

# **Western Family YMCA**

**Where Caring, Honesty, Respect and  
Responsibility Matter!**



## **Before & After School Parent Handbook 2009-2010**

Western Family YMCA  
2600 Kirkwood Highway  
Newark, DE 19711  
Phone: 302-709-9622  
[www.ymcade.org](http://www.ymcade.org)

# Index

Welcome	Page 2	Hours & Fees	Page 6
<b>Mission Statement</b>		<b>Withdraw Policy</b>	
<b>Philosophy</b>		Procedures	7
<b>Contact Information</b>		<b>Drop Off Procedure</b>	
<b>Program Sites</b>		<b>Late Pick-up</b>	
<b>Strong Kids Campaign</b>		<b>Pick-up Authorization</b>	
Programs	3	<b>Absences</b>	
<b>Daily Activities</b>		<b>School Transitions</b>	
<b>Sample Schedule</b>		<b>Supplies/Personal Items</b>	
<b>CATCH</b>		<b>Food</b>	
<b>Curriculum</b>		<b>Parental Involvement</b>	
<b>Staff</b>		Behavior	8
Registration	4	<b>Disruptive Behavior</b>	
<b>Payment Options</b>		<b>Immediate Suspension</b>	
<b>Financial Assistance</b>		<b>School Suspensions</b>	
<b>Purchase of Care</b>		<b>Questions/Concerns</b>	
<b>Withdraw Policy</b>		Illness & Medication	9
Policies	5	<b>Illness Policy</b>	
<b>Character Development</b>		<b>Illness Early Pick-up</b>	
<b>Staff to Student Ratio</b>		<b>Medication</b>	
<b>Lost &amp; Found</b>		<b>Minor Injuries</b>	
<b>Confidentiality:</b>		<b>Medical Emergencies</b>	
<b>Termination Policies</b>		Parents Right to Know Act	
Closures & Delays		10&11	
<b>Inclement weather</b>		<b>Memorandum</b>	
<b>Half-days</b>		<b>Notice form (please return)</b>	
<b>In-service Days</b>		Program Enrollment Form	
<b>Program Closure</b>		12&13	
<b>Holiday Camps</b>		<b>(please return)</b>	
<b>Summer Camp</b>		Child Health Appraisal	
		<b>(please return)</b>	

# Welcome!

**Welcome to the Western Family YMCA!** We offer a Before & After School Enrichment program which is licensed by the Department of Services for Children, Youth and Families of the State of Delaware. Every effort is made to group children by age as well as developmental level. The following pages contain important information about our program. Please familiarize yourself with the material and keep this manual handy for easy reference.

**Our Mission Statement:** The YMCA of Delaware is an Association of people of all ages, ethnic groups, and religious affiliations that strive to cultivate the human potential, self-esteem, and dignity of all people. Our organization exists to develop and practice the Christian principles of love, caring, inclusiveness, justice and peace...and to enrich the emotional, physical and social life of individuals, families and our community.

**Our Philosophy:** Our Before & After School program is in operation to increase the availability of quality child care in the community. We believe that a quality Before & After School program should provide enriching experiences which facilitate a child's cognitive, social, physical and emotional growth. We strive to meet the developmental needs of each individual child by working in partnership with families to provide a warm, nurturing, loving, and safe environment. The YMCA strives to enable the building of self-esteem and helps to enhance the spirit, mind, and body of children. Children are given the opportunity to meet friends within a safe, structured environment during non-school hours.

