



YUMA FAMILY YMCA 2015/2016 BEFORE & AFTERSCHOOL REGISTRATION

Member# _____ Start Date _____

Child's Name _____ Last _____ DOB _____ Age/Grade _____

Parent's Name _____ Address _____

City _____ Zip Code _____ Home # _____ Work # _____

Parent's E-mail Address _____ Cell # _____

Note: Parents must inform the YMCA office at 928-317-0522 by 1:00pm, when the child will be absent.

H.L. Suverkrup: Before School child care site for ALL schools and Camps		Draft on the 5th and 18th of every month	
Gary Knox: After School Childcare site for ALL schools		(circle fee of plan you are registering for)	
<input type="checkbox"/> After School Plan Including Camp Days		Facility Member Program Member	
After school child care from school dismissal until 6:00 PM plus Intercession Camps (6:30 am to 6:00pm) and early release days		\$110	\$130
<input type="checkbox"/> Before and After School Plan			
On-site before school child care is available from 6:30 AM until school begins. Intercession Camps (6:30 am to 6:00pm) and early release days		\$160	\$175
<input type="checkbox"/> Before School Plan Only			
On-site before school child care is available from 6:30 AM until school begins. Does NOT include early release days and camps.		\$55	\$80
<input type="checkbox"/> Daily Drop In Rates			
Same price for Facility and Program member		\$20 Part/ Day	\$26 Full/ Day
<input type="checkbox"/> Transportation -Please check which school your child attends			
<input type="checkbox"/> H.L Suverkrup <input type="checkbox"/> Pueblo <input type="checkbox"/> Mesquite <input type="checkbox"/> Salida Del Sol <input type="checkbox"/> Ronald Reagan <input type="checkbox"/> Gary Knox <input type="checkbox"/> Valley Horizon <input type="checkbox"/> Gowan		\$15	\$15

Program Closed: •Labor Day •Veteran's Day •Thanksgiving Day and day after •Christmas Eve Day/Christmas Day
 •New Year's Eve Day & New Year's Day •Martin Luther King Day •Presidents Day •Memorial Day •Independence Day
 Any other days will be posted if needed *PLEASE NOTE THAT THE YUMA FAMILY YMCA SCHOOL AGE PROGRAM FOLLOWS THE CRANE SCHOOL DISTRICT SCHOOL YEAR SCHEDULE FOR INTESSIONS CAMP AND EARLY RELEASE DAYS.

Registrations will not be accepted without the following attached:

☐ Signed registration form ☐ Completed emergency card ☐ Immunization record ☐ Signed Waiver ☐ Bank draft form
☐ Signed acknowledgement for Statement of Services Handbook ☐ Signed Childcare Behavior Expectations Form

DUE AT TIME OF REGISTRATION:

\$35 or \$0	YMCA Annual Program Membership Fee/per child or waived with Family Facility Membership	Date:	Staff Initials:
\$35	Child Care Registration Fee/per child	Comments:	
\$	Total due today		
Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # <input type="checkbox"/> Credit			
Credit Card # Exp. Date			
Cardholder's Name			
DRAFT BEGINS ON:			

EACH MONTH YOU ARE BILLED FOR TWO EQUAL PAYMENTS, REGARDLESS OF THE NUMBER OF SCHOOL DAYS ACTUALLY OCCURRING IN THAT MONTH. THIS INCLUDES MONTHS THAT CONTAIN INTERSESSIONS & SCHOOL BREAKS. THE Y DOES NOT GIVE CREDITS FOR ILLNESSES, HOLIDAYS OR FAMILY VACATIONS TAKEN DURING SCHOOL DAYS. ALL PLANS USE THE ATS BANK DRAFT (CREDIT/DEBIT CARD) SYSTEM AND ARE WITHDRAWN ON THE 5TH AND 18TH OF EACH MONTH. IF YOUR PAYMENT IS RETURNED BY YOUR FINANCIAL INSTITUTIONS FOR ANY REASON, THE ITEMS WILL BE RE-PRESENTED ELECTRONICALLY AND YOU WILL BE CHARGED A \$25 PROCESSING FEE. IF YOU ARE LATE IN PICKING UP YOUR CHILD(REN) A DOLLAR PER MINUTE LATE FEE WILL BE APPLIED TO YOUR ACCOUNT. YOU MAY DISENROLL WITH A 30 DAY PRIOR WRITTEN NOTICE. THIS NOTICE MUST BE TURNED INTO THE YUMA FAMILY YMCA. CASH PAYMENTS ARE DUE THE 1ST AND 15TH OF EACH MONTH. A \$25 LATE FEE WILL BE CHARGED FOR ALL LATE PAYMENTS. NO EXCEPTIONS.

