

HBT Elementary School Before & After School Achievement Academy Parent Packet Checklist 2017-2018



Child's/Family Name: _____

<u>Required Information</u>	<u>Completed</u>
Registration Form	_____
Bank Draft Form	_____
Emergency Information/Pick-Up Form	_____
Release and Waiver of Liability& Indemnity Agreement	_____
Medical Form with Current Physical and Immunizations (per child)	_____
Character Contract signed by each child	_____

(* All paperwork must be completed and at the YMCA upon registration.)

Staff Signature: _____ Date: _____





Starting Date: _____
Discharge Date: _____

Howard B. Thomas Grade School Registration Form –After School Program 2017-2018

Child's Name: _____

Birth date: _____ Sex: _____ Age: _____ Grade: _____

2nd Child's Name: _____

Birth date: _____ Sex: _____ Age: _____ Grade: _____

3rd Child's Name: _____

Birth date: _____ Sex: _____ Age: _____ Grade: _____

Home Address: _____ Home Phone: _____

City, State, Zip: _____

Parent/Guardian #1: _____ E-mail: _____

Address: _____ Marital Status: _____

Parent/Guardian #1 Cell Phone: _____ Work Phone: _____

Parent/Guardian #2: _____ E-mail: _____

Address: _____ Marital Status: _____

Parent/Guardian #2 Cell Phone: _____ Work Phone: _____

Please circle which days your child(ren) will attend:

M T W R F

1st Child- Siblings receive a 10% discount.

5 Days Before & After - 9 Payments of \$315/mo. Member / \$325/mo. Non Member
3 Days Before & After - 9 Payments of \$190/mo. Member / \$200/mo. Non Member
5 Days Before Care Only - 9 Payments of \$140/mo. Member / \$150/mo. Non Member
3 Days Before Care Only- 9 Payments of \$90/mo. Member / \$100/mo. Non Member
5 Days After Care Only – 9 Payments of \$215/mo. Member / \$225/mo. Non Member
3 Days After Care Only - 9 Payments of \$140/mo. Member / \$150/mo. Non Member

The fee is paid monthly based on 9 equal payments per school year.

Registration fee: \$25(one-time fee per child) + the first month's payment per child.

½ Days of School are included in the monthly rate.

I have received and read the policies of YMCA before & after school care parent handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of the before and after school services.

Parent/Guardian Signature _____ Date _____

Use back of page if additional space is needed

Howard B. Thomas Grade School Emergency Information Form

ALLERGIES-List all known Medication Allergies (List)

Food Allergies (List)

Describe Reaction and management of the reaction

Other Allergies (List) – include insect stings, hay fever, asthma, animal dander, etc.

Does your child take any medications regularly? Yes or No If yes please list:

Does your child have any medical/behavior disorders (i.e. Autism, Diabetes, ADHD)?

Are there any problems that may confront your child while in the program (i.e. Homesickness, Anxiety, Loss)?

IMPORTANT: THIS BOX MUST BE COMPLETED FOR ATTENDANCE

I do hereby give permission for the YMCA to transfer child named above off the YMCA/SCHOOL property for the purpose of medical care or program activities as deemed appropriate by the Director and in the event I cannot be reached in an EMERGENCY, I hereby give my permission to the physician selected by the Director, to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Signature of Parent/Legal Guardian _____ Date _____

If either guardian cannot be reached in an emergency please notify:

1. Name _____ Relationship _____

Phone Number _____ Address _____

City _____ Zip Code _____

2. Name _____ Relationship _____

Phone Number _____ Address _____

City _____ Zip Code _____

Note: If your child is exempt from medical care on religious grounds please provide a plan for access to services of a certified practitioner.



