



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2019-2020

GREEN FAMILY YMCA BEFORE & AFTER SCHOOL ENRICHMENT

Welcome to the Green Family YMCA's Before and After School Enrichment program! We are excited to collaborate with Green Local Schools in offering our outstanding programs for students at Greenwood ELC, the Primary School, and the Intermediate School. As with any quality child care center, our program is licensed by the State of Ohio so you can be sure you are getting the best care possible. With the support and partnership of Green Local Schools, there is nowhere better for your children to spend their time.

Before and After School Enrichment (BASE) is an incredible opportunity for your children to be involved in activities with their peers. In our program, your child will be challenged to be active and thoughtful citizens. Students in our care understand and practice the YMCA character values, work on homework and literacy activities, and have loads of fun in a safe environment. We provide snacks, outside play time and gym time, as well as homework/quiet time.

The YMCA has four BASE sites. We have a site at our YMCA, Greenwood ELC, Primary School, and Intermediate School. You will have the choice of enrolling your child to stay on site at the schools, or to be bussed to and from the YMCA. We look forward to having your children with us this school year!

Please read and complete this packet fully. If you have any questions or concerns, please contact:

Sarah Sebrell—Youth Enrichment Director
330.899.9622
sarahs@akronymca.org

PLEASE KEEP THESE PARENT INFO PAGES 😊



BEFORE CARE

When your child is enrolled in our **BEFORE CARE**, you are able to drop-off your child beginning at 6:30am each morning. Students in before care at one of the school buildings will be released by a child care staff member, to class, at the beginning of the official school day. Students in before care at the YMCA will be picked up by a Green Local Schools bus and transported to school each morning. It is the parents' responsibility to make arrangements with the transportation department.

AFTER CARE

When your child is enrolled in our **AFTER CARE**, they will be released from class and report directly to the designated area where a child care staff member will meet them. Students in after care at the YMCA will be transported to the Y each afternoon by a Green Local Schools bus. It is the parents' responsibility to make arrangements with the transportation department.

BASE at the YMCA

- Drop-Off/Pick-Up at the Green YMCA
- Limit 18 Children
- AM Care – Free time & Snack
- PM Care – Free time, Snack, Swimming [Wed], Gym Time, Outside Time, Homework Time
- Before **OR** After Care
 - Y Members \$57/week
 - Program Members \$65/week
- Before **AND** After Care
 - Y Members \$82/week
 - Program Members \$90/week
- \$40 non-refundable registration fee per child
*waived if registered by June 1, 2019

BASE at the Green Schools

- Drop-Off/Pick-Up at child's school
- Greenwood is the only school with a limit of 18 children
- AM Care – Free play & Snack [Greenwood and Primary Only]
- PM Care – Free play, Snack, Gym Time, Outside Time and Homework Time
- Before **OR** After Care
 - \$40/week
- Before **AND** After Care
 - \$55/week
- \$20 non-refundable registration fee per child
*waived if registered by June 1, 2019



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

2019-2020

Registration

Upon registration, your child is expected on the first day of school. We cannot hold spots longer than one week without payment. If you do not attend our program during the first week and do not notify the YMCA, your spot will be forfeited to a child on the waiting list.

Green Schools Closings

When Green Local Schools are closed for vacations, holidays or emergencies, the YMCA will host **Fun Days** for **Before and After School Enrichment** students. Students must be registered in advance and the cost of a Fun Day is \$30/day and is automatically drafted unless paid in advance. Parents must call the YMCA to register for a **SNOW DAY FUN DAY**. Space is limited to 18 students.

Snacks

The Green Family YMCA will provide a snack during before care at the YMCA, Greenwood, and Primary. We also provide snack during after care at all four sites. Our snacks meet the USDA requirements, and a daily calendar is present at each site. Please let the staff know in advance if your child is not permitted to have any type of foods due to allergies or religious beliefs so we can accommodate.

