



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Before/After School Care Registration Form

## FOR OFFICE USE ONLY

- \_\_\_\_\_ Before/After School Care Registration Form
- \_\_\_\_\_ Codeword
- \_\_\_\_\_ Youth Programs Policy Form signed
- \_\_\_\_\_ Behavior Expectations & Discipline Policy Form signed
- \_\_\_\_\_ Orders for Medication signed (if applicable)
- \_\_\_\_\_ Copy of Child Immunization Record
- \_\_\_\_\_ Registration Fee
- \_\_\_\_\_ Child Care Payment Form (with attached voided check or credit card information if applicable)
- \_\_\_\_\_ Subsidy Voucher: If applicable. Three copies per child must be provided by parent.  
Vouchers are good for one camp location only.
- \_\_\_\_\_ Financial Assistance Forms: If applicable. Must be filled out completely with income  
Information attached.

**\* Please make sure all selections/lines are completed before accepting registration packet.**

**\*\* Please ensure the codeword is recorded in DAXKO.**

## YMCA CHILD CARE SERVICES

901 Waterworks Road, Winston-Salem NC 27101

P 336 727 4849 F 336 722 4272 [www.ymcanwnc.org](http://www.ymcanwnc.org)

Our mission: "Helping people reach their God-given potential in spirit, mind and body." A United Way agency.

# Before/After School Registration Form

Date of Registration: \_\_ / \_\_ / 20 \_\_

My child is a YMCA member.

Codeword \_\_\_\_\_

For the year I am registering for, my child is in \_\_\_\_\_ grade.

School \_\_\_\_\_

## Child's Information (Please print legibly)

Child's name (first/middle/last) \_\_\_\_\_ Name called \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Birth date \_\_\_\_\_ Age (as of registration date) \_\_\_\_\_

## Check all that apply to your child, or check "None" for those that don't apply:

Allergies (type) \_\_\_\_\_ None

ADD \_\_\_\_\_ ADHD \_\_\_\_\_ None \_\_\_\_\_

Special circumstances (see back page and provide additional information if necessary) \_\_\_\_\_ None \_\_\_\_\_

## Family Information (check parent to contact for payment and other questions)

Mother/guardian's name \_\_\_\_\_ Employer \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ ext. \_\_\_\_\_ Mobile # \_\_\_\_\_ Pager # \_\_\_\_\_

Email address \_\_\_\_\_

Father/guardian's name \_\_\_\_\_ Employer \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ ext. \_\_\_\_\_ Mobile # \_\_\_\_\_ Pager # \_\_\_\_\_

Email address \_\_\_\_\_

## Emergency Information

In case of emergency, please contact the following first: Mother/guardian \_\_\_\_\_ Father/guardian \_\_\_\_\_

Child's doctor \_\_\_\_\_ Doctor's phone \_\_\_\_\_

Hospital preference \_\_\_\_\_

Insurance company \_\_\_\_\_ Policy # \_\_\_\_\_

## If mother, father or guardian cannot be reached, call:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ ext. \_\_\_\_\_ Mobile # \_\_\_\_\_ Pager # \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ ext. \_\_\_\_\_ Mobile # \_\_\_\_\_ Pager # \_\_\_\_\_

I hereby acknowledge that the YMCA will assume that either parent of the child may pick up the child at any time during the program unless there is sufficient court documentation on file at the Branch that indicates otherwise.

I hereby authorize the Branch to allow the following individual(s) to pick up my child (photo id will be required):

\_\_\_\_\_  
\_\_\_\_\_

## Persons not authorized to visit or pick up my child: (Court documentation must be attached)

\_\_\_\_\_  
\_\_\_\_\_

# Before/After School Programs Policy

Child's Name \_\_\_\_\_

Please read each of the following policies and sign below to indicate your understanding of these policies.

## Waivers/Permissions:

I permit my child to participate in activities the YMCA conducts outside the fenced-in play areas at YMCA facilities.

**Field Trips** – I permit my child to leave the YMCA on authorized trips under the supervision of the YMCA staff. I may review a written schedule of activities to be conducted off the YMCA premises.

**Photography** – I permit the YMCA to use images of my child as a YMCA program participant in internal and external promotional material. This includes any printed material, broadcast and print advertising, promotional videos and the YMCA website which are produced or published by the YMCA. I also permit the YMCA and/or the media to use the images of my child in broadcast and print media news coverage of the YMCA. I understand that my child's name is not published.

## Payment Policies

I understand policies concerning payment, cancellation and refunds. I may not register my child for a new program until outstanding balances due on past programs are paid.