## YMCA Contacts

Western Family YMCA (302) 709-9622  
Western Family YDC (302) 453-0123 fax (302) 453-8490  
Web Site: [www.ymcade.org](http://www.ymcade.org) - Western Branch link

- |   |           |  |
|---|-----------|--|
| • <b>Frank Fortuna</b> , Program Director         | ext. 2234 | <a href="mailto:ffortuna@ymcade.org">ffortuna@ymcade.org</a>     |
| • <b>Angela Crescenzo</b> , Childcare Coordinator | ext. 2241 | <a href="mailto:acrescenzo@ymcade.org">acrescenzo@ymcade.org</a> |
| • <b>Nancy Parks</b> , Office Manager             | ext. 2237 | <a href="mailto:nparks@ymcade.org">nparks@ymcade.org</a>         |
| • <b>Sonya Tull</b> , Program Secretary           | ext. 2225 | <a href="mailto:stull@ymcade.org">stull@ymcade.org</a>           |

## Before & After School Program Sites

### *Red Clay School District:*

Forest Oak  
Heritage  
Marbrook  
Mote  
Odyssey Charter (see Odyssey handbook for prices)

### *Christina School District:*

Gallaher  
Maclary  
Wilson  
Brookside  
Jennie Smith

**Also serving in Red Clay: Stanton, Skyline, Brandywine Springs, Cab Calloway, H.B. Dupont, Shue-Medill**

**Also serving in Christina: Newark Charter, Palmer, Pulaski and Caravel Academy.**

**Also serving: Private and Parochial Schools in the surrounding area of the Western Family YMCA**

**Strong Kids Campaign:** Each branch of the YMCA of Delaware sponsors an annual giving campaign known as the Strong Kids Campaign. With your help, kids and families in need have the opportunity to participate in nurturing and value-based programs, such as Child Care, Summer Day Camp. If you would like to make a gift, please call our office at 709-YMCA. All contributions are tax deductible. Thank you for investing in the future of Delaware's children.

# Programs

**Daily Activities:** Our licensed Before & After School program is dependable and convenient. We provide fun activities for children on school days and most holidays, as well as on early dismissal days. We offer a YMCA values-based curriculum with an emphasis on art, sports, and fitness. Students learn the importance of Caring, Respect, Responsibility, and Honesty by working in small groups, making choices, sharing, and taking turns.

## **Sample Schedule (Grades K-5) (Middle School Schedule – see Program Director)**

### Morning Schedule

7:00	Arrive, parents sign-in
7:00-7:30	Quiet centers and homework
7:30-8:00	Morning activity
8:00-8:25	PIT (Peer Interaction Time)
8:25-8:30	Clean-up

### Afternoon Schedule

3:00-3:10	Arrival, attendance and announcements
3:10-3:30	Game Time (Inside or Outside)
3:30-3:40	Bathroom, wash hands, clean table and prepare snack
3:40-4:00	Snack
4:00-4:10	Clean up from snack
4:10-4:40	Homework time; all children engaged in quiet activities
4:40-5:50	Daily Activity/Recreation**
5:50-6:00	Clean-up

\*The Girl Scouts Program may be available at selected school sites.

\*\*The CATCH/Nutrition program will be done three times/week for 30 minutes (days and times may vary).



**CATCH:** Coordinated Approach to Child Health (CATCH) is a health program designed to help children and their families adopt healthy eating and physical activity behaviors. As part of our new curriculum, CATCH is run several times per week at our Before & After School sites. The students will engage in a number of stimulating and non-competitive games and exercises that are developmentally appropriate and FUN as well as learn healthy eating habits and behaviors.



**YMCA of the USA School Age Curriculum Framework:** Second only to human relationships, a well-planned curriculum will help define a child's experience in a YMCA program. Curriculum affects all aspects of a program: its overall quality, parent perceptions, and the outcomes and benefits of the program on individual children. Toward this end, the YMCA of the USA and Y's across the country are adopting the YMCA School-Age Care Curriculum framework. The framework discusses the developmental stages of children and youth, describes YMCA beliefs and other frames of reference used in selecting and developing activities, connects the curriculum to the YMCA mission and goals, suggests core content areas, lists sample activities, details additional sources of activities for school-age children and youth, discusses how to use the framework, and suggests how to develop, set up, introduce and evaluate activities. The eight YMCA core content areas are: **arts and humanities, character development, health and fitness, homework support, literacy, science and technology, service learning, and social skills and conflict resolution.**

**Staff:** The majority of our staff members are college students pursuing degrees in Early Childhood, Elementary/Secondary Education, Recreation/Physical Education, Child Psychology, and other fields of study. Our dedicated staff strives to make a positive difference in the lives of children. We hire individuals who have experience working with children and are committed to making a difference in the lives of children. YMCA staff members attend 9-12 hours of trainings annually, which include but are not limited to First Aid & CPR, Child Abuse Prevention and Group Management.

