

**Merrimack Valley YMCA – Methuen & Lawrence
Branch School Age Child Care Program
Service Agreement 2019- 2020**

Child's Name: _____ Date of Birth: _____

Once enrolled in the program, you will be required to pay two week's tuition in advance and understand that payment is due on or before Friday of the week prior to services. Once enrolled, NO deduction or credit for individual absences will be given. This includes any holidays or approved closures as indicated in this application.

A general YMCA membership is given to the child and is valid during the time that my child is enrolled in the School Age Child Care Program. There is a 2 day minimum, limited availability, at the Directors discretion.

I understand the cost of the program is:

- \$130.00 per week – afterschool care (includes early release school days)
- \$40.70 per day – full day care (school vacations, holidays & snow days)

Please see the attached holiday closure list in this application.

In addition as the parent/guardian, I understand and agree to:

- Pay my weekly tuition fee one week in advance of service at all times. Payment is due on or before Friday of each week.
- Pay a late pick up fee of \$1.00 per child each minute after the program ends. This fee must be paid at the time of the pick-up. Cash, check or credit card is accepted.
- Pay a \$1.00 late fee per child, per minute for subsidy families exceeding the part time (6 hrs max) / full time (10 hr max) hours.
- Pay the full day private rate (part time private/assistance families) if part time hours (6 hrs max) are exceeded
- Pay a \$25.00 charge for any check that is returned from the bank. (Check must be replaced with a certified check or money order.)
- Provide the program with all completed registration forms.
- Update registration information as needed. (Ex: New phone number, change of address, allergies, etc.)
- Call the program **prior** to its start time if my child is going to be absent.
- Abide by the guidelines stated in the parent handbook.
- Attend parent meetings.
- Pay my weekly tuition for any vacation time my child is out of care in which my child's slot will be held
- Provide a two-week written notice to change my child's scheduled days, submit vacation request or to **cancel my child out of the program. I understand that the 2 weeks will begin the date the notice is received and I understand that I am responsible for payment during this period.**

The YMCA SACC Program Agrees to:

- Uphold Massachusetts EEC Regulations.
- Uphold all YMCA guidelines.
- Provide a nutritious snack each day.
- Provide trained, qualified staff and also provide supervised social, educational, and recreational activities.
- Provide advanced notice of fieldtrips.
- Keep all information about children and families in confidential files, to be released only with permission of the parent/guardian.
- Provide the parent/guardian with community health and social service information upon request.

Required Documents for Registration:

- Copy of parent's photo ID
- Copy of child's birth certificate
- Copy of child's social security card
- A recent photo of the child
- USDA Completed paperwork
- Code of Conduct

After reading the YMCA SACC Parent Handbook and reviewing the highlighted policies above, I agree to the conditions of this service agreement. I understand that the YMCA reserves the right to amend this agreement upon written notification. I also understand that the YMCA reserves the right to dismiss my child if his/her actions or behavior interferes with the safety and/or enjoyment of planned activities. I agree to familiarize myself and my child with the information contained in the handbook as well as the YMCA rules and understand that it constitutes the policies and guidelines of the YMCA SACC Program.

Parent/Guardian Signature

Date

Intake Worker's Signature

Date

Merrimack Valley YMCA

2019-2020 YMCA 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:

Lawrence

Andover/ N. Andover

Methuen

Child's Name: _____ Grade Entering In 2019: _____ Age _____

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

Family Email Address: _____

Street Address _____ City _____ State _____ Zip _____

Parent/Guardian Information

Name: _____

Relationship: _____

Home Address: _____

Phone# _____

Reachable during program hours

Employer: _____

Occupation: _____

Employer City: _____

Work Phone #: _____

Work Hours: _____

Parent/Guardian Information

Name: _____

Relationship: _____

Home Address: _____

Phone# _____

Reachable during program hours

Employer: _____

Occupation: _____

Employer City: _____

Work Phone #: _____

Work Hours: _____

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 # _____ or _____

EC ___ APP ___

#2 Contact name: _____

Relationship: _____

Address: _____

Phone # _____ or _____

EC ___ APP ___

#3 Contact name: _____

Relationship: _____

Address: _____

Phone# _____ or _____

EC ___ APP ___

#4 Contact name: _____

Relationship: _____

Address: _____

Phone# _____ or _____

EC ___ APP ___

Signature: _____ Date: _____



Merrimack Valley YMCA
Emergency Card Information

Please select the branch you will receive child care from

Andover/No. Andover

Lawrence

Methuen

Child's Name: Date of Birth: / /

Child's Home Address: Street City/State Zip

Parent/Guardian Information

Table with 4 columns: Name, Address, Telephone #, Relationship, City/State/Zip, H, C, W. Contains two rows for parent/guardian information.

Emergency Contact Person(s)

Table with 4 columns: Name, Address, Telephone #, Relationship, City/State/Zip, H, C, W. Contains two rows for emergency contact information.

Pediatrician or Source of Health Care

Table with 4 columns: Doctor's Name, Address, Phone #, City/State/Zip

Medical Conditions/Allergies

The following people are NEVER allowed to pick up my child (If this is a custody issue, you must provide the Child Care Director a copy of court documents.):

- 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

**Identifying Information:
(Please attach a current photo of your child)**

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

Identifying Marks: _____ Primary Language: _____

Is there any documentation of a physical exam, immunization records, and lead screening on file at your school?
_____ Yes _____ No (If yes, Initial: _____) Date: _____

Name of School: _____

I give permission for my child to go for walks and to neighboring playgrounds:
_____ Yes _____ No (If yes, Initial: _____) Date: _____

I give permission to the YMCA to public my child's name and photograph in YMCA brochures, newspaper or other publications.
_____ Yes _____ No (If yes, Initial: _____) Date: _____

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: _____) Date: _____

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: _____) Date: _____

TRANSPORTATION AUTHORIZATION

Permission to ride the Methuen YMCA bus
(YMCA copy)

I give my child permission to get on the Methuen YMCA school bus on the following days

M T W TH F

This will begin on _____

I understand that if my child will not be taking the bus, I need to let the

YMCA and the school know prior to the dismissal of school

Parent/Guardian Signature

Date

(school copy)

Child: _____ Effective Date: _____

School: _____ Grade: _____

I give my child permission to get on the Methuen YMCA school bus on the following days

M T W TH F

This will begin on _____

I understand that if my child will not be taking the bus, I need to let the

YMCA and the school know prior to the dismissal of school

Parent/Guardian Signature

Date

Transportation Plan

Any other transportation request must be stated in writing and maintained in the child's file or the following must be implemented. This transportation information is valid for the entire school year / summer & vacations unless we are notified otherwise by the parent / guardian in writing.

During school year:

MY CHILD WILL ARRIVE AT THE PROGRAM BY:

PARENT DROP OFF

CONTRACT Bus

PRIVATE TRANS. ARRANGED BY PARENT

MY CHILD WILL DEPART FROM THE PROGRAM BY:

PARENT PICK UP

CONTRACT Bus

PRIVATE TRANS. ARRANGED BY PARENT

During vacation and Summer (not exceeding 10 hrs per day)

MY CHILD WILL ARRIVE AT THE PROGRAM BY:

PARENT DROP OFF

PRIVATE TRANS. ARRANGED BY PARENT

MY CHILD WILL DEPART FROM THE PROGRAM BY:

PARENT PICK UP

PRIVATE TRANS. ARRANGED BY PARENT

Parent 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 inappropriate talk, jokes, or sharing details of one's personal life and any kind of harassment in the presence of children, parents, and members.

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

A Resolution of the Merrimack Valley YMCA Board of Directors:

"To commit to diversity, inclusion and global efforts that increase access and engagement with our Y for everyone in our community regardless of race, gender, national origin, faith, age, income levels, sexual orientation, immigration status, varying abilities or other protected status."

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

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 Handbook Sign OFF/RELEASE FORM

I have received a copy of the Parent Handbook, Health Care Policy and Holiday Closure Listing for the Year.

- Parent Handbook
- Health Care Policy
- Holiday Closure Listing for the Year
- Code of Conduct

Parent Signature: _____ Date: _____

Additional Comments
