



**Cortland/Homer After-school Mentorship Program**

**Parent Handbook**

**2010/2011**



**“For Fitness and Fun, WE are the ONE!”**

Dear Families:

Welcome to the Cortland/Homer After-school Mentor Program. We would like to take this opportunity to again express our heartfelt thanks for allowing the J.M. McDonald Sports Complex to be of service to you and your family. Our program has been designed to provide quality childcare in a safe, stimulating and recreational environment. The activities offered to your child promote growth in physical, social, emotional, cognitive and creative development. Activities are specially tailored for age 4-12 year olds. Activities include homework, sports, arts and crafts, outdoor play and games.

The program is schedule to begin Monday, September 13<sup>th</sup> and will continue through Thursday, June 17. Daily hours are from 3:45 pm to 6pm, Monday – Friday.

Please read through the parent handbook and fill out all of the enrollment forms. Included in the parent handbook is a **written medication consent form** that needs to be completed in order for your child to use sunscreen at the Sports and Activity camp or to receive any type of topical medication. If your child has any special needs, please contact us to set up a meeting to develop a health plan specific to your child. If your child has no special needs to be addressed on the form, simply write N/A on the form and sign it.

The completed parent handbook forms should be returned no later than one week prior to the child’s enrollment date along with the first two week’s enrollment fees to ensure your child’s enrollment. The staff cannot accept incomplete enrollment packets. If at anytime you have any questions or concerns, please call (607) 753-8100 for more information or contact Child Care Coordinator, Janice Meyer at [Janice.Meyer@cortland.edu](mailto:Janice.Meyer@cortland.edu).

Sincerely,

J.M. McDonald Sports Complex  
&  
The SUNY Cortland Adapted PE Program

# The First Day

The first day in a new environment can be challenging for any child. We make every effort to be aware of the circumstance that can produce anxiety during the first few days, and we work with you and your child to help ensure a smooth adjustment. We encourage parents to stick around the program the first few days if possible to get a feel for the atmosphere of the program as well as help ease the transition for their child. We also encourage parents to call any time during the program hours to see how their child is adjusting. Some separation anxiety is normal and expected, and we will be happy to provide suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

To ensure your child's first day is as enjoyable and comfortable as possible, please bring the following items to school:

- A complete change of clothes- Facility Schedules are available by month to help make sure your child is provided for any ice time and turf time. On days when we will be skating we ask students to bring layers as well as thick tall socks if possible. We also ask for students to have a pair of sneakers to wear for activity time as well as cloths that are comfortable to move in. We are happy to store any extra items in the CHAMP classroom throughout the year.
- Any child specific inhalers or epi-pens, sunscreen, insect repellent or topical ointments
  - Banana Boat Spray 30 SPF will be provided by program, if you choose to use something different, you must provide it in the original container labeled with the child's name and date of birth

Please label all belongings brought from home with your child's name. We have a lost and found shelf in the corner of the CHAMP room by the windows and we place all items found on that shelf at the close of the day. At the end of the year, left over lost and found is donated to the Salvation Army.

Each student will also have their own personal hook to keep their belongings during the day. We have found this works best for organization and structure. It should make for an easy pick-up, and help us know who left what!

# Policies

## **State Licensing**

We understand the importance of maintaining a strict compliance with the state licensing regulations in order to ensure a quality environment for children. Our program complies with the applicable state licensing regulations and policies, Student Aged Child-Care (SACC). These requirements cover aspects relating to staff qualifications, facility, health and safety guidelines/procedures, and staff/child ratios.

## **Enrollment**

All forms provided to you upon enrollment must be completed before your child may attend CHAMP. All requested personal information is kept confidential. Please be sure to update all emergency data as needed, including address, home and work telephone numbers, and individuals authorized to pick up your child. Every child enrolled in the program MUST have at least one emergency contact and emergency pickup.

## **Payment Policy**

Our tuition schedule has been established to provide your child with the best possible care at the most reasonable cost to you. Our tuition is six dollars a day, but we ask that you create a weekly schedule that you will pay for one month in an advance. I have included in the enrollment packet a registration form that blocks payments into a monthly price. You are not charged for days when school is not in session. We will be running of the Homer calendar year. Sick days, early pick-up's and snow days will not be reimbursed. Payments must be received by the first of every month in order to be enrolled for that month. If you know your child will not be here for a certain period of time, we need one week notice and the change in writing and we can get you off the schedule in time for you to not be charged.

## **Arrival**

Arrival time will start at 3:45 PM. The parent or guardian will be asked to sign their child in with the time of sign in and a signature. Children coming from the Homer District will arrive off the bus at 3:45 and report directly to the CHAMP classroom where a staff member will sign him or her in. Students are asked to hang up their belongings on their designated hook and find their mentor for that day. Students who attend Smith Elementary will be walked over by a staff member. Students are asked to wait quietly in the Smith Lobby until the designated "walker" arrives to pick them up. Staff should arrive at the Smith Lobby at 3:30.

### **Child Pickup**

Staff will release a child only to the person who enrolled the child or someone authorized in writing by that person. Under no circumstances will your child be permitted to leave with anyone other than those people designated in writing on the proper authorization form. Anyone picking up a child **will be asked for a photo ID so** that individual should always have one when picking up your child. If anyone who is not authorized to pick up a child attempts to pick up a child the authorities will be notified. If there is any kind of order of protection against a parent of the child the program has to have a copy of the order of protection.

### **Late Pickup**

Please make every effort to pick up your child on time. If lateness is unavoidable, notify the program IMMEDIATELY so that a staff member is made available to supervise your child and to help minimize fears your child may have. Please arrange to have your child picked up by another adult designated by you on your emergency forms.

If your child is not picked up within one half-hour following closing and the parent or another designated adult has not arrived or contacted the program, guardian may be charged a late fee.

### **Clothing**

The most appropriate clothes for the CHAMP program are easy fitting; comfortable, washable, play clothes. Please provide long pants in cold weather and shoes that are good for running and climbing. Please bring an extra set of clothes for your child.

Mark all clothing with indelible ink or name labels. We encourage children to take care of their clothing; however, we cannot be responsible for lost, stained, soiled, or torn clothing.

### **Personal Belongings**

We ask that you not let your child bring toys from home to the school because they may create some tension and jealousy. However, I am aware that under certain circumstances it will be to your child's benefit to have permission for certain exceptions. I ask that you take any special accommodations to CHAMP coordinator so we can work out a plan that would not disrupt any other students and/or stray away from our behavioral policy. Make sure that any such item is labeled with your child's name and that the teacher is aware that you have brought it. We do not assume responsibility for items brought from home.

## **Meals**

One snack will be provided by the program. Food preferences for religious or medical reasons may be accommodated. If resultant meal patterns or serving sizes will not meet the child's nutritional needs, a medical statement must be obtained documenting the appropriateness of the variation.

Snacks must be in portions suitable for the size and age of the children in care. There must be a sufficient amount of food available to children to permit second helpings.

Upon coming into the program, we will take an inventory of each child's snack preferences and are doing our best to tailor to each child so everyone is getting the nutrition they need to lead a positive and active day. We ask, that you try your best to work with us through out snack and voice any concerns about the snack before children begin bringing in their own goodies from home. We are doing our best to meet everyone's needs. Encourage your children to try to new snacks they may have never tried before, and also to finish what they have in their own portion without "trading" with others. Snack time is still a structured part of the day where the ultimate goal is to encourage children to try new things, taste and try as many food groups as given, and minimize wasteful eating. We also may have the opportunity to work with SUNY Cortland Health Education Students who will take us further into the health component of CHAMP.

## **Staff Qualifications**

The quality of our staff is an important determination in the quality of our program. We strive to maintain high quality staff by providing a variety of in-services and other professional opportunities. At a minimum, the following qualifications are met:

- All state background check requirements are met.
- Physician's health form is required for each staff member and is kept on file
- Personal resumes are looked at as well as three credited references. All kept on file.

## **Children with Disabilities**

Our program complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child's individual needs in order to determine if our program can accommodate a child's special needs. If your child is disabled or has any other special needs, please discuss your child's needs with coordinator.

## **Withdrawal/Disenrollment**

We require a minimum of two weeks advance written notice of your child's withdrawal. This provides an opportunity to notify another family regarding the availability of that space. Our school reserves the right to dismiss a child from the program at any time as deemed necessary or appropriate with or without notice. Any deposits or partial payments are non-refundable.

# Health Plan Summary

## Child Health

- This program cares for well children

Any child who has any of the following **cannot** attend the program:

- A suspected or diagnosed communicable disease as defined by the New York State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program
- A fever as defined as the following:
  - A temperature of 105°F or higher orally, auxiliary (under the arm) or aural (in the ear)
- A child with a temperature above 101°F orally or aural (in the ear) which is accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying.
- Neck pain when the child's head is moved or touched
- A rash of hives or welts that appears and spreads quickly

*\*For a full list please ask to see the Program's health care plan.*

**MILDLY ILL CHILDREN** A child who meets any of the following criteria is defined as "mildly ill":

- The child has symptoms of a minor childhood illness which does not represent a significant risk of serious infection to other children.
- The child does not feel well enough to participate comfortably in the usual activities of the program but is able to participate with minor modifications, such as more rest time.
- The care of the mildly ill child does not interfere with the care or supervision of the other children.