Vacation & Sick Days

Full payment is required to hold your child's spot even if he/she does not attend the program. The only exceptions to this are the two weeks of Christmas break and Spring Break. Care is available during break weeks, but if you choose not to attend, you will not be charged.

Registration Process

1. Read through the Parent Information Pages.
2. Complete all forms in registration packet.
3. Return completed registration packet to the Green Family YMCA.
4. Pay registration fee.
5. Be sure to keep all forms marked "Please Keep These Parent Info Pages" for future reference.

Registration forms checklist:

- **Class selection Page**
- **Payment Information**
- **Photo Consent**
- **Authorized Pick-Up**
- **Family Information sheet**
- **Enrollment & Health Information pages**
- **Center Policies Agreement**

PLEASE KEEP THESE PARENT INFO PAGES 😊

**GREEN FAMILY YMCA
B.A.S.E.
REGISTRATION PACKET**



Choose your site:

GREENWOOD Early Learning Center

GREEN PRIMARY SCHOOL

GREEN INTERMEDIATE SCHOOL

GREEN FAMILY YMCA

CHILD'S NAME _____

CHILD'S BIRTHDAY _____ **GRADE** _____

**GREEN FAMILY YMCA
B.A.S.E.
REGISTRATION PACKET**



Choose your time:

MORNINGS ONLY

6:30am – 8:00am Intermediate School

6:30am – 9:00am Primary School and Greenwood

6:30am – bus pick-up YMCA

AFTERNOONS ONLY

3:15pm – 6:30pm Intermediate

3:45pm – 6:30pm Primary School and Greenwood

Bus drop-off – 6:30pm YMCA

BOTH MORNINGS AND AFTERNOONS

AUTHORIZED PICK-UP LIST

Your child will only be released to those listed on the Authorized Pick-Up List. Parents/guardians do not have to be added to this list. Additional people can be added on a separate paper if needed. Staff will require identification before releasing the child. Please let people know about this ahead of time so they bring a picture ID and are not offended. The safety of your children is our priority!

Name: _____

Relationship: _____

Phone Numbers:

(H) _____ (W) _____

(C) _____

Name: _____

Relationship: _____

Phone Numbers:

(H) _____ (W) _____

(C) _____

Name: _____

Relationship: _____

Phone Numbers:

(H) _____ (W) _____

(C) _____

Name: _____

Relationship: _____

Phone Numbers:

(H) _____ (W) _____

(C) _____

CHILD DROP-OFF / PICK-UP POLICY

When you enroll your child in any YMCA Child Care program, understand that our policy is for you to bring your child to the classroom each morning and let one of the staff members know that your child has arrived. We are not legally responsible for your child if they are dropped-off outside the classroom. Please read and sign below:

I am aware that the YMCA staff are not responsible for my child unless I bring my child to the classroom when arriving each morning. I understand that state law requires me to sign-in and sign-out my child each day. I also understand that state law requires that I notify staff that my child is leaving the YMCA program for the day. I understand a fee of \$15 per child will be assessed for every 15 minutes I am late to pick up my child(ren) after 6:45pm.

Parent/Guardian Signature: _____

IN THE CASE OF DIVORCE OR SEPARATION, WHERE CUSTODY OF THE CHILD IS LIMITED, AND RELEASE AUTHORIZATION DOES NOT INCLUDE BOTH PARENTS, PLEASE CONTACT SARAH SEBRELL REGARDING OUR POLICY.

Ohio Department of Job and Family Services
**CHILD ENROLLMENT AND HEALTH INFORMATION
 FOR CHILD CARE**

This form shall be completed prior to the child's first day of attendance and updated annually and as needed.