# Registration

**Step 1:** Complete the YMCA Membership application and Program Enrollment Form (Submit custody agreements, if applicable).

**Step 2:** Submit a completed Health Appraisal form within 30 days of start date (Health appraisals must be current within 12 months). If we do not receive the form within 30 days, your child will not be permitted to return to the program.

Note: Please complete a "Med Form" if your child needs to take medication while in our program.

**Step 3:** Payment is required at the time of registration. This includes a one time \$25 non-refundable registration fee per family and payment for the current month. Our payments are divided into nine equal portions starting in September and running through May.

## **Payment Options:**

- EFT Easy Payment Plan  
EFT (Electronic Fund Transfer) Payments will automatically be deducted on the 1<sup>st</sup> of the month from your Checking, Savings, or Credit Card account.
- Statement Billing  
Payments are due on the 1<sup>st</sup> of the month. You will receive a statement two weeks prior to the due date (1<sup>st</sup> of the month). If payment is not received by the 10<sup>th</sup> of the month, your child will not be permitted to return to the program.

**Financial Assistance** (Open Doors): YMCA membership and programs are designed to be readily available to the public. Fees are set at the level that makes them affordable to as many people as possible. Our financial assistance policy enables the YMCA to assist individuals who want to participate but cannot afford the entire fee. Stop in, call or visit the YMCA on the web at [www.ymcade.org](http://www.ymcade.org) for more info. Financial assistance is available on Full memberships and programs.

**Purchase of Care:** The Western Family YMCA participates in the State of Delaware Purchase of Care childcare fee subsidy program. Openings into this program are limited, and are on a first come first serve basis. Social Services offices will finalize your eligibility of subsidy. **We offer POC Plus and POC Self-Arranged options. We have limited slots for the zero (0) co-pay POC members.** Please contact Frank Fortuna, Program Director at (302)453-0123x2234 or Nancy Parks, Office Manager (302) 453-0123 x 2237, for POC question and or registrations.

# Policies

**Character Development:** Consistent with the YMCA mission, all staff, program participants and members are invited and encouraged to accept, practice, and demonstrate the four values that help define a strong and value-centered individual. The YMCA of the USA identifies these values as **Caring, Honesty, Respect, and Responsibility**. By incorporating these values into our lives, we set a positive example for our impressionable youth.

**Staff to Student Ratio:** We adhere to a ratio of one staff to twelve students. Safety and supervision are first and foremost in our Before & After School program.

**Lost & Found:** If your child is missing anything, please inquire at the site as soon as possible. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time. Please note: We strongly encourage parents not to send their child to school with money, jewelry or other valuables. We are not responsible for any lost items.

**Confidentiality:** Your child's records are confidential. The staff will not share your child's records with anyone without written parental consent. Parents will have access to their child's records at any time and may request that additional relevant information be added to the records.

**Termination Policies:** A child's participation in the program may be terminated if:

- His/Her behavior is chronically disruptive or poses a danger to him/herself, others, or the program or school.
- His/Her health examination form is not returned within one month after entering the program
- If payment is not received by the 10<sup>th</sup> of the month or on your scheduled payment date, your child will not be permitted to attend and will be terminated from the program until payment is made.
- He/she is picked up late (after 6:00pm) excessively.