**Howard B. Thomas Grade School
Youth Program Pick Up/Drop Off
Information**



**IMPORTANT: MUST BE COMPLETED FOR
ATTENDANCE**

I, _____ authorize the following people to pick up my child and be contacted in the event of an emergency from the YMCA. In doing so, I relieve the Golden Corridor Family YMCA, its centers and employees of all responsibility for my child after he/she has been released from the program. *Attempts will be made to reach the parent/legal guardian first.*

Additional people who are authorized to pick up my child (Identification will be required):

1.) Name _____ Relationship _____
Address _____ City _____ Zip Code _____
Cell Phone (_____) _____ Home Phone (_____) _____
Work Phone (_____) _____

2.) Name _____ Relationship _____
Address _____ City _____ Zip Code _____
Cell Phone (_____) _____ Home Phone (_____) _____
Work Phone (_____) _____

3.) Name _____ Relationship _____
Address _____ City _____ Zip Code _____
Cell Phone (_____) _____ Home Phone (_____) _____
Work Phone (_____) _____

4.) Name _____ Relationship _____
Address _____ City _____ Zip Code _____
Cell Phone (_____) _____ Home Phone (_____) _____
Work Phone (_____) _____



Member's Last Name	First Name	Center Number	Member Number
--------------------	------------	---------------	---------------

Draft for: (Check all that apply)

- Membership
 Group Exercise
 Contribution
 Program* (please list) _____

Automatic Deduction from Financial Institution Account

I hereby authorize the Prairie Valley Family YMCA and the financial institution designated below to begin automatic deductions from the account designated below in the amount of my monthly dues and fees.

Financial Institution: _____ Address: _____
 Routing #: _____ Account #: _____

I understand that my monthly bank statement will typically show the amount and date payment was made to the YMCA. I understand that I am responsible for ensuring that the account designated above has sufficient available funds on my automatic draft date to allow for the automatic deduction of my payment.

Automatic Charge to Credit Card Account

I hereby authorize the YMCA to begin automatic charges to my credit card account designated below in the amount of my monthly dues and fees. Choose One:

- Master Card
 Visa
 Discover Card
 American Express

Account #: _____ Exp. Date: _____ 3 digit code: _____

I understand that if I receive a replacement or new credit card for the credit card account designated above, I must provide the YMCA with the new credit card information. I understand that if I fail to provide the YMCA with the new information, the YMCA may continue to charge the credit card account designated above provided that the YMCA obtains authorization from the appropriate payment authorization service.

Automatic Deductions and Automatic Charges

I understand that the amount of the initial deduction or initial charge will be \$ _____, the first deduction will occur on _____ and my automatic deduction or automatic charge will occur on day of each month, or the first business day thereafter.

This authority is to remain in effect and regular automatic deductions or regular automatic charges shall continue until one of the following is done:

- A.) I have stopped by the membership office of my YMCA at least 15 calendar days prior to my monthly payment date and have completed a cancellation request form. **Initials** _____
 B.) The YMCA or my financial institution has sent me written notice of the termination of the agreement.

I understand that my automatic deduction or charge is continuous. I understand that I will receive written notice in advance of any change in the date of my automatic deduction, automatic charge or any change in the amount due. I understand that the YMCA will pursue collection of payment due until payment is made or is sent to a collection agency.

I am liable for any uncollected payment and for any fees or penalties imposed by the YMCA or, if applicable, my financial institution related to any uncollected payment.

I understand at the time of termination of this arrangement for any reason I must make other arrangements for payment of my membership dues and fees or return to the membership office of my YMCA any outstanding membership cards related to my membership.

All membership fees are non refundable and non transferable.

* Automatic Deductions or Automatic Charges will stop at the completion of the program session and must be re-established the following session.

