

School Age Child Care Summer Vacation Club Service Agreement 2020

Child's Name: _____

Grade entering Fall 2020: _____

Payment is based on weeks your child is registered to attend the program.

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

- Pay a **\$50 non-refundable, non-transferable deposit per week**. This deposit goes toward the final cost of the program. I understand that if I choose to cancel or withdraw from the program, the deposit is non-refundable and non-transferable.
- **ALL TUITION PAYMENT BALANCES DUE NO LATER THAN 7/1/2020 FOR JULY WEEKS AND FOR AUGUST WEEKS.**
- A **\$10.00 charge will be added for every change** made to enrollment after registration.
- ALL child(ren) must be in care no later than 9:30a.m.
- **Four (4) week written notice of withdrawal** of the program is required. **NO exceptions.**
- **Pay a late pick up fee of \$1.00 per child each minute after the program ends or beyond the 10 hour per day time limit**
- A \$25.00 charge for any check that is returned from the bank. (Check must be replaced with a certified check or money order).
- There will be no refunds for missed days.
- **Provide the program with all completed registration forms and a completed, up to date health form BEFORE the child's start date.**
- Update registration information as needed. (Example: New phone number, change of address, allergies, etc).
- Abide by the guidelines stated in the parent handbook.
- All allergies, medications, medical conditions and IEP's must be brought to coordinators attention upon registration.
- Abide our Nut free Facility policy.

The YMCA SACC Program Agrees to:

- Uphold Massachusetts EEC Regulations.
- Provide trained, qualified staff.
- Provide supervised social, educational, and recreational activities.
- Provide advanced notice of fieldtrips and vacation week programs.
- 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.

Please CIRCLE the weeks that you are registering your child to attend our YMCA Summer Program.

Week	Theme Name	Description	Pricing
			** Field Trips are included**
1	Summer Kick Off June 16 th - June 19 th *Tentative on the last day of school	We're kicking vacation off with all things summer!	Member: \$275//week Community: \$295/week
2	Under The Sea June 22 nd – June 26 th	Let's explore the unknown depths of the ocean!	Member: \$275//week Community: \$295/week
3	America the Beautiful June 29 th –July 3 rd *Closed July 3 rd	Join us as we celebrate the birth of our nation and all that makes it wonderful!	Member: \$275//week Community: \$295/week
4	Art Week July 6 th – July 10 th	Use your imagination to make creations from the simplest materials!	Member: \$275//week Community: \$295/week
5	Around the World July 13 th - July 17 th	Each day we will explore different countries and learn about different cultures from around the world!	Member: \$275//week Community: \$295/week
6	Out of This World July 20 nd – July 24 th	"In a galaxy far far away" we will be exploring the mysteries of outer space!	Member: \$275//week Community: \$295/week
7	Get Your Game On July 27 th – July 31 st	A week full of games, in and outdoor. From potato sack races to board games to life size checkers, a week dedicated to all games!!	Member: \$275//week Community: \$295/week
8	Mad Scientists August 3 rd – August 7 th	Mad scientists week will have us messy with all kinds of experiments and crazy hair raising fun!	Member: \$275//week Community: \$295/week
9	Lights, Camera, Action! August 10 th – August 14 th	Roll out the red carpet! This week is talent week! A week discovering all the talent we have!	Member: \$275//week Community: \$295/week
10	Spirit Week August 17 th – August 21 st	Get ready to show your YMCA spirit this week!	Member: \$275//week Community: \$295/week
11	It's a Wrap August 24 th – August 28 th	As we wrap up summer, let's revisit all of the fun we had over the course of our weeks together!	Member: \$275//week Community: \$295/week

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 Summer Program.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

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."

Merrimack Valley YMCA
2020-2021 SACC

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

For Office Use Only:
Admission Date: ___/___/___
Directors Initials: _____

Andover/ North Andover Branch

Lawrence Branch

Methuen Branch

Child's Name: _____ Gender: _____ Age at Admission: _____

Home Phone #: _____ Date of Birth: ___/___/___ Place of Birth: _____

Mailing Address _____ City _____ State _____ Zip _____

Street Address _____ City _____ State _____ Zip _____

Parent/Guardian Information

Name: _____

Relationship: _____

Home Address: _____

Home Phone #: _____

Cell Phone: _____

Email: _____

Employer: _____

Occupation: _____

Employer City: _____

Work Phone #: _____

Work Hours: _____

Name: _____

Relationship: _____

Home Address: _____

Home Phone #: _____

Cell Phone: _____

Email: _____

Employer: _____

Occupation: _____

Employer City: _____

Work Phone #: _____

Work Hours: _____

Emergency Contacts (EC) & Alternate 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 for some reason you could not pick up your child & 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 positive identification from anyone unfamiliar to us.

