the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BASE Registration Packet

Before & After School Enrichment

Monday - Friday

6:30am - 6:00pm

Serving Grades K-6

- Lee Eaton (5-6)
- Rushwood (K-4)
- Ledgeview (K-4)
- Northfield (K-4)

For more information:

Olivia Gombert
Child Care Director
oliviag@akronymca.org

or

Jasmine Youngblood
Assistant Child Care Director
jasminey@akronymca.org

LONGWOOD YMCA
8761 Shepard Rd. Macedonia, OH 44056
330-467-8366

PARENT INFORMATION PAGE

DATES TO REMEMBER

Child Care Begins: Thursday, Aug. 24th, 2023

Child Care Ends: Tuesday, June 4th, 2024

Register by June 1st to get the $40 registration fee waived!

CHILD CARE AT THE Y

-Non-school day care will be located at the Longwood Branch YMCA at 8761 Shepard Rd., Macedonia from 6:30am-6:00pm.

-Please send you child with a **nut-free** lunch.

-Snow Days will be on a **2-hour delay** located at the Longwood Branch YMCA at 8761 Shepard Rd., MAcedonia from 8:30am-6:00pm.

MEDICATION/MEDICAL NEEDS

- The forms "Child Medical/Physical Care Plan" and "Request for Administration of Medication" needs to be completed for children with medical needs, such as asthma or allergies.

- We **DO NOT** allow medications to be stored in the school's nurses office. YMCA staff must have additional medication, located at our Before and After School site.

SPECIAL NEEDS

The Longwood YMCA Before and After Care is open to children of all abilities. If your child has special needs, please speak with the Camp Director to arrange appropriate accommodations.

PARENT HANDBOOK

-An electronic copy of our handbook will be emailed to you upon registration.

-A paper copy will be provided upon request.

-It is also available at our website: www.akronymca.org/longwood

DO NOT BRING

- **Nuts of Any Kind** (Nut-Free Facility)

- Open-Toed Shoes (ex. Flip Flops, Crocs)

- Toys from Home

- Money / Valuables

WHO TO CALL

OLIVIA GOMBERT
Child Care Director
330-467-8366 ext 1
oliviag@akronymca.org

JASMINE YOUNGBLOOD
Assistant Child Care Director
330-467-8366 ext 3
jasminey@akronymca.org

FINANCIAL ASSISTANCE

PAITON HARDY
Executive Director
330-467-8366 ext 2
paitonh@akronymca.org

PLEASE NOTE

-Children must be pre-registered for all child care programs.

-Three or more days constitutes a full week and corresponding weekly fees will be charged accordingly.

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

Child Care Information

CARE SITE	LOCATION	TIMES
Lee Eaton Elementary License #2190020099	115 Ledge Road Northfield, OH 44067	School dismissal - 6:00 pm (only after care available)
Ledgeview Elementary License #2190020126	9130 Shepard Road Macedonia, OH 44056	6:30 am - bell School dismissal - 6:00 pm
Northfield Elementary License #2190020129	9370 Olde 8 Road Northfield, OH 44067	6:30 am - bell School dismissal - 6:00 pm
Rushwood Elementary License #2190020127	8200 Rushwood Lane Sagamore Hills, OH 44067	6:30 am - bell School dismissal - 6:00 pm
Longwood Branch YMCA (for all non-school & snow days) License #103894	8761 Shepard Road Maecedonia, OH 44056	6:30 am - 6:00 pm

2023-2024 RATES	
Before Care Only	$55/week; $25/day
After Care Only	$80/week; $30/day
Before AND After Care	$105/week; $40/day
Fun/Snow Days	$50/day

***If you are a member at a YMCA membership branch, ask about our membership rates.**

2023-2024 FUN DAYS	
SEPTEMBER	**JANUARY**
25th	2nd, 3rd, 4th, 5th, 15th, 22nd
OCTOBER	**FEBRUARY**
13th	16th, 19th
NOVEMBER	**MARCH**
7th, 22nd, 27th	29th
DECEMBER	**APRIL**
26th, 27th, 28th, 29th	1st, 2nd, 3rd, 4th, 5th

