



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Before and After School Registration Packet

For Kids Kindergarten thru 8th Grade

2011-2012

How to Register:

- 1) READ ENTIRE PACKET
- 2) Fill out one registration form per child. Make sure it is filled out COMPLETELY.
- 3) Transcribe immunization information onto the form provided.
- 4) Provide a current picture of your child.
- 5) Registration fee and first month's payment are due upon registration.
 - a. CCAP participants MUST have authorization before beginning the program
- 6) Return all forms and payment to the YMCA *by appointment only* with Giselle Lehmann (720) 652-4731 or glehmann@longmontymca.org

Welcome to



The Y is a cause driven organization to build strong communities through healthy living, social responsibility, and youth development. The mission of the Y is to put Christian principles into practice through programs that build healthy mind, spirit and body for all. Come try the Y on us!



YOU BELONG HERE

Give us a try with this one week guest pass!

One Week Family Guest Pass

Name

Date of Birth

Address

City & Zip

Phone Number

Email

Staff Use:

Date Started: _____

End Date (One week from start date): _____

Staff Initials: _____

Staff: Please forward to Lindsey Culver when pass is no longer valid.



FOR YOUTH DEVELOPMENT
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Dear Parents,

Welcome to the 2010-11 Before/After School Year!!! We are looking forward to 9½ months filled with fun, learning, laughter and activity.

As a state licensed program, School Age Childcare has tailored its procedures, policies and information to meet the Colorado state guidelines. **Please read and familiarize (or refresh) yourself with our goals, curriculum, and program.** We count on the knowledge and cooperation of you parents to help us provide the best before and after school environment possible.

I welcome all questions, comments, and concerns. Feel free to contact me at the YMCA. I will be happy to help in whatever way I can. The entire staff and I look forward to spending a safe, happy and exciting school year with you and your child!!

Sincerely,

Giselle Lehmann
Childcare Director
(720) 652-4731

Program Goal

Our primary goal is to help promote the maximum development of children. This includes their physical, emotional, social, intellectual, and creative self. We've carefully prepared a developmentally appropriate environment which provides a place for your child to feel significant and successful.

Program Environment

We feel that an organized, stable, and structured environment is imperative to conduct an effective program. Our focus is on well-rounded fun, stability, wellness, and most of all, room for growth. Children are presented with options within their schedule.

PROGRAMS OFFERED

Before/After School
Vacation Camp on Out of School Days
Late Start
Power Hour (not available at Y site)
Drop In Care

Hours Of Operation

Before/After School Programs: 6:30 AM-6 PM, Monday – Friday, on school days.

Vacation Camp at the YMCA: 6:30AM until 6 PM on days out of school. Separate registration required.

Late Start: 6:30AM at the YMCA 1st Wednesdays of the month. Separate registration required.

Power Hour: begins after school ends promptly an hour later.

Program Closings

Before/After School Programs are open from August 18, 2011 to May 23, 2012. There are certain days and holidays during which we will be closed:

Labor Day
Thanksgiving Day and the day after
Christmas Eve & Day
New Year's Eve & Day
May 24 & 25

We will also close for snow days and when schools announce emergency closings. Please see our Inclement Weather Policy for more information.

Registration

- Full registration paperwork is required for all programs offered.
- Schedules must be set ahead of time. Daily rates will apply for varied schedules.
- READ ENTIRE PACKET
- Fill out one registration form per child. Make sure it is filled out COMPLETELY. Your child may not start until **ALL** paperwork is completed.
- Provide a current picture of your child.
- Registration fee and first month's payment are due upon registration.
- CCAP participants **MUST** have authorization before beginning the program
- Return all forms and payment to the YMCA **by appointment only** with Giselle Lehmann (720) 652-4731 or glehmann@longmontymca.org

Before/After School Program

Daily Schedule

Before School

6:30 – until school starts Activities and snack

After School

2:30-3:45 Snack & Free Time
3:45-4:00 Group Time & Daily Announcements
4:00-5:00 Choice Time or Recreation Time
5:00-6:00 Homework and reading time

Daily Components

- * **Snack Time:** A snack will be provided to supply kids with the energy boost they need to participate in activities. A snack calendar is shown on the parent board. Children are welcome to bring something from home if they wish.
- * **Group Time:** A time for the group to get to know each other and discuss the core values, wellness, and what is happening today.
- * **Choice Time:** Children will have a choice between something active and something creative every day. Activities may include arts and crafts, martial arts, cooking, science experiments, games, sports, and swimming at the Y site (bring your own suit and towel). Choice time teaches children decision-making skills. It gives them a feeling of control over their afternoons. No child is forced to participate in any activity; instead he/she is encouraged to choose an activity that would be of interest.
- * **Recreation Time:** This is totally child-directed. Children are given the freedom to do what interests them within the given boundaries. Staff is available for supervision and support.
- * **Homework Time:** A period of quiet homework time is offered each day. Staff will encourage children to start/complete homework but cannot force a child to conform. Quiet reading time will be available to those students that have no homework, finish early or are able to do homework at home.

Before School Care Rates

Locations: Aspen Ridge Prep School, YMCA & Imagine Charter School at Firestone

Time: 6:30 AM until school begins

All payments are due the first of each month

	<u>Monthly Fee</u>	<u>Y-Member Monthly Fee</u>
1 day per week	\$ 50	\$ 45 Per month
2 days per week	\$100	\$ 90 Per month
3 days per week	\$135	\$125 Per month
4 days per week	\$165	\$150 Per month
5 days per week	\$195	\$175 Per month

*Daily rate with at least 1 week's notice is \$12 for consistent B/A participants

*Drop-In Rate is \$18 per day with a minimum of 24 hours notice.

After School Care Rates

Locations: Aspen Ridge Prep School, Frederick Elementary, Imagine Charter School at Firestone, Twin Peaks Academy, and the YMCA

Time: after school until 6:00 PM

All payments are due the first of each month

	<u>Monthly Fee</u>	<u>Y-Member Monthly Fee</u>
1 day per week	\$ 70	\$ 65 Per month
2 days per week	\$140	\$135 Per month
3 days per week	\$190	\$180 Per month
4 days per week	\$240	\$225 Per month
5 days per week	\$290	\$270 Per month

*Daily rate with at least 1 week's notice is \$17 for consistent B/A participants

*Drop-In Rate is \$25 per day with a minimum of 24 hours notice.

