



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TOMORROW'S FUTURE TODAY

YMCA BEFORE AND AFTERSCHOOL PROGRAMS



**Farmington Valley YMCA 97 Salmon Brook St, Granby, CT 06035**

Farmington Valley YMCA School Aged Child Development





## 2019-2020 School Year

Dear YMCA Family,

I'm so excited that you have chosen the YMCA for your child care needs! We are excited to welcome you and your family to our program and look forward to a great 2019-2020 school year.

The Y's focus is on youth development, healthy living, and social responsibility. At the YMCA of Greater Hartford, the goal of our child development programs is to nurture young people by providing a safe place to learn foundational skills, develop healthy trusting relationships, and build self-confidence. I'm excited for the opportunity to serve the families of the Farmington Valley community by delivering this high quality enrichment program.

All of our before and after school programs are licensed by the State of Connecticut. In addition to meeting the State's expectations, we also collaborate with many local and state organizations to offer the highest quality enrichment experience for your child.

Please review this registration packet carefully. Complete and accurate information helps us to provide the best possible care for your child. Please also note the required documentation needed, such as an up-to-date **Health Assessment Record**, included in the packet. Safety is one of our top priorities in any youth program, and documentation such as the **Health Assessment Record** and **Special Care Plans** are tools that we use to keep every child safe. If your child takes any daily medication or may need to be administered any emergency medication during program hours, we have required forms that need to be filled out to completion.

A 25% deposit of your monthly tuition is required to secure a spot in a school-age program. You may pay your deposit upon registration or **if you register before May 1, 2018, you may defer your deposit to August 1<sup>st</sup> with an automatic draft in place.** The deposit will be applied to your child's June 2019 care. All deposits are non-refundable and non-transferable. **So, you can register now, pay no money down!**

All children must be registered by August 14, 2019, if care is to begin on the first day of school. If your child is not registered on or before August 14, 2019, we cannot guarantee availability on the first day of school.

I look forward to the upcoming year and getting to meet all the program participants and their families. I hope you and your family have a safe and enjoyable summer!

Sincerely,

Beth Garza  
Child Development Director



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Here is some information that we hope you find helpful about your child's new program:

Beth Garza, Child Development Director  
beth.garza@ghymca.org  
P: 860 653-5524 ext 136  
F: 860 844-8074

Kristin Naismith, Program Registrar  
kristin.naismith@ghymca.org  
P: 860 653-5524 ext 117  
F: 860 844-8074

Allgrove School Program Phone (during program hours only): 860-549-4291  
Granby YMCA Program Phone (during program hours only): 860-653-5524  
Pine Grove School Program Phone (during program hours only): 860-549-7309  
Roaring Brook School Program Phone (during program hours only): 860-944-4783



**Farmington Valley YMCA  
Program locations and information**

Child's Name: \_\_\_\_\_

<u>Town</u>	<u>Host Site</u>	<u>Bussing From</u>	<u>Walking Access</u>
Avon	Roaring Brook	---none---	---none---
Avon	Pine Grove	---none---	Thompson Brook School****
East Granby	Allgrove School	Seymour School	---none---
Granby YMCA	FV-YMCA	Kelly Lane and Wells Rd	---none---

**\*\*\*\*All children who are given permission to walk to and from Thompson Brook School  
MUST have a written note by the parent/guardian on file for the school year.**

**REGISTRATION INFORMATION**

Please pick a host site location listed above

- Allgrove Elementary School – (PM Care Only) – East Granby – Bussing from Seymour School
- Farmington Valley YMCA – (PM Care Only) - Granby – Bussing from Wells Rd School & Kelly Lane School
- Pine Grove School – Avon – Walking from Thompson Brook School
- Roaring Brook School – Avon – No Transportation

**Transportation:**

- Will your child need bussing  YES  NO
- Will your child be walking from Thompson Brook to Pine Grove  YES  NO

School your child attends: \_\_\_\_\_ Grade (Fall 2019): \_\_\_\_\_

School Age Site (AM): \_\_\_\_\_ School Age Site (PM): \_\_\_\_\_

Start Date: \_\_\_\_\_

**Please Check a Schedule – number of days a week (fees based on per month per child)**

AM Care 7:00 AM to start of school (Avon sites only)

- 2 days \$156       3 days \$236       5 days \$336

PM Care end of school to 6:00PM \*Please note that the bus you chose for Granby/East Granby Schools must be used 5 days a week

- 2 days \$238       3 days \$336       5 days \$465

AM & PM Care Both AM & PM schedules (Avon sites only)

- 2 days \$356       3 days \$551       5 days \$715

**Circle all days that apply:**

AM Care Designated Days:      Monday Tuesday      Wednesday      Thursday      Friday

PM Care Designated Days:      Monday Tuesday      Wednesday      Thursday      Friday



Farmington Valley YMCA Child Care Registration Form 2019-2020

**CHILD/FAMILY INFORMATION**

Child's Name \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_  
 Home Address \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

**In case of emergency, which parent/guardian listed should we contact first?**

Parent/Guardian Name _____	Parent/Guardian Name _____
Relationship to Child _____	Relationship to Child _____
Parent/Guardian D.O.B. ____ / ____ / ____	Parent/Guardian D.O.B. ____ / ____ / ____
Address _____	Address _____
Town/City _____ State _____ Zip _____	Town/City _____ State _____ Zip _____
Main Phone ( ) _____ - _____	Main Phone ( ) _____ - _____
Secondary Phone ( ) _____ - _____	Secondary Phone ( ) _____ - _____
Place of Work _____	Place of Work _____
Business Address _____	Business Address _____
Email Address _____	Email Address _____

Unless informed otherwise, the YMCA assumes both parents listed above may pick up the child. If a parent may not pick up the child, legal documentation of that fact is required.

**EMERGENCY INFORMATION** – Required to have two additional people who are not the parent/guardian  
 In case of emergency, and the YMCA is unable to reach the parents/guardians listed above, the following individuals have permission to make decisions regarding the care of my child, including permission to pick up my child from the YMCA in case of emergency or early dismissal from the YMCA.

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
 Cell ( ) \_\_\_\_\_ - \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
 Cell ( ) \_\_\_\_\_ - \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_

**CHILD PICK UP ADDITIONAL AUTHORIZATION**

*I give permission for my child to be released from the YMCA program to the people listed below at any time. I understand that YMCA staff requires these people to furnish photo identification before releasing my child.*

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Main Phone ( ) _____ - _____	Main Phone ( ) _____ - _____	Main Phone ( ) _____ - _____
Work Phone ( ) _____ - _____	Work Phone ( ) _____ - _____	Work Phone ( ) _____ - _____
Relationship _____	Relationship _____	Relationship _____

Special Orders for picking up child (Please enclose legal documents if specified people are named).



**BILLING PARTY INFORMATION**

Billing Name \_\_\_\_\_ Child's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_  
 Place of Work \_\_\_\_\_

**HEALTH INFORMATION** - Indicate "yes" where it applies and explain as necessary. Please note that all yes answers must have a care plan at the site BEFORE the child can attend the program.

HEALTH

Asthma _____	Convulsions _____	Emotional _____
Diabetes _____	Hearing _____	Psychological _____
Special Diet _____	Vision _____	Learning Disability _____
Physical _____	Illness _____	ADD/ADHD _____
Restraints _____	Injury _____	Operations _____
Other _____		

ALLERGIES

Hay Fever _____
Poison Ivy _____
Insect _____
Medication _____
Food _____

Please explain details of above "yes" answers \_\_\_\_\_

Special health or emotional note \_\_\_\_\_

Is this child currently taking prescribed or over-the-counter medication? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Why? \_\_\_\_\_  
 Are you covered by any hospitalization/medical care policy? Yes \_\_\_\_\_ No \_\_\_\_\_ Preferred Hospital \_\_\_\_\_  
 Name of Insurance Company \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Policy Holder's Name \_\_\_\_\_ Policy Holder's D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Policy Number \_\_\_\_\_  
 Name of Physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Name of Dentist \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Special Services received through school or other agency: \_\_\_\_\_

PARENT/GUARDIAN AGREEMENT

I understand:

1. Any registration or deposit fee is non-refundable, non-transferable and for administration purposes only.
2. All changes in my child's schedule of care must be made two weeks in advance in writing.
3. The YMCA requires 2 weeks' written notice for termination of care. I am responsible for full payment of the two weeks' notice.
4. The YMCA assumes responsibility for my child's well being during the hours of operation in which my child attends the program.
5. I am responsible for the cost of all medical treatment and care.
6. The information on this form is complete and accurate. I have provided the YMCA with all of the necessary information to properly care for my child's needs.
7. I must notify the YMCA staff in writing immediately of any changes to this form.
8. It is my responsibility to notify the YMCA if my child will be absent from the program.
9. YMCA staff is not allowed to baby-sit or transport children at any time outside of the YMCA program.
10. I have read the YMCA Child Care Handbook and agree to these policies and procedures.