ATS BANK DRAFT DATES:

8/18 9/5 & 18 10/5 & 18 11/5 & 18 12/5 & 18 1/5 & 18 2/5 & 18 3/5 & 18 4/5 & 18 5/5 & 18

☐ Check here if you would like to have our Statement of Services emailed to you. Please refer to Statement of Service for all policies.

I have read, understand, and agree to adhere to the YMCA child care program Statement of Services, payment policies, and give the YMCA permission to use photographs of my child, in a group setting, for YMCA promotional materials.
 My signature acknowledges my understanding and agreement to the above.

Parent/ Guardian's Signature _____ Date _____

The Y: We're for youth development, healthy living and social responsibility

Financial Assistance is available upon request. You must fill out and attach a Financial Assistance Form and provide proof of income.
 DES participants must attach your Certificate of Authorization to this form.



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Mother or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Father or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood by me that the expense of this service will be accepted by me.

In case of injury or sudden illness, I request that this individual be called first:

Does your child have insurance coverage? ☐ No ☐ Yes Name of Insurance Company: _____

The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. ☐ yes ☐ no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

Is child allergic to food or other substances? If yes , describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes , list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes , specify procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? If yes , list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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YMCA WAIVER

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

VALLEY OF THE SUN YMCA

The [Valley of the Sun] YMCA ("YMCA") is a charitable, nonprofit entity that strives to support programs that build healthy spirit, mind and body for all. To continue to be able to offer our services to all who need them, regardless of ability to pay, all members and participants assume their own risk of injury while at the YMCA or participating in YMCA programs, and agree to sign the release and waiver of legal liability below. If you have any questions or concerns about this form, our policy, or any of the YMCA's programs or services, please contact 602-404-9622.

CONFIDENTIALITY, RELEASE, WAIVER, and INDEMNITY AGREEMENT

IN 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 PROGRAM BY OR AFFILIATED WITH THE YMCA, AT ANY LOCATION, I PERSONALLY, AND ON BEHALF OF MY MINOR CHILD NAMED AS A PARTICIPANT BELOW, HEREBY AGREE TO THE FOLLOWING:

- 1) I agree that prior to participating, each participant will inspect the facilities and equipment to be used, and if I or the participant believes anything is unsafe, I will immediately advise YMCA staff of such condition(s) and refuse to participate.
- 2) I acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious personal injury, including permanent disability and death and severe social and economic losses which may or may not result from the participant's own actions, inactions, or negligence or from the participation in any of the YMCA's programs or use of any of the YMCA's facilities or equipment. Further, I understand that there may be other risks not known to the YMCA or not reasonably foreseeable.
- 3) I personally, and on behalf of my minor child, assume all the foregoing risks and accept personal responsibility for any and all claims, demands, causes of actions, suits, losses, costs, damages or expenses (including reasonable attorney fees) following any such personal injury, disability, death, and social and economic loss, including for any pain and suffering, loss of wages, loss of consortium, or damage to person or property.
- 4) I personally, and on behalf of my minor child, RELEASE, WAIVE, FOREVER DISCHARGE AND COVENANT NOT TO SUE the YMCA, their affiliates, assignees, directors, officers, employees, agents, representatives, volunteers and insurance carriers (hereinafter referred to as "releasees") from any and all claims, demands, causes of actions, suits, losses, costs, damages or expenses (including reasonable attorney fees) for any and all personal injuries, pain and suffering, loss of wages, loss of consortium, death or damage to person or property, RESULTING FROM PARTICIPATION IN THE YMCA'S PROGRAMS, INCLUDING BUT NOT LIMITED TO ANY PERSONAL TRAINING SESSION/ASSESSMENT BY FITNESS STAFF OF THE YMCA, USE OF THE YMCA'S FACILITIES OR EQUIPMENT, AT ANY LOCATION, AND THE USE OF ANY PERSONAL INFORMATION (DEFINED HEREIN) AS PROVIDED HEREIN.
- 5) I personally, and on behalf of my minor child, agree that if I or a participant has any concerns about a participant's health or ability to participate in the YMCA's programs or use of the YMCA's facilities or equipment, at any location, I will discuss my or the participant's concerns with the participant's physician before deciding or allowing a participant to participate in the YMCA's programs or use the YMCA's facilities or equipment and further agree to follow the participant's physician's recommendation regarding physical activity including participation in the YMCA's programs or use of the YMCA's facilities or equipment at any location.

