



April 2019

RE: 2019-2020 SACD Registration

Dear School Age Child Development Parents/Guardians:

Thank you for choosing 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 Plainville community by delivering this high quality enrichment program.

All of our early childhood and 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.

A 25% deposit of your monthly tuition is required to secure a spot in a school-age program. The deposit will be applied to your child's June care. All deposits are non-refundable and non-transferable.

Our school age child care tuition rates for 2019-2020 are as follows:

Grade K-5	AM Only	PM Only	Both
Mon-Fri	\$315/month	\$365/month	\$495/month
3- day option	\$262/month	\$315/month	\$410/month

All children must be registered by August 15, 2019, if care is to begin on September 3, 2019. If your child is not registered on or before August 15, 2019, you will not have care beginning the first day of school.

I have enclosed a Child Development EFT Authorization Form. All child development tuition payments will be through our Electronic Funds Transfer (EFT) or automatic draft. Your payment is withdrawn in the same month you receive your care. Your first child development payment will be drafted on September 1st for the month of September. Draft can be processed through your checking account, savings account, Visa, Mastercard, American Express or Discover.

I hope you and your family have a safe and enjoyable summer!

Sincerely,


Caitlin Butkus
Child Development Director

Wheeler Regional Family YMCA
149 Farmington Ave., Plainville, CT 06062



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

Caitlin Butkus, Child Development Director

Caitlin.butkus@ghymca.org

P: 860-793-9631, ext. 132

F: 860-793-2092

Wheeler Site Cell Phone 860-305-6345

Toffolon Sie Cell Phone 860-541-0381



Wheeler Regional Family 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 () _____ School child attends _____ 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 _____
Home Phone () _____ Work () _____	Home Phone () _____ Work () _____
Cell Phone () _____	Cell 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

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 _____
Home Phone () _____	Work () _____ Cell () _____
Address _____	
Name _____	Relationship to child _____
Home Phone () _____	Work () _____ Cell () _____
Address _____	

CHILD PICK UP 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 _____
Home Phone () _____	Home Phone () _____	Home 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). _____

REGISTRATION INFORMATION (please check all that apply)

Site: Wheeler Toffolon Linden My Child's Schedule: 5 days/wk 3 days/wk

DESIGNATED DAYS: Monday Tuesday Wednesday Thursday Friday

___ SACD (Grades K-5) Time: AM (only) PM (only) AM & PM

Start Date: _____



BILLING PARTY INFORMATION

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

HEALTH INFORMATION - Indicate "yes" where it applies and explain as necessary.

HEALTH

Asthma ___ Convulsions ___ Emotional ___ Hay Fever ___
Diabetes ___ Hearing ___ Psychological ___ Poison Ivy ___
Special Diet ___ Vision ___ Learning Disability ___ Insect ___
Physical ___ Illness ___ ADD/ADHD ___ Medication ___
Restraints ___ Injury ___ Operations ___ Food ___
Other ___

ALLERGIES

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' notice for termination of care. I am responsible for full payment of the 2 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.
- As 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, 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.
- I give the YMCA permission to accept and divulge any information with school officials about my child to make a smooth transition between school and program.

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

Parent/Guardian Signature _____

Date _____



Child Care Memorandum of Understanding

Child Name	Site/Program
Parent/Guardian Name	
Address	
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 physicians 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 Department of Public Health regulations. Children may not participate in child care programs if health and medical forms are absent or expired.
6. 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 1st. *All payments must be made using an electronic draft OR balance must be current by the 1st of the month. Flexible payment plans can be scheduled as needed. See EFT form, page 8 of this packet.* Overdue accounts will be assessed a \$25 late fee on the 8th of the month.
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.

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 on 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.

(continued on next page)



Child Guidance and Discipline Policies: 2019-2020 School Year (continued)

- 16. 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.**
- 17. 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 Wheeler Regional Family YMCA.

Parent/Guardian Signature

Date



**YMCA of GREATER HARTFORD
RELEASE and WAIVER OF LIABILITY and 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 an 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 _____



Child Care Payment Agreement

Child Name	Site/Program
Parent/Guardian Name	Address
Grade	Start Date

- 1. I understand and accept that a non-refundable deposit of 20% will be applied to the June fee to secure a spot in the program. If proper notice is not given in writing regarding withdrawal, I am responsible for accruing fees until the YMCA is notified.**
- 2. I understand and accept that my Child Care payment is due monthly for the month of service. For example, payments for the month of October are due October 1st. All payments must be made using an electronic draft OR balance must be current by the 1st of the month. Flexible payment plans can be scheduled as needed. See EFT form, page 9 of this packet. Overdue accounts will be assessed a late fee on the 8th of the month.**
- 3. I understand and accept that School Age Child Care monthly fees are based on 180 days of school and are divided by 12 months (September-June); therefore, 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.**
- 4. I understand and accept that if my child is absent, regardless of days absent, I will still pay the regular monthly fee.**
- 5. I understand and accept that failure to pay required monthly fees will prevent my child from further participation in any YMCA program.**
- 6. I understand that 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.**
- 7. I understand that 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.**
- 8. I understand that my child will not be allowed to participate in the program until such time that I have provided complete and up to date Registration forms, Child Guidance and Discipline Policy, updated physical signed by your physician, and Special Health Care plans as needed.**
- 9. 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.**
- 10. I understand and accept that the morning programs will start at 6:30 AM 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.**

Parent/Guardian Signature	Date
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Child Care 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. 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.

CREDIT/DEBIT CARD

Card Type: Visa MasterCard AMEX Discover

Name on Card (print) _____ Card Number _____

Card Expiration Date _____

I agree the monthly payment amount debited will be \$ _____ and will draft on the 1st day of each month. My first draft will begin on _____ (date).

Authorized Signature _____ Date _____

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 1st day of each month. My first draft will begin on _____ (date).

Authorized Signature _____ Date _____

Office Use Only:	Deposit Payment \$ _____	Receipt Number _____
	Form Entered by _____	Date Entered _____
	System Account # _____	