

- **Acknowledgement of Parent Responsibility** – I understand that I am responsible to notify the YWCA of any changes in writing of my child's normal schedule.
- **Liability Waiver** - We agree to hold the YWCA and the Program staff harmless with regard to any injuries that may be sustained by our child during the operation of this program. Furthermore, we understand that the YWCA is insured against any such contingencies. I give my permission that this disclosure information relating to my child, such as pictures, name and other pertinent information may be used at the discretion of the YWCA staff.
- I give **consent for my child to take part in field trips or excursions away from the facility** under proper supervision.
- I acknowledge the receipt of the Summer Day Camp handbook.
- I acknowledge responsibility for receiving this handbook.
- I understand that I am to contact the Summer Day Camp Director at 433-6714 if there are any questions about policies outlined in this handbook.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICIES.**

**eliminating racism  
empowering women** **ywca**

# SUMMER DAY CAMP



## ***MISSION STATEMENT***

**Children are challenged to gain a positive sense of themselves, engage in learning activities that stimulate their natural curiosity, develop friendships and learn to relate to others with respect.**

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**Our success in caring for your child is achieved through a cooperative effort.**

**Please review this handbook carefully to help achieve that end.**

**If you still have unanswered questions after reading this handbook, please call the Summer Day Camp Office at 433-6714 between 8:30 AM – 5:00 PM**

**PLEASE READ CAREFULLY**

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### PARENT FINANCIAL STATEMENT

#### FINANCIAL OBLIGATION

- The last day for you to **DROP** weeks without being financially responsible is **Friday, June 11, 2010**. After this date, you will be responsible for all weeks registered. Please plan carefully.
- Deletion of Summer Day Camp weeks is not accepted after June 11th. Should your child not attend a week for which he or she was registered, the parent is financially responsible for that week.
- The YWCA reserves the right to suspend children from the Summer Day Camp program due to non-payment of fees.
- Under no circumstances should payments be made to the Summer Day Camp site staff.
- Under no circumstance should the addition of Summer Day Camp weeks be done at the Summer Day Camp site. Additions require payment at the time of the addition and must be done at the 32 Cottage Street location.
- All Niagara County Department of Social Services clients must have a letter of approval at the time of registration. The YWCA cannot accept your child without approval. The Department of Social Services can fax the approval letter to the attention of Sylvia Baptiste at 433-1929.
- Niagara County Department of Social Services will only pay for days and hours that the client is working or attending training. If your child attends Summer Day Camp program on a day that is not approved by the Department of Social Services, you are financially responsible. Each day is \$21.00 and must be paid in advance. If you choose to send your child to the program on a field trip day and you are not working on that day, you are responsible for payment in advance. This cost is \$25 per trip.

#### REFUNDS

- YWCA of Niagara memberships are non-refundable.
- Only fees for programs cancelled by the YWCA are refundable.
- Suspension or dismissal from the program does not result in refund.
- Absence from program does not reduce operation costs.
- A credit or refund will **NOT** be given for absences.

#### PARENT FINANCIAL OBLIGATION ACKNOWLEDGEMENT

- **Medical Release Consent** - In an emergency situation concerning my child, (i.e. accident or sudden medical problem), I do authorize the YWCA staff/volunteer to be my agent in obtaining emergency medical treatment. I understand that the 911 Emergency team and emergency department staff at Lockport Memorial Hospital/or nearest hospital will be utilized.
- **Photo Release/Consent** - I understand that any photographs taken of me/my children while at the YWCA will be used for public relations purposes and promotions of YWCA programs and services.

### Medications

Please indicate any medications your child is currently taking on the Medical Health History form in the Summer Day Camp enrollment packet. Also, the YWCA of Niagara staff CANNOT administer medication without the separate Physician's Medication Consent form, signed by both the parent and physician. This form is also included in the enrollment packet. For over the counter medication, we will need a Medication Consent Form completed by the parents.

All medication, prescription and over the counter must be given to the YWCA staff person and must clearly be labeled with the child's name, contents and dosage. Medications must be in the original container with the original directions and label intact.

### Children's Program Discipline Policy

The goal of our Discipline Policy is to help each child develop self-discipline. We define self-discipline as the ability to act in ways that are mutually beneficial to oneself and others. We want children to develop self-perceptions of themselves which say "I am able – I am valuable – I am responsible – and I will act accordingly".

A quality program can take place only in an orderly, mutually respectful, caring environment. Discipline is a process whereby children take increasing responsibility for their own actions. It is a cooperative process in which all staff members, children and parents share responsibility. Please feel comfortable discussing any concerns you might have with the site staff.

Examples of unacceptable behavior include:

- physical aggression
- use of foul language
- disrespect to site staff or other children
- consistently ignoring program rules
- leaving program area without permission

The YWCA staff will implement our progressive discipline policy when behavior expectations are not met. Parents are informed at each level of disciplinary action.