Please check each additional statement with which you agree:

- The YMCA has permission to use photographs of my child in promotional materials such as brochures, ads, televisions/videos, YMCA website, or newspaper releases. I will not be informed or reimbursed for such photographs.
- I give permission to the YMCA staff to administer First Aid in case of injury. In the event my child needs immediate attention and I cannot be contacted I give the YMCA staff permission to authorize medical treatment for my child.
- I give the YMCA permission to transport my child for daily school schedule, in the event of an emergency and for field trips. Prior written notice will be given for all field trips.
- Per State Regulations, we must have a signed consent for the children to participate in activities outside of licensed child care space (i.e.: library, gymnasium, swimming, rock wall, outdoor space, another classroom in the event the school needs the cafeteria) I give permission for my child to participate in activities outside licensed child care space under the supervision of the YMCA Staff.**

MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE ABOVE.

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

Date \_\_\_\_\_



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Child Care Memorandum of Understanding

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Child Name Site/Program

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Parent/Guardian Name

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Address

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Grade/Program Start Date

1. Parents/guardians are required to sign child in & out of program every day. This includes the time of drop off & pick up as well as a signature.
2. Each child must be able to fully participate in all activities. If they are ill and cannot fully participate, a parent/guardian will be contacted to pick them up within one hour's time.
3. The YMCA promotes a safe environment for all children and staff. If a child acts inappropriately the behavior management policy lays out guidelines and the procedures that the YMCA will take.
4. The YMCA follows all State of CT guidelines when administering medications, including but not limited to: only certified staff may administer medication; collection of the appropriate forms signed by parents and physician where applicable; medication must be in original, labeled container.
5. The YMCA must have accurate and up-to-date health and medical information for each child according to CT Office of Early Childhood regulations. Children may not participate in child care programs if health and medical forms are absent or expired.
6. The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, a two week written notice must be provided to the office when changing your child's schedule or when withdrawing from the program.
7. Child Care payment is due monthly for the month of service. For example, payments for the month of October are due October 1<sup>st</sup>. All payments are due before the end of the first week of the month. A late fee of \$5.00 will be assessed each day a payment is late, starting with the 2<sup>nd</sup> week of the month. If your payment has not been received by the end of the 2<sup>nd</sup> week of the month, your child will not be permitted to attend care until an agreement has been made with the Business Manager. *All payments must be made using an electronic draft OR balance must be current by the 1<sup>st</sup> of the month. Flexible payment plans can be scheduled as needed.*
8. Two-party payments are available upon request of the parent/guardian.
9. The YMCA agrees not to share information with non-regulatory outside agencies who have not been designated by the parent or guardian. All changes to this policy must be written and handed in to the YMCA.
10. The YMCA is required to collect copies of all court orders & custody agreements regarding the child's limited access to the parents and/or guardians.
11. All YMCA School Age Child Care programs follow the public school calendar of the town they serve. If the public schools are closed due to weather or vacations, the YMCA School Age Child Care programs will also be closed. Delayed openings and early releases are determined by the schools administration. Please contact your YMCA branch for additional information.

I have read and understand all policies and procedures including but not limited to the items outlined above.

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Parent/Guardian Signature Date





Child Guidance and Discipline Policies: 2019-2020 School Year

Child Name

Site

It is YMCA procedure to use positive techniques of guidance with all children. Staff will set appropriate expectations and will have guidelines and environments that will minimize the need for discipline. Staff will be aware that all children are different and respond to different disciplinary techniques. The best results are achieved when parents and staff work together. Therefore, staff will communicate any behavior issues to parents promptly and be available for discussion.

Staff will be responsible for managing child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem.

