



2018-2019 CHILD CARE REGISTRATION PACKET ERLANGER/ELSMERE SACC

Updated: August 2018

Registration is a quick method of reserving a space for your child. **To register, parents will need to complete this packet in its entirety and pay the registration fee.** Families registering more than one child will need to fill out a separate *Registration Packet* for **each** student.

Today's Date: ____ / ____ / ____

Effective Start Date: ____ / ____ / ____

This is the date your child is officially registered to start the program and fees will begin to be applied! EE schools start date for this year is August 15, 2018.

Student Information			
Name			
Nickname (if applicable)			
Street Address			
City/State/Zip			
Gender (Circle)	Male Female	D.O.B.	
Age		Grade	
School Attending			

Please print your email address clearly! Email is utilized to send you the child care newsletter, so you keep in the know!

Parent/Guardian Information	
Name	
D.O.B.	
Street Address	
City/State/Zip	
Phone (Home)	Place a ★ next to the best number to call while your child is in the program.
Phone (Cell)	
Phone (Work)	
Email Address	

Immunization Records	
A copy of your child's KY Immunization Certificate must be received prior to the start of the SACC Program. If the document expires during your child's enrollment in the program, you will be responsible for providing a new one.	
<input type="checkbox"/>	My child's immunization record is attached or will be turned in prior to their start of the program.
<input type="checkbox"/>	My child was/is in the CHILD CARE program.

Registration Fees

Registration: \$15 per child or \$25 per family
Non-refundable/Non-transferable/Due at the time of registration

Tuition Rates

Tuition is charged to a credit/debit card on file.
Erlanger/Elsmere Child Care is billed weekly.
Charged the Friday prior to the week attending.

Family Discount: Additional siblings save 10% each!

The YMCA receives funding from many sources to support summer camp scholarships and programming. Providing the following information helps us continue to make a case for support. All information is kept strictly confidential.

Total number of people in your household? _____

Participant's Race: White/Caucasian Black/African-American American Indian Hispanic
 (Check only one) Multi-Racial Native Hawaiian/Pacific Islander Asian Other

Household Income: Less than \$20,000 \$20,000 - \$30,000 \$30,000 - \$40,000 \$40,000 - \$50,000 \$50,000 +

Parent Acknowledgements:

- ☉ All registration fees are due at the time of registration. A valid credit/debit card must be on file for all Child Care payments. I further understand that my credit/debit card information is documented and submitted on a separate form. By signing below I give my permission for the Y to charge my credit/debit card I provided for SACC fees.
- ☉ My credit/debit card will be charged in full the Friday before the week my child attends for the program I have selected on this registration form or according to special arrangements I have documented with the Billing Department. All registration fees are non-refundable and non-transferable.
- ☉ I will be charged in full (whether or not my child attends) unless I withdraw my child from a selected program using the *Change of Program Form* and return it no later than two weeks in advance of my child's last day. No verbal or over the phone withdrawals are accepted. (Keep a duplicate copy of the form as a receipt.)
- ☉ All *Registration paperwork* must be completed in full, including submitting current KY Immunization Certificate, before my child can attend the SACC program.

Parent Signature: _____ Date: ____ / ____ / ____



Student's Name: _____

SACC services are available on site at **Arnett, Howell, Lindeman, and Miles.**

Full payment is due for each week, even if students do not attend the program due to absences, vacations, etc. The first week of August will be pro-rated to reflect that the program does not begin until Wednesday, August 15, 2018. **This is the only pro-rated week of the SACC program.** Families are billed the Friday prior to the week attending.

The SACC program is operational Monday – Friday from August 15 – September 7 and then again from May 13 till the last day of school. Also, part of the SACC program are Friday Add-On SACC services during the 21st Century portion of the school year.