## Closures & Delays

### Inclement weather

- If schools close due to inclement weather, The Youth Development Center will be open from 8am-6pm. Parents must provide their child with a lunch and drink, program will provide an afternoon snack and drink.
- If schools are delayed (one or two hours), our program begins at the sites at 8am.
- If the YMCA closes, Before & After School programs are also closed.
- Please listen to the following Radio stations for School and YMCA of DE information: 93.7 WSTW, 99.5 WJBR, 1150 am WDEL also check our web site at [www.ymcade.org](http://www.ymcade.org). Western Branch Link

### Half-days

- We offer care on-site at the elementary schools until 6pm. Middle School students will have care at the YDC. (There is not an additional fee if your child is registered for After Care. If your child is registered for Before Care only, an additional fee of \$35 will be charged if your child attends the after school program.)

### In-service Days

- We offer care at the YMCA from 7am-6pm. We attempt to spend some time each day outside if the weather permits and the temperature is 40 degrees or above. Please send hats, gloves, and boots (if appropriate) as well as a swimsuit and towel. **Parents must provide your child with a lunch and drink.** The program will provide an afternoon snack and drink.

### Before & After School Program Closed

Our program will not be open on the following days: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, and Memorial Day. Other dates may be added as deemed necessary.

**Holiday Camps:** Winter and Spring Break camps will be held at the YMCA for a fee over and above the regular tuition. The fee is \$165 per week per child or \$35 a day per child.

**Summer Camp:** The YMCA operates full-day summer camps at the Western Family YMCA branch on Kirkwood Highway. Our Summer Camp offers your child a positive, outdoor summer experience. Day camps highlight features

such as off-site excursions, special visitors, qualified coaches and professionals, camper presentations, recreational swims and family events.

## Hours & Fees

The Western Family YMCA would like to show our appreciation to our members by recognizing that in the last year our economy has been very stressful for our YMCA families. We will not increase our Before & After School Enrichment Program rates for the 2009-2010 school year they will remain the same as 2008-2009.

<b>Grades K-8</b>	<b>FULL</b>	<b>PROGRAM</b>
Before Care Only starts at 7:00 am	\$198	\$265
After Care Only until 6:00 pm	\$270	\$320
Before and After Care	\$355	\$400

### **Optional Care 2008-2009 Rates**

Three (3) Days per week- (Monthly Fee)

Before Care Only	\$133	\$174
After Care Only	\$177	\$207
Before and After	\$213	\$255

### **Optional Care 2008/2009**

Two (2) Days per week (Monthly Fee)

Before Care Only	\$94	\$121
After Care Only	\$123	\$143
Before and After Care	\$157	\$175

### **Drop In Care**

Drop-In (7 am-9 am)	\$15	\$15
Drop-In (3 pm-6 pm)	\$35	\$35

### **Additional Fees**

In-service Days held at the YMCA	\$35	\$35
Inclement Weather Days	\$35	\$35
Winter/Spring Breaks {Includes Activity fee}	\$165/week	\$165/week

Half-Day fee: No additional fee if your child is registered for After Care. If your child is registered for Before Care only, an additional fee of \$35 will be charged.

## **WITHDRAW POLICY**

**Parents must give written notice to the Program Director 10 business days prior to the withdraw date to cancel a child from the Before and After Care Program for any reason. Unused tuition will be credited to your account with proper notice.**

# Procedures

**Drop-off Procedure:** Each parent or authorized guardian is responsible for signing in and signing out each child to the program in the elementary school/YMCA. Photo identification must be presented each day when signing out a participant.

**Late Pick-up:** Parents must pick up their children by 6:00 PM. If a parent is unable to pick up the child by 6:00 PM, the parent should notify an individual designated for emergency pick up. YMCA staff will attempt to contact the child's parents and/or emergency contacts by 6:05 PM. **Parents will be charged a \$15 charge from 6:05pm to 6:30pm, every fifteen minutes thereafter will be charged an additional \$15 which must be paid within 24-hour of the lateness.**

**Pick-up Authorization:** Only those individuals authorized on the child's enrollment form may pick up a child. If you would like to add someone to the authorized pick-up list you must either send a signed and dated note with the child or call the YMCA earlier in the day at 453-0123 and supply the child's password as listed on the enrollment form.

