



YMCA GOODTIMES ENROLLMENT PROCEDURES 2023-2024 AFTER SCHOOL PROGRAM

The YMCA Goodtimes Program is for Elementary (ages 5-11) and Middle school youth.

1. Read the Parent Manual and keep it for future reference.
2. Complete the front and back of the enclosed Registration Forms.
3. Read and sign the enclosed Code of Conduct Form.
4. Return all forms to the YMCA your child will attend.
5. Registration fee is due at the time of registration.
6. Automatic draft is **mandatory** so include the completed draft form.
7. We Do Not register children in the current week. Registration must be done no later than a week prior to attendance.

ENROLLMENT IN A GOODTIMES PROGRAM DOES NOT QUALIFY YOU FOR A MEMBER RATE. YOU MUST BE A YMCA BRANCH MEMBER TO QUALIFY FOR A DISCOUNTED RATE.

FEES

Registration Fee- April 1 – June 30th: FREE

July 1 – May 17th, 2024: \$25.00 per child

RATES - East YMCA (Dalraida – On Site)

After School – Members: \$65/wk; Multiple Child Discount: \$5.00

Rates - Wetumpka YMCA - After School – Members: \$65/wk; Non-Members: \$80/wk

Multiple Child Discount: \$5.00

RATES – Goodtimes Center School Sites

After School: \$65.00/wk

Before School: \$36.00/wk

Before & After: \$81.00/wk

Multiple Child Discount: \$5.00

RATES – YMCA Goodtimes Center Middle Schools Site

Baldwin and Carr: \$57/wk

Floyd: Before Only: \$36/wk; Afterschool only: \$57/wk; Before & Afterschool: \$73/wk

Multiple Child Discount: \$5.00

Rates- Cleveland Avenue YMCA

After School: Member: \$65/wk

Before School: Member \$29/wk

Before & After School: Member: \$82/wk

Multiple Child Discount: \$5.00

THE GOODTIMES PROGRAM DOES NOT OFFER A DAILY RATE OR DROP-IN SERVICE

2023 - 2024

ON-SITE AFTER SCHOOL PROGRAM LOCATIONS

On-Site programs are held at your child's school and ends at 6:00 PM.

*** Indicates sites that offer a morning program at the school. Pre-K cannot attend the morning program.**

YMCA Goodtimes Center Locations:

Executive Director: Nicole May 334.279.8666

Program Directors: Rachel Dumas, Pam Coleman, and Brittany Martin 334-279-8666

Baldwin Magnet

Bear Exploration*7:00

Blount Elementary

Brewbaker Primary & Intermediate*6:30

Carr Middle School

Catholic Preparatory School

Crump Elementary

Dannelly Elementary

Dozier Elementary

Flowers Elementary

Floyd Middle Magnet *7:00

Forest Avenue Magnet *7:00

Garrett Elementary *6:45

Halcyon Elementary*6:45

Holy Spirit Catholic

MacMillan Elementary*7:00

St. Bede's Catholic

Wares Ferry Elementary

Wilson Elementary *6:45

YMCA AFTER SCHOOL East YMCA LOCATIONS:

East Family YMCA

Associate Executive Director: Terry Galloway 334-272-3390

Dalraida

Wetumpka Family YMCA (After School Care Only) Locations:

Executive Director: Scot Patterson 334-567-8282

Program Director: Wendy Powell 334-567-8282

Holtville Elementary & Holtville Middle

Redland Elementary & Redland Middle

Wetumpka Elementary & Middle

Cleveland Avenue Family YMCA Location:

Executive Director: Eleanor Thomas 334-265-0566

Sr. Program Director: Ariann Charity 334-265-0566

Bellingrath Middle

Cleveland Avenue Y **Pre-K *7:00 a.m. Offers before school at the Y**

Davis

E. D. Nixon

Life Academy

T. S. Morris

Carver ***6:30am Offers before care at the school.**

Child's Start Date: _____

**YMCA GOODTIMES AFTER SCHOOL PROGRAM
2023-2024 REGISTRATION FORM**

Child's Name: _____ DOB _____ Gender _____ School _____
Grade for 2023-2024 _____ Age: _____ Race: _____ Teacher _____
Child's Name: _____ DOB _____ Gender _____ School _____
Grade for 2023-2024 _____ Age: _____ Race: _____ Teacher: _____

My child(ren) will attend the _____ Morning _____ After program at _____ School

Home Address _____ City _____ State _____ Zip _____

Mother/Guardian _____ DOB _____ Cell (_____) _____
Business Name: _____ Wk# (_____) _____

Father/Guardian _____ DOB _____ Cell (_____) _____
Business Name: _____ Wk# (_____) _____

YMCA Member: Yes _____ No _____ If Yes, which "Y" Branch _____

E-Mail (This is how we will contact you) _____

The following individuals may pick up your child or be contacted in case of an emergency. Please make sure all spaces are filled in. Children will be released only to those names listed.

