

2010



**Auburn YMCA-WEIU
Summer Child Care
Registration Packet**

**It's fun to play at the
YMCA**



Kindergarten-12 years

**Auburn YMCA-WEIU
27 William Street
Auburn, NY 13021
315-253-5304
315-253-6153 (fax)
www.auburnymca.org**

Revised 2-10

YMCA Summer Child Care

The Auburn YMCA Summer Child Care Program provides safe, affordable, quality child care for children entering kindergarten through age 12 during the hours when there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program is conducted and planned by YMCA staff, trained to meet the needs of children and to provide positive adult models. There is flexibility enough to accommodate children from different age groups and at the same time fulfill the special needs of individuals. It is not babysitting, but a quality child care program designed with the working family in mind. The YMCA is a non-discriminating organization and welcomes all participants regardless of race, sex, or religion.

The Auburn YMCA is pleased to provide child care for you and your child. We know how important it is to you to have affordable, convenient, quality care for your child while you are at work. We offer a planned, comprehensive program designed with the child and working family in mind. The YMCA maintains the highest standards for the safety and well being of the children enrolled.

In addition, the following goals have been established for YMCA School Age Child Care:

1. To help children develop their fullest potential.
2. To support and strengthen the family unit.
3. To deliver the program in a positive YMCA environment of safety, support and care.

The Auburn YMCA is committed to offering quality child care for all families in the community it serves.

General Information

Dates: June 28-September 3, 2010
Hours: 6:30am-6:00pm
Location: Auburn YMCA-WEIU
27 William Street
Auburn, NY 13021

Registration Requirements:

- Completed Registration Forms
- First Week's Payment for each child
- \$10 per child non-refundable deposit for each additional week
- Completed Income Eligibility Application

Additional Information

Children are required to bring their own nutritious, non-perishable lunch as well as a drink.

Do not pack snacks or lunches that need to be refrigerated or will need a microwave.

Children will receive a YMCA t-shirt to be worn on all field trips.

Please bring a swimsuit, towel, sneakers, water bottle and sun-screen each day.

Payment Details

- * First Week's payment is due upon registration
- * Payment for each week is due by Monday morning.
- * A \$10 per week late fee added to payments received after Monday morning.
- * Child's name must be written on the memo line of your check.
- * There is a \$20 charge for returned check fee.
- * Occasionally there will be additional field trip fee.

YMCA Summer Child Care

WHERE DO I DROP OFF AND PICK UP MY CHILD?:

Please bring your child inside the building when bringing him/her to the SACC Program. For the protection of the children, they must be personally signed in and out in the mornings and afternoons by a parent or guardian in the preschool program wing.

For their protection, children will not be released to any person other than the parent or persons authorized. Please be aware that the staff may request identification. The YMCA is responsible for children upon arrival at the designated SACC area. Children will not be allowed to leave and walk home from the program.

PARENT INVOLVEMENT:

Families are a part of the YMCA School Age Program too! Family activities and newsletters about activities will help us share in the task of creating the best possible experience for your children. Parents are always welcome to visit and your input is important to us.

The exchange of information about a child from the parent's perspective and staff's perspective can be very helpful to the family and to the SACC Staff. The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, a change in living location, special fears, etc. Please keep all information on your child's registration form current. Update information when needed, and if you are going to be out of town, please let the director know in advance.

MEDICATION:

The Auburn YMCA SACC Staff (medication will be administered by trained staff only) may choose to administer medication. If staff feel comfortable and choose to do so, prescribed medication may be administered only upon a written order of a physician stating that the provider may administer such medication (see written medication consent form). Medication must be in original container, labeled with child's full name, medication name, dosage and all other pertinent information. Over-the-counter medication may be given on an infrequent, non-routine basis under written instructions from the parent and a physician. Please refer to state regulation 414.9 Health (f)-(k).

DISCIPLINE:

All children enrolled in the YMCA Summer SACC Program will be expected to follow rules established by the YMCA Staff, for the purpose of safety and smoothness in the program. By incorporating the YMCA character values of respect, responsibility, honesty and caring into everyday behaviors and expectations, the children will learn positive responses.

Discipline actions will be handled as follows:

1. Redirect the child to an alternate activity.
2. Talk to the child about the negative behavior and give a verbal reminder of the rules.
3. Give the child a few moments away from the group to re-adjust behavior.
4. Behavior letter to the parent by the staff.

