

**eliminating racism
empowering women
ywca**

**BEST CHOICE CENTER
2010 SUMMER CAMP PROGRAM**



**WINSTON-SALEM/FORSYTH COUNTY
YWCA-BEST CHOICE CENTER
1031 N. Highland Ave.
Winston-Salem, N.C. 27101
(336) 722-0597
(FAX) 722-0599
YWCA SUMMER CAMP PROGRAM 2010**

www.ywcaws.org



TABLE OF CONTENTS

I. Program Information

II. Program Description/Weekly Dates

III. Child Abuse/Neglect/Accident Procedure

IV. Credits/Refunds/Returned Checks (NSF)

V. Snack/Lunch

VI. Documents (sign and return to Best Choice)

a. Enrollment Form

b. Financial Agreement

c. Discipline Policy/Procedure

d. Activity/Travel Permission Form

e. Photo/Video Release Form

f. Sign In/Out Form

g. Medical Report

YWCA-BEST CHOICE CENTER 2010 SUMMER CAMP PROGRAM

PROGRAM INFORMATION

- A. Program Dates: June 14, 2010 – August 20, 2010**
- B. Hours/Days of Operation: Monday – Friday; 7:00am – 6:00pm**
- C. Program Cost: \$100.00 weekly–1st child
\$75.00 weekly– each addtl. child
\$30.00 daily rate–2 days or less
(If applying for financial assistance;
ask for forms at front desk.)**
- D. Special Rates: Current BCC After School Students ONLY
\$85.00 weekly–1st child
\$65.00 weekly– each addtl. child**
- E. Payments: Due each Friday before beginning of
upcoming week or no later than the
Monday of attending week**
- Late Pick-Up Fee: \$5.00 every 5 minutes per child after
6:00pm**
- F. Required Registration Fee: \$25.00–One time registration fee per participant
(Includes T-Shirt).**
- G. All forms and Payments: Are to be submitted to the YWCA-Best Choice Center**
- H. Program Location: YWCA-Best Choice Center
1031 N. Highland Avenue
Winston-Salem, NC 27101**
- I. Contact Person: Courtney C. Saunders-VP/YWCA Youth Services
(336) 722-0597 ext. 0**

PROGRAM DESCRIPTION / WEEKLY ATTENDANCE DATES

- A. Program focused towards K-8th grade students
- B. Program is designed for each child to have fun, fun, fun while learning and experiencing new ventures. Every student is tested on the computer according to their grade level.
- C. Program will carry a different theme each week with activities reflecting weekly theme
- D. Weekly theme and schedules will be available at front desk

ALL WEEKS ACTIVITIES WILL BE DESIGNED ACCORDING TO AGE APPROPRIATION. FIELD TRIPS/TOURS ARE PLANNED THROUGHOUT THE WEEKS. SPECIAL EVENTS HELD THROUGHOUT THE SUMMER CAMP.

CHILD'S NAME _____ PARENT'S NAME _____

Weekly Dates

Circle here for attendance

June 14 – June 18	Yes	No
June 21 – June 25	Yes	No
June 28 – July 2	Yes	No
July 5 – July 9	Yes	No
July 12 – July 16	Yes	No
July 19 – July 23	Yes	No
July 26 – July 30	Yes	No
August 2 – August 6	Yes	No
August 9 – August 13	Yes	No
August 16 – August 20	Yes	No

Summer Camp Weekly Themes – BCC

Fun, Swimming, Trips are throughout these weeks of Camp!