SACC Programs	Days of Program <i>(Please indicate which days of the week your child will attend)</i>	Time of Program	Weekly Rate Circle the program/payment rate you wish to register for!
Full Time After School (4 to 5 Day Program)	Circle the 4 to 5 days your child will attend: M T W TH F <i>Varies</i>	Dismissal of School–6:00 p.m.	\$55
Part Time After School (1 to 3 Day Program)	Circle the 1 to 3 days your child will attend: M T W TH F <i>Varies</i>	Dismissal of School–6:00 p.m.	\$40
Friday Add-On During 21st Century Programming	Friday	Each Friday during the 21 st CCLC program that Erlanger/Elsmere schools are in session.	\$ 10

2018-2019 YMCA Child Care Programming

Our Child Care programs at Arnett, Howell, Lindeman, and Miles flip between the School Age Child Care (SACC) program and the grant based 21st Century Community Learning Center (21st CCLC) program.



Families should note that they will not be asked to pay the SACC program's Registration Fee more than once as they flip from SACC and the 21st Century Grant program during the calendar school year.

The SACC Child Care Registration Fee is only charged once per school year.

Please note that the 21st CCLC programs have their own *Registration Form* and process, and session fees **are** associated with each term. The 21st Century grant program is by invitation only and is not a child care program. All SACC students are guaranteed a spot if they register!

Families registering for the Friday SACC Add-On service during the 21st Century portion of the school year are asked to fill out **BOTH** the SACC and 21st CCLC paperwork because they are two separate programs!

Office Use Only:

Y Account #: _____ Sibling Discount Applied

Received by: _____ Receives Scholarship Assistance

Daxko processed: _____ Receives State Assistance



CAMP & CHILD CARE

Automatic Credit/Debit Card Payment (Mandatory)

Families must pay for registration fees, deposits, and weekly/monthly fees associated with Camp or Child Care automatically through a credit or debit card. Please fill out the payment information below. Once this information has been entered into our system, this form will be shredded. Questions or concerns can be directed to Kate Tyree, Billing Department at: kyree@myy.org or by calling 859-334-6513.

Parent Name			
Child(ren) Name(s) <small>Print ALL children's names that payments should be applied to!</small>			
Type of Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express
Card Account #			
Expiration Date (MM/YY)		CSC Code <small>(Credit Verification Code found on back of card)</small>	
Name on Card			
Billing Address <small>(Include City, State, Zip)</small>			
Signature			

NEVER send your credit/debit card information over a fax or email!

If you are sending your child's Camp or Child Care Registration Packet electronically, fill out the information above **with the exception of** your card account number and CSC Code. You will then need to call the Billing Department to verbally provide this information.

Your child's registration will not be entered into the system/or your child's space put on hold until your payment information and Registration packet has been secured!

Kate Tyree, Billing Department
859-334-6513



2018-2019 Child Care: SACC Registration

Erlanger/Elsmere SACC

Name of Child		D.O.B. (Child)	
School Attending		Height (Child)	
Name of Parent		Weight (Child)	
Parent Email		Attendance <small>Circle days you will attend.</small>	M T W Th F
Child's Teacher			

Emergency Contact Information

Child lives with: Both Parents Mother Only Father Only _____
 Marital Status: Married Divorced Separated Single
 Additional siblings enrolled in Y Child Care? No Yes *(If yes, please list names and programs below)*

Sibling: _____ Program: _____ Sibling: _____ Program: _____
 Sibling: _____ Program: _____ Sibling: _____ Program: _____

In the event of an illness/emergency, the following individuals will be contacted in the order listed. A minimum of **two contacts must be listed! Adults to be contacted/authorized to pick up your child must be 18 years of age or older.**

1st Called	This person will be called first. This must be a parent/guardian.
Parent Name	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	
Employer	
Employer's Phone	

2nd Called	If the main parent/guardian cannot be reached, this person will be the second contacted.
Parent Name	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	
Employer	
Employer's Phone	

3rd Called	In the event that the 2 nd person cannot be reached, this person would be the next to call.
Contact Person	
Relationship to Child	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	

4th Called	In the event that the 3 rd person cannot be reached, this person would be the next to call.
Contact Person	
Relationship to Child	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	

Student Pickup Authorization: A child will be released from a program to individuals able to provide the specific code words designated by a parent. Be sure NOT to share your codes with your children and keep them secure to only those individuals you wish to have access to your child. Please see your *Child Care Handbook* for more detailed information about this system and process.