After three (3) behavior letters, which constitutes a continual behavior problem, parents will be asked to meet with the Site Director and Assistant. Children with major discipline problems may be suspended or asked to leave the program at the Director's discretion at any time.



YMCA Summer Child Care

TERMINATION POLICY:

When the health, welfare and safety of other children are at stake, the YMCA reserves the right to terminate child care services immediately. Possible reason for termination of a 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.
- * Over due fees or excessive tardiness in picking up your child.
- * Problems that cannot be solved after repeated attempts.

INSURANCE/INJURIES:

The YMCA carries no accident insurance on any of its program participants.

This is a responsibility of the participants' family or guardian.

In the event of any injury to your child, the YMCA staff will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to the following:

1. Attempt to call parent/guardian.
2. Attempt to contact those designated on "emergency contact section" of your application.
3. Call an ambulance or paramedic.
4. Have the child taken to the hospital by staff.

All minor injuries handled by YMCA staff will be reported to the parents upon arrival or pick-up.

VISITOR CONTROL PROCEDURES:

The YMCA School Age Child Care program requires all visitors other than a parent or guardian to sign in upon entry to the program area.

All YMCA SACC staff are mandated by New York State to report any abuse or maltreatment of a child. To report abuse or neglect, call 1-800-342-3720. YMCA SACC staff required to be certified in YMCA Child Abuse Prevention Training, CPR, and First Aid. YMCA SACC staff sign off on a code of conduct that includes no planned contact with YMCA participants when off duty.

CLOTHING:

Please dress your child appropriately for the weather, or bring extra clothes to leave with him/her. Children are required to spend a small amount of time outside each day, according to State Regulations. Short-sleeve shirts for warm weather play and spring and fall jackets should be included for cooler days. Sneakers and socks are required every day.

FIELD TRIPS:

Field trips and special events are scheduled thru out the summer. Parents will be notified well in advance of the planned trip. There will be an additional field trip fee.

SNACKS and CACFP:

The Summer program participates in the Child and Adult Food Care program and serves a nutritious breakfast and afternoon snack each day. The information requested on the attached Income Eligibility Application determines how much reimbursement our program will receive from CACFP. All information on the application is keep confidential.



YMCA Summer Child Care

WHAT IF I AM LATE PICKING UP MY CHILD?

The YMCA School Age Child Care Program closes promptly at 6:00 p.m. Our program is only licensed until 6:00pm. If you arrive later, you will be required to pay an additional fee of \$1.00 per minute per child (example: 7 minutes late = \$7 per child). This payment is to be made to the staff person in charge at the time you pick your child up.

FINANCIAL ASSISTANCE:

Partial scholarships are available through our financial assistance program and is based on need. Applications are available at the membership desk.

YMCA Summer Child Care Sample Itinerary

6:30am	Program Opens
6:30-8:30am	Arrival Time Your child may choose from art, table games, or gym time.
8:30-9:00am	Breakfast
9:00-Noon	Morning Activities Includes art, swim lessons, play time outside and small group time.
Noon-1:00pm	Lunch
1:00-5:00pm	Afternoon Activities Includes art, free swim , play time outside, gym time and a snack.
5:00-6:00pm	Pick up time
6:00pm	Program Closes





YMCA Summer Care Registration Form

Please fill out completely and return a time of registration.

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Child's Information #1

Child's Name: _____

Birth Date: ____/____/____

T-Shirt Size: YS YM YL AS AM AL

Address: _____

City: _____ Zip: _____

Phone Number: _____

Child's Information #2

Child's Name: _____

Birth Date: ____/____/____

T-Shirt Size: YS YM YL AS AM AL

Address: _____

City: _____ Zip: _____

Phone Number: _____

Parent/Guardian Information #1

Name: _____

Relationship: _____

Address: _____

City: _____ Zip: _____

Work Phone : _____

Cell Phone: _____

E-mail: _____

Parent/Guardian Information #2

Name: _____

Relationship: _____

Address: _____

City: _____ Zip: _____

Work Phone : _____

Cell Phone: _____

E-mail: _____

Pick-Up Information

I authorize only the people named below to pick up my child. Parent/Guardian listed are authorized to pick up child(ren), unless otherwise noted. For your child's safety, she/he will not be released to anyone else. **All authorized persons must be 18 years of age or older.** No changes to this list will be made unless the parent or legal guardian whose signature appears below requests such changes in writing. Photo Id is required for pick up.