*\*Children who are defined as "moderately ill" cannot attend the program. For a definition of moderately ill children please ask to see the Program's health care plan.*

**NOTE:** The definitions above do **not** include children who are protected under the Americans with Disabilities Act (ADA). Programs must consider each child's case individually and comply with the requirements of the ADA.

The following are the procedures for caring for a child who develops symptoms of illness while in care:

- Contact Parent/Emergency Contact if parent cannot be reached
  - Parent will be expected to pick up child in 30 minutes unless otherwise arranged with program director

- Isolate and offer a spot (mat, cot, etc.) for sick child
- Assign worker to care/supervise child until adult picks up child
- Disinfect mat/cot after sick child is picked up

If an ill or injured child in the care of the program requires transportation:

- The program will not provide transportation for the ill/injured child. If the injury is severe, emergency services/911 and the parent will be called. For any head injury the parents will be notified.

**NOTE:** Parent/Guardian **MUST** notify the program of **any** medication given prior to the child's arrival at the program and of any regular medication the child requires.

### **Children with Special Health Care Needs**

**A child with special health care needs is defined as "a child who has a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally."**

Any child identified as a child with special health care needs will have taken an individual plan that will provide all information needed to safely care for the child. This plan will be developed with the child's parent and health care provider. The program must be approved to administer medication if the child needs medication or medical treatment during program hours.

### **Daily Health Checks**

- A daily health check will be done on each child when he/she arrives at the program

Any signs of illness, communicable disease, injury and/or abuse and maltreatment found will be documented and kept on file for each child in the following way:

- In a separate log
- Incident reports will be used if injury warrants

As mandated reporters, staff who have reasonable cause to suspect a child in care is being abused or maltreated, will take the following actions:

1. Immediately make and oral report to the mandated reporter hotline. (1800-635-1522)
2. File a written report using the LDS-2221A form to the local Child Protective Services (CPS) within 48 hours of making an oral report.
3. Notify the CHAMP Coordinator.

## **First Aid Kit**

The program will:

- Keep the following non child-specific over-the-counter topical ointment in the first aid kit: (Programs must have the parental permission to apply before giving to a child.)
  - Disinfectant pads
  - Antibiotic cream
  - Calamine lotion (anti-itch lotion)

## **Program Decision on the Administration of Medication**

The program has made the following decision regarding the administration of medication:

- Staff WILL ONLY administer over-the-counter topical ointments, sunscreen and topically applied insect repellent.

The program will have parent permission to apply any over-the-counter topical ointment, sunscreen or topically applied insect repellent (TO/S/R) in accordance with OCFS regulations.

All observable side effects will be documented. Parents will be notified of any observed side effects by the end of the day. Parent notification will be immediate if the side effects are severe. If necessary, emergency medical services will be called.

Parents will be notified of all “as needed” over-the-counter TO/S/R applied to their child and told what symptoms were observed that required the application.

The program will:

- Keep a supply of stock over-the-counter TO/S/R to be available for use on children whose parents have given consent. These include:
  - Banana Boat Spray 30 SPF
  - Disinfectant pads
  - Antibiotic cream
  - Calamine lotion (anti-itch lotion)
  - If the parent does not want the above brand or product they should provide the alternative labeled with the child’s name and date of birth on the original container

## **Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except the office, its designees or other persons authorized by law unless the child’s parent or guardian gives written permission.

Information about any child in the program will be given to the social services district if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

### **ADA Statement**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the day care provider will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

### **Security**

The primary mechanism for ensuring the security of the school is strict adherence to established procedures for your child's arrival and departure, including clocking in and out on the program's attendance sheet. Our program meets or exceeds state licensing regulations for building safety.

### **Mandated Reporting Information**

Teachers and child care administrators are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulation can be held accountable under the law. No one, including program management and/or a child's parent, can interfere with this reporting requirement. The name and phone number of the area regional director is posted at the school if you have any questions regarding this policy.

