



YMCA School Age Child Care



PARENT MANUAL

For Youth Development
For Healthy Living
For Social Responsibility

Lancaster Family YMCA Early Learning Academy
252 Harrisburg Avenue
Suite 200
Lancaster, PA 17603
(717) 393-YMCA (9622)

Lancaster Family YMCA School Age Child Care General Information

Family Services Director:
Melissa A. Adams

Begins: Monday, August 29, 2016
Ends: June 14, 2017
(Tentative Last Day of 2016/2017 School Year)

Hours:
3:15 PM - 6:00PM

Location:
Lancaster Family YMCA Early Learning Academy
252 Harrisburg Ave
Suite 200
Lancaster, PA 17603

After School provides an afternoon snack only.

Contact Numbers:

Family Services Director
Melissa A. Adams
717-393-YMCA (9622) ext 1050
madams@lancasterymca.org

Lancaster Family YMCA School Age Child Care Parent/Guardian Handbook

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* Indicates forms that MUST be returned to the YMCA one week before your child's first day of care.

Welcome

Thank you for choosing the YMCA as your provider. We look forward to serving you and your family.

Mission

To be a leader in developing and providing those programs and services that enhance the spiritual, mental and physical well-being of our community.

YMCA Core Values

Honesty
Caring
Respect
Responsibility

Our programs are committed to our Core Values; we will always refer to our Core Values as we give guidance to your child.

Philosophy

Our staff creates a safe, fun and enriching environment for the children. Children learn through play. Play is child's work. Through the use of activity centers, literacy activities, and self exploration children learn important values, reach developmental milestones appropriate for their age, and develop self confidence. Children will have the opportunity to participate in arts, crafts, sports, science experiments, creative dramatics, music, games and much more. The teacher's role is to guide children to draw their own conclusions and to enrich the learning experience. Children must be able to thrive in a group setting. We do not provide one on one care.

Licensing

The Pennsylvania Department of Public Welfare (DPW), Child Care Division, licenses the Lancaster Family YMCA's School Age Child Care Sites and we are inspected annually by DPW monitors. Our license and a copy of the DPW regulations are posted in our centers.

Staff Requirements

Our staff are experienced, trained and are a positive role model for the children. Our staff receives on-going trainings through Better Kid Care and Keystone Stars in all aspects of child care receiving a minimum 15 credit hours of professional development each year.

All Staff are required to have the following training and experience:

- First Aid and CPR Training/Certification
- Child Abuse and Blood Borne Pathogen Training
- Child Abuse, Criminal History and FBI Fingerprint Clearances
- A Minimum of 1 year experience with children

Enrollment policy

Enrollment is on a first come, first served basis.

By enrolling in our SACC programs you are agreeing to the terms in our manual and to state regulations.

The program is open to children in grades Kindergarten through 12 years.

A completed registration form and a \$30.00 registration fee are required to hold a space for your child.

Enrollment in our SACC program is permitted regardless of race, color, religion, sex, national origin, or physical or mental disability.

The following are the forms that are due at time of enrollment:

- Parent Statement of Understanding
- Medication Log Form (if applicable)
- Behavior Agreement
- Emergency Contact Form
- Child Health Report

- Payment Agreement / Contract
- YMCA Waiver / Release Form

Forms must be received one week **PRIOR** to your child's first day.

Any court order that impacts your child's enrollment, i.e. a Protection from abuse for you or your child, a visitation agreement or custody agreement must be supplied at the time of enrollment or at the time the document is effective.

Withdrawal policy

We require **two weeks written notice** of your withdraw of your child from our program. Written notice should be given to the Family Services Director. Fees are still due if you fail to give two weeks notice.

Child Care Calendar

No care will be provided on the following days:

Memorial Day, Fourth of July, Thanksgiving Day, Christmas Day, Christmas Eve, New Year's Eve, or Early Dismissal due to inclement weather.

We will have Y Days on most scheduled school closings. A list of Y Days will be provided with your child's initial paperwork. Y Days must be registered for at the YMCA Welcome Desk no less than 8 days prior to each date. There is a \$15 per child fee for all Y Days for children that are registered for the SACC program. Closure due to inclement weather or other emergencies will be announced on local radio stations. If the School District of Lancaster or the YMCA is closed, SACC program will be closed also.