Child Care Selection

Child's Name: _____

Admission/Start Date: _____

PLEASE SELECT YOUR CHILD'S SCHOOL			
☐ Lee Eaton	☐ Ledgeview	☐ Northfield	☐ Rushwood

2023-2024 BEFORE & AFTER CARE	
Please indicate which days you will need Before and After Care below.	
Before Care Only	☐ M ☐ T ☐ W ☐ Th ☐ F
After Care Only	☐ M ☐ T ☐ W ☐ Th ☐ F
Before AND After Care	☐ M ☐ T ☐ W ☐ Th ☐ F

PLEASE NOTE:

- Enrollment for three or more days constitute a full week and corresponding weekly fees will be charged accordingly.
- Any changes to your child's enrollment must be submitted prior to the Thursday before

_____ _____

Signature **Date**

If there are any changes to your child's enrollment, please contact a member of the Longwood Branch YMCA administrative office.

Before and After School Registration 2023-2024

Child's Information

Child's Name and Nick Name _____ ☐male ☐female ☐other

Child's Date of Birth_____/_____/_____Age _____ Grade in September _____

Street Address _____

City _____State _____Zip _____

Does child live with both parents? ☐Yes ☐No

If no, please indicate which parent has custody of child. (Custody papers must be provided if there is an issue.)

Parent/Guardian Information

Parent Name _____ Parent Name _____

Primary Number ( ) ☐C ☐H ☐W Primary Number ( ) ☐C ☐H ☐W

Secondary Number ( ) ☐C ☐H ☐W Secondary Number ( ) ☐C ☐H ☐W

Email _____ Email _____

Date of Birth _____ Date of Birth _____

Person responsible for tuition _____

Do you have Publicly Funded Child Care? ☐Yes ☐No

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

Authorized Persons to Pick Up Child

Your child will only be released to a parent/guardian or persons listed in this section.
Staff will require a government issued identification before releasing your child.

Name _____ Relation _____

Primary Number ( ) ☐C ☐H ☐W Second Number ( ) ☐C ☐H ☐W

Name _____ Relation _____

Primary Number ( ) ☐C ☐H ☐W Second Number ( ) ☐C ☐H ☐W

Name _____ Relation _____

Primary Number ( ) ☐C ☐H ☐W Second Number ( ) ☐C ☐H ☐W

Name _____ Relation _____

Primary Number ( ) ☐C ☐H ☐W Second Number ( ) ☐C ☐H ☐W

Please note: if there are any custody issues involved with your child, you must provide the center directors with full court papers indicating who has permission to pick up the child. The program may not deny a parent access to his/her child without proper documentation.

**If you receive publicly funded child care, all authorized persons to pick up will be required to use the mobile TAP System.

Child's Name_____

Photograph Consent

I give my permission for my child _____ to be in photographs, slides, DVD's, and/or videos for the promotion of the Akron Area YMCA.

Parent/Guardian Signature _____Date _____

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Permission for Routine Walks

As part of our curriculum, the Y routinely includes outdoor walks and/or playground time. Weather permitting, I give permission for my child _____ to accompany his/her class/group on routine walks outdoors and on the grounds of the program.

Parent/Guardian Signature _____Date _____

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Child Drop-Off/Pick-Up Policy

When you enroll your child in any YMCA Child Care Program, it is to be understood that our policy is for you to bring your child into the center each morning, sign the attendance sheet, and let one of the staff members know your child has arrived. Please note: we are not legally responsible for your child when he/she is dropped off without completing the above procedure.

I understand that state law requires me to sign my child in and out each day, as well as notify staff that my child is leaving for the day.

Parent/Guardian Signature _____Date _____

Child's Name_____

2023-2024 Center Policies Agreement

Please read the policies carefully and initial in each box.

☐ I understand there is a $40 non-refundable registration fee per child.

☐ Weekly tuition is due on Fridays prior to the week of service via auto draft.

☐ I understand that if my childcare payments fall one week behind I will be asked to withdraw my child until payment is made.

