



ASHLAND FAMILY YMCA 2024-2025 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:

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 **This is 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 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 holidays, breaks, conference and in-service days. Additional fees and separate registration is required for School's Out Days unless your child is enrolled in the Afterschool Care PLUS plan. **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: A Registration Form (pages 4-6) 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. We also have a 2 day a week option for those who are enrolled in an activity at the Y. Registration is for the entire school year. *In order to receive the member rate, your child must be an active member at the time of registration.* Upon registration, **you will be charged the \$50 non-refundable, non-transferable School Year Deposit.** This holds your child's spot in the program each month.

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 or an authorized YMCA vehicle to transport your child to the YMCA for activity service and/or field trips. If your child is enrolled in another school than those listed above, you are responsible for providing 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.), 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. **It is the parent's responsibility to notify us of the days and times of the child's lesson.** If your child has a sibling, they will also ride the bus to the Y unless you specifically request that they stay on site at their school. We do NOT offer Activity Service on Fridays.

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. We understand that things may come up and there are times that you won't be able to notify us by noon. If this is the case, please do your best to notify us before 2p on M/T/Th/F and before 1p on Wednesdays. This ensures that we receive your message in a timely fashion.

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.

TUITION & BILLING: 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. Please see the attached calendar for tuition billing dates. Please note, tuition for September-May will be the same each month so payments are predictable for families. Only August and June tuition will be prorated.

At the time of registration, you will be charged a **\$50 non-refundable, non-transferable School Year Deposit.** Program support is not available for the School Year Deposit, but we can set up a payment plan. 15 days written notice of withdrawal from the program is required via email to youth@ashlandymca.org. If you withdraw from the program after that month's tuition has been received, you will not be refunded.

PROGRAM SUPPORT: Pre-qualified program support for Afterschool Care is available to those who can provide a current 2023-2024 or a 2024-2025 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.

If you would like program support for any additional programs, you must fill out a Membership & Program Support application. 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 & SICK POLICY: 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 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. Our Youth Development Handbook, which includes a detailed description of all our policies, including our discipline policy, will be available on our website on June 1.

2024-2025 Afterschool Care Schedule Options & School's Out Days

Please carefully read over the schedule options below. You will select your child's plan/schedule on the next page.

Afterschool Care PLUS	Monthly Tuition 5 days per week
Afterschool Care PLUS allows for participation on regular school days per the Ashland School District 2024-2025 Calendar and <u>ALL</u> School's Out Days the Y offers.	
Tuition includes afterschool care Monday-Friday and School's Out Days (7:30a-6p). Your child will automatically be registered for all the dates below. October 11, 14, 28, 29, 30, 31** November 1, 11 December 23, 27, 30, 31** January 2, 3, 31 March 5, 6, 7, 24, 25, 26, 27, 28 <i>** Times will vary for these dates</i>	\$375 Y-member \$415 Community

Afterschool Care	Monthly Tuition 3 or 5 days per week
For participation only on regular school days per the Ashland School District 2024-2025 calendar (first day of school-last day of school). Tuition includes afterschool care on all regular and early release school days your child is registered to attend. <i>*Please note: School's Out Days are <u>not</u> included in this option. You must register for School's Out Days separately.</i>	<i>*2 days a week offered for Activity Service ONLY*</i>
ACTIVITY SERVICE ONLY- 2 days/week Monday Tuesday Wednesday Thursday <i>**For this option, your child must be enrolled in a YMCA activity at least one day a week.</i>	\$199 Y-member \$239 Community
3 days/week Monday Tuesday Wednesday Thursday Friday	\$230 Y-member \$270 Community
5 days/week	\$325 Y-member \$365 Community

School's Out Days	Fees
For those who need care on non-school days and school breaks. Care is offered from 7:30a-6p on most School's Out Days and you can register for as many days as you need. <i>A \$10 non-refundable, non-transferable deposit per day is due at the time of registration.</i>	*price per day, per child
*If your child is enrolled in Afterschool Care and you do not have financial assistance in place, you will receive a 20% discount for all School's Out Days. October 11, 14, 28, 29, 30, 31** November 1, 11 December 23, 27, 30, 31** January 2, 3, 31 March 5, 6, 7, 24, 25, 26, 27, 28 <i>** Times will vary for these dates</i>	\$45 Y-member \$75 community

SCHEDULE CHANGES: Your child's schedule will remain the same each month unless you request a schedule change. You are allowed up to two schedule changes for the school year before we charge a \$5 schedule change fee. All schedule change requests must be in writing and emailed to youth@ashlandymca.org. The schedule change will go into effect for the following month. After tuition has drafted, no refund is available.

