



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Counselor in Training Ages 15-17

Cumberland Cape Atlantic YMCA
CIT REGISTRATION
General Information
2024

CIT's Last Name: _____ **CIT's First Name:** _____

Address _____ City, State, Zip _____

Birth Date: ___/___/___ Male Female

Home Phone _____ Cell Phone _____

Age as of June 17th, 2024 _____ E-mail Address _____

PLEASE
ATTACH
PHOTO

CIT Program Overview:

The CIT Program's objective is to give older teenagers (15-17 years old) the opportunity to learn and grow in a safe program. The CIT's will be taught real-life job skills during the summer; including teambuilding, leadership, communication, child development, planning, and management skills. CIT's will be given training and attend some staff meetings.

This program is very selective, because applicants will be given great responsibility throughout the summer.

CIT Expectations:

1. Model the four character traits: Respect, Responsibility, Caring, and Honesty
2. Be consistent in attendance and reliability
3. Attendance at mandatory meetings and trainings
4. Positive attitude: ready to have fun and impact the lives of youth!

Application Process:

1. Fill out the regular CIT and Volunteer application packet. CIT must be present for at least 9 of the weeks and on a regular schedule if you are chosen. Any planned vacations need to be told to us ahead of time as well.
2. Attach your essay which must be at least 3-4 paragraphs long. Please answer the following questions:
How can you impact a younger child's life for the better this summer?
What would you like to benefit from being a Counselor in Training?
3. Applicants will be called to schedules interviews. If there are too many applicants for the program, interviews will be the deciding factor.

By signing this paper I, _____, understand that my CIT will be participating in the CIT Program. I understand that if my CIT does not contribute positively to the camp experience they will be asked to leave. I also understand that this is an unpaid position for my child.

Parent/Guardian Signature

Date

By signing this paper I, _____, understand that I am taking part in a unique summer experience. I will be a positive role model for other campers. I will complete my responsibilities to the best of my abilities. I understand that if I do not comply with the rules of the CIT Program that I will be asked to leave.

CIT Signature

Date





Cumberland Cape Atlantic YMCA 2024 CAMP REGISTRATION Emergency Contact & Health



*Please ask for an additional sheet if you need to add more than 4 pick-up people or contacts.

Camper's Name _____

Parent/Guardian Information – Must be able to pick up camper

Parent 1 or Legal Guardian Information

Last Name: _____
First Name: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
Employer: _____
*Email: _____

Parent 2 or Legal Guardian Information

Last Name: _____
First Name: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
Employer: _____
*Email: _____

Joint Custody Information

Has there been a divorce or separation? Yes No

If Yes, who has custody? _____

The joint/non-custodial parent can be contacted in the event of an emergency Yes No

Emergency Contacts (Other than Parent/Guardian) – Must be able to pick up camper

Emergency Contact #1

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #2

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Medical and Behavior Questions to help us provide the best care possible

Copies of immunization records must be turned in at sign up

Has your child been diagnosed or treated for the following:

- Asthma
- Allergies
- Special Dietary Needs
- Allergies to Insect Stings
- Seizures
- Spectrum Disorder
- ADD/ADHD
- Allergy to Poison Ivy
- Other
- Special Needs: _____
- Learning Disability: _____

Please provide details for any of the above checked boxes:

Signs or symptoms to watch for:

Please list current medications, prescribed or over the counter that your child is currently taking:

_____, _____, _____

Would you like to discuss your child's personal medical or behavioral needs with the Camp Director prior to the start of camp? Must turn in paperwork by June 1st for a phone conference. Or attach a letter with additional concerns. Yes No

Family Physician Information

Physician's Name: _____
Number: _____
Insurance Carrier: _____
Policy Number: _____
Group Number: _____

Contact Number: _____

Best Time to be reached: _____

Parent/Guardian Signature: _____ Date: _____



Cumberland Cape Atlantic YMCA 2024 CAMP REGISTRATION Camp Rules & Authorizations



Camp Rules

In order for all campers to have the best possible experience, all campers need to be aware of the rules and agree to follow them. If a camper consistently or excessively breaks the rules and chooses not to take part in camp, they negatively impact other campers by jeopardizing their physical or emotional safety. When this happens, all other campers fail to receive the best possible camp experience.

Camp Rules:

- 1) Treat myself, others, and camp with Caring, Honesty, Respect, and Responsibility
- 2) Follow directions and instructions from staff
- 3) Keep hands, feet and all other body parts to myself
- 4) Respect all camp facilities, equipment, and property
- 5) Have FUN!

Camper Consequences:

- 1) Redirection of camper
- 2) Verbal warning or thinking time
- 3) Visit with camp director and/or call home. Child may speak to parents at that time
- 4) In the event that a second phone call is necessary, the child will be sent home
- 5) In the event of consistent/excessive failure to follow the rules, the camper will be sent home and a suspension may be issued
- 6) If a camper endangers the physical, mental or emotional health of themselves or others, the camper may be immediately suspended or expelled

Parent Signature: _____

Camper Signature: _____

Camp Authorization

- My child is in good health and can participate in the normal activities of the program _____ Initial Here
- I agree to follow Camp Payment Policies; if not I will be subject to fees and refused admittance _____ Initial Here
- I have received and reviewed a copy of the YMCA Camp Parent Handbook _____ Initial Here
- I understand that my child must be physically signed in and out of the program by an authorized **adult** daily _____ Initial Here
- I understand that the YMCA is not responsible for lost, stolen or damaged personal articles _____ Initial Here
- My child and I have reviewed the Camper Behavior Policy _____ Initial Here
- I understand that breakfast and lunch will be provided for my camper starting June 17th. _____ Initial Here

***Sequoia and Arrow Parents Only – Please initial the next two (2) statements**

- I have received and reviewed a copy of the YMCA Transportation Policy (in handbook) and agree to let my child participate * _____ Initial Here
- I have received and reviewed a copy of the Merrywood Activities Form & agree to let my child participate * _____ Initial Here

I give permission for the Cumberland Cape Atlantic YMCA to:

- Seek medical treatment for my child, in my absence, in the event of an emergency. _____ Initial Here
- Use any photo, voice recordings or videos taken of my child for any projects and all promotional purposes at the YMCA and Summer affiliates (including but not limited to, Girl Scouts, Vineland Fire Department). _____ Initial Here
- To transport my child as necessary for camp activities. This may include busing to Merrywood. _____ Initial Here
- Allow my child to go on short walks under Y Staff supervision _____ Initial Here
- I hereby agree, and accept, responsibility in above initialed items.

Parent Signature _____

Date _____

Licensing Statement

In keeping with New Jersey's child care licensing requirements, we are obligated to provide you, as the parent/caregiver of a child enrolled in our program, with the informational statement contained in the Parent Handbook.

The statement highlights, among other things:

- Your right to observe our center at any time without having to secure permission
- The center's obligation to be licensed and to comply with licensing standards and
- The obligation of all citizens to report suspected child abuse of all forms (physical, sexual, emotional, and neglect) to the State's Division of Child Protection and Permanency

Name of child: _____

Name of Parent (s)/Guardian (s): _____

I have read and received a copy of the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family found in the Parent's Handbook.

Parent Signature

Date



Cumberland Cape Atlantic YMCA 2024 CAMP REGISTRATION YMCA Policies



Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return the original to the Cumberland Cape Atlantic YMCA (CCA YMCA). A copy will be filed with your child's records.

