



ALFOND YOUTH & COMMUNITY CENTER



# After School Program Counselor in Training (CIT) 2023-2024

A volunteer program for youth ages 13-15  
who have an interest in becoming  
a childcare counselor.

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Alfond Youth & Community Center  
126 North Street, Waterville, Maine 04901  
207-873-0684 [childcare@clubaycc.org](mailto:childcare@clubaycc.org)  
[www.clubaycc.org](http://www.clubaycc.org) [www.facebook.com/aycc.childcare](https://www.facebook.com/aycc.childcare)

**BELONG BELIEVE ACHIEVE**

# AYCC After School Program Counselor in Training Application 2022-2023



ALFOND YOUTH & COMMUNITY CENTER

## CIT APPLICATION REQUIREMENTS

**Counselor's in Training (CIT's) must be between the ages of 13-15 by August 31, 2023.**

1. Completion of CIT Application each year.
2. Have a valid AYCC Youth, Family or Teen Membership through the school year. Youth Memberships will be provided at no cost to the teen to participate if they do not currently hold an active membership.
3. A recent copy of the child's immunization records must also be submitted with this application.
4. Two written recommendations from persons, other than relatives or friends, who are familiar with your leadership abilities (i.e. teachers, club advisors, coaches, mentors, etc.)
5. Answer the questions found on the second to the last page of this application.

## CIT PROGRAM INFO

The CIT program is for teens who have a desire to become a childcare counselor. There is no fee to become a CIT with the After School Program. CIT's are considered volunteers and will be expected to complete required tasks and duties as assigned. There will be a limit of 12 accepted applicants per week into the CIT program.

## PURPOSE & PHILOSOPHY

During the school year, CIT's will focus on behavior management, communication, team building, and learning to get along with other CIT's, children, and staff members. The CIT's will assist group counselors in leading games, songs, activities, and will be assigned daily duties around the facility. CIT's will be allowed to participate in activities with their assigned groups as well as swimming and field trips.

The CIT Program will assist in providing instruction through practical experience and hands-on learning to acquire life and leadership skills through leadership development, values clarification, and problem solving-techniques.

## APPLICATION SUBMISSION

Gather all application materials and drop them off at the AYCC's Welcome Center, 126 North Street, Waterville, Maine to DJ Adams. Use the checkbox below to be sure you have included all materials in your submission.

DJ Adams, After School Program Director  
dadams@clubaycc.org / 207-873-0684

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Immunization Records
<input type="checkbox"/>	Two written letters of recommendation

## CONFIDENTIAL DEMOGRAPHICS

The following information is necessary for our records and the grant and donor funding our organization receives. This funding helps us provide quality staff, training, and quality programs to your child as well as to our members and to the community. The answers you provide are confidential. Your cooperation in providing this information is both appreciated and necessary.

**Estimated Annual Family Income** (Choose the option that best fits this household information)

Decline to answer  \$0-\$15,150  \$15,151-\$30,150  \$30,151-\$40,600  \$40,601-\$51,050  
 \$51,051-\$61,500  \$61,501-\$71,950  \$71,951-\$82,400  \$82,401-\$92,850  
 \$92,851-\$103,300  \$103,301+

**Family Setting:**  Foster Care  Two parent family  Single parent family  Extended Family  Other

**Is your child a U.S. Citizen?** \_\_\_\_\_ **Is your child a Maine Resident?** \_\_\_\_\_

**In which county do you reside?**  Kennebec  Somerset  Other  
 \_\_\_\_\_

### Race-Nationality:

African-American  Arab  Native American  Asian  Hispanic  
 Caucasian (white)  Multi-Racial  Other: \_\_\_\_\_

**Is either parent/guardian in the home in the United States Military?**  Yes  No

If yes, is he/she:  Active Duty  Reserve  Veteran

Which Branch: \_\_\_\_\_  
 \_\_\_\_\_

## After School Program at the AYCC - Waterville

Mon-Fri 2:15-6:00pm

Teacher In-Service Days - Full days 7:00 am-6:00 pm

Early Release Days - 12:00 pm-6:00 pm

School Vacations - Full day care available 7:00 am-6:00 pm - December, February & April