Before and After School Rates

	<u>Monthly Fee</u>	<u>Y-Member Monthly Fee</u>
1 day per week	\$120	\$110 Per month
2 days per week	\$240	\$225 Per Month
3 days per week	\$325	\$308 Per Month
4 days per week	\$405	\$375 Per Month
5 days per week	\$485	\$445 Per month

Out Of School Day Vacation Camp

On days out of school, (those reflected on the school district or school calendar distributed at the beginning of the school year), the YMCA provides care from 6:30AM until 6:00 PM. These days are filled with crafts, swimming, games, sports, and other fun activities.

Separate pre-registration and pre-payment are required. These days are optional and are not included in the monthly fee.

\$20 per day for **consistent** Before/After School Program participants

\$35 per day for Y members NOT enrolled in the Before/After School Program

\$38 per day for non-members NOT enrolled in the Before/After School Program

\$43 per day Drop-In Rate with less than 1 week's notice

On Early Release days, the Y will provide care and activities from dismissal time around noon until 6PM.

Separate pre-registration and pre-payment are required. These days are optional and are not included in the monthly fee.

\$10 per day for **consistent** Before/After School Program participants

\$17 per day for Y members NOT enrolled in the Before/After School Program

\$20 per day for non-members NOT enrolled in the Before/After School Program

\$25 per day Drop-In Rate with less than 1 week's notice

Late Start

The first Wednesday of each month is late start. School opens 2.5 hours later than normal. The YMCA will provide your family quality care and activities for the extended hours before school.

Separate pre-registration and pre-payment are required.

The fee of \$8 per day applies only to families who are registered in the Before/After School Program and have a set schedule of attendance. **Payment is due the first of each month.**

\$8 per day for consistent Before/After School Program participants

\$10 per day for Y members NOT enrolled in the Before/After School Program

\$12 per day for non-members NOT enrolled in the Before/After School Program

\$16 per day Drop-In Rate with less than 1 week's notice

Power Hour

Power Hour begins when school lets out and lasts for 1 hour. Kids will enjoy a free time after school, a snack, and an activity. An opportunity to do homework with adult assistance will also be provided. The fee is \$5 per day. If parents arrive after 1 hour is up, the full afternoon fee of \$25 will be charged to the account on file. A credit card/EFT payment plan is required to be a part of Power Hour.

\$5 per day

\$10 per day Drop-In Rate

Drop-In

All School Age Programs offer a drop-in opportunity at a "convenience" rate.

1. **Definition:** Extra day(s) at camp with less than one week written notice given.
2. **All** registration paperwork must be completed beforehand.
3. You must contact the site director with a minimum of 24-hr notice to check availability. (Approval for Drop-In is based on licensing ratios.)
4. You are **required** to have a credit/debit card or EFT payment plan in place to use Drop-In Care.

Financial Assistance

Scholarships are available to families who qualify for financial assistance. Financial disclosure will be required, but kept confidential. A scholarship form is available on our website: www.longmontymca.org

The YMCA's Annual Scholarship Campaign funds families who could otherwise not afford to come to the Y, so please consider donating. Our generosity to the community is a direct result of YOUR generosity.

CCAP

We accept CCAP. All paperwork must be approved and validated before your child can begin. Only 3 absences are allowed per month without a full week's notification. If you miss more than 3 scheduled days, you are responsible for the full cost of the days missed. Parents are responsible for full payment until paperwork is completed and validated. CCAP requires Parent Fee payments to be made at the 1st of the month prior to care. If there is any difficulty, please contact the billing department immediately.

Payment Policies

- 1) A \$40 per child or \$60 per family registration fee plus payment for the first month are required to register your child in all programming.
- 2) Monthly B/A fees are due the first of each month regardless of where the 1st falls on the calendar. A \$20 late fee will be added to payments received after the 1st of each month. If your payment is not received by the 5th of each month, your reservation and deposit will be forfeited.
- 3) Those attending Power Hour and the Drop-In Programs must have a credit card/EFT number or on file with the billing department.
- 4) Any balance more than 30 days past due will be sent to our collection agency.
- 5) No reduction in cost is made for late arrivals, early departures, or days missed due to illness, vacation without 1 week's written notice, or opting not to come to the program.
- 6) All requests for changes in schedule must be done on the "Schedule Change Form" at least 1 week in advance and addressed to the Childcare Director. Changes will be made based on availability and there is a \$10 fee charged for any changes made. **Tuition refunds are not valid during vacation camp weeks.**
- 7) **The total cost of running a 9-month B/A program is divided equally among 9 months. The tuition remains the same September - May regardless of out of school breaks or the number of weeks within the month. Half payment is due in August.**
- 8) A payment box is located at each site for your convenience.
- 9) Any billing questions should be directed to the childcare bookkeeper, Wanda Ward at (720) 652-4739.

Schedule Changes

All requests for changes in must be done in writing on the **Schedule Change Form**.

- Changes made without at least 1 week's advanced notice will fall under Drop In pricing.
- Changes will be made based on availability.
- **There is a \$10 fee charged for any changes made after registration.**

Withdrawal Policy

Written notice using the "Schedule Change Form" must be given at least 1 week in advance of your child's withdrawal from the program in order to avoid being charged. Any outstanding balance must be paid at the time of withdrawal.

Schools We Serve

Spangler	Loma Linda	Rocky Mountain
Northridge	Central	Sanborn
Mountain View	Fall River	Longmont Christian
Columbine	Alpine	St. John's
*Frederick Elementary	*Imagine Charter School	*Twin Peaks Charter
*Aspen Ridge Prep School		

**Program available on site at the school*

Program Ages

All school age programs accept and are designed for children in Kindergarten through fifth grade at the YMCA and Frederick. We design programs at Carbon Valley Academy, Imagine Charter School, Aspen Ridge Prep School, and Twin Peaks Charter Academy to accommodate up to 8th graders.

Staff/Child Ratios

The State of Colorado's minimum standards for staff to school age child ratio is 1 to 15. We plan for a staff to child ratio of 1 to 12 or fewer so that we can provide children with a higher level of individual attention.

Contact Information

Childcare Director:

Giselle Lehmann

glehmann@longmontymca.org

(720) 652-4731

Billing:

Wanda Ward

ward@longmontymca.org

(720)-652-4739

YMCA Location Site Phone:	(720) 280-1268
Aspen Ridge Location Site Phone:	(720) 280-1274
Twin Peaks Location Site Phone:	(720) 280-1265
Imagine Charter Academy at Firestone:	(720) 568-9025
Frederick Elementary:	(720) 382-8935

Administration

The **Childcare Director** is responsible for the supervision of all Longmont YMCA Childcare Programs including the Before/After School Program, Summer Y Camp, Full Day, and Half-day Preschools, Child Watch, and Youth In Action.

