

HARGROVECHILD DEVELOPMENT CENTER
2016-2017
KIDS UNLIMITED AFTERSCHOOL PROGRAM

New Participant Registration begins June 13, 2016. Registration is done on a first-come first-serve basis. When the program becomes full, a wait list will be developed. There is no fee required to have your name on the wait list.

All paperwork must be submitted to:

New Canaan YMCA Front Desk
Attention Suzy Pfeifer, Kids Unlimited Director

In order to register and to guarantee placement in the 2016/2017 program the child must have:

1. A current New Canaan YMCA Youth or Family Membership
2. A completed registration packet.
3. First month's tuition in full. (First tuition due 7/15/16).

All Kids Unlimited Registration forms, Parent Handbook and Required Paperwork Packet may be found on the website www.newcanaanymca.org.

IMPORTANT ENROLLMENT INFORMATION:

Any child registered after August 15, 2016
will not be admitted to the program until Thursday, September 8, 2016.

Any child registered on or after the first day of school will not be admitted to the program until
7 business days from the date of registration.

Please read the attached information carefully. If you have any questions regarding program registration, contact Suzy Pfeifer, Kids Unlimited Director at 203-920-1649.

KU 2016-2017 FEES

ALL PARTICIPANTS:

- 5 days/week - \$560.00/month
- 4 days/week - \$490.00/month
- 3 days/week - \$385.00/month

REGISTRATION / PAYMENT SHEET
KIDS UNLIMITED AFTERSCHOOL PROGRAM
2016 – 2017 School Year

Name: _____ Date of Birth _____ Sex: ___ Age: ___
 Address: _____ City _____ State: ___ Zip: _____
 Home Phone: _____ School: _____ Grade: ___ Start Date: _____

| CHECK ✓ NUMBER OF DAYS: | CHECK ✓ DAYS ATTENDING: |
|---|--|
| <input type="checkbox"/> 5 days/week - \$560.00/month <input type="checkbox"/> 4 days/week - \$490.00/month <input type="checkbox"/> 3 days/week - \$385.00/month | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday |

| | |
|--|--|
| Parent Name: _____ Phone: Home: _____ Work: _____ Cell: _____ | Parent Name: _____ Phone: Home: _____ Work: _____ Cell: _____ |
|--|--|

Family Email _____

All payments must be guaranteed by a credit card. Please fill in information below.

Name on Card: _____

MC/Visa _____ - _____ - _____ - _____ **Exp date** _____ **Security Code** _____

Kids Unlimited Afterschool Program

2016/2017 Child Information Form

(FOR OFFICE USE ONLY)

| | | | | | | | |
|-------------|-----|-----|-----|-----|-----|------------------|---------|
| | MON | TUE | WED | THR | FRI | ENROLLMENT DATE: | SCHOOL: |
| ATTENDANCE: | | | | | | START DATE: | GRADE: |

CHILD'S INFORMATION:

Child's Name _____ Sex ____ Age ____ D.O.B. _____
Child's Address _____ City _____ State ____ Zip ____
Child's Home Telephone # _____

PARENT/GUARDIAN'S INFORMATION:

Name (First & Last) _____ D.O.B. _____
Home Address _____ City _____ State ____ Zip ____
Home Telephone # _____ Cell Phone # _____
Employer Name/Company _____
Address _____ City _____ State ____ Zip ____
Telephone # _____ Ext # _____

PARENT/GUARDIAN'S INFORMATION:

Name (First & Last) _____ D.O.B. _____
Home Address _____ City _____ State ____ Zip ____
Home Telephone # _____ Cell Phone # _____
Employer Name/Company _____
Address _____ City _____ State ____ Zip ____
Telephone # _____ Ext # _____

HEALTH CARE/INSURANCE INFORMATION:

Child's Physician: _____ Phone _____
Child's Dentist: _____ Phone _____
Insurance Co. _____ Insurance Policy # _____
Hospital Preference _____

IF ONE PARENT RETAINS SOLE LEGAL CUSTODY, FOR THE PROTECTION OF THE CHILD, A COPY OF THE COURT ORDER MUST ACCOMPANY THIS FORM.

ADDITIONAL INFORMATION: Are there any special situations you would like us to be aware of in order to best accommodate your child (ie: medical, behavioral, developmental, social, family?)

CLASS LIST PERMISSION: I want my child on the published class roster YES NO

The roster will be distributed to participating members only and will include general information (i.e., child's name, parents' names, address, family email and phone number).

PICK UP/EMERGENCY CONTACTS

- ◆ Only persons named below will be permitted to pick up your child.
- ◆ At least 3 local residents who have permission to pick-up your child and may be called in case of emergency, or late pick-up, must be included on this list.
- ◆ Photo identification will be required of all individuals upon pick-up.
- ◆ Names of parents permitted to pick up must be included on this list.

**** PLEASE UPDATE THIS LIST WHENEVER NECESSARY ****

CHILD'S NAME _____

| NAME | RELATIONSHIP TO CHILD | TELEPHONE NUMBERS |
|-----------------|-----------------------|-------------------|
| Parent/Guardian | | Home: |
| | | Work: |
| | | Cell: |
| Parent/Guardian | | Home: |
| | | Work: |
| | | Cell: |
| Contact #1: | | Home: |
| | | Work: |
| | | Cell: |
| Contact #2: | | Home: |
| | | Work: |
| | | Cell: |
| Contact #3: | | Home: |
| | | Work: |
| | | Cell: |

* For any additional contacts, please provide information on the back of this page.