Program CLOSED - Mon, Sept 4 / Thurs & Fri Nov 23 & 24 / Mon & Tues, Dec 25 & 26 / Mon, May 27

# AYCC CIT REGISTRATION



ALFOND YOUTH & COMMUNITY CENTER

<b>Child's Last Name</b>	<b>Child's First Name</b>	<b>Middle Initial</b>	<b>US Citizen?</b>
<b>Preferred Name/Nickname</b>	<b>Date of Birth</b>	<b>Age</b>	<b>Gender</b>
<b>Pronouns</b> He/him she/her they/them other _____		<b>T-Shirt Size</b>	<b>Shoe Size</b>
<b>Home Address</b>	<b>City</b>		

<b>Parent/Guardian Name</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>Work Phone</b>
<b>Email Address</b>	<b>Employer</b>	<b>Employer Address</b>	<b>Employer Phone</b>

<b>Parent/Guardian Name</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>Work Phone</b>
<b>Email Address</b>	<b>Employer</b>	<b>Employer Address</b>	<b>Employer Phone</b>

**With whom does the child live?** \_\_\_\_\_  
(Parents/grandparents/aunts/uncles/foster, etc.)

<b>Emergency Contact</b> (other than parent)	<b>Contact Phone</b>
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<b>Emergency Contact</b> (other than parent)	<b>Contact Phone</b>
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## IMMUNIZATION RECORDS

The State of Maine DHHS now requires that licensed childcares hold immunization records for each child in their care. A recent copy of the child's immunizations must be included with this application. Records can be obtained by contacting your child's primary physician, and/or for Maine residents, through the State of Maine website:

<https://www.maine.gov/dhhs/forms/impact-immunization-record-request>

### Welcome Center Use Only

Member \_\_\_\_\_ ID# \_\_\_\_\_ Staff Initial \_\_\_\_\_

Date \_\_\_\_\_ Registered \_\_\_\_\_

Immunization Records Included \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Letters of Recommendation Included \_\_\_\_\_ Verified by DJ prior to acceptance/registration \_\_\_\_\_

# PICK-UP AUTHORIZATION

I, \_\_\_\_\_ (parent/guardian) give permission for the following people to pick up my child \_\_\_\_\_ from the childcare programs at the Alford Youth & Community Center. I understand I may modify my child's pick-up list at any point by completing a Pick-Up Authorization form or by speaking to a supervisor.

The only person(s) allowed to pick up my child(ren) from the program are:

**Parent/Guardian First & Last Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Parent/Guardian First & Last Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional Person First & Last Name \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE INCLUDE PARENTS/GUARDIANS on the pick-up list to assure accuracy of those with permission to pick the child up.**

*If at any time during the child's enrollment in AYCC childcare, parental or guardianship rights change, I will notify a childcare supervisor and provide proper documentation immediately.*

\*Please indicate if you are using a taxi service for transportation. We will not release a child to a taxi driver without written or verbal permission from the parent/guardian. The pick-up person(s) must be of legal age (18+). Special permission will be required for those under age 18 by written note only. No pick-up person(s) under the age of 16 will be allowed to sign out or take custody of a child. Photo ID's are required for pick-up.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## HEALTH HISTORY

Has your child ever been hospitalized?	If yes, please explain.
Does your child take medication during child-care hours?	If yes, please complete the Medication Form within this document.
Does your child have any medication allergies? (ex. penicillin, aspirin, ibuprofen, etc.)	
Does your child have any product or environmental allergies? (ex. latex, seasonal, insects, trees, etc.)	
Does your child have any medical conditions that childcare staff should be aware of? (ex. Asthma, Excema, heart disease, cancer, sensitive skin, etc.)	
Does your child have any emotional concerns that we should be aware of? (ex. Behavior challenges, ADHD, ODD, OCD, etc.)	
Does your child have any food allergies or dietary restrictions? (ex. Vegan, vegetarian, lactose intolerant, celiac disease, etc.) If yes, please complete and return the Allergy Form.	
Date of last Tetanus shot:	
Family Doctor Name/Practice	Phone
Family Doctor Address	
Family Dentist Name/Practice	Phone
Family Dentist Address	
In case of emergency, my child should be treated at: Please circle one. <div style="display: flex; justify-content: space-around;"> <span>MaineGeneral Medical Center</span> <span>Northern Light Inland Hospital</span> </div>	

## EMERGENCY INFORMATION

PLEASE FILL OUT COMPLETELY.