The **Site Directors** are directly responsible and accountable for each site and the safety and well-being of their participants, scheduling, and overseeing the program, staff, and all group situations.

Staff

All staff is selected for their warmth, maturity, enthusiasm, patience, leadership qualities, experience, and knowledge of youth development. They have completed all YMCA Staff Training, are certified in CPR and 1st Aid, and have completed OSHA and the National YMCA Child Abuse Prevention Training. All staff is required to be fingerprinted and to agree to a 4 point background check. Aides are 18 and older with experience working with school age children. They are responsible for aiding the site director in caring for the group's safety and well being.

Parent/Staff Relations Policy

For the safety and protection of your child and our staff, YMCA employees are not allowed to baby sit for program participants, spend time outside of program with our families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do not put our staff at risk of losing their position with us by asking them to do so.

Parent Involvement

In order for the YMCA to provide a successful experience, the staff and parents need to work together to support each other. Whenever you have a suggestion, question or concern related to the program, please report them immediately to the staff. Proper action can only be taken when clear communication takes place. If you need to express a concern to Colorado Human Services Childcare Division, you may call at (303) 866-5958 or write at 1575 Sherman St. 1st Floor, Denver, CO 80203-1714.

Family events are scheduled throughout the year. We welcome your family to attend and participate:

Back to School Night
Holiday Parties

Lights on After School
Healthy Kids Day

Y-Pals
The Annual Scholarship Campaign

The Parent Table

It is important that we communicate with parents. Information can always be found at the Parent Table. Please take a moment and read what is there. It is meant to keep you in the loop.

Mailboxes

Every family has a mailbox at the Parent Table. Please check it daily and read what is in there. This is our best form of communication with you. We want you to be knowledgeable about the Y and our program.

Rules And Core Values

The YMCA, while based on Christian principles and values, is non-discriminatory, accepting children of all faiths and heritages. We promote an anti-biased, multicultural approach to curriculum development where conflict resolution, teamwork and problem solving skills are modeled and taught. Respect for self, others, equipment and the environment are crucial elements of all interactions among children and adults. All aspects of camp programming and interaction highlight the core values of the YMCA. We promote **CARING, HONESTY, RESPECT, and RESPONSIBILITY** in every experience and relationship.

Caring – to be sensitive to the well being of others, to love and help others

Honesty – to tell the truth, be worthy of trust, and have integrity.

Respect – to treat others as you would like to be treated, to value the worth of everyone.

Responsibility – to do what is right, to be accountable for your behavior, actions, and obligations.

Staff will guide children in making the right decisions, building self-esteem, and displaying empathy and compassion. Our staff promises to demonstrate and develop the core values of the YMCA in all aspects of working with children.

Guidance and Discipline

Our staff works to increase children's respect for themselves by guiding them to become **responsible** for their own actions and helping them grow in their **respect** for the rights and feelings of others.

Based on our goal of working in partnership with parents to keep each child safe and happy in our program, we will be **honest** and respectful in communicating with parents about their children. At the same time, the YMCA expects the full cooperation of parents to ensure that any plan developed to support the child in the program will be successful.

Children will be encouraged at all times and responsible behavior will be recognized. We build self esteem through positive interaction and **caring**.

Discipline shall not damage the child's self-image, or embarrass the child who is being disciplined. When possible, the child will contribute to resolving the conflict with whom he/she was involved. Only staff shall carry out any disciplinary action, not volunteers, observers, or other children.

A serious behavior problem is defined as *one in which a child is hampering the smooth flow of the program requiring an extraordinary amount of attention; is inflicting physical or emotional harm on self or others; or otherwise unable to conform to the rules and guidelines of the program.*

We have a **zero tolerance policy** pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in a negative experience for fellow students.

Depending on the individual child and the circumstances, a variety of **disciplinary measures** are to be considered:

- **Ignoring** may be an effective strategy for minor misbehavior, or for attention-seeking behavior that does not interfere with or harm others
- **Logical consequences**, which may include repairing the damage or genuinely apologizing
- **Re-direction** to a different activity or area
- Review of program **rules**
- **Negotiation and mediation**, especially in conflicts between children
- **Discussion**: reflective talking and listening
- A brief **separation** from the group
- Written **behavior journals or modification tools**
- **Behavior contract**, outlining both what the staff can do to help the child and what the child can do to improve behavior
- **Suspension**: the child is sent home for the day due to behavior issues. Parents have 1 hour to pick up.
- **Termination** from the program

Discharge Policy:

The YMCA tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child for one or more of the following reasons:

- A. The program does not meet the needs of the child. Factors to be considered in this decision may include:
 - Consistent problematic and disruptive behavior
 - Extra demands on staff time
 - Behavior detrimental emotionally or physically to the others in the program
 - Child cannot adjust to the program's environment

- B. A parent fails to meet their obligations as set forth by the YMCA, including but not limited to the following reasons:
 - Nonpayment or persistent late payment of fees
 - Failure to comply with the procedures for arrival and departure of the child
 - Physical or verbal abuse of children or staff by the parent
 - Disrespect for policies and procedures of the day camp program

Program Policies

Absences:

Parents **must** call the Site Director if their child will not be attending the program on a day when they are scheduled. **Phone numbers are available under contact information above.** Y staff follows an extensive and time consuming emergency procedure when children do not show up for the program on scheduled days. **A \$5 FEE WILL BE INCURRED WHEN A CHILD IS ABSENT WITHOUT PROPER NOTIFICATION.**

If your child is absent from school due to illness, they may not attend the program that day.

Truancy Policy:

Head counts are done on a regular basis to ensure all children are accounted for. If a child leaves the program, our staff will immediately search for the child and notify parents. If parents are not reachable, we will call the police department. A meeting between the director, parents, and child is required before the child may return. Any lost child incident is reported to the Colorado Department of Human Services within 24 hours.

Pick Up and Drop Off:

Proper **picture identification is required** and only those designated on the pick up list are allowed to pick up. If your child is not in the appointed room, please consult the schedule located at the parent table where a note will be left stating our location.

AM drop off is from 6:30AM to 8:00 AM. Parents are required to walk their child into the building to sign in everyday with the time and their initials.

