

Parents Policy Agreement (2006-2007)
Garland Family YMCA Afterschool Program

Please read the following agreement carefully. Parents please keep this for future reference.

In accordance with the "Texas Minimum Standards," the following information is submitted in writing to each child's parent or guardian. In order to complete enrollment, the enrollment form must be signed and dated to ensure that you have received this agreement.

1. The Garland Family YMCA general Afterschool Program will offer each child a variety of activities especially suited to age and interest.
2. I understand that the site will be maintained at all times in accordance with the Texas Department of Family and Protective Services and will abide by the standards required for a licensed child care program by the state law.
3. I understand that children who attend the Afterschool Program must be at least 5 years of age and no older than 12 years of age (or 6th grade). All children must have current shot records on file at their school before they may attend our program.
4. I understand that the Garland Family YMCA operates with a 1:15 staff to children ratio during its afterschool program.

Hours of Operation

5. I understand that the Garland Family YMCA Afterschool Program begins on August 21, 2006 and will operate until May 31, 2007.
6. I understand that the Garland Family YMCA Afterschool Program hours are from **3:15pm until 6:30pm**. If I am late picking up my child, **a late fee of \$1.00 per minute per child after 6:30 pm will be due at the time I pick up my child**: I understand that the Garland Family YMCA is not responsible for my child past 6:30pm and I am responsible for making arrangements for my child to be picked up by another authorized person, should circumstances delay me. Consistent tardiness will result in dismissal from program. CPS will be notified if a child has not been picked up by 7:00pm.
7. I understand Fun Daze/Camp will be offered on the following school holidays (7:30am-6:30pm) if there is enough interest for an additional fee: October 2, 3, November 22, December 22, 26-29, January 2-5, 8, 15, February 5, March 12-16.
8. I understand the YMCA will be **closed** on the following school holidays: September 4, November 23-24, December 25, January 1, April 6.

Payment Policy

9. I understand that there is a **non-refundable \$40.00** registration fee, per child, for the Afterschool Program.
10. I understand that the **weekly** fee per child to attend the Garland Family YMCA afterschool program is **\$45.00 for Family Members and \$55 for Program Members (Program Membership is \$12 per year per child)**.
11. I understand that payment is due every week regardless of attendance or school holidays (exceptions include: Winter Break, Spring Break and Summer Camp).
12. GISD employees will receive a 25% discount on the weekly tuition for their child(ren) upon proof of employment.
13. **Limited Scholarships** are available on first come first serve basis. Scholarships are awarded based on family need, size, and income. Please fill out the financial aid form at the YMCA, and include your last two-paycheck stubs, and your most recent W2 forms.
14. I understand that any credits or other changes made in how I pay by childcare tuition must be done through YMCA management.
15. Payments must be made by **the Friday before** the week of care is given. A **\$20.00** late fee will be assessed **each day** a payment is late. Families that are two weeks behind in payments will forfeit their spot in the program.
16. I understand that full payment is due each week, regardless of the number of days my child attends. This includes weeks with school holidays. The only weeks I do not have to pay the weekly afterschool fee are 2 weeks for Winter Break and the week of Spring Break.
17. I understand that there will be a **\$25.00** fee for the first returned check. The second time the YMCA will not accept a check and all future payments must be made in cash or money order. Returned checks will be turned over to an outside collection agency.

General Information

18. I understand that I must sign my child **out** daily, and I may be required to show a photo ID to do so. **All persons authorized to pick up my child must be listed on the registration form with driver's license numbers, or my child will not be released to that person.** The YMCA will not be responsible for those children whose parents/guardian have given prior notice of absence.
19. I understand that I will be notified of any special discipline problems with my child as well as any communicable diseases occurring at the Afterschool Program.
20. I give permission for my child (ren) to be transported for field trips, swimming, and other special events.
21. I understand the YMCA Afterschool Program will not condone or practice discrimination in any form.
22. I understand that the YMCA is not responsible for any lost belongings, and that all children's belongings must be labeled with the child's name.
23. I understand that children may not bring toys, knives, or dangerous items to the program.
24. I understand that if my child cannot go outside, or participate in the program due to illness, that I will keep my child at home.
25. I understand that the YMCA will provide a small snack each afternoon.
26. I understand that parents may visit the site at any time during hours of operation.
27. I understand that if I would like to volunteer to help in the program, I must complete a volunteer application and consent for a criminal background check.

28. I understand that every parent has the right to review a copy of the minimum standards (located at the sign out table) and the childcare center's most recent licensing inspection report (posted on the communication bulletin board). I understand that I can contact the local License office at 1-800-582-6036, the Child Abuse Hotline at 1-800-252-5400 or review information on the TDFPS website at www.dfps.state.tx.us.
29. I understand that I will be notified in advance of any schedule or enrollment changes. Changes will be made in writing.

Medical Information

30. I understand that the YMCA will not administer any medication unless I complete a Medication Form and the medication is in its original container and must be prescribed by a physician. Medication not in its original container will be taken away from the child and returned to the parent at the end of the day. I understand that the YMCA can only give the amount of dosage on the prescription bottle.
31. I understand that my child's immunization, vision and hearing records must be current and on file at school.
32. I understand that if my child is running a fever, is ill with an infectious/contagious disease or is unable to participate in programs due to illness, I will keep him/her home.
33. I understand that if my child is injured or becomes ill while in YMCA care, staff will do the following:
 - Administer basic first aid.
 - Contact parent or guardian.
 - Contact a YMCA Director.
 - If necessary, transport the child to the nearest medical facility.

Discipline Information

34. I understand that my child must adhere to all YMCA Expectations. I understand the procedure for dealing with unacceptable behavior is as listed below:
 - Clear warning including discussion of the problem that occurred with child.
 - Renewal time if a problem is reoccurring, age appropriate renewal time will be used as needed.
 - Repeat of Renewal Time.
 - Child will meet with the Site Director or Program Director.
 - Parent meeting with the Site Director or Program Director.
 - Persistent problems or situations that endanger the child or other children in the program could result in suspension or termination from the program.
35. I understand that if my child is suspended or terminated from the program, I will not receive a refund for that week.

Behavior Policy Statement

36. The YMCA reserves the right to warn, suspend, or dismiss any program participant or member from our programs and facilities upon the following conditions:

- If their behavior poses a threat to themselves or others
- If they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- If their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- For any reason within the discretion of YMCA management.

Staff Qualifications

37. I understand that all staff are screened & trained through the following process:

- Interview by the Program Director/Coordinator
- Completing three reference checks.
- A complete criminal history background check.
- Successfully complete a minimum of 15 clock hours of training.
- Must obtain CPR & Basic First Aid certification.

38. I understand that if a staff person will be driving a van or bus they must:

- Be at least 21 years of age or older.
- Complete Driver Safety training.
- Have a review of his or her driving history completed.
- Must have the appropriate Drivers License.

Additional Information for Williams Elementary Only

39. I understand that transportation is not provided at Williams Elementary (the program is held at the school).

40. I understand that water activities and field trips will not take place at the Williams Elementary site.

If you have any questions or comments or concerns please contact Robert Carter at **(972) 272-3484**

Parent/Guardian signature _____ **Date** _____

YMCA Staff Signature _____ **Date** _____