# Your Child's Education

## **Physical Activity**

Physical Activity is led by college aged mentors and they are encouraged to bring new, exciting, and highly energized games and activities to the program. Daily activities could include, but are certainly not limited to ice-skating, soccer, flag football, basketball, wiffleball, batting cage, dodging and fleeing games, tennis, lacrosse, baseball, roller-skating, floor hockey, kickball and many other assorted games. We also look to adapt activities to lead to the personal growth of your child physically, cognitively, and affectively (social responsibility).

With the many different leaders available in the program as well as turn-over rate of college students, creativity and adaptability is highly encouraged. College students are expected to lead activity that would benefit their age group they are working with while also stimulating their imagination and personal interests. Each week will also have a different theme, where the theme is encouraged to be incorporated into the daily activities.

## **Student Grouping**

Our programs encourage mixed-age grouping of children whenever possible to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In mixed-age grouping, children who are at least one year apart are placed in the same group. Mixed-age grouping is an effective tool in child development, providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are more readily accommodated.
- Children are challenged to think through problems in a more creative and flexible way as they observe children of other ages approaching problems differently than they do.

Times you will see mixed-aged grouping will be during classroom game time, snack time and transitions into activities, and certain physical activities such as open turf, ice skating, field days, and park days. In activity periods where there is more structure and hands on teaching from mentors (i.e. group led games), students will be split into separate groups where they can run, play, and grow with students at a similar developmental level. This will stimulate the growth of the child, help them develop social skills typical for their age group and minimize boredom and/or disruptive behavior. Our goal is to do our

part here at CHAMP to lead to your child's personal growth in all components and keep them engaged part of as many CHAMP activities as possible.

Throughout the year we have also developed a Peer Mentorship program where students who have excelled as leaders at CHAMP will have the opportunity to practice leadership skills and good character by assisting and guiding younger students in the program. There will be an adult in that group as well, but the peer mentor will be the "go to", exercising their ability to lead as well as incorporate daily theme and life skills into their groups agenda.

A student will travel and remain with an adult mentor, and any other students in that group, at all times through the day.

### **Discipline Plan**

We take a preventive approach to discipline that teaches children positive behaviors rather than punishing them for misbehaving. Our goal is to provide children with the opportunity and motivation to make choices, function independently, learn social skills through gentle, encouraging guidance, respect the needs of others, adapt to routines and simple rules and become responsible group members. Our learning environments are rich and are structured to allow children to pursue their interests and abilities, reducing the occurrence of disciplinary problems arising from boredom or undue restraint.

Preventive discipline improves children's self-esteem and problem solving skills, and encourages positive social behavior. This helps our program maintain an atmosphere of warmth and understanding, and helps children develop as individuals and as part of the group.

In **extreme** situations and as a last resort, separation from the group may be necessary for the benefit of the child and the remainder of the group. Staff utilizes this time to help the child regroup before returning to the group, and children are allowed to re-enter the group when they feel ready to do so. There will be specific places for students to take these breaks where they are still seen by the teacher and not seen as being "punished" by other students.

Here at CHAMP we will continue to encourage students to make their own choices, but also live with the consequences of their choices. The way will be paved in the beginning days of CHAMP and students will grow and learn in their decision making and social skills as the year unfolds. Each student will also sit down with the coordinator at the start of the year and take their own inventory by filling out needs they have for the year, goals they have for the year, and some areas of improvement they might know they need to work on. This is the opportunity for students to have open discussion on any concerns they may have as well. Depending on the age and ability of the child, this can be very quick and simple, or may take some more time and care. After the form is completed time will be taken with the parent to go over any thing to be added, modified or changed. We will use this form through out the school year.

In cases of safety an adult will always step in. Corporal punishment is absolutely forbidden.

## **CHAMP Program Behavior Guidelines**

It is the purpose of this facility to provide a safe and fun environment where children can interact and play. The CHAMP Program will provide sports related activities, which will build skills and confidence in young boys and girls. Each child's safety and program experience will be valued. Should the behavior of one or more children interfere with a positive experience for any other child the following procedures will be followed.

1. Any behavior deemed to be dangerous by CHAMP personnel will be noted on group attendance sheet and addressed with the child and parent.
2. All significant incidents will be written on daily log.
3. Should any one child cause three incidents deemed to be dangerous to other children or a disruption to program activities, a conference between parents, CHAMP Staff and mentors will be held to determine appropriate action. At that time, either a behavior plan will be put in place outlining specific behavioral expectations from the child in question or a determination to release said camper will be made.
4. Severe behavior will result in parental contact and immediate dismissal from program.

