



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

“SAFE” 2017-2018 REGISTRATION

Safe, Active, Fun, Educational

Dear Parents/Guardians,

We're pleased that you've chosen our “SAFE” (Safe, Active, Fun, Educational) Licensed Program for your child's before and/or after school care. Your child is now on the way to a wonderful and enriching experience. Once you have completed each of the following steps, your child will be ready for his/her first day.

1. Complete this Registration packet for each child, and return to the YMCA.
2. **A copy of your child's most recent physical and immunization record are required, unless a valid copy is on file at the Y.**
3. **Provide your child's original birth certificate or hospital proof of birth letter** prior to the first session, unless valid number is on file at the Y.
4. Parents are expected to read the *Parent Handbook* and the contents of this registration packet. Parent signature on the registration confirms that this material has been reviewed and understood.
5. **Remit payment for your child's first week's fee and registration fee.**

If you need further assistance, please don't hesitate to contact us (540) 489-9622.
We look forward to serving your family.

Sincerely,

Jamie Stump
Jamie Stump
SAFE Coordinator

Hope Vaccaro
Hope Vaccaro
Childcare Director

Franklin County Family YMCA
SAFE 2017-2018 REGISTRATION

IMPORTANT:

- ◆ DSS requires 100% of this form be completed. Forms turned in with any blank spaces will not be accepted.
- ◆ This SAFE Registration must be accompanied by registration fee and payment for first week child is registering to attend, along with all DSS required documents.
- ◆ Please PRINT LEGIBLY!

Start Date: _____ **End Date:** _____ **School:** _____ **Rising Grade:** _____

Last Name of Child Participating in camp _____	Given First Name _____	GOES BY NAME _____	Middle Initial _____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address _____				Date of Birth _____ age on 6/1/16 _____	
City _____ State _____ Zip Code _____				Child Primarily resides with:	
				<input type="checkbox"/> Mother <input type="checkbox"/> Step-Mother	
				<input type="checkbox"/> Father <input type="checkbox"/> Step-Father	
				<input type="checkbox"/> Other _____	
Best Contact # _____					

LEGAL GUARDIANS	NAME	HOME #	CELL #	WORK #	EMPLOYER
<input type="checkbox"/> Mother <input type="checkbox"/> Step-Mother <input type="checkbox"/> Other Female person or agency having legal custody of child.					
<input type="checkbox"/> Father <input type="checkbox"/> Step-Father <input type="checkbox"/> Other person or agency having legal custody of child					

*BEST EMAIL: _____

*Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.

*Note: Section 22.1 –4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

**EMERGENCY CONTACTS WHEN LEGAL CUSTODIAN MAY NOT BE REACHED:
DSS REQUIRES 2 CONTACTS LISTED BELOW THAT ARE NOT LEGAL GUARDIANS!**

CONTACT	STREET ADDRESS & CITY, STATE, ZIP	HOME #	WORK #	RELATIONSHIP

At time of registration, the parent will be given Pick-Up Authorization Cards for each of the authorized persons below.

AUTHORIZED	RELATIONSHIP	AUTHORIZED	RELATIONSHIP
1)		4)	
2)		5)	
3)		6)	

Please list any persons not authorized to pick up child: _____

EMERGENCY MEDICAL AUTHORIZATION

The parent(s)/guardian(s) authorize the YMCA to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic test upon, the use of surgery on, and/or the administration of drugs to his/her child or ward if an emergency occurs when he/she cannot be located immediately. It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. The parent(s)/guardian(s) understand that the provider will make every effort to contact them and/or their designated emergency contacts.

1. I will be responsible for payment of medical expenses.
2. Medical treatment costs are covered by: _____

Insurance company: _____ Child's Physician: _____

Policy number: _____ Physician's Phone: _____

Does child take medication or vitamins by doctor's orders? No Yes* (please specify): _____

*If center is to administer meds, a medication authorization form must be correctly filled out and submitted.

