



Summer Enrichment Program Mission

YWCA Princeton Summer Enrichment Program is to give children a hands-on approach to the world of robotics through LEGO MINDSTORMS education. All activities are designed to provide a sense of pride and achievement, regardless of a child's individual ability. Children are always treated with respect and their safety is key while in the YWCA's care. Our goal is to build lasting memories.

PARENTS MEETING! Monday, June 13 6:00-7:00PM, YWCA BRAMWELL LAWN

This meeting is dedicated to answering questions that you may have about your child's summer experience.

June 2016

Dear Summer Enrichment Parent/Guardian(s),

Thank you for enrolling your child (ren) in the YWCA Princeton Summer Robotics Enrichment Program 2016! The staff has been busy planning an awesome summer for your child (ren). Please keep this packet handy so it may be used as a reference guide while your child is with us. This packet will also be available on our website: www.ywcaprinceton.org or for pick up at the welcome desk (located in the pool building). Whether you signed up for an am or pm session, Monday-Thursday, Friday is a full day dedicated to presentations by the children and special guests in the field of Robotics and STEM.

The YWCA Princeton Summer Enrichment Program is state-certified. Activities are held at the YWCA Princeton facility, The YWCA Princeton summer camp maintains high safety standards. Our staff looks forward to providing your child (ren) with a safe and nurturing atmosphere where staff strives to enhance their ability to form lifelong skills in problem solving, creative thinking, and establishing friendships, while also building lasting memories for a lifetime. Our staff is American Red Cross CPR/AED & First Aid certified. Staff must pass a thorough screening process, which includes criminal background and reference checks, as well as ten hours or more of childcare training. The training covers, but is not limited to: security issues, food allergies, developmental teaching, emergency procedures, recreational games and activities. Staff maintains an age-appropriate staff/child ratio throughout the summer enrichment program.

After reading this parent handbook, if you have any questions about the program or want to speak with me please feel free to contact me at: 609-497-2100 x334 or email toshea@ywcaprinceton.org.

Tara O'Shea

Tara O'Shea
Director of Youth Programs



About Us

Mission

YWCA Princeton Summer Enrichment Program aim to empower child (ren) through educational, emotional, social and physical growth. Activities are designed to provide a sense of pride and achievement, regardless of a child's individual ability. Students are always treated with respect and their safety is our priority while in the YWCA's care. Our goal is to build lasting memories!

Administration

Director of Youth Programs **Tara O'Shea** **609-497-2100 x334** toshea@ywcaprinceton.org

Assistant Programs Coordinator **Beletiah Wheagar** **609-497-2100 x314** bwheagar@ywcaprinceton.org

Administrator Assistant **Ariel Brown** **609-497-2100 x317** abrown@ywcaprinceton.org

Registration & Payments **Welcome Desk** **609-497-2100, ext. 0**

Financial Aid **Grace Yuen** **609-497-2100, ext. 319** gyuen@ywcaprinceton.org

YWCA Emergency Hotline/ Emergency Closings **609-497-2100, ext. 9**

Staff

Director of Youth Programs

The Director of Youth Programs has the overall responsibility for the program.

Assistant Youth Program Coordinator

The Assistant Youth Program Coordinator works with the Director and Robotics specialist staff in creating fun, enriching, and age-appropriate programs. It also includes overseeing the day-to-day concerns of parents and children in the Summer Program.

Administrative Assistant

The Administrative Assistant works closely with the Director and the Assistant Director on youth program classes and enrichments.

Summer Robotic Staff

The YWCA Princeton Summer Robotic Staff is a strong, experienced staff that love working with young children. Staff includes experienced Robotic mentors and enthusiastic assistants. All staff members must go through an extensive training prior to the start of summer camp and are committed to making sure that your child (ren) has a safe, healthy and happy experience. Staff is CPR/AED and First-Aid certified and trained in safety, supervision, decision making, and problem solving.



Goals and Objectives

Our goal is to empower your child (ren) through Robotics and STEM approach. Our activities are designed to provide a sense of inclusiveness, pride, and achievement for each child. Children are treated with respect and their safety is our first priority. Our high quality programs, dynamic staff, premier location make for a great summer experience.