The following are YMCA policies of positive guidance and discipline techniques:

1. Staff will divert attention away from any activity that they disapprove of by substituting another toy/game or leading the child to another activity.
2. Staff will offer children choices of activities/games they can participate in.
3. Staff will set limits for children that are consistently enforced and are based on reasons children can understand.
4. Children will be given warnings when they have done something wrong. Warnings are necessary to allow children to know in advance what to expect, reduce resistance and ease transitions.
5. Staff will structure the environment in such a way to help reduce misbehavior and accidents.
6. Staff will redirect behavior. It is necessary at times to move a child away from a behavior by suggesting an alternative acceptable behavior.
7. Staff will model appropriate behaviors for children.
8. Staff will be aware when a conflict between children arises. Staff will engage children in helping to solve the problem by analyzing the situation and all possible solutions, and working with the children to pick one they all agree as the best one.
9. Staff will separate children if they are having difficulty getting along.
10. Staff will remain objective when there is a problem with a child.
11. Staff will give children positive attention, and will engage children in behaving positively.
12. Staff will encourage children to behave positively and to continue to behave in appropriate ways.
13. Staff will explain the consequences of misbehavior to all children, and will continually remind students of the consequences.
14. No child will be physically restrained unless it is necessary to protect the health and safety of the child and others.
15. Site Directors and staff will discuss positive guidance techniques with parents, and will review these techniques as needed during the period of the child's enrollment.
16. The parent/guardian will be required to pick the child up from the child development program when a child's behavior is deemed unacceptable and/or is a safety risk to self or others. When the parent(s)/guardian(s) have been called more than two times during one week to pick up the child, and there has not been an improvement in their behavior, a meeting between the parent(s)/guardian(s), staff, and Program Director will be held to develop a Behavior Management Action Plan.
17. If a child's behavior is determined by the Program Director and Executive Director to be a danger to the child, to other children or to the staff in a program, parents/guardians will be required to withdraw the child from the program.
18. Staff will report actual or suspected child abuse or neglect, or imminent risk of serious harm of any child to the Department of Children and Families as mandated by section 17a-101 to section 17a-101e inclusive, of the Connecticut General Statutes. Connecticut General Statutes identifies professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. All YMCA employees are considered Mandated Reporters by the State of CT. Mandated Reporters are required to report abuse or neglect based on a reasonable cause to suspect, such as what is observed, what is told or said.

I have read, understood, and discussed the Child Guidance and Discipline policies of the Farmington Valley YMCA.

Parent/Guardian Signature

Date



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**YMCA of GREATER HARTFORD**

**RELEASE and WAIVER OF LIABILITY, INDEMNITY and PHOTO/TALENT RELEASE AGREEMENT**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities, or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself, or on behalf of a minor child under age 18, and for any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, inspected and carefully considered, or will immediately upon entering and/or participating, inspect and carefully consider, such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA constitutes an acknowledgement that that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, **THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING ON HIS OR HER BEHALF AND/OR BEHALF OF HIS/HER CHILDREN OR GUESTS** (herein referred to as "the undersigned"):

1. **MEMBER CONDUCT** I agree to abide by all rules and regulations of the YMCA of Metropolitan Hartford (hereafter "YMCA"), and I understand that failure to act in accordance with the rules may result in expulsion from the YMCA and cancellation of membership.
2. **INSURANCE** I understand that the YMCA does not provide any accident or health insurance for its members or participants and it is my responsibility to provide such coverage.
3. **PROPERTY LOSS** I understand that the YMCA is not responsible for personal property lost, damaged, or stolen while using YMCA facilities or participating in YMCA programs.
4. **ASSUME FULL RESPONSIBILITY** I hereby assume full responsibility for and risk of bodily injury, death, or property damage while in about or upon the premises of the YMCA and/or while using the premises, or any facilities or equipment thereon or participating in any program affiliated with the YMCA.
5. **PHOTO/TALENT RELEASE** I hereby irrevocably release, consent and allow the YMCA and its agents to use my photograph, likeness, voice, as it pertains to my participation with the YMCA, in any manner for promotional efforts without expectation of any reimbursement for its use.  
**(My initials here revoke photo/talent release \_\_\_\_\_).**
6. **RELEASEE, WAIVE, DISCHARGES** I hereby release, waive, discharge and covenant not to sue the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or loss of property while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
7. **INDEMNIFY AND SAVE AND HOLD HARMLESS** I hereby agree to indemnify and save and hold harmless the releasees from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA.
8. **MEDICAL RELEASE** I authorize the YMCA, as my agent, to give consent to medical treatment by a licensed physician or hospital when such treatment is deemed necessary by the physician, and I am unable to give such consent. I authorize a qualified YMCA staff member to administer CPR or first aid if necessary. I understand that it may be necessary for me to provide a release form from my physician regarding my current health status.
9. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Connecticut and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.
10. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AND PHOTO/TALENT RELEASE AGREEMENT, and further agrees that no oral representations, statement, or inducement apart from the foregoing written agreement have been made. I HAVE READ THIS RELEASE