**Absences:** If your child is registered for the morning session and will not be attending on a day he or she is scheduled to attend, please notify the YMCA (453-0123) on or before the morning of the absence.

If your child is registered for the afternoon session and will not be attending on a day he/she is scheduled to attend, please notify the YMCA (453-0123) before 2:00 PM on the day of the intended absence.

Children who do not report to the YMCA program at dismissal could cause a safety concern. If we have not received notice of absence, and the child does not report to the program, we will check with the school office for changes in dismissal, then attempt to contact the child's parent or emergency contact if necessary. For the safety of all, we cannot allow children to go anywhere outside the program area unless notified by a parent or authorized guardian (i.e. – helping a teacher, extra curricular activities, etc).

**School Transitions:** Morning procedures vary throughout the school district. Please check with school officials and/or YMCA Staff during the first week of school. In the afternoon, children attending the program are dismissed from their classrooms and report directly to the YMCA's designated after school area. Children should bring all of their belongings including outer clothes, lunch boxes, books etc. Children will NOT be permitted to re-enter classrooms to retrieve any forgotten items unless approved by school and program officials.

**Supplies/Personal Items:** Children need shoes and clothing that is appropriate for athletic activities (sneakers, not sandals). The YMCA provides all sports equipment and other materials needed for projects. If items are brought from home, the program cannot be responsible if their loss or damage. Please DO NOT bring electronic games, Yu-Gi-Oh cards, toys, etc.

We attempt to spend some time each day outside if the weather permits and the temperature is 40 degrees or above. Please send hats, gloves, and boots (if appropriate).

**Food:** Children may bring breakfast from home if parents wish them to eat breakfast at the program. If your child attends a school where breakfast is served, your child may take part in the breakfast program. The YMCA provides a healthy afternoon snack for the children within the first 30 minutes of your schools dismissal time. Please let us know if your child has food allergies or special needs.

**Parental Involvement:** We welcome parental assistance and provide many opportunities for parents to become involved in our programs. A few examples include our parent panels, family nights and other special events. Parents are kept informed with monthly site newsletters. Parents are encouraged to participate and to become involved. Parent panels will be held twice a year to improve the quality of our program. To be a part of a parent panel, contact Frank Fortuna at 709-9622 ext. 2234 or [ffortuna@ymcade.org](mailto:ffortuna@ymcade.org).

# Behavior

**Disruptive Behavior:** When unwanted behavior/conflicts develop between children, your program staff will listen to all parties involved, and help to resolve unwanted behaviors. Your staff will look for every opportunity to redirect non-productive behavior into wanted, safe and positive behavior.

Here are some of the action steps that may be used, but not limited to the following:

- Staff may remove a child from a group to allow him/her an opportunity to calm down and re-join the group.
- A child who repeatedly misbehaves or whose behavior may result in putting him/herself or others at risk or injury, may be suspended or dismissed from the program at the discretion of the staff and Program Director.
- A child may not be allowed to participate in the particular activity where unwanted behavior exist for a designated period of time the child may be also asked to write an apology and/or a report in a behavior journal.
- Parents will receive some form of communication such as email, letter or phone call to work together to review options to help solve the unwanted behaviors.
- If the unwanted behaviors become a pattern, parents will be asked to keep the child out of the program for a designated period of time. (Suspension could be 1-3 program days Before and After Care)

## **Immediate Suspension from Program:**

- If you child displays any kind of physical aggression or sexually acting out toward others.
- If your child is involved in any kind of theft or vandalism.
- If your child displays behaviors that may hurt him/herself.

**School Suspensions:** Any child who is suspended from his/her school will not be permitted to attend our program during the duration of the suspension.