	Name	Relationship	Cell #	Work #
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

Your child MAY NOT be picked up by: (Please Print)

Name: _____ Name: _____

If parents are divorced, which parent has custody? _____

In medical emergency, call Doctor: _____ Phone: _____

Hospital: _____

Medications your child regularly receives: _____

Allergies, special health or dietary problems: _____

Special Instructions: _____

I give authority to any hospital, doctor or paramedics to render immediate aid as might be required at the time, for my child's health and safety. I understand any expense for this service will be accepted by me.

I give the YMCA of Greater Montgomery permission to photograph and/or videotape me or my child's participation in Goodtimes for the purpose of publicity, staff training or program promotion.

PARENT/GUARDIAN SIGNATURE IS REQUIRED. THANK YOU.

SIGNATURE: _____ DATE: _____

**YMCA of Greater Montgomery Credit/Debit Card
Authorization Agreement**

Primary Member's Name _____ Child's Name: _____

Draft Account Holder's Name (if different than primary's): _____

Address _____ City _____ State _____ Zip _____

Before School \$ _____ After School \$ _____ Weekly Total \$ _____

Credit/Debit Card Account

Card Type: Master Card Visa American Express Discover Zip Code _____

Card Number _____ EXP Date: ____/____ Security Code _____

YMCA BEFORE AND AFTER SCHOOL DRAFT AGREEMENT

1. I understand that this draft will remain in effect for the 2023-2024 Before and After School program until I cancel in writing/email one week in advance of the weekly Friday Before and After School draft.
2. I understand that the 2023-2024 Before and After School Program will draft on the Friday due dates.
3. This draft agreement is only for the 2023-2024 Before and After School Program. Any additional programs will have to be signed up and paid for by their registration date.
4. If my child will not be in the 2023-2024 Before and After School Program for a week, I will submit in writing/email a notice one week in advance of the Friday draft date to have the fees adjusted from the 2023-2024 Before and After School Program.
5. Should my credit/debit card, for any reason, including card changes and expiration date, not honor my 2023-2024 Before and After School Program draft, I realize that I am still responsible for that payment and any late fees or service charges that may apply. This is in addition to any service fee my bank may incur.
6. I hereby authorize the YMCA of Greater Montgomery to charge my credit/debit card listed on this form for the amount(s) indicated above for the Friday weekly payment of my 2023-2024 Before and After School Program Fees.

SIGNED _____ DATE _____
(CARD HOLDER'S SIGNATURE)

Staff use only: Branch _____ Staff Initial _____ Unit# _____

New Draft Information _____ Updated draft information _____

THE YMCA OF GREATER MONTGOMERY

Participation Agreement

In consideration for my child or ward being permitted to utilize the facilities, services and programs of The Young Men's Christian Association of Montgomery, Inc. ("YMCA"), I, on behalf of myself and my child or ward, and his or her heirs, personal representatives, assigns and next-of-kin, do hereby agree to the following:

1. I understand that the activities that my child or ward will be engaging in while he or she is in or upon the premises of the YMCA, using any of its facilities, services or equipment, or participating in any YMCA program or activity are inherently risky and potentially hazardous and I, for and on behalf of my child or ward, hereby accept full responsibility for, and risk of, any injury to my child or ward or loss or damage to his or her property that may occur as a result thereof.
2. I hereby release, waive and covenant not to sue the YMCA, its successors and assigns, and its directors, officers, employees, and agents (collectively, the "Releasees") from all claims, demands, damages, losses and causes of action arising or resulting from any injury to my child or ward or loss or damage to his or her property that may occur while my child or ward is in or upon the premises of the YMCA or using any of its facilities, services or equipment, or participating in any YMCA program or activity.
3. I hereby indemnify and hold harmless the Releasees from all loss, liability, damage, or cost that may incur due to my child's or ward's presence in or upon the premises of the YMCA or use of its facilities, services or equipment, or participation in any YMCA program or activity.

