



2016 Cambridge Youth Programs Afterschool and Summer Program Application Cover Form

March 2016

Thank you for your interest in Cambridge Youth Programs Licensed After School and Summer Opportunities at our state of the art, conveniently located youth centers.

Upon receipt of your application, our staff will review and determine eligibility and will follow up with any questions and to inform you about the status of your child's application.

This process may take up to 5-7 business days. Please make sure that you have completed the entire application. Incomplete applications may delay the process.

If you meet eligibility requirements and our programs are fully enrolled your child may be placed on a waitlist.

Once you have been notified that your child will be enrolled, please provide a check or money order payable to Cambridge Youth Programs. We offer payment plan options and may provide scholarships for financial need.

If you have questions, please call the Youth Center Director at the youth center where you are applying or 617.349.6200 and ask for Mercedes Soto.

CYP Application Receipt (Keep this Portion for Your Records)

Keep this section for your records

Date application submitted _____

Received by _____

Important Dates

- Afterschool Session One: Tuesday, September 8, 2015 – Friday, January 10, 2016
- Afterschool Session Two: Monday, January 13, 2016 – Friday, June 16, 2016*

Separate applications will need to be submitted for:

Vacation Weeks February (Feb 16-19) and April Vacation (April 19-22)

and Summer Programs (June 27-August 19, 2016)* (Dates subject to change)

2016 CYP Summer Program Application Checklist

Applicant First Name: _____ Last Name: _____

Currently Enrolled Members (only complete Pages 3 & 4)

- Page 3 Cambridge Youth Programs Pre-teen/Middle School Summer Programs
- Page 4 Parent/Guardian Information/Emergency Contact/Transportation/IEP Release Form

If you are NOT currently enrolled in Cambridge Youth Programs (Pre-Teen/Middle School), applicants must complete the entire packet (except Page 4).

New Applicants (Complete Entire Packet)

- Page 3 Cambridge Youth Programs Pre-teen/Middle School Summer Programs
- Skip Page 4 (only for currently enrolled members)
- Page 5 Youth Information & Parent Guardian Information/School Info/Transportation/Media
- Page 6 Youth Center Information
- Page 7 First Aid and Emergency Medical Care Consent
- Page 8 Off-Site Activities Permission Form
- Page 9 Family Information Questionnaire
- Page 10 Homework Policy (for School Year Program Applicants ONLY)
- Page 11 IEP Information Release Form

Financial assistance is available for those who qualify and return a Financial Aid Application (deadline 5/20)

If accepted into the program, all applicants must provide the following prior to the first day of program.

- Summer Food Program Application (to be provided by CYP)
- Copy of child's most recent physical exam
- If applicable, we may need a signed Individual Health Plan from your child's physician and medications in original manufacturer's packaging and container which includes prescription with the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered.
- One week deposit (\$125) to secure your child's spot
- \$20.00 CASH Non-refundable field trip deposit



**City of Cambridge Department of Human Service Programs
2016 Summer Programs Cambridge Youth Programs Pre-teen/Middle School**

Discovery Program

@ Russell Youth Center
680 Huron Avenue

The Girl Power Program

@ Frisoli Youth Center
61 Willow Street

Gately Summer Program

@ Gately Youth Center
70R Rindge Avenue

Sports Leadership Academy

@ Moses Youth Center
Formerly Area IV (243 Harvard St)

Mission Possible: Solve It!

@ Moore Youth Center
12 Gilmore Street

Who: Rising 4th-8th Graders (Must be 9 years old by June 27th and a Cambridge resident to attend)
When: 8 weeks, June 27 – August 19
Time: 8:30 am - 6:00 pm
Fee: \$125.00 per week (**13 Year olds are FREE**)

Check here to request a financial aid application (deadline 5/20)

- Registration Requirements:**
1. Application packet (cover page, summer food program application, packet)
 2. Copy of child's most recent physical exam
 3. One week deposit (\$125) to secure your child's spot
 4. \$20.00 CASH Non-refundable field trip deposit

