



YMCA Before and After School Care at YIES

Welcome! _____ (Child's Name)

Welcome to the YMCA Before and After School Care program! As the nation's leading child care program, we believe children should have a place to explore, grow and thrive. We are committed to providing a safe and nurturing experience for your child with plenty of opportunities for growth in spirit, mind, and body. Our staff guide children through an age-appropriate curriculum that develops self-help skills and instills Y values of caring, honesty, respect and responsibility.

Who we are: YMCA is a charitable association of men, women and children joined by a shared commitment to nurturing the potential of children and teens, promoting healthy living, and supporting our neighbors. Each day, we work to ensure that everyone, regardless of age, income or background, has the chance to learn, grow and thrive. The YMCA's mission is to put our core values of caring, honesty, respect and responsibility into action through facilities and programs that build healthy spirit, mind and body for all.

Everyone is welcome: We are an association made up of people from every walk of life, working side by side to strengthen communities. Together we strive to ensure that everyone lives life to its fullest. The YMCA is an organization that embraces nondiscrimination, diversity, and inclusion. We welcome all people regardless of ability, age, background, income, ethnicity, race, faith, gender, gender identity, gender expression, or sexual orientation.

Financial Assistance: Through the generous contributions of our donors, the YMCA is able to provide financial scholarships up to 80% that enable all members of the community to enjoy YMCA programs. Please let us know if we may serve you or your family in this way.

Please fill out all of these forms. All fields are required. These forms must be completed annually and updated as needed. Email forms to lpasker@annarborymca.org or mail to or drop off to the YIES site director. For registration questions, contact lpasker@annarborymca.org.

CHECKLIST

- General Info/Emergency Pickup Information
- Agreements, Permission and Releases
- Health History & Medical Release/Authorization
- Immunization Records/Health Appraisal
- Tuition Agreement and Schedule Selection
- Payment Agreement
- Financial Assistance & Third Party Payer (if applicable)
- Participation Agreement
- Review Parent/Guardian Handbook (available at annarborymca.org)
- Child Information Record
- Licensing Notification

PAYMENTS:

- Non-Refundable Deposit Fee \$25

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OFFICE USE ONLY

Intact Review: _____ Date: _____ Billing Review: _____ Date: _____

Director Review: _____ Date: _____ Lead Teacher Review: _____ Date: _____



YMCA
Before and After School Care at YIES
General Information & Emergency Pick-Up
Information

GENERAL INFORMATION (please print clearly)

Child's Name _____ Returning Participant New Participant

Address _____ City _____

State _____ Zip _____ Gender _____ DOB _____ Age _____ 2019-2020 Grade _____

Parental Custody _____ Child Lives With: Mom Dad Other _____

Parent/Guardian 1 Name _____ DOB _____ Relationship to Child _____

Address _____ City _____

State _____ Zip _____ Home Phone _____

Cell Phone _____ Email _____

Parent/Guardian 2 Name _____ DOB _____ Relationship to Child _____

Address _____ City _____

State _____ Zip _____ Home Phone _____

Cell Phone _____ Email _____

EMERGENCY CONTACTS AND PICK-UP AUTHORIZATIONS: In addition to parents, ONLY those on the below list will be allowed to pick-up a child from a Y program. I understand that the following contacts must be at least 18 years old and have photo ID. Myself or one of the below listed contacts will be available to pick up my child and/or assume emergency responsibility within a half an hour should an emergency or illness occur. I accept responsibility for **informing the YMCA, in writing**, when the information changes. If you want to limit the contacts below to emergency contact only, please check the box below: **EC=Emergency Contact Only**

Name _____ Address _____ Age _____

Relationship _____ Home Phone _____ Cell Phone _____ EC

Name _____ Address _____ Age _____

Relationship _____ Home Phone _____ Cell Phone _____ EC

Name _____ Address _____ Age _____

Relationship _____ Home Phone _____ Cell Phone _____ EC

Signature _____ Printed Name _____ Date _____

The registration process is not complete until your non-refundable deposit and registration fee is paid with a credit card or check and this registration packet and all forms included on the check-list are completed and returned to the YMCA.



YMCA

Before and After School Care at YIES

Agreements, Permissions and Releases

CHILD'S NAME: _____

PARTICIPATION AGREEMENT AND RELEASE: Please read very carefully and sign. Please contact the Y with any questions. I am aware of all Y program activities and allow my child to participate fully unless otherwise noted on this form. I allow and hereby certify that my child named herein is capable of safely participating in Y program activities including field trips and swimming. I indemnify and hold harmless the YMCA, any officer, volunteer, or employee of the YMCA and all involved with YMCA programs from liability for any harm that befalls my child as a result of participation in YMCA program. I consent, unless noted, that photographs and video taken of him or her are the property of the Ann Arbor YMCA and may be reproduced and publicized for program and marketing purposes, free of claims on my part. I agree to allow my child to be transported by YMCA vehicles, bus, or walking. I understand that children in day programs must be signed in and out every day by an authorized adult 18 years and older. Parents and any of my emergency pick up/contacts must have a photo ID available to show staff every day. I agree to adhere to all program policies published by the Y.

FIELD TRIP PERMISSION: I give permission for my child _____, to go on any field trips supervised by the YMCA Child Development Staff. I understand that most field trips will be short walks to the playground or nearby parks. I understand that I will receive notification in advance for longer walking trips or for any trips where vehicles are used to transport my child. Anytime a vehicle is used for transportation, each child will be required to wear a seat belt or to be placed in a car seat that I would provide.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

PHOTOGRAPHY AND RECORDING PERMISSION: I give permission to the YMCA to take photographs, sound recordings and video recordings of my child _____, and to use them for educational, professional, and/or marketing purposes. There is no expectation of any reimbursement in connection with their use.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

PERMISSION FOR OBSERVATION: I understand that the YMCA may have a number of students from Eastern Michigan University, University of Michigan, or Washtenaw Community College observe the children enrolled. I give permission for my child to be observed knowing that the YMCA will exercise due discretion in allowing only studies that are in no way harmful to my child.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

LIABILITY: I understand the physical activities which my child may participate in at the YMCA include, but are not limited to: running, playing and sports. I agree to assume all liability for the risk of injury, illness or death on account of my child's presence in the YMCA facility or on account of my child's involvement in any activity at the YMCA facility whether caused by negligence of the YMCA or another person on the premises or at the sponsored activity.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

SUNSCREEN PERMISSION: My child *should* *should not* wear sunscreen while being outdoors. Please apply first application at home. I understand that by selecting "should" allows staff to apply sunscreen to my child. This does not guarantee application.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

BUG SPRAY PERMISSION: My child *should* *should not* wear bug spray while being outdoors. Please apply first application at home. I understand that by selecting "should" allows staff to apply bug spray to my child. This does not guarantee application.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

PARENT HANDBOOK ACKNOWLEDGEMENT: I acknowledge that I have read the YMCA's Parent Handbook and I am aware of the School Age Child Care Program philosophy, policies, and procedures. I have read and understand the fee arrangements and conditions detailed in this handbook.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

PHYSICAL HEALTH STATEMENT: I hereby attest that my child _____ is in good health. Furthermore, any activity restrictions, allergies, medications taken by the child, or any other needs are listed in the registration packet. Immunization records or appropriate waivers will be kept up to date and on file with the Ann Arbor YMCA.

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____



YMCA
Before and After School Care at YIES
Health History and Medical Release Information

CHILD'S NAME: _____

HEALTH HISTORY

May participate in all activities Please restrict from these activities: _____

Current medical, mental, or psychological conditions pertinent to routine care of child including any current treatment/care (i.e. interests, guidance techniques, current chronic illnesses, current fears, life impacting events): _____

Additional information you feel could be helpful: _____

ROUTINE MEDICATIONS: None Yes *Includes prescription, holistic, over the counter, vitamins, lotions, lip balms, etc.*

1. _____ Times: _____ For: _____

2. _____ Times: _____ For: _____

If additional space is needed, please include an additional page listing medication/s. Must fill out a YMCA medication release form signed by parent/guardian if medications are needed during program time. Please refer to the Family Handbook for specific regulations.

IMMUNIZATION RECORDS: You must provide an immunization record on a form approved by the State of Michigan (provided by the YMCA, physician's office or immunization card completed and signed).

ALLERGIES/ASTHMA: No Yes Type: _____ Reactions if exposed: _____

Treatment: _____

You must complete a YMCA Allergy/Asthma treatment form for any condition requiring medication or emergency treatment.

DIETARY RESTRICTIONS: No Yes: _____ Reason: _____ Reaction: _____

If additional space is needed, please include an additional page listing restrictions.

I.E.P.: Does your child have an I.E.P. with his/her school? No Yes *Please attach a copy if applicable to your child's care with the Y. Any special needs/accommodation/restriction must be determined with the parents/guardian, director and VP of the program and approved at least 4 weeks prior to the start date. Attendance for children who require additional staffing is dependent on availability of staff and may be at family's expense. Please refer to Special Needs Policy in Family Handbook.*

MEDICAL CONTACTS/INFORMATION

Physician _____ Address _____ Phone _____

Dentist _____ Address _____ Phone _____

Hospital Preference _____ Address _____ Phone _____

Insurance Co _____ Policy # _____ ID# _____

MEDICAL AUTHORIZATION AND LIABILITY RELEASE: Please read carefully and sign. Please contact the Y with any questions. In case of illness or emergency, as parent/legal guardian, I authorize the Y program director or trained and certified personnel to provide care or secure the services of a doctor, if necessary. I hereby hold harmless the YMCA staff, volunteers, and all involved with YMCA programs from liability for any accidents resulting from participation and consent to the YMCA to secure emergency care as needed or prescribed for my child, at my expense. This care may be given under whatever conditions are necessary to preserve life, limb, or wellbeing of my child. I also give permission to the YMCA to provide transportation as needed for my child in case of an emergency, at my expense. I understand that it is my responsibility to inform the YMCA of any changes to my child's health. I understand that medical information and personal data will be used only in Y programs, when necessary, to protect a child's wellbeing.

Parent/Guardian Signature: _____

PERSON(S) RESTRICTED FROM CONTACT WITH RESTRAINING ORDER: Please provide a photo of the person and any information below which is available as well as documentation of restraining order. In the event that this person should try to pick up the child, the staff will contact the police, contact you, and do everything possible to prevent the individual from removing the child from the program without risking the safety of the participant/s or staff.

Name: _____ Age: _____ Relationship to Child: _____

Last known address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Court Order: _____ Date: _____

I understand that if the 2nd parent/legal guardian is not available to sign this form, I take full responsibility in informing him/her of all policies.

1st PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

2nd PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____



YMCA
Before and After School Care at YIES
Schedule Selection

CHILD'S NAME: _____

September 2019 – June 2020
 Monday-Friday
 7:00-8:30am
 3:00pm to 6:00pm

AM:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

PM:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Monthly Fees:

4-5 days per week AM and PM: \$200

3 days or less per week AM and PM: \$160

4-5 days per week PM only: \$160

4-5 days per week AM only: \$130

3 days or less per week AM **or** PM only: \$130

Registration is required for all half days. Registration opens one month prior to the scheduled day(s) off. Half Days (Professional Development days) are free to those enrolled in the YMCA After School Care Program. Registration can be done with the Site Coordinator. Our program is closed on Snow Days and No School Days when the YIES building is closed.

We accept publicly funded childcare subsidies. If you are on CDC, a current CDC MDE-4583 Form must be on file naming the YMCA as care provider. If you receive funds from Child Care Network, a current contract needs to be on file naming the YMCA as the provider. See the Parent Handbook or call the YMCA Child Development Office for more information on this service.



YMCA
Before and After School Care at YIES
Tuition Agreement

CHILD'S NAME: _____

Name of Responsible Party (Full Name) _____ Relationship to Child _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

YMCA Financial Assistance, MDHHS CDC, CCN and other third-party providers participants must be authorized before registering. All Financial Assistance, CDC and other third-party participants must complete and sign this form.

I am an MDHHS CDC Client I am a CCN Client I have third-party provider not listed: _____

I am applying for YMCA Financial Assistance I have been approved for YMCA Financial Assistance

BILLING AND REGISTRATION FEES: There is a non-refundable \$25 deposit required at the time of registration. The first payment for the 2018-2019 school year program is due August 20th, 2019. The final payment of the school year is due May 20th, 2020.

