



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

# LEARN GROW THRIVE

**Parent Handbook – Twin Peaks  
2013-2014 Before & After School Program**



### **School Age Environment**

An organized, stable, and structured environment is imperative to conduct an effective program. Each day youth will have a choice to participate in arts, STEM, and healthy living programs. Programs are progressive and outcome driven. They are rooted in developmentally appropriate concepts and global learning.

### **Programs Offered**

Before/After School

Vacation Camp on Out of School Days

Late Start

Early Release

### **Hours Of Operation**

**Before/After School Programs:** 7 AM OPEN to School Start - After School to 6 PM CLOSE  
Monday – Friday, on school days.

**Vacation Camp** at the YMCA: 7 AM until 6 PM on days out of school. Separate registration required.

**Late Start:** 7 AM at the YMCA 1<sup>st</sup> Wednesdays of the month.

### **Program Closings**

Before/After School Programs are open from August 19, 2012 to May 22, 2013. There are certain days and holidays during which we will be closed:

**Labor Day**

**Thanksgiving Day and the day after**

**Christmas, and the 2 days after**

**New Year's Day**

**May 24**

### **SIGN UP FOR SUMMER CAMP FOR JUNE, JULY, AND AUGUST!**

WE FOLLOW THE SAME WEATHER CLOSURE POLICY AS THE SCHOOL DISTRICT. IF THE DISTRICT IS CLOSED OUR PROGRAM IS CLOSED.

### **Registration**

- Full registration paperwork is required for all programs offered.
- READ ENTIRE PACKET
- Completely fill out one registration form per child.
- Provide a current picture of your child.
- Provide most recent immunization records for your child
- Registration fee and first week's payment are due upon registration. Provide card or account for auto-draft REQUIRED.
- CCAP participants **MUST** have authorization before beginning the program
- Return all forms and payment to the YMCA to Krystle Kelley (720) 652-4731 or [kkelley@longmontymca.org](mailto:kkelley@longmontymca.org)

### **Before/After School Program**

#### **Daily Schedule**

#### **Before School**

7:00 – until school starts

Snack & Activities

#### **After School**

2:30-3:45

Snack & Open Play

3:45-4:00

Group Time & Daily Announcements

4:00-5:00

Program Time or Swimming (we swim 2 times per week)

5:00-5:15

Clean Up and Reflections

5:15-6:00

Homework/Challenge Time

### **Daily Components**

- \* **Snack Time:** A healthy snack will be provided to supply kids with the energy boost they need to participate in activities. Water will always be available. A snack calendar is shown on the parent board. Children are welcome to bring something healthy from home if they wish. We are a candy/pop-free zone.
- \* **Group Time:** A time for the group to get to know each other and discuss the core values, wellness, global learning, and what is happening today.
- \* **Program Time:** Youth will have a choice between 2 programs. We offer programs in the arts, STEM, and healthy living.
- \* **Reflection Time:** This time is designed to reflect upon what has been learned, gain feedback from youth on the program and to bolster concepts covered in programs.
- \* **Homework/Challenge Time:** Youth can choose to work on their homework or participate in our daily challenge. Challenges are a variety of games, worksheets, activities to provide a time to wind down while still focusing on academic support.

### **Weekly Rate : \$130/wk per child**

Weekly rates include any late start that occurs that week. It also includes "Full Days" (7am to 6pm) or Professional Development day (no student contact) during the week. If you have signed up for a week in any program it includes these days. **WE MUST HAVE AT LEAST 15 PARTICIPANTS TO RUN THE EARLY RELEASE AND FULL DAYS. FULL DAYS ARE HELD AT THE YMCA LOCATION.**

There are no partial week rates.

Drop in rates for Late Start days: \$10 per child - Drop in by appointment only

Drop in rates for Full Days: \$40 per child - Drop in by appointment only

Camp Days are NOT included in weekly rates. Camp rates are \$40 per day per child. Separate registration required.

### **Out Of School Day Vacation Camp**

These are NOT the professional development days included in your weekly registration. On days out of school, (those reflected on the school district or school calendar distributed at the beginning of the school year), the YMCA provides care from 7:00 AM until 6:00 PM. These days are filled with crafts, swimming, games, sports, and other fun activities.

What to bring: A nutritious lunch, NO LUNCHABLES (no pop or candy, please) a swimsuit, towel, clothes for the weather, and sneakers (no crocs or flip-flops, please).

**Separate pre-registration and pre-payment are required for vacation camp and drop ins.** These days are optional and are not included in the weekly fee.

\$40/day per child

### **Early Release**

The first Wednesday of each month is early release. School closes 2.5 hours later/earlier than normal.

EARLY RELEASE: We must have at least 15 participants to run Early Release program at Twin Peaks.

### **Drop-In**

Drop in is only available by the Youth Development Director's approval. Registration and payment are required at time of drop in.

**Withdraw Policy**

Written notice must be given to withdraw from programs! Your child will be enrolled for all days marked on the registration form and you are responsible for full payment of said days unless you give written notice on the Schedule Change Form due no later than the Monday prior to the week of withdrawal (one full week in advance of your child's withdrawal from the program) or you will be charged. Any outstanding balance must be paid at the time of withdrawal. EXAMPLE:

September

8 You must turn in your Schedule Change Form no later than this day in order not to be charged for the following weeks	9	10	11	12
15 If you want any of these days to be your last day.	16	17	18	19

### Schedule Changes

**All changes in schedule must be done in writing on the Schedule Change Form.** Additions will be made based on availability.

Additions made without written notice (**due no later than the Monday prior to the week of the change**) will fall under Drop In pricing.

Dropping days without written notice (**due no later than the Monday prior to the week of the change**) will still be charged to you.

EXAMPLE:

September				
8 You must turn in your Schedule Change Form no later than this day	9	10	11	12
15 You must turn in your Schedule Change Form no later than this day If you want to add any of these days at regular pricing	16	17	18	19
22 If you want to drop any of these days and not be charged for it.	23	24	25	26

### Financial Assistance

Scholarships are available to families who qualify for financial assistance. Financial disclosure will be required, but kept confidential. A scholarship form is available on our website: [www.longmontymca.org](http://www.longmontymca.org)

If you qualify for CCAP, we will ask you to apply for the CCAP program first as scholarship funds are limited and we want to use them wisely. If CCAP is denied, you may return to the Y with the rejection letter and the scholarship will apply.

The YMCA's Annual Scholarship Campaign funds families who could otherwise not afford to come to the Y, so please consider donating. Our generosity to the community is a direct result of YOUR generosity.

### **CCAP**

- We accept CCAP. All paperwork must be approved and authorized before your child begins.
- **Only 3 absences are allowed per month** without written notification on the Schedule Change Form due no later than the Monday prior. **If you miss more than 3 scheduled days without proper notification, you are responsible for full cost of the day(s) missed.**
- **You must withdraw from the program on the Schedule Change/Withdrawal Form if you are no longer attending or you will be charged THE FULL RATE.**
- **You must have your CCAP card and swipe in and out daily. No card, no care.**
- CCAP requires Parent Fee payments to be made at the 1<sup>st</sup> of the month.
- Provider numbers for your case worker

YMCA:1524232

Twin Peaks:1562493

### **Payment Policies**

1. AUTO - DRAFT IS REQUIRED. Cash payments will be accepted on a case by case basis as approved by the Youth Development Director.
2. A \$40 per family registration fee plus payment for the first and last week are required to register your child in all programming.
3. **Weekly B/A fees are drafted each Monday so please plan accordingly. THE YMCA DOES NOT COVER ANY OVERDRAFT FEES if you are using bank draft.**
4. No reduction in cost is made for partial week attendance late arrivals, early departures, or days missed due to illness, vacation without the require written notice or opting not to come to the program.
5. All requests for changes in schedule must be done on the "Schedule Change Form" due the Monday prior to the week of the change.. Changes will be made based on availability.
6. **Payments can be made online, through direct deposit or EFT or on site by check. Cash payments need to be brought to the Welcome Desk f the Y.**
7. Any billing questions should be directed to the Youth Development Director, Krystle Kelley, 720-652-4731
8. There is no additional cost for activities and transportation

### **Program Ages**

All school age programs accept and are designed for children in 5 years old and in Kindergarten through fifth grade at the YMCA. We design programs at Twin Peaks Charter Academy to accommodate up to 8<sup>th</sup> graders.