Child's Name		Date of Birth	First Day at Program/Home	
Home Address			City	
State	Zip Code	Home Telephone Number		
Parent/Guardian Name		Relationship to Child		
Home Address		Home Telephone Number		
City		State	Zip	
Email Address (if applicable)		Cell Phone		
Parent's Work/School Telephone Number		Parent's Work/School Name		
Parent's Work/School Address		City		
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email				
Where can you be reached while your child is in this program/home?				
Parent/Guardian Name		Relationship to Child		
Home Address		Home Telephone Number		
City		State	Zip	
Email Address (if applicable)		Cell Phone		
Parent's Work/School Telephone Number		Parent's Work/School Name		
Parent's Work/School Address		City		
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email				
Where can you be reached while your child is in this program/home?				
Emergency Contacts: Parents <u>cannot be listed</u> as emergency contacts. List the name of at least one person who can be contacted in the event of an emergency or illness if you cannot be reached. Any person listed should be able to assist in contacting you. At least one person listed must be within one hour of the center/home, able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.				
Name		Name		
City	State	City	State	
Telephone Number	Relationship to Child		Telephone Number	Relationship to Child
Other numbers where emergency contact can be reached (if applicable)		Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital				
Street Address				
City	State	Telephone Number		

Child's Name

Allergies, Special Health or Medical Conditions, and Food Supplements

Fill in this section accurately and completely. Please note that if your child has a **current** health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Medical/Physical Care Plan" or equivalent form and/or the JFS 01217 "Request for Administration of Medication" must be completed and be kept on file at the center or family child care home.

Does your child have any food, medication or environmental allergies? (check all that apply)

- No
 Yes - check all that apply Food Medication Environmental Please list and explain:

Does your child's allergy/allergies require child care staff to monitor your child for symptoms, take action if a reaction occurs, or give emergency medication to your child? (check one)

- No
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Does your child have a special health or medical condition? (check one)

- No
 Yes - please explain

Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? (check one)

- No
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Is your child currently using any medication, food supplement or medical food (such as electrolyte solution)? (check one)

- No
 Yes - please explain

If yes, does this medication, food supplement, or medical food need to be administered at the child care center/type A home?

- No
 Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication, food supplement or medical food.
 N/A - program does not administer any medications.

Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? (check one)

- No
 Yes - please explain

Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group?

- No
 Yes - written instructions from the child's health care provider must be on the JFS 01217 "Request for Administration of Medication."
 N/A - child does not attend a full time program.

Child's Name _____

List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff or **medical personnel** in an emergency situation.

List any additional information about your child that would be useful for staff to know, such as fears, eating or sleeping habits, or special routines. This information should not be medical or health related, as that information should be included on the previous page.

Diapering Statement

Is your child toilet trained? Yes (If yes, skip to Emergency Transportation Authorization section) No (If no, fill out the following)

The program's policy is to check diapers every _____ hours. Please indicate if you want your child's diaper checked according to the program's policy or another:

I agree with the program's schedule I do not agree, please check my child's diaper every _____ hours.

Emergency Transportation Authorization

Give <u>Permission</u> to Transport		OR Do not sign both	Do Not Give <u>Permission</u> to Transport	
Program or Home Name			Program or Home Name	
has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.			does not have permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:	
Parent's Signature	Date		Parent's Signature	Date

Acknowledgement of Policies and Procedures

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. Yes No
(check one)

This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.

Parent/Guardian Signature(s)	Date
Administrator/Designee Signature	Date

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.

Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

Note: This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15 and 5101:2-13-15. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.

Payment Information

I understand that all B.A.S.E. tuition and registration fees are required to be made through automatic draft. Please use information provided below to pay for my child's tuition:

- Continue to use current account on file ending in # ____
- I will provide account info to director or at front desk. I understand my child's spot is not saved until this information has been provided.

Registration fee: (waived if registered before June 1, 2019)

- Check is attached
- Draft from account ending in # ____

I authorize the Green Family YMCA to automatically draft from the above account for my child's B.A.S.E. tuition. I understand that this automatic draft will begin the Friday before my child's first week of school. I understand that this automatic draft will be terminated at the end of the program or upon giving the Green Family YMCA at least a one week written notice of my child's program termination. I understand that the YMCA is not responsible for any NSF fees incurred for not maintaining the required funds in my account.