In case of emergency, illness or accident to your child, while in attendance in childcare, please state your preference for the procedure we take.

Please number the contacts in the order in which you would like us to proceed:

( ) Contact the mother/guardian at: \_\_\_\_\_ Phone \_\_\_\_\_

( ) Contact the father/guardian at: \_\_\_\_\_ Phone \_\_\_\_\_

( ) Contact the family doctor: \_\_\_\_\_ Phone \_\_\_\_\_

( ) Contact the family dentist: \_\_\_\_\_ Phone \_\_\_\_\_

( ) Use discretion and seek medical attention if I cannot be contacted. It is understood that my child will be transported to the hospital (of your choice) in an emergency situation.

( ) Please list any other instruction you wish:

\_\_\_\_\_

**Consent: In the event that neither parent/guardian can be contacted by telephone, I hereby give my consent to the childcare staff to follow the above order or procedure. My permission continues until I revoke it by notifying the Childcare Director in writing. I will be responsible for any/all costs of medical attention and treatment.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## AYCC CHILDCARE PROGRAM Medication Permission Form

207-873-0684    www.clubaycc.org  
childcare@clubaycc.org

<b>Child Last Name</b>		<b>Child First Name</b>	
<b>DOB</b>	<b>Prescribing Physician</b>		
<b>Name of Medication(s)</b>			
<b>Date of Medication Order</b>			
<b>Dosage</b>			
<b>Time &amp; Frequency of Medication to be administered</b>			
<b>Continue this medication until</b>			
I have given the first dosage on _____.			
<b>Date</b>			
I hereby verify that _____ has a valid prescription for the medication(s) listed above.			
_____		_____	
Parent/Guardian First & Last Name (Printed)		Parent/Guardian Signature	Date

Date	Number of Pills & Dosage	Parent/Guardian Initials	Staff Received	Date	Number of Pills & Dosage	Parent/Guardian Initials	Staff Received



## AYCC CHILDCARE PROGRAM

### Epi Pen & Inhaler Permission Form

Phone 207-873-0684 Fax 207-861-8016  
 childcare@clubaycc.org

Last Name _____	First Name _____	
DOB _____	Epi Pen _____	Inhaler _____
My child has permission to carry his/her Epinephrine Auto-Injector and/or Asthma Inhaler while in attendance of an AYCC childcare.		
Parent/Guardian Name _____ Phone _____		
Signature _____		Date _____

**A Licensed Medical Professional must complete the bottom section of this form.**  
**OR**  
**A copy of a recent Asthma Action Plan or Anaphylaxis Emergency Care Plan should be submitted to the Childcare Director.**  
 childcare@clubaycc.org

Name of Medication(s) _____						
Date of Medication Order _____						
Route & Dosage of Medication _____						
Frequency & Time of Medication Administration/Assistance _____						
Specific recommendations for administration (what type of symptoms would indicate need for medication?) _____						
Diagnosis and any other medical conditions requiring medication. _____						
Any special side effects, contraindications and adverse reactions to be observed? _____						
I hereby verify that _____ has a valid prescription and the knowledge and skills to safely possess and use the following medication while in the care of the AYCC.						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____ Physician's Office Name</td> <td style="width: 33%; border: none;">_____ Office Address</td> <td style="width: 33%; border: none;">_____ Phone</td> </tr> <tr> <td style="border: none;">_____ Physician's Name</td> <td style="border: none;">_____ Physician's Signature</td> <td style="border: none;">_____ Date</td> </tr> </table>	_____ Physician's Office Name	_____ Office Address	_____ Phone	_____ Physician's Name	_____ Physician's Signature	_____ Date
_____ Physician's Office Name	_____ Office Address	_____ Phone				
_____ Physician's Name	_____ Physician's Signature	_____ Date				



<h1 style="margin: 0;">Release &amp; Policy Information</h1>	<b>Parent/ Guardian Initials</b>
<p><b>Photos</b> - I grant permission for the AYCC to take video and/or photographs of my child for the purpose of marketing and promoting the AYCC.</p>	
<p><b>Pick-Up Policy</b> - Childcare closes PROMPTLY at 5:30 pm for satellite locations and 6:00 pm for Waterville. A late fee of <u>\$5.00 per 15 minute</u> intervals will be charged for any child who is picked up after this time. The fee will be paid at the Welcome Center upon arrival. Your child <b>may not return</b> until this fee is paid. Multiple occurrences of non-payment and/or non-compliance of our pick up schedule, could result in termination of services.</p>	
<p><b>Transportation Release</b> - I give the AYCC permission to transport my child to and from childcare or field trips and agree to provide a note if other transportation is to be used or if other adults will be dropping off or picking up the child.</p>	
<p><b>Lost and Found</b> - I understand the childcare programs &amp; AYCC are not responsible for lost or stolen items.</p>	
<p><b>Technology Use Policy</b> - As a member of childcare, your child will have access to the internet. In order to maximize the benefits of the internet use and minimize any possible dangers, we have created specific guidelines that are to be followed at all times. All parents must review guidelines with their child(ren) and provide consent for their child(ren) to view and/or use the network. I have reviewed the technology policy with my child(ren), located in the <b>Childcare Handbook</b> and understand that if my child(ren) misuses the policy guidelines; he/she will lose their network privileges and may undergo disciplinary action.</p>	
<p><b>Bullying Policy</b> - It is the intent of the AYCC to provide all youth with a safe, orderly, and respectful recreational environment. Administration and staff will provide clear expectations and consequences for all participants and be consistent with NO TOLERANCE for any bullying behavior. Bullying behavior is defined by repeated comments, name calling, gestures, or actions made with the intent to harm, distress, intimidate, threaten, or coerce another individual. I have read and understood the bullying policy stated in the <b>Childcare Handbook</b>.</p>	
<p><b>Child Guidance &amp; Dismissal Policy</b> - The childcare program wants all children to feel safe and cared about while attending the AYCC and any of its programs. We understand that children attending our programs may still be learning emotional skills and self-regulation strategies. Our goal is to help support and guide children in navigating and honing these critical skills during their time in childcare. Staff will guide and provide behavioral support as necessary, however, children may be sent home due to incidents involving physical aggression, safety or health concerns (ie. spitting, biting) and high levels of elopement or other behavioral challenges that require consistent support and/or multiple staff person support. Repeated occurrences or extreme cases may result in further action, to include temporary dismissal, up to permanent dismissal from the program.</p>	