Date: \_\_\_\_\_ Printed Name of Participant \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Participant or Parent/Guardian \_\_\_\_\_

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Child Name Site/Program

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Parent/Guardian Name Address

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Grade Start Date

1. I understand and accept that a non-refundable deposit of 25% is required to secure a spot in the program. This deposit is applied to June of 2019 and is non-refundable. If proper notice is not given in writing regarding withdrawal, I am responsible for accruing fees until the YMCA is notified.
2. Child Care payment is due monthly for the month of service. For example, payments for the month of October are due October 1<sup>st</sup>. All payments are due before the end of the first week of the month. All payments must be made using an electronic draft OR balance must be current by the 1<sup>st</sup> of the month. Flexible payment plans can be scheduled as needed.
3. Collections/Late Fee Policy: A late fee of \$5.00 will be assessed each day a payment is late, starting with the 2<sup>nd</sup> week of the month. If your payment has not been received by the end of the 2<sup>nd</sup> week of the month, your child will not be permitted to attend care until an agreement has been made with the Business Manager.
4. I understand that fees are not discounted or prorated for shortened weeks due to holiday, days off or inclement weather. I understand and accept that monthly fees are always the same and will not be credited or reduced due to snow days, vacation days and inclement weather closings and those fees will not be increased due to half days, delayed openings, and early dismissals.
5. I understand and accept that if my child is absent, regardless of days absent, I will still pay the regular monthly fee.
6. I understand and accept that failure to pay required monthly fees will prevent my child from further participation in any YMCA program.
7. I understand and accept that I must pay my monthly fee by Cash, Check, Credit Card, or Automatic Payment (ATS). I understand I have the option to have my monthly payments drafted directly from my Check or Savings Account or Credit or Debit Card. If I chose to do this, I will complete the Child Development ATS Authorization form and provide all necessary documentation including account numbers and/or a voided check.
8. I understand and accept that YMCA Vacation Days and Snow Days that my child attends are not included in my monthly fee and that they are considered separate programs that will need to be registered and paid for separately.
9. I understand that my child will not be allowed to participate in the program until such time that I have provided completed and up to date Registration forms, Child Guidance and Discipline Policy, updated physical signed by your physician, and Special Health Care plans as needed.
10. I understand and accept that failure to comply with these terms may result in my child being unable to participate in the YMCA Child Care program.
11. I understand and accept that the morning programs will start at 6:30 AM (unless otherwise noted) and my child(ren) will not be able to be dropped off before this time and that if my child is picked up after 6:00 PM, I will be charged \$1 for every minute after 6:00 pm and that the late pick-up fee will be due within five (5) business days.

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Parent/Guardian Signature

Date



## Child Development Electronic Payment Form

### TERMS AND CONDITIONS

It is my complete understanding that if I terminate my child's enrollment I must submit a letter in writing canceling my Electronic Payment giving the YMCA **two (2) weeks written notice** prior to my child's withdrawal date. I understand that paying under the Electronic Payment method, I am subject to fee increases periodically by the Board of Directors and the YMCA may adjust the monthly rate applicable to my child's enrollment category. I will be notified 30 days in advance of any increases. I understand that the monthly debit to my account is a continual draft for ten (10) months equal to the school calendar for School Aged or (12) calendar months for Infant/Toddler/Preschool. Should any pre-authorized electronic payment not be honored by my financial institution when received, I agree that the payment is to be made by me in the amount of said payment, and I agree that I am responsible for that payment plus a service charge (contact your branch for current fees). This service charge does not include possible fees imposed by my financial institution. I understand that if two electronic payments are rejected my child's enrollment will be terminated.