- 1st Week – Every Continent Comes To Life!** – Visit the Grand Canyon, “Snorkel” in the Great Barrier Reef, etc.
- 2nd Week – Discuss, Create, Write, Think** – Take the Challenge – Direct thought – provoking questions that increase “critical thinking”.
- 3rd Week – Art of All Kinds** – Dabble in string art, mosaics, homemade art, funny art.
- 4th Week – Get A Taste of History!** - Where was the first lollipop made? Recipes and traditions from our 50 states.
- 5th Week – Science Sense** – Don’t Blow It Up! - Kids have hands on experience with essential elements of environmental Science.
- 6th Week – Can You Break the Code?** - Learn to follow step-by-step directions – build perseverance!
- 7th Week – Oh, The Wonderful Things You Can Do!** - Can you jump up and down with a ball between your elbows or keep up with the Cat in the Hat? Physical Fitness at its best.
- 8th Week – Let The Good (Learning) Times Roll** – Using everyday items and materials to build your “Math” Skills.
- 9th Week – What’s Around My Block?** - Explore the Community and what it has to offer.
- 10th Week – Awards, Awards, Awards** – Parents participate in fun activities throughout the week ending in camp close out program!

Suspected Child Abuse/Neglect

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the Director of Youth Services. If necessary, the director will report the suspected case to the Forsyth County Department of Social Services. All cases that are reported to the Department of Social Services shall also be documented in writing and kept in the child's folder, or a designated program folder for reports on child abuse and neglect. The written documentation of the report must be completed immediately following any report to the DSS.

If an employee of the program is named as a perpetrator of child abuse or neglect, the employee must report such accusations to the Director of Youth Services immediately. The employee will immediately cease working directly with children. An investigation will be conducted by the YWCA administration. If this investigation and the DSS investigation find the employee innocent, the employee will be reinstated and will be paid for all days missed.

If the employee is found guilty, the employee will be terminated immediately. If the state investigations are inconclusive, the status of the employee will be determined by the YWCA Chief Executive Officer.

Under no circumstances will negligent behavior be tolerated on the part of the counselors.

Accident Procedure

When a minor accident occurs, the counselor will administer first aid. An incident report will be completed. The incident report will be turned in to the supervisor, and will be included in the child's file.

First aid kits will be checked periodically. Water *ONLY* may be used to clean a wound. After cleaning a scrape or cut, it will be flushed with cool water and a bandage will be applied.

Should a serious accident occur, the counselor will administer first aid as appropriate and notify the supervisor immediately. If an accident occurs on a field trip, the counselor will notify the supervisor that is over the site. The supervisor will telephone the child's parent, guardian, or the emergency squad.

An incident report will be completed and turned in to the supervisor. The report will be included in the child's file. The child's parents will receive a copy upon request.



CREDITS/REFUNDS/RETURNED CHECKS (NSF)

Credits or Refunds are ONLY given if the Winston-Salem/Forsyth County YWCA Inc. cancels a program or a part of a program.

ALL FEES ARE NON-TRANSFERABLE

Returned Checks (NSF) – After the return of two non-sufficient funds checks, the YWCA will not accept anymore checks for the year (cash, cashier's check or money order only)

SNACK/LUNCH



- A. The YWCA Inc. will provide morning and afternoon snacks**
- B. Lunch and Beverage are to be provided by the Parent/Guardian daily Monday through Friday**
OR
Students can participate in the Summer Lunch program through the YWCA – providing lunch and beverage daily Monday through Friday. (Parents will receive notification of effective Summer Lunch dates and non-service dates)

FINANCIAL AGREEMENT

Upon enrolling my child in the YWCA-Best Choice Center 2010 Summer Camp Program, I understand and agree to the following:

I agree to pay the specified fees and I understand that these fees are non-refundable and non-transferable.

I understand that all payments are due the last day of the week for the following week of child care.

I understand that no credits or transfers are given for absences. We DO NOT have an hourly rate. (Daily – two days or less – see program cost)

I understand that a late pick-up fee of \$5 will be added to my account for EACH 5 minute period or any part thereof after the close of the program.

I understand that I will be assessed a \$30.00 service charge for any returned checks. The YWCA will notify the parent about returned checks.

I understand that I will be responsible for paying my child's fee for field trips taken as part of the YWCA-Best Choice Center Summer Camp Program.

When my payment is not paid, I understand that my child will not be allowed into the program.

I understand that my child may be withdrawn from the program if I do not carry out these terms.

