



ASHLAND FAMILY YMCA 2023-2024 Afterschool Care Registration Information

WELCOME TO AFTERSCHOOL CARE WITH THE ASHLAND FAMILY YMCA! It is our top priority to provide a safe and healthy environment for our afterschool participants. We strive to provide a warm and nurturing atmosphere, allowing kids to have fun, make friends, challenge themselves and experience growth. The Y's Core Values of Caring, Honesty, Respect and Responsibility serve as the cornerstone to our afterschool enrichment program.

DIRECTOR CONTACT INFORMATION:

Youth & Family Programs Director, Keysha Porter, (541) 482-9622 ext. 308 or youth@ashlandymca.org

SITE CONTACT INFORMATION:

Bellview cell phone: 541-890-7386

Helman cell phone: 541-951-3353

Walker cell phone: 541-951-1249

*YMCA phone: 541-482-9622 ext. 316 **not a cell phone. Please call and leave a message*

LEADERSHIP: A staff to child ratio of one to fifteen or lower is maintained to create a safe environment where children have the opportunity to learn, grow, and thrive. All of our afterschool program staff must pass a background check and have prior experience working with children. With the help of experience, staff meetings and professional development trainings, our afterschool care staff are able to provide a warm, accepting, well-supervised environment.

PROGRAM: Our afterschool program strives to keep youth active, busy and engaged during the critical hours after school. Through healthy living, character development, and academic support, the Y's afterschool program staff nurtures the potential of youth throughout the school year. Our afterschool program is for children enrolled in the Ashland School District, in grades kindergarten through fifth. Children will have opportunities to do homework, participate in indoor and outdoor play, create art, experience STEM, and have free choice with small and large group activities. Your child will be provided with an afterschool snack. Please keep personal items and valuables at home.

PROGRAM DAYS & HOURS: Our afterschool program operates on the Ashland School District's calendar of normal school days from dismissal time to 6:00p. Our all-day childcare option known as School's Out Days, are available during select school breaks, conference and teacher in-service days. Additional fees and separate registration is **required** for School's Out Days. **If there is no school, there is no afterschool care.** Please see attached calendar for tuition payment dates and when we are offering School's Out Days. Registration for School's Out Days will open, along with all of our fall youth programs, on August 1st. If your child is enrolled in our Afterschool Care program and you are not already receiving financial assistance, you will receive a 20% discount for all School's Out Days.

REGISTRATION: A Registration Form and Health Form must be completed before a child may attend our afterschool program. Enrollment is based on monthly contracted days per week, and children may be enrolled 3 or 5 days a week. *In order to receive the member rate, your child must be an active member at the time of registration.* **Registration is for the entire school year.**

Upon registration, **\$10 non-refundable, non-transferable deposits will be charged for each month of the 2023-2024 school year.** Registration paperwork received after July 31st, will be charged **first month's tuition in addition to the \$10 deposits for each month of the 2023-2024 school year.**

You are allowed up to two schedule changes for the year. Each additional schedule change accrues a \$5 fee. All schedule change requests must be done 15 days prior to the start of the following month. All requests must be in writing and emailed to youth@ashlandymca.org. After tuition has drafted, no refund is available.

PICK-UP AND AUTHORIZATION: Children may come and go as they please. With written parent permission, your child may sign themselves out of our afterschool program. *Only those authorized on the health form are allowed to pick your*

child up. To ensure the safety of the child, any authorized adult **must have a photo ID or know the family password.** If your child stays later than 6p, a \$1.00 per minute late fee begins and will be billed to your account on file the following week. After 6:05p, a YMCA staff member will attempt to contact a parent or emergency contact person to pick up the child. If they are unable to reach someone by 6:30p, the local police may be contacted. CPS may also be notified about the situation.

