



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

K-5 BEFORE AND AFTER SCHOOL ACADEMY TEEN AFTER SCHOOL ACADEMY REGISTRATION FORM

FOR OFFICE USE ONLY

- Code word.
- Program Policy signed.
- Behavior Expectations and Discipline Policy signed.
- Orders for Medication signed (must be completed even for sunscreen).
- Registration Fee.
- Subsidy Voucher: If applicable. Vouchers are good for one location only.
- Financial Assistance Forms: If applicable. Must be filled out completely with income information attached.
- Completed Registration Form.
- Completed Payment Form.

*Please make sure all selections/lines are completed before accepting registration packet.

YMCA of Northwest North Carolina

301 N. Main St., Suite 1900, Winston-Salem NC 27101

P 336 777 8055 www.ymcanwnc.org

Our Mission: "Helping all people reach their God-given potential in spirit, mind and body."

A United Way Agency. Financial Assistance available.

BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY

Child's Name _____

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The YMCA does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas – running away is not acceptable.

The Discipline Policy

1. If a participant is unable to comply with the behavior expectations, the child will be given an initial warning and his or her parents/guardians will be notified.
2. If a participant's behavior continues to be disruptive, he or she will receive a written reprimand and parents will be notified and consulted concerning the participant's behavior.
3. If the participant receives three written reprimands, he or she will be suspended for three days. After six written reprimands, the participant will be suspended for five days. After nine written reprimands, the child will be expelled from the program.
4. The YMCA reserves the right to suspend or expel a child from the program if his or her behavior places other participants or staff in immediate harm and/or if his or her behavior places him or herself in immediate harm.

Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
2. Fighting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away
8. Biting

Special Circumstances

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Upon being informed of such circumstances, the branch director (or his or her designee, i.e., senior program director, youth director) may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

I understand and acknowledge that: (i) it is the responsibility of the parent(s)/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of my child/ward to participate, as described above; (ii) it is the responsibility of the parent(s)/guardian to inform the YMCA of any requested accommodation believed by the parent(s)/guardian to be necessary and readily achievable for such participation; and (iii) full disclosure of any special circumstances is material to the YMCA's evaluation of the child's/ward's ability to participate and the YMCA's consideration of any requested accommodation.

Please initial, indicating that you have read and understand the above:

Parent/legal guardian

Date

I have read, understand, and agree with the policies as stated in this document and Parent Handbook and have discussed the expectations of behavior with my child/ward.

Parent/legal guardian signature

Date

REGISTRATION FORM

Date of Registration: __/__/20__

My child is a YMCA member. Code word _____ Unit ID# _____
My child is in ____ grade. School Attending: _____

CHILD'S INFORMATION (Please print legibly.)

Child's name (first/middle/last) _____ Name called _____
Address _____ City _____ Zip _____
 Male Female Birth date _____ Age (as of registration date) _____

Check all that apply to your child, or check "None" for those that don't apply:

Allergies (type) _____ None
 ADD ADHD None

For any child with health care needs such as allergies, asthma, or other chronic conditions (including ADD, ADHD, medication allergies) that require specialized health services, a medical action plan shall be attached to the application.

Special circumstances (see back page and provide additional information if necessary) None
 Particular fears or unique behavior characteristics that the child has: _____

FAMILY INFORMATION (Check parent to contact for payment and other questions)

Mother/guardian's name _____ Employer _____
Home address _____ City _____ Zip _____
Phone 1 _____ Phone 2 _____ Phone 3 _____
Email address _____
 Father/guardian's name _____ Employer _____
Home address _____ City _____ Zip _____
Phone 1 _____ Phone 2 _____ Phone 3 _____
Email address _____

EMERGENCY INFORMATION

In case of emergency, please contact the following first: Mother/guardian Father/guardian

Child's doctor _____ Doctor's phone _____

Hospital preference _____

Insurance company _____ Policy # _____

If mother, father, or guardian cannot be reached, call:

Name _____ Relationship to child _____
Phone 1 _____ Phone 2 _____ Phone 3 _____
Name _____ Relationship to child _____
Phone 1 _____ Phone 2 _____ Phone 3 _____

I hereby acknowledge that the YMCA will assume that either parent/guardian of the child may pick up the child at any time during the program unless there is sufficient court documentation on file at the Branch that indicates otherwise. Both parents/guardian must have code word for child.