⊗ _____

Signature of parent or guardian

Date

* TO HELP OUR STAFF, PLEASE SEND A NOTE WHEN ONE OF THESE PEOPLE
WILL BE PICKING UP YOUR CHILD *

KIDS UNLIMITED AFTERSCHOOL PROGRAM

2016/2017 CONDITIONS OF PAYMENT

Tuition is divided into monthly payments for your convenience. It is your responsibility to pay the tuition on the 15th of the month. Tuition must be paid regardless of child's absence from a YMCA program because we are guaranteeing your child's spot in the program. A finance charge of \$25.00 per month will be charged on past due accounts after the 25th of the month.

Monthly bills will be forwarded to you on or about the first business day of each month unless otherwise indicated below. You may make payments by mail or they may be dropped off at the YMCA Front Desk.

It is also your responsibility for your child to have a current Youth or Family YMCA membership to participate in the program.

The following additional fees, as incurred, will appear on monthly bills, and must be paid on the same schedule as tuition bills:

- ◆ Late Pick-Up Fee – \$5.00 per child, per 5-minute intervals or any part thereof
- ◆ Additional days/hours – All Grades; school dismissal until 6:00 PM
- ◆ "Finder's Fee" – \$20.00 per day if the Kids Unlimited staff are not notified of a child's absence on their regularly scheduled day
- ◆ YMCA membership or renewal fee for Youth or Family membership

If full payment is still not received by the first Monday of following month, the child may not be allowed to attend the program until full payment is made.

Thirty (30) days, written notice of withdrawal must be submitted to the Kids Unlimited Director in order to terminate responsibility for monthly tuition and fee payments.

At anytime if the staff feels that a child's enrollment is detrimental to the health or progress of himself/herself or other children, and withdrawal is deemed necessary, a pro-rated refund of the remaining tuition will be returned to the parent if applicable.

All questions or concerns regarding billing should be addressed to the Director prior to the monthly payment deadline.

I HAVE READ & FULLY UNDERSTAND THE ABOVE STATEMENT CONCERNING THE CONDITIONS OF PAYMENT.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE _____

TUITION PAYMENT BY CREDIT CARD PERMISSION

In an effort to eliminate late payments *or expired membership*, you may release your credit card number to the YMCA. If the tuition has not been paid for the Kids Unlimited Afterschool Program by the due date, your credit card will be charged on or about the 15th of the month for the tuition due. *YMCA membership renewal will be charged along with the monthly tuition if the month membership expires.*

Name of Child: _____

Name on Card: _____

Parent's Signature: _____ Today's Date _____

We only accept Master Card or Visa

_____ Expiration Date _____

KIDS UNLIMITED AFTERSCHOOL PROGRAM

2016/2017 PERMISSION AGREEMENT

- A. I give _____ permission to ride the bus or be transported by YMCA
(Child's name)
staff vehicle from _____ School, to the Anita & G. Thomas Hargrove Child Development
(School name)
Center, held at the New Canaan YMCA, 564 South Avenue, unless otherwise notified by the Child
Development staff.
- B. For children who are attending Saxe Middle School in the Fifth and Sixth Grade: I grant my child
permission to walk over to the New Canaan YMCA Kids Unlimited Program.
- C. I grant permission for my child to participate in all of the activities of the Anita & G. Thomas Hargrove
Child Development Center at the New Canaan YMCA, unless exceptions are noted here. _____
-
- Facilities/equipment to be used include, but are not limited to, the YMCA gym, pools, playground and field
area.
- D. I grant permission for my child to leave the YMCA premises under the supervision of a staff member for
walks or for field trips in a authorized vehicle.
- E. I grant permission for my child to be included in evaluations, editorial or pictures connected with the
YMCA.
- F. I give permission to the YMCA staff to take whatever emergency measures as judged necessary for the
care and protection of my child while under the supervision of the YMCA staff (e.g., first aid, disaster
evacuation). These steps may include, but are not limited to the following:
1. Begin emergency action; ex., administer minor first aid, evacuate to alternate site, etc.
 2. Attempt to contact the parent/guardian through any of the persons listed on the "Pick-Up/Emergency Contacts Form" completed for the Anita & G. Thomas Hargrove Child Development Center. (Note: It is the parent's responsibility to keep this form up to date.)
 3. If we cannot contact the parent or the child's physician, we will do any or all of the following ; call another physician, contact a local emergency resource, and/or have the child taken to an emergency hospital in the company of a staff member.
 4. Any expenses incurred, due to the above, will be borne by the child's family.
- G. It is understood that in some medical situations, the staff will need to contact the local emergency
resource before the parent, child's physician, and/or other adult acting on the parent's behalf.
- H. YMCA staff will not be responsible for anything that may happen as a result of false information given at
the time of enrollment.

Signed: _____
(Parent or legal guardian)

Date: _____

Hargrove Child Development Center

POLICIES & PROCEDURES AGREEMENT

I have received and read the Parent Handbook and fully understand the program philosophy, policies and procedures. By signing below, I agree to follow through with all policies of the Anita & G. Thomas Hargrove Child Development Center.

HOLIDAY CELEBRATION AGREEMENT

At the New Canaan YMCA, we want to be an extension of each child's family by incorporating each celebratory event into our curriculum. We will be celebrating many different holidays throughout the year. Please contact the program director if you have any special traditions you would like us to introduce to the children, would like to volunteer in the classroom or have any requests to have your child excused from a particular celebration.

By signing below, I am acknowledging that I have read and agree to the above Policies & Procedures Agreement and the Holiday Celebration Agreement.

PARENT SIGNATURE

DATE

KIDS UNLIMITED AFTERSCHOOL PROGRAM

2016/2017 "KIDS UNLIMITED PACT"

The "Kids Unlimited Pact" is a promise made between you, your parents and all of the Kids Unlimