



Potrero Hill Neighborhood House
953 DeHaro Street
94107 San Francisco
(415) 826-8080

SUMMER IN THE CITY+
Year-round YOUTH PROGRAM
Starting June 22, 2020

Dear Parents/Guardian/Caretaker:

The Potrero Hill Neighborhood House Board of Directors and staff, would like to welcome you and your child(ren) to our Summer In The City+ year round program. However, families are welcomed to engage in the summer only, if desired. We are looking forward to a fun-filled year of enriched studies and activities. Summer program begins Monday, June 22, 2020. Program hours are Monday – Friday, 9:00am to 5:00pm. We will host two (2) four (4) week sessions. The first session runs from Monday, June 22, 2020 – Friday, July 17, 2020. The second session begins Monday, July 20, 2020 – Friday, August 14, 2020. Your child(ren) may attend both sessions for a total of eight (8) weeks. However, they must attend program at least 3 days a week to throughout the program to qualify for the second session. A **Non-Refundable Registration fee of \$50.00 for summer program** and is payable at the time you submit your summer application. This fee will cover cost for face masks, gloves and hand sanitizer. We greatly appreciate your understanding and cooperation. During the summer, your child will engage in inside activities for at least four (4) hours a day, experiencing fun, enriching activities, including STEM, sports, drama and dance along with two (2) hours focused on academics. The remaining hours will be spent outside exploring amenities of San Francisco and the Bay Area. During the school year, our Afterschool program runs Monday – Friday, 3:00 pm – 6:00 pm daily. **Afterschool program is free.** We escort students from Starr King and Daniel Webster Elementary Schools. Otherwise, students may be dropped off by parents and/or take the bus to program. Our afterschool program provides homework assistance and tutoring to reinforce information students are learning in school. Both programs include care and supervision of school aged children, group activities, excursions, sports, games, arts, crafts, STEM, and a wealth of other enriched activities. Breakfast, lunch, and snacks are provided daily over the summer and evening meals and snacks are served during the school year.

Potrero Hill Neighborhood House Summer In the City+ is designed to serve children ages 6 to 13. Due to California State Compliance, no exceptions will be made to the above stated ages.

Please pay special attention to the materials provided in this registration packet. This includes specific information concerning our policies and procedures and medical information necessary for enrollment into the Potrero Hill Neighborhood House's Summer In the City+ Program.

We look forward to an enjoyable year and welcome you to our Summer in the City+ program. If you have any questions, please contact Albert Johnson, Program Coordinator at (415) 826-8080 X617(w) or 415/845-5741(c). Sincerely,

Edward Hatter
Executive Director



Potrero Hill Neighborhood House Summer in the City + Program, 2020-Registration Form

Name: _____ **Age:** _____ **Date of Birth:** _____

Sex: M / F **Ethnicity:** African Amer. Asian Hispanic Middle Eastern Pacific Islander
European Multiracial/Multiethnic Other (specify) _____
(Fall)

School: _____ **Grade:** _____

Family Income Information: Does anyone in the household receive Public Assistance? Yes No

If yes, what type? TANF Food Stamps GA Medi-Cal SSI Other _____

How many family members live in the household? _____

What is the total combined wages of all family members for the last 6 months? _____

Parent/Guardian/Caregiver Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Other Phone:** _____

In case of emergency please contact: _____

Emergency Contact Phone Number: _____

NOTE: During the school year, staff will escort Potrero Hill Residence home.

At dismissal my child is to: (please check one)

Walk Home _____ **Ride MUNI** _____ **Will be picked up only** _____

If your child is to be picked up only, please list person/persons allowed to pick up your child:

Name: _____ **Relationship:** _____ **Phone** _____

Name: _____ **Relationship:** _____ **Phone** _____



Potrero Hill Neighborhood House Summer in the City + Program 2020-Rules & Regulations

Please **read and discuss the following with your child(ren)**, so that he/she fully understands and adheres to all rules and regulations of the Summer in the City+ Youth Program.

1. Youth participants are asked to seek Covid19 testing, ideally from their primary care provider (PCP) prior to registration and/or attending program.
2. Youth must arrive at summer camp no later than 9:30am wearing masks. Youth must be Covid19 screened and temperature checked by staff prior to entering the facility. Students must wash hands immediately upon entering the building. Maintain 6 feet distance from others.
3. All parents picking up and dropping off students must wear masks. Parents may not enter the facility (main office only and must be screened, temperature checked and hands sanitized before entering).
4. Toys and personal items are not allowed at program. **The Potrero Hill Neighborhood House staff will not be responsible for lost items.**
5. **No junk foods.** This program will provide appropriate meals and snacks each day.
6. Bullying, profanity, stealing, name calling, teasing, disrespectful or any unruly behavior are **NOT TOLERATED**. These infractions will result in immediate **Disciplinary Actions**.
7. Should your child become injured during any of the Program activities, Staff will administer the necessary first aid. In case of a serious accident, (1) Paramedics will be called, (2) Parents will be notified immediately, if we cannot contact parents, we will call the designee (3) if we cannot contact either of you, your child will be taken to the nearest hospital via ambulance unless otherwise specified in Student Emergency/Medical Information Form (see pg.6).
8. Should your child become ill during program, PHNH staff will immediately notify the parent/guardian to make arrangements for the child to be picked up and taken home. **Staff will not administer medication.**
9. During school year students are to **report to designated meeting place immediately upon dismissal from school**. Staff members will be there to escort students to program.

I have read and discussed the above rules and regulations with my child.

Parent/Guardian/Caregiver Signature

Date

Child's Signature

Date



Potrero Hill Neighborhood House
Summer in the City + Program, 2020-Disciplinary Policy

Policy Statement

Rules of acceptable conduct have been established; **please discuss these rules with your child(ren)**. We will review these rules with you and your child(ren) at orientation. Our policy is designed to protect all participants, develop proper personal behavior, encourage self-discipline, and maintain a safe environment.

Disciplinary Procedure

Discipline may take the form of a short “time-out” or similar technique that involves isolating the child from the group until he/she is capable of functioning in an acceptable manner. Good behavior is rewarded with praise as positive reinforcement. Parents are expected to encourage their child to **follow all rules** established by Program Staff.

The Program Staff will immediately redirect children who exhibit unacceptable behavior, which may be harmful to themselves and/or others. If more serious disciplinary actions are warranted, the Parent/Guardian/Caretaker will be notified. In such cases, the following procedure for minor offenses will be observed.

- | | |
|-----------------------------|---|
| First Offense: | Redirect and notice to parents |
| Second Offense: | Restorative Circle, and Verbal Warning |
| Third Offense: | Restorative Circle, Parent conference and Three (3) days suspension |
| Consistent Offenses: | Five (5) Day Suspension and/or Expulsion |

NOTE: The PHNH has zero tolerance for any acts of violence. This may result in immediate expulsion.

General Rules of Conduct

- Be on time
- Be Respectful
- Be Safe (Wear masks, maintain physical distance and cleanliness, No fighting, running, screaming)
- Stay with your assigned group only
- Listen and Obey instructions from Staff
- Follow all Potrero Hill Neighborhood House Program Rules and Regulations

We have read, discussed and accepted these conditions to participate in the Summer in the City + Program.

Parent/Guardian/Caregiver Signature

Date

Child’s Signature

Date



Potrero Hill Neighborhood House - Summer in the City + Program 2020
Parent/Guardian/Caregiver Consent Form

Dear Parent/Guardian/Caretaker:

This page contains three different and distinct permission requests. Please review each section. Authorization to release school student records, as well as permission to participate in the Summer in the City+ activities are required by all participants.

Authorization to share students' academic information

I hereby authorize _____ (name of school) to release, upon request by any Potrero Hill Neighborhood House Representative academic information pertaining to _____ (name of Student) while s/he is a participant in the Summer in the City + program.

Parent/Guardian Signature _____ Date _____

Potrero Hill Neighborhood House Summer in the City Media Release

I understand that Summer in the City+ regularly takes pictures and video of program activities. Some of these pictures and video will be used as agency information through newsletter, internet presence, zoom programs, agency brochures, displays, etc. By signing this release, I am authorizing PHNH to use any pictures or video that may include my child's photo, as well as any captions or names associated with the activity. PHNH regrets that it cannot offer financial compensation for use of these photos.

NOTE: If you do not want your child's photo used, you do not have to sign this portion of the form. Not signing this portion will not affect you child's application.

Parent/Guardian Signature _____ Date _____

Permission for COVID19 screening and temperature each day upon arrival to Summer in the City + Program

By signing below, you are acknowledging the following:

- You are aware and consent to your child's participation COVID19 screening by Summer in the City+ staff
- You hereby give authorization for Summer in the City+ program staff to take your child's temperature before entering program.