- 6) I acknowledge and agree that the YMCA and its releasees reserve the right to decline to accept any participant or to require any participant to withdraw from its programs or use of the its facilities or equipment at any time, when such action is determined by the YMCA or its releasees to be in the best interests of the health, safety, and general welfare of the other participants of the YMCA or of the individual participant.
- 7) I acknowledge that I have been informed that personal, health, family, enrollment, usage and program participation information of a participant (the "Personal Information") obtained during the YMCA's programs, the use of the YMCA's facilities or equipment, or personal training session/assessment by fitness staff of the YMCA will be treated as private and confidential and, except as expressly provided herein, will not be released or revealed to any person outside the YMCA fitness staff without my express written consent. Personal Information will not be shared with third parties for purposes of solicitation. I consent to the use of Personal Information for research and statistical purposes so long as the ultimate results of such research and statistical analysis does not identify me or provide facts that could lead to my identification. The Personal Information and any other non-Personal Information may be used by the YMCA fitness staff in the course of establishing a program of healthy living (including fitness training) for me or the participant and evaluating my or the participant's progress in the program.
- I further expressly agree that this CONFIDENTIALITY, RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and all inclusive as is permitted by the law of the State of Arizona and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 8) I personally, and on behalf of my minor child, agree that any picture taken of me or my minor child may be used for YMCA publicity purposes.

I HAVE READ AND UNDERSTAND THIS CONFIDENTIALITY, RELEASE, WAIVER, AND INDEMNIFICATION AGREEMENT, INCLUDING THE FACT THAT I AM RELEASING AND WAIVING CERTAIN OF MY POTENTIAL RIGHTS AND THE POTENTIAL RIGHTS OF MY MINOR CHILDREN, AND VOLUNTARILY AND FREELY AGREE TO THE TERMS AND CONDITIONS SET FORTH HEREIN.

Participant Name _____

If under 18 years old, parents or legal guardians must sign below, individually and on behalf of the participant.

Participant/Parent Signature _____

Date _____

Participant/Parent Signature _____

Date _____

VALLEY OF THE SUN YMCA
CHILD CARE AGREEMENT
Automatic Transfer System (ATS)

FOR OFFICE USE ONLY

NAME: _____
COURIER DATE: _____

I understand that the information below will be used to transfer payment from my account.

CHILD'S FULL NAME (Please Print)			
ADDRESS			
CITY, STATE, ZIP & ZIP EXTENSION			
PHONE	(HOME)	(WORK)	
MEMBER # Branch, Group & Family #	160-		
DRAFT DAY / BEGIN DATE	/		
DRAFT DESCRIPTION	Program Code:		Site:
ACCOUNT TYPE: (Circle One)	Checking	Savings	MC VISA AmEx Amount \$
CREDIT CARD #	EXP Date:	CC Holder's Name:	

1. I understand that this transfer will occur twice monthly on the fifth (5) and eighteenth (18) of each month for checking/savings and credit card drafts.
2. I understand that should I choose to terminate or change Bank Accounts, Banks, Account Types, or Child Care Plan in anyway, I must provide the YMCA with at least a thirty (30) day written notice prior to my transfer date.
3. I understand that the YMCA may, upon thirty (30) days written notice, adjust child care rates, which would result in a change in my semi-monthly transfer rate.
4. I understand that if my payment is returned NSF for any reason, the item(s) will be re-presented electronically and I understand I will be charged a processing fee. I am also responsible for all other recovery costs.

Authorized Bank Account Signature

DATE



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CHILDCARE BEHAVIOR EXPECTATIONS

*I will treat YMCA participants, staff, volunteers and property with our core values:

Caring, Honesty, Respect and Responsibility.

*I will be responsible for my own words, actions and belongings.

*I will participate in activities to the best of my ability.

*I will have fun!

DISCIPLINE GUIDELINES

To ensure parents and staff work as a team, we have outlined how we will ensure children in our program make positive choices.

1. Staff will approach each child in a positive manner.
2. Child will be reminded of the rule.
3. If the child fails to make appropriate choices, he/she will be redirected from the activity.
4. If the child continues making inappropriate choices, he/she will be removed from the activity to reflect and think. Staff will continue to interact with the child to ensure there is an understanding of the inappropriate behavior.
5. When the child is ready, he/she will be encouraged to re-join the group.
6. If there are repeated instances, parent/guardian will be contacted verbally and/or in writing.
7. If he/she continues to make inappropriate choices, child may be suspended or terminated from the program.

I have read all of the above statements. I understand that the counselors will review this information with my child and that my child will be held to these expectations.