In the event of injury, I hereby authorize the Releasees to provide or cause to provide such medical care and treatment to my child or ward as may be necessary and appropriate. I understand that I am solely responsible for all costs incurred for such medical care or treatment.

I further understand that if my child or ward fails to abide by the rules and regulations of the YMCA, he or she is subject to removal from the premises of the YMCA and or removal from participation in YMCA programs and activities without a refund of dues, fees or other amounts paid to the YMCA.

I hereby give my permission to the YMCA to use indefinitely, without limitation or obligation, photographs, film footage, or tape recordings which may include my child's or ward's image or voice for the purposes of promoting or interpreting YMCA programs and activities.

In accordance with the U.S. Department of Agriculture discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department is prohibited. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Right program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.asci.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint for or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

I, as parent or guardian of the above-named minor, hereby give my permission for my child or ward to use the facilities and services of the YMCA and to participate in the programs and activities offered by the YMCA.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND AGREE, INDIVIDUALLY AND ON BEHALF OF SAID CHILD OR WARD, TO BE BOUND BY ITS TERMS.

Parent's Signature: _____ Date: _____

2023-2024 YMCA GOODTIMES POLICIES AND PROCEDURES

Initial Each Item

_____ **PROGRAM HOURS:** The program is offered from school dismissal until 6:00pm. Pick-up after 6:00pm will result in a \$1.00 per minute charge until the child is picked up. After three late pick-ups, you will need to find alternate child care for your child, as we do not meet the needs of your schedule.

_____ **PAYMENTS:** I agree to have the YMCA draft \$_____ per week for my child/children registered in the YMCA afterschool program. I understand payments are auto drafted on Friday for the following week. **If my draft is declined on Friday for the following week, I will be charged a \$15.00 late fee.** If payments fall two weeks behind, my child will not be able to continue in the program. I understand that I am responsible for the registration and miscellaneous fees when applicable.

_____ **CREDIT FOR ABSENCES:** The YMCA will not reduce your weekly fee for days missed from the program. When you enroll your child, you are reserving the time, space, staff and the provisions needed for your child.

_____ **REFUNDS & CANCELLATIONS:** Refunds will be given only for illness with a doctor's excuse for the week. Cancellation by **written or email** notification is due **one week in advance** to cancel without paying for the week. For example: You need to cancel on Monday by 6:00 p.m. if your child will not be attending the following week. If your child is removed from the program for disciplinary reasons the fee for that week will not be refunded. I understand that if I fail to cancel a week, my account will be drafted and no refunds will be given. **Cancellations by phone call will NOT be accepted.**

_____ **PRORATED FEES:** Weekly fees will not be prorated. We do not have a drop-in rate.

_____ **ADDITIONAL WEEKS:** I understand that if I need to add a week, I must notify the YMCA in writing or email notification, and pay by the **Friday prior** to the week. Any child who checks in on Monday without being registered is subject to a \$15 late fee.

_____ **PARENT MANUAL:** I certify that I have read the parent manual, that all of the attached information is true and that I will notify the staff of any changes.

_____ **Diagnoses:** Check any diagnoses your child has received: _____ **Attention Deficit Disorder (ADD or ADHD)**
_____ **Autism Spectrum** _____ **Depression** _____ **Learning or Processing Challenge** _____ **Sensory Processing Challenge**
_____ **Obsessive Compulsive Disorder** _____ **Panic, Anxiety Disorder** _____ **Recent Significant Life Event**
_____ **Other Mental, Emotional or Social Health Issues** _____

_____ **MEDICAL CARE:** I give authority to any hospital, physician or paramedics to render immediate aid as might be required, at the time, for my child's health and safety. I understand that any expense for this service will be accepted by me. I understand that the YMCA does not provide dental, accident or medical insurance for my child/children. I do waive and release all rights and claims for damages sustained and suffered by my child and/or family in connection with the YMCA Program, and while participating in field trips.

_____ **CELL PHONES AND HAND HELD ELECTRONIC DEVICES:** Cell phones and handheld electronic devices are not permitted for Goodtimes program participants. The YMCA will not be responsible for the replacement or repair of any lost, stolen or broken cell phones, handheld electronic devices or cameras.

