



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEFORE AND AFTER SCHOOL PROGRAM

Serving Eastside, Westside,
and Urban Locations

CAN'T WAIT!

TIME TO

EXPLORE

WESTSIDE FAMILY YMCA
rochesterymca.org/afterschool

Child Care Office:

585-341-3278

September 2017–June 2018

Before and After School Program Billing and Payment Information September 2017–June 2018

Complete one registration form per child. **Please Note:** Application will not be processed without a completed and signed registration form, a one-time, non-refundable registration fee (**\$20 per child**) and a \$50 deposit. **All deposits and registration fees are non-transferrable and non-refundable.**

BILLING PARTY INFORMATION

Billing Name: _____ Child Name: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Address: _____ City: _____ State: _____ ZIP: _____

Select Payment Option:

Easy Payment Option (EFT)

I hereby authorize the YMCA of Greater Rochester to debit the account listed below for monthly Before and After School Program sessions for the 2017-2018 payment schedule. The Easy Payment Option (EFT) is the preferred billing method for the Before and After School Program. Simply provide a credit, debit card or checking account and tuition will be automatically paid on the 1st or 15th of each month.

Select Payment Schedule:

1st of the month 15th of the month

Select Payment Form:

Mastercard Visa Discover American Express

Account Holder's Name: _____

Account No: _____

Exp. Date: ____/____/____

Signature _____

Date: ____/____/____

Checking Account (attach voided check)

Account Holder's Name: _____

Account No: _____

Routing No: _____

Bank Name: _____

OR

Statement Billing (no automatic payment plan)

- My completed Financial Assistance Application is attached.
- I plan to receive DSS funding (must provide notice of decision).

Split billing is available with written consent from both parties. Visit rochesterymca.org/afterschool for an authorization form.

Flex receipts available online at rochesterymca.org in your ACTIVE user account.

2017-2018 Payment Schedule

Payment For	Due Date	Late Fee Assessed
September	Aug. 15	Aug. 18
October	Sept. 15	Sept. 18
November	Oct. 15	Oct. 18
December	Nov. 15	Nov. 18
January	Dec. 15	Dec. 18
February	Jan. 15	Jan. 18
March	Feb. 15	Feb. 18
April	Mar. 15	Mar. 18
May	Apr. 15	Apr. 18
June	May 15	May 18

Sign up for automatic draft from a credit card/debit card for monthly payments through the school year and the \$20 registration fee will be waived.

Our billing is based on 180 school days and then divided into 10 equal payments. Each month, you pay 1/10th of your total Before and After School Program bill, regardless of the number of school days actually occurring in that month. The YMCA does not give credits for illnesses or family vacations taken during school days. Please contact Registration and Billing with any questions.

PARENT/GUARDIAN BILLING AGREEMENT

I understand:

- My child is enrolled in the YMCA Before and After School Program as indicated by my enclosed non-refundable registration fee and non-refundable deposit.
- Monthly payments are due to the YMCA by the 15th day of the month prior to the month of service.
- Payments not received by the 15th day to the prior month of service are subject to a \$25 late fee.
- Payments not received by the last day of the prior month of service may result in my child's suspension from the program until full payment is received.
- All changes in my child's schedule of care must be made 48 hours in advance.
- The YMCA requires 2 weeks written notice for termination of care. I am responsible for full payment of these 2 weeks of care.

MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE ABOVE.

Parent/Guardian Signature

Parent/Guardian Name (please print)

Date

The YMCA is required to report membership and program participation information to the United Way and various government agencies in support of annual allocation, grant, and community service requests. This information is not reported on an individual basis and is used for statistical purposes only. Please check the correct answer for both A and B:

A. Racial Status: African American Asian Caucasian
 Hispanic Native American Other

B. Annual Household Income: Less than \$15,000 \$75,000-\$99,999
 \$15,000-\$24,999 \$100,000-\$149,999
 \$25,000-\$44,999 \$150,000 and over
 \$45,000-\$74,999

SIGN UP AND SAVE \$1200!

With a YMCA membership you can save up to \$1200 per child on the Before and After School Program

■ Yes, please contact me so I can learn more about the benefits of membership.