### **Staff/Child Ratios**

The State of Colorado's minimum standards for staff to school age child ratio is 1 to 15. We plan for a staff to child ratio of 1 to 12 or fewer so that we can provide children with a higher level of individual attention.

### **Contact Information**

#### **Youth Development Director:**

Krystle Kelley

[kkelley@longmontymca.org](mailto:kkelley@longmontymca.org)

(720) 652-4731

**YMCA Location Site Phone:** (720) 280-1268

**Twin Peaks Location Site Phone:** (720) 280-1265

**\*REMEMBER...YOU MUST CALL THE SITE CELL PHONE IF YOUR CHILD WILL BE ABSENT OR YOU WILL BE CHARGED A \$5 NO CALL FEE**

### **Administration**

The **Youth Development Director**, Krystle Kelley, is responsible for overseeing every aspect of all School Age programs.

**Site Directors** are responsible for all aspects of Before and After School programs and are in charge of each site. They can be reached by site phone.

### **Staff**

All staff is selected for their warmth, maturity, enthusiasm, patience, leadership qualities, experience, and knowledge of youth development. They have completed all YMCA Staff Training, are certified in CPR and 1<sup>st</sup> Aid, and have completed OSHA and the National YMCA Child Abuse Prevention Training. All staff is required to be fingerprinted and to agree to a 4 point background check. Aides are 18 and older with experience working with school age children. They are responsible for aiding the site director in caring for the group's safety and well being.

### **Parent/Staff Relations Policy**

For the safety and protection of your child and our staff, YMCA employees are not allowed to baby sit for program participants, spend time outside of program with our families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do not put our staff at risk of losing their position with us by asking them to do so.

### **Parent Involvement**

In order for the YMCA to provide a successful experience, the staff and parents need to work together to support each other. Whenever you have a suggestion, question or concern related to the program, please report them immediately to the staff. Proper action can only be taken when clear communication takes place. If you need to express a concern to Colorado Human Services Childcare Division, you may call at (303) 866-5958 or write at 1575 Sherman St. 1<sup>st</sup> Floor, Denver, CO 80203-1714.

**Family events** are scheduled throughout the year. We welcome your family to attend and participate:

### **The Parent Table**

It is important that we communicate with parents. Information can always be found at the Parent Table. Please take a moment and read what is there. It is meant to keep you in the loop.

### **Mailboxes**

Every family has a mailbox at the Parent Table. Please check it daily and read what is in there. This is our best form of communication with you. We want you to be knowledgeable about the Y and our program.

### **Rules And Core Values**

The YMCA, while based on Christian principles and values, is non-discriminatory, accepting children of all faiths and heritages. We promote an anti-biased, multicultural approach to curriculum development where conflict resolution, teamwork and problem solving skills are modeled and taught. Respect for self, others, equipment and the environment are crucial elements of all interactions among children and adults.

All aspects of camp programming and interaction highlight the core values of the YMCA. We promote **CARING, HONESTY, RESPECT, and RESPONSIBILITY** in every experience and relationship.

**Caring** – to be sensitive to the well being of others, to love and help others

**Honesty** – to tell the truth, be worthy of trust, and have integrity.

**Respect** – to treat others as you would like to be treated, to value the worth of everyone.

**Responsibility** – to do what is right, to be accountable for your behavior, actions, and obligations.

Staff will guide children in making the right decisions, building self-esteem, and displaying empathy and compassion. Our staff promises to demonstrate and develop the core values of the YMCA in all aspects of working with children.



