

**KIDS WORLD 2024 WRAP AROUND  
SPENCER-VANETTEN  
Six Week Program Session  
Begins Tuesday, July 9 through Friday August 16, 2024**

**Program Locations:**

Spencer VanEtten Elementary School

Hours: 2:00 pm – 5:30 pm  
Ages 5-12

The attached application packet contains registration information for the **2024 Summer Wrap Program**. Please complete **one registration form for each child**. Please return the **Registration Form, Direct Debit/Credit Card Form if applicable, the Financial Responsibility Contract and the Parent Handbook Sign-Off sheet**. **If your child receives any childcare funding, please send a copy of the acceptance letter from the Childcare Council. Childcare funding must be in place before your child can start.**

A \$75.00 non-refundable enrollment fee is required at the time of enrollment if your child is not currently enrolled in Kids World before school or after-school program, and this is your first time using the After Cohesion program. The enrollment fee is an annual fee. You can call the YWCA Front Desk at 607-733-5575 to make your enrollment payment or make payment at the Front Desk when submitting your paperwork.

Summer registration is on a first-come first-served basis. Registration forms will only be accepted by email to [kwssummer@ywcaelmira.org](mailto:kwssummer@ywcaelmira.org) or by bringing it into the YWCA at 211 Lake Street, Elmira, NY 14901.

**2024 Spencer VanEtten Wrap Program Fees:**

**Full-Time (4-5 days per week):**  
One Child - \$98.75-week  
Each Additional Child - \$78.75 week

**Part-time (3 days per week):**  
One Child - \$61.25-week  
Each Additional Child - \$50.00 week

Payments are to be made on Friday of each week. If payment is not received, your child(ren) will not be allowed to attend the following week. If currently enrolled in Kids World, you may pay using your ProCare account at [www.myprocare.com](http://www.myprocare.com). Payments will be accepted at the front desk or by phone.

*QUESTIONS?*

Contact the YWCA Kids World Department at 607-733-5575

## 2024 SVE Kids World Wrap Around Program Registration

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

School child attends: \_\_\_\_\_ Grade in Fall: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Sex:  M  F

Please mark the weeks your child will attend:

\_\_\_ 7/9-7/12 \_\_\_ 7/15-7/19 \_\_\_ 7/22-7/26 \_\_\_ 7/29-8/2

\_\_\_ 8/5-8/9 \_\_\_ 8/12-8/16

Start Date: \_\_\_\_\_

Days child will attend program:  M  T  W  TH  F

### SPECIAL INFORMATION:

Illness, Disabilities, Allergies: \_\_\_\_\_

\_\_\_\_\_

Medication Taken Regularly: \_\_\_\_\_

\_\_\_\_\_

Diet habits, activity restriction, behavior concerns:

\_\_\_\_\_

I give permission to photograph my child for the program activities, for newspaper, FB, web and television releases and educational publications:  Yes  No

In case of accident, injury, or medical emergency when parents and persons designated cannot be reached, the program may authorize emergency medical treatment (i.e. take to the hospital) and grant access to my child's I health records.  Yes  No

Child's Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

I consent to the enrollment of the child listed above. I understand that the YWCA does not bill for this program and I agree to pay the weekly fee. Unpaid bills will result in your child's dismissal from our Program.

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

(Mother's name)

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone No: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

(Father's name)

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone No: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is there a special custody situation?  N/A  yes  no  
(If yes, please provide a copy of your custody order with this form)

List the Names of Adults who may pick up your child from the program without a note and who are emergency contacts:

1) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

2) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

3) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

## 2024 SVE Kids World Wrap Around Parent Handbook

### **PROGRAM DESCRIPTION**

The YWCA Child Care Program aims to provide high quality school age care for kindergarten through sixth grade children. The program includes activities which encourage creativity, independence, responsibility and fun.

The teaching staff prepares weekly plans which include a wide range of supervised activities. The children are involved in the planning of activities.