I would like to apply for my child to attend the following program: (please select one)

- Sports Leadership Academy at Moses Youth Center (rising 4th-8th graders) The Girl Power Program at Frisoli (rising 4th-8th graders)
 Mission Possible: Solve It at Moore (Rising 6th-8th graders enrolled in CPSD Summer Middle School Math Program at Putnam Avenue Upper School)
 Discovery Program at Russell Gately Summer Program (rising 5th graders who are current members - 8th graders) at Gately

Check here to request a City Sprouts application for the following program: (please select one)

- Gately Summer Program (July 5-29) Discovery Program (August 1 -19)

Child's Information*:

Last Name	First Name	Date of Birth	Age	Grade (in Sept 2016)
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Home Address	City, State, Zip Code	Home Telephone Number
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My child will attend the following weeks:

<input type="checkbox"/> June 27 to July 1 <input type="checkbox"/> July 5 to 8 <input type="checkbox"/> July 11 to 15 <input type="checkbox"/> July 18 to 22	For office use only: <input type="checkbox"/> Paid <input type="checkbox"/> Paid <input type="checkbox"/> Paid <input type="checkbox"/> Paid	<input type="checkbox"/> July 25 to 29 <input type="checkbox"/> August 1 to 5 <input type="checkbox"/> August 8 to 12 <input type="checkbox"/> August 15 to 19	For office use only: <input type="checkbox"/> Paid <input type="checkbox"/> Paid <input type="checkbox"/> Paid <input type="checkbox"/> Paid
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Important! If your child currently attends one of the youth centers, please tell us which center has your packet and we can transfer it for you! My child currently attends one of the Youth Centers for afterschool:

- Moses (formerly Area IV) Frisoli Gately Russell

Parent/Guardian Signature

Date

***If your child is currently enrolled as a youth center member: Only Complete this page and Pages 3 and 4.**

***If you are new to CYP (not enrolled 2015- 2016 school year), complete this page, skip page 4 complete the remainder of the full application.**

<input type="checkbox"/> Deposit received	<input type="checkbox"/> Application received	For Office Use Only:	<input type="checkbox"/> Physical received	<input type="checkbox"/> Summer Food application received
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(FOR CURRENT CAMBRIDGE YOUTH PROGRAMS MEMBERS ONLY)

NEW APPLICANTS SKIP to PAGE 5

Parent/Guardian Information

Guardian #1 name: _____ Home address: _____

Home phone: _____ Cell phone: _____

Work phone: _____ Email address: _____

Guardian #2 name: _____ Home address: _____

Home phone: _____ Cell phone: _____

Work phone: _____ Email address: _____

Emergency Contacts (in order to be contacted if guardians are unable to be reached):

1. Name: _____ Address: _____

Relationship to child: _____ Phone: _____

Do you give permission for your child to be released to this person? Yes No

2. Name: _____ Address: _____

Relationship to child: _____ Phone: _____

Do you give permission for your child to be released to this person? Yes No

3. Name: _____ Address: _____

Relationship to child: _____ Phone: _____

Do you give permission for your child to be released to this person? Yes No

Transportation Information

The following individuals may pick up my child from the program. If someone other than these people picks up my child, I will notify staff in writing in advance.

1. Name: _____ Relationship: _____

Address: _____ Phone Number: _____

2. Name: _____ Relationship: _____

Address: _____ Phone Number: _____

3. Name: _____ Relationship: _____

Address: _____ Phone Number: _____

IEP Release Form

*(Please sign this section if your child has had any **changes** to his/her IEP)*

I hereby authorize my child's school/program to release my child's records including his/her Individualized Education Program (IEP), Behavioral Intervention Plan and/or Section 504 Plan. DHSP will not disclose the content of any such records to any other party without my written consent, except as DHSP may be required by law to do so. All records will be used for the purpose of evaluating my child's participation in DHSP's out of school time (OST) programs.