## **Guidance and Discipline**

Our staff works to increase children's respect for themselves by guiding them to become **responsible** for their own actions and helping them grow in their **respect** for the rights and feelings of others.

Based on our goal of working in partnership with parents to keep each child safe and happy in our program, we will be **honest** and respectful in communicating with parents about their children. At the same time, the YMCA expects the full cooperation of parents to ensure that any plan developed to support the child in the program will be successful.

Children will be encouraged at all times and responsible behavior will be recognized. We build self esteem through positive interaction and **caring**.

Discipline shall not damage the child's self-image, or embarrass the child who is being disciplined. When possible, the child will contribute to resolving the conflict with whom he/she was involved. Only staff shall carry out any disciplinary action, not volunteers, observers, or other children.

Depending on the individual child and the circumstances, a variety of **disciplinary measures** are to be considered:

- **Ignoring** may be an effective strategy for minor misbehavior, or for attention-seeking behavior that does not interfere with or harm others
- **Logical consequences**, which may include repairing the damage or genuinely apologizing
- **Re-direction** to a different activity or area
- Review of program **rules**
- **Negotiation and mediation**, especially in conflicts between children
- **Discussion:** reflective talking and listening
- A brief **separation** from the group
- Written **behavior journals or modification tools**
- **Behavior contract**, outlining both what the staff can do to help the child and what the child can do to improve behavior
- **Suspension:** the child is sent home for the day due to behavior issues. Parents have 1 hour to pick up.
- **Termination** from the program

We have a **zero tolerance policy** pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in a negative experience for fellow students.

### **Discharge Policy**

The YMCA tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child for one or more of the following reasons:

- A. The program does not meet the needs of the child. Factors to be considered in this decision may include:
  - Consistent problematic and disruptive behavior
  - Extra demands on staff time
  - Behavior detrimental emotionally or physically to the others in the program
  - Child cannot adjust to the program's environment
  
- B. A parent fails to meet their obligations as set forth by the YMCA, including but not limited to the following reasons:
  - Nonpayment or persistent late payment of fees
  - Failure to comply with the procedures for arrival and departure of the child
  - Physical or verbal abuse of children or staff by the parent
  - Disrespect for policies and procedures of the day camp program

### **Program Policies**

#### **Absences:**

Parents **must** call the Site Director if their child will not be attending the program on a day when they are scheduled. **Phone numbers are available under contact information above.** Y staff follows an extensive and time consuming emergency procedure when children do not show up for the program on scheduled days. **A \$5 FEE WILL BE INCURRED WHEN A CHILD IS ABSENT WITHOUT PROPER NOTIFICATION.** If your child is absent from school due to illness, they may not attend the program that day.

#### **Truancy Policy:**

Head counts are done on a regular basis to ensure all children are accounted for. If a child leaves the program, our staff will immediately search for the child and notify parents. If parents are not reachable, we will call the police department. A meeting between the director, parents, and child is required before the child may return. Any lost child incident is reported to the Colorado Department of Human Services within 24 hours.

#### **Pick Up and Drop Off:**

Proper **picture identification is required** and only those 18 and older designated on the pick up list are allowed to pick up. If your child is not in the appointed room, please consult the schedule located at the parent table where a note will be left stating our location.

**AM drop off** is from 7 AM to 8 AM. Parents are required to walk their child into the building to sign in everyday with the time and their initials.

**PM pick up** is until 6:00 PM. Please arrive in a timely manner. Late pick up is stressful on a child. A **late fee** of \$10 for the first late pick up, \$20 for the second, and \$30 for the third and subsequent lateness is strictly enforced. Parents are asked to call if running a few minutes late. This does not excuse you from the late fee.

Parents or an authorized adult 18 years of age or older are **required to sign out every day** with the time and their initials. If no one can be reached by 6:20 PM, your child will be transported to the Longmont Police Department.