#1 Contact Name: _____

Relationship: _____

Address: _____

Phone #: _____ EC ___ APP ___

#3 Contact Name: _____

Relationship: _____

Address: _____

#2 Contact Name: _____

Relationship: _____

Address: _____

Phone #: _____ EC ___ APP ___

#4 Contact Name: _____

Relationship: _____

Address: _____



2020-2021 Emergency Card Information

 Andover/ North Andover Branch

 Lawrence Branch

 Methuen Branch

Child's Name: _____ Gender: _____ Age at Admission: _____

Home Phone #: _____ Date of Birth: ____/____/____ Place of Birth: _____

Parent/Guardian Information:

Name:		Relationship:	
Address:		City, State, zip	
Cell Phone:		Work Phone:	
Email:			

Name:		Relationship:	
Address:		City, State, zip	
Cell Phone:		Work Phone:	
Email:			

Emergency Contact Person(s):

Name:		Relationship:	
Address:		City, State, zip	
Cell Phone:		Work Phone:	

Name:		Relationship:	
Address:		City, State, zip	
Cell Phone:		Work Phone:	

Pediatrician or Source of Health Care:

Doctors Name:		Phone:	
Address:		City, State, zip	

Medical Conditions/Allergies: _____

Insurance Information (optional):

Company Name: _____ Policy # _____

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 Authorization

I hereby give permission for the staff of the Merrimack Valley YMCA, to provide first aid and/or CPR/AED treatment to my child, _____, when necessary and 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.

Signature of Parent/Guardian: _____ 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:

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: _____

2020-2021 YMCA Developmental History Form

Child's Name: _____

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

Identifying Marks: _____ Primary Language: _____

List any physical limitations or special situations your child has: _____

List any allergies or food intolerance that your child may have: _____

Does your child take medication(s) regularly? Yes No

If yes, please list the name of the drug, how often they receive this medication and what time it is to be given. (Please check the parent handbook regarding our policy on dispensing medication during program hours.):

List all Holidays, celebrations and occasions that your family celebrates: _____

List your child's special interests and hobbies: _____

Favorite physical activities: _____

Favorite Game/Toy: _____ Favorite TV Show: _____

Favorite Snack: _____ Favorite Book: _____

Does your child enjoy musical activities? Yes No

Does your child primarily use his/her right or left hand? Right Hand Left Hand No Preference Yet

By nature is your child:

Aggressive Shy Serious Friendly Withdrawn Easy Going

How do you reassure your child when he/she is upset? _____

Does your child nap? Yes No

How does your child get along with other children? _____

Does your child prefer to play alone or with other children? _____

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

Does your child demand a lot of attention? _____

Is your child the only child in your family? Yes No If no, do they all reside in your home? Yes No

Please list siblings & ages: _____

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? _____

At what age was your child toilet trained? _____ Does your child have accidents? ___ Yes ___ No

What special words does your child use to describe bathroom needs? _____

Is your child frightened by:

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

Has your child attended swimming lessons? ___ Yes ___ No If yes, was it at this YMCA ___ Yes ___ No

Does your child like or dislike the water? ___ Like Water ___ Dislike Water

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? _____

Would you, as a volunteer, be willing to do any of the following:

___ Share a talent or your profession

___ Reading stories

___ Teacher's Helper

___ Other _____

(The below information will help us better understand your child's need.)

Additional Comments

YMCA School Age Child Care
Merrimack Valley YMCA

Spontaneous Walks Release Form

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

Parent/Guardian Signature

____/____/____
Date

I give my child _____ permission to participate in the YMCA swimming program.

Parent/Guardian Signature

____/____/____
Date

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

- Friend Newspaper Member Radio Brochure TV Survey
- Phone Book Phone Book

Promotional release

I hereby grant consent to release photographs and/or video footage 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.

Parent Signature: _____

Please check if your child's picture can be posted in:

- Eagle Tribune Newspaper
- Rumbo Newspaper
- YMCA Website
- Boston Globe Newspaper
- YMCA Lobby
- YMCA Classroom and Hallway

Transportation Plan

My child will arrive at the program with a parent or his/her designee and will depart from the program with a parent or his/her designee. Teachers will ask for a photo identification card until they become familiar with person(s) picking up.

THE COMMONWEALTH OF MASSACHUSETTS Department of Early Education and Care

Small Group and Large Group Transportation Plan and Authorization

CHILD'S NAME: _____ DOB: _____

CHILD'S NAME: _____ DOB: _____

CHILD'S NAME: _____ DOB: _____

CHILD'S NAME: _____ DOB: _____

My child will be attending the following days and times:

<u>Day</u>	<u>Arrive</u>	<u>Depart</u>
Monday	_____ am/pm	_____ am/pm
Tuesday	_____ am/pm	_____ am/pm
Wednesday	_____ am/pm	_____ am/pm
Thursday	_____ am/pm	_____ am/pm
Friday	_____ am/pm	_____ am/pm

MY CHILD WILL ARRIVE AT THE PROGRAM:

___ PARENT/DESIGNEE DROP OFF

___ PUBLIC or PRIVATE SCHOOL

___ *PRIVATE TRANS. ARRANGED BY PARENT

MY CHILD WILL DEPART FROM THE PROGRAM:

___ PARENT/DESIGNEE PICK UP

___ PUBLIC or PRIVATE SCHOOL

___ *PRIVATE TRANS. ARRANGED BY PARENT

*Please provide name of company, phone #, and copy of agreement

By signing, you also give your child permission to ride contracted buses on field trip days to and from designated field trip locations.

