

Youth and Guardian Expectation Form

What's expected of parents/guardians during CAYIP?

- Youth will receive a CAYIP manual during Orientation that they will bring home. Please review the materials and call your child's CAYIP Counselor with questions.
- Transportation is **NOT** provided by CAYIP or its staff. Parents/Guardians are responsible to arrange for transportation for the youth. CTS bus transportation is acceptable.
- Interns can earn a performance-based stipend of up to \$8.00 per hour worked. If your child does not meet expectations at their job, they will receive deductions. Please see the manual for more information on expectations and pay day schedule.
- Communication is key to a successful program. Providing a reliable phone number and accurate mailing address is necessary.
- Interns are allowed two days off called "Approved Absences" that they can utilize during the session and still get paid. They must call their Site Supervisor and CAYIP Counselor 24 hours in advance. Please encourage your child to use these wisely.
- Injuries need to be reported to CAYIP Counselors within 18 hours of the incident.

What's expected of my child during CAYIP?

- Work 10 hours per week for 8 weeks during the school year session or work 20 hours per week for six weeks during the summer session. Interns' schedules will be set at the beginning of the session and will be the same every week.
- Youth will attend CAYIP Academy at the beginning of the session. This is a requirement for all participants.
- Youth must turn in a time log **EVERY MONDAY by 10 am** to document the hours worked. If this is not turned in by Monday at 10am, the child may not receive a paycheck on time.
- If a participant earns \$600.00 or more during the course of the internship, they will be issued a 1099 form.
- Maintain consistent attendance, positive attitude, strong work ethic and professionalism while enrolled in CAYIP.
- Communicate with their CAYIP Counselor and Site Supervisor if there is a problem or concern, or a need to miss work.
- Please note that as much as possible interns who are accepted into the program are matched with sites based on the interests and skills identified on the application and in the interview. However, site placement is not guaranteed.

Program dates:

SESSION ONE:
(8 weeks)
Oct. 6 – Nov. 25

SESSION TWO:
(8 weeks)
Dec. 8 – Feb. 3

SESSION THREE:
(8 weeks)
Feb. 9 – March 31

SESSION FOUR:
(8 weeks)
April 13– June 2

SUMMER SESSION:
(6 weeks)
June 24 – August 2

Applications may be faxed to 434.970.3356, scanned to the email below, or delivered to 909 E. Market Street

For more information or questions, please contact:
Annie Sechrist at 434.989.6371 or sechrista@charlottesville.org

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