Parent/Guardian/Caregiver Signature

Date



Potrero Hill Neighborhood House Summer in the City Youth Program, 2020

Student Emergency / Medical Information Form

Note: This page must be **fully** completed

Child's Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____
(City) _____ (State) _____ (Zip)

Home Phone: _____ Child Lives With: Family Foster Group Home Homeless

School : _____ Grade _____ Other _____

Parent/Guardian/Caregiver Name: _____

Address: _____
(City) _____ (State) _____ (Zip)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact: In case child listed above becomes ill or is injured at the Summer in the City Youth Program and Parent/Guardian/Caregiver cannot be contacted, the P.H.N.H. authorities have my permission to contact and release my child to the custody of one of the following:

	Name	Relationship	Phone Number
1			
2			

Can your Daughter or Son: _____ (circle one)

Receive emergency medical treatment if necessary? Yes No

Be taken to the nearest medical facility? Yes No →

If No, please specify the facility your daughter or son should be taken to:

Does your Daughter or Son have healthcare Insurance? Yes No

If yes:

Facility _____

Name if Carrier: _____ Policy Number: _____

Address _____

Primary Care Physician: _____ Phone: _____

Phone _____

Please indicate any special needs your child may have that would affect his/her participation in the planned program activities.

NOTE: A licensed physician's written medical assessment and immunization records of the child must be received within 30 days of admission into this program.

Allergies: _____

Medications: _____

Disability/Special Needs: _____

Should the need occur I authorize the Potrero Hill Neighborhood House (PHNH) staff or any medical personnel to act in accordance to the above instructions. If in the event that the medical services needed are not clearly addressed above, I authorize PHNH or any medical personnel to exercise their best judgment in providing appropriate medical service.

Parent/Guardian/Caregiver Signature

Date



Insert

COMMUNITY CARE LICENSING
Child's Preadmission Health History –Parent
Report



Insert

State of California Health and Human Services
Agency

Consent for Emergency Medical Treatment –
Child Care Centers Or Family Child Care Homes



Summer In the City + Child Assessment Form

Purpose:

These questions are designed to collect information needed to provide the best, and most appropriate care for your child(ren). We want to insure their enjoyment and success in this program. Therefore, we ask that you answer these questions to the best of your knowledge. Thank you.

1. What does your child like to do? _____
2. What does your child do well? _____
3. How is your child doing at home, in school, with friends? _____

4. Is your child having a hard time fitting in? Yes / No If Yes, Please Explain: _____

5. What activities does your child like to do when playing with other children? _____

6. What does your child do when he/she is upset? _____

7. When your child gets upset what helps them calm down? _____

8. How do you tell your child to stop a behavior that you don't approve of or that might be dangerous?

9. How does your child communicate his/her needs? _____
10. How can SIC best support your child? _____



PHNH-Summer in the City + Program
2020-Release Waiver Form/ Rights of Licensing Agency

Release Waiver Form

I _____ hereby grant permission for child(ren) to take part in the aforementioned Potrero Hill Neighborhood House Program or Activity. I hereby release and hold harmless the Potrero Hill Neighborhood House, any and all employees or agents, to the extent allowed by law. I have informed the Potrero Hill Neighborhood House Staff of any physical or medical conditions that may hinder my child’s participation in the program or activity. Furthermore, unless otherwise stated in writing, I give my permission to use any photographs or likeness of my child taken in the Program to be used for publication purposes. I understand all confidential and personal information will be withheld.

Parent/Guardian/Caregiver Signature

Date

Rights of the Licensing Agency

The California Department of Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relating to the operation of the Summer in the City+ Program. The Department has the authority to observe the physical condition of the child(ren), including condition that could indicate abuse, neglect, or inappropriate placement.

Parent/Guardian/Caregiver Signature

Date

Edward Hatter, Executive Director

Date



SCHOLARSHIP APPLICATION

**This form is for families with three (3) or more children enrolled into
Summer in the City+ 2020
And in need of financial assistance**

Name of the child: _____

School: _____

Grade: _____ Date of Birth: _____

Parent/Guardian Name: _____

Address: _____

City, State and Zip code: _____

Home Phone: _____ Cell Phone: _____

Does anyone in your household receive Public Assistance? ___ Yes ___ No
If yes, what type? (Circle all that apply)

TANF Food Stamps GA Medi-Cal SSI Other _____

How many family members live in your household? _____

What is the total combined wages of all family members? _____
(Please attach income verification)

The following is a list of the scholarships offered.

PLEASE INDICATE THE SCHOLARSHIP YOU ARE APPLYING FOR:

A. \$25.00 Public Assistance Recipient: You Pay \$25.00 _____

Signature of Parent/Guardian and Date

For Potrero Hill Neighborhood House use only

Date: _____ Reviewed by: _____

Accepted: ___ Yes ___ No

Approved: _____ Date: _____

Executive Director