_____ **MEDICATION:** The YMCA needs a written parental authorization form and instructions for any medication that needs to be administered. Any prescription or over-the-counter medication sent to the YMCA must be in its original container and must be labeled with your child's name, the name of the drug and directions for administering the drug. By law the YMCA cannot administer any medication (prescription or over the counter), without written authorization.

_____ **SNACKS:** Every child will be offered an afternoon snack. The YMCA attempts to make these snacks healthy. We try to involve the children in snack preparation and offer nutrition education. Notify the YMCA and indicate it on the registration form if your child has special dietary restrictions. **You will need to provide snack for the day(s) your child will not eat the provided snack.** If you choose, you may send your child with a snack from home.

_____ **INCLEMENT WEATHER** **When Montgomery County Schools decides to delay school opening, close school early or cancel other afterschool activities due to severe weather, our YMCA Goodtimes Programs will be closed as well.** This means we will not send staff and you will need to make other arrangements for morning care or to pick your child(ren) up from Montgomery Public Schools. This decision was made to ensure the safety of your child(ren) as well as the safety of our staff. We will also send an e-mail when schools are delayed or closed, so please make sure we have an email address you frequently check.

_____ **POLICY, PROCEDURES AND PARENT MANUL:** I have read the policies and procedures as well as the parent manual.

I AGREE TO ABIDE BY THE ABOVE POLICIES.

Parent/Guardian Signature: _____ Date: _____

YMCA GOODTIMES PROGRAM CODE OF CONDUCT

PARENTS PLEASE READ, SIGN, & RETURN TO YOUR SITE DIRECTOR IMMEDIATELY.

It is the goal of the YMCA After School Program to provide a healthy, safe, and secure environment for participants. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Guidelines

- People are **Responsible** for their actions.
- We **Respect** each other and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- We will **Care** for ourselves and those around us.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA Afterschool Program rules and a discussion will take place.
3. If the behavior continues, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, child, staff and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
9. If the problem persists and the child continues to disrupt the YMCA Summer Program, the YMCA reserves the right to suspend the child from the program.
10. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension or expulsion:

- Endangering the health and safety of children and/or staff, members, and volunteers.
- Stealing or damaging YMCA or personal property.
- Leaving the YMCA Afterschool Program without permission.
- Continuing to disrupt the program.
- Refusing to follow the behavior guidelines or YMCA Summer Program rules.
- Using profanity, vulgarity, or obscenity frequently.
- Acting in a lewd manner.
- Taking and posting photos of others without permission (internet, myspace, Facebook, etc).
- Bullying of any sort will not be tolerated (verbal, physical or mental).
- Use of tobacco, alcohol, illegal drugs, knives, firecrackers, firearms, explosives or items used as weapons.

PARENT SIGNATURE REQUIRED:

I have reviewed with my child the YMCA Goodtimes Program Code of Conduct. I understand and agree to all of the terms presented in the Parent Manual. I also, understand that it is my responsibility as a parent to monitor the actions of the staff and will bring any behavior that is inconsistent with the staff code of conduct to the attention of someone in authority at the YMCA.

Child's Name & Signature _____ Date _____

Parent's Signature _____ Date _____

Site Directors Signature _____ Date _____

WELCOME TO THE YMCA GOODTIMES AFTER SCHOOL PROGRAM

The YMCA of Greater Montgomery welcomes you and your child to the Goodtimes Before and After School Programs. We believe that your child will enjoy this highly creative program. To help with any questions you may have, we have prepared this manual for you. Please read it completely and keep it for future reference.

SCHOOL CLOSURES DUE TO INCLEMENT WEATHER

When Montgomery County Schools decide to close school early or cancel other afterschool activities due to severe weather, our YMCA Goodtimes Programs will be closed as well. This means we will not send staff and you will need to make other arrangements to pick your child(ren) up from Montgomery Public schools as well as private schools that house a Goodtimes Program. This decision was made to ensure the safety of your child(ren) as well as the safety of our staff. We will also send an e-mail when school closes so please make sure we have an email address you frequently check.

On all-day weather-related closures such as snow days, you will need to contact your YMCA branch to check on childcare availability.

STAFF

We take a great deal of pride in the quality of our staff. We will schedule counselors who will work with your child in groups, divided according to age or interest level and provide supervision at all times. All staff members participate in a series of comprehensive training sessions with emphasis on programming, skill development and children's needs.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS

Your Site Director is the first person you should talk to concerning any questions or problems. If you need further assistance, contact the YMCA Professional staff listed for the location your child attends.

