



Only Drop-In childcare center open to the public

Only rape and domestic violence program

Only warm water pool in Cortland

Only pre/post surgery Breast Cancer support group

Only mentoring program for at-risk children, ages 5-12

Only comprehensive support program for

YWCA of Cortland
14 Clayton Avenue
Cortland, NY 13045

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eliminating racism
empowering women **ywca**



Summer 2009

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

COUNSELOR - IN - TRAINING PROGRAM

Summer 2009

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. Résumé 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.

2009 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.

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 2009

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

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 29-July 2		
Week #2 July 6- July 10		
Week #3 July 13 -July 17		
Week #4 July 20-July 24		
Week #5 July 27-July 31		
Week #6 August 3 - August 7		
Week #7 August 10-August 14		
Week #8 August 17 -August 21		
Week #9 August 24 - August 28		

August 31th - September 4th 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

“Island Adventure”

YWCA Summer Camp 2009

This summer campers will take a journey of the YWCA of Cortland Island. 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 teambuilding challenges that will create and maintain self-esteem, unity and confidence within themselves and their fellow campers.

Week One: 6/29-7/2: Ship Wreck!

No Field trip

You have ended up stranded on a deserted island with just your wits and your fellow campers. For the next few weeks your only mission is to make it until the rescue boats come...are you up to it?

Week Two: 7/6-7/10: Gather Your Supplies!

Field Trip: Fillmore Glen

First things first, you have to see what you need to make it on this mysterious island. With your island tribe you are going to have to work together to gather all the necessary items needed to get by. You are going to have to work as a team in various challenges and activities to gather all your provisions...this is your first step to making it off the island!!

Week Three: 7/13 -7/17: Island Oasis!

Field Trip: Greenwood State Park

You have stumbled upon a fantastic oasis on this deserted island! Sit back and enjoy your time here and all the wet and wild activities that you and your island tribe can enjoy while you're here!

Week Four: 7/20-7/24: Get Lost in Nature!

Field Trip: Rosamond Gifford Zoo

Now it is time to move around this island and venture into nature. You will get to explore nature and see what kind of plant life and wildlife that occupy this deserted island. So grab your binoculars and water bottles and start becoming one with nature!

Week Five: 7/27-7/31: Nocturnal Travelers!

Field Trip: Bowling at Cort-Lanes

This week is going to require you to rely on all of your senses to get to the next point on the YWCA deserted island. Work with your island tribe to play games and complete challenges that will hone your senses and that may require more than just using your eyes!!

Week Six: 8/3-8/7: Captured!

Field Trip: TBA

The island has been over ran by Pirates and have taken us captive. We must now complete tasks and challenges in order for these Pirates to set us free. Getting free means your better, smarter and faster than those swashbuckling pirates and it means you are one step closer to the voyage home!!

Week Seven: 8/10-8/14: Monsoon Week!

Field Trip: Taughannock Falls

Welcome to monsoon season!! This week will get you soaked to the bones with games and challenges for you and your island tribe. Make sure you have a nice towel because your going to need it everyday!!

Week Eight: 8/17-8/21: Island Games!

Field Trip: Little York Park

Rescue is right around the corner and you might as well pass the time with some friendly island games. As a tribe show what you have worked for and achieved since you got on this island and participate in some friendly and fun island games where everyone is the winner!!

Week Nine: 8/24-8/28: The Voyage Home!

No Field Trip

Well this is it...all of your hard work has paid off and the rescue boats have finally arrived. Nothing left to do but enjoy and reminisce about the summer that just passed and enjoy some of our favorite games and activities from the island!! On the final day before we all leave the island we will enjoy a fun Island Luau with our fellow campers!