**Questions/Concerns:** If you have any questions or concerns regarding your child's behavior or a situation that is affecting your child, please contact site staff directly as soon as possible. Frank Fortuna, Program Director, is also available at 709-9622 ext. 2234 or [ffortuna@ymcade.org](mailto:ffortuna@ymcade.org) for further follow-up.

# Illness & Medication

**Illness Policy:** Parents may not send a child to the program if:

- The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours.
- The child has any rash of acute onset associated with fever or symptoms of illness
- The child has an oral temperature of 101 degrees or greater.
- The child has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program.
- If a child is diagnosed with a contagious disease (Chicken Pox, Hand Foot & Mouth, Lice, Ringworm, Pinkeye, etc.) the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.

**Illness Early Pick-up:** Children who develop any of the following conditions while at the program will be sent home:

- **See Illness Policy**

A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member. A child may return to the program after 24 hours if free of above illnesses.

**Medication:**

- Prescription medication will be given to a child only if the medication is in the original container bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must complete a YMCA Medication form authorizing the staff to dispense the medication. Parents must sign in all medications on the medication form.
- Non-prescription medication will be given to a child only if accompanied by written instructions and a completed YMCA Medication form.

**Minor Injuries:** If a minor injury occurs, the staff will administer any necessary first aid and notify parents either by phone call or FYI report.

**Medical Emergencies:** If an accident or medical emergency occurs, the staff member in charge will:

- Administer the necessary first aid immediately
- Call an ambulance if the child's injury requires emergency room treatment
- Call the parent or emergency contact (if the parent cannot be reached)
- Stay with the child at the hospital until the parent or emergency contact arrive

## Parents Right to Know Act MEMORANDUM

To: Delaware Licensed Providers  
From: Patricia Quinn, Administrator  
Office of Child Care Licensing  
Date: January 4, 2007  
Subject: Parents Right to Know Act

As you are aware, the Office of Child Care Licensing maintains a file on each licensed facility. These files are available for public review (confidential information is excluded) by contacting our Wilmington or Dover Licensing Office. A person wishing to inspect a file contacts the nearest Licensing Office to schedule a time to review the file. OCCL maintains a listing of persons requesting a review, those individuals reviewing a file and the provider files reviewed

The Parents Right to Know Act, which is part of the Delaware Code, requires each licensed child care provider to provide to a prospective purchaser of care a written notice which details the purchaser's right to inspect, at any time, the active record and complaint files of any licensed child care facility. Because it is Delaware Law it is required of providers, even if not listed in Delaware Requirements or Rules. This has now, however, been included in the newly revised Center Rules and will be included in the revision to any other Delaware Rules covered under this Code. Specifically, the "notice shall include, but not be limited to, the name of the contact person from the Office of Child Care Licensing, the address of the nearest location and telephone number. Such notice shall be provided as part of any application packet of materials that the facility provides to purchasers of care. Every child care facility shall obtain a statement, signed by the prospective purchaser of care, which attests to timely receipt of the notice". The child care facility shall keep the signed statement on file.

The Office of Child Care Licensing has developed the enclosed form for your immediate use in informing prospective or new customers of their right to review your Licensing file. This form will also be available at the OCCL website [www.state.de.us/kids/occl/occl\\_providers.shtml](http://www.state.de.us/kids/occl/occl_providers.shtml). During the application process, provide this form to the parent/guardian and have them read, date and sign the form. Please keep the signed form on file and give a copy to the parent/guardian. As part of a compliance review Licensing Specialists will be looking for this documentation that customers were provided with information.

If you have any questions regarding this form or The Parents Right to Know Act, please contact your Licensing Specialist at our Wilmington Office 892-5800 or Dover Office 739-5487.

Please keep this copy for your records.

## PARENTS RIGHT TO KNOW NOTICE

As you are aware, the Office of Child Care Licensing maintains a file on each licensed facility. These files are available for public review (confidential information is excluded) by contacting our Wilmington or Dover Licensing Office. A person wishing to inspect a file contacts the nearest Licensing Office to schedule a time to review the file. OCCL maintains a listing of persons requesting a review, those individuals reviewing a file and the provider files reviewed.