Child's Name (Printed) _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____ Date _____



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Yuma Family YMCA Child Care Statement of Services Handbook Acknowledgement of Receipt

I _____, parent/guardian of _____, have
received the Yuma YMCA Child Care Statement of Services Handbook for the
2015/2016 school year.

By signing below, I acknowledge and agree to uphold all policies and
procedures listed in the handbook, and if I have any questions in regards to
any of these policies or procedures I will contact the Director as soon as
possible.

Thank you

Nicole Laws
Childcare Coordinator
Yuma Family YMCA
1917 W 32nd Street Suite 2
Yuma, AZ 85364
928-317-0522

Signature

Date



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Parent Handbook Statement of Service 2015-2016



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PARENT WELCOME

Welcome to the Yuma Family YMCA Child Care program. **This statement of services is your PARENT HANDBOOK.** It been designed to provide you with the information needed for you and your child to have an enriching experience at the YMCA.

YUMA FAMILY YMCA

1917 W. 32nd Street Suite 2
Yuma, AZ 85364
928-317-0522

FACILITY INFORMATION

Facility Name	Street Address	Mailing Address	Telephone Number
After School Site Gary Knox Elementary School	2926 S. 21 st Dr. Yuma, AZ 85364	1917 W. 32 nd St Yuma, AZ 85364	928-503-9333
Before School Site & Preschool H.L. Suverkrup Elementary School	1590 S. Ave C Yuma, AZ 85364	1917 W. 32 nd St Yuma, AZ 85364	928-210-9485

HOLIDAY INFORMATION

The Yuma Family YMCA Child Care programs will be closed on the following holidays or other non-school days where less than 6 parents sign up for service for that day:

New Year's Eve Day

Labor Day

Thanksgiving Day

4th of July

Martin Luther King, Jr. Day

New Year's Day

Memorial Day

Friday after Thanksgiving

Christmas Eve Day & Christmas Day

Presidents' Day

GRIEVANCE PROCEDURE

Since most problems are most easily solved at the Director level, we ask that you to speak to the Site Director at your child's program if you have any questions or concerns.

The best time to contact the Site Director is between 8:00 AM and 5:00 PM.

If you still have concerns, please call the Child Care Coordinator:

Nicole Laws 928-317-0522 Ex. 26416

For unsolved issues, please call the Operations Director:

Annie Clary: 928-317-0522 EX. 26410



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INTRODUCTION TO THE YMCA

For generations, the YMCA has been known for its commitment to family life. YMCA programs and services have grown and adapted to the changing needs of families. Today, more and more parents are looking for quality, affordable child care they can depend on.

The Valley of the Sun YMCA believes that its child care programs should provide children with opportunities to participate in activities that are focused on developmental assets. Developmental assets are the things that all young people need in their lives in order to thrive and become positive, productive adults. Assets are the building blocks that help them make positive and healthy choices throughout their lives. Quality programs where children can learn new skills, develop important competencies, and establish healthy, supportive relationships with peers and adults are the backbone of asset development.

Out of this belief the Valley of the Sun YMCA has created the following vision statement for its child care programs.

VISION

The YMCA child care programs are provided in family friendly, safe, and caring environments, that build developmental assets in our youth through developmentally appropriate, social, and educational activities that are values driven and modeled by qualified professional staff.

YMCA child care provides its programs in clean, safe, and enriching environments. In addition to adhering to state licensing, the Valley of the Sun YMCA has developed child care program standards that exceed the licensing requirements and are consistent with national accreditation criteria.

Y child care programs maintain low staff to child ratios and are staffed by caring, friendly, experienced personnel. Many staff members have advanced degrees in education and related fields. All are committed to professional development and attend training regularly.

YMCA CHILD CARE PROGRAMS

- serve children of all races
- are affordable and serve families from all income levels
- offer financial assistance and state funded child care subsidies for families in need
- support families through community collaboration
- support families through regular activities and parent involvement
- meet state licensing rule and regulation
- are well staffed
- work with families, public schools, and organizations to meet child care needs



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CHILD CARE SERVICE

The YMCA offers the following service classifications

Program	ADHS Classification	Hours of Operation	Location(s)
Preschool (3 to 5 years old)	Full Day Care	6:30am-6pm	H.L. Suverkrup Elementary School
After School (Attending Kindergarten – 12 years old)	Part Day Care	School Dismissal – 6:00pm Monday - Friday	Gary Knox Elementary School
Before School (Attending Kindergarten – 12 years old)	Part Day Care	6:30am- Until School Starts	H.L. Suverkrup Elementary School
Intercession / Day Camp	Full Day Care	6:30 am -6:00 pm Monday - Friday	H.L. Suverkrup Elementary School
After School Bus Transportation	N/A	School Dismissal	H. L. Suverkrup, Pueblo, Mesquite, Salida Del Sol, Ronald Regan, Gary Knox, Valley Horizon

