



Merrimack Valley YMCA

2018-2019 YMCA Boxford SACC Registration Form

(Do not tear pages out of this registration packet.)

For Office Use Only

Admission Date: ___/___/___

YMCA Site: _____

Director's Initial: _____

Please Select Site:

Boxford

Child's Name: _____ Grade Entering in 2018-19: _____ Age: _____

Date of Birth: ___/___/___ Sex: ___ Home Phone: _____ School: _____

E-mail 1: _____ E-mail 2: _____

Street Address: _____ City: _____ State: ___ Zip: _____

Parent/Guardian Information

Name: _____

Relationship: _____

Home Address: _____

Cell Phone: _____

Employer: _____

Occupation: _____

Employer City: _____

Work Phone: _____

Work Hours: _____

Parent/Guardian Information

Name: _____

Relationship: _____

Home Address: _____

Cell Phone: _____

Employer: _____

Occupation: _____

Employer City: _____

Work Phone: _____

Work Hours: _____

Identifying Information:

(Please attach a current photo of your child)

Eye color: ___ Hair Color: ___ Skin Color: ___ Height: ___ Weight: ___

Identifying Marks: _____ Primary Language: _____

List holidays, celebrations, and occasions your family celebrates: _____

Emergency Contacts (EC) and alternative pick up Person (APP): You are required to list at least 2 people with whom you feel comfortable leaving your child and who can assume responsibility for your child if you could not be reached immediately in an emergency, or if for some reason you could not pick up your child and were unable to communicate with the program. Any changes to this list must be done in writing. No Exceptions! Please understand that we will ask for identification from anyone unfamiliar to us. * **If a child is protected by a restraining order please submit a copy to the Child Care.**

#1 Contact Name: _____

Relationship: _____

Address: _____

Phone: _____

Phone: _____

EC _____ APP _____

#2 Contact Name: _____

Relationship: _____

Address: _____

Phone: _____

Phone: _____

EC _____ APP _____

#3 Contact Name: _____

Relationship: _____

Address: _____

Phone: _____

Phone: _____

EC _____ APP _____

#4 Contact Name: _____

Relationship: _____

Address: _____

Phone: _____

Phone: _____

EC _____ APP _____

The following people are **NEVER** allowed to pick up my child (if this is a custody issue, you must provide the School Age Supervisor with a copy of court documentation).

1. _____

2. _____

Emergency Medical Authorization

I hereby give permission for the staff of the Merrimack Valley YMCA, to provide basic first aid and/or CPR/AED treatment to my child, _____, when necessary. In the event of a more serious illness or injury, I give permission for my child to be transported to a hospital or other emergency medical facility to receive emergency medical treatment. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary, and I authorize licensed health practitioners working in the hospital or emergency medical facility to examine and provide emergency medical treatment to my child if warranted. I understand that YMCA personnel will make every effort to contact me regarding any emergency involving my child.

Parent/Guardian Signature

____/____/____
Date

Medical Information

Child's Physician: _____ Phone #: _____

Physician's Address: _____

Child's Dentist: _____ Phone #: _____

Dentist's Address: _____

Insurance Carrier: _____ Policy #: _____

List any chronic conditions, dietary restrictions, or medications:

List any allergies, reactions and treatment:

Does your child have an IEP (Individualized Education Plan) or a 504 plan? _____

If yes please attach

Does your child have an Individual Health Plan (for children with a chronic health condition)? _____

If yes please attach

Do you have a custody agreement, court order and/or restraining order pertaining to the child? _____

If yes please attach

Developmental History

List your child's special interests and hobbies: _____

Favorite Game/Toy: _____ Favorite TV Show: _____

Favorite Snack: _____ Favorite Book: _____

By nature is your child:

___ Aggressive ___ Shy ___ Serious ___ Friendly ___ Withdrawn ___ Easy Going

How does your child get along with other children? _____

With what age does your child prefer to play? _____

Does your child know other children from the YMCA School Age Child Care Program? ___ Yes ___ No

Who? _____

Do you feel your child will adjust easily? ___ Yes ___ No If no, why? _____

Do you feel your child enjoys being alone? _____ In groups? _____

Does your child demand a lot of attention? _____

How does your child show?