- Creative expression
- Indoor/outdoor sports and games
- Neighborhood Walks
- Daily snack(s)
- Special projects
- Character enrichment activities

All activities are designed to promote positive self-esteem, appreciation and respect for each child/s background and culture. The Program does not discriminate on the basis of race, color, gender, religion or national origin or solely on the basis of HIV status. Every effort will be made to admit a disabled child who can benefit from the program and if reasonable modifications can be made to accommodate the child.

### **REGISTRATION**

Admission is on a first-come basis. Parents are required to complete & return a registration packet prior to the child/s enrollment. The following forms must be complete: Program Registration Form, and signed Statement of Parent Handbook received. It is crucial for you to keep us updated on any changes. (i.e. contact names, telephone numbers, child's health, etc.)

### **YWCA ENROLLMENT FEE**

A non-refundable enrollment fee is required at the time of enrollment if your child is not currently enrolled in the Kids World before school or after-school program, and this is your first time using the summer program. You can call the YWCA Front Desk at 607-733-5575 to make your enrollment payment or make payment at the Front Desk when submitting your paperwork.

## **PROPERTY**

To foster a more active and social approach to the summer program, the **YWCA does not permit electronic items (iPods, cell phones, watches, and hand-held gaming devices)**. The YWCA is not responsible for lost or stolen devices. To prevent confusion over issues of ownership, we recommend labelling all your child's personal belongings with their name. Children should wear cool, comfortable clothing such as shorts, t-shirts, and SNEAKERS. **NO CROCS are allowed.**

## **PAYMENTS/LATE FEES**

You may pay for your enrollment and program fees by personal check, debit card, Visa, MasterCard or Discover. Statements are sent via your email. Checks returned to the YWCA for insufficient funds will result in a charge of \$35.00. Outstanding balances will result in your child to be withdrawn from the program and an inability to register for future programs until the balance is paid in full. Payments are due on Friday of each week. A late fee of \$35.00 will be assessed for late payments.

## **CHILDCARE FUNDING AVAILABLE**

***Governor Hochul has increased income guidelines for childcare funding to help working families with childcare needs. Please check our website at [www.ywcaelmira.org](http://www.ywcaelmira.org) to see income guidelines and application or by calling the Chemung County Childcare Council at 607-734-3941.***

## **AUTHORIZED PERSONS**

Please keep an updated list on file at the YWCA of persons who are authorized to pick up your child, their relationship and phone number(s). We cannot release your child to someone who is not listed. Advise all authorized persons to have appropriate photo identification. All persons picking your child must be at least 17 years of age and have proper photo identification. All children must be properly signed out.

## **CUSTODY/PROTECTION ORDERS**

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick-up roster. It is up to the custodial parent to make necessary changes to the child's pick-up roster when appropriate. If there is a court decree or separation document, the YWCA Kid's World Department must have a copy to be enforced. Custody and protection orders must be on file with the YWCA Kid's World Department to be enforced.

## **SICK CHILD POLICY**

If your child show signs of the following while in our program, you will be called to pick up your child:

- Fever of 101F or over
- If the symptoms appear to be communicable (vomiting, diarrhea, itching, pale skin, unusual sleepiness, rash, severe cough, eye or ear discharge)
- 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 your child may return. (If Covid, child must stay out of the program for 5 days)

## **MEDICATIONS**

The YWCA does not administer medications other than over the counter topical ointments. You can give the YWCA Staff permission to administer over-the-counter topical ointments, sunscreen, and topically applied insect repellent by signing a permission form. However, we will allow parents/guardian to come and administer medication to their child as long as the medicine is not left at the program site. If your child becomes ill while participating in our program, you will be contacted and asked to come and pick up your child from the program.

## **SNACKS**

The YWCA will provide a nutritionally sound snack for your child(ren).