Parent/Guardian Signature

Date



Cambridge Youth Programs
Afterschool and Summer Program Application Packet
Youth Information

Last Name	First Name	Date of Birth	Age
Home Address		City, Zip Code	
Home Address		Email Address	
Eye Color	Hair Color	Skin Color	Height
Weight		Identifying Marks	

Racial/Ethnic Background (check all that apply):
 American Indian Asian Black Hispanic/Latino White Other: _____
 Gender: Male Female Primary Language Spoken at Home: _____

Please Check Each Session Desired

Afterschool Session One: Tuesday, September 8, 2015 – Friday, January 8, 2016
 Afterschool Session Two: Monday, January 11, 2016 – Friday, June 17, 2016
 Summer 2016 – June 27 – August 19, 2016 *Summer dates subject to change

Registration Fees

Sept-June- Grades 4th and 5th - \$150.00 per session, (Free and /or Reduced Lunch Eligible \$50 per session)
 Grades 6th, 7th and 8th – FREE!,
(There is a separate fee and registration form for summer programs)
Summer Program \$125 per week Summer 13 year olds FREE! (Scholarships available for Summer Program)
Please make check or money order payable to "Cambridge Youth Programs"

Parent/Guardian Information

Parent/Guardian #1 Name	Parent/Guardian #2 Name
Relation to Child	Relation to Child
Home Address	Home Address
Home Telephone Number	Home Telephone Number
Cell Phone Number	Cell Phone Number
E-Mail Address	E-Mail Address
Work Telephone #	Work Telephone #

School Information (as of September 2016)

Name of School: _____ Grade: _____ Teacher's Name: _____
 I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements are on file at my child's school. **Parent/Guardian Initials:** _____

Parent/Guardian Signature	Date
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For Office Use Only
 Original Date of Admission into Program: _____

Youth Center Information (Please check the Youth Center your child will attend)

- Moses Youth Center** 243 Harvard Street (617) 349-6262 (formerly Area IV)
- Frisoli Youth Center** 61 Willow Street (617) 349-6312
- Gately Youth Center** 70R Rindge Avenue (617) 349-6277
- Russell Youth Center** 680 Huron Avenue (617) 349-6314
- Moore Youth Center** 12 Gilmore Street (617) 349-6273 **(SUMMER ONLY)**

Please specify when your child will attend the Youth Center. If your child does not show up on a day that he/she is scheduled, a staff person will call you. If you know in advance that your child will be absent, please notify the center as early as possible. (Please note, afterschool hours are 2:00 pm to 6:00 pm, Summer Program hours are 8:00am-6:00pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Time:					
Departure Time:					

Transportation Plan and Authorization

My child will **arrive** at the program by:

- Unsupervised Walk
- Supervised Walk (who: _____)
- School Bus Drop Off
- Parent/Guardian Drop Off
- Other (Describe: _____)

My child will **depart** at the program by:

- Unsupervised Walk
- Supervised Walk (who: _____)
- Parent/Guardian Pick Up
- Other (Describe: _____)

The following individuals may pick up my child from the program. If someone other than these people picks up my child, I will notify staff in writing in advance.

1. Name: _____ Relationship: _____
Address: _____ Phone Number: _____
2. Name: _____ Relationship: _____
Address: _____ Phone Number: _____
3. Name: _____ Relationship: _____
Address: _____ Phone Number: _____

I hereby give my child permission to participate in all Youth Center programs, activities and trips. I understand that the activities may include team sports, field trips, and workshops on various topics such as career awareness, violence prevention, alcohol/drug abuse, and other issues pertinent to pre-adolescents.

Media Release

I **do** **do not** give permission to the City of Cambridge and the Cambridge Youth Programs to use photographic and video reproductions of my child for publicity purposes.