Each child will be expected to follow the directions given by any CHAMP personnel and all children will be expected to be supervised at all times. Should a child choose to leave his or her group without permission for any reason, or choose to disregard instructions of staff, further discipline may need to occur.

It is the intention of the CHAMP program to provide a safe and fun environment for kids. Parents are encouraged to share any comments or ideas with staff in order to improve the quality of our program.

# Program Guide

Our goal is to provide a fun and safe place to present and learn many sports and other activities. This program will provide a low child to leader ratio. Children will learn and play in a well-supervised environment. Parents are encouraged to contribute any comments or suggestions for program improvement.

The philosophy of this program is to promote and provide the building blocks to youth to live an active and healthy lifestyle while practicing and utilizing Life Skills in many different settings (classroom, activity time, team building, quiet time, outdoor days, etc.). The Life Skill Program was started at CHAMP in 2009 and based around Sue Pearson's Book, Tools for Citizenship and Life. Each Week a new Life skill is presented to the student where they are encouraged to use these skills to help guide their choices. Common Life skills are effort, friendship, cooperation, and many others. For a full list or more information, contact the coordinator!

To help students grow as individuals in their abilities on the field, court, or playground, we will continue to modify all sports activities for an age appropriate approach for implementing such activities. For example, baseball activities for younger children will be implemented as a "Tee-Ball" activity. Basketball activities will be modified to utilize smaller basketballs and hoops will be lowered to six feet. All activities will be monitored on a daily basis by CHAMP leaders and communication between staff will take place on an ongoing basis to help modify and improve the delivery of services to all children.

Fundamental skills for individual games or other activities will be taught on an "Age Appropriate" basis. All drills or skill building games will be modified to accommodate the age level, or the talent level regardless of age, in order to produce a fun learning experience for all children. Given the range of ages for children and the possible range of talent levels presented within a given program, all due diligence will be made to ensure each child has the opportunity to learn, improve and enjoy the sports presented at the CHAMP program.

This CHAMP program will provide full days programs as well a summer alternative at the close of the school year. Parents will be informed of upcoming events and children will have the choice to attend such programs.

# College Student Participation

The Cortland/Homer Mentorship Program provides students with the opportunity to not only interact and learn with other students, but work alongside a SUNY Cortland college student. SUNY Cortland Physical Education students will split their time every week to work alongside 1-3 students and help them specifically with their homework, encourage and interact on a personal and individual basis according to your child's needs and interests, and simply serve as a mentor in the program to keep your child safe and enjoying their time at CHAMP.

The college mentors will pick one day they can consistently come to each week to participate in this program. The mentors will not change until the close of the semester to help establish a relationship with your child, and keep a sense of flow and consistency with the program. This means if your child has one mentor on Monday afternoon that will always be their mentor on Monday afternoons. College mentors will be responsible for the specific homework help and study needs of your child, accommodating personal interests' needs on an individual basis with your child, as well as lead many activities for the group to participate in as a whole. This program is designed to foster a relationship between children mentors so that your child can have the best possible opportunity as well as provide this new waive of teachers with the experiences and tools needed to go further in their education.

# Parent/ Guardian Communication & Involvement

## **Communication**

The success of our program is based on establishing a partnership between our parents and the program staff. Open and frequent communication between parents and teachers will help your child have a positive early learning experience. We hope you will feel free to talk with the coordinator or your child's mentors when you drop-off or pick-up your child. Please feel free to schedule conferences for longer discussions with your child's mentor to ensure that additional staff is scheduled for child supervision. While we encourage such communication between our staff and parents on all issues related to their child and classroom activities, we ask the parents not engage staff in conversations regarding program or company policies or other children in the school as staff is expected to keep such matters confidential.

Memos, feedback forms, and monthly newsletters will be available throughout the month to help keep you up to date with CHAMP. Meetings and conferences are highly encouraged with any needs or concerns you and your child may have.

## **Parent Involvement**

Parent participation is a very important part of our part of our program. Your involvement is a valuable part of the teamwork involved in providing the best education possible for your child. Feel free to come in and observe your child at any time. Your ideas, concerns and comments are always welcome.

## **Let us know if we can help**

If your child has experience an upsetting incident, such as an illness in the family, and extended business trip by a parent, or a relocation of a close friend, please feel free to let us know. If we know what might be motivation a child's behavior, we can better respond and perhaps even help the child work out worries or concerns through play and creative activities.

## **Quality Assurance**

We are committed to ensuring your full satisfaction with our program. Experience has demonstrated that open communication between parents and school staff is key to maintaining a positive relationship. We continually look for parents' input on how we can improve our programs.