PM pick up is until 6:00 PM. Please arrive in a timely manner. Late pick up is stressful on a child. A **late fee** of \$10 for the first late pick up, \$20 for the second, and \$30 for the third and subsequent lateness is strictly enforced. Parents are asked to call if running a few minutes late. This does not excuse you from the late fee. Parents or an authorized adult 18 years of age or older are **required to sign out every day** with the time and their initials. If no one can be reached by 6:20 PM, your child will be transported to the Longmont Police Department.

After School Enrichment Notification (available only with on-site programs):

At the school sites, extracurricular programs are available for students. Please remember to notify the site director in writing if your child will be participating and the time that he/she will return to the After School Program. **For safety purposes, children are required to check in with program staff before going to other after school activities.**

What to Bring:

Kids should bring a bag or backpack labeled with their name, a bathing suit, towel for swim days, and a water bottle filled with water. Kids should wear appropriate clothing for the activities and the weather. Gym shoes and socks are required. **No sandals/flip-flops or Crocs** as they can be a safety hazard.

What NOT to Bring:

The YMCA is not responsible for lost or broken items from home. Kids are not allowed to bring toys, action figures, trading cards, dolls, music devices, money, or cell phones to the program. These items will be collected until the end of the day. **PLEASE DO NOT ALLOW YOUR CHILD TO BRING ANYTHING HE/SHE CANNOT AFFORD TO LOSE.**

Lost and Found:

These items will be brought to the front desk of the school/YMCA so parents can retrieve them at any time.

Health and Wellness:

We ask that parents give us full disclosure of their child's health needs including allergies, physical or emotional limitations, and behavioral issues. Complete candor and honesty helps staff to better understand the capabilities and challenges of each child.

Illness:

For the protection of all, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge
- Diagnosed contagious disease such as strep throat or chicken pox
- In cases of lice, all bugs and nits must be absent before returning

If your child is well enough to be in the program, he/she is considered well enough to participate in full after school activity including outdoor play and swimming.

If your child becomes ill at the Before/After School Program, he/she will be isolated under the care of a staff person and you will be notified immediately to pick up your child. A parent or authorized person is to pick up **within 1 hour of notification**. Your cooperation with this policy is important. Just as you would not want your child in contact with someone who is ill, please respect other children's health enough to **keep your child home when he/she is ill**.

Children who are sent home may not return until they have been symptom free for 24 hours. If it is a communicable disease, they may not return without a doctor's note.

If your child is exposed to any communicable disease through the program, we will notify you immediately at the parent table so you may better monitor your child's health.

Medication:

If your child needs prescription or non-prescription medication during program hours, the medicine **must** be delivered to the site director. At no time should medication be in a child's possession. It must be in its original container and accompanied with a doctor's note and signature including dosage, times, and your child's name.

Special arrangements must be made for inhalers and EPI pens.

If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must fill out an action plan for staff to follow in the event of an emergency.

Written permission for non-medical products such as deodorant, chapstick, lotion can be given by filling out the medication form and giving it to the site director.

Medications and topical or ingestible products found on children without proper authorization will be confiscated.

Accidents and Injuries:

All staff is First Aid and CPR Certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Kids with serious injuries requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel. Medical expenses incurred will be the responsibility of the parent or guardian.

Immunization Records:

A copy of your child's immunization records is required to attend the program. All shots must be up to date. Parents will be given a fair timeframe in which to update records. If parents do not comply with providing this information or keeping the records up to date, no care will be given until records are received. If parents have chosen not to immunize, a signed letter of explanation is required.

These records must be transcribed onto the form provided or in the same format.

Special Needs:

We will make reasonable accommodations for children with special needs so that they may enjoy camp. Our objective is to provide all children with an amazing Y experience and learn to accept and understand diversity. An assessment will be made by the director to determine our ability to meet the individual needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

Security and Confidentiality:

Please discuss any special family circumstances with the site director. If you are working with an agency for your child's welfare or if there is a restraining order or custody restrictions concerning your child, we must have a current copy in our files. We will not release any of your personal information to anyone who is not on your emergency pick up list. We may need to discuss issues concerning the health and welfare of your child with staff.

Fire Safety:

We will evacuate the building should a fire occur. We will leave together and gather by a predetermined site where we will remain until the fire department instructs us further. Monthly drills are done for safety purposes.

Inclement Weather:

If school is cancelled or dismissed early for an unscheduled reason (i.e. severe weather or facility difficulty) there will be no program for that day. Please be prepared for an early dismissal ahead of time, work out a plan with your child. **There are no credits or refunds for inclement weather days.**

On excessively hot days, we will provide activities indoors or in shaded areas. Water is accessible to children at all times and they are encouraged to drink fluids throughout the afternoon.

The YMCA reserves the right to close for the day if it deems necessary on a case by case basis. You will be notified to pick up your child immediately if this should occur.

If you are ever in doubt of a closing, please call the childcare director at (720) 652-4731.

Severe Weather Conditions:

For threats of thunderstorms, we will seek shelter immediately and remain there until 20 minutes after the weather clears. Should there be a tornado warning, all children and staff will go to a predetermined safe room. They will sit on the floor against the wall until the tornado threat passes. Monthly drills are done for safety purposes.

Reporting Child Abuse:

Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to, physical, verbal, or sexual abuse; lack of care in personal hygiene or nutrition; leaving a child alone or in the care of another child under the age of 12. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent before making a report.

If a parent suspects child abuse, they may report it to the Department of Social Services at 529 Coffman St. Suite 100, Longmont, CO 80501 or call (303) 678-6029.

Snacks:

Morning and afternoon snacks are provided. We will serve mostly healthy and nutritious snacks with kid-friendly options occasionally. Water will be provided daily.

We will never force a child to eat their snack, but will encourage them to eat in a healthy manner. We will not withhold snack from any child for any reason. Snacks may be brought from home if the child does not like what is on the snack calendar. Y programs are a candy and soda pop-free zone.

Notify the site director immediately if your child has any food allergies.

Audio/Visual Policy:

Monthly movies are a part of our program. Only rated G and PG videos will be shown. Alternative activities will be provided for those children not interested in the movie. Music stations will be tuned to appropriate channels only. Tapes and CDs will be prescreened and child-friendly. YMCA staff may take photos or videotapes of your child for promotional purposes.

Visitors:

Although we have an open door policy for all parents who would like to visit the program, visitors other than the parent or guardian must fill out the information required on the visitor's log, provide a photo ID, and get authorization prior to the visit.

Sunscreen:

Please provide a labeled 30 SPF sunscreen for vacation camp days when we spend more than 30 minutes out in the sun. We reapply every 2-3 hours.

Swimming:

Swimming is available weekly for kids at the YMCA site and every day of Vacation Camp and Late Start. The aquatic program is intended as recreational free swim time. Swimming will take place at the YMCA. For safety purposes, staff will be in the pool with the children. Lifeguards will always be on duty while children are present.

Children will be required to take a swim test in order to be allowed into the deep end of the pool. Those who do not complete the swim test can utilize the shallow end only. **Children must bring their swimsuit and towel to participate in swim days.**

If you have further questions regarding swimming, please contact YMCA Branch Executive John Yeast at 720-652-4717 or lyeast@longmontymca.org

Transportation:

When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Parents must sign all paperwork giving the YMCA permission to transport their child to and from school. Staff are not allowed to transport children in their personal vehicles.

Transportation is provided to and from the following schools: Alpine, Central, Columbine, Fall River, Loma Linda, Longmont Christian, Mountain View, Northridge, Rocky Mountain, Sanborn, Spangler, and St. John's.

Bus Pick Up After School:

Please call if your child will not be attending that day. Failure to do so will result in a delay of bus routes and children will be waiting at the next stop. **A \$5 fee will be charged to parents who do not notify staff in advance of absences.**

Children must report to the YMCA bus immediately after school. Children who do not report to the bus immediately will be confirmed present with the school's attendance office, then paged over the school's PA system. If the child still does not report to the bus, a call is made to parents to inform them of their child's absence from the program.

Bus Safety:

Please review the following rules for safety and conduct with your child to make sure they understand them and why they are in place.

1. Children must be on time at the designated pick up area. If you miss the bus, report to the school office where they can inform your parents.
2. Stay off the road and on the sidewalk while waiting for the bus. Form a single line to board the bus.
3. Obey the driver's directions at all times.
4. Remain in your seat facing forward with your seatbelt securely fastened while the bus is moving. The driver will inform you when it is safe to unbuckle your seatbelt and leave the bus.
5. Sit erect with your feet on the floor and your hands to yourself.

6. Personal items, such as backpacks, are to be stored under your seat. Remember to take it with you when you leave the bus.
7. Windows can be opened only with the permission of the driver. Please keep your entire body inside the bus. No throwing things from windows, and obscene gestures are not allowed.
8. Please use inside speaking voices while in the bus. It is a safety risk to distract the driver while the bus is in motion.
9. Food and beverages are not allowed on the bus.
10. Children and their parents will be held responsible for any damage, vandalism or destruction of property purposely caused to the bus.
11. Potentially dangerous items are not allowed on the bus. This includes weapons, pets, large items, liquids, powders, or anything the driver may deem as a hazard.

Vehicle Failure or Accident: Vehicles used by the YMCA are supplied with first aid materials and emergency information about each child. We will administer first aid treatment as necessary and notify authorities.

Keep this page for your records...

Before/After School Program Statements of Understanding

Please initial each statement to recognize understanding:

Payments are due by the first of every month before care is given regardless of where the first falls on the calendar. Late payment will result in a late fee of \$20 and possible disruption of my child(ren)'s participation.

Any balance more than 30 days past due will be sent to our collection agency.

The total cost of running a 9.5-month program is divided equally among 9 months with half tuition due for August. **The tuition remains the same each month regardless of out of school breaks or the number of weeks within the month.**

I will call to inform the Site Director when my child will not be attending on any day for which he or she is signed up. If I fail to do so, I will be charged a \$5 fee.

In the event that any of the work numbers, home numbers, or emergency contact numbers that are listed for my child(ren) should change, I will immediately inform the Site Director. I will also make sure that the emergency contacts I list for my child(ren) are aware that they may be called if I cannot be reached.

In order to change my child(ren)'s schedule, I must provide 1 week written notice, using the Schedule Change Form, to the Childcare Director. A \$10 change fee will be charged to my account. Tuition refunds are not valid during vacation camp weeks.

I will provide clear and honest medical/behavioral information for staff members to provide the appropriate supervision, guidance and assistance necessary for my child(ren) to have a successful experience in the program.

In order for this registration to be processed in accordance with the Colorado State Licensing Department, all information requested on the following registration forms must be completed at this time

I may terminate my child's enrollment earlier than May with written notice (*a minimum of one week's prior to child's final attendance*). I am responsible for payment through my child's last day.

Credits or refunds will not be given for days missed due to illness, school closings due to inclement weather, family vacations, or suspensions from the program.

A late fee of \$10 for the first, \$20 for the 2nd and \$30 for the 3rd and subsequent late pick up will be charged after 6:00 pm.

I am aware I have a mailbox for program and billing information distribution. I will check it often.

A copy of my child's immunization records is transcribed onto the paperwork attached.

I attest that my child is in good health and is able to participate in all YMCA activities.

I have read, understand, and will adhere to the policies and procedures set forth in the Before/After School Program Policy and Procedures Parent Handbook.

Before/After School Program Statements of Understanding

Please initial each statement to recognize understanding:

_____ **Payments are due by the first of every month** before care is given regardless of where the first falls on the calendar. Late payment will result in a late fee of \$20 and possible disruption of my child(ren)'s participation.

_____ Any balance more than 30 days past due will be sent to our collection agency.

_____ The total cost of running a 9.5-month program is divided equally among 9 months with half tuition due for August. **The tuition remains the same each month regardless of out of school breaks or the number of weeks within the month.**

_____ I will call to inform the Site Director when my child will not be attending on any day for which he or she is signed up. If I fail to do so, I will be charged a \$5 fee.

_____ In the event that any of the work numbers, home numbers, or emergency contact numbers that are listed for my child(ren) should change, I will immediately inform the Site Director. I will also make sure that the emergency contacts I list for my child(ren) are aware that they may be called if I cannot be reached.

_____ In order to change my child(ren)'s schedule, I must provide 1 week written notice, using the Schedule Change Form, to the Childcare Director. A \$10 change fee will be charged to my account. Tuition refunds are not valid during vacation camp weeks.

_____ I will provide clear and honest medical/behavioral information for staff members to provide the appropriate supervision, guidance and assistance necessary for my child(ren) to have a successful experience in the program.

_____ In order for this registration to be processed in accordance with the Colorado State Licensing Department, all information requested on the following registration forms must be completed at this time

_____ I may terminate my child's enrollment earlier than May with written notice (*a minimum of one week's prior to child's final attendance*). I am responsible for payment through my child's last day.

_____ Credits or refunds will not be given for days missed due to illness, school closings due to inclement weather, family vacations, or suspensions from the program.