AUTOMATIC PAYMENTS/DRAFTS: Payment options include automatic payment through credit card, debit card or bank draft. Automatic payments are processed on the **20th of each month** for the following month's tuition (ex: May's tuition would be drafted on April 20th).

AUTOMATIC PAYMENTS/DRAFTS LATE FEES: If my draft cannot be processed on the 20th due to a change of card number, insufficient funds or other reasons, I must update the account and/or make payment by the 1st. If payment is not made in full by the 15th of the month, care will be terminated.

OVER THE COUNTER PAYMENTS: OTC payments are accepted between the 20th and 1st of the month prior to care (ex: May's tuition must be paid between April 20th and May 1st).

OTC BILLING LATE FEES: I understand that my child's tuition is due by the 1st of every month. If payment is not received by the 1st, I will be charged a \$25 late fee per family. If payment is not made in full by the 15th month, care will be terminated. I understand that if I am late on OTC payments, the option for OTC payments may be revoked.

LATE REGISTRATION: I understand that if I am registering after the 20th of the month, my registration payment must include the upcoming month's payment.

LATE PICK-UP FEE: I understand that I will be billed \$10 for and up until the first 10 minutes that I am late to pick-up my child and \$1 every minute thereafter. My credit card on file will be charged following month for any late pick-up fees for the current month.

CHANGE/CANCELLATION POLICY: I understand that in order to withdraw my child from the program in which he/she is enrolled, I must provide written notice of my intent to withdraw my child. Written notice must be provided to the director 30 days prior to the first day of the month in which your child has their last day. No refunds are issued for fees already paid. A credit may be placed on the account for future Y programs at the discretion of the Regional Child Development Director. No credits or refunds are issued for termination of care due to lack of payment or termination due to behavior.

SICK DAYS, HOLIDAYS, AND VACATIONS: I understand that I will not be credited for sick days unless my child has an extended illness. Holidays are already factored into my child's monthly tuition rate. I understand I will not receive a credit for days missed due to vacation. For vacations extending more than 2 weeks, please speak with the director.

I understand that if the 2nd parent/legal guardian is not available to sign this form, I take full responsibility in informing him/her of all policies.

1st PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

2nd PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____



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Before and After School Care at YIES
Payment Agreement

CHILD'S NAME: _____

YMCA ANNUAL CAMPAIGN: Many program participants receive some form of financial assistance. If your family would like to help another child in need, please add a donation amount. Yes, I would like to make a monthly donation in the amount of: \$ _____ or a one time donation of: \$ _____

TUITION AMOUNT:

FULL PAY TUITION:\$ _____ AMOUNT OF SCHOLARSHIP: \$ _____ 3RD PARTY AMOUNT:\$ _____

TOTAL MONTHLY DRAFT PAYMENT: \$ _____

MULTIPLE PAYERS (IF APPLICABLE):

Payer #1 Name: _____ Monthly Charge:\$ _____

Payer #2 Name: _____ Monthly Charge:\$ _____

PLEASE SELECT PAYMENT PLAN

MONTHLY CREDIT/DEBIT CARD DRAFT MONTHLY BANK DRAFT ALTERNATIVE OPTION APPROVED BY DIRECTOR

Payer #2 (if applicable): MONTHLY CREDIT/DEBIT CARD DRAFT MONTHLY BANK DRAFT ALTERNATIVE OPTION APPROVED BY DIRECTOR

Credit/Debit Card Holder Name _____ Visa MasterCard Discover American Express

Credit Card # _____ Exp Date: _____

Responsible Party Name _____ Signature _____ Date _____

BANK DRAFT

Please attach voided check to this page.