I certify that I have legal custody and possession of my child and the only other persons allowed to pick up my child are as follows: (parents are automatically allowed pick-up privileges if signed below unless noted otherwise)

Name _____ Relationship _____ Phone No _____

Name _____ Relationship _____ Phone No _____

Name _____ Relationship _____ Phone No _____

I hereby release, indemnify and hold harmless you and your staff from any and all claims, damages and other liabilities from injury to or damage by my child which are not a result of negligence by the YWCA, its agents or employees. I certify that I have read the financial agreement and agree to the terms as described.

I understand that the YWCA does not provide insurance for any of its participants.

Parent/Guardian Signature _____ Date _____

2010 SUMMER CAMP PROGRAM DISCIPLINE POLICY AGREEMENT

IT IS THE AIM OF THE YWCA-BEST CHOICE CENTER 2010 SUMMER CAMP PROGRAM TO PROVIDE A SAFE AND ENJOYABLE EXPERIENCE FOR ALL CHILDREN PARTICIPATING IN OUR PROGRAM. IN ORDER TO MAINTAIN A SAFE PLACE FOR ALL, GOOD BEHAVIOR IS EXPECTED OF ALL CHILDREN. UNACCEPTABLE BEHAVIOR WILL BE HANDLED ACCORDING TO THE FOLLOWING PROCEDURES:

First Offense	Warning and discussion of behavior
Second Offense	“TIME OUT” (see definition below)
Third Offense	Supervisor will contact person with documentation regarding child’s behavior
Fourth Offense	Suspension
Fifth Offense	Dismissal from the program-We reserve the right to permanently remove any child from our program who fails to adapt to the structure of the program. To be determined after conference with parents, staff, and Vice President of Youth Services.

“TIME OUT” defined: “Time Out” is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time out” space (usually a chair) is located away from the activity area but within the counselor’s sight. During “time out” the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval, the counselor discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

**I, the undersigned parent/guardian of _____
(Child’s Full Name)**

do hereby state that I have read and understand the YWCA-Best Choice Center 2010 Summer Camp Discipline Policy. I also understand that I may be asked to withdraw my child from the program if he/she is not successfully functioning in the program.

Parent/Guardian Signature

Date

ACTIVITY AND TRAVEL PERMISSION FORM



I _____, parent/guardian of

_____ give permission to the YWCA-Best Choice
(Name of Child)

Center 2010 Summer Camp Program for my child to participate in planned activities inside and outside of the facility, field trips away from the facility and trips in the bus/van/automobile/ (facility or parent-owned). The facility will also notify me each time my child is to participate in an activity that will involve transportation.

Parent/Guardian Signature

Date

The authorization is valid from June 2010 through August 2010

SWIMMING PERMISSION FORM

DOES YOUR CHILD KNOW HOW TO SWIM? Yes ___ No ___

HAS YOUR CHILD HAD SWIMMING LESSONS? Yes ___ No ___

IF YES, WHEN AND WHERE? _____

My child has permission to participate in swimming activities as planned by the YWCA-Best Choice Center 2010 Summer Camp Program, including the Water Park at the Gateway YWCA.

Parent/Guardian Signature



CHILD PHOTO/VIDEO AGREEMENT RELEASE FORM

My signature below confirms my given permission for the YWCA-Best Choice Center of Winston-Salem & Forsyth County to photograph/video my child and to have it used in publicity for the YWCA. I understand that the picture will be used only to promote and expand public awareness of YWCA programs and services.

Signature _____ Date _____

Name of Child(ren)

Site or Program _____



CHILD SIGN IN/OUT AGREEMENT

Each child must be accompanied by a parent/guardian daily who will sign the child in and out. This is necessary to protect the child and also the YWCA both legally and for insurance purposes. If you cannot, for some reason, come in daily with the child, a release form is required. Please sign this form below allowing your child(ren) into the program without your daily signature.

If you send someone else to pick up your child(ren); in order for us to release your child(ren), you must use the following procedure:

Give written notice to a counselor stating who will be picking up your child(ren) – person will have to show identification

I will cooperate with the YWCA in carrying out all rules and regulations affecting the operation of the YWCA programs.

Parent/Guardian Signature

Date