If you have a problem:

- Discuss the problem with your child's coach. We maintain an open door policy in which parents are encouraged to visit the program at any time. Staff will make every effort to be available to discuss parental concerns regarding their child or program operations.
- Discuss the problem with your director. Parental concerns or questions that cannot be resolved or answered by your child's teacher should be redirected to the director who is fully capable of responding to most issues.
- In rare instances, an issue may arise that cannot be resolved to the mutual satisfaction of the program and the parents. Under such circumstances it may be necessary to dismiss the child.

As a supplement to daily communications, parent surveys will be distributed at the end of the program to help us continually improve and refine our program and services as well as ensure that we are responsive to the changing needs of our families. While these surveys serve as a very useful vehicle for communication parent concerns and comments, they are not intended to replace constant and open communication with the director and staff.

## Sample Daily Schedule

3:30 – 3:45 – Drop off

3:45 – Instant Activity on Turf (Whole Group- Mixed Aged)

4:15 – Healthy Snack

4:30 – Homework/Study time with Mentor and Group

5:00 – Age Specific Physical Activity

6:00 - Pickup

# Pickup Authorization and Emergency Contact

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

**Parent/Guardian A**

**Photo ID Required**

Name: _____
Work/Daytime Address: _____ _____
Home #: _____
Work #: _____
Cell #: _____

**Parent/Guardian B**

**Photo ID Required**

Name: _____
Work/Daytime Address: _____ _____
Home #: _____
Work #: _____
Cell #: _____

**Other Emergency Contacts**

**Photo ID Required**

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

## Consent for Interview/Photography/Videography

I hereby give consent for my child/ren \_\_\_\_\_  
\_\_\_\_\_

to be photographed, videotaped or interviewed by the J.M. McDonald Sports Complex staff, photographers, reporters and technicians as it may engage for special events.

I also permit the J.M. McDonald Sports Complex to use the photographs, video/interview for publication or broadcasting. I relieve and hereby agree to hold the J.M. McDonald Sports Complex free and harmless from any and all liability arising out of the interviewing or photographing and subsequent publication or broadcasting.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Subject Person)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

**Effective Until Cancelled by Parent in Writing**

## Positive Behavior Agreement

The CHAMP Program makes every effort to develop respectful, self-motivated and caring children who in turn try to role model for their peers these same positive behaviors and values. This behavior agreement is a guideline to help ensure that we are all working towards the same goal.

Please read and discuss this with your child before you both sign.

1. I agree to use kind touches towards all my peers.
2. I agree to find an adult to help me solve my problems, if I can't do it on my own
3. I agree to use kind words towards others, even if I don't understand their differences.
4. I agree to help keep my environment clean, neat and safe with the help of the adults in my room.
5. I agree to listen to all adults when asked to correct my behavior I agree to do it.
6. I agree that if it isn't mine, I will give it to an adult to find the rightful owner.

**\*\*\* In keeping with our policy of zero tolerance for physical violence I agree that I can't follow these goals and values, I may be suspended or dismissed from the program. If I intentionally hurt one of my peers, I understand that I will be suspended from the CHAMP Program for a day. Additional acts of violence may result in my dismissal from the program.**

Child Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

**ENROLLMENT PAPERWORK CHECK LIST**

1. Registration Form \_\_\_\_\_
2. Waiver \_\_\_\_\_
3. Pickup Authorization and Emergency Contact \_\_\_\_\_
4. Written Medication Consent Form \_\_\_\_\_
5. New York OCFS Day Care Registration "Blue Card" \_\_\_\_\_
7. Positive Behavior/Consent for Photography/Videography/Interview \_\_\_\_\_
8. Parent Handbook Agreement \_\_\_\_\_

**CHAMP Program**  
**Parent Handbook Agreement**

Name of child (ren):

\_\_\_\_\_  
\_\_\_\_\_

Date of Enrollment:

\_\_\_\_\_

I acknowledge by my signature below that

- I \_\_\_\_\_ have read the rules and policies of the Parent Handbook, understand them, and agree to comply with them.
- I understand that failure to comply with these rules and policies may result in the termination of services to my child (ren).
- It is my further understanding that the CHAMP program has the right to change the policies contained in the handbook at anytime, with 30 days notice to parents.
- By signing this agreement for enrollment, I have also completed the enrollment forms and made necessary payments to secure my child's enrollment in the CHAMP program.

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

\_\_\_\_\_  
Date