☐ Outstanding balances of $100.00 or more that are past 30 days in arrears will be turned over to collections.

☐ 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 memberships until balance is paid.

☐ I understand that there will be a $10.00 fee assessed for any and every returned payment.

☐ **CANCELLATION POLICY:** Written 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.

☐ I understand that late pick up fees in the amount of $15.00 for every 15 minute increment per family will be imposed if my child(ren) is picked up after the center's designated closing time (6:00 pm).

☐ I understand that staff will contact Summit 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.

☐ 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.

☐ 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.

☐ I have read the YMCA Child Care Registration Packet in full and agree to all terms therein for my child(ren) to receive childcare. I also understand that I forfeit the privilege of childcare if all policies are not followed.

FOR PUBLICLY FUNDED CHILD CARE RECIPIENTS ONLY

☐ I understand that my Publicly Funded Child Care co-pay is due every Friday via auto draft prior to care.

☐ I understand that if my Publicly Funded Child Care authorization is not current and/or for the correct location, I will be responsible for private pay rates.

☐ I understand that I must tap using a mobile device daily. I understand there is a back date period if daily taps are missed. If I miss the back date 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 date.

Parent/Guardian Signature _____**Date** _____

Child's Name_____

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:

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? _____

_____

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 #1	Relationship to Child
Home Address ☐ Same as Child's	Home Telephone Number ☐ Same as Child's
City	State / Zip
Email Address *(if applicable)*	Cell Phone *(if applicable)*
Parent's Work/School Name	Parent's Work/School Telephone Number
Parent's Work/School Address	City

Please indicate if this name should be released if a parent/guardian, of a child attending the program/home requests contact information for other parents/guardians. ☐ Yes ☐ No

If you answered yes, please indicate which information above to include on the list ☐ Work # ☐ Cell # ☐ Home # ☐ Email

Where can you be reached while your child is in this program/home?

Parent/Guardian Name #2	Relationship to Child
Home Address ☐ Same as Child's	Home Telephone Number ☐ Same as Child's
City	State / Zip
Email Address *(if applicable)*	Cell Phone
Parent's Work/School Name	Parent's Work/School Telephone Number
Parent's Work/School Address	City

Please indicate if this name should be released if a parent/guardian, of a child attending the program/home, requests contact information for other parents/guardians. ☐ Yes ☐ No

If you answered yes, please indicate which information above to include on the list ☐ Work # ☐ Cell # ☐ Home # ☐ Email

Where can you be reached while your child is in this program/home?

Emergency Contacts: Parents **cannot be listed** 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 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 Medical Foods

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 "Child Medical/Physical Care Plan for Child Care" must be completed and be kept on file at the program/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 to take action if a reaction occurs, or give emergency medication to your child? (*check one*)

☐ No

☐ Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.

Does your child have a developmental delay or 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 "Child Medical/Physical Care Plan for Child Care" must be completed.

Is your child currently using any medication or medical food? (*check one*)

☐ No

☐ Yes - please explain

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

☐ No

☐ Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication and a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed for the medical food.

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 file.

☐ N/A - program does not provide meals or snacks to the child.

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.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as fears or ways that your child prefers to be comforted.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as eating or sleeping habits.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as special routines, or behavior needs.

☐ Not applicable

Child's Name

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 *Permission* to Transport		**OR** Do not sign both	~~***Do Not Give Permission* to Transport~~	
Program or Home Name Longwood Branch YMCA			~~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, 5101:2-13-15, and 5101:2-14-04. 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.

Ohio Department of Job and Family Services

CHILD MEDICAL/PHYSICAL CARE PLAN FOR CHILD CARE

A separate plan must be written for each condition that requires different actions to be taken and must be kept at the program for at least one year.

This form shall be completed when a child has a condition that requires one of the following:

- Monitoring the child for symptoms which require staff to take action
- Ongoing administration of medication or medical foods
- Procedures which require staff training
- Avoiding specific food(s), environmental conditions or activities
- School-age child to carry and administer their own emergency medication

If the medication or medical food is documented on this form, then a JFS 01217 is not required.