Person responsible for tuition: _____

Are you or another parent/guardian currently an employee of the YMCA? Yes No

Photo/Video Consent

I give permission to allow my child to be in photographs and video for promotion of the YMCA, including posting pictures on the Green Family YMCA Facebook page and website. Children's names will not be used.

Parent/Guardian Signature

Date

Child/Family Information Form

In an effort to understand your child and to meet his/her needs, we would like you to complete the following:

Child's Name: _____

Who is in the child's immediate family? _____

Who lives at home with your child? (pets included) _____

What is the primary language spoken in your child's home? _____

Are there any special family arrangements, such as shared parenting, living in two homes, or custody specifications, etc.? _____

Are there any changes or transitions that your child has recently experienced or is experiencing? (moved from crib to bed, divorce, new home, death of family member, friend, or pet) _____

Are there any cultural or religious practices of your family we should be aware of? (dietary restrictions, clothing, head coverings, etc.) _____

Has your child had a previous care arrangement? If so, what kind? (Center based, in home, with family, with parents, etc.) _____

Are there personality and behavior characteristics that would be useful to know about your child? (shy, energetic, sensitive, etc.) _____

Are there things that frighten your child? If so, how does he/she react and what do you do to comfort him/her? _____

What routines/actions or items do you use to comfort your child? _____

What causes your child to feel angry or frustrated? _____

What methods do you use to respond to your child's negative behavior? _____

What are your child's sleep habits? (difficult to wake up, uses a comfort item to fall asleep, etc.) _____

Does your child need assistance when using the toilet? If so, how? _____

What time(s), and for how long, does your child usually nap? _____

What might you and/or your child be anxious about as he/she starts in this program? _____

What are your expectations of this program? _____

What other information would be helpful for the staff caring for your child to know? _____

Child's name _____

2019 Center Policies Agreement

Please read the policies carefully and initial all lines.

1. _____ I understand there is a \$40 [\$20 for school sites] non-refundable registration fee per child.
2. _____ Weekly tuition is due on Fridays prior to the week of service via auto draft or on the first day of the month for monthly programs.
3. _____ I understand that if my child care payments fall one week behind I will be asked to withdraw my child until payment is made.
4. _____ Outstanding balances of \$100 or more that are past 30 days in arrears will be turned over to collections.
5. _____ I understand that if I have any outstanding balance at any facility within the Akron Area YMCA Association I am unable to register for any programs or membership until balance is paid.
6. _____ I understand that there will be a \$10 fee assessed for any and every returned payment.
7. _____ CANCELLATION POLICY: Notification must be given no later than one week in advance. Otherwise, I understand that I will be responsible to pay that week's tuition in-full, regardless of attendance.
8. _____ I understand that late pick-up fees in the amount of \$15 for every 15 minute increment per family will be imposed if my child(ren) is picked up 15 minutes after the center's designated closing time (6:30 pm).
9. _____ I understand that staff will contact Summit/Medina County Children Services if my child remains at the center longer than one hour after closing and all attempts to reach me, the child's other parent, and authorized persons have been made, without success.
10. _____ I understand that state licensing requires that all forms in this registration packet must be completely filled out and turned in prior to the child's admission to the program.
11. _____ I understand that I am required to disclose all medical, physical, or behavioral issues that pertain to my child at the time of enrollment, and supplement that information on an ongoing basis as needed.
12. _____ I have read the YMCA BASE Registration Packet and agree to all terms therein for my child(ren) to receive child care. I understand that I forfeit the privilege of child care if all policies are not followed.

FOR TITLE XX RECIPIENTS ONLY

_____ I understand that my Title XX co-pay is due every Friday via auto draft prior to care.

_____ I understand that if my Title XX authorization is not current and/or not for the correct location, I will be responsible for private pay rates.

_____ I understand that I must TAP in/out daily. I understand there is a two-week back TAP period if daily TAPs are missed. If I miss the back TAP period, I understand that I will be charged the difference between my co-pay and the weekly private-pay rates. I understand it is my responsibility to know for which dates and times I need to back TAP.

Parent/Guardian Signature _____ Date _____