Happiness _____

Anger _____

Disappointment _____

What do you find is the best way to effectively deal with inappropriate behaviors? _____

Who does the disciplining in your family? _____

Is your child frightened by:

___ Animals ___ Loud Noises ___ New Situations ___ Storms Other _____

What are your goals for your child while in this program? _____

Are there any situations or circumstances involving your child that the staff should be informed of?

Releases and Permissions

Evidence of Physical

Is there any documentation of a physical exam, immunization records, and lead screening on file at your school?

Yes No (If yes, Initial: _____)

Photo Release

I hereby grant consent to release photographs and/or video footage of my child to the Merrimack Valley YMCA for commercial and art purpose in any medium or advertising, communication, publication or publicity that will promote YMCA program and services and/or recognition of participants. It is my understanding the YMCA is a non-profit organization.

Yes No (If yes, Initial: _____)

Swimming & Instructional Classes

I give my permission for my child to attend instructional classes and/or recreational swims at the designated Merrimack Valley YMCA Branch.

[Lawrence/Andover/North Andover Only]

Yes No (If yes, Initial: _____)

Spontaneous Walks

I give permission for my child to participate in spontaneous walks with the YMCA Child Care staff.

Yes No (If yes, Initial: _____)

Interactions With School Staff

I give permission to the Merrimack Valley YMCA Staff to speak and/or exchange documents concerning my child with school personnel.

Yes No (If yes, Initial: _____)

Program Information

How did you hear about the YMCA Child Care Program at Boxford? Please Check:

Friend Newspaper Member Radio Brochure TV Survey Phone Phone Book

Transportation Plan

It is the understanding that children which attend the before school program children will be dropped by private transportation for the morning session. Children attend the Spofford Pond School will be escorted by a program staff member to the shuttle bus at approximately 8:25am and the staff member will stay until they view the children board the bus. Children attending the Cole School will be escorted by program staff to their respective classrooms at approximately 8:40am.

In the afternoon, children who attend the Cole School will make their way to the classroom at dismissal time, approximately 3pm. Children who attend Spofford Pond will arrive via shuttle bus at approximately 3:25pm and make their way to the room.

All children attending in the afternoon will be picked up by private transportation.

If your child will be attending either summer or vacation care at the YMCA, please check the appropriate areas below.

This transportation information is valid for the entire school year and summer and vacations unless we are otherwise notified by the parent/guardian in writing

During Program Year

MY CHILD WILL ARRIVE AT THE PROGRAM BY:

MY CHILD WILL DEPART FROM THE PROGRAM BY:

____ PARENT DROP OFF

____ PARENT PICK UP

____ PRIVATE TRANS. ARRANGED BY PARENT

____ PRIVATE TRANS. ARRANGED BY PARENT

Parent Signature: _____

Date: _____

MERRIMACK VALLEY YMCA
CODE OF CONDUCT
For Staff and Volunteers

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest-room supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a fieldtrip or at other off-site locations. Always send children in pairs (known as the rule of three) with a staff.
4. Staff should conduct or supervise private activities in pairs (one staff with 2 children) – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff should not abuse children in any way, including:
 - Physical abuse – striking, spanking, shaking, slapping, and so on.
 - Verbal abuse – humiliating, degrading, threatening, and so on.
 - Sexual abuse – touching or speaking inappropriately.
 - Mental abuse – shaming, withholding kindness, being cruel, and so on.
 - Neglect – withholding food, water, or basic care.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children’s rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

12. Staff must appear clean, neat, and appropriate attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a position role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Parent / Guardian Signature

Date



Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information and sign this form to acknowledge your receipt and understanding of the Merrimack Valley YMCA's procedures governing the safety of children in our programs.

I understand that YMCA staff and volunteers are not allowed to babysit or transport program participants any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

I understand that at no time may a staff person be alone with a single child where they cannot be observed by others. This means no one-on-one supervision of children.

I understand that my child will not be allowed to leave a licensed program with an unauthorized person. Any person authorized to pick up your child must either be listed with the YMCA or other arrangements must be made by calling the YMCA office to inform them of a change. Persons who pick up your child must have a photo ID to verify identity.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

I understand that the YMCA prohibits talk, jokes or sharing details of one's personal life and any kind of harassment in the presence of children, parents or members.

I understand that the YMCA is mandated, by state law, to report and suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have read and understand the statements above and have received a copy of the School Age Child Care Parent Handbook.

Parent Guardian Signature: _____

Date: _____