CHILD CARE ENROLLMENT PROCESS

Children will be admitted to YMCA Child Care programs **only after registration is complete**. Please note that the registration must be made in person at the YMCA office; no enrollments will be accepted at the child care sites. Registration must include the following:

1. Signed YMCA Registration form
2. Signed YMCA Waiver Form
3. The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (Note: State regulations require every section of this form be completed)
4. A Photo Copy of Child's Immunization Record
5. I.E.P., I.F.S.P. (if appropriate)
6. Completed Bank Draft Form
7. Signed Acknowledgement for Statement of Services Handbook
8. Signed Childcare Behavior Expectations Form

Parents and/or guardians must update registration information at least annually.

Enrollment is available on a first come first serve basis.

Enrollment is contingent on the child's ability to participate in the current program offered by the YMCA without undue burden on the program or undue risk to the children and staff involved. All participants must be able to work within a group of 30 children. One on one supervision is not offered within the YMCA child care program.



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CHILD ADMISSION AND RELEASE REQUIREMENTS

For the safety of your child, we require a parent, guardian or authorized party 18 years or older to go to the site daily to complete each child's sign in / sign out sheet. The authorized party must sign their full name, in ink, along with the date and time on the sign in / sign out sheet.

ALL PERSONS SIGNING OUT WILL BE REQUIRED TO SHOW STAFF PROOF OF IDENTIFICATION AS REQUESTED. A picture, signature I.D. such as a driver's license or student I.D. card will be required as proof of identity.

Children and adults must leave the YMCA site once they have signed out.

A child enrolled in any Valley of the Sun - YMCA Child Care program will be released only to those persons specifically authorized on the Arizona Department of Health Services Emergency, Information, and Immunization Record Card. **NO EXCEPTIONS WILL BE MADE WITHOUT THE ADVANCED WRITTEN PERMISSION OF THE PARENT.**

If your child is participating in another YMCA activity, the coach or adult activity leader must come to the YMCA child care site and sign your child out. Parents must add these authorized signatures to their registration forms ahead of time in order for their child to be released from the child care program to participate in another YMCA activity.

Parents and/or guardians may remove authorized persons from their Arizona Department of Health Services Emergency, Information, and Immunization Record Card by providing the YMCA Child Care Program Director with written notification. The YMCA may not remove lawful parents or legal guardians from the Arizona Department of Health Services Emergency, Information, and Immunization Record Card unless provided with court orders to do so.

TERMINATION & DISENROLLMENT PROCEEDURES

Parents may terminate or disenroll from program with **2 WEEKS WRITTEN NOTICE**. All changes must be done **in person at YMCA office**.

The YMCA may terminate the enrollment of the child for any of the following:

- Three (3) late pick-ups
- Three (3) absences without notification
- Non-compliance with YMCA policies and procedures
- Inappropriate behavior that would affect staff/child ratio
- Insufficient fund payments
- Delinquent tuition payments
- Presenting a danger to other children or staff in the program by the enrolled child or his/her parent.



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MEMBERSHIP/PROGRAM FEE

- Each participant must be a YMCA member.
 - Children may be part of a Family Membership or
 - Purchase an Annual Program Membership which is \$35.00 per child.

PROGRAM REGISTRATION

- A non-refundable Registration Fee of \$35.00 is charged for each child.
This fee is not applied toward the tuition payment. The registration fee reserves a space for your child. It is also used for the initial start-up of the program including snacks, program supplies and processing costs.

BILLING

- Payments are made using the bank draft system linked to your checking account or credit card. Bank draft Payments will be withdrawn on the 5th and 18th of each month.
- A 30 day notice is required to start or stop bank draft.
- Due dates for any child not on bank draft are the 1st and 15th of each month. A \$25 late fee will be added to all payments not made by the payment due date.
- No payments will be accepted at the childcare program sites please make all payments at the main office.

PROGRAM FEES

Before School

\$55 Facility Members
\$80 Program Members

After School

\$110 Facility Members
\$130 Program Members

Before and After School

\$160 Facility Members
\$175 Program Members

Full Day Preschool

\$265 Facility Members
\$285 Program Members

Part Day Preschool

\$135 Facility Members
\$145 Program Members

LATE PAYMENTS

- A \$25.00 fee will be assessed to all payments not received by the payment due date.

INSUFFICIENT FUNDS

- Returned checks or insufficient funds for bank draft or credit card will be charged a service fee of \$25.00.



