



Date of First Day of Before Care ____ Date of First Day of After Care ____

BEFORE & AFTERSCHOOL CARE 2020-2021

Whiting Family YMCA

St. Casimir _____ Nathan Hale _____ Franklin _____

INFORMATION RECORD

Please complete and return on or before the day attending

Child's Name: _____

Address: _____ City: _____

_____ Zip: _____

Home Phone Number: _____ Cell Phone: _____

Date of Birth: _____ Age: _____

School: _____ Grade: _____

Email: _____

Does your child have any allergies, physical conditions, or special behaviors we should know about?

Please list:

Are there any special circumstances that we need to know about to better serve your child? Please list:

Parent/Guardian

Name: _____ Occupation: _____

Where Employed: _____ Business

Phone# _____

Parent/Guardian

Name: _____ Occupation: _____

Where Employed: _____ Business

Phone# _____

DROP-OFF AND PICK-UP LIST RELEASE & EMERGENCY CONTACTS

- Sign child in and out upon drop off and pick up.
- Please supply in writing names of persons who may pick up your child.

| Authorized to pick up my child/Emergency Contact | Relationship to Child | Phone |
|--|-----------------------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |

PHOTO RELEASE

We understand in any event that the youth is photographed for purposes of promoting and publicizing the Crossroads YMCA program, we hereby waive all rights to the photographs in which the child appears. We understand that sole ownership and copyright belong to the Crossroads YMCA. The photographs, may be used whole, in part, or in composite as a program sees fit in publication of education material, and the advertising thereof, and any other lawful purpose.

Signature _____ Date _____

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA. Please keep and refer to your copy of the Crossroads YMCA childcare policies. Your signature below indicates that you have received them.

- I understand that the Y staff and volunteers are not allowed to baby-sit or transport children at any time outside of the Y program. Immediate disciplinary action will be taken by the YMCA toward staff if a violation is discovered.
- I understand that I am not to leave my child in any Y program unless a Y staff is there to supervise my child.
- I understand that my child will not be allowed to leave the program with any unauthorized person. Any person authorized to pick-up my child must either be listed with the Y or other arrangements must be made by calling the Y office to inform them of a change.
- I understand that should a parent or any unauthorized person arrive to pick up my child who appears to be under the influence of drugs or alcohol my child will not be released into their care.
- I understand that the Y is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that any belongings brought to the Y by my child are the responsibility of my child only. The Y and its staff will not replace or take responsibility for any lost or broken items.
- I release The Crossroads YMCA from any liability, whatsoever, that may result from injuries and subsequent medical attention and will look to The Crossroads YMCA only in the unlikely event of gross negligence and/or willful and want on misconduct. I hereby grant permission for the staff of the YMCA to take whatever steps necessary to obtain medical care for my child if warranted. These steps include the following: (1) To administer First Aid; (2) To contact parent/guardian or person listed on emergency contact. If necessary, an ambulance will be called to transport the child to an emergency medical center. I understand that I will be held responsible for all medical/ambulance charges.
- **I understand that I must pay all tuition fees/outstanding balances before any services will be provided.**
- Rates and policies are subject to change. All childcare payments are non-refundable.

We do our best to serve every family; however, if a child causes our staff to frequently deviate from our ratio, you may have to send your child with a caregiver. We are unable to accommodate any child that may require one-on-on supervision.

I have read and understand this copy of the Crossroads YMCA childcare policies/procedures and Parent Statement of Understanding.

Signature:

Date: _____

ACCIDENT/INJURY

Any injury a child receives while in the care of Y staff will be documented in writing and followed by an immediate phone call to the parent/guardian to determine whether the child should remain in Y care or leave to receive further medical treatment.