Registration Information

- Registrations are taken on a first come, first served basis. Register in person, by mail, or by fax; fax # is 609-924-8644.
- Registration forms must be accompanied by a \$100.00 non-refundable, non-transferable deposit per child per week/session. All deposits are applied toward balances due for summer camp. Payments must be received the Monday prior to the start (of) each session.
- Late payments will be subject to a \$25.00 late fee. Any child with outstanding balances will not be admitted into summer program until all payments are paid in full. If you are unsure of your balance, please contact the YWCA Welcome Desk at 609-497-2100 and press "0" for the operator.
- Financial scholarships are available on a first come, first served basis. For consideration, applications can be obtained by contacting (609) 497-2100 ext. 319 and must be submitted by May 1, 2016.

Transfers/Withdrawals/Refunds

Last minute changes present a challenge that can affect staffing, supply ordering, trips, and registration processing. Therefore, a Transfer Fee of \$50 applies if less than one week prior to session start date is given. Withdrawals are permitted any time but subject to a \$100 non-refundable fee (per child per week/session). Refunds will not be given for absences.

Please mail information to: YWCA Princeton Summer Program
59 Paul Robeson Place
Princeton, NJ 08540

Or visit our website: www.ywcaprinceton.org

All registration forms must be completed before your child (ren) can start the Summer Program; this includes a copy of your immunization records. Immunization form must accompany registration. NJ State mandates current immunization form for each child entering summer programs. **Any child without current immunization forms will be denied entrance into summer program.**

Items to Bring to Summer Program

Staff is NOT responsible for personal items left behind by students. Students may not use their personal cell phones during program times.

Behavior Expectations

Our Summer Robotics Program strives to create an environment in which children are encouraged to develop an appreciation of their own rights, responsibilities, respect, self-esteem, and much more. We help the children to understand the impact of their behavior as it might affect others. On the first day of every session, staff and children will review the Code of Conduct and Discipline Policy. Each child will have an opportunity to sign their "**Rules to Live by at YWCA**" upon entering their stay here.



The general principles of our summer programs are—positive statements that encourage and reinforce a nurturing, optimistic and safe environment. In addition, children are guided in problem and resolution solving skills which reflect back to our “Win-Win Guidelines to Conflict Resolution” that help them to handle situations by non-aggressive means. When they do not follow a rule, a review of the rules is usually enough to correct inappropriate behavior.

- **Bullying and teasing will not be tolerated in our summer programs.**
- **No child or staff member will be subjected to physical or emotional abuse.**
- **Every effort will be made to communicate with the child and parent to develop a plan to help change the child’s behavior.**
- **In the case that inappropriate behavior persists, the child may be removed from the group and asked to think over their behavior.**

The YWCA Princeton accepts children of all racial, ethnic, economic, and religious backgrounds in its programs. However, the YWCA Princeton is not able to accept or retain children whose needs exceed its professional and its financial resources. Decisions to deny acceptance of a child or to terminate a child’s enrollment are made in consultation with our professional staff. Factors leading to such decisions are confidential.

Code of Conduct

The “Anti-Bullying,” “Win-Win, Conflict Resolution,” and “Building Blocks for Democracy” programs provide the basis for this code of conduct. It has been established to:

- Create and maintain a safe, orderly, and respectful environment for all students without disruption or interference.
- Provide quality programs in a positive and caring setting.
- Clearly define acceptable conduct expectations.
- Identify the consequences of unacceptable conduct.
- Ensure discipline is administered fairly and promptly.

The student is responsible for contributing to the maintenance of a safe and orderly environment that is conducive to learning and enjoyment by observing the following:

- Respect all persons with honesty and integrity.
- Listen, follow, and perform the instructions of the staff in a timely manner.
- Respect all personal property and YWCA property by not taking, damaging, or destroying anything.
- Obey all emergency drills, procedures, and policies.
- Remain with summer staff at all times.
- Use positive and appropriate actions and language.
- Encourage positive interactions between students and staff members.
- Dress appropriately.
- Leave valuables or hand-held electronics at home.
- Inform staff of violations to the code of conduct.
- Any weapons or objects that may be considered a weapon or are threatening to another’s safety are strictly forbidden at summer program.
- Accept responsibility for all verbal and physical actions.
- Strive for the highest standards of conduct, demeanor, and sportsmanship.
- Abide by all rules and regulations as outlined.

For safety, based on the discretion of the Youth Program Director when students go on field trips, consequences of undesirable behavior might include remaining behind at the YWCA with a supervisor or counselor.

Parents/Guardians are expected to:

- Convey and explain to their child (ren) Student Code of Conduct rules, regulations, expectations, and consequences.
- Ensure students are dropped off and picked up on time.
- Cooperate with staff in providing a safe, positive, and enriching environment for all participants.
- Notify Youth Program staff of anything that may affect a child’s ability to actively participate.



Discipline Policy

The YWCA Princeton summer program is dedicated to building each student's self-esteem and confidence by providing physical and emotional support in a nurturing environment. However, there may be instances when students exhibit unacceptable behavior. "Anti-Bullying," "Win-Win, Conflict Resolution," and "Building Blocks for Democracy" programs provide the basis for our discipline policy. It is designed to handle situations of inappropriate behavior if and when they occur.

The purpose of discipline is to encourage appropriate behavior and to discourage inappropriate or negative behavior. Discipline is done in a constructive manner, with the ultimate goal of enhancing a child's self-esteem. Staff strives to educate the child to understand why her or his behavior is inappropriate and how that behavior might be modified.

Guidelines

1. The discipline policy includes the following steps:
 - a. Verbal warnings are given to a student.
 - b. Effective time-outs are used.
 - c. Student is removed from group and brought to the Director.
 - d. Parent is notified of child's inappropriate behavior by the Director.
2. Multiple methods of guidance and discipline may be used including:
 - a. Positive reinforcement.
 - b. Being consistent with the age and needs of the individual child.
 - c. Helping the child to maintain self-control.
3. Student will not be reprimanded for failure to eat or sleep, or for soiling themselves.
4. Student in time-out are still the responsibility of the YWCA and will remain under staff supervision.
5. The discipline policy is distributed to each staff member and reviewed during training.
6. Staff members agree to follow the discipline policy and understand the importance of implementing it effectively.

Procedures for guidance and discipline

1. The child is spoken to about her/his behavior and the desired behavior is shared.
2. If the behavior is not corrected, the staff will put the child in "time-out," where the child will sit down while in full view of staff. Time-outs will be no longer than 5 minutes, during which the student will remain under full staff supervision.
3. If the child continues to display undesirable behavior, the Youth Program Director will be notified to speak directly to the child and parent.
4. For safety and at the discretion of the Youth Program Director: when students go on field trips, consequences of undesirable behavior might include remaining behind at the YWCA with a supervisor or counselor and not attending the off-site trip.
5. After meeting or talking with the parents, the Youth Program Director may decide to let the child remain in her/his group or sit in the Director's office for an extended period of time.
6. If the problem persists, the Youth Program Director will decide if the camper will remain in summer camp or be suspended, without monetary compensation to the parents.
7. If suspension does not correct the problem, the Youth Program Director reserves the right to expel the child from summer program, without monetary compensation to the parents.

Any of these instances may result in minor to serious implications for the student, depending on the frequency and/or severity:

- Physical abuse (includes hitting, punching, kicking, etc.)
- Verbal abuse (includes cursing, teasing, name-calling, talking back, etc.)
- Spitting
- Flashing
- Poor interaction between other students or staff
- Destruction of the program's or organization's property
- Stealing or taking things without asking



- Refusing to follow directions or listen to staff
- Unsportsmanlike conduct
- Poor hygiene (washing hand, etc.)

Expulsion/Termination Policy

Most of the time child care is provided in a group setting, and as always the welfare and safety of **all** children and staff is our top priority. Unfortunately, occasionally there are times and reasons staff must suspend or expel a child from our program. Staff will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

These are the reasons staff may have to expel or suspend a child from the YWCA Princeton Summer Robotic Program:

• **Immediate causes for expulsion:**

- 1) The child is at risk of causing serious injury to other children or themselves.
- 2) Parent threatens staff members with physical or intimidating actions.

• **Parental actions for child's expulsion:**

- 1) Failure to complete required forms.
- 2) Habitual tardiness when picking up child.
- 3) Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees.
- 4) Verbal abuse to staff.

• **Child's actions for expulsion:**

- 1) Failure of the child to adjust after a reasonable amount of time.
- 2) Uncontrollable tantrums/angry outbursts.
- 3) Ongoing physical or verbal abuse to staff or other children.
- 4) Biting.

• **Schedule of expulsion:**

- 1) If remedial actions have not worked out, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Director.
- 2) The parent/guardian will be informed of the length of the expulsion period.
- 3) The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to summer program.
- 4) The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative child care (approximately one week's notice, depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

• **A child will not be expelled if the parent/guardian:**

- 1) Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
- 2) Reported abuse or neglect occurring at summer program.
- 3) Questioned the Director regarding policies and procedures.
- 4) Has not been given sufficient time to make other child care arrangements.

• **Proactive actions that can be taken in order to prevent expulsion:**

- 1) Staff will try to redirect child from negative behavior.
- 2) Staff will reassess program environment, appropriateness of activities, supervision.
- 3) Staff will use positive methods and language while disciplining children.
- 4) Staff will praise appropriate behavior.
- 5) Staff will consistently apply consequences for breaking rules.
- 6) Child will be given verbal warnings.
- 7) Child will be given time to regain control.
- 8) Child's disruptive behavior will be documented and maintained in confidentiality.
- 9) Parent/guardian will be notified verbally.
- 10) Parent/guardian may request written copies of disruptive behaviors that might lead to expulsion.
- 11) The Director and appropriate staff will have a conference to discuss how to promote positive behavior.



- 12) The Director and parent/guardian will have a conference to discuss how to promote positive behavior.
- 13) Parent will be given literature or other resources regarding methods of improving behavior.
- 14) There will be a conference with the Director when warranted.

Health and Nutrition

Snack

The YWCA Princeton Robotic Program strives to make our snack program an integral part of our educational program. The intent is to encourage and promote healthy and nutritionally balanced snacks. Snacks are carefully chosen so that they do not contain nuts, peanut butter, chocolate, and excessive sugar. If your child has an allergy and you would like to provide your child with their own snacks, that is acceptable and staff will keep your child's snack separate and safe for the week. Snacks may not be shared with another child in the program.

Lunches

If your child (ren) are staying for lunch hour or is a full day, parents are to provide lunch each day for their child (ren). Children should bring a fully disposable bag with a nutritious and substantial NUT-FREE lunch. Staff suggests that parents/guardians avoid sweets packed in lunches. There is no refrigeration available for lunch boxes so please make sure that you include an icepack in all lunch boxes.

In consideration of the many food allergies children have today, the YWCA appreciates your cooperation with the elimination of any food products that contain nut or nut products from our summer program.

Allergies

Please inform the youth program office in writing if your child has an allergy so staff may take the proper precautions to protect your child's health to the best of our ability. If your child has severe allergies or requires medication, please review our Administration of Medication Policy below.

Medical Information

The Health History and Medical Release Form provide us with information relating to your child with any special needs, learning differences, and/or allergies as well as any prescribed medication(s) (inhalers and epi-pens only). The YWCA summer staff does not administer any medication (either prescription or over-the-counter) to the students. If your child has asthma or has severe allergies, parents must provide the Director or Assistant Youth Program Coordinator with an inhaler or epi-pen in the original box with the doctor's script in a clear plastic Ziploc bag with their name on it. It must also include a completed YWCA administration of medication form. If the student needs to take medication during summer enrichment hours, the parent must make arrangements to have it administered by someone other than YWCA staff. If you have any questions or concerns about your child's special needs and would like to discuss them with the Director of Programs, please call 609-497-2100, ext. 334.