Dismissal Policy

The YMCA may terminate care at any time without notice if you or your child violates any policy outlined in this manual or in the State Code Book.

Tuition Policy

All payments must be set up with automatic withdraw. Visa, MasterCard and bank accounts can all be set up for automatic withdraw.

NO PAYMENTS WILL BE ACCEPTED BY SACC STAFF.

Payments are due on the Friday prior to the week of care (by August 26th for August 29th.)

Financial Scholarship

The YMCA offers financial scholarships to those who qualify. An application can be requested by calling 393-YMCA (9622) ext 1124 or by obtaining one at the Welcome Desk.

Child Care Information Services (CCIS) also offers assistance for childcare services. They can be reached by calling 393-4004.

CCIS funding must be applied for within 30 days of a YMCA financial scholarship application submittal. YMCA financial scholarship will cover your child until CCIS make their financial determination. CCIS monies will be the primary subsidy, with the YMCA scholarship acting as a back-up source of funding. YMCA membership and programs are available to everyone, regardless of their ability to pay.

Health and Illness Policies

Children must be immunized. Children enrolled in YMCA Child Care Programs are required to have a physical examination by a doctor of the parents choosing within one (1) month of enrolling. A new examination will be required annually. *The parent shall cover all costs related to the medical care of the child.*

Each child shall be observed for signs of illness within the first few minutes of drop off. As a parent, you should discuss any information regarding your child's health with the classroom teacher. The YMCA takes measures to prevent illness whenever possible; however, child care centers and schools where children play closely are especially vulnerable. A child exhibiting signs of illness will not be admitted to the center. This is at the discretion of the Center Director or her designee.

In the event that your child becomes sick at the Center, you will be notified and your child will need to be picked up from the Center within the hour. It is extremely important that you have a responsible emergency contact person. An ill child shall be kept at home for twenty-four (24) hours or until

recuperated (whichever is longer) before returning to child care. **A doctor's note will not be accepted until the twenty-four (24) hour policy is satisfied.**

Medication will not be administered at the child care center unless the medication is in its original container, instructions are provided, and a Medication Authorization Form is filled out and signed by a parent or guardian. Please arrange to administer your child's medication at home or school if possible. The Center staff will keep a log of every time the medication is administered. Please fill out a medication authorization form at the end of this packet.

In case of serious illness or injury, paramedics will be called and your child will be taken to the nearest medical facility. You will be called immediately. A YMCA Child Care Person will accompany your child to the hospital and will remain with your child until you or an emergency contact person arrives.

In the case of minor injury, staff certified in first aid procedures will administer first aid. A courtesy call may be made to the parent. An injury report will be completed and a copy can be given to the parent at the time of pick up.

Sign-In/Out Procedures

Children must be **escorted all the way** into the program area or classroom and signed in. Children may not be left at a site or in a classroom unless a YMCA Staff is there to supervise.

All children must be picked up by the time the program is over and signed out by a person that is designated on the pick up form that is at least the age of 18.

If your child is to be picked up by another person advance notice must be given to the Center Director. For safety purposes, children will NOT be released to anyone (except pre-arranged designated persons) unless prior written notification is given. Children will not be released to persons under the age of 18. **Picture identification will be required.**

Y staff will encourage any adult who appears to be mentally impaired, or under the influence of drugs, alcohol, or other substances to call an emergency contact or a taxi to transport the adult and child home. If adult chooses to leave, the Y staff will document the license plate number and the Police will be contacted.

Parent Information Areas

As a parent, it is your responsibility to ensure that you have all the information you need regarding the YMCA, the Child Care Program, your child's class, and your child's progress. Please take the time to ask questions and meet with your child's teacher. The Parent Information area located by the entrance to the classroom that you need to check daily for notices, incident reports, and other requests.

Late Pick Up Policy

A late pick-up fee of \$10.00 will be charged for every 15 minutes (or any part thereof) a child is in attendance past 6PM. Late charges will be added to your account and are due when you make your scheduled child care payment. Excessive lateness, more than 3 per school year, may result in dismissal from the program.

