



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW THRIVE

**Parent Handbook – Twin Peaks Charter Academy
2015-2016 Before & After School Program**

**Please call Brianna at 720-652-4731 or email
bbarber@longmontymca.org with questions or to register**

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

Early Release

Hours of Operation

Before/After School Programs: 7 AM OPEN to School Start at 8 AM – After School 3 PM to 6 PM CLOSE
Monday – Friday, on school days.

Early Release Days: 12:00 PM to 6:00 PM CLOSE. See TPCA's Academic Calendar for schedule.

Vacation Camp is held at the YMCA. Please speak with Brianna Barber or the Welcome Desk about registration.

Program Closings

Before/After School Programs are open from August 18th, 2015 to May 26th 2016. There are certain days and holidays during which we will be closed:

Labor Day

Week of Thanksgiving Break

Winter Break

Professional Development Days

Spring Break

Check out our Vacation Camp info about supplemental out-of-school camps. Available online at www.longmontymca.org.

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 to Brianna Barber at the YMCA on 9th and Lashley. Make appointment to speak with her by calling 720-652-4731 or emailing bbarber@longmontymca.org.

Before/After School Program

Daily Schedule

Before School

7:00 – 8:00

Snack & Activities—we get students to class safely

After School

3:00-3:45

Snack and Focus/Homework Time

3:45-4:00

Free Time

4:00-4:30

Outside and Exercise Time

4:30-5:30

STEM, Art or Healthy Living Program Time

5:30-6:00

Pick-ups, Challenge time, supervised socializing

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. Children are welcome to bring something healthy from home if they wish. We are a candy/pop-free zone.

* **Focus Time:** A time for the group to get to complete their homework with assistance from the Y staff. Kids can also draw, journal, write, create or read.

* **Program Time:** Youth will have a choice between 2 program options. We offer programs in the arts, STEM, and healthy living.

* **Challenge Time:** Youth can choose to 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.

Prices

	<u>Member</u>	<u>Non-Member</u>
Full-time, 5 days/week	\$129/wk	\$149/wk
Drop-in, 1-4 days/week	\$24/day	\$30/day
Early Release Days	\$35/day	\$39/day

Weekly rates include any early release 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.

Separate registration required for holiday camps, see below.

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.

	<u>Member</u>	<u>Non-Member</u>
<u>Vacation Camp Cost</u> Also for Prof. Dev. Days	\$45/day	\$50/day

- Professional Development Day – Sept. 25th (included in full-time registration)
- Professional Development Day – Oct. 16th (included in full-time registration)
- Professional Development Day – Oct. 23rd (included in full-time registration)
- Thanksgiving Break–Nov. 23–25th
- Winter Break– Dec. 21st–23rd and Dec. 28–30th
- MLK Jr. Day–Jan. 18th
- Professional Development Day – Feb. 5th (included in full-time registration)
- Professional Development Day – Feb. 12th (included in full-time registration)
- President’s Day–Feb. 15th
- Spring Break–April 4th–8th
- Professional Development Day – May 27th (included in full-time registration)

Early Release

Care for Early Release Days runs from 12pm–6pm. The school is no longer providing lunch for students on early release days so please send them with a lunch, so they can eat when they get to the Y.

The following days are early release:

Oct. 7 th	Feb. 3–4th
Oct. 22 nd	Mar. 2 nd
Nov. 4 th	Apr. 1 st
Dec. 2 nd	May 4th

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.

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.

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.

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 1st of the month.
- Provider numbers for your case worker

Twin Peaks Provider Number: 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 required 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 of the Y.**
7. Any billing questions should be directed to the Program Director Brianna Barber.
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 12 years old.

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:
Brianna Barber
bbarber@longmontymca.org
(720) 652-4731

TPCA Site Director:
Julia Kirlin
jkirlin@longmontymca.org
(720)280-1265

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 Branch Executive, Jessica Fernandez, is responsible for overseeing all program centers at the YMCA.

The Youth Development Director, Brianna Barber, is responsible for overseeing all activities in the school age department at the YMCA.

The Site Director, Julia Kirlin, is responsible for all aspects of Before and After School programs at TPCA. She can be reached by the 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 1st 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. 1st 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, any homework 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 contact the YMCA.

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.

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 2nd and \$30 for the 3rd 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 2nd and \$30 for the 3rd 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 1st 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 _____