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LATE PICK-UP FEE

•A late charge of \$1.00 per child, per minute, will be charged after the child care programs regularly scheduled hours have ended. Hours of operation are stated in the "Child Care Service" section of this document. When late, the late fee must be paid at the YMCA main office, prior to your child attending another day of the child care program. Three late pickups will result in the termination of your child care services.

ABSENCE/VACATION

•Your fee pays for direct operating costs, (i.e., staff, snacks, materials, etc.), which are all available to your child for each day s/he is enrolled. **When you enroll, you are reserving the time, space, staffing and provisions for your child whether s/he attends or not.**

PARENTS MUST INFORM THE YMCA OFFICE AT 928-317-0522
BY 9:00AM, WHEN THE CHILD WILL BE ABSENT FROM THE CHILD CARE PROGRAM.

SICK CHILDREN

All children become ill from time to time. It is important for parents to understand that one child's health affects the health of the other children in the child care program. Although the best place for an ill child is at home with a parent to care for them, parents may need to arrange now for care when their child is ill and they cannot be home or bring him/her to YMCA child care program. Parents should ask about their employer's rules on missing work if a child is ill. Parents should also keep a list of neighbors, friends, and family who could care for your child if they become ill. Learn about the "sick child care programs" available in your area. Always call the YMCA to let them know your child is ill. If the child is diagnosed with a communicable disease, write down the name of the illness and what it may mean for the other children in the group. If you are not sure what to do, call the child care program for suggestions. Children who show signs/ symptoms may not attend childcare for at least 24 hours after the symptoms have disappeared, unless the child's doctor has provided the program with documentation that the child is not contagious and may return to program.

The Symptoms that a child may not attend childcare included but not limited to be:

- Fever greater than 101 F
- Severe coughing- child gets red or blue in the face
- High pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink eye – tears, redness of eyelid lining, followed by swelling and discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Earache
- Lice/nits or any other infestation
- Crusty, bright yellow, dry, or gummy areas of skin – possibly accompanied by fever
- Unusually dark tea colored urine – especially with a fever
- Grey or white stool
- Loose or watery stool/diarrhea



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- Headache and stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of scalp
- Not feeling well enough to participate in the day's activities
- Unusual mood or behavior that will make it difficult for the staff to care for the other children in the program

Our program maintains a communicable disease log and has access to information on how to manage an outbreak of a communicable disease.

If a child becomes sick during the program, the YMCA staff will contact the parent or other authorized party to pick the child up from the program. It is expected that the child will be picked up immediately.

Consistently bringing a child to the child care program ill and/or not picking the child up immediately when called will result in termination of child care services.

MEDICATION

According to the Arizona Department of Health Services, children CANNOT administer or store their own medication. Please make arrangements to give your child any medications he/she may need before coming to the program. In order for prescription medication to be given while in the program, a signed medication form is required. All prescription medication must be brought to site by the parent or guardian, in the original container, and given to the staff at the site for storage. **OVER THE COUNTER MEDICATIONS ARE NOT ACCEPTED** unless accompanied by a doctor's prescription with dosage and times to be administered clearly stated.

ACCIDENT AND EMERGENCY MEDICAL PROCEDURES

At least one staff person at each site is trained in First Aid and CPR. Each site is equipped with the required First Aid materials. In case of injury/accident the following emergency procedures will be followed:

1. Staff will assess child and injury and the necessary first aid will be administered.
2. Parent will be notified of injury/accident.
3. If it is a serious accident or there is doubt to severity, 911 will be called immediately.
4. An accident report form will be filled out with explicit and detailed information pertaining to accident and procedures taken.
5. If a child must be taken to a hospital or medical facility, a YMCA staff will accompany the child if parent cannot make it to site. (Parent will be notified as to where child will be taken.)

SUN SAFETY POLICY AND PRACTICE

Children will be participating in outdoor activities throughout the year. To protect your child from overexposure to the sun, please make sure children have the appropriate clothing for sun protection. Provide a hat, clearly marked with the child's name, which will provide protection from the sun for the child's face, nose, neck and ears.

It is recommended that your child have sunscreen. Your child will apply the sunscreen product. Please instruct your child in proper sunscreen application. At home, 30 minutes before dropping the child at the YMCA child care site, the parent or guardian should apply



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the first application of sunscreen. YMCA staff will store the sunscreen product, schedule & supervise sunscreen application at least 30 minutes prior to outdoor activities, swimming, and when appropriate before field trips. They will advise parents when the sunscreen product needs to be replaced. Additional applications will be administered only when the parent or legal guardian has completed and signed the sunscreen permission form.

DISCIPLINE GUIDELINES (Applies to All Age Groups)

To preserve the quality of care we provide, the Valley of the Sun YMCA staff create developmentally appropriate rules with the children in each program, provide an environment which encourages children to follow them, and share these rules with parent(s) or guardian(s).

Learning to follow rules is a process that occurs naturally through logical consequence as the result of not following the rule. In most circumstances when a child breaks a rule the following procedure will be followed:

1. Staff will approach child in a positive manner.
2. Child will be reminded of the rule and redirected.
3. Refusing to be redirected will result in a consequence related to the action.
4. If the child fails to comply, he/she will be removed from the activity to "sit and think". After 3 minutes, staff will interact with the child to encourage rejoining the group by consenting to comply with the consequence.
5. If the child does not comply or there are repeated instances where rules are not followed, parent(s) and/or guardian(s) will be contacted verbally and/or in writing. Repeated or severe instances will require that a parent/staff conference be held regarding the child's behavior. **Parents will be asked for their insights regarding the behavior, possible strategies or ideas to help the staff, and a commitment to work as a team with the staff to eliminate the inappropriate behaviors.**

The following behaviors put all children at risk and therefore will not be tolerated.

These behaviors may be deemed a reason for terminating the child's participation in the program.

1. Causing harm to themselves or others.
2. Intentionally misusing, destroying or removing materials, equipment, or property of the program or other participants.
3. Refusing to follow the request of a staff member or volunteer regarding an issue of health or safety.

Even serious behavior issues may be corrected with immediate intervention and a team approach between staff, parents and the child. Therefore, the Valley of the Sun YMCA procedure for dealing with these behaviors will be as follows:

1st Occurrence Call and/or written notification to Parent(s) and/or Guardian(s)

2nd Occurrence Conference with Parent(s) and/or Guardian(s), Staff and Child (as appropriate)

A behavior plan will be created to eliminate inappropriate behavior outlining



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- Child responsibility
- Staff responsibility
- Parent responsibility
- Timeline (including school/home contact)

Occurrence after completion of the Behavior Plan may be cause for termination of the child's participation in the program.

TRANSPORTATION PROCEDURES

Transportation to and from the YMCA child care sites is provided on a daily basis at most branches. Field trips requiring transportation or sites providing transportation to or from a child care site, a contracted bus company or a YMCA mini-bus will be used. Busses will carry records for the individual vehicle including registration and insurance, a first aid kit, and water sufficient for the needs of each child. Drivers of vehicles used for transportation of child care program children will be at least 21 years of age.

RESPONSIBILITIES & PARENT PARTICIPATION

The YMCA focus is on the family therefore, we encourage parents to partner with our staff to get involved in their child's development. Family events, parent advisory committees, and community events are all provided through your YMCA programs as opportunities for parent involvement.

One of the most important responsibilities of parents is effective communication with program staff. Good communication is crucial to the success of our staff in providing an exceptional child care experience for you and your child.

- Parents are required to update their child's information yearly and whenever a change occurs.
- Parents are required to send a non-perishable sack lunch that meets nutritional standards with their child when appropriate.
- **Parents of children with special needs must provide copies of existing individualized plans or written instructions for providing services until a written individualized plan can be developed.**
 - The individualized plan must be reviewed and updated at least every 12 months from the date of the initial plan.
 - YMCA child care staff must be authorized by the parent to participate in the individualized program plan for any child who is enrolled.
- Parents with sole custody must provide a copy of the sole custody papers to the YMCA branch.

PROGRAM DESCRIPTIONS & ACTIVITIES

The Y programs use a play-centered philosophy. Self-paced, child-controlled play has been found to be the best way for children to learn and develop. The YMCA Child Care curriculum is designed to encourage children to become actively involved in the learning process. Providing a variety of developmentally appropriate activities and materials that allow children to pursue their own interests does this.



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The activities and materials are developed and selected with the understanding that children learn through active manipulation of the environment and concrete experiences that contribute to concept development. The activity/lesson plan takes into consideration the developmental needs of different ages of children.

The curriculum provides developmentally appropriate activities that promote:

- Self-awareness, confidence, and feelings of self worth
- Interpersonal relationships
- Values development
- Intellectual development
- Physical skills
- Health and nutrition

Staff facilitates "hands-on" activities.

- Classroom is prepared before children arrive.
- Staff help children change centers as needed.
- Staff provides direction to help children accomplish activities.
- Children choose participation from the variety of facilitated activities.

Culturally diverse materials and activities are provided.