Print Name of Account Holder

Signature of Account Holder

Date

Staff member draft was processed by

Date



Golden Corridor Family YMCA Release and Waiver of Liability and Indemnity Agreement

I agree to follow all rules and regulations of the Golden Corridor Family YMCA while in, upon or about the premises or while using or observing the premises or any facilities or equipment, or participating in any program affiliated with the YMCA without respect as to location, and understand and agree that I may be expelled at any time, with no refund of any monies paid, for failure to abide by such rules and regulations. IN CONSIDERATION OF BEING PERMITTED TO UTILIZE THE FACILITIES, SERVICES AND PROGRAMS OF THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH THE YMCA WITHOUT RESPECT AS TO LOCATION, I HEREBY AGREE TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY UNDERSTANDS THAT ACTIVITIES AT THE FACILITY OR ELSEWHERE, INCLUDING USE OF EQUIPMENT AND PARTICIPATION IN PROGRAMS, CAN INVOLVE MOVEMENT, STRAIN AND OTHER ELEMENTS THAT CREATE RISK OF SERIOUS INJURY OR DEATH. I ALSO UNDERSTAND THAT PROGRAM ACTIVITIES MAY INCLUDE FIELD TRIPS TO LOCATIONS OUTSIDE THE YMCA PREMISES, AS DESCRIBED IN DETAIL IN THE PROGRAM MATERIALS, AND THAT PUBLIC OR PRIVATE TRANSPORTATION MAY BE UTILIZED TO TRANSPORT PARTICIPANTS TO AND FROM THESE FIELD TRIP LOCATIONS. I HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE OR LOSS, regardless of severity, that I or my minor child/ward may sustain from my or my minor child/ward's presence in, upon or about the premises or while using or observing the premises or any facilities or equipment, or participating in any program affiliated with the YMCA without respect as to location, or while being transported to and from field trip locations outside the YMCA premises, except for any injury, damage or loss that is caused solely by the YMCA's gross negligence.
4. THE UNDERSIGNED HEREBY GIVES PERMISSION for the Golden Corridor Family YMCA, or any of its branches, to use any photographs or video footage taken of the undersigned and/or the undersigned's children participating in Prairie Valley Family YMCA activities in the future YMCA promotional purposes, without additional release or authorization.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Illinois and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

Signature of applicant/parent _____ Date _____

Print name of applicant _____

Print names of child(ren) in program _____

Address _____

City, State, Zip _____ Home phone _____

CHARACTER CONTRACT



For All YMCA Before & After School Achievement Academy Participants

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the school year, we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our students. As a family, please read, discuss, and initial this Character Contract TOGETHER.

____ **Appropriate Conversation** – Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other students or staff.

____ **Appropriate Language** – Children must refrain from using obscene language or gestures for any reason.

____ **Respect** – When asked to do or not to do something, a child needs to follow directions the first time given. This is for the safety of all participants. Please speak to staff & other participants with respect.

____ **Play** – Students are asked not to engage in any horseplay with each other or with a staff member. No one will be allowed to hit, kick, push or display any type of aggressive behavior. We will use appropriate words to settle our differences. We keep our hands and feet to ourselves.

____ **Responsibility** – All students need to remain with their group and within eyesight of their leader. This applies while we are at the school, at park properties, and on off-site field trips. We want students to be safe at all times.

____ **Caring** – It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the School, of other students and of the YMCA staff.

(Contract continued on next page)

What will happen when this contract is violated:

If an incident occurs where a student conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA and the School, the following steps will be taken.

1. First violation – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as free time or activity time. Parents will be contacted during the day or at the end of after school depending on the time of the incident. **Parents must sign the character contract counseling report at time of pick up.**
2. Second violation – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour. The child will not be allowed to attend the program the next day that he/she is registered for. **Parents must sign the character contract counseling report at the time of pick up.**
3. Third violation – a staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up their child from the program. The child will be suspended from ASAA for a week. **Parents must sign the character contract counseling report at the time of pick up.**
4. Fourth violation – Child will be dismissed from ASAA for the remainder of the program.

◆Any child causing severe harm to another child or staff member will be dismissed from the program immediately.

The following guidelines have been read and discussed.

Participant's signature

Parent/guardian signature

Date