THE CURRICULUM WILL INCLUDE

- | | |
|----------------------------------|-------------------------------|
| -Daily Devotions | -Nutrition and Health |
| -Homework Time | -Math and Science Enrichment |
| -Reading and Language Enrichment | -Creative and Performing Arts |
| -Group Games & Activities | -Dramatic and Creative Play |
| -Snack & Devotion Time | -Social Responsibility |

GOODTIMES is a year-round program, designed with the Y's basic philosophy of helping children realize their full physical, mental and spiritual potential in a climate of stability and trust.

HOURS

The YMCA Goodtimes Program will be offered from school dismissal until 6:00 p.m. each school day during the 2023 - 2024 school year. You must pick your child up by 6:00 p.m. to avoid a late fee. A late fee of \$1.00 per minute per child will be charged to parents picking their children up later than 6:00 p.m. When a child has been picked up late 3 times, that child will not be allowed to continue in the program. A Montgomery YMCA branch will be available for full day care on most school holidays.

HOLIDAYS

Childcare is available; however, PRE-REGISTRATION IS REQUIRED. Registration forms are available at your child's after school site. It is very important that the form is turned in by the deadline due to limited space availability. The program will operate as a **Full Day on most school holidays**. When attending the **Full Day program your child will need to bring a non-perishable lunch**. Afternoon snacks will be provided.

ILLNESS/ATTENDANCE

A sick child is to be kept at home for his/her own sake, and for the health of others. If a child has had a fever or vomited, they cannot return for 24 hours. The YMCA should be informed about the nature of any illness. If your child has a communicable disease, please notify the staff of when the symptoms first appeared.

COMMUNICABLE ILLNESS

Please do not send your child to the program if they have the following symptoms:

- Individual has an oral temperature above 100°F and
- Individual has a cough or sore throat and
- Individual doesn't feel well (achy, fatigued).

MEDICATION

A Medical Release Form must be submitted for each medication that a child requires. The medication that needs to be administered, should be discussed with and given directly to the Site Director. Documented specific instructions of quantity, time to be administered, name and phone number of physician should be in a written format and given directly to the Site Director. All medications must be in a bottle with the child's name and instructions on the label.

SNACKS

Children in the Goodtimes Program receive an afternoon snack and drink. Please make sure we are aware of any allergies your child may have. If your child cannot eat the snacks we provide, you may send an alternate snack. Supper will be offered at some locations.

PARENT CONFERENCES

Exchanges of information between parents and staff provide insight for both. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, or alterations in parent relationships. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation.

SCHOOL PROBLEMS

Any trouble your child may have in school will probably affect behavior while in the Goodtimes Program. Please keep us informed of such problems so we can be sensitive to your child's needs. The YMCA staff would like to work as a team with school and family. This will enable us to provide the best environment for your child's growth and development.

PARENT INVOLVEMENT

Family involvement with the YMCA Goodtimes Program is encouraged and welcome. Cooperation with all policies and procedures is essential. Take every opportunity to talk with the YMCA staff about any of your concerns regarding your child. Ask your child about their daily experiences with the program every day. Let us know immediately of any problems or concerns that you or your child may have. It is important to resolve a minor problem well before it becomes a serious problem. We want your child to feel safe and secure at all times during their stay in the Goodtimes Program.

DISCIPLINE

All children enrolled in the YMCA Goodtimes Program will be expected to follow rules established by the Montgomery YMCA Goodtimes staff, for the purpose of safety and organization of the program. Children with continual behavior problems may be asked to suspend their participation in the YMCA Goodtimes Program. Our staff members are instructed and believe in the use of positive reinforcement. Should a severe discipline problem occur, the family will be contacted directly by the Site Director or Program Director. Cooperation with the YMCA Goodtimes staff is vital, therefore it is very important to stress good behavior patterns with your child at all times. Please go over the attached Code of Conduct with your child. It is everyone's goal to keep the program funfor everyone!!

YMCA HOUSE RULES

1. Speak for yourself
2. Listen to others
3. Take charge of yourself
4. Avoid put downs
5. Show respect

INJURIES

If your child is injured, the Site Director or acting Site Director will take whatever steps that may be necessary to obtain emergency medical care. Depending on the severity of the injury, the following steps may include, but are not limited to the following:

- A. Call 911.
- B. Have the child taken to an emergency hospital in the company of a staff member.
- C. Attempt to contact a parent or guardian.
- D. Attempt to contact you through any of the persons listed on the emergency information form.