1. Name: _____

Relationship: _____

Address: _____

City: _____

Zip: _____

Work Phone : _____

Cell Phone: _____

E-mail: _____

2. Name: _____

Relationship: _____

Address: _____

City: _____

Zip: _____

Work Phone : _____

Cell Phone: _____

E-mail: _____

3. Name: _____

Relationship: _____

Address: _____

City: _____

Zip: _____

Work Phone : _____

Cell Phone: _____

E-mail: _____

Photo Release

In the event that our facility is featured in the local media, including publications, our policy is that pictures may be taken but no names of the children may be divulged in print. This is for the express protection of your child. I understand that photo release policy as stated above. I give permission to use photographs/video of my child for the above reasons.

Yes _____ No _____ Date: _____

Signature of Parent/Guardian: _____



YMCA Summer Care Registration Form

Please fill out completely and return a time of registration.

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Personal Property Regulations

Please DO NOT allow your child to bring personal items. The following items are not permitted into the program at any time: any breakable items, portable gaming devices, MP-3 players/I-Pods, candy, food, gum, knives, guns, fingernail files, cell phones, toy guns or other toy weapons. If any of these articles are brought to the site without previous permission from an administrator, the articles will be taken away and must be picked up by parent/guardian. If your child continues to bring the above articles from home they may be suspended from the program. The following items are suggested to be brought daily, water bottle, tennis shoes, and extra clothing. Please mark all items with your child's name to eliminate any confusion.

Medication Policy

Does your child take daily medication?

If so, please contact the child care office to get more information regarding medication administration forms.

Medication must be in original container, labeled with child's full name, medication name, dosage and all other pertinent information. Over-the-counter medication may be given on an infrequent, non-routine basis under written instructions from the parent and a physician. Staff may administer topical ointments and lotions such as sunscreen, and first aid cream.

Please refer to state regulation 414.9 Health (f)-(k).

Liability Statement

I, the undersigned, as the parent/guardian of the said child listed, give permission for my child to participate in the Auburn YMCA-WEIU SACC Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the SACC program.

Medication/Behavior Policy

Does your child have any of the following:

- Asthma
- Special Needs
- Chronic or Recurring Illness
- Operations or Serious Injuries
- Dietary Restrictions

Please list any allergies or intolerance to food and medication. Please include any information about your child's behavior that would be helpful to the staff _____

Sick Child Policy

If your child contracts chicken pox, meningitis, head lice, hepatitis A, impetigo, pink eye, ringworm, fifth disease, scarlet fever, strep throat, pneumonia, diarrhea or any other communicable disease, please inform us so we can sanitize all articles in the room immediately. Likewise, if there is an occurrence of any of the above diagnosis, we will inform you.

If your child becomes ill while in our program, you will be called to pick up your child for the following symptoms:

- Fever of 101F or over.
- If the symptoms appear to be communicable (vomiting, diarrhea, itching, pale skin, unusual sleepiness, rash)
- Head Lice-will not be able to return until they have been NIT free for 24 hours.

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 the symptoms are not contagious.

Emergency Care

I give permission for my child to be transported by ambulance to the nearest emergency care facility, should it be necessary during program hours.

!!!! Important !!!!

I have read and understand all the policies stated above and agree to follow the policies.

Parent/Guardian _____ Date _____

Does your child receive DSS benefits? Case workers name _____



Auburn YMCA

Summer Registration Form

Please fill out completely and return at time of registration.

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- *Please check the weeks your child will be attending.
- *Fees will be charged to your account weekly, based on the below contract.
- *Failure to pay for your weekly fees will result in a \$10.00 late fee and possible removal from the program.
- * I have read the manual and understand the policies and guidelines.

Date _____

Signature of Parent/Guardian _____

Program Dates:

Week Number	Check here if your child will be attending	Dates
Week 1		June 28-July 2
Week 2		July 5-9
Week 3		July 12-16
Week 4		July 19-23
Week 5		July 26-30
Week 6		August 2-6
Week 7		August 9-13
Week 8		August 16-20
Week 9		August 23-27
Week 10		August 30-September 3

Child receives DSS benefits: ___ Yes ___ No DSS contact: _____

Fees:

	<u>1st Child</u>	<u>Each Additional Child</u>
Member:	\$125.00 per week	\$110.00 per week
General Public	\$140.00 per week	\$125.00 per week

Note: At time of registration, payment for the first week, for each child is due as well as a \$10 non-refundable deposit for each additional week of care. There may be an additional fee for field trips.