yet but a decision from the Cortland School District is anticipated very soon. The YWCA will be closed Monday, July 5th for the 4th of July holiday.

Please read through the booklet and fill out all of the enrollment forms. Included in the enrollment packet is a **written medication consent form** that needs to be completed in order for your child to use sunscreen at the Summer Camp Program or to receive any type of medication. **If your child requires daily medication or has any special needs, please contact Brandon Morey to set up a meeting to develop a health plan specific to your child.**

The completed enrollment forms should be returned by June 11th to the YWCA along with the first week's enrollment fee, registration fee and current membership as to assure your child's enrollment. The front desk staff cannot accept incomplete enrollment packets. If at anytime you have any questions or concerns, please contact (607) 753-9651 for more information or contact Brandon Morey at brandonm@cortlandywca.org.

Sincerely,

Brandon Morey, Supervisor
Summer Care and Recreation
YWCA & School Site

2010 SUMMER CARE AND RECREATION ENROLLMENT FORM

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

Address _____

Grade Level (Fall): Pre-K _____ K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

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 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.



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



CHILD CARE QUESTIONNAIRE

CHILD NAME _____ DATE OF BIRTH _____

MALE _____ FEMALE _____

NICKNAME _____

PARENT/GUARDIAN _____ PROFESSION _____

PARENT/GUARDIAN _____ PROFESSION _____

FAMILY INTERESTS, HOBBIES _____

SIBLINGS (NAME/AGE) _____

CHILD'S INTERESTS _____

CHILD'S FEARS _____

SPECIAL NEEDS _____

In keeping with the YWCA Child Care's program goals and philosophy, this information will be used to support and empower families by gaining respect of self and others through multicultural, anti-bias, non-sexist programming.

*Effective each summer unless changed by parent:

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

YWCA SUMMER CARE & RECREATION

Agreement for Parents with Payments Covered by an Outside Agency Subsidies and/or Grant Money

I, _____ agree to the following:
(Parent/Guardian)

- 1.A) I will make certain that all required paperwork is turned in to the agency making School Age payments and receive verbal confirmation that all paperwork has been received by that agency.
- B.) I will inform the agency that the YWCA School Age Program requires a written confirmation letter.
- 2.) I understand that the YWCA requires a current membership, paid yearly.
(Membership is not covered by most DSS Dept.)
- 3.) I understand that there is a \$5.00 registration fee per child for each YWCA program. (Registration is not covered by most DSS Departments.)
- 4.) I understand that I must give a **two week written notice**, if I decided to discontinue using the School Age program. If notice is not given, payment is expected for that two-week period. Emergency situations such as loss, or a long term illness requires a written request for waiver of the two-week fee.
- 5.) I will give two-week written notice to the school age supervisor in order to change my child's schedule.
- 6.) If using Department of Social Services subsidy money, I understand that my child will only be allowed twelve paid absent days per three month period. ***DSS requires the parent to pay the YWCA for absent days over twelve.***
- 7.) I will pay any parent fees assigned to me by DSS on a weekly basis. Payments are due Friday a week before care. I understand that there is a \$5.00 per week late payment fee. I will inform the school age supervisor, if I will be paying my parent fee to my other day care provider who has been approved through DSS.
- 8.) If the outside agency discontinues payment, I understand that if I continue sending my child to the program, I am responsible for the weekly payments.
- 9.) I will inform the agency and the YWCA of job or other changes that affect the availability of agency funding.
- 10.) I understand I must also sign and comply with the school age parent agreement and handbook.

Parent Signature: _____ Date: _____

School Age Supervisor: _____ Date: _____

ENROLLMENT PAPERWORK CHECK LIST

- | | |
|--|--|
| 1. Enrollment Form & pick-up Authorization __ | 7. Signed Reservation Schedule __ |
| 2. Emergency Authorization __ | 8. Daycare Subsidy Agreement __ |
| 3. Video/Photo Release __ | 9. CACFP Form __ |
| 4. Medical Report Form (if physical is not on file at school) __ | 10. Signed Parent Handbook Agreement |
| 5. Medication Consent Form (Sunscreen and other medications) __ | 11. Positive Behavior Agreement |
| 6. Child Questionnaire __ | 12. Blue Card (available at YWCA only) |

***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 SUMMER CARE AND RECREATION
PARENT HANDBOOK AGREEMENT

NAME OF CHILD (REN)

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: TBA

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: Green Lakes State Park

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!!!



YWCA Summer Camp Positive Behavior Agreement

The YWCA Summer Camp Program makes every effort to develop respectful, self-motivated and caring children who in turn try to role model for their peers these same positive behaviors and values. This behavior agreement is a guideline to help ensure that we are all working towards the same goal.

Please read and discuss this with your child before you both sign.

1. I agree to use kind touches towards all my peers.
2. I agree to find an adult to help me solve my problems, if I can't do it on my own.
3. I agree to use kind words towards others, even if I don't understand their differences.
4. I agree to help keep my environment clean, neat and safe with the help of the adults in my room.
5. I agree to listen to all adults when asked to correct my behavior I agree to do it.
6. I agree that if it isn't mine, I will give it to an adult to find the rightful owner.

***** In keeping with our policy of zero tolerance for physical violence I agree that if I can't follow these goals and values, I may be suspended or dismissed from the program. If I intentionally hurt one of my peers, I understand that I will be suspended from the Summer Camp Program for a day. Additional acts of violence may result in my dismissal from the program.**

Child Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**eliminating racism
empowering women
ywca**