Child's Name

Special Health Condition

Does this health condition require medication or medical food? ☐ Yes (If Yes, complete Part II) ☐ No

A. What are the signs, symptoms, or situations which require staff to take action?

B. What are the activities, foods, environmental conditions, etc. to avoid? ☐ Not applicable

C. What are the training instructions for the procedures staff have to follow? *(include all steps to care for the child/perform the medical procedure)*

Part II: Conditions Requiring Medication or Medical Food

Completed by Licensed Physician, Licensed Dentist, Advanced Practice Registered Nurse, or Certified Physician's Assistant

(If no medications or medical foods are required for the condition, skip Part II).

If a non-prescription medication does not meet any of the items 1-5 below, the parent can complete Part II.

Part II must be completed by or separate instructions attached from a Licensed Physician, Licensed Dentist, Advanced Practice Registered Nurse, or Certified Physician's Assistant when any of the following apply:

1. The (prescription or non-prescription) medication contains codeine or aspirin
2. Instruction is needed for the (prescription or non-prescription) medication
3. The child does not meet the minimum age or weight requirements as listed on the label instructions on the (prescription or non-prescription) medication
4. The (prescription or non-prescription) medication is to be given longer than three consecutive days within a fourteen-day period
5. The intended use differs from the manufacturer's instructions or use

Child's Name	Date of Birth	Weight *(if needed to determine dosage)*

Name of Medication/Medical Food	Name of Medication/Medical Food	Name of Medication/Medical Food
Dosage of Medication/Medical Food	Dosage of Medication/Medical Food	Dosage of Medication/Medical Food
Time of Medication/Medical Food Administration	Time of Medication/Medical Food Administration	Time of Medication/Medical Food Administration
Medication/Medical Food Expiration Date	Medication/Medical Food Expiration Date	Medication/Medical Food Expiration Date

☐ **Check here if questions A through C are included in a separate attachment that is signed/issued by Licensed Physician, Licensed Dentist, Advanced Practice Registered Nurse, or Certified Physician's Assistant**

A. What are the symptoms which require staff to administer medication or medical food?

B. What are the specific instructions for administration of medication or medical food?

C. What are the actions to be taken if symptoms do not subside?

Physician's Signature	Date of Signature

Part III: Administration of Medication or Medical Food Training Authorization

Completed by parent, trainer, administrator/provider, and/or trained child care staff member(s)

Part III must be completed

Child's Name

If the child care program must be evacuated, are there medications or supplies that must be taken with this child or does the child need additional assistance? *(Check all that apply)*

☐ Medication ☐ Supplies ☐ Assistance ☐ N/A

Parent Provided Training AND grants permission to perform the procedure	**Complete Only One Section**	**Certified Professional Training** AND parent grants permission to perform the procedure
My signature indicates I have provided instructions for care and/or training for the medical procedure and I give my permission for the staff listed to perform the procedures in my child's medical/physical care plan.		*My signature indicates I have provided instructions for care and/or training for the medical procedure*
Parent Signature		Certified Professional's Name *(please print)*
Date of Signature		Certified Professional's Signature
		Date of Signature / Phone Number
		My signature indicates I give my permission for the staff listed to perform the procedures in my child's medical/physical care plan.
		Parent Signature
		Date of Signature

Signatures of all child care staff members who have received instructions for care and/or have been trained in performing the proced for this child. Additional printed names and signatures can be written on the back of this form or on an attached sheet.

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
My signature indicates that I have reviewed the instructions for care, the form for completion and ensured staff are informed and trained.	Administrator/Provider Signature	Date of Signature

This 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, a new form must be completed.

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

Part IV: Documentation of Administration of Medication or Medical Food

Completed by child care staff member, family child care provider or in-home aide for the child listed on this form

All medication or medical food must be documented when administered. Document each medication or medical food on its own page. Incomplete information elevates the level of risk to children. If more than one medication or medical food is needed, make a copy of this page for each medication or medical food.

This medication or medical food is not to be administered until after the child has received the first dose or application at least once prior to the program administering a dose to avoid unexpected reactions. Emergency medications for the child are exempt from this requirement.