<b>Release &amp; Policy Information Continued</b>		<b>Parent/ Guardian Initials</b>
<p><b>Impairment Policy</b> - If the program staff feel the adult picking up the child(ren) is under the influence of drugs or alcohol, the staff will strongly recommend that another person is called for pick-up. If the recommendation is not acted upon, the staff will notify the police department. I understand the impairment policy.</p> <p><b>Parent/Guardian Signature</b> _____ <b>Date</b> _____</p>		
<p><b>Child Abuse &amp; Neglect Policy</b> - We are licensed by the State of Maine, Department of Health &amp; Human Services, which means we are required to report any suspected cases of child abuse or neglect. Identity and information shared in this report are kept strictly confidential. All AYCC employees are mandated reporters.</p>		
<p><b>Pick-Up &amp; Health Policy</b> - Parents/guardians are required to make an immediate pick-up for behavior challenges, illness, lice, vomiting, fever of 100.4 or higher, diarrhea, or bathroom accidents. Pick-up must take place within one hour of receipt of our call. If your child did not attend school for illness or behavioral challenges, your child may not attend childcare. If the illness causes the child to be unable to actively participate in the activities, then they will be sent home. If the illness is contagious, a doctor's note or approval from the Director will be required upon return. The child will be unable to return until they have been symptom free for a minimum of 24 hours.</p> <p><b>Parent/Guardian Signature</b> _____ <b>Date</b> _____</p>		
<p><b>Childcare Handbook</b> - It is very important to us to make sure parents/guardians are well informed of all our policies and guidelines. All of the policies are written in detail in the <b><u>Childcare Handbook</u></b>, located at the Welcome Center or available on our website at <a href="http://www.clubaycc.org">www.clubaycc.org</a>. (Full policies are not written in the registration form). Parents/Guardians are required to read and understand all the information both in the registration form and the <b><u>Childcare Handbook</u></b>. Please see one of the directors with any questions/concerns. I have read and understood both the registration form and <b><u>Childcare Handbook</u></b>.</p>		
<p><b>Registration</b> - I acknowledge that the information included in this packet is current and correct to the best of my abilities. If any of the information (such as contact or custody information) changes, I will notify the Childcare Coordinator immediately.</p> <p><b>Parent/Guardian Signature</b> _____ <b>Date</b> _____</p>		
<p><b>Snow Day Policy</b> - the After School Program MAY BE open on snow days, depending on the severity of the storm and the number of youth needing to utilize the childcare services for the day. The AYCC will publish on our Facebook pages and Childcare Coordinators will reach out to families in advance where possible to see what the need might be.</p>		
<p><b>Personal Electronic Device Policy</b> - To assure all aspects of child safety while at the AYCC After School programs, personally owned electronic devices may not be used by youth. This includes cell phones, iPads, apple watches, Bluetooth headphones, etc., unless specifically identified as needing one through a youth support plan. Youth are expected to participate in planned program activities; playing on the playground, doing arts and crafts, reading, playing board games, competing in gym games, or conversing with peers and staff during the childcare hours.</p>		

<h1 style="text-align: center; margin: 0;">Release &amp; Policy Information Continued</h1>	<b>Parent/ Guardian Initials</b>
<p><b>Homework Club</b> - I would like my child to participate in the Homework Club, and understand that the childcare staff will encourage my child to participate but it is not required. I give permission for the AYCC Education Teacher to contact my child's school to discuss academics.</p>	
<p><b>Open Swim Release</b> - I would like my child to participate in open swim time on as available during the week. I understand that my child may not be able to go every day offered due to limited space. There are limited options of swim attire to borrow. Please circle your child's ability in the water: <b>Beginner Moderate Advanced</b></p>	
<p><b>Adventure Playland</b> (inflatable playground), <b>Climbing Wall &amp; Gronk Zone Release</b> - I give permission for my child to participate in the Adventure Playland, Climbing Wall and Gronk Zone programs. Children are required to wear socks in Adventure Playland and socks and sneakers on the Climbing Wall and in the Gronk Zone areas. These spaces are used daily, please pack accordingly.</p>	
<p><b>Kid Fit &amp; Other Youth Fitness Options</b> - I give permission for my child to participate in youth fitness options that may be offered by AYCC Certified Group Fitness Instructors. Children must have socks and sneakers to participate.</p>	
<p><b>Bee Hive Care</b> Our gardens and greenhouse have added another element of natural education to include bee hives. The children will be given the opportunity to participate in bee care, processing, and life cycle exploration. The AYCC has purchased several bee uniforms that will aid in protecting the staff and children from stings. The hives will be located at the community gardens across the street to further minimize the risks to children within our program. Any child who has documentation expressing an allergy to any bee species will not be eligible for participation unless granted written permission by parents. Parents must also supply a non-expired Epi-pen for child with an allergy to participate.</p>	
<p><b>AYCC Family Partnership Program</b> - Are you looking for more family-focused educational and wellness opportunities or are you looking for a way to connect with other families in a fun, safe, and familiar setting?        _____ No, thank you        _____ Yes Please include the best email address to use for group communications. _____</p> <p>The group will meet every other month during the school year. Meeting times will vary and childcare will be provided when necessary. Feel free to reach out to any of the supervisors with questions.</p>	
<p><b>Video Surveillance System Usage Policy &amp; Procedures</b> The purpose of the AYCC video surveillance system is to help make the AYCC safer for youth, visitors, members, and employees by providing surveillance of key public space areas to reduce crimes, injuries, accidents, and incidents. The primary use of the system is to allow the after-the-fact investigation of accidents, incidents and potentially crimes, within the AYCC. Cameras are currently installed around the public spaces (rooms, hallways, building exterior) within the AYCC. Cameras are not used to specifically protect private properties within the facility and are not located around areas where the public might have an expectation of privacy (e.g., locker rooms &amp; restrooms). For the protection of AYCC members and community members, individuals are generally not permitted to view security footage other than what is visible real time security feed featured in the AYCC welcome area. Recorded video will be made directly available to the general public only to the extent required by law.</p>	