Media policy

There will be times when we photograph and or video the child care center and children in the center. The YMCA reserves the right to use this media for marketing purposes. There will be no form of compensation made to a family for the use of a photograph or video clip of their child.

Snack Provided

An afternoon snack will be provided to each child participating in the Y Child Care program. On days that the program is open for full day care, a packed lunch must be provided by the parent.

Prevention of Child Abuse

Child Abuse is a serious concern for the YMCA and will not be tolerated in any form from staff, parents/guardians, family, friends, or another child. **Allegations will be taken seriously and will**

be reported to the proper authorities. Reports of suspected abuse are confidential and the YMCA will not confirm nor deny that a report was made. YMCA and Child care staff are mandated child abuse/neglect reporters as required by Federal and State law. Please be aware that the YMCA, its staff, members, and volunteers have the best interest of the child at heart.

All YMCA staff are expected to read, sign and follow a written Code of Conduct. Staff are not permitted to visit a child outside of the YMCA, take their photograph without your written consent, make contact with children via the internet, or transport children in personal vehicles. Staff may not baby sit children in YMCA Childcare. You may request a copy of the Staff Code of Conduct for your reference.

Clothing and footwear

We will do our best to help your child develop a sense of responsibility for their things. However, the YMCA can not be responsible for any item that your child brings from home. The YMCA will not be held responsible for any lost, stolen, or damaged clothing, jewelry, or other personal items. Items will not be replaced; there will be no reduction in fee or other form of compensation. Electronic games, cell phones, iPods, etc are not permitted.

It is *strongly* recommended that children be dressed in washable, inexpensive, comfortable play clothing and footwear. We believe that sneakers or other closed shoes are the safest and most practical. It is very important that all clothing, jackets, backpacks, etc., be clearly labeled with your child's name.

Behavior Policy

Behavior is based on the Golden Rule: "Treat others as you would want them to treat you."

Y staff will use positive behavior management techniques that are developmentally appropriate and adhere to the Y's Four Core Values of Caring, Honesty, Respect and Responsibility.

Behavior Management Techniques

Y Staff will:

1. Involve the children in the development of the "house rules."
2. Maintain consistent behavior expectations and reinforce the Y's Four Core Values.
3. Guide children by setting clear, consistent, fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including using a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise this is immediate, sincere, and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

Behavior Management Action Steps

1. "Personal Time"- removal of child from a situation for up to 5 minutes so they can regain control of their behavior.
2. Verbal or written communication to parent/guardian regarding a child's behavior.
3. Behavior Write-Up.

A child's behavior may result in the child being given a behavior write-up.

Three behavior write-ups in any school year may result in the suspension of the child. The parent/guardian is responsible for contacting the Family Services Director to set up an appointment to discuss the child's behavior.

If the child is reinstated and then receives a fourth behavior write-up, the Family Services Director will suspend the child immediately and termination may result.

4. Behavior Action Plan/Improvement Plan
5. Suspension- Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately..
6. Termination- Our program cannot serve children who display chronic disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:
 - behavior that requires constant attention from the staff.

- behavior that inflicts physical or emotional harm on other children or self.
- behavior that abuses the staff and/or ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

Please understand that suspension and termination are steps we hope to not have to take, however the safety of all the children and staff is our priority.

Parent Code of Conduct

As a parent please conduct yourself in a manner that is consistent with YMCA policies while you are at our center. Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language; speaking in a level that is not appropriate; physical violence towards staff, a child (your own or another), another parent, member or volunteer, materials or property. If inappropriate behavior is displayed on YMCA premises your child care services may be terminated. We also require that you come to the center dressed appropriately and fully covered.

Grievances

If you have a comment or question about your child's care please bring this to our attention in a timely manner. You may speak to your child's teacher or Melissa A. Adams, Family Services Director.

Child Records

Copies of relevant information will be transferred or shared upon your written request. Information will only be shared with people the parent designates in writing.