SCHOOL'S OUT DAYS: If you select the Afterschool Care PLUS plan, please note that your child will be registered for all of the School's Out Days. We ask that you notify us at least a week ahead of time, via an email to youth@ashlandymca.org, if your child will not be attending so that we may open up the spot for another child. Failure to notify us within this timeframe will result in a \$5 Un-Notified Absence Fee.



ASHLAND FAMILY YMCA

2024-2025 Afterschool Care Registration Form

Name of Child _____ DOB _____ Age _____

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 _____

SCHEDULE: Please put an X next to the plan/days that you would like to enroll your child for:

___ Afterschool Care PLUS (includes care Monday-Friday on regular school days and all School's Out Days the Y offers)

___ Activity Service ONLY, 2 days/week ___ Monday ___ Tuesday ___ Wednesday ___ Thursday

___ 3 days/week ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

___ 5 days/week

School's Out Days: If your child is enrolled in regular Afterschool Care, you must register and pay separately for School's Out Days. If you would like us to register your child for any of these days, please check the date(s) below. By doing this, you are acknowledging that you will be charged a \$10 non-refundable, non-transferable deposit per School's Out Day at the time of registration.

October 11 14 28 29 30 31**
November 1 11
December 23 27 30 31**

January 2 3 31
March 5 6 7 24 25 26 27 28
Times will vary for these dates

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. 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 and substitutions are not allowed.
- The program will operate on regular and early release school days per the Ashland School District calendar. *If there is no school, there is no Afterschool Care.* School’s Out Days are available during select school holidays, breaks, conferences, and in-service days. Additional fees and separate registration is required if your child is not enrolled in the PLUS plan.
- 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. The child must be an active member at the time of registration in order to receive the member rate.
- I give my permission for:
 - ___ My child to be transported from their school to the YMCA in a school district bus or authorized YMCA vehicle.
 - ___ 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 Y promotional materials (if NOT ALLOWED, please also write this on your child’s health form)
- 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, 504 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 does not attend school, they are not able to attend Afterschool Care until they are able to go back to school.

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

PARENT’S SIGNATURE: _____ Date: _____



ASHLAND FAMILY YMCA

2024-2025 Afterschool Care Registration Form

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

Child's name: _____

What is your child interested in?

What are some things your child is good at?

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?

2024

AFTERSCHOOL CARE & SCHOOL'S OUT DAYS 2024-2025 CALENDAR

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	★	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
★	19	20	21	22	23	24
25	★	27	28	29	30	31

September

S	M	T	W	T	F	S
1	⊘	3	4	5	6	7
8	9	10	11	12	13	14
15	16	★	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	□	12
13	□	15	16	17	★	19
20	21	22	23	24	25	26
27	□	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	□	12	13	14	15	16
★	18	19	20	21	22	23
24	25	26	⊘	⊘	⊘	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	★	19	20	21
22	□	24	⊘	⊘	□	28
29	30	31				

2025

January

S	M	T	W	T	F	S
			⊘	2	□	4
5	6	7	8	9	10	11
12	13	14	15	16	17	★
19	⊘	21	22	23	24	25
26	27	28	29	30	□	31

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	★
16	⊘	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	□	□	□	8
9	10	11	12	13	14	15
16	17	★	19	20	21	22
23	□	□	□	□	□	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	★	18	19
20	⊘	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
★	19	20	21	22	23	24
25	⊘	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	□	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

KEY:

★ Tuition payment due for following month (i.e. on July 18 you will pay for August tuition)

□ School's Out Day at the Y

⊘ No Afterschool Care or School's Out Day

★ First day of school and Afterschool Care:
Monday, August 26
12:30p release time

Kindergarten start in Afterschool Care:

This will be updated once the school district updates the calendar for Bellview, Helman, and Walker families. TRAILS kinders will start on August 26.

□ Last day of school:
Friday, June 6, 2025- 12:30p release. ALL Afterschool Care participants will be bussed to the YMCA.

**Calendar updated 3/4/2024*