Listed below are the steps utilized:

1. Verbal warning is given: explanation to child why behavior is unacceptable.
2. Loss of privileges.
3. Verbal communications between parents and site staff.
4. Face to face meeting with child, site staff, and parent/guardian.
5. Continued disruptive behavior will result in suspension or dismissal from the program.

If a child purposely injures another child or site staff member, parents will be contacted to immediately pick up the child. If this behavior reoccurs, further action, including suspension and/or dismissal from the program may occur.

**SUSPENSION OR DISMISSAL FROM THE PROGRAM DOES NOT RESULT IN REFUND OF PROGRAM FEES.**

### Summer Day Camp Business Office

This handbook refers to the Summer Day Camp business office, which is located at the YWCA of Niagara, 32 Cottage Street, Lockport, NY 14094, (433-6714 and FAX 433-1929).

**The Summer Day Camp is held at:**

**North Park Middle School, 160 Passaic Ave.**

**Lockport, NY 14094.**

**and**

**Niagara Street Elementary, 2513 Niagara St.**

**Niagara Falls, NY 14301**

**Business Hours: Monday through Friday 8:30 AM to 5:00 PM**

**Your Summer Day Camp business contacts are:**

**Debbie Rogalski – Summer Day Camp Program Director**

**Sylvia Baptiste – Summer Day Camp Accountant**

### Program Hours of Operation

**7:00 AM – 5:30 PM – Lockport Site**

**7:30 AM – 5:30 PM – Niagara Falls Site**

### YWCA of Niagara Mission Statement

The YWCA USA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

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### Program

The mission of the YWCA of Niagara's Summer Day Camp is to see that the children are challenged to gain a positive sense of themselves, engage in learning activities that stimulate their natural curiosity, develop friendships and learn to relate to others with respect.

The Summer Day Camp staff will prepare plans that include a wide range of supervised activities:

- Breakfast
- Daily snack
- Lunch
- Indoor and outdoor sports and games
- Arts and crafts
- Weekly field trips
- Swimming lessons
- Open swim sessions
- Dramatic activities

All activities are designed to promote positive self-esteem, appreciation and respect for each child's background and culture.

### Registration

Children must have completed Kindergarten. You may register your child for any number of weeks.

To be registered for the YWCA of Niagara's Summer Day Camp, the following paperwork must be in order. Incomplete registrations will not be accepted.

- Adult YWCA membership application (\$35 fee)
- Completed Enrollment form
- Completed Medical Health History form
- Physical and immunization record
- Copy of birth certificate (if needed)
- Physician's Written Medication Consent Form
- Permission slip (if needed)

### Sign In/Sign Out Procedures

You must sign your child IN and OUT each day with the site program staff. Please list on enrollment form the persons authorized to pick up your child(ren), their relationship, and phone numbers of those listed. Persons authorized must be 18 years of age. We will not release your child to someone not listed. Emergency authorizations can be handled by calling our Summer Day Camp business office at 433-6714 or fax 433-1929. If the emergency authorization is to become a permanent authorization change, written notice must be provided.

### Schedule Changes

Any changes made in your child's Summer Day Camp schedule must be made prior to June 11, 2010. If a change has to be made, please contact the business

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office at 433-6714. After June 11, 2010, you are financially responsible for all registered weeks.

### Information Changes

Parents are responsible for informing, in writing, the Summer Day Camp business office of any changes of address, telephone numbers (work and home), weeks attending and persons authorized to pick up children. It is important that this information be kept up to date.

### Absences

If a child does not attend the program during his/her scheduled time, the YWCA does not refund any of that money. **This includes field trip days.**

### Personal Property

The YWCA of Niagara is not responsible for any personal property, including loss or damage to articles. Any items brought to our program should be clearly labeled with your child's first and last name and telephone number.

### Parental Participation

Parents are welcome to observe, participate, and volunteer in the Summer Day Camp program. The staff welcomes your comments and is available to discuss any aspect of the program.

### Payments

First payment is due at the time of registration, which is applied to the child's last week in our program. All payments thereafter are due the first day of the week the child is attending the Summer Day Camp Program. Payments may be made by cash, check, Visa, MasterCard, Independent Health Power Pay Debit Card, and Independent FlexFit Debit Card either in person or mailed to the YWCA of Niagara, 32 Cottage Street, Lockport, NY 14094.

### Income Tax Information

Annual Statements of Summer Day Camp payments cannot be provided. Please keep your copy of payment receipt for tax purposes. Our Provider Tax I.D. number is #16-0743245.

### Health and Medical Treatment

A YWCA Medical Health History form and physical report form must be completed by the parent or guardian of any child enrolled in the program. It may be possible to obtain a copy of your child's current physical and immunization report on file at his/her school for our use. It is the parent's responsibility to see that this copy is delivered to the Summer Day Camp office before your child begins our program. This form may be faxed to us at 433-1929. In the event that a child becomes ill while under our care, the parent or guardian will be contacted and is responsible for picking up the child as soon as possible.

**NO CHILD MAY PARTICIPATE IN THE PROGRAM WHILE SUFFERING FROM A COMMUNICABLE DISEASE.**