I, the undersigned, have read and agree to the above Terms and Conditions.

Parent/guardian Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

### ELECTRONIC FUNDS TRANSFER (EFT) OR CREDIT CARD AUTHORIZATION

I authorize the YMCA of Greater Hartford to debit my account as indicated below on a monthly basis. Should any preauthorized EFT or Credit Card payment not be honored by my financial institution at the time of the draft, I understand and agree to the YMCA re-submitting, at their discretion, the request for payment.

#### **EFT**

Financial Institution Name & Address \_\_\_\_\_

Name on Account (print) \_\_\_\_\_  Checking Account  Savings Account

Routing Number (9 digits) \_\_\_\_\_ Account Number \_\_\_\_\_

I agree the monthly payment amount debited will be \$ \_\_\_\_\_ and will draft on the 1<sup>st</sup> day of each month. My first draft will begin on \_\_\_\_\_ (date) for  10 months  12 Months.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **CREDIT/DEBIT CARD**

Card Type:  Visa  MasterCard  AMEX  Discover

Name on Card (print) \_\_\_\_\_ Card#/Exp \_\_\_\_\_

I agree the monthly payment amount debited will be \$ \_\_\_\_\_ and will draft on the 1<sup>st</sup> day of each month. My first draft will begin on \_\_\_\_\_ (date) for  10 months  12 Months.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Office Use Only:**

Deposit Payment \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Form Entered by \_\_\_\_\_ Date Entered \_\_\_\_\_

System Account # \_\_\_\_\_

Farmington Valley YMCA School Aged Child Development





# State of Connecticut Department of Education

## Health Assessment Record



To Parent or Guardian:

In order to provide the best educational experience, school personnel must understand your child's health needs. This form requests information from you (Part I) which will also be helpful to the health care provider when he or she completes the medical evaluation (Part II).

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, licensed pursuant to chapter 378, a physi-

cian assistant, licensed pursuant to chapter 370, a school medical advisor, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut (C.G.S. Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade and in the 9th or 10th grade. Specific grade level will be determined by the local board of education. This form may also be used for health assessments required every year for students participating on sports teams.

*Please print*

Student Name (Last, First, Middle)	Birth Date	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street, Town and ZIP code)		
Parent/Guardian Name (Last, First, Middle)	Home Phone	Cell Phone
School/Grade	Race/Ethnicity	<input type="checkbox"/> Black, not of Hispanic origin
Primary Care Provider	<input type="checkbox"/> American Indian/ Alaskan Native	<input type="checkbox"/> White, not of Hispanic origin
	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Asian/Pacific Islander
		<input type="checkbox"/> Other
Health Insurance Company/Number* or Medicaid/Number*		
Does your child have health insurance?	Y N	If your child does not have health insurance, call <b>1-877-CT-HUSKY</b>
Does your child have dental insurance?	Y N	

\* If applicable

### Part I — To be completed by parent/guardian.

**Please answer these health history questions about your child before the physical examination.**

Please circle **Y** if "yes" or **N** if "no." Explain all "yes" answers in the space provided below.

Any health concerns	Y	N	Hospitalization or Emergency Room visit	Y	N	Concussion	Y	N
Allergies to food or bee stings	Y	N	Any broken bones or dislocations	Y	N	Fainting or blacking out	Y	N
Allergies to medication	Y	N	Any muscle or joint injuries	Y	N	Chest pain	Y	N
Any other allergies	Y	N	Any neck or back injuries	Y	N	Heart problems	Y	N
Any daily medications	Y	N	Problems running	Y	N	High blood pressure	Y	N
Any problems with vision	Y	N	"Mono" (past 1 year)	Y	N	Bleeding more than expected	Y	N
Uses contacts or glasses	Y	N	Has only 1 kidney or testicle	Y	N	Problems breathing or coughing	Y	N
Any problems hearing	Y	N	Excessive weight gain/loss	Y	N	Any smoking	Y	N
Any problems with speech	Y	N	Dental braces, caps, or bridges	Y	N	Asthma treatment (past 3 years)	Y	N
<b>Family History</b>						Seizure treatment (past 2 years)	Y	N
Any relative ever have a sudden unexplained death (less than 50 years old)			Y	N	Diabetes	Y	N	
Any immediate family members have high cholesterol			Y	N	ADHD/ADD	Y	N	

Please explain all "yes" answers here. For illnesses/injuries/etc., include the year and/or your child's age at the time.