- I understand that CCA YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the CCA YMCA program. If a violation is discovered, the Y will take immediate disciplinary action toward staff and/or volunteers.
- I understand that staff and volunteers are not allowed to initiate contact with members and program participants outside the CCA YMCA, unless necessary in certain limited cases for the smooth operation of a CCA YMCA program. If deemed necessary, contact should be made with the program participant's parent or guardian. Contact includes, but is not limited to, sharing of phone numbers, email addresses, personal websites and/or web logs. If a violation is discovered, the Y will take immediate disciplinary action toward staff and/or volunteers.
- I understand that I am not to leave my child* at the CCA YMCA or program site unless a CCA YMCA staff or volunteer is there to receive and supervise my child. I understand that my child must be escorted to and from the program area by me or another person on my authorized list. Children may not just be dropped off at the door. *Note: The CCA YMCA's policy is that children under the age of 12 may not be alone in our facilities/program sites.
- I understand children should not receive excessive gifts (e.g. toys, video games, jewelry) from CCA YMCA staff or volunteers, and I should report this to a supervisor if they do.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including relatives, must be listed with CCA YMCA and **must be at least 18 years of age required by the CCA YMCA**. Any other alternate pick-up arrangements must be made in writing by a parent/guardian. Phone notification of an alternate pick-up arrangement is only accepted in an emergency.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.
- I understand that I can help ensure my child's safety by taking an active interest in his or her CCA YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.
- I understand that the CCA YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I have received a copy of the CCA YMCA Youth Program Handbook and/or Program Policies and Procedures and will keep it for future reference.

Parent Signature _____

Date _____

Parent Notification of Communications Policy

Families entrust their children to the Cumberland Cape Atlantic YMCA's care for child care, camp, and other youth programs. Our promise to those we serve is to provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way.

CCA YMCA staff, volunteers, program participants and parents must work together to ensure adherence to this policy.

CCA Staff and Volunteers:

- Will block any personal websites or blogs and mark them as private, denying access to any CCA YMCA program participants
- Will not disclose personal email, telephone, cell phone or website information to any program participants
- Will not attempt to contact any participant via phone, text message email, phone apps, websites or blogs for non-program related business
- Will not use any photos taken for CCA YMCA programs or marketing purposes for personal use
- Will not use cell phones for personal calls during business hours
- Will not use cell phone cameras to take photos of program participants for any reason
- Will notify his/her supervisor immediately if a youth attempts to communicate with an employee via e-mail, instant message, cell phone or social network site

CCA YMCA Program Participants and Their Parents Agree:

- Not to contact any staff via staff's personal telephone/cell phone, text message, phone apps, email, websites or blogs
- Not to use cell phones during program hours
- They will not share photos, logos or images of the CCA YMCA or its program participants
- Personal photos may only be taken with consent and may not be displayed in any derogatory fashion
- Will not take cell phone photos of staff or program participants while engaged in CCA YMCA programs

Of course, the CCA YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private, and personal expression can have legal consequences, including defamation, copyright infringement and trademark infringement.

Parent Signature _____

Date _____



Cumberland Cape Atlantic YMCA 2024 CAMP REGISTRATION Deposits, Fees and Payment



Deposits

- A \$20.00 deposit is required for EVERY week/session.
- Deposits are non-refundable and non-transferable
- Deposits are due at the time of registration

Promotions

- Sibling Reduced Rate***: First child is full price, each additional child (registered in the same week of camp) will receive \$20.00 off
- Before and After Care Camp***: Fees are waived if five (5) or more weeks of camp are paid in full by April 30th, 2024 (Excludes \$10 Early Bird rates) Only the weeks paid for by this date will receive the free before and after care.
- Backpack***: Camper receives a free backpack if six (6) or more weeks if registered by April 30th, 2024 (\$10.00 value)
- Subsidized Families Only**: Families receiving assistance are eligible for a free t-shirt when co-pay for six (6) or more weeks are paid in full by April 30th, 2024.

*These discounts are for non-third party participants

Membership Fees

- \$35/Youth Program Member \$70/Family Program Member Current Program Member Current Full Facility Member

All Campers must be YMCA members. Membership fees are non-transferable and non-refundable

Credits (In House Only)

Refunds are not available for Deposits, Membership, or days your child is absent. In-house credits will be considered for medical reasons ONLY. Credit requests MUST be accompanied by a doctor's note.