#### **After School Enrichment Notification (available only with on-site programs):**

At the school sites, extracurricular programs are available for students. **Please remember to notify the site director in writing if your child will be participating and the time that he/she will return to the After School Program.** **For safety purposes, children are required to check in with program staff before going to other after school activities.**

#### **What to Bring:**

Kids should bring a bag or backpack labeled with their name, a bathing suit, towel for swim days, and a water bottle filled with water. Kids should wear appropriate clothing for the activities and the weather. Gym shoes and socks are required. **No sandals/flip-flops or Crocs** as they can be a safety hazard.

### **What NOT to Bring:**

The YMCA is not responsible for lost or broken items from home. Kids are not allowed to bring toys, action figures, trading cards, dolls, music devices, money, or cell phones to the program. These items will be collected until the end of the day. **PLEASE DO NOT ALLOW YOUR CHILD TO BRING ANYTHING HE/SHE CANNOT AFFORD TO LOSE.**

### **Lost and Found:**

These items will be brought to the front desk of the school/YMCA so parents can retrieve them at any time.

### **Health and Wellness:**

We ask that parents give us full disclosure of their child's health needs including allergies, physical or emotional limitations, and behavioral issues. Complete candor and honesty helps staff to better understand the capabilities and challenges of each child.

### **Illness:**

For the protection of all, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge
- Diagnosed contagious disease such as strep throat or chicken pox
- In cases of lice, all bugs and nits must be absent before returning

If your child is well enough to be in the program, he/she is considered well enough to participate in full after school activity including outdoor play and swimming.

If your child becomes ill at the Before/After School Program, he/she will be isolated under the care of a staff person and you will be notified immediately to pick up your child. A parent or authorized person is to pick up within 1 hour of notification. Late fees will apply after 1 hour. Your cooperation with this policy is important. Just as you would not want your child in contact with someone who is ill, please respect other children's health enough to **keep your child home when he/she is ill.**

**Children who are sent home may not return until they have been symptom free for 24 hours even if they attended school that day.** This is for the protection of other children and Y staff. If it is a communicable disease, they may not return without a doctor's note.

If your child is exposed to any communicable disease through the program, we will notify you immediately at the parent table so you may better monitor your child's health.

### **Medication:**

If your child needs prescription or non-prescription medication during program hours, the medicine **must** be delivered to the site director. At no time should medication be in a child's possession. It must be in its original container and accompanied with a doctor's note and signature including dosage, times, and your child's name.

Special arrangements must be made for inhalers and EPI pens.

If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must fill out an action plan for staff to follow in the event of an emergency.

Written permission for non-medical products such as deodorant, chapstick, lotion can be given by filling out the medication form and giving it to the site director.

**Medications and topical or ingestible products found on children without proper authorization will be confiscated.**

### **Accidents and Injuries:**

All staff is First Aid and CPR Certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Kids with serious injuries requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel. Medical expenses incurred will be the responsibility of the parent or guardian.

### **Immunization Records:**

**A copy of your child's immunization records is required to attend the program. All shots must be up to date.**

Parents will be given a fair timeframe in which to update records. If parents do not comply with providing this information or keeping the records up to date, no care will be given until records are received. If parents have chosen not to immunize, a signed letter of explanation is required.

### **Special Needs:**

We will make reasonable accommodations for children with special needs so that they may enjoy camp. Our objective is to provide all children with an amazing Y experience and learn to accept and understand diversity. An assessment will be made by the director to determine our ability to meet the individual needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

### **Security and Confidentiality:**

Please discuss any special family circumstances with the site director. If you are working with an agency for your child's welfare or if there is a restraining order or custody restrictions concerning your child, we must have a current copy in our files. We will not release any of your personal information to anyone who is not on your emergency pick up list. We may need to discuss issues concerning the health and welfare of your child with staff.

### **Fire Safety:**

We will evacuate the building should a fire occur. We will leave together and gather by a predetermined site where we will remain until the fire department instructs us further. Monthly drills are done for safety purposes.