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Is there anything you want to discuss with the school nurse? Y N If yes, explain:

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Please list any **medications** your child will need to take **in** school:

*All medications taken in school require a separate **Medication Authorization Form** signed by a health care provider and parent/guardian.*

I give permission for release and exchange of information on this form between the school nurse and health care provider for confidential use in meeting my child's health and educational needs in school.

Signature of Parent/Guardian

Date

## Part II — Medical Evaluation

HAR-3 REV. 4/2017

### Health Care Provider must complete and sign the medical evaluation and physical examination

Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Date of Exam \_\_\_\_\_

I have reviewed the health history information provided in Part I of this form

### Physical Exam

**Note:** \*Mandated Screening/Test to be completed by provider under Connecticut State Law

\*Height \_\_\_\_\_ in. / \_\_\_\_\_% \*Weight \_\_\_\_\_ lbs. / \_\_\_\_\_% BMI \_\_\_\_\_ / \_\_\_\_\_% Pulse \_\_\_\_\_ \*Blood Pressure \_\_\_\_\_ / \_\_\_\_\_

	Normal	Describe Abnormal	Ortho	Normal	Describe Abnormal
Neurologic			Neck		
HEENT			Shoulders		
*Gross Dental			Arms/Hands		
Lymphatic			Hips		
Heart			Knees		
Lungs			Feet/Ankles		
Abdomen			*Postural <input type="checkbox"/> No spinal abnormality <input type="checkbox"/> Spine abnormality: <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Marked <input type="checkbox"/> Referral made		
Genitalia/ hernia					
Skin					

### Screenings

*Vision Screening	*Auditory Screening	History of Lead level ≥ 5µg/dL <input type="checkbox"/> No <input type="checkbox"/> Yes	Date
Type: <u>Right</u> <u>Left</u>	Type: <u>Right</u> <u>Left</u>		
With glasses 20/ 20/	<input type="checkbox"/> Pass <input type="checkbox"/> Pass	*HCT/HGB:	
Without glasses 20/ 20/	<input type="checkbox"/> Fail <input type="checkbox"/> Fail	*Speech (school entry only)	
<input type="checkbox"/> Referral made	<input type="checkbox"/> Referral made	Other:	

TB: High-risk group?  No  Yes PPD date read: \_\_\_\_\_ Results: \_\_\_\_\_ Treatment: \_\_\_\_\_

### \*IMMUNIZATIONS

Up to Date or  Catch-up Schedule: **MUST HAVE IMMUNIZATION RECORD ATTACHED**

#### \*Chronic Disease Assessment:

**Asthma**  No  Yes:  Intermittent  Mild Persistent  Moderate Persistent  Severe Persistent  Exercise induced  
 If yes, please provide a copy of the **Asthma Action Plan** to School

**Anaphylaxis**  No  Yes:  Food  Insects  Latex  Unknown source

**Allergies** If yes, please provide a copy of the **Emergency Allergy Plan** to School

History of Anaphylaxis  No  Yes Epi Pen required  No  Yes

**Diabetes**  No  Yes:  Type I  Type II

**Other Chronic Disease:**

**Seizures**  No  Yes, type: \_\_\_\_\_

This student has a developmental, emotional, behavioral or psychiatric condition that may affect his or her educational experience.

Explain: \_\_\_\_\_

Daily Medications (specify): \_\_\_\_\_

This student may:  participate fully in the school program

participate in the school program with the following restriction/adaptation: \_\_\_\_\_

This student may:  participate fully in athletic activities and competitive sports

participate in athletic activities and competitive sports with the following restriction/adaptation: \_\_\_\_\_

Yes  No Based on this comprehensive health history and physical examination, this student has maintained his/her level of wellness.

Is this the student's medical home?  Yes  No  I would like to discuss information in this report with the school nurse.