- There are records and tapes of many types of music.
- Books and posters reflect a multicultural population.
- Children are provided opportunities to experience and become aware of Non-stereotypical gender roles.
- A variety of family structures are discussed or portrayed in posters, books.

SCHOOL AGE BEFORE & AFTERSCHOOL PROGRAMS

Before and After School programs are offered for children kindergarten through twelve years of age. Operating Monday through Friday, most programs operate on the local school calendar. After school hours are provided at most locations. Before and After School care is provided for children in public, private, parochial, charter schools and YMCA facilities. The Before and After School program provides a supervised, safe, and caring atmosphere where each child is given the opportunity to participate in social, creative, intellectual, and physical activities. Children are also provided with time, space, and assistance to complete home work assignments. A values oriented program, Before and After School programs provide enrichment activities that help children develop an understanding of honesty, caring, responsibility, and respect. The foundation of Before and After School programs is open communication with parents, school staff, and community leaders through child care advisory groups that guide and support the program.

HOLIDAY CAMP

School age children have the opportunity to enjoy a day full of holiday camp experiences when school is closed for one day holidays. Operating according to school calendars, Holiday Camp programs are provided from 6:30am to 6:00pm, week days. At least 6 children must sign up prior to camp day to open camp for the day. Holiday Camp is typically provided on school campuses and/or YMCA branch sites. Y Holiday Camp programs offer arts & crafts, fitness, cooperative games, nutritious snacks, and values oriented activities.



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SNACKS & MEALS

A nutritious snack is served to all children. Breakfast, lunch and snack may be provided through the school system. Parents are required to send a non-perishable sack lunch with their child during holiday camp or summer day camp and at some of the YMCA centers. All meals sent with children must meet nutritional standards and will be monitored by site staff. According to DHS standards, meals must consist of the following:

Food Component	Ages 1 – 2 years	Ages 3 – 5 years	Ages 6 and Older
Milk – fluid	½ Cup	¾ Cup	1 Cup
Vegetable, fruit or full strength juice	¼ Cup	½ Cup	¾ Cup
Bread and Bread Alternatives	½ Slice	½ Slice	1 Slice
Meat or Meat Alternative	1 ounces	1 ½ ounces	2 ounces

Parents will be notified or advised of any meals that do not meet the DHS nutritional standards. A nutritious breakfast is recommended prior to attending a morning program.

FIELD TRIPS

Field trips are provided periodically to enhance the child care program. The following procedures will be followed on field trips:

- The date, location, departure time and phone number of destination will be given to each parent.
- A signed parental permission slip will be required by each parent/guardian.
- Attendance rosters with child's name will be brought on each trip as well as a copy of the emergency information and immunization record.
- Attendance will be taken when boarding vehicle, upon arrival, each hour while at destination, when preparing to leave destination and finally when reentering child care facility.
- Each child will wear in plain view a written identification stating facility's name, address and phone.
- Each child will wear out of view a form of written identification stating child's first and last name.
- A first aid kit will be carried to all field trip destinations.
- Staff will carry a sufficient amount of water to meet the needs of each child attending the field trip.

INSURANCE

The YMCA does not provide medical or accident insurance for children in child care programs. The Valley of the Sun YMCA meets current state child care licensing standards for liability insurance.



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NOTIFICATION OF PESTICIDE APPLICATION

Written notification for parents will be posted at the YMCA Child Care site at least forty-eight hours' notice before pesticides are applied on location.

FACILITY ACCESS

Parents have access to the areas on the YMCA facility or school campus where the parent's enrolled child is receiving child care services.

REPORTS AND INFORMATION

Information such as attendance records, child files, etc. is confidential. Parents, guardians, CPS, and ADHS, may review and request copies of confidential information. No information will be provided about a child to anyone other than those listed above.

The YMCA is obligated by law to report any suspected child abuse or neglect.

LICENSING AGENCY REPORTS

All YMCA child care sites are licensed and regulated by the Arizona Department of Health Services, Office of Child Care Licensure. Facility inspection reports are available at each of the YMCA Child Care Program Sites upon request and/or the state licensing office located at:

Arizona Department of Health Services
Office of Child Care Licensure
400 W. Congress, Suite 100
Tucson, AZ 85701
520-628-6541

FAMILY RESOURCE INFORMATION

Community Information & Referral	602-263-8856
AZ Dept. of Economic Security	602-542-4248
Child Care Resource & Referral	602-244-2678
Office of Women & Children's Health Services	602-364-1400,
Infants & Children (W.I.C.)	800-252-5942
Child Protective Services	602-530-1800
Parents Anonymous	800-352-0528