For Official Use Only:
 Date Received _____ Time Received _____ Initials _____

Program Information

CHILD INFORMATION

Child Name: _____ Gender: M F Other YMCA Member: Yes No
Address: _____ City: _____ State: _____ ZIP: _____
School Name: _____ Date of Birth: ____/____/____ Age: _____ Grade (entering 9/17): _____
This will be my first time attending the Before and After School Program: Yes No Start Date: ____/____/____ or First day of school
How did you learn about the program? In branch YMCA website Internet search Postcard Event School Referred by _____

PARENT/GUARDIAN 1 INFORMATION

PARENT/GUARDIAN 2 INFORMATION

Relation to Child: _____
First Name: _____
Last Name: _____
Place of Employment: _____
Date of Birth: ____/____/____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: (____) _____
Work Phone: (____) _____
Cell Phone: (____) _____
Email: _____

Relation to Child: _____
First Name: _____
Last Name: _____
Place of Employment: _____
Date of Birth: ____/____/____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: (____) _____
Work Phone: (____) _____
Cell Phone: (____) _____
Email: _____

Child lives with: Parent/Guardian 1 and Parent/Guardian 2 Parent/Guardian 1 Parent/Guardian 2

EMERGENCY CONTACTS/AUTHORIZED PICKUP

Must list emergency contacts in addition to parent/guardian. Contacts listed are authorized to pick up child. Please indicate if phone number is a home, work, or cell number.

EMERGENCY CONTACT

Name: _____ Relationship: _____ Phone: _____ H W C Phone: _____ H W C

AUTHORIZED PICKUPS

Name: _____ Relationship: _____ Phone: _____ H W C Phone: _____ H W C

Name: _____ Relationship: _____ Phone: _____ H W C Phone: _____ H W C

Name: _____ Relationship: _____ Phone: _____ H W C Phone: _____ H W C

PARENT/GUARDIAN AGREEMENT AND PERMISSIONS

I consent to the enrollment of the child listed above in this facility and have been advised and read all of the policies regarding administration of medications, fees, transportation and the services provided by the facility, and the Office of Children and Family Services regulations under which it operates.

- The YMCA assumes responsibility for my child's well being during the hours of operation in which my child attends the program. In the case that the YMCA cannot reach a parent/guardian, the emergency contact listed above has permission to make decisions regarding the care of my child, including permission to pick up my child from the YMCA program in case of emergency or dismissal from the YMCA.
- In the event of an emergency, the YMCA will make every effort to contact me. If I cannot be reached, the YMCA is authorized to act for me according to their best judgment in an emergency requiring medical transportation, care, or surgery. The physician selected may hospitalize, secure proper treatment for, order injection, anesthesia, or surgery for my child.
- I am responsible for the cost of all medical treatment and care.
- I have provided information on my child's special needs (Allergies, Diet, Disabilities, and/or Medical Information) to the provider, as may be necessary to assist the facility in properly caring for my child in case of an emergency. I agree to review and update this information whenever a change occurs and at least once every six months.
- The information on this form is complete and accurate. I have provided the YMCA with all of the necessary information to properly care for my child's needs.
- I must notify the YMCA staff immediately of any changes on this form.
- The YMCA's responsibility for my child begins when the child has reached the program and checked in with YMCA staff. My child is responsible for walking from the bus or classroom to the YMCA program. It is my responsibility to arrange for any necessary transportation with the school my child attends. It is my responsibility to notify the YMCA staff if my child will be absent from the program.
- It is my responsibility to arrange for my child to be picked up from the program before closing. If my child is not picked up on time and attempts to contact me have failed, another authorized person will be contacted. If all attempts to contact an authorized person to pick up my child have failed, the YMCA staff will contact Child Protective Services and/or police officials for further instructions.
- 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.
- YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.
- The YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- My child may participate in field trip excursions away from the facility and under the direct supervision of YMCA staff.
- I understand and agree to the child care conduct, transportation, and participation policies as outlined in the parent handbook. I am aware that a hard copy of the handbook is available upon request.
- The YMCA has permission to use photographs and videos of my child in promotional materials such as brochures, ads, YMCA website, or newspaper releases. The United Way may also use these photos/videos in publications and promotional pieces. I will not be informed or reimbursed for such photographs.
- I understand that the YMCA may conduct confidential assessments involving my child for the purpose of continuous quality program improvements.

MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE ABOVE.

Parent/Guardian Signature _____ Parent/Guardian Name (please print) _____

Date _____

Please list any exceptions to the above: _____

Turn page to complete Registration and Health Information →

Child Name _____

REGISTRATION IS AS EASY AS...

- 1** Select School District
- 2** Select AM and PM Site
- 3** Select AM Program
- 4** Select PM Program

1 Select School District	<input type="checkbox"/> GATES-CHILI School District Entering Kindergarten-12 years old	<input type="checkbox"/> CHURCHVILLE School District Entering Kindergarten-12 years old	<input type="checkbox"/> WHEATLAND-CHILI School District Entering Kindergarten-12 years old	<input type="checkbox"/> SPENCERPORT School District Entering Kindergarten-12 years old	
	AM CARE 7:00am-start of school day	PM CARE 3:00-6:00pm	AM CARE 7:00am-start of school day	PM CARE 3:00-6:00pm	AM CARE 7:00am-start of school day

2 Select AM and PM Site	AM LOCATION	PM LOCATION	AM LOCATION	PM LOCATION	AM LOCATION	PM LOCATION	AM LOCATION	PM LOCATION
	<input type="checkbox"/> Westside Family YMCA Child Care Center	<input type="checkbox"/> Westside Family YMCA Child Care Center	<input type="checkbox"/> Chestnut Ridge Elementary School <input type="checkbox"/> Fairbanks Elementary	<input type="checkbox"/> Chestnut Ridge Elementary School <input type="checkbox"/> Fairbanks Elementary	<input type="checkbox"/> T.J. Connor Elementary School	<input type="checkbox"/> T.J. Connor Elementary School	<input type="checkbox"/> Trinity Emmanuel Lutheran Church 761 Elmgrove Rd.	<input type="checkbox"/> Trinity Emmanuel Lutheran Church 761 Elmgrove Rd.

3 Select AM Program	<input type="checkbox"/> AM
	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F YMCA Members \$153/month Prog. Members \$236/month

4 Select PM Program	<input type="checkbox"/> PM
	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F YMCA Members \$273/month Prog. Members \$391/month

For specific questions about these programs, please call (585) 341-3278.

HEALTH INFORMATION

<p>Medication History (required by New York State Department of Health):</p> <input type="checkbox"/> Check here if child is taking prescribed or over the counter medication. Please list all medication(s): _____ _____ <input type="checkbox"/> I understand that I must complete a child care medication form and it must be signed by child's physician for them to participate and for any medication to be administered during the program.	<p>Health History</p> _____Physician's Restrictions _____Injury _____Asthma _____Convulsions _____Special Diet _____Diabetes _____Behavior Challenges _____ADD/ADHD _____Hearing _____Operations _____Vision _____Ear Infections	<p>Allergies</p> _____Nuts/Peanuts _____Insect Stings _____Poison Ivy, etc. _____Hay Fever _____Medication _____Foods (supply list) _____Other (please list below) _____
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Physician's Name: _____ Phone: _____

Insurance Carrier: _____ Policy Holder Name: _____ Policy No.: _____

Recent surgery (type and date): _____

CHILD PROFILE

The following information will help us to better understand your child and his/her needs.

Health Needs/Medical Restrictions as listed above _____

Hobbies and Special Interests _____

Adult Relations _____

Peer Relations _____

Fears/Apprehensions _____

What helps your child handle transitions? _____

Special services received through school _____

External stress factors _____

How is anger or frustration expressed? _____

Previous child care programs and why he/she left _____

Custody orders (attach documentation) _____

Family discipline practices _____

If he/she is upset, try this _____

Things I would like my child to accomplish at the YMCA _____

SIBLING INFORMATION

Name	Age	Date of Birth	Currently Enrolled in YMCA Programs?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No