**Insufficient Funds** – If my bank returns a draft or check due to insufficient funds, immediate payment is required to keep my child's account up to date. I understand that I will be charged a fee for each returned check or draft. I will need to send cash, money order or a certified check for the draft or check within 10 business days. Personal checks will not be accepted. Payment in full is required before my child can continue to participate in YMCA programs. **If I have two returned drafts or checks within a six-month period, I will no longer have the bank draft privilege and will be required to pay program fees in full, in advance.**

**Cancellations** – Non-attendance, without written cancellation, does not relieve me of the responsibility to pay for the program. I will refer to the parent handbook for details on specific program cancellation policies.

**Bank Draft Participants** – I understand that I must cancel, in writing, 30 days prior to the date of bank draft in order to stop payment.

**Refunds** – I understand that non-attendance does not entitle me to a refund. I understand that no refunds or adjustments are granted for illness, vacation or when YMCA programs are cancelled due to inclement weather. All refunds or program credits given for other reasons are issued on a prorated basis. I understand that the YMCA reserves the right to apply any credit due to other outstanding business. Refunds are issued within 30 days of cancellation.

## Medical Treatment Policies

**Accident Insurance** – Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site.

**Medication** – The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. However, in the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and the YMCA may take appropriate action in the best interest of the child.

**Immunization Records** – Current copies of each child's immunization records must accompany this form.

**Blood Borne Pathogen Exposure** – I understand that, while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye), from another child, the YMCA will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member.

I have read and agree with the statement and specifically authorize the YMCA to release the name and telephone number of my child's physician, and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from my child.

## Program Policies

**Babysitting Policy** – The YMCA strives to employ the very best staff possible in all of our programs. During staff time-off or after they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

**Pickup Policy** – I hereby acknowledge that the YMCA will assume that either parent of the child may pick up the child at any time during the program unless there is sufficient court documentation on file at the Branch that indicates otherwise. A codeword is always required to pick up your child.

**Inclement Weather** – Please refer to local media sources or, if available, [www.ymcanwnc.org](http://www.ymcanwnc.org) for program closings related to inclement weather.

**Lost Items** – I understand that the YMCA is not responsible for any personal items lost or stolen at our programs.

I have read and understand all the policies stated above.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Behavior Expectations and Discipline Policy

Child's Name \_\_\_\_\_

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

**The YMCA does not condone and will not permit:**

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

**A child's behavior is expected to be consistent with the following:**

1. Use appropriate language at all times
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program area – running away is not acceptable.

**Behaviors which may result in immediate dismissal include but are not limited to:**

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
2. Fighting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away
8. Biting

**The Discipline Policy**

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parent(s)/guardian and the program director.

**Special Circumstances**

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Upon being informed of such circumstances, the branch director (or his or her designee, i.e., senior program director, youth director) may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

I understand and acknowledge that (i) it is the responsibility of the parent(s)/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of my child/ward to participate, as described above; (ii) it is the responsibility of the parent(s)/guardian to inform the YMCA of any requested accommodation believed by the parent(s)/guardian to be necessary and readily achievable for such participation; and (iii) full disclosure of any special circumstances is material to the YMCA's evaluation of the child's/ward's ability to participate and the YMCA's consideration of any requested accommodation.

Please initial, indicating that you have read and understand the above:

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

I have read, understand, and agree with the policies as stated in this document and have discussed the expectations of behavior with my child/ward.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent Reminders and Procedures**

### **(Copy to keep for your records)**

I understand payments are due on the 1<sup>st</sup> of each month or based on the payment draft plan that I agreed upon.

I understand it is my responsibility to make all childcare payments on time in order to avoid the \$10 late fee per child for all payments accepted after due date.

I understand credits cannot be issued for days missed from the program.

I understand the childcare program begins at 6:30 a.m. and ends at 6:00 p.m. We will not accept children before 6:30 a.m. We charge \$1 per minute you are late picking up your child beginning at 6:01 p.m.

I understand it is my responsibility to inform the YMCA office of any changes regarding address, phone number, etc.

I understand if my child needs medication, I must complete an Orders For Medication form and this must be available at the Before/After School site.

I understand that the YMCA uses progressive discipline through re-teaching behaviors, time outs, loss of privileges, and/or discipline reports that could result in suspension from the program.

I understand that the YMCA has a no bullying policy. If bullying occurs, the above procedure applies.

I understand that the YMCA is not responsible for loss or stolen items. Electronic games, toys, and valuables are NOT permitted in the program.

I have received a copy of the North Carolina Summary of Child Care laws.