Signature of health care provider MD / DO / APRN / PA	Date Signed	Printed/Stamped <b>Provider</b> Name and Phone Number
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# Immunization Record

**To the Health Care Provider: Please complete and initial below.**

**Vaccine (Month/Day/Year)** Note: \*Minimum requirements prior to school enrollment. At subsequent exams, note booster shots only.

	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6
<b>DTP/DTaP</b>	*	*	*	*		
<b>DT/Td</b>						
<b>Tdap</b>	*				Required 7th-12th grade	
<b>IPV/OPV</b>	*	*	*			
<b>MMR</b>	*	*			Required K-12th grade	
<b>Measles</b>	*	*			Required K-12th grade	
<b>Mumps</b>	*	*			Required K-12th grade	
<b>Rubella</b>	*	*			Required K-12th grade	
<b>HIB</b>	*				PK and K (Students under age 5)	
<b>Hep A</b>	*	*			See below for specific grade requirement	
<b>Hep B</b>	*	*	*		Required PK-12th grade	
<b>Varicella</b>	*	*			Required K-12th grade	
<b>PCV</b>	*				PK and K (Students under age 5)	
<b>Meningococcal</b>	*				Required 7th-12th grade	
<b>HPV</b>						
<b>Flu</b>	*				PK students 24-59 months old – given annually	
<b>Other</b>						

**Disease Hx** \_\_\_\_\_  
**of above** (Specify) \_\_\_\_\_ (Date) \_\_\_\_\_ (Confirmed by) \_\_\_\_\_

**Exemption:** Religious \_\_\_\_\_ **Medical:** Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Renew Date:** \_\_\_\_\_

**Religious exemption documentation is required upon school enrollment and then renewed at 7th grade entry.  
 Medical exemptions that are temporary in nature must be renewed annually.**

## Immunization Requirements for Newly Enrolled Students at Connecticut Schools (as of 8/1/17)

### KINDERGARTEN THROUGH GRADE 6

- DTaP: At least 4 doses, with the final dose on or after the 4th birthday; students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine.
- Polio: At least 3 doses, with the final dose on or after the 4th birthday.
- MMR: 2 doses at least 28 days apart, with the 1st dose on or after the 1st birthday.
- Hib: 1 dose on or after the 1st birthday (children 5 years and older do not need proof of vaccination).
- Pneumococcal: 1 dose on or after the 1st birthday (children 5 years and older do not need proof of vaccination).
- Hep A: 2 doses given six months apart, with the 1st dose on or after the 1st birthday. See “HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES” column at the right for more specific information on grade level and year required.
- Hep B: 3 doses, with the final dose on or after 24 weeks of age.
- Varicella: 2 doses, with the 1st dose on or after the 1st birthday or verification of disease.\*\*

### GRADES 7 THROUGH 12

- Tdap/Td: 1 dose of Tdap required for students who completed their primary DTaP series; for students who start the series at age 7 or older a total of 3 doses of tetanus-diphtheria containing vaccines are required, one of which must be Tdap.
- Polio: At least 3 doses, with the final dose on or after the 4th birthday.
- MMR: 2 doses at least 28 days apart, with the 1st dose on or after the 1st birthday.
- Meningococcal: 1 dose
- Hep B: 3 doses, with the final dose on or after 24 weeks of age.
- Varicella: 2 doses, with the 1st dose on or after the 1st birthday or verification of disease.\*\*
- Hep A: 2 doses given six months apart, with the 1st dose on or after the 1st birthday. See “HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES” column at the right for more specific information on grade level and year required.

### HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES

- August 1, 2017: Pre-K through 5th grade
- August 1, 2018: Pre-K through 6th grade
- August 1, 2019: Pre-K through 7th grade
- August 1, 2020: Pre-K through 8th grade
- August 1, 2021: Pre-K through 9th grade
- August 1, 2022: Pre-K through 10th grade
- August 1, 2023: Pre-K through 11th grade
- August 1, 2024: Pre-K through 12th grade

\*\* **Verification of disease:** Confirmation in writing by an MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.

**Note:** The Commissioner of Public Health may issue a temporary waiver to the schedule for active immunization for any vaccine if the National Centers for Disease Control and Prevention recognizes a nationwide shortage of supply for such vaccine.

Initial/Signature of health care provider MD / DO / APRN / PA	Date Signed	Printed/Stamped <i>Provider</i> Name and Phone Number
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