_____ A late fee of \$10 for the first, \$20 for the 2nd and \$30 for the 3rd and subsequent late pick up will be charged after 6:00 pm.

_____ I am aware I have a mailbox for program and billing information distribution. I will check it often.

_____ A copy of my child's immunization records is transcribed onto the paperwork attached.

_____ I attest that my child is in good health and is able to participate in all YMCA activities. The last physical check up date for my child was _____.

I, _____, have read, understand, and will adhere to the policies and
(Parent's Name)

procedures set forth in the Before/After School Program Policy and Procedures Parent Handbook.

Parent Signature _____ Date _____

COLORADO LAW REQUIRES THIS FORM BE COMPLETE AND PROVIDED TO THE SCHOOL

Name _____ Date of Birth _____
 Parent/Guardian _____

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT—CERTIFICATE OF IMMUNIZATION

Vaccine		Enter complete date each immunization was given					
Hep B	Hepatitis B						
DTaP/Tdap	Diphtheria, Tetanus, Pertussis						
DT/Td	Tetanus, Diphtheria						
Hib	<i>Haemophilus influenzae</i> type b						
IPV/OPV	Polio						
PCV7	Pneumococcal Conjugate						
MMR	Measles, Mumps, Rubella						
Varicella	Chickenpox						

Healthcare Provider Documentation Date _____ Lab Verification Date _____

Vaccines recorded below this line are recommended. Recording of dates are optional.

HPV	Human Papillomavirus						
Rota	Rotavirus						
MCV4/MPSV4	Meningococcal						
Hep A	Hepatitis A						
TIV/LAIV	Influenza						
Other							

To the best of my knowledge, the person named above has received the above immunizations.

DO NOT SIGN UNLESS ALL IMMUNIZATION REQUIREMENTS ARE MET

Signed _____ Title _____ Date _____
 (Physician, nurse, or school health authority)

Table 1. MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION

Vaccine ^a	Level of School/Age of Student											
	Child Care 2 to 3 mos	Child Care 4 to 5 mos	Child Care 6 to 7 mos	Child Care 8 to 11 mos	Child Care 12 to 14 mos	Child Care 15 to 17 mos	Child Care 18 to 23 mos	Preschool 2 to 4 yrs	K Entry 4 to 6 yrs	Grades K to 5 5 to 10 yrs	Grades 6 to 12 11 to 18 yrs	College
Pertussis/Tetanus/ Diphtheria	1	2	3	3	3	4	4	4	5/4 ^b	5/4 ^{b,c}	6 ^{c,d}	
Polio ^e	1	2	3	3	3	3	3	3	4/3 ^f	4/3 ^f	4/3 ^f	
Measles/Mumps/ Rubella ^g					1	1	1	1	2 ^h	2 ^h	2 ^h	2 ^{h,i}
<i>Haemophilus influenzae</i> type b (Hib) ^j	1	2	2	3/2	3/2	3/2/1	3/2/1	3/2/1				
Pneumococcal Conjugate ^k	1	2	3/2	3/2	4/3/2	4/3/2	4/3/2					
Hepatitis B ^l	1	2	2	2	3	3	3	3	3	3	3	
Varicella ^m					1	1	1	1	2 ⁿ	2 ⁿ	2 ^{n,o}	
Meningococcal												p

a: Vaccine doses administered ≤ 4 days before the minimum interval or age are to be counted as valid.

b: Five doses of pertussis, tetanus, and diphtheria vaccines are required at school entry in Colorado unless the 4th dose was given at ≥ 48 months (i.e., on or after the 4th birthday) in which case only 4 doses are required.

c: For students ≥ 7 years who have not had the required number of pertussis doses, no new or additional doses are required. Any student ≥ 7 years at school entry in Colorado who has not completed a primary series of 3 appropriately spaced doses of tetanus and diphtheria vaccine may be certified after the 3rd dose of tetanus and diphtheria vaccine (or tetanus, diphtheria, and pertussis vaccine if 10 or 11 years) if it is given > 6 months after the 2nd dose.

d: The student must meet the minimum prior requirement for the 4th or 5th doses of diphtheria, tetanus, and pertussis vaccine and have 1 tetanus, diphtheria, and pertussis vaccine dose.

e: For polio, in lieu of immunization, written evidence of a laboratory test showing immunity is acceptable.

f: Four doses of polio vaccine are required at school entry in Colorado unless the 3rd dose was given ≥ 48 months (i.e., on or after the 4th birthday) in which case only 3 doses are required. Four valid doses are a complete series regardless of age at completion.

g: For measles, mumps, and rubella, in lieu of immunization, written evidence of a laboratory test showing immunity is acceptable for the specific disease tested. The 1st dose of measles, mumps, and rubella vaccine must have been administered at ≥ 12 months of age (i.e., on or after the 1st birthday) to be acceptable.

h: The 2nd dose of measles vaccine or measles, mumps, and rubella vaccine must have been administered at least 28 calendar days after the 1st dose.

i: Measles, mumps, and rubella vaccine is not required for college students born before January 1, 1957.

j: The number of Hib vaccine doses required depends on the student's current age and the age when the vaccine was administered. If any dose was given ≥ 15 months, the Hib vaccine

requirement is met. For students who began the series < 12 months, 3 doses are required of which at least 1 dose must have been administered at ≥ 12 months (i.e., on or after the 1st birthday). If the 1st dose was given at 12 to 14 months, 2 doses are required. If the current age is ≥ 5 years, no new or additional doses are required.

k: The number of pneumococcal conjugate vaccine doses depends on the student's current age and the age when the 1st dose was administered. If the 1st dose was administered at: (i) ≤ 6 months, 3 doses are required at 6 to 14 months and 4 doses are required at 15 to 23 months with 1 dose administered on or after the 1st birthday; (ii) 7 to 11 months, 2 doses are required at 6 to 14 months and 3 doses are required at 15 to 23 months with 1 dose on or after the 1st birthday; (iii) 12 to 23 months, 2 doses are required. If the current age is ≥ 2 years, no new or additional doses are required.

l: For hepatitis B, in lieu of immunization, written evidence of a laboratory test showing immunity is acceptable.

m: For varicella, written evidence of a laboratory test showing immunity or a documented disease history from a health care provider is acceptable. The 1st dose of varicella vaccine must have been administered at ≥ 12 months of age (i.e., on or after the 1st birthday) to be acceptable.

n: The second dose of varicella vaccine must have been administered at least 28 calendar days after the 1st dose. See Table 2 for the year of implementation for the second dose of varicella; for school year 2007–2008, the second dose of varicella is only required for kindergarten entry.

o: If the 1st dose of varicella vaccine was administered at ≥ 13 years, 2 doses are required, separated by a minimum of 4 to 8 weeks.

p: Information concerning meningococcal disease and the meningococcal vaccine shall be provided to each new student or if the student is under 18 years, to the student's parent or guardian. If the student does not obtain a vaccine, a signature must be obtained from the student or if the student is under 18 years, the student's parent or guardian indicating that the information was reviewed.