## **MINOR Participant Waiver, Release, Indemnification**

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in Boys & Girls Clubs and YMCA of Greater Waterville at the Alford Youth & Community Center (herein known as AYCC) Programs, now or any time in the future.**

### **Acknowledgment of Risk**

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in AYCC activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with AYCC participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with AYCC participation and that said list in no way limits the operation of this Agreement.

### **Coronavirus / COVID-19 Warning & Disclaimer**

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in AYCC programs or accessing AYCC facilities could increase the risk of contracting COVID-19.** AYCC in no way warrants that COVID-19 infection will not occur through participation in AYCC programs of accessing AYCC facilities. \_\_\_\_\_ **Initials**

### **Waiver, Release, Indemnification & Covenant Not to Sue**

In consideration of \_\_\_\_\_'s participation in AYCC activities/programs I, \_\_\_\_\_, the parent/guardian of the minor named above, agree to release and on behalf of myself and the minor named above, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE the AYCC, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against the AYCC on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of AYCC facilities/equipment or participation in AYCC programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees. \_\_\_\_\_ **Initials**

In consideration of the named minor's participation in any AYCC activities/programs, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's AYCC activities/programs participation.

I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in AYCC activities/programs participation and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in AYCC activities/programs and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death.

I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in AYCC activities/programs.

I further certify that my date of birth is \_\_\_\_\_ (MM/DD/YYYY), that my present age is \_\_\_\_\_, that I am therefore of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

**Participant Name (Print Clearly)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

### KVCAP Van Transportation (for Waterville Residents only)

The Boys & Girls Clubs and YMCA of Greater Waterville at the Alford Youth & Community Center contracts with Kennebec Valley Community Action Program (KVCAP) and transports **Waterville residents** with no other means of transportation. Parents are required to be at the location when children are dropped off after attending the ASP. If your location is on the north end of town, the estimated time of arrival is between 4:00pm to 4:55pm. If your location is in the south end of town, the estimated time of arrival is between 5:15-5:30pm. Parents must complete the permission slip, located at the bottom of this sheet and return it to the Director, or the child will not be permitted to ride the van. **The van runs Monday-Friday, only when school is in session** (not on in-service or vacation days). When signing up for this service, please understand that your child has to take the van every day they attend the program.

**If you are not in need of this service, please leave this page blank.**

In case of inclement weather, the van run will be cancelled (ex. Early release for weather reasons or snow days). You may call the school and change your child’s drop off location if this is a difficulty. **To check for van cancellations, please call 207-873-0684 or KVCAP at 207-859-1500.** Follow KVCAP on Facebook at facebook.com/kvcap

**It is the parent’s responsibility to check for cancellations.**

\_\_\_\_\_ **North End** (Armory area run) - please circle one

<b><u>Location:</u></b>	<b><u>Estimated Time of Arrival</u></b>
1. Chaplin St. (Grondin’s Cleaners)	4:40pm
2. North End Variety	4:50pm
3. Ace Tire	4:45pm
4. Armory	4:55pm

\_\_\_\_\_ **South End** (KVCAP area run) - please circle one

<b><u>Location:</u></b>	<b><u>Estimated Time of Arrival</u></b>
1. Corner of Pleasant & North Streets	5:15pm
2. Albert S. Hall School	5:20pm
3. Lutheran Church/Cool Street	5:25pm
4. KVCAP Transportation	5:30pm

Please indicate the address of drop off, if different than home address.