Pick up Authorization <i>(During pick up, we utilize a "2 Code Word" system)</i>			
Code #1:		Code #2:	

Medical Preferences and Health History

This section allows you to indicate preferences in doctors/medical facilities and also allows an opportunity to communicate any health history information that can help us ensure a safe and happy experience for your child. Please list any information regarding special medical issues, special dietary needs, allergies, etc. for your child. In order to avoid a delay in your child's enrollment, please fill out all requested information.

<p>An Administration of Medication form is available upon request if your child is to take medications during program hours. *Includes Epi Pens, Inhalers, etc.</p>		<p>Designated Preferred Physician</p>	Name:
			Address:
			Phone:
<p>Designated Preferred Hospital</p>	Name:	<p>Designated Preferred Dentist</p>	Name:
	Address:		Address:
	Phone:		Phone:

Current Diagnoses		Dietary Modifications	
Current Medications		Allergies (Foods, Meds, Insects, etc.)	
Disabilities/Operations/ Injuries/Chronic Illnesses		Behavioral/Sensory Considerations	

Student History/Information:

Are there any special circumstances in the family which may be a factor in your child's behavior?	
In what ways would you like your child to develop during his/her participation in our program?	
Please add any additional comments that you feel might help us understand your child better.	

Permission to Participate Authorization

Indicate below as to what activities that you will provide permission for your child during programming.

- Yes No I give my permission for my child to use all of the equipment and participate in all activities in the program.
- Yes No The Y can use photographs, film footage, audio or video tape recordings, etc. which may include my child's image or voice for purposes of promoting and interpreting YMCA programs and services to the general public.
- Yes No I give my permission for qualified staff to provide routine health/medical care, necessary first aid, or seek emergency medical treatment for my child if necessary.
- Yes No My child can participate in any walking excursions near/around the program facility. This includes, but is not limited to, around the building outdoors, playgrounds, etc.

Acceptance Agreement

By signing and dating below, I acknowledge that I have **access to** and I am **responsible for** reading and **adhering to all** policies, procedures, and guidelines referenced in this Child Care *Registration Packet* (including the next two parent take-home pages) and the *Child Care Handbook* that is accessible online or available upon request. I agree to all terms and conditions and the authorizations I have been presented.

Parent/Guardian Signature

_____/_____/_____
Date

**KEEP THIS PAGE FOR YOUR RECORDS!****Program Policies and Procedures (SACC)**

- Students attending any Y SACC program must be potty-trained.
- All SACC programs will follow the Erlanger/Elsmere School District schedule.
- Under **no circumstances** should my child bring their own toys or electronic devices.
 - Include, but are not limited to: electronic devices/games, video watches, **cell phones**, card games, or other personal items such as nail polish, makeup, etc. The **staff will confiscate the item** and return it to the parent at the end of the day.
- A detailed record of my child(ren)'s arrival and departure will be documented. Child(ren) must be signed in and out of the program with the time noted of their arrival and departure.
 - **This is a state law and must be done every day.**
 - Individuals receiving financial/state assistance are required to participate in additional reporting and documentation.
- All Y programs have a nit free lice policy, which is different from the public school system.
 - If your child is found with lice or nits/eggs, the child may not attend the program. Student may not return until they have been checked and cleared by the Site Director or a Family Life Director.
- The program will often enlist special programming from outside resources and non-Y individuals may engage in activities with my child. At no time, under any circumstances, will a child be engaged in said activity without a Y staff member present. (i.e.: Library bus visits, special event visits, off-site field trips, tutoring sessions, etc.)
- I understand that I must review and FULLY complete and submit all requested paperwork prior to the start of the program. This includes providing a Kentucky Immunization Certificate.
 - An expiration date must be documented on the certificate.
 - A copy of shot records or out of state records will not be accepted.
- If Erlanger/Elsmere Schools are closed, the Y SACC programs operating out of a school building will not be in session. SDO and Snow programs will be available at our Arnett Elementary location only.
 - Families must purchase/register for the SDO (School Days Out) program in advance.
 - Families can pre-purchase Snow Day Insurance to guarantee their student a spot in the Snow Day program. Even with insurance, the daily Snow Day rate applies for each day used. (Snow Day Insurance is in no way affiliated with the SDO (Schools Day Out) programs).
 - Parents can bring their child to the Snow Day program and purchase registration for the day - if space is available.