Parent/Guardian Signature

Date

First Aid and Emergency Medical Care Consent

Child's Name

Date of Birth

I authorize Cambridge Youth Programs staff who are trained in the basics of First Aid and/or CPR to give my child First Aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

Instructions to reach parent/guardian:

- | | |
|------------------|---|
| 1. _____
Name | home phone: _____
work phone: _____
cell phone: _____ |
| 2. _____
Name | home phone: _____
work phone: _____
cell phone: _____ |

Child's Pediatrician or Source of Health Care:

_____ phone: _____
Name and Address

Child's Allergies: _____

Symptoms of Allergic Reaction: _____

Chronic Health Conditions/Medications: _____

(Please Note: If your child uses *any* medication {prescription including inhalers, over the counter including sunscreen and/or insect repellent} we must have a signed Medication Consent form on file for your child. The consent form must contain the signatures of the parent/guardian *and* the prescribing physician.)

Health Insurance Company: _____ Policy #: _____

Emergency Contacts (in order to be contacted if guardians are unable to be reached):

1. Name: _____ address: _____
Relationship to child: _____ phone: _____
Do you give permission for your child to be released to this person? Yes No

2. Name: _____ address: _____
Relationship to child: _____ phone: _____
Do you give permission for your child to be released to this person? Yes No

3. Name: _____ address: _____
Relationship to child: _____ phone: _____
Do you give permission for your child to be released to this person? Yes No

Parent/Guardian Signature

Date

Off-Site Activities Permission Form

Child's Name

Date of Birth

I, _____, give permission for my child to participate
(Parent/Guardian's Name)

in all of the regularly scheduled on-going activities located at the following off-site facilities:

Area IV Youth Center, Frisoli Youth Center, Gately Youth Center, Moore Youth Center,
Russell Youth Center, parks, playgrounds and other destinations within a one mile radius of the
"home" Youth Center

The program will provide in writing a list of scheduled activities.

Parent/Guardian Signature

Date

Family Information Questionnaire

This form provides staff with a brief picture of your child and his/her family. The following information is strictly confidential and will only be used to help CYP staff understand and learn about your child. Any further information you feel might help the staff members make your child more comfortable at the program can be added on a separate sheet.

Child's Name: _____ Nickname: _____

1. Can your child speak and understand English? _____

2. How many children are in your family? _____

Name: _____ Gender: _____ Date of Birth: _____

3. Others in family who live in the same house:

Name: _____ Gender: _____ Relationship: _____

Name: _____ Gender: _____ Relationship: _____

4. What do you hope your child gains from this program?

5. With which agencies, services or partners do you work to support your child's development?

6. Does your child have any special needs? (health, physical, emotional) Yes ___ No ___

If yes, what type? _____

7. Have there been any major changes in your family routine during the past year? A new baby? Moving? Accident or injury to your child or other family member? _____

8. How does your child usually respond to a new experience? Shy? Assertive? Please describe:

9. What do you find most effective in calming your child when he/she is upset?

10. What activities does your child like **best**? Favorite toys/games/songs/activities?

11. What activities does your child seem to like **least**?

12. Are there any special dietary concerns and/or restrictions (e.g. foods not allowed, etc.)?

13. What additional aspects of your child's physical and/or emotional development would you like our staff to know about?

Additional comments:

Parent/Guardian Signature

Date



CAMBRIDGE YOUTH PROGRAMS

HOMEWORK POLICY (SCHOOL YEAR ONLY)



(for school year programs)

The mission of the Cambridge Youth Programs is to offer diverse, high quality programs that promote leadership and youth development through enrichment activities, unique experiences, and opportunities to develop relationships with adults and peers. Our programs enable Cambridge youth to thrive and feel a sense of belonging, resulting in young adults who are ready for future employment, higher education, citizenship and adult life.

An essential component of our programs is homework assistance. Each of our afterschool programs offer daily homework assistance. Youth work on their homework in a separate space from other activities, while CYP staff is on hand to offer assistance. While we try our best to ensure youth complete their homework as assigned, the success of our homework room depends on solid communication between CYP staff, youth, parents and teachers. Please review the following policy so that we can work together to help our children achieve academic success:

<p><u>CYP commits to:</u></p> <ul style="list-style-type: none"> * Communicate with families and teachers about youth’s homework assignments and progress * Provide alternate academic materials for youth who do not have homework or finish his/her homework before the allotted homework time ends * Offer guidance when youth are “stuck” * Help youth stay focused and on task * Encourage good work habits * Remove disruptive influences <p><u>CYP expectations of youth:</u></p> <ul style="list-style-type: none"> * Come prepared with homework and assignments * Be honest about homework assignments * Be considerate by working quietly * Only ask for help after trying to complete work on his/her own 	<p><u>CYP cannot commit to:</u></p> <ul style="list-style-type: none"> * Providing one-on-one tutoring * Forcing youth to do their work * Grading or correcting homework assignments * Disciplining youth for not completing work to family’s or teacher’s satisfaction * Ensuring youth <i>complete</i> homework daily <p><u>CYP expectations of parents/guardians:</u></p> <ul style="list-style-type: none"> * Communicate with CYP about youth’s homework and progress in school * Support CYP staff and policies * Encourage your child to display considerate, cooperative behavior * Review and discuss homework with your child
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We understand that families are busy and quite often youth need to complete their homework while in afterschool. When possible, programs will provide additional homework time during activities so that students can continue to work on their homework, with the assistance of an adult. See your home Youth Center for additional, more specific homework information.

Finally, CYP is constantly working to provide professional development to our staff to ensure they are best able to support our youth in our homework centers. We work with many partners, including the Cambridge Public School District.

I have read and understand CYP’s Homework Policy:

Printed name of guardian	Signature	Date

Printed name of child	Signature	Date

I have comments/questions/suggestions/concerns:

Moses Youth Center (Area IV) 243 Harvard Street (617) 349-6262	Frisoli Youth Center 61 Willow Street (617) 349-6312	Gately Youth Center 70R Rindge Avenue (617) 349-6277	Moore Youth Center 12 Gilmore Street (617) 349-6273	Russell Youth Center 680 Huron Avenue (617) 349-6314
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**City of Cambridge
Department of Human Service Programs
Information Release Form**

**For official
use only:**

(PRINT Child's Name)

(Name of School)

Please circle one: NEW STUDENT RETURNING STUDENT

I am applying for: **(Please check all your program choice(s).)**

Youth Centers

- Frisoli Pre-teen
- Frisoli MSP
- Gately Pre-teen
- Gately MSP
- Moses (Area IV) Pre-teen
- Moses (Area IV) MSP
- Russell Pre-teen
- Russell MSP

(MSP=Middle School Partnership)

Community Schools (CS)

- Amigos/CPort CS
- Elm Street CS
- Fitzgerald CS
- Fletcher Maynard CS
- Haggerty CS
- Harrington CS
- Kennedy CS
- King CS
- Linnaean CS
- Longfellow CS
- Morse CS
- Tobin CS

Afterschool Childcare

- Fletcher Maynard K-3
- King K-2
- King 2-5
- Morse K-2
- Morse 3-5
- Peabody K-2
- Peabody 2-5

King Open Extended Day (KOED)

- East Cambridge
- Haggerty
- King Open
- M. L. King
- Morse
- Peabody

Recreation

- Camp Rainbow
- The Cambridge Prgm
- War Memorial Prgms

I hereby authorize the Department of Human Services (DHSP) to observe my child in his/her school day classroom or program and to discuss my child's educational, physical, medical, psychological and/or other needs with his/her teachers, specialists, therapists, medical providers and other caregivers for the purpose of evaluating his/her participation in DHSP's out of school time (OST) and preschool programs.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ **Date:** _____

I decline authorization: _____ **Date:** _____

**PERMISSION TO OBTAIN STUDENT RECORDS
(IEP, 504 Plan, behavior plans)**

I hereby authorize my child's school/program to release my child's records including his/her Individualized Education Program (IEP), Behavioral Intervention Plan and/or Section 504 Plan. DHSP will not disclose the content of any such records to any other party without my written consent, except as DHSP may be required by law to do so. All records will be used for the purpose of evaluating my child's participation in DHSP's out of school time (OST) programs.

Parent/Guardian Signature: _____ **Date:** _____

I decline authorization: _____ **Date:** _____