## **BEHAVIOR MANAGEMENT**

Staff try to help children learn problem solving skills, self-confidence and positive values and patterns of behavior. Positive guidance and reinforcement are stressed to promote desirable behavior. **Corporal punishment is not allowed.** In the event that a child consistently displays unacceptable behavior or repeatedly fails to respond to instructions, the following will happen:

1. **We will talk to the child**
2. **Redirect Child**
3. **Parent conference**
4. **Suspension**
5. **Removal from the Program**

## **SEVERE CLAUSE-ZERO TOLLERANCE**

When the health, welfare and safety of other children are at stake, the YWCA reserves the right to terminate childcare services immediately. Possible reasons for termination of child from services include but are not limited to:

1. Inappropriate behavior considered to be harmful to your child, staff or other
2. Incident reports resulting from inappropriate behavior
3. Overdue fees or excessive tardiness in picking up your child
4. Problems that cannot be solved after repeated attempts.

(In these cases, refunds for unused services will not be given.)

## **CONDUCT POLICY**

Conduct policies have been developed to deal with situations in which a child's behavior poses a threat to their emotional/physical well-being of other children in the program.

- **Consistent arguing with staff and intentionally not following directions**
- **Stealing or defacing another child's personal property**
- **Refusing to remain with a group in designated areas**
- **Making verbal or physical threats or action against another person, including abusive/vulgar Language, sexual, obscene gestures and fighting.**

If the problem persists and the incident is deemed serious, and no significant changes in behavior occur, and at the discretion of the program director, the parent will be notified, and the child will be terminated immediately from the program.

## **SIGN-OUT PROCEDURE**

Your child will only be released to the individuals on your child's registration form. A parent/legal guardian or individuals on your child's registration will be responsible for signing out your child from the program every day. A sign out sheet will be available for each person to sign their name and the time they are picking up the child. Only the child's parent or legal guardian is allowed to add or remove names from your child's pickup list. All persons picking your child must be at least 17 years of age and have proper Identification. All children must be properly signed out.

### **PICK-UP POLICY**

*Summer pick-up time is 5:30 pm, or your designated pick-up time as per Childcare Council. Any child that is picked up after 5:30, or after your designated pick-up time will incur a late fee of \$5 per child for every 1 minute after 5:30 pm, or after your designated pick-up time. After 5:30, the Teacher will begin to make attempts to locate the parent(s) at home and work. If parents are unable to be reached, the Teacher will contact the emergency numbers listed on the child's application.*

If no contact has been made with the parent(s) or emergency people listed 30 minutes after the scheduled closing time of the program, the Teacher will contact the Director. The Director will then call the local police non-emergency number and ask for assistance in locating the parents. **Repeated late pick-up WILL result in termination.**

### **Intoxication/Drug Usage**

Your child's safety is our priority. At times we are forced to make judgment decisions concerning their safety. If a YWCA staff member has reason to believe that the individual picking the child up is intoxicated or shows signs of drug use, the child will not be released. An individual on your child's pick-up list will be contacted at that time and the child will be released upon their arrival. If those efforts fail, the local children's protective services will be contacted. If the parent, who is suspected of being intoxicated or impaired due to drug usage, becomes unruly or out of control the local police will be contacted.

### **CHILD ABUSE PROCEDURES**

The YWCA staff is mandated by the New York State Office of Children & Family Services to report suspected child abuse or child neglect. Staff reports to the Director regarding suspected family abuse or neglect issues, the Staff along with the Director reports to the Department of Social Services and the Office of Children & Family Services. The program is not required to notify families of these reports.

### **EMERGENCY POLICY**

In the event of a State of Emergency, during the hours your child(ren) is in our Kids World Program, please be advised that the staff in our Kids World Program will remain with your child(ren) until you or an authorized pick-up person are able to pick them up.

### **EMERGENCY PREPAREDNESS PLAN**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic evacuation drills are conducted at sites. The YWCA has a plan in place for how to handle and respond to hostile or dangerous situations. At all times, we will place an emphasis on keeping your child safe. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so you and our staff may get home safely.

### **LIABILITY STATEMENT**

I, the undersigned, as the parent/guardian of the said child listed, give permission for my child to participate in the YWCA Summer Wrap Around Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the summer wrap around program.