LOCATION AND TRANSPORTATION: We provide Afterschool Care at Bellview, Helman, and Walker elementary schools, as well as on-site at the Y. By signing the registration form you are authorizing the Ashland School District to bus your child to the YMCA for activity service and/or field trips. If your child is enrolled in another school, you will have to provide transportation to the YMCA for Afterschool Care. *Subject to change.*

ACTIVITIES SERVICE: If your child attends YMCA extracurricular activities (i.e., gymnastics, swimming, soccer, etc.), beginning between **3:30–6:00p (2p on Wednesdays)** you may sign-up for Activity Service on a monthly basis for a \$10 fee. To register, please email youth@ashlandymca.org each month. **You will need to notify us of the days and times of your child’s lesson.** Your child **MUST** be enrolled in an activity in order to participate in Activity Service. It is the parent/guardian’s responsibility to notify Keysha, Youth & Family Programs Director, if your child’s lesson days or times change.

ABSENTEEISM: The YMCA’s responsibility for your child begins when your child checks in with an Afterschool Care staff member. If your child does not show up to their site location, we will first contact the parent and then the school. If your child will not be attending our afterschool program on their regularly scheduled day, **you must notify us before 12p** on that day. Please text or call and leave a message on the appropriate site phone. There is no credit given for sickness or missed days and no substitutions are made. **A \$5.00 unnotified absence fee will be applied each day the parent fails to notify the YMCA that their child will not attend on a regularly scheduled day. After the 3rd un-notified absence, the fee will increase to \$10.** The fee will be charged to the account on file the following week. If your child did not attend school (for any reason), they may not come to Afterschool Care.

PROGRAM SUPPORT: Pre-qualified program support is available to those who can provide a current 2023–2024 award letter for free or reduced lunch. **If your child qualifies for FREE lunch, 50% financial assistance will be awarded for one child and 60% financial assistance will be awarded for two or more children participating. If your child is approved for REDUCED lunch, 40% financial assistance will be awarded for one child and 50% financial assistance will be awarded for two or more children participating.** Please email your free or reduced lunch letter to youth@ashlandymca.org with your registration forms or whenever you receive it. Please note that you must fill out a Membership & Program Support application for assistance for any additional programs. Please stop by the Member Services desk to pick up an application or complete the **fillable application on our website.** Program Support **MUST** be in place before registering your child.

HEALTH: A current, signed Health Form is required for participation. Children who are ill or have communicable ailments (i.e., chickenpox, lice, nits) may not attend. If your child has seasonal allergies, please submit a doctor’s note. If your child misses school due to illness, they may return to the program when they are allowed to return to school. If your child did not attend school for any reason, they may not come to Afterschool Care on that day.

DISCIPLINE: In any program, it is necessary to set limits and guidelines to provide for the emotional and physical security of the children and staff and to preserve the equipment and building. When a situation arises that requires discipline, the staff will: remind the child in a positive manner what the rules are and why they exist; remove the child from the negative situation and redirect; if problems persists, discuss the situation with the parent to find a solution; if there is not resolution of the problem, or if the problem is violent in nature, the YMCA reserves the right to remove a child from the program.

PAYMENT: Tuition will be automatically deducted from your checking or credit card account *14 days prior to the start of each month.* A valid billing method that does not decline is required to be on file. A \$20 bank fee applies if your payment is returned unpaid. Your child will be suspended from the program if tuition is not paid in full by the 1st. You are responsible for all fees accumulated as a result of your child’s participation in the program. *June 3–6 will be included with May tuition.*



ASHLAND FAMILY YMCA

2023-2024 Afterschool Care Registration Form

Name of Child _____ DOB ____/____/____ Age _____

Child's Pronouns *please circle:* she/her he/him they/them

Address _____ City _____ Zip _____

Home Phone _____ E-mail _____

School _____ Grade _____ Teacher _____

Child lives with: ___ both parents ___ mother ___ father other _____

Parent/Guardian 1 _____ Parent/Guardian 2 _____

Employer _____ Employer _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

E-mail _____ E-mail _____

SCHEDULE: Please select 3 days or select all 5 if you need care 5 days a week

Days of the Week (*select all that apply*) Monday Tuesday Wednesday Thursday Friday

MONTHLY TUITION	Member Rate / Community Rate
5 days/week	\$284/ \$310
3 days/week	\$199/ \$225

***The child you are enrolling must be an active member at the time of registration in order to receive the member rate.*

For your convenience, we have averaged yearly tuition over the school year so your monthly tuition payments are predictable. August tuition will be pro-rated. June 3-6 will be included in May tuition at no extra charge.