Other than parent/guardian, the following individuals are authorized to visit or pick up my child. Please answer "No One," if only the parent/guardian are authorized to pick up.

Persons not authorized to visit or pick up my child: (Court documentation must be attached)

SEE PAYMENT FORM ON THE BACK THAT MUST BE COMPLETED.

BEFORE AND AFTER SCHOOL ACADEMY (K-5) AND TEEN AFTER SCHOOL ACADEMY PAYMENT FORM

Please visit ymcanwnc.org/programs/before-after-school-academy/ for details on Before and After School Academy and E-Learning Academy options and fees. Out of School Day and Early Release Day information is also on our website.
Please note: A one-time \$50 registration fee applies to all Before and After School programs.

BEFORE AND AFTER SCHOOL PAYMENT OPTIONS (Choose 1, 2 or 3)

1. WALK-IN PAYMENT

By signing below, I understand that monthly payments are due on or before the first day of the month in which the service is rendered. Weekly payments are due on or before the Wednesday prior to the week in which the service is rendered. I further understand that if I do not make my payment on or before the due date I will be charged a \$10 late fee. I understand that cancellations and/or account changes require a 30-day advance notice. Any returned payments will be collected along with applicable processing fees. I also understand that I will need to stop any membership draft independently of the child care draft if I so desire.

Monthly Amount Due: \$ _____ Weekly Amount Due: \$ _____

Signature: _____ Date: _____

2. BANK DRAFT

Frequency of Bank Draft: (Choose one)

Last four numbers of Account to Draft: _____

Once Monthly on the 1st

Weekly (on the Wednesday prior to the week)

Date of First Draft: _____ Monthly Draft Amount: \$ _____ Weekly Draft Amount: \$ _____

3. CREDIT CARD DRAFT

Please check which card you wish to use for your payment: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name (as it appears on card): _____

Billing Address For Card:

(Street Address) (City) (State) (Zip)

Last four numbers of Credit Card: _____ Expiration Date: _____

Frequency of Credit Card Draft: (Choose one)

Once Monthly on the 15th
(Payment will cover the entire following month)

Weekly
(on the Wednesday prior to the week)

Date of First Draft: _____ Monthly Draft Amount: \$ _____ Weekly Draft Amount: \$ _____

Draft Authorization Statement: By signing below, I authorize the YMCA of Northwest North Carolina to draft the cost of my child care payment in the amount and on or about the day(s) indicated above. I understand that the bank draft will begin as stated on this authorization. If I wish to cancel the automatic bank draft or make changes to the draft account, I will complete a modification form that is provided by the YMCA of Northwest North Carolina in the membership office or at the Welcome Center. I understand that cancellations and/or account changes require a 30-day advance notice. Any returned drafts will be collected along with applicable processing fees as funds are available in my account, which may not coincide with the above elected draft date. I also understand that I will need to stop any membership draft independently of the child care draft if I so desire. Please verify your draft once it has begun. If you have questions, please call your local YMCA Branch.

Signature: _____ Date: _____

ORDERS FOR MEDICATION

To be completed by parent/guardian:

If it is absolutely necessary for the child named below to take medication during camp or Youth Development hours, or in the event your child has a medical condition of which the Branch should be aware, please complete the information requested, sign and return this form to the Branch.

Child's Name _____ Age (as of registration date) _____

Day Camp/Youth Development Program _____

Name(s) of Parent(s)/Guardian(s):

Mother's/Guardian's Name _____

Phone 1 _____ Phone 2 _____

Father's/Guardian's Name _____

Phone 1 _____ Phone 2 _____

Medication (including sunscreen, bug spray, prescription medicine and over the counter medicine):

Medication _____

Dosage _____ Time(s) to Administer _____

Possible Side Effects/Special Instructions _____

Medication _____

Dosage _____ Time(s) to Administer _____

Possible Side Effects/Special Instructions _____

Medical Condition(s): Please list below any allergies (do not include allergies to medications), asthmatic conditions or the like which may require the Branch to administer the child's medicine.