Responsible Party Name _____ Signature _____ Date _____

AGREEMENT:

- 1. The Ann Arbor YMCA monthly debit is a continuous payment plan and will be processed on the 20th of each month, for the following month's tuition. I understand that this plan will remain in effect until I wish to terminate my YMCA Child Care or until the end of the school year (School Age Child Care/Half-Day Pre-K only).**
- 2. I authorize the Ann Arbor YMCA to draft or bill my account for any late pick-up charges which I may incur while participating in the Child Care programs.**
- 3. It is to my complete understanding that if I wish to terminate or change my child care in any way, I must give the Ann Arbor YMCA Child Care Office 30 days WRITTEN NOTICE prior to my next debit date. If proper notice is not received, I will be held responsible for tuition regardless of whether or not my child attends the Ann Arbor YMCA Child Care program.**
- 4. Should any debit not be honored by my bank/credit card company for any reason, I understand that I am still responsible for the payment. The YMCA is not responsible for any service fee my bank/credit card company may require.**

I understand that if the 2nd parent/legal guardian is not available to sign this form, I take full responsibility in informing him/her of all policies.

1st PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

2nd PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY:

Payment made today: Registration/Deposit amount \$ _____

CHILD'S NAME: _____

The Ann Arbor YMCA Child Development Center provides a sliding scale and accepts third-party payments to ensure child quality child care is accessible. It is important that you read and understand the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third-party funding. This agreement is REQUIRED for all families who are subsidized by CDC, the YMCA, Third Party agencies, or other individuals.

As parent or legal guardian of (child's name) _____, I understand and agree to the following:

Initial _____ I am responsible for payment of tuition fees when waiting for authorization or if my authorization expires with CDC, the YMCA or third-party agencies or other individuals. I understand that I must provide payment in full upon starting the program if not authorized by CDC, the YMCA or third-party agencies, or other individuals prior to the start date.

Initial _____ I understand that excessive absenteeism will result in the possible loss of my child's space in the program.

Initial _____ I am responsible for payment of my parent fee by the 1st of every month. I have read the Parent Agreement and Fee Schedule including payment policies and understand that I am responsible for any fees not covered by CDC, YMCA or a third party.

Initial _____ I am responsible for payment at the full fee for any care I use that is not authorized by CDC, YMCA or a third party. This includes, but is not limited to:

- 1. Any care that occurs before or after the dates authorized by CDC, YMCA or third-party
- 2. Care used on days/times not authorized by CDC, YMCA or third-party
- 3. Late pick-up fees
- 4. Late payment fees
- 5. No notification fees
- 6. Any other fees as indicated in YMCA documents including the Parent Handbook

Initial _____ I am responsible for contacting CDC and the YMCA immediately in writing if my situation changes (employment status, hours of work, enrollment in school, custody, living arrangements or change of address).

Initial _____ If applicable, I am responsible for providing my caseworker with documentation at least two weeks before my current expiration date. This gives your caseworker time to process your information and provide a new authorization to the Y before your current authorization expires.

Initial _____ I understand that cancellation/expiration of CDC, YMCA scholarship or third-party agreement does not automatically cancel enrollment in childcare with the YMCA. I am responsible for completing registration and change/cancellation forms according to YMCA policies. If your CDC, YMCA, or third-party set up expires, we assume you want to continue childcare as a full paying family unless we are notified otherwise.

Initial _____ I understand that YMCA financial assistance may be available if I do not qualify for CDC. Financial assistance is not retroactive so it is important to apply immediately if denied by CDC.

Initial _____ I understand that failure to make payments as scheduled can/will result in termination of my care and will result in lack of CDC benefits for future providers. Failure to pay fees in a timely manner may result in dis-enrollment from the program and my account may/will be sent to collections.

I understand that if the 2nd parent/legal guardian is not available to sign this form, I take full responsibility in informing him/her of all policies.

1st PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____

2nd PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____



YMCA
Before and After School Care at YIES
Participant Acknowledgement

Our School Age Child Care Program supports and teaches participants on the YMCA’s four core values of caring, honesty, respect, and responsibility.

We believe in meeting the needs of the children and families in our Child Care Community, and treating them with respect and dignity, including diverse abilities and backgrounds, character development, social opportunities, and educational experiences.

Please complete and sign the statement below:

I, _____, understand the expectations of the YMCA Community, and pledge to develop my potential growth as a caring, honest, respectful and responsible member of the School Age Child Care Program.

PARTICIPANT Print Name: _____ Signature: _____ Date: _____

PARENT/LEGAL GUARDIAN Print Name: _____ Signature: _____ Date: _____