Ed & Ruth Lehman YMCA
 950 Lashley St.
 Longmont, CO 80504
 303-776-0370
www.longmontymca.org

2011 - 2012 School Age Care Registration Form

School Age Director: Giselle Lehmann
glehmann@longmontymca.org
 720-652-4731

Child Information (Only one child per form please)

Child's Name _____ **Birth Date** _____ **Start Date** _____

School _____ **Grade** _____ **Gender** Male Female

Child Lives With: Mother Father Both Other _____

Family Information

Mother/Guardian Name _____ **Birth Date** _____

Home Address _____ **City** _____ **Zip** _____

Relationship to child: Mom Dad Other _____

Please number 1 - 3

1 Being the primary contact phone number

Home Phone _____ **Primary Email Address** _____

Work Phone _____ **Place of Employment** _____

Cell Phone _____ **Employment Address** _____

Father/Guardian Name _____ **Birth Date** _____

Home Address _____ **City** _____ **Zip** _____

Relationship to child: Mom Dad Other _____

Please number 1 - 3

1 Being the primary contact phone number

Home Phone _____ **Primary Email Address** _____

Work Phone _____ **Place of Employment** _____

Cell Phone _____ **Employment Address** _____

Please choose from each of the options below

CHILDCARE REGISTRATION FEE	SCHEDULE
<input type="checkbox"/> \$40 individual <input type="checkbox"/> \$60 family	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
PROGRAM	LOCATION
<input type="checkbox"/> Before School <input type="checkbox"/> After School	<input type="checkbox"/> YMCA <input type="checkbox"/> Twin Peaks <input type="checkbox"/> Imagine <input type="checkbox"/> Frederick <input type="checkbox"/> Aspen Ridge

K-5 Programs	Monthly Rates										Daily Rates					
	1 day/wk		2 days/wk		3 days/wk		4 days/wk		5 days/wk		Minimum 1-week notice			Minimum 24-hour notice		
	Fee	YMCA Member Fee	Fee	YMCA Member Fee	Fee	YMCA Member Fee	Fee	YMCA Member Fee	Fee	YMCA Member Fee	Fee	Y Member Fee	Consistent B&A Participant	Fee	Y Member Fee	Consistent B&A Participant
Before School	\$50	\$45	\$100	\$90	\$135	\$25	\$165	\$10	\$165	\$175	\$15	\$13	\$12	\$18	\$18	\$18
After School	\$70	\$65	\$140	\$135	\$190	\$180	\$240	\$225	\$290	\$270	\$20	\$18	\$17	\$25	\$25	\$25
Before & After School	\$120	\$110	\$240	\$225	\$325	\$308	\$405	\$375	\$485	\$445	\$35	\$31	\$29	\$43	\$43	\$43
Out of School Day											\$38	\$35	\$20	\$43	\$43	\$43
Late Start											\$12	\$10	\$8	\$6	\$16	\$16
Early Release											\$20	\$17	\$10	\$25	\$25	\$25
Power Hour											\$5	\$5	\$5	\$10	\$10	\$10

SIGNATURE

Responsible Party Name (please print) _____ required **Birthdate** _____ required

Responsible Party Signature _____ required **Date** _____ required

Office Use Only

CCAP SCHOLARSHIP % _____ AUTODRAFT

Start Date: _____ Director's Initl. _____

Child's name: _____

Parent informed consent agreement

1. I give permission for my child to participate in activities, field trips, and swimming.
2. I give permission for my child to be given CPR and First Aid treatment by qualified YMCA staff as necessary until emergency personnel arrives. In the event hospitalization is required, I give consent for my child to be taken to a hospital and to be treated by a qualified physician. I agree to assume financial responsibility for such treatment.
3. I give permission for my child to be transported by the YMCA van or by emergency vehicle.
4. I give permission for my child's photograph to be printed in promotional materials for the YMCA.
5. I've read the Parent Handbook and agree to abide by all rules and regulations stated. All information is correct and current.
6. I understand that registration is not complete unless the registration fee and the first payment accompanies this form.

Parent Signature _____ required _____ Date _____

Required Medical Information

Is your child currently taking any prescription medication? If so, what? _____

Does your child have any physical limitations, classifications, or special needs we should be aware of? _____

Does your child have any allergies or chronic medical problems? If so, what? _____

Does your child have any behavior difficulties that the staff should be aware of? _____

Are there any activities you do not wish your child to participate in? _____

Doctor: Name: _____
Address: _____
Phone: _____

Hospital of choice: Name: _____
Address: _____
Phone: _____

Dentist of choice: Name: _____
Address: _____
Phone: _____

I attest that my child, _____, is in good physical health and all immunizations are up to date.

Copy of my child's immunization records is attached.

Parent Signature _____ required _____ Date _____

Restricted Pick-Up

These persons are restricted from signing my child out due to court issued restraining order.
(Copy must be included in child's folder.)

Name _____ Name _____
Parent/Guardian signature _____ Date _____

Authorized & Emergency Pick-Up

The following people (must be 18 years or older) have my permission to sign my child out of the YMCA Childcare and may also be contacted in case of an emergency. Parents will always be called first in an emergency.

Name _____ Relationship to Child _____
Phone # _____ Address _____

Name _____ Relationship to Child _____
Phone # _____ Address _____

Name _____ Relationship to Child _____
Phone # _____ Address _____



PAYMENT AGREEMENT

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

****PLEASE circle the number of the payment plan that will work best for you.
Complete and sign the appropriate authorization**

Child Name: _____ Birth Date _____

Responsible Party's Name: _____

Relationship to Child: _____ Birth Date _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I have a Y Scholarship % _____ I have CCAP, my caseworker is: _____

1) BANK DRAFT - I authorized my bank to honor drafts drawn by the YMCA on my account for childcare payments. When the bank honors the draft by charging my account, such drafts constitute my receipt for payment. If full payment is not received by the fifth of the month, I understand my child's enrollment may be forfeit. Any account changes must be submitted in writing on the payment authorization form by the 25th of the month. Failure to do so may result in that month's draft not being refundable. The monthly bank draft will be processed by the Y on the 1st of each month regardless of the day of the week. (Monthly payments are based on the number of Mondays in the month.)