BEHAVIORAL MANAGEMENT

Our staff will set limits for your child that will encourage responsibility, respect, honesty and caring. We believe that all children are capable of listening, following directions and respecting others. The rules we set and disciplinary measures that we take are for the maintenance of safe order in large groups. The following list is a brief statement of our discipline policy:

- 1) No child shall be insulted, belittled, demeaned or embarrassed. When possible, children will be called from the group and spoken to quietly and directly.
- 2) No child shall be physically disciplined by staff. However, a child may be restrained (if needed) for safety purposes.
- 3) Exclusion from participation (Time Out), when used as discipline, shall not exceed ten minutes at any time.
Punishments will fit the inappropriate behavior.

BEHAVIORAL WRITE-UPS:

The following offenses will result in an immediate behavioral write-up from the YMCA include but are not limited to:

1. General unwillingness to obey staff or staff requests.
2. Any violent behavior with the intent to harm another staff member or child.
3. Intentional spreading of bodily fluid.
4. Biting
5. Offensive/Inappropriate Language

Upon receiving a behavior write-up, parents will be notified and may be required to pick up their child immediately. After receiving three behavioral write-ups in a program year, the child will be suspended from the program for 1-3 days. Any behavioral write-up received upon returning from a suspension may result in removal from the program.

CHILD ABUSE

The YMCA takes the importance of the protection and safety of the children involved in its programs very seriously. Child abuse is a special concern of the Y, because of the organizations role in promoting the personal growth and development of children and families. The YMCA will document any incident of abuse in writing and report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. The YMCA will not release a child to a parent or any authorized person who appears to be under the influence of drugs or alcohol.

HOURS

Childcare services are available 6:00 or 6:30pm depending on the location. **There is an additional fee of \$1 for every minute a child is present past 6:00pm.**

ILLNESS POLICY

Children are not authorized to attend Y programming if they have an illness or other contagious symptoms. Once given authorization from a supervisor, staff will have the right to request a doctor's note before a child may return to the Y. Please notify staff immediately if your child displays any symptoms of any communicable diseases or contagious conditions. In order for your child to be allowed to return to the program after being ill, your child must be fever/symptom free for at least 72 hours.

MEDICATION POLICY

The only medications we are authorized to distribute are inhalers and epi-pens.

OUTSTANDING BALANCES

All outstanding balances must be paid before any childcare services will be provided.

PERSONAL BELONGINGS

Please leave all electronic devices, toys, and any other valuables at home. We will follow a schedule of predetermined activities each day and will not allow children to play with items from home during this time. Anything brought to the Y from home must remain inside your child's back pack. The Y and its staff will not hold or take responsibility for a child's money. The Y and its staff will not be held responsible for any items brought from home that are lost, stolen or broken.

RATIOS

The ratio of staff to children for YMCA childcare programming is 1 staff member to every 15 children. To ensure the safety and proper supervision of all children in our care, children who frequently display behaviors that require staff to deviate from these ratios may be required to be accompanied by a caregiver to remain in the program. While we strive to provide what every child needs to succeed in-group care, we do not have the resources to implement or sustain a plan for managing all behaviors. It is a disservice to maintain a child in our program if we cannot meet the child's individual needs, while maintaining a safe and productive environment for children and staff.

SIGN IN / SIGN OUT

We require that an adult over the age of 18 to accompany each child into the building upon signing them in and out each day. Upon pick up parents and any other specified adults on each child's pick up list will be required to show a photo I.D. Anyone who is not listed on your child's pick up list or fails to produce proper identification will not be allowed to leave the building with your child. Visitors will not be allowed unless arrangements are made in advance.

SCHOOL VACATION DAYS/EXTENDED CARE

Childcare is provided during school vacation days and holidays when school is not in session. Children must be between 5 years old (in Kindergarten)-12 years old. Parents/Guardians must provide their child with breakfast, lunch and snacks on these days. Daily activities include enrichment activities, special events, swimming and much more. Childcare is provided at the Whiting Family YMCA 6:30am-6:30pm.

Thank you for your interest in our program. If you have any questions, concerns, or suggestions, please feel free to contact us at 219 370-5091.