Financial Assistance

Financial Assistance is available through Rutgers Southern Regional Child Care Resource & Referral. Contact our Financial Services Coordinator at 856-691-0030 extension 111 for more information. If denied by Rutgers, Financial Assistance is available through the Y - applications are available at the Member Service Desk and on our website, www.ccaymca.org. Funds are limited - APPLY EARLY.



Zipline at Merrywood!



Nature Enrichment



Outdoor activities at all our camps!



Cumberland Cape Atlantic YMCA 2024 CAMP REGISTRATION Checklist



Parent Checklist

Parent/Guardian please **initial** next to each item that you are handing in today. **(No check marks will be accepted.)**

_____ Completed Registration Form

_____ Photo Release

_____ Signed Medical Information

_____ Completed Health Form

_____ Immunization Record

_____ Expulsion Policy

_____ Food Form

_____ Merrywood Activity Waiver (Sequoia, Arrow, and CIT)

_____ Completed CIT packet (CIT only)

_____ Any notes or information to be filed on your camper (optional)

_____ Correct payment and/or deposit amount

Parent Signature

Parent is to sign off that all paperwork is filled out completely.

Parent Signature: _____ Date: _____

Staff Signature

Staff member receiving the paperwork is to sign off that all papers are filled out completely and correct money is remitted.

Staff Signature: _____ Date: _____

**THANK YOU FOR CHOOSING
TO SPEND YOUR SUMMER AT
THE Y, HAVE FUN AND MAKE
SUMMER CAMP MEMORIES TO
LAST A LIFETIME!**





**Cumberland Cape Atlantic YMCA
2024 CAMP REGISTRATION
Additional Emergency Contacts**

For _____
(Childs name)

Emergency Contact #5

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #6

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #7

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #8

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Please use this sheet only to add additional contacts and pick-up people for your camper(s). We will not accept it written on a separate piece of paper.



Parent/Guardian Signature: _____ Date: _____

10:122-6.8 Expulsion Policy

May be used to inform parents of the center's policy on the expulsion of children from enrollment

EXPULSION POLICY

Name of Center: Cumberland Cape Atlantic YMCA of Vineland

Name of Child: _____

Signature of Parent: _____

Unfortunately there are reasons we have to expel a child from our program either on a short term or a permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center.

IMMEDIATE CAUSE FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms, including child's immunization record.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical/verbal abuse to staff or their children.
- Excessive biting.
- Other (explain)

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child and 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 center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to time to seek alternative child care (approximately one to two weeks, depending on 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 center

A CHILD WILL NOT BE EXPELLED

- If a child's parent/guardian:
 - Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements
 - Reported neglect or abuse occurring at the center
 - Questioned the center regarding policies and procedures
 - Without giving the parent/guardian an adequate amount of time to make other child care arrangements

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment appropriateness of activities and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time out may be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given copies of the disruptive behaviors that might lead to expulsion
- Director, parent/guardian and classroom staff will have a conference to discuss how to promote positive behaviors
- Parent/guardian will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team



CIT HEALTH FORM

PLEASE RETURN FULLY COMPLETED FOR (BOTH SIDES) NO
LATER THAN JUNE 17TH
CUMBERLAND CAPE ATLANTIC YMCA
1159 E. LANDIS AVENUE, VINELAND, NJ 08360
(856)691-0030

Each Counselor in Training (CIT) MUST have a fully completed medical form for the CURRENT CAMP YEAR or will not be admitted to camp. This side to be completed and signed by the CIT and the Parent/Guardian if under 18. Please print.