**2024 SVE Kids World Wrap Around Program Handbook Acknowledgement**

Please acknowledge by signing below and return this sheet with your child's registration form. Thank you.

Child/ren's Name: \_\_\_\_\_

Summer Site:  
*(Please check one)*

Fassett     Ridge Road

I/We have been given and read the After Cohesion Program Parent Handbook explaining each of these policies and procedures listed below:

- Program Description
- Registration Policy
- Weekly Fees
- Personal Property
- Payments/Late Fees
- Payment Assistance
- Authorized Persons
- Custody/Protection Orders
- Sick Child Policy
- Medications
- Food Service Arrangements
- Guidance and Discipline
- Severe Clause-Zero Tolerance
- Conduct Policy
- Child Abuse Procedures
- Sign-out Procedures
- Pick-up Policy
- Alcohol Policy
- Emergency Policy
- Emergency Preparedness Plan
- Transportation Permission Policy
- Liability Statement

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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The following is a contract between the YWCA of Elmira & the Twin Tiers and the financially responsible parent/guardian of the herein listed child, to provide licensed childcare services in the form of Before or After School Programs, and/or Full Days/Half Days and Summer Programs, in accordance with terms and conditions outlined in this document and the Parent Handbook.

**Fees & Rates:**

I agree to pay the monthly/weekly rate as outlined in the Kids World Registration Packet based on the program my child attends, and upon the days I have indicated I want my child enrolled, regardless of their attendance.

I agree that this rate may be subject to change without notice.

If applicable, I agree to make on time payments until a childcare subsidy case is approved and verified by the YWCA if any are submitted.

All fees are billed based upon enrollment; NOT based on actual attendance. There is no discount or reduction in scheduled fees for absences.

**Payment Agreement**

I agree to make payment in full regardless of my child(ren)'s attendance.

I agree to pay the yearly enrollment fee for my child(ren) to attend Kids World.

I understand a late fee will be charged in the amount of \$35.00 per month that my payment is late.

I understand that if my account is more than one month delinquent, my child(ren)'s spot in the program will be terminated and my account will continue to accrue late payment fees until my account is paid in full or turned over to a collections agency.

**Forms of Payment:**

I understand that the following payment methods are accepted for payment of program fees:

- Check - made payable to: YWCA ELMIRA.
  - Online Payments: Payment accepted online through our parent portal Procure.com ([www.myProCare.com](http://www.myProCare.com))
  - Credit Card payments: Mastercard, Visa, Discover
  - Auto/Debit Card payments



I acknowledge that the information below will be used by the YWCA to maintain financial accounting for my child in this program and may be used in the collections process should my account become delinquent.

**Child's Name:** \_\_\_\_\_  
\_\_\_\_\_

My signature below signifies my financial responsibility for the herein named child and acknowledges that I will be held financially responsible to YWCA Elmira for the services of the Kids World Program.

**\*Required – Primary Financially Responsible Parent/Guardian:**

\_\_\_\_\_  
**\*Parent/Guardian Name**

\_\_\_\_\_  
**\*Parent/Guardian  
\*Social Security Number  
\*(REQUIRED)\***

\_\_\_\_\_  
**\*Parent/Guardian  
\*Date of Birth**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



**AGREEMENT FOR DIRECT DEBITS – ADVANCE PAYMENT ONLY**

Company Name YWCA Elmira and the Twin Tiers Company ID Kids World Wrap Around Program

I (we) hereby authorize YWCA Elmira and the Twin Tiers, hereinafter called COMPANY, to initiate debit entries to My (our) [  ] Checking Account/ [  ] Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

\*Amount Authorized \_\_\_\_\_

\*(cannot be used weekly, must be for the full 6 weeks of program or for the full number of weeks your child is using the wrap around program)

**\*\*THIS ONE TIME DEBIT WILL BE PROCESSED ON JULY 12, 2024\*\***

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: ALL DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGNATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