### **Inclement Weather:**

If school is cancelled or dismissed early for an unscheduled reason (i.e. severe weather or facility difficulty) there will be no program for that day. Please be prepared for an early dismissal ahead of time, work out a plan with your child. **There are no credits or refunds for inclement weather days.**

On excessively hot days, we will provide activities indoors or in shaded areas. Water is accessible to children at all times and they are encouraged to drink fluids throughout the afternoon.

The YMCA reserves the right to close for the day if it deems necessary on a case by case basis. You will be notified to pick up your child immediately if this should occur.

**If you are ever in doubt of a closing, please call the Youth Development Director at (720) 652-4731.**

### **Severe Weather Conditions:**

For threats of thunderstorms, we will seek shelter immediately and remain there until 20 minutes after the weather clears. Should there be a tornado warning, all children and staff will go to a predetermined safe room. They will sit on the floor against the wall until the tornado threat passes. Monthly drills are done for safety purposes.

### **Reporting Child Abuse:**

Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to, physical, verbal, or sexual abuse; lack of care in personal hygiene or nutrition; leaving a child alone or in the care of another child under the age of 12. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent before making a report.

If a parent suspects child abuse, they may report it to the Department of Social Services at 529 Coffman St. Suite 100, Longmont, CO 80501 or call (303) 678-6247.

**Snacks:**

Morning and afternoon snacks are provided. We will serve mostly healthy and nutritious snacks with kid-friendly options occasionally. Water will be provided daily.

We will never force a child to eat their snack, but will encourage them to eat in a healthy manner. We will not withhold snack from any child for any reason. Snacks may be brought from home if the child does not like what is on the snack calendar. Y programs are a candy and soda pop-free zone.

**Notify the site director immediately if your child has any food allergies.**

**Audio/Visual Policy:**

Movies are rarely a part of our program. When we do watch movies only rated G and PG videos will be shown. Educational films may be included in programming. Alternative activities will be provided for those children not interested in the movie. Music stations will be tuned to appropriate channels only. Tapes and CDs will be prescreened and child-friendly. YMCA staff may take photos or videotapes of your child for promotional purposes.

**Visitors:**

Although we have an open door policy for all parents who would like to visit the program, visitors other than the parent or guardian must fill out the information required on the visitor's log, provide a photo ID, and get authorization prior to the visit.

**Swimming:**

Swimming is available weekly for kids at the YMCA site and every day of Vacation Camp. The aquatic program is intended as recreational free swim time. Swimming will take place at the YMCA. For safety purposes, staff will be in the pool with the children. Lifeguards will always be on duty while children are present. Children will be required to take a swim test in order to be allowed into the deep end of the pool. Those who do not complete the swim test can utilize the shallow end only. **Children must bring their swimsuit and towel to participate in swim days.**

If you have further questions regarding swimming or swim lessons please contact Matt Rottmann at 720-652-4736 or mrottmann@longontymca.org

**Transportation:**

When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Parents must sign all paperwork giving the YMCA permission to transport their child to and from school. Staff are not allowed to transport children in their personal vehicles.

Transportation is provided to and from the following schools: Alpine, Central, Columbine, Fall River, Loma Linda, Longmont Christian, Mountain View, Northridge, Rocky Mountain, Sanborn, Spangler, and St. John's.

**Bus Pick Up After School:**

Please call if your child will not be attending that day. Failure to do so will result in a delay of bus routes and children will be waiting at the next stop. **A \$5 fee will be charged to parents who do not notify staff in advance of absences.**

**Children must report to the YMCA bus immediately after school.** Children who do not report to the bus immediately will be confirmed present with the school's attendance office, then paged over the school's PA system. If the child still does not report to the bus, a call is made to parents to inform them of their child's absence from the program.

**Bus Safety:**

Please review the following rules for safety and conduct with your child to make sure they understand them and why they are in place.

1. Children must be on time at the designated pick up area. If you miss the bus, report to the school office where they can inform your parents.
2. Stay off the road and on the sidewalk while waiting for the bus. Form a single line to board the bus.
3. Obey the driver's directions at all times.
4. Remain in your seat facing forward with your seatbelt securely fastened while the bus is moving. The driver will inform you when it is safe to unbuckle your seatbelt and leave the bus.
5. Sit erect with your feet on the floor and your hands to yourself.
6. Personal items, such as backpacks, are to be stored under your seat. Remember to take it with you when you leave the bus.
7. Windows can be opened only with the permission of the driver. Please keep your entire body inside the bus. No throwing things from windows. Obscene gestures are not allowed.
8. Please use inside speaking voices while in the bus. It is a safety risk to distract the driver while the bus is in motion.
9. Food and beverages are not allowed on the bus.
10. Children and their parents will be held responsible for any damage, vandalism or destruction of property purposely caused to the bus.
11. Potentially dangerous items are not allowed on the bus. This includes weapons, pets, large items, liquids, powders, or anything the driver may deem as a hazard.

**Vehicle Failure or Accident:** Vehicles used by the YMCA are supplied with first aid materials and emergency information about each child. We will administer first aid treatment as necessary and notify authorities.

***Keep this page for your records***

**Before/After School Program Statements of Understanding**

**Auto draft by credit or debit card or bank draft is required. Payments are drafted each Monday. If bank draft is used the YMCA does not cover any overdraft fees charged by your bank.**

Refunds are only given to special circumstances. Credits are issued for approved changes.

I will call to inform the Site Director when my child will not be attending on any day for which he or she is signed up. If I fail to do so, I will be charged a \$5 fee.

If my child becomes sick in the program, I have 1 hour to pick up or the late fee will apply.

In the event that any of the work numbers, home numbers, or emergency contact numbers that are listed for my child(ren) should change, I will immediately inform the Site Director. I will also make sure that the emergency contacts I list for my child(ren) are aware that they may be called if I cannot be reached.

In order to change my child(ren)'s schedule, I must provide written notice using the Schedule Change Form. I understand that all changes are due no later than the Monday prior to the week of the change.

I will provide clear and honest medical/behavioral information for staff members to provide the appropriate supervision, guidance and assistance necessary for my child(ren) to have a successful experience in the program.

In order for this registration to be processed in accordance with the Colorado State Licensing Department, all information requested on the following registration forms must be completed at this time

Credits or refunds will not be given for days missed due to illness, school closings due to inclement weather, family vacations, or suspensions from the program.

A late fee of \$10 for the first, \$20 for the 2<sup>nd</sup> and \$30 for the 3<sup>rd</sup> and subsequent late pick up will be charged after 6:00 pm.

I am aware I have a mailbox for program and billing information distribution. I will check it often.

A copy of my child's immunization records is provided.

I understand that my child's photo may be used in Y materials and internet sites.

I attest that my child is in good health and is able to participate in all YMCA activities.

I have read, understand, and will adhere to the policies and procedures set forth in the Before/After School Program Policy and Procedures Parent Handbook.

I attest that my child is in good health and is able to participate in all YMCA activities.





## Before/After School Program Statements of Understanding

**Auto draft by credit or debit card or bank draft is required. Payments are drafted each Monday. If bank draft is used the YMCA does not cover any overdraft fees charged by your bank.**

Refunds are only given to special circumstances. Credits are issued for approved changes.

I will call to inform the Site Director when my child will not be attending on any day for which he or she is signed up. If I fail to do so, I will be charged a \$5 fee.

If my child becomes sick in the program, I have 1 hour to pick up or the late fee will apply.

In the event that any of the work numbers, home numbers, or emergency contact numbers that are listed for my child(ren) should change, I will immediately inform the Site Director. I will also make sure that the emergency contacts I list for my child(ren) are aware that they may be called if I cannot be reached.

In order to change my child(ren)'s schedule, I must provide written notice using the Schedule Change Form. I understand that all changes are due no later than the Monday prior to the week of the change.