Required Immunization Records

The YWCA Summer Program is required by the State of N.J. to have a copy of each student's immunization records on file. It is imperative that a copy is on file **prior** to your child (ren) attending summer program. Failure to do so will result in your child (ren)'s inability to attend summer program. For your convenience, your physician can fax a copy to the YWCA at 609-924-8644. Please remember to identify your child (ren)'s name and summer program on the fax form.

Administration of Medication/Prescription and Non-Prescription Medications

Prescription medication can be administered only in exceptional circumstances, when a child's health may be in jeopardy without it; for example, Epi-Pen for bee stings or an allergic reaction. The following steps must be followed:

- 1) A signed order by a physician must be submitted, with specific directions for administration.
- 2) A bottle with the pharmacist's label designating the patient's name, instructions, name of drug, and name of physician must be submitted.
- 3) A record must be kept of all children receiving medication.
- 4) A note regarding the medication must be attached to the child's health care records.



It is recommended that medication be taken in the morning before attending camp. **Summer staff do not administer any medication (either prescription or over-the-counter). Children may not carry their own or other medication to the Summer Program or keep it in their backpack during summer hours.** If a student needs to take medication during Summer Program hours, the parent must make arrangements for the administration of that medication using personnel other than summer staff. However, an inhaler for asthma or an Epi-Pen can be stored at the Youth Program Office with parental and physician written approval. Please send the inhaler or Epi-Pen in its original box with doctor's script in a clear Ziploc bag with your child's name, age, program and allergy written on the outside of the bag. Our policy is to have the YWCA Summer staff be the only person(s) permitted to handle, store, and distribute your child's medication during the Summer Program operating hours.

Parents should pick-up any unused medication at the end of their child (ren)'s session. The YWCA Princeton Summer Program require that medications being given to Director or Supervisor and remain at the site for the duration. Please keep what is needed at home and send us what is needed at the site.

Communicable Diseases

Our Summer Program is designed as a “**well child program**”. Staff remains committed to providing the best possible care for children under our supervision. **If your child becomes ill at Summer Program, you will be called and advised to pick up your child.** If you cannot be reached, staff will call the next person on your pick-up authorization. If needed, the physician listed on the registration form will be contacted for further instructions. In the case of a medical emergency, the local rescue squad will be called. **Be sure your medical records and phone numbers are up-to-date.** Inaccurate numbers can only delay treatment for your child.

To avoid health risks to other children and staff, parents have been given a list of symptoms and illnesses that require your child to remain absent from Summer Program.

Policy on the Management of Communicable Disease

If a child exhibits any of the following symptoms, the child should not attend Summer Program.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom-free, or has a physician's note stating that the child no longer poses a serious health risk to themselves or others, the child may return to Summer Program.

If your child (ren) is exposed to any reportable disease at summer program, you will be notified in writing.

Safety and Security Arrival and Departure (signing in and out)

Before Care and Full Day Care Programs Arrivals

Each child must be signed in by the adult at Bramwell Living Room at the start of each morning. The YWCA Princeton summer staff realizes that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is necessary for the safety of your child(ren).



Robotics Parking



Parents need to park in the lower parking lot and walk their child (ren) to the backstop of the athletic field, where the head counselor of their assigned group will be waiting with signed in sheet. Once the child (ren) is signed in, another counselor will escort them to the part of the field where they can put their bags down. Children need to be picked up by persons 18 years or older.

After Departure

All children must be picked up by 4p.m. (unless attending After Care and then they must be picked up by 6p.m.)

A parent/guardian must come in to the Bramwell to sign out the child on the attendance sheet. Please read late pick-ups fee below.

*****See Ballet Section under camp specifics for Ballet Camp Drop Off and Pick up Locations*****

Absences & Early Pick-Ups

Please notify the Youth Programs Office if you know that your child (ren) will be absent from summer robotic program or will need early pick-up. When leaving a message, please clearly state your child (ren)'s name and summer program 609-497-2100, x327.

