

# PARENT HANDBOOK

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## PARTICIPANT AGES

The NYSP Summer Program is for children ages 8-16. \*\*Please note that all participants must be at least 8 years old by August 30, 2023.

## PROGRAM DATES AND TIMES

Program opens June 12 – July 14, 2023, Monday through Friday

\* Program is closed June 19, 2023, and July 4, 2023

Program	Program Times	Notes
NYSP Summer Program	8:00am-1:30pm	Includes all activities, free medical screening, and free lunch. <b>Swimming is Mandatory</b>

## PROGRAM TUITION

Residence	NYSP Summer Program
City of Cleveland	\$85.00
Outside City of Cleveland (Suburbs)	\$175.00

## REGISTRATIONS, CANCELATIONS AND REFUNDS

Each NYSP Summer Program participant must complete the following enrollment steps:

1. Complete and submit an online enrollment form at <https://www.cogran.io/index.html?nysp>
2. Come to a registration date session to receive a medical screening and make program payment.

**Enrollment in the NYSP will not be considered complete until all steps are successfully completed and followed.**

Full payment is due upon enrollment completion.

We accept Cash, Visa, MasterCard, American Express and Discover. **No Personal Checks.**

**No refunds will be given.**

## **PARTICIPANT ENROLLMENT FORM AND HEALTH HISTORY FORMS**

All participants will need to complete a medical screening. Please make sure to complete and fill in all necessary information at the time of registration. All medical forms must be completed for your child to attend NYSP. **Incomplete paperwork will not be processed.**

## **MEDICAL SCREENINGS**

NYSP will provide free medical screenings to prospective participants during the dates and times of registration. Participants must be in attendance for the medical screenings.

Medical screenings **not performed** by the NYSP medical staff must have been performed within three months from the start of program, **March 12, 2023**. The free medical screenings are the property of the Case Western Reserve University's National Youth Sports Program and will not be released otherwise.

## **ADDRESS FOR PROGRAM, ARRIVAL & PICK UP PROCEDURES**

### **Dropoff**

CWRU Adelbert Gym (Across from Rainbow Babies and Children's Entrance) 2128 Adelbert Road, Cleveland OH 44106

### **Lunchtime Pick-up (1:30pm – 1:45 pm):**

Leutner Commons  
1619 Mistletoe Drive, Cleveland OH 44106

Parents or authorized guardians listed on the registration form must **present valid identification to pick-up a participant. Authorized parents or guardians must be on the registration form; otherwise, the participant will not be released to the individual.** For their safety, children are not allowed to check themselves out unless their transportation mode is walking or RTA bus rider. **If you would like to pick up your child before normal program dismissal; please inform the NYSP office with a phone call or written note, so that your child can be ready to depart on time.**

## **LATE PICK-UP**

Any child that has not been pick-up by 2:00 pm will be charged \$10 per occurrence. There will be an additional \$10 for each 30 minutes thereafter.

## WHAT TO WEAR

All participants must be dressed in athletic wear each day. Athletic wear includes t-shirt, comfortable athletic shorts, socks, and tennis shoes. The following are not permitted: wife beaters, short shorts, tight shorts, spaghetti strap tops, tank tops, sandals, flip-flops, or sliders. The following items **are permitted**:

- Hat or Cap
- Water Bottle
- Sunscreen
- Swimsuit
- Towel
- Extra Healthy Snacks

Please remember that CWRU's NYSP is not responsible for any items brought to program. All lost items or left items will be returned to their owner or located in lost and found. If items are not properly labeled and we cannot locate the owner, the items will be donated at the end of summer. Please make sure to label all belongings.

## WHAT NOT TO PACK

Expensive jewelry, electronic games/music players or items with sentimental value are strictly prohibited. Please note that if you chose to send your child to the program with a cell phone, we will ask that he or she keep the phone in his or her backpack throughout the entire program day as electronics of any kind are not allowed at program.

## PARTICIPANT EXPECTATIONS

Parents, please discuss the [Participant Expectations](#) and [Code of Conduct](#) with your child prior to the first day of program.

## DISCIPLINE

The National Youth Sports Program is a place for fun, friends, growth, and memories. It is not a place for disruptive behavior. Any behavior that detracts from the positive experience that your fellow participants are having may lead to consequences including dismissal from the program as outlined by the participant code of conduct.

NYSP reserves the right to dismiss any participant for inappropriate unsafe behavior. The Program Director will always try to discuss and resolve any issues regarding a participant with their parent(s) or guardian(s). If a problem persists and cannot be corrected, the decision to dismiss a participant will be made by the Program Director in consultation with management. No refunds will be given for children who are dismissed from Program.

## **THE PROGRAM STAFF**

The NYSP Program staff are some of the finest and caring adults. They are teachers, educators, coaches, and college students. Each staff member has undergone a thorough hiring process to include background and reference checks. They have attended staff trainings and adhere to CWRU's strict code of ethics. Should there ever be an issue with a staff member, please do not hesitate to contact the Program Director, Dennis Harris, immediately and we will work to resolve it.

## **SWIMMING**

**Every participant will participate in swimming.** Swimming is a mandatory sport. All participants will be given a swim test on their first day of swimming. Based on the swim test, the lifeguard instructors will classify your child into 1 of 3 swim categories: Beginner, Intermediate or Advanced. The pool will be always be lifeguarded by NYSP staff. The NYSP lifeguards are all CPR and First-Aid certified and will be supervising swim time as well. One member of the NYSP lifeguarding staff will remain on the pool deck while the other staff members swim in the water with the participants.

## **ILLNESS AND EMERGENCY PROCEDURES**

If your child wakes up ill, please keep him or her at home for the day. We ask for your consideration for the health of all our participants and staff. In the event of a minor accident, our medical coordinator/nurse will administer First Aid and notify you at pick-up. If a child is injured or becomes ill during the program day, you will be contacted right away. If the illness or injury is significant to the extent that your child can no longer participate in program activities, you will be notified immediately and asked to pick up your child.

In the unlikely event that an injury or illness requires emergency care, you will be notified immediately. The director will contact 911, and paramedics will transport your child with an accompanying staff member to an emergency care facility. Parents or the designated guardian will be responsible for any medical fees incurred. In the event that your child sustains a concussion, they will be removed from participation for the program day. Parents or guardians will be contacted immediately by the medical coordinator. Your child will be required to have no concussion symptoms and a note from a physician stating clearance.

We strongly encourage you to administer any regular medication your child takes at home. However, if it is the case that your child must receive a dose of his or her medication during program hours, please bring the medication in its original, labeled container and hand it directly to the medical coordinator on your child's first day of program. Please complete the [Authorization to Administer Medication Form](#) and submit to the NYSP office or medical coordinator. (This form should also be completed for any participant who will be carrying an Epi- Pen and/or inhaler.)

## **CONTACTING YOUR PROGRAM DIRECTOR**

Should you need to contact the Program Director, Dennis Harris, please call the NYSP office at 216-368-4843.

## **CUSTOMER SERVICE AND QUESTIONS**

Our number one goal is to ensure that all participants, parents, and families experiences are the best that they can be. We want to exceed all your expectations and provide any help that is needed. Please do not hesitate to contact us at your convenience at 216-368-4843 or by email at [nysp@case.edu](mailto:nysp@case.edu).