Nondiscrimination in Services

The provisions of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or gender. Program services shall be made available to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any client who believes they have been discriminated against may file a complaint of discrimination with the following:

Lancaster Family YMCA
265 Harrisburg Avenue
Lancaster, PA 17603

Department of Public Welfare Commission
Bureau of Equal Opportunity
Room 521, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

US Dept of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations
Harrisburg Regional Office
Riverfront Office Center
1101 S Front Street, 5th Fl
Harrisburg, PA 17104

Bureau of Equal Opportunity
Central Region Office
Cameron & Maclay Street
Building 56, Patton House
PO Box 61260
Harrisburg, PA 17106

Parent Participation

Parents are a vital element to the success of all programs. With your input and involvement we can care for your child in the best possible way. Parents are encouraged to spend some time at the site.

Lancaster Family YMCA SACC 2016-2017 Payment Quick Facts & Important Information

Payment Policy Reminders:

- A \$30 registration fee is due when a child starts the program. This is a one time fee.
- Cost per week is \$55.00.
- Payments are always due on the Friday before the week of care.
- We will not issue credits for days missed for illness, snow days, etc... Only week we will not charge for is week of December 26th.
- Any payments not received by Friday will incur a \$10.00 late fee.
- Once payment is handed in, no refunds or credits are given if your child misses a scheduled day.
- All child schedule changes must receive prior approval from the Family Services Director in writing.
- For returned checks, a fee of \$20.00 will be applied to your account. For returned credit cards, debit cards or EFT, a fee of \$20 will be applied to your account. Payment for the returned check and fee must be made in cash or money order.

Varied Schedule and Inclement Weather Policies:

No care will be provided on the following days:

Memorial Day, Fourth of July, Thanksgiving Day, Christmas Day, Christmas Eve, New Year's Eve, New Year's Day

The Center will be open for Y Days on most scheduled school closings. A list of Y Days will be provided with your child's initial paperwork. There is a \$15 fee for each Y Day for SACC Participants. **YOU MUST REGISTER AND PAY FOR Y DAYS WITH THE FAMILY SERVICES DIRECTOR NO LESS THAN 8 DAYS PRIOR TO SELECTED DATE.**

Closure due to inclement weather or other emergencies will be announced on local radio stations. If the School District of Lancaster is closed, the School Age Child Care program at the Lancaster Family YMCA will be closed also. If the School District of Lancaster closes early due to inclement weather there is no after school program.

YMCA Y Day Schedule **2016/2017**

The following is a list of days that the School District of Lancaster are closed therefore; YMCA will provide care from 7AM-6PM. The Y will not provide care on days when we are closed.

Labor Day, Thanksgiving, Christmas, Christmas Eve, New Year's Eve and Memorial Day = NO Y DAYS.

A minimum of 8 children must be registered for a Y Day to take place.

Each Y Day = \$15.00 for SACC registered children due at the time of registration.

Registration deadline is 8 days prior to each date. Due to previous experience with over-staffing, if your child is registered and and you do not cancel one week prior to the Y day the fee is non-refundable.

Sept. 2

Oct. 10

Nov. 8,11,23,25,28

Dec. 26,27,28,29,30

May 9

Jan. 2,3, 16,27

Feb. 17,20

March 17

April 13,14,17

**Lancaster Family YMCA
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 YMCA Program Policies in your parent handbook. Your signature below indicates that you have received and read them.

I understand that the YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA or other arrangements must be made by contacting the YMCA or program site and informing them of the change.

I understand that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment.

I understand that the YMCA is mandated, by law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I understand that regardless of attendance, illness, snow days, etc... I am responsible for the full price of the weekly tuition. Week of December 26th is the only week that will be credited.

I have received a copy of the YMCA Before and After School Handbook.

Parent/Guardian Signature

Date

I have read and understand the statements above and the YMCA parent policies and procedures listed in my handbook.