PARENT /GUARDIAN SIGNATURE _____ DATE _____

REFER TO FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM FOR RELEASE INFORMATION

Must be updated annually or if parent makes any changes regarding the transportation to and from the center or if their schedule changes.

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 off 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.

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

Andover/North Andover YMCA SACC SUNBLOCK PERMISSION



I give the Andover/North Andover YMCA permission to apply _____
brand name

sunblock on my child, _____, as needed. I will bring in
replacement sunblock if/when requested by the schools' educators.

Parent/Guardian Signature

Date

Merrimack Valley YMCA Boat House Permission

I give my child, _____ permission to attend the Greater Lawrence
Community Boating Program each week. I give permission for my child to go on
supervised boat rides. For children ages 9 and over, if my child successfully passes the
swim test, he/she may use boats independently. I understand my child will be wearing an
approved life jacket while on boats.

Parent/Guardian Signature

Date

Andover/North Andover YMCA SACC Door Access Code

Every family, whose child attends child care, will select a 4-digit family pin code to enter/gain access to the child care wing. You and your child's emergency adult pick-ups will use your individual pin code to enter the child care wing. When you designate an alternative adult pick-up, please share your updated code with them so that they can access the classrooms for pick-up. Please do not hand out pin code to unauthorized pick-ups. The pin code will deactivate after the closure of the program and weekends cutting off access to the child care entrance, and will reactivate when the program reopens. Each 4-digit pin code will end in *.

Your self-selected 4-digit family pin: _____ *

Parent/Guardian Signature

Date

Merrimack Valley YMCA School Age Program Oral Health Non-Participation Form

EEC regulations for child care programs include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours, or if children have a meal while in care [606 CMR 7.11(11)(d)]. This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

EEC licensed programs must comply with this regulation. However, parents may choose that their child(ren) not participate in tooth brushing while present at the child care program. Please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to start or stop participating in tooth brushing, this form may be resubmitted at any time changing your request. Thank you.

_____ **I do NOT wish** to have my child participate in tooth brushing while in care at the Merrimack Valley YMCA School Age Child Care Programs.

_____ **I DO wish** to have my child participate in tooth brushing while in care at the Merrimack Valley YMCA School Age Child Care Programs.

Child's Name: _____

Parent/Guardian's Name: _____

Signature: _____

Date: _____

Child Care Closures 2020

January 1, 2020	Wednesday	New Year's Day
January 20, 2020	Monday	Martin Luther King Jr. Day
February 17, 2020	Monday	President's Day
April 10, 2020	Friday	Good Friday
April 20, 2020	Monday	Patriots Day
May 25, 2020	Monday	Memorial Day
July 3, 2020	Friday	Independence Day
September 7, 2020	Monday	Labor Day
October 12, 2020	Monday	Columbus Day
November 11, 2020	Wednesday	Veterans Day
November 26, 2020	Thursday	Thanksgiving Day
November 27, 2020	Friday	Day After Thanksgiving
December 24, 2020	Thursday	Christmas Eve Open until 1pm
December 25, 2020	Friday	Christmas
January 1, 2021	Friday	New Year's Day



**MERRIMACK VALLEY YMCA
CHILD CARE PROGRAM
AUTOMATIC WITHDRAWAL AUTHORIZATION**

Automatic (Debit/Credit card or EFT) Withdrawal Information

Name of Child/Children: _____

Name of Parent/Guardian: _____

Parent Email: _____

Please check one of the following:

Visa MasterCard American Express Discover EFT – **MUST** attach a voided check

Card #: _____ Expiration Date: _____ CVV: _____

Name as it appears on the credit card: _____

Cardholder Address: _____ Zip: _____

Cardholder Daytime Phone: _____

• I (we) authorize the YMCA to initiate recurring debit entries/credit card charges to the above referenced bank/credit card account. I understand that the charges will be based on fees that are due and payable at the time of the transaction and prior to services rendered.

I (we) authorize the YMCA to withdraw sufficient funds to pay my (our) regular child care tuition and/or other related fees which are due and payable. I (we) understand that the YMCA may at its discretion; adjust the debits/charges according to the fees incurred.

Should a draft not be honored by my (our) bank/credit card for any reason, I (we) understand that the YMCA will automatically resubmit the draft for payment.

I (we) understand that after two unpaid drafts, the YMCA will immediately terminate child care until I (we) have brought all payments up to date. EFT returns are subject to \$20 banking fee.

I (we) understand that if I (we) wish to terminate or change my (our) E-pay, I must give the YMCA a two week written notice.

Automatic withdrawals will be processed on the **Due Date**. The first withdrawal will be processed on _____

Signature

Date