Child's Name	Name of medication/medical food

Date	Time	Dosage	Signature of designated person administering medication

Use for Any Additional Medical

Ohio Department of Job and Family Services

REQUEST FOR ADMINISTRATION OF MEDICATION FOR CHILD CARE

This form is to be completed for each prescription or non-prescription medication that a child needs to receive while in care.

It is not required to be completed for topical products, lotions, or if the medication is required by a health care plan (JFS 01236).

Child's Name	Date of Birth *(if needed to determine the correct dosage)*	Weight *(if needed to determine the correct dosage)*

Box 1 The following section must always be completed by the parent/guardian.

Name of medication	Dosage	
	☐ See attached	
To be administered at the following times	For the following period of time	Medication expiration date

I understand:

1. *This form expires twelve months from the date of my signature, if box 2 has not been completed.*
2. *That my child must receive at least one dose of medication at home prior to the program administering the medication (unless the medication is used for emergencies).*

Signature of Parent/Guardian	Date

Box 2 The following section must be completed by a licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant when any of the following apply:

1. The nonprescription medication contains codeine or aspirin;
2. A physician's instruction is needed for a nonprescription medication;
3. The child does not meet the minimum age or weight requirements as listed on the label instructions on the nonprescription medication;
4. The nonprescription medication is to be given longer than three consecutive days within a fourteen-day period;
5. The intended use differs from the manufacturer's instructions or use

Instructions

☐ See Attached

Possible side effects to watch for are

☐ See Attached

The child is under my care and should receive the above medication as written. I understand this form expires twelve months from the date of my signature.

Signature of licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant	Date of Signature

Phone Number

This form shall be completed for each prescription or non-prescription medication that a child needs to receive while in care.

It is not required to be completed for topical products, lotions, or if the medication is required by a health care plan (JFS 01236).

The following section must be completed by the child care staff member, family child care provider or in-home aide for the child listed on this form. All medication must be documented when administered. Incomplete information elevates the level of risk to children.

Child's Name	Name of Medication

Date	Time	Dosage	Signature of designated person administering medication

TOGETHERHOOD STARTS HERE

We will work together to reach my goals!

My name:_____ Parent name:_____

Date:_____ Parent Signature:_____

Goal for my Body:

Action Step 1:

Action Step 2:

Action Step 3:

Goal Accomplished ☐

Goal for my Mind:

Action Step 1:

Action Step 2:

Action Step 3:

Goal Accomplished ☐

Goal for Social Responsibility:

Action Step 1:

Action Step 2:

Action Step 3:

Goal Accomplished ☐

Goal for my Character:

Action Step 1:

Action Step 2:

Action Step 3:

Goal Accomplished ☐

These people will help me reach my goals:

This is how I will feel when I reach my goal (draw or write it):

My parent's goals for me:

Goal Accomplished ☐

AUTOMATIC DRAFT FORM

Child's Name: _____

Parent's Name: _____

Program: ☐ Before/After Care ☐ Fun/Snow Days ☐ Preschool ☐ Summer Camp

I elect to pay my weekly/monthly child care fees with:

___ Bank Account (please attach a voided check)

Name on Account: _____

Routing Number: _____

Account Number: _____

Choose One: ☐ Checking ☐ Savings

___ Debit/Credit Card (Choose: ☐ Visa ☐ MasterCard ☐ Discover)

Credit Card Number:_____

Expiration Date: _____ **CVC CODE:** _____

Name on Card: _____

Address: _____

·I authorize Akron Area YMCA to automatically draft from the above account for my weekly/monthly child care fees.

·I understand that this automatic draft will begin on Friday prior to the week of service. Preschool program fees will auto draft on the 1st of each month.

·I understand that this automatic draft will be terminated at the end of the current program enrollment, or upon giving the Akron Area YMCA 7-day written notice of my child's termination.

·I understand that the YMCA is not responsible for any NSF fees incurred for not maintaining the required funds in my account.

_____ _____

Signature **Date**