Parent/Guardian Signature

Date

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182, 3280.124 (a)(b), 3290.181 & 182, 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME		BIRTH-DATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

03601A

ORIGINAL

CY 87 - 183

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICIANS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.
	VISION (subjective until age 3)
	HEARING (subjective until age 4)
	LEAD

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/DT						
MM						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Lancaster Family YMCA SACC Contract

Provided Care:

The Lancaster Family YMCA agrees to provide care at the Lancaster Family YMCA Early Learning Academy *regularly scheduled school days* from the end of the school day until 6:00 PM Monday through Friday. Staff will walk children from the Wharton Elementary Schools to the Lancaster Family YMCA. All other children must be signed-in by a parent or other responsible adult at the YMCA no earlier than 3:30 PM.

On School District of Lancaster *scheduled days off*, the YMCA offers full day care ("YDays") from 7:00 AM – 6:00 PM at the Lancaster Family YMCA Early Learning Academy. Cost for a Y Day is \$15 per child for SACC registered children.

****A minimum of 8 children must be registered 8 days prior for a Y Day to run. ****

On days with scheduled early dismissals, the YMCA will provide care according to dismissal times. These are the 2nd Wednesday of each month and an additional day on February 16th.

The YMCA **DOES NOT** provide care on unscheduled days off or early dismissals due to inclement weather or other unforeseen circumstances.

Payments:

Cost per week is \$55.00. There will be no charge for the week of December 26- December 30, 2016. All other weeks are charged at \$55 per week regardless of days off from school, inclement weather, or absence due to illness.

Automatic payments can be arranged by registering your credit card or bank account information with a Welcome Desk Associate.

Weekly payments of \$55.00 are due Friday before the week of care.

Child Scheduling:

We kindly ask that you follow the agreed upon schedule. Any variations to your schedule affect our staffing and programming.

If your child will be absent, please contact the Family Services Director at 393-9622 ext 1050. Unless we are notified, for safety reasons, any child who does not report to After Care as scheduled, will receive a call from our staff.

A late pick-up fee of \$10.00 per child will be charged for any child who is in attendance past 6:00 PM. This fee accrues every fifteen minutes.

There is no pro-rating or refund for days scheduled but not attended by your child due to absence or sickness.

A contract must be signed and returned to the YMCA before your child begins. A new contract must be completed if your child leaves and then returns to the program.

Personal Schedule:

My child, _____, will attend the following days

(circle all that apply): M T W TH F

Agreement:

I agree to adhere to my child's schedule, as stated above. I agree to make all payments, in full, no later than Friday before each week of care. I have completed a Waiver and an Emergency Form. I agree to update the Emergency Form as changes occur. I understand that a current Health Appraisal is required before my child can begin. I have received and read the Parent Manual which contains written program information and policies. I agree to support and encourage my child to support the YMCA's Core Values and policies and procedures.

Parent Signature

Date

For Office Use Only

Date Received: _____ Contract

_____ Waiver

_____ Child's First Day

_____ Emergency Contact

_____ Child Health Assessment

_____ Child's Last Day

The Lancaster Family YMCA Release
and Waiver of Liability and Indemnity 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, participation in any off-site program affiliated with the YMCA, the undersigned, and any personal representatives, heirs and the next of kin, hereby acknowledge, agree and represent that he or she has, or immediately upon entering or participating, will inspect and carefully consider such premises and facilities or the facilitates and equipment thereon and such affiliated program have been inspected and the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation. In future 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:

1. The undersigned hereby releases, waives, discharges and covenants not to sue the YMCA, its all liability to the undersigned, his personal representative, heirs and the next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by negligence of the YMCA or otherwise 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.

2. The undersigned hereby agrees to indemnify and save and hold harmless the YMCA from any loss, liability, damage or cost they may incur fully considered and that 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 whether caused by the negligence of the YMCA or otherwise.

3. The undersigned hereby assumes full responsibility for and risk of bodily injury, death or property damage due to the negligence of the YMCA or otherwise 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 any program affiliated with the YMCA.

The undersigned further expressly agrees that the forgoing release is intended to be as agreed and inclusive as is permitted by the law of the Commonwealth of Pennsylvania and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding.

Signature: _____ Date: _____

Promotional Release: I give permission for photos or videotapes of myself or my children involved in YMCA activities or programs to be used for promotional purposes.

Child's Name

Parent's Signature