NAME _____ Birth date _____

Siblings or children at camp _____

Parent/Guardian _____ Home () _____

Home Address _____ City _____ State _____ Zip _____

Business Phone () _____ Cell Phone () _____

Second Parent/Guardian _____ Home () _____

Home Address _____ City _____ State _____ Zip _____

Business Phone () _____ Cell Phone () _____

IF PARENT IS NOT AVAILABLE IN AN EMERGENCY, PLEASE NOTIFY:

Name _____ Relationship _____

Home Phone () _____ Cell Phone () _____

Name of Primary Physician _____ Phone () _____

Health Insurance Carrier _____ Policy # _____ Group# _____

General Questions: Please circle your response and explain "yes" answers below.

Has/does the CIT:

Information to be provided to Emergency Responders in case of loss of consciousness

- | | |
|--|--|
| 1. Had any recent injury, illness or infectious disease? YES /NO | 13. Ever been dizzy/passed out during/after exercise? YES/NO |
| 2. Have a chronic or recurring illness/condition? YES/ NO | 14. Ever had high blood pressure? YES/NO |
| 3. Have chronic lung condition/asthma? YES/NO | 15. Ever been diagnosed with a heart murmur? YES/NO |
| 4. Ever been hospitalized or had surgery? YES/NO | 16. Ever had back problems YES/NO |
| 5. Ever had a head injury or lost consciousness? YES/NO | 17. Ever had problems with joints (knees, ankles, etc)? YES/NO |
| 6. Have frequent headaches? YES/NO | 18. Have any skin problems (itching, rash, etc)? YES/NO |
| 7. Ever had seizures? YES/NO | 19. Had problems with diarrhea/constipation? YES/NO |

- | | | | |
|--|--------|--|--------|
| 8. Wear glasses, contacts or protective eyewear? | YES/NO | 20. If female, have an abnormal menstrual history? | YES/NO |
| 9. Have an orthodontic appliance at camp? | YES/NO | 21. Ever had an eating disorder? | YES/NO |
| 10. Have diabetes? (yes, dr orders must be provided) | YES/NO | 22. Ever seek professional help for emotional difficulty | YES/NO |
| 11. Ever had, frequent ear infections? | YES/NO | 23. Ever have issues with bleeding or clotting? | YES/NO |
| 12. Ever had chest pain during or after exercise? | YES/NO | 24. Have HIV? | YES/NO |
| 13. Have or had Mono in the last 12 months? | YES/NO | 25. Have any immunodeficiency? | YES/NO |

Please explain any YES answers

GENERAL CONSENT TO TREAT A MINOR

I hereby give permission to the medical personnel selected by the Camp Director to provide routine health care; to administer medications; to order X-Rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary transportation for the CIT. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Camp Director to secure and administer treatment, including hospitalization, for the person named above. This completed form may be photocopied to provide to health care providers acting in my best interest.

I do do not give permission for the Camp Director to administer Acetaminophen if necessary.

I do do not give permission for the Camp Director to administer Ibuprofen/Naproxen Sodium if necessary.

I **DO** consent to secure emergency services treatment in case of an emergency.

I **DECLINE** consent to secure emergency services treatment in case of an emergency.

Parent's Signature _____ Date _____

I am under the care of a physician for the following condition(s): _____

Have you had any of the following:

Measles Chicken Pox Mumps German Measles Hepatitis A Hepatitis B
 Hepatitis C Other _____

Allergies: None Yes (indicate below)

Asthma Hay Fever Penicillin Dairy Soy Wheat
 Peanuts Tree Nuts Poison Ivy Insect Stings Bee Stings Other _____

Date of Last Tetanus shot _____

Describe any current physical, mental, or psychological conditions requiring medication, treatment or special restrictions or conditions while at camp.

Describe any current treatments to be continued at camp including bronchial inhaler, bee sting kit, epi-pen or other health device.

List all current medications prescribed or over the counter including name, dosage, route and frequency.

Describe any dietary restrictions.

List all know allergies.

Name of CIT (Print) _____ Name of Guardian (Print) _____

Signature of CIT _____ Signature of Parent _____

Date _____ Date _____