INSURANCE

The YMCA does not provide accident or health insurance. Each parent is urged to provide accident insurance coverage for his/her child.

PAYMENTS

It is mandatory that all payments be made by automatic draft from a debit/credit card. Payments are auto drafted on Friday for the following week. If your draft is declined on Friday for the following week, you will be charged a \$15.00 late fee. If payments fall two weeks behind, your child will not be able to continue in the program. You are responsible for the registration and miscellaneous fees when applicable.

ABSENCES

The Site Director will check attendance daily. If your child does not report to the YMCA Goodtimes Program a YMCA staff member will immediately call the child's family unless they have previously been notified that the child will not be attending that day or if the child has checked out of school on that day. We do have access to a check-out list. **YOU MUST CALL TO LET US KNOW IF YOUR CHILD IS ABSENT. THIS WILL PREVENT THE SITE DIRECTOR FROM HAVING TO TAKE TIME AWAY FROM THE PROGRAM TO MAKE PHONE CALLS TO LOCATE YOUR CHILD. MESSAGES CAN BE LEFT WITH THE BRANCH SERVING YOUR FAMILY.**

CREDIT FOR ABSENCES

The YMCA Goodtimes Program does not credit for days missed. Your fee pays for direct operating costs, i.e. staff, snacks, crafts and program supplies. When you enroll your child you are reserving the time, space, staff and provisions for your child whether he/she attends or not. However, should a child miss 5 continuous days or more and you submit a doctor's excuse you will not be required to pay for that week. To receive an adjusted rate, you must inform your Site Director no later than one week after an illness occurs. **Please notify the Site Director in writing at least one week in advance to avoid paying for a week you know your child will not attend.** Should you have any unusual circumstances regarding payments or absences, please notify the YMCA.

PRORATION OF WEEKS

Weekly fees will not be prorated.

Weeks in which school holidays occur, fees are not prorated.

REFUNDS FOR WITHDRAWALS

No refunds will be given. Your child may be withdrawn from the program at the completion of any week. You must give a one-week in advance written or email notice when withdrawing from the program to not be responsible for the next week's fee.

ANNUAL CAMPAIGN

This is the YMCA's Annual Campaign and it gives hope by making character- building programs available to children, teens and families who cannot afford the YMCA experience. With this program we build stronger communities through donor and volunteer participation. For more information on how to volunteer or donate to the Annual Campaign, please ask the Site Director.

CHILD PICK UP

You must enter the site to sign the roll sheet when picking up your child. **You must sign out using a complete signature. Initialing the sign-out sheet is not sufficient.** The staff use these roll sheets to determine which children are at the site at any given time. This may seem inconvenient, but we need your cooperation for the safety of each participant in the Goodtimes Program. Please check for information on holidays and special events when you sign your child out each day. Notices and forms will be near the sign out roll sheet.

CHILD DROP OFF

If your child is in the morning program, **you must bring your child in the building and sign them in using a complete signature.** Initialing the roll sheet is not sufficient. The YMCA is not responsible for your child until you have signed them in to the morning program.

WHO IS AUTHORIZED TO PICK UP A CHILD?

Children WILL NOT be released to persons other than the parent or persons listed on the Information Sheet. Notify the Site Director in writing if a person other than those authorized will be picking up your child. Please use their legal name. Only persons authorized in writing by the parent/guardian may pick up a child. This is for the child's protection. The staff will question those with whom they are unfamiliar with and check their authorization. Anyone without proper authorization and identification will not be given permission by the Site Director to take the child.

CLOTHING AND PERSONAL ITEMS

During the Goodtimes After School Program we encourage children to participate in a wide variety of activities in the building and outdoors. Please dress your child in suitable play clothes or send a change of clothes. The children will have time each day after school to change. PLEASE LABEL ALL CLOTHING and be sure all books and book bags are clearly marked. We will not be responsible for anything brought or lost during the Goodtimes Program. No electronics, including cell phones, can be used during the Goodtimes Program.

LAST BUT NOT LEAST

Please make sure that the information we have on your child is always up-to-date. Remember to notify us of any changes in address, telephone numbers, email address, employment and hours of work, custody, medical facts and other pertinent information concerning your child or family.