Late Pick-ups

Every effort should be made to pick up your child (ren) on time. If you find that you will not be able to arrive on time, it is your responsibility to call the person designated for emergency pick-up, giving the designated person ample time to arrive at the YWCA Princeton facility site by 4:05 p.m. In case of an emergency, or if you anticipate being late, please contact the youth program office at 609-497-2100 x327. If you have not signed up for After Care and you have not picked up your child (ren) by 4:05pm your child (ren) will be placed in the After Care program and subject to the After Care fees. If you are registered for After Care, you must pick-up your child (ren) by 6:00 p.m. If you fail to notify us, staff will assume that something unusual has happened, and an attempt will be made to contact the dismissal/emergency numbers on file. If staff cannot reach any of the dismissal/emergency contacts, staff will be obligated to call the police or DYFS Hot Line for help. **Late pick-ups put an unfair burden on your child (ren) and on the summer staff who have other obligations. A late pickup fee of \$25 for the first 15 minutes and \$1 per additional minute will be charged. If the parent/guardian is not able to pick up the child on time on a regular basis, the parent/guardian will be asked to make other child care arrangements.** The Youth Program Director reserves the right to suspend or deny After Care for the remainder of the child (ren)'s summer session(s) if there are more than three late pick-ups (after 6:00pm) throughout the entire summer.



Should an emergency arise, the Youth Programs Office should be notified at 609-497-2100, x327. Your child (ren) will be placed in the After-Care until your arrival. Payment is expected at the time of arrival at the YW Welcome Desk. The staff is not allowed to take any payments from parents/guardians

Release of Children

A parent/guardian or person designated on the Summer registration form is required to pick up the child(ren) by 4 p.m. (6p.m. for After Care) Your summer registration form provides space for you to list those people who are authorized to pick up your child(ren). It is the parent/guardian's responsibility to make these arrangements. For the safety of all of our students, it is imperative that parents inform the Youth Program Office staff or phone 609-497-2100 x327 if someone other than themselves will be picking up their child(ren) up from summer program. Persons picking up child (ren) must have a photo id with them to show. **The YWCA will only release a child to his or her parent/guardian, unless written or verbal notification is given to the summer staff.** Pick up authorization forms are available at the welcome desk located in the pool building and with summer staff.

Staff cannot release children to walk home alone or ride a late bus. Please note that staff will not release a child to any individual younger than 18 years of age. It is the responsibility of all parents/guardians to keep the Youth Program office informed of all changes in the information listed on the application. When someone other than persons listed on the



summer application is picking up the child, you must call the Youth Program office or a written note must be sent in with the child.

In order to be in compliance with any court orders pertaining to the custody of your child (ren), the YWCA Princeton Summer Program require a certified copy of said court orders. A copy must be provided at the time of registration. The Youth Program Office will maintain copies. Staff keeps this information confidential but the staff must be informed. If at any time, a new custody order is issued or a restraining order is issued, the staff needs to have this information on file.

If the parent/guardian or person authorized by the parent/guardian appears by the staff to be physically and/or emotionally impaired to the extent that the child would be placed at risk, staff will ensure that:

- **The child is not released to the individual.**
- **The child's other custodial parent or other authorized individual is contacted.**

In the event no one can be reached, the summer staff, with approval from the Director, will contact the police or DYFS.

Hours of Operation/Extended Hours

Before Care begins at 7:30 a.m. and After Care is 4- 6p.m. However, regular summer program hours are from 9 a.m. to 4 p.m. and you will be required to pay extra fees if you drop off your child (ren) early or pick-up your child (ren) late without pre-paying for Before or After Care.

Location

The YWCA Princeton is located at 59 Paul Robeson Place in Princeton and is easily accessible from Route 1 North/South or Route 206 North/South. Please visit our website: www.ywcaprinceton.org if you need specific directions.

Payments

To enroll your child (ren) in any additional programs, other YWCA programs or additional weeks of summer program, any balances on the account must be paid.

Payments: Payment for a summer session is due the *Monday before* the program begins. Automatic session payments (checking account or credit card) can be scheduled by filling out the "Payment Options Form." **Late payments will be subject to a \$25.00 late fee.** Any student(s) with outstanding balances will not be admitted into program until all payments are paid in full. The YWCA Princeton accepts Master Card, Discover, and Visa. You also can choose to make online payments by visiting us at www.ywcaprinceton.org. To make an online payment:

- 1) Visit us at www.ywcaprinceton.org
- 2) Click "Register online" at top of page.
- 3) Click on the link under Online that says "Click here for On-line Registration (Members Only)".
- 4) Log in. On the log-in screen, use the right side where it says: last name, first name, and password. Follow the instructions. Your password is automatically set to the first initial of your first name plus the first initial of your last name plus your date of birth (mmddyy). Example for John Doe born 02/01/1968: JD020168.
- 5) After you are logged into your account for your child, click on Program/Balances and proceed to payment area. When you are complete, please be sure to log out.

Financial Aid: Limited financial assistance is available on a first-come, first served basis. For consideration, applications can be obtained by contacting **the Financial Aid Coordinator at 609-497-2100, ext. 319** and must be submitted by May 1, 2016.

Summary of Additional Fees

\$25 returned-check fee

\$35 YWCA membership (due at registration) entitles students to participate in the Summer Camp and all YWCA programs for the year. If you hold a current membership that will expire during the summer camp, you must renew this with your registration.



\$25 change fee when 1) changing from full-day to half-day camp, 2) changing between different camps, 3) changing the sessions that your child (ren) will attend, or 4) a student has been withdrawn from a camp and returns.

\$25 late pick-up fee will be charged when a child is picked up after 6 p.m. From 6:01 to 6:15 p.m., the charge is \$25; beginning at 6:16 p.m., the charge is \$1 per minute. (*For details, see Late Pick-up Policy.*)

\$25 late payment fee will be charged when a payment is made *after* the Monday prior to the start of each session. Example: If you are attending Session 2 of camp and your child (ren) starts on July 13th, your payment is considered late after Monday, July 6th.

\$100 non-refundable fee is applied to those who wish to withdraw from the summer program.

Communication

The best form of communication is face to face. When that is not appropriate to give important messages to our parent's staff relies on emails, our website and our emergency hotline. In order to ensure good communication between the YWCA and parents the YWCA Princeton ask you help in the following ways:

- The YWCA Princeton Summer Program has an open-door policy. Stop by any time to talk with staff or spend time with your child (ren) during summer program.
- Take a few minutes to talk with the summer staff when you drop off and pick up your child (ren).
- Keep the lines of communication open. Share your concerns. If something special is happening with your child (ren), let the staff know. It will help them to help your child (ren).

Satisfaction and Commitment

The YWCA Princeton staff is committed to giving you total satisfaction with our Summer Enrichment Programs. The YWCA Princeton Youth Program continually look for ways to improve our programming and ask for your input by asking you to share your ideas, suggestions, and concerns, whether it is contacting us directly, sending us an email, or mentioning something to a staff member. Please feel free to contact us if you have any questions or concerns.

Procedure for Voicing Concern (chain of command)

Staff will document any incident or concern from parent or teacher in the Communication Book.

- 1) Youth Program Director will be informed of concern immediately.
- 2) Youth Program Director will respond to parent within 24 hours of receiving message (either by phone 609-497-2100, ext. 334 or email toshea@ywcaprinceton.org).
- 3) Parent should call Youth Program Director if a response is not given within 24 hours.
- 4) If there is no response from Youth Program Director, parent should notify YWCA Princeton CEO at 609-497-2100, ext. 302.

Before Care

Location: Bramwell House

Pre-Camp Care is available from 7:30 am until 9:00 am each morning for children ages 5 to 14. (**NOTE: Your child (ren) must be pre-registered the day before for Pre-Care; The YWCA Welcome Desk is not open until 7:30 am.**)

After Care

Each day, after care is available from 4:00-6:00 pm for children ages 5-14.

Special Events/Field Trips

Fridays are special event days. On Fridays, students are required to wear their YWCA Princeton shirts.