- A \$10 non-refundable, non-transferable deposit per month is due at the time of registration. Registration forms received after July 31st will be charged the deposits and first month's tuition.
- School's Out Days are an additional fee. Separate registration and payment in advance is required. Those not already receiving financial assistance will receive a 20% discount on School's Out days.
- *All fees are subject to change*

PLEASE READ THIS INFORMATION CAREFULLY, FOLLOW THESE GUIDELINES, AND INITIAL NEXT TO EACH STATEMENT

- I have received and read over the Afterschool Care Registration Information Sheet.
- Tuition payment is due 14 days prior for the upcoming month via scheduled payment from a specified checking or credit card account. I am responsible for all fees accumulated as a result of my child’s participation in the program. 15 days written notice of withdrawal from the program is required via email to youth@ashlandymca.org. Any withdrawal from the program after that month’s tuition has been received will not be refunded. Failure to pay tuition may result in my child’s suspension from the program.
- I will notify the YMCA ahead of time if my child will not be attending on a scheduled day. **A \$5.00 Un-Notified Absence Fee** will be applied each day I fail to notify the YMCA that my child will not attend on a regularly scheduled day. The Y will charge my account on file. No credit will be given for sick or missed days. Substitutions are not allowed.
- The program will operate every school day of the school year. If there is no school, there is no Afterschool Care. School’s Out Days are available during select school breaks, conferences, and teacher in-service days. Additional fees and separate registration is required.
- A \$1.00 per minute late fee will be applied for pick-up after 6p and charged to my account on file. A continuation of late pick-ups may result in my child’s suspension from the program.
- If applicable, I understand program support must be approved and in place prior to registration. I understand in order to receive the member rate, membership must be in place prior to registration. Both an adult and a child must be a member in order to receive the member rate.
- I give my permission for:
 - My child to be transported from their school to the YMCA in the school district bus.
 - My child to participate in supervised swimming activities as part of the afterschool program. I understand swim suits and towels will not be provided on swim days.
 - In case of minor injury, I hereby authorize a program leader to administer basic first aid to my child.
 - My child to be photographed/recorded and said photos or videos may be used for YMCA promotional materials.
- In case of sickness or accident, I hereby authorize the YMCA to secure medical attention, including transportation, for my child if unable to communicate with me. I understand that participants in the Ashland Family YMCA programs are not covered by medical, dental, or accident insurance. Each participant must furnish her/his own personal coverage.
- I understand if my child has an IEP, Behavior Management Plan during the school year, I must disclose this to the Y. I must also provide a copy to the Y. As an inclusive organization, the Y will make every effort to accommodate your child’s needs. We are unable to offer one-on-one support.
- To the best of my knowledge, my child is free of any potential health problems not listed on the health form which might restrict their participation or any communicable disease which may endanger other children. I understand and agree to NOT send my child to the YMCA if they are experiencing a cough, fever, rash, headache, lice, diarrhea, abdominal pain or any other symptoms that would cause discontent. My child’s health form is up to date.
- If my child attends YMCA extracurricular activities (i.e., gymnastics, swimming, soccer, etc.), I will enroll in the class and email the request for Activity Service (\$10 per month) to youth@aslandymca.org.
- I understand that allowing my child to attend the YMCA exposes them to the possibility of COVID-19 and other illnesses. I accept the risk and understand that the YMCA is not liable if my child becomes ill.
- I understand that if my child tests positive for COVID 19, they are not able to attend Afterschool Care until they are able to go back to school. I will parent responsibly and consider the health and wellness of others participating.

CHILD’S NAME: _____ PARENT’S NAME (Please Print) : _____

PARENT’S SIGNATURE: _____ Date: _____



ASHLAND FAMILY YMCA

2023-2024 Afterschool Care Registration Form

**Completion of this page is required for your registration packet to be complete*

What is your child interested in?

What are some of your child's strengths?

What does your child find difficult and/or challenging?

What does it look like when your child is upset?

How can we provide support during those times?

Is there anything else you would like us to know about your child?