Address \_\_\_\_\_

I \_\_\_\_\_ (Parent/Guardian Name), give permission for

\_\_\_\_\_ (child’s or children’s names) to take the van home. If I am unable to meet the van, I understand that the driver will not drop my child off and I will be required to pick my child up at the AYCC. I understand that if I do not make my weekly childcare payment, I will be expected to immediately pick up my child. If I make changes to the schedule, I must notify the Childcare Site Coordinator/Director. I will provide a CURRENT contact phone number to make sure I am reachable. I will also sign and return all incident/behavior reports before my child returns. (Reports can be given to the driver if this is a hardship).

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Space is limited. Please explain your reason for requiring transportation for your child.

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

## ACTIVITIES FORM

Children participating in another activity within the Alford Youth & Community Center while attending any pay-for-play program (such as swimming lessons, dance, karate) must complete this form, so we will know when and where your child should arrive. Activity sessions are seven-weeks in length. The childcare activities list will clear at the conclusion of each session so **parents/guardians must submit a new form for each session of classes**. Forms are available at the Welcome Center.

Children will not be brought to programs without updated parental consent for each session of program enrollment.

**It is the parent/guardian’s responsibility to inform the childcare program of any changes in this schedule. If a child refuses to participate in an activity, childcare staff will not be held responsible.**

Child’s Name \_\_\_\_\_ Grade \_\_\_\_\_

Activity/Class Name \_\_\_\_\_

Activity/Class begin time \_\_\_\_\_

Activity/Class end time \_\_\_\_\_

Activity/Class day(s) of the week \_\_\_\_\_

Session - must complete registration process first:

**Fall I                      Fall II                      Winter                      Spring I                      Spring II**

Comments  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that my child leaves the custody of the licensed childcare program when attending activities/activities.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**OTHER RELATED LEADERSHIP OR WORK EXPERIENCE**

Leadership Courses Taken: \_\_\_\_\_  
\_\_\_\_\_

Leadership Experience: \_\_\_\_\_  
\_\_\_\_\_

Work or Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATIONS**

Please list date and place certified as well as level achieved and certifying organization:

Swimming (circle verifying organization) American Red Cross YMCA BSA

\_\_\_\_\_

First Aid/CPR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFTER SCHOOL PROGRAM QUESTIONS (REQUIRED FOR ASP)**

Why are you interested in working as a CIT in our program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some skills and interests that you bring with you into this role?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some skills you wish to improve through this role?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experience do you have overseeing and mentoring youth?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a particular age group you are interested in working with?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Tell Us About Your Child

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

What 5 words would you use to describe your child?

What significant life experiences has your child had that we should know about to better meet his/her needs within our programs.

- Fire at home                                       Chronic illness                                       Death of family member
- Divorce/separation of parents                       Foster care                                       Adoption
- Recent move                                       New family member(s)                       Domestic Violence
- Child Abuse/Neglect
- Behavioral/Mental/Developmental/Physical Diagnosis (please list) \_\_\_\_\_

Other \_\_\_\_\_

What does your child like to do in his/her spare time at home?

Does your child have any stressors or triggers that you would like staff to be aware of?

What helpful tools/strategies your child uses when they are upset to help calm themselves down?

Are there other activities you would like us to consider adding to the program?

What way(s) would you like to help the program? Donations, volunteer, read books, help with events....

Are you interested in having a mentor for your child? \_\_\_\_\_yes                      \_\_\_\_\_no

Are there any other useful information or helpful strategies for childcare staff to know to best support your child?