I will provide clear and honest medical/behavioral information for staff members to provide the appropriate supervision, guidance and assistance necessary for my child(ren) to have a successful experience in the program.

In order for this registration to be processed in accordance with the Colorado State Licensing Department, all information requested on the following registration forms must be completed at this time

Credits or refunds will not be given for days missed due to illness, school closings due to inclement weather, family vacations, or suspensions from the program.

A late fee of \$10 for the first, \$20 for the 2<sup>nd</sup> and \$30 for the 3<sup>rd</sup> and subsequent late pick up will be charged after 6:00 pm.

I am aware I have a mailbox for program and billing information distribution. I will check it often.

A copy of my child's immunization records is provided.

I understand that my child's photo may be used in Y materials and internet sites.

I attest that my child is in good health and is able to participate in all YMCA activities.

I have read, understand, and will adhere to the policies and procedures set forth in the Before/After School Program Policy and Procedures Parent Handbook.

I attest that my child is in good health and is able to participate in all YMCA activities.

I have read, understand, and will adhere to the policies and procedures set forth in the Before/After School Program Policy and Procedures Parent Handbook.

**Parent Signature:** \_\_\_\_\_ **Date:** .



**Ed & Ruth Lehman YMCA – Longmont  
Third Party Responsibility Agreement**

**This form must be signed and submitted at time of registration**

Only parents with third party billing of CCAP/TANF need to fill out this form

The Ed & Ruth Lehman YMCA accepts payment from CCAP (Colorado Childcare Assistance Program) at a much lower fee than our regular rates. It is important that you read the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third party funding. This agreement is **REQUIRED** for all families who are subsidized by CCAP, Third Party agencies, or other individuals. Please read the following carefully.

As a parent or legal guardian of \_\_\_\_\_ **(child's name)**, I understand and agree to the following:

- Initial \_\_\_\_\_ I am responsible for payment of my **parent fee by the 1<sup>st</sup> of every month**. I have read the **Parent Handbook and Fee schedule** including payment policies and understand that I am responsible for any fees not covered by CCAP or third party.
- Initial \_\_\_\_\_ I am responsible for **payment at the full fee for any care I use that is not authorized by CCAP**. This includes, but is not limited to:
  1. Any care that occurs before or after the dates authorized by CCAP
  2. Care used on days/times not authorized by CCAP
  3. Late pick-up fees
  4. Late payment fees
  5. No notification fees
  6. **ANY** other fees as indicated in YMCA documents including the Parent Handbook.
- Initial \_\_\_\_\_ I am responsible for **contacting CCAP and the YMCA immediately, in writing** if my situation changes (**employment status, hours of work or enrollment in school, class schedule, custody issues, living arrangements, change of address**).
- Initial \_\_\_\_\_ I am responsible for providing my caseworker with documentation at least **two weeks before my contract expiration date**. This gives your caseworker time to process your information and get a new authorization to us before your current contract expires.
- Initial \_\_\_\_\_ Cancellation/Expiration of CCAP funds **does not automatically cancel, enroll, or change** my childcare with the YMCA. **I am responsible for completing registration and change/cancellation forms** according to YMCA policies. **If your CCAP expires**, we assume you want to continue childcare **as a full paying family** until you notify us otherwise.
- Initial \_\_\_\_\_ I understand that **YMCA financial assistance may be available** if I do not qualify for CCAP. Financial assistance **is not retroactive** so it is important to apply 2 weeks before your CCAP expires.
- Initial \_\_\_\_\_ **I understand that failure to make payments as scheduled can/will result in termination of my care and will result in lack of CCAP benefits for future providers. Failure to pay all fees in a timely manner may result in dis-enrollment from the program and your account being sent to collection.**

A copy of my CCAP authorization is attached    Expiration Date \_\_\_\_\_ Monthly Parent Fee \$ \_\_\_\_\_

Child's Name \_\_\_\_\_ Program Location \_\_\_\_\_

Parent/Guardian Name *(please print)* \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_