YMCA Policies

Your child's safety, privacy, and security is our number one priority! Our staff goes through extensive training to help ensure the wellbeing of each child in our program. Parents must agree to the following in relationship to their child:

- The YMCA is not responsible for personal property lost, stolen or broken, while participating in the program. Items in the Lost & Found are donated weekly to Goodwill®.
- Students and their families must adhere to the YMCA Code of Conduct. The Y holds both parents and students accountable for the Code of Conduct and may restrict access to any Y programming upon breach of this code.
- You expressly acknowledge on behalf of yourself and your heirs that you assume the risk of any and all injuries and illnesses, which may result from your child's participation in program activities. Parents/Guardians agree to release and discharge the Y, its agents' servants, and employees from any and all claims for injury, death, loss or damage, which a child may suffer as a result of their participation in program activities.
- To meet mandatory reporting responsibilities (i.e.: Fundraising requirements, state reporting mandates, program evaluations, etc.) information is shared with internal and external identities as part of the process of interpreting YMCA programs.

Financial Policies and Procedures (SACC)

- Absences are **not** prorated. If a child will be absent from the program, parents must not only call their child's school, but they must also contact their Site Director prior to 9:00 a.m.
- There is a late fee of \$1.00 per minute/per child after the designated pick up time.
 - The person picking up the child will sign the late fee slip to acknowledge charges and the parent's credit/debit card on file will be charged.
- To **change or withdraw** a child from a selected Child Care program, parents must complete a **Change of Program form**. **No** verbal or over the phone withdrawals or changes are accepted. It is recommended to keep a duplicate copy of this form for your records.
 - **Change:** Form must be submitted a minimum of 1 week prior of the affected date.
 - **Withdraw:** Form must be submitted a minimum of 2 weeks prior to the child's last day.
- **Full** payment is due for each week, even if students do not attend the program due to absences, vacations, etc. Families are billed the Friday before the week attending.
 - The week of August 13th will be discounted due to school calendar. (The first day of school/program is August 15.) **This is the only pro-rated week of the SACC program.**
 - Families would not be charged for an add-on SACC Friday during the 21st Century portion of the school year, if there is no school on Friday. (We do not pro-rate for absences, vacations, etc.)
- **A valid credit/debit card must be on file for all Child Care payments.** Credit/debit cards will be charged in full on the weekly billing cycle for the program selected on the *Registration Packet* or according to special arrangements documented with the Billing Department.
 - Weekly billing is charged the Friday prior to the week attending.
 - Special payment arrangements are available through the billing department. If approved, families can pay weekly by check or money order. **NO CASH ACCEPTED!**
- If a payment is unable to be processed, parents will be notified and **full payment** for the week is expected **prior** to a child's attendance.
 - If payment is not received within 3 business days of its due date, an additional **\$25 late payment fee** will also be added to the overdue payment.
 - The child may **not** return to the program until tuition is received and all balances are paid in full.
- The R.C. Durr YMCA will provide a tax statement that will be mailed out by January 31st for child care payments (including camp) during the previous year.
- Registration will be denied to any individuals who have outstanding Y balances from last year's camp, child care, or from any other YMCA programs. All outstanding balances must be paid in full prior to registration.