Condition	Symptoms	Medication/Dosage	Special Instructions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Parent/Guardian Signature and Date)

(Print Parent/Guardian Name)

Medicine	Dosage	Time(s) Given	Caregiver's Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Read: No medication (including Tylenol, sunscreen, etc.) may be dispensed/applied without written authorization from parent/guardian. Prescription drugs may only be dispensed from their original container.

PROGRAMS POLICY

Child's Name _____

Please read each of the following policies and sign below to indicate your understanding of these policies.

WAIVERS/PERMISSIONS

I permit my child to participate in activities the YMCA conducts outside the fenced-in play areas at YMCA facilities.

Field Trips – I permit my child to leave the YMCA on authorized trips under the supervision of the YMCA staff. I may review a written schedule of activities to be conducted off the YMCA premises.

Photography – I permit the YMCA to use images of my child as a YMCA program participant in internal and external promotional material. This includes any printed material, broadcast and print advertising, social media, promotional videos and the YMCA website which are produced or published by the YMCA. I also permit the YMCA and/or the media to use images of my child in broadcast and print media news coverage of the YMCA. I understand that my child's name is not published.

PAYMENT POLICIES

I understand policies concerning payment, cancellation and refunds. I may not register for any other programs or membership until outstanding balances due are paid.

All monthly payments are due on or before the first of each month. All weekly payments are due on or before the Wednesday prior to the week services are rendered.

I understand that non-payment of fees by the due date could result in a suspension of my child from the program.

I understand that it is my responsibility, if I choose to draft for the program, to provide the YMCA with current up-to-date bank or credit card information throughout the term of the program.

Should any program draft not be honored by my bank, for any reason, I realize that I am still responsible for the payment, plus any applicable service charge assessed by the YMCA.

I understand that the YMCA is using a third party to assist in the collection of returned checks and bank drafts. If my check or bank draft is returned for any reason, my account will be debited electronically for the amount of the check and/or draft plus a processing fee.

Cancellations – Non-attendance, without written cancellation, does not relieve me of the responsibility to pay for the program. Cancellations require a 2 week notice to the Program Director.

Bank draft participants – I understand that I must cancel, in writing, at least fifteen days prior to the date of bank draft in order to stop payment. I understand that if I need to stop a membership draft I will need to do so at the membership branch in person. Stopping a program draft does not automatically stop a membership draft.

Refunds – I understand that non-attendance does not entitle me to a refund. I understand that no refunds or adjustments are granted for illness, vacation or when YMCA programs are cancelled due to inclement weather. All refunds or program credits given for other reasons are issued on a prorated basis. I understand that the YMCA reserves the right to apply any credit due to other outstanding balances. Refunds are issued within 30 days of cancellation. The registration fee is non-refundable.

I have read and understand all the policies stated above.

MEDICAL TREATMENT POLICIES

Accident Insurance – Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site.

Medication – The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. However, in the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and the YMCA may take appropriate action in the best interest of the child.

Blood Borne Pathogen Exposure – I understand that, while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye), from another child, the YMCA will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member.

I have read and agree with the statement and specifically authorize the YMCA to release the name and telephone number of my child's physician, and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from my child.

PROGRAM POLICIES

Babysitting Policy – The YMCA strives to employ the very best staff possible in all of our programs. After they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

Pickup Policy – I hereby acknowledge that the YMCA will assume that either parent of the child may pick up the child at any time during the program unless there is sufficient court documentation on file at the Branch that indicates otherwise. A code word and photo identification are always required to pick up your child. A late pickup fee will be assessed if the child is picked up after program hours.

Inclement weather – Please refer to local media sources or, if available, www.ymcanwnc.org or branch Facebook page for program closings related to inclement weather.

Lost Items – I understand that the YMCA is not responsible for any personal items lost or stolen at our programs.

Parent/legal guardian signature

Date