Under the Delaware Code you are entitled to inspect, at any time, the active record and complaint files of any licensed child care facility. To review a child care facility record contact:

Ellen Linen, Adm. Support Specialist I  
Office of Child Care Licensing  
1825 Faulkland Road  
Wilmington, DE 19805  
(302)892-5800

(OR)

Dawn Clarke, Adm. Support Specialist I  
Office of Child Care Licensing  
821 Silver Lake Boulevard  
Suite 102  
Dover, DE 19904

Childs Name \_\_\_\_\_

**I acknowledge that I received notice of a Parents Right to Know as part of the application packet of materials from The Western Family YMCA's Before and After School Program.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*PLEASE RETURN WITH YOUR ENROLLMENT AND HEALTH APPRAISAL FORMS\*\*.**

# Western Family YMCA Before & After School Program Enrollment Form



Child's Full Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Circle One: Male or Female Birth date: \_\_\_\_\_ School Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_

Please CIRCLE one: Morning Care Afternoon Care Morning and Afternoon Care Drop-In Care

Optional Care (3 day) Mon Tues Wed Thurs Fri Optional Care (2 day) Mon Tues Wed Thurs Fri

## PARENT/GUARDIAN CONTACT & RELEASE INFORMATION

Primary Parent/Guardian: _____ Email: _____ Cell Phone: (____) _____ Work Phone: (____) _____	Secondary Parent/Guardian: _____ Email: _____ Cell Phone: (____) _____ Work Phone: (____) _____
---	---

Is there a custody or visitation arrangement?  yes  no please explain and attach supporting documentation

## CHILD RELEASE

The following people are authorized to pick up my child from the YMCA program:

Name	Relationship
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Pick-up Password:  
\_\_\_\_\_

IF NOT AVAILABLE IN AN EMERGENCY, NOTIFY:

1. _____ First Name	_____ Last Name	(____) _____ Home or Cell Number	(____) _____ Work Number
2. _____ First Name	_____ Last Name	(____) _____ Home or Cell Number	(____) _____ Work Number

## PAYMENT OPTIONS (Please select one)

Statement Billing or EFT

Checking/Saving routing number \_\_\_\_\_ Account # \_\_\_\_\_

Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card:  Visa  MasterCard  Discover  American Express

## WITHDRAW POLICY

Parents must give written notice to the Program Director 10 business days prior to the withdraw date to cancel a child from the Before and After Care Program for any reason. Unused tuition will be credited to your account with proper notice.

## PERSONAL GROWTH

Is there any information about your child that YMCA staff could benefit from knowing to better serve your child? \_\_\_\_\_

Swimming Ability:  Afraid of water  Enjoys water  Other    Comments: \_\_\_\_\_

## CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER

In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the program director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Family Insurance: \_\_\_\_\_ Primary Person: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Allergies (food, medicine, bee sting) \_\_\_\_\_

Medication your child takes \_\_\_\_\_

Special information or restrictions we should know about your child: \_\_\_\_\_

## GUARDIAN SIGNED RELEASES

FIELD TRIPS: I hereby give my permission for my child to take field trips with the YMCA.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

SWIMMING: I hereby give my permission for my child to swim with the YMCA under lifeguard supervision.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

PHOTO RELEASE: I hereby give my permission for photographs of my child to be used in YMCA publicity.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

MEDICAL RELEASE: I hereby give my permission for the YMCA to administer emergency medical care/first aid.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

SUNSCREEN RELEASE: I hereby give my permission for the YMCA to apply sunscreen, which I provide, to my child.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

TRANSPORTATION RELEASE: I hereby give my permission for my child to be transported in the YMCA bus.

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

VIDEO VIEWING RELEASE: I hereby give my permission for my child to view G rated videos.

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

I, Parent/Guardian \_\_\_\_\_, have read and understand the information in this packet and the parent handbook and will be responsible for the information therein.

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