****PLEASE SUBMIT A VOIDED CHECK FOR ACCOUNT VERIFICATION**

Name of Bank _____

Route/Transit # _____ Account # _____

Signature (Required) _____ Date _____

2) CREDIT/DEBIT CARD DRAFT - I authorize the YMCA to process monthly dues for childcare to my credit/debit card. If full payment is not received by the fifth of the month, I understand my child's enrollment may be forfeit. Any account changes must be submitted in writing on the schedule change form by the 25th of the month. As my credit/debit card account number expires, I agree to provide the Y with a new expiration date. The monthly draft will be processed by the Y on the 1st of each month regardless of the day of the week.

Visa Mastercard Discover American Express

Credit Card # _____ Expiration Date _____

Signature (Required) _____ Date _____

3) MAIL/HAND DELIVER - Payments are due by the 1st of the month regardless of the day of the week. If payment is not received by the 5th of the month, I understand that my child's enrollment may be forfeit. Any changes must be submitted in writing with a schedule change form. Checks and money orders are accepted forms of payment.

DO NOT SEND CASH. Please include your child's name on the check or money order. Mail payments to:

Ed & Ruth Lehman YMCA

Attn: Bookkeeping

950 Lashley Street

Longmont, CO 80504

You must have an account on file to use DROP-IN days.

In the event of a default, I agree to pay, whether or not legal proceedings are instituted, a reasonable COLLECTION FEE which shall be 35% of the principal balance for any debt incurred hereunder and to pay all reasonable cost of collection including but not limited to attorney fees as a result of my default. I also agree to pay interest at the rate of 12% per annum on any balance of mine not paid within three months. Any balance past due more than 30 days will be sent to collection. **I have read the parent handbook and understand the policies therein and will abide by them and the payment policies stated.**

Signature _____ required _____ Date _____ required _____



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Ed & Ruth Lehman YMCA – Longmont Third Party Responsibility Agreement

This form must be signed and submitted at time of registration

Only parents with third party billing of CCAP/TANF need to fill out this form

The Ed & Ruth Lehman YMCA accepts payment from CCAP (Colorado Childcare Assistance Program) at a much lower fee than our regular rates. It is important that you read the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third party funding. This agreement is **REQUIRED** for all families who are subsidized by CCAP, Third Party agencies, or other individuals. Please read the following carefully.

As a parent or legal guardian of _____(child's name), I understand and agree to the following:

- Initial_____I am responsible for payment of my **parent fee by the 1st of every month.** I have read the **Parent Handbook and Fee schedule** including payment policies and understand that I am responsible for any fees not covered by CCAP or third party.
- Initial_____I am responsible for **payment at the full fee for any care I use that is not authorized by CCAP.** This includes, but is not limited to:
 1. Any care that occurs before or after the dates authorized by CCAP
 2. Care used on days/times not authorized by CCAP
 3. Late pick-up fees
 4. Late payment fees
 5. No notification fees
 6. **ANY** other fees as indicated in YMCA documents including the Parent Handbook.
- Initial_____I am responsible for **contacting CCAP and the YMCA immediately, in writing** if my situation changes (**employment status, hours of work or enrollment in school, class schedule, custody issues, living arrangements, change of address**).
- Initial_____I am responsible for providing my caseworker with documentation at least **two weeks before my contract expiration date.** This gives your caseworker time to process your information and get a new authorization to us before your current contract expires.
- Initial_____Cancellation/Expiration of CCAP funds **does not automatically cancel, enroll, or change** my childcare with the YMCA. **I am responsible for completing registration and change/cancellation forms** according to YMCA policies. **If your CCAP expires,** we assume you want to continue childcare **as a full paying family** until you notify us otherwise.
- Initial_____I understand that **YMCA financial assistance may be available** if I do not qualify for CCAP. Financial assistance **is not retroactive** so it is important to apply 2 weeks before your CCAP expires.
- Initial_____I understand that **failure to make payments as scheduled can/will result in termination of my care and will result in lack of CCAP benefits for future providers. Failure to pay all fees in a timely manner may result in dis-enrollment from the program and your account being sent to collection.**

A copy of my CCAP authorization is attached Expiration Date_____ Monthly Parent Fee \$_____

Child's Name_____Program Location_____

Parent/Guardian Name (please print)_____

Parent/Guardian Signature_____Date_____



Ed & Ruth Lehman YMCA
 950 Lashley St.
 Longmont, CO 80504
 720-652-4731
www.longmontymca.org

2011-2012 SCHEDULE CHANGE FORM SCHOOL AGE CARE

Child's Name: _____ Birthdate: _____

REGULAR MONTHLY SCHEDULE CHANGE (\$10 Fee)

IMPORTANT!!!! One-Week Notice must be given.

CHANGE my child's enrollment for the remainder of the school year:

Effective Date: _____

Please elaborate below:

NEW SCHEDULE	
Program	Days
<input type="checkbox"/> Before School	<input type="checkbox"/> Monday
<input type="checkbox"/> After School	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Before & After School	<input type="checkbox"/> Wednesday
	<input type="checkbox"/> Thursday
	<input type="checkbox"/> Friday

INDIVIDUAL DAYS - ADD OR REMOVE

IMPORTANT!!!! One-Week Notice must be given.

If you need to add days with less than 1-week notice, please contact your site director.

REMOVE my child from the following days only (\$10 Fee).

Dates: _____

ADD my child to the following days only. Daily Rates will apply.

Dates: _____

DISENROLL - One-Week Notice

IMPORTANT!!!! One-Week Notice must be given.

DIS-ENROLL my child for the remainder of the school year:

(My child will be dis-enrolled from all childcare programs in which they are currently enrolled unless otherwise noted.)

Last Attendance Date: _____

SIGNATURE REQUIRED

* I have received a parent handbook and agree to all of the payment procedures.

* I realize that my Credit/Debit or EFT account on file at the YMCA will be charged automatically.

Responsible party name: (please print): _____ required

Responsible party signature: _____ required **Date:** _____ required

Please return form to one of the following:

1. **Hand Deliver to:** Site Director

2. **Fax to:** 1-877-697-8897

3. **Email to:** wward@longmontymca.org

4. **Mail to:**

Ed & Ruth Lehman YMCA

ATTN: Wanda

950 Lashley St.

Longmont, CO 80504

OFFICE USE ONLY