Parent signature _____ Date _____ Received by (YMCA STAFF) _____ Date _____

Child's Name _____

FEES CHART & ACCOUNTING POLICIES

Registration Fee.....\$35.00 for 1st child, \$10.00 each additional (per school year, non-refundable)

Family Rates Available.....For multiple children, receive 10% off oldest child

FOR GRADES KINDERGARTEN—FIFTH GRADE (3 Program Options)

Place ✓ on one of 3 boxes below & circle choice

Option 1: My child will be enrolled 5 Days (Monday thru Friday) Circle choice:

Cost (per child): K-5 Before- \$33.00 K-5 After- \$47.00 K-5 Before & After-\$74.00

Option 2: My child will be enrolled 4 days a week (Indicate days attending—check 4 and circle your choice of care)

Monday Tuesday Wednesday Thursday Friday

Cost: (per child): K-5 After- \$44.00, K-5 Before & After- \$69.00

Option 3: My child will be enrolled 3 days a week (Indicate days attending—check 3 and circle your choice of care)

Monday Tuesday Wednesday Thursday Friday

Cost: (per child): K-5 After- \$36.00, K-5 Before & After- \$59.00

FOR PRE-K (3 Program Options)

Place ✓ on one of 3 boxes below.

Option 1: My child will be enrolled 5 Days (Monday through Friday) Circle choice:

Cost (per child): Pre-K Before- \$40.00 Pre-K After- \$60.00 Pre-K Before & After- \$93.00

Option 2: My child will be enrolled 4 days a week (Indicate days attending—check 4 and circle your choice of care)

Monday Tuesday Wednesday Thursday Friday

Cost: (per child): Pre-K After- \$53.00, Pre-K Before & After- \$88.00

Option 3: My child will be enrolled 3 days a week (Indicate days attending—check 3 and circle your choice of care)

Monday Tuesday Wednesday Thursday Friday

Cost: (per child): Pre-K After- \$44.00 Pre-K Before & After- \$72.00

*Weekly fees are due by WEDNESDAY, prior to each week of care. Failure to make payment, on time will result in a \$10.00 late fee. Accounts that remain unpaid will result in withdraw.

*A two-week notice is required to change options listed above, or for withdraw. A processing fee of \$10 will be charged if required notice is not given. You are responsible for fees during the two week notice period.

FRANKLIN COUNTY FAMILY YMCA 2017-2018

SAFE Information

SCHOOL: _____

Child's Full Name _____ Nickname _____ Birthdate _____ Age _____ Grade _____

Mother's Name _____ Work Phone _____ Best Contact # _____

Father's Name _____ Work Phone _____ Best Contact # _____

Does child mix well with other children? _____ Does child have any fears? _____

Is your child sensitive about his size, weight or any other characteristic? _____

What would you and your like child to get most from his/her child care experience ? _____

List hobbies, special interests and skills your child is especially good in _____

Does your child have any brothers/sister? _____ List name and age _____

Previous Child Day Care programs & schools attended _____

Personality is..... _____ shy _____ quiet _____ aggressive _____ bullying _____ a leader

Health..... _____ robust _____ normal _____ below average

Appetite..... _____ above normal _____ normal _____ below average

Regarding child care, my child is _____ excited _____ apprehensive _____ nervous _____ upset

Health History(please check if your child has/had any of the following): Asthma _____ Chickenpox _____

Convulsions _____ Diabetes _____ Frequent Ear Trouble _____ Fainting Spells _____ Frequent Colds _____

Heart Trouble _____ Frequent Sore Throats _____ Frequent Headaches _____ Measles _____ Polio _____

Meningitis _____ Mumps _____ Sinusitis _____ Tuberculosis _____ German Measles _____ Kidney Trouble _____

Other (not listed) _____

Please answer the following questions:

Is your child allergic to poison ivy, poison oak or sumac? _____ yes _____ no

Does your child have frequent stomach upset? _____ yes _____ no

Has your child had any operations or serious injuries? _____ yes _____ no

Please explain fully if you answered yes to any of the above _____

Does child take medication or vitamins by doctors orders? _____ Specify _____

Please indicate if child has or is subject to any of the following:

Asthma: _____ yes _____ no *If checked "yes," is an inhaler required? _____ Yes _____ No

Any other Chronic Physical Condition? _____ yes _____ No List here: _____

Does your child have any allergies? _____ Yes _____ No _____ unknown

If yes, does allergy require meds to be given? _____ Yes _____ No

** If center is to administer medications, an authorization form to give medication must be filled out.

Is your child is allergic to any of the following? _____ yes _____ no / If yes, please indicate all that apply:

_____ Insect toxin _____ Foods _____ Medication _____ Other (Please List) _____

Please indicate what type of reaction child has to the allergens and what action should be taken if reaction occurs. Also list any other pertinent medical information about child. _____

Is s/he now, or in the past six months, been under medical care? _____ yes _____ no

If so, for what? _____

Please indicate anything that might help us to better understand your child and ensure him/her a happy child care experience: _____

FRANKLIN COUNTY FAMILY YMCA
SAFE RULES AND AUTHORIZATION

CHILD'S NAME: _____

TRANSPORTATION AUTHORIZATION AND RULES
APPLIES TO: Lee M. Waid, Rocky Mount, Ferrum, and BFMS

YMCA adheres to and follows all policies established by the Franklin County Public School system with regard to bus safety procedures and consequences for misbehavior.

Vehicle Conduct Rules

Children must follow these basic safety rules while being transported. With the first infraction, a parent will be notified and asked to discuss proper behavior with his/her child. With the second infraction, transportation services may be denied for a minimum of one day. Parents will be notified. Suspension will be immediate if a child has possession of a weapon, or device that could cause harm. Parent will be notified.

- No fighting, swearing, or abusive behavior
- Must remain seated properly, no changing from seat to seat
- Cannot have any part of body out of the vehicle
- No eating or drinking in vehicle
- No throwing anything out of the window
- Potentially dangerous actions will not be tolerated

I hereby give permission for my child to be transported by the YMCA vehicle.
_____ yes _____ no

I have read and understand the above policies and procedures and agree to go over these rules with my child(ren).

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

PARENT PERMISSION (FOR ALL SAFE SITES)

I hereby give my permission for the YMCA to take photographs and/or video of my child(ren) for YMCA related purposes, including picture projects and Y publicity in the Franklin County Newspost and social media.

____ yes ____ no

I hereby give permission for the YMCA to take my child on supervised walking excursions.

____yes ____ no

I have read and understand the above policies and procedures.

Parent's Signature: _____ **Date:** _____

YMCA "SAFE"
ACCOUNTING POLICIES AND ENROLLMENT AGREEMENT

Child's Name _____

- 1) The Annual Registration fee for each child is due upon enrollment, and is **NON-REFUNDABLE**.
- 2) **PROGRAM FEE:** Weekly fees are required from the date of initial registration, regardless of attendance, unless a Change/Cancellation Form is submitted two weeks in advance of omitting or changing a specified week(s) of care. Failure to provide a written two week notice of a change in care will result in a \$10 processing fee.
FEE SCHEDULE: Weekly fees are due WEDNESDAY prior to the week of care. For 3 or 4 day/week participants, "Drop in Care" is available for a fourth or fifth day for a fee of \$17 (K-5) and \$18 (Pre-K).
- 3) **PAYMENTS** may be made with E-Wallet/cash/check/debit/credit card at the Franklin County YMCA. Payments made at the site must be in the form of check, money order, or E-Wallet. **CHECK POLICY:** Make checks payable to the Franklin County YMCA. There will be a \$25 charge for all returned checks. If two checks are returned, cash or money order will be required for future payments.
- 4) **FAILURE TO MAKE SCHEDULED PAYMENT:** A \$10 late fee will be charged for all payments received after the Wednesday due date. Services will be suspended immediately if no payments are made for two (2) weeks. All payments, plus late charges and a re-enrollment fee of \$35 for the first child and \$10 each additional child must be made before services can resume.
- 4) **LATE PICK-UP FEE:** A late pick-up fee of \$1 per minute will be charged from the time of closing at 6:00 PM until the parent arrives inside the building to pick-up. In order to be fair and consistent, this policy will be strictly enforced for ALL late pick-ups.
- 5) **HOLIDAYS:** All child care centers will be closed Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.
SHORTENED WEEKS: On specific weeks when schools are closed due to holiday or teacher work days etc., SAFE weekly rates will be adjusted. If schools are closed for 2 days, parent will be expected to pay the 3 day rate. If schools are closed for 3 days, an adjustment may be made. No credit or discount will be given if schools are closed for only one day due to a scheduled or unscheduled day off.
- 6) **FAMILY RATE:** A 10% discount is given if more than one child in the same family is enrolled in any Y child care program at the same time. The discount is only applied to the oldest child.
- 7) **WITHDRAW:** If you wish to withdraw your child from the program, a two week written notice is required. You are responsible for fees during the 2 week period. Failure to provide the required 2 week notice will also result in a \$10 processing fee.
- 8) **I/We understand and agree to pay in accordance with the above fee schedule and accounting policies of the Franklin County YMCA SAFE Program. I have read and understand the enrollment policies and procedures.**

Signature of Parent/Guardian _____ Date _____

Legal Name of Child

Parent Statement of Understanding

The following information is important for the safety & protection of your child. Please read the information, sign this form and return it to the YMCA. Your signature below indicates that you have received them.

- It is agreed that YMCA will notify the parent/guardian of any illness of your child and that child will be picked up as soon as possible thereafter, not to exceed one hour from the time notice was given. I understand I must notify the YMCA if my child contracts any contagious illness or other health related condition within 24 hrs..
- I understand that YMCA Staff are trained and required to use Universal Precautions in treating all blood and potentially infectious material as if it were infectious, regardless of the source.
- I understand that in the event of an incident involving blood and/or bloody fluids, the YMCA Staff will use standard First-Aid and call parents of the children involved in the incident. It is recommended that parents contact their doctor or a health care provider concerning the incident.
- I understand that the YMCA prohibits staff & volunteers to baby-sit or transport children at any time outside of the YMCA program.
- I understand that I am not to leave my child at the YMCA program site unless a YMCA staff member is there to receive & supervise my child.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must be either on file with the YMCA or other arrangement must be made by calling the YMCA to inform them of a change. Authorized persons must be over 18 yrs old.
- I understand that 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.
- I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigations.
- I have received the Parent Handbook.
- I am responsible for reading the Parent Handbook, including the Discipline and Behavior Management Policy outlined in the handbook as well as any other information distributed to parents & will comply with all policies.

Signature of Parent or Legal Guardian _____ Date _____

Approval and Release of Liability Contract

I am a legal guardian of the above named child and give my permission for the child to participate in the YMCA SACC program and its activities which may include (but are not limited to) playtime, fitness, sports activities, and field trips and intending to be legally bound, I hereby waive, release, hold harmless, covenant not-to-sue, and forever discharge any and all rights, actions, and claims of negligence that I or my heirs, executors, or assigns may have against the Franklin County Family YMCA, all sites where FCFY program are held, their respective officers, directors, agents, employees, representatives, successors, assigns, and affiliates for death, injury, loss, and any and all damages the above named child may sustain and/or suffer in connection with their participation in this program. I also agree to indemnify the Franklin County Family YMCA for any defense, cost, or expense arising out of any claim of damages, injury, or death arising from the above named child's participation in this program.

In authorizing this, I acknowledge that I am aware of the risks and that I have adequate insurance to protect my child in the event of an injury. I understand that this authorization to allow my child to participate in YMCA programs is a waiver of all claims that I, my child, or other family members or my insurance carrier would have against the Franklin County Family YMCA, its board, employees, program leaders, or volunteers. The YMCA agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian must arrange to have the child picked up as soon as possible.

EMERGENCY AUTHORIZATION: I hereby give permission to the medical personnel selected by the YMCA to order X-rays, routine tests and treatment for my child, and in the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and order injection and/or anesthesia and/or surgery for my child named above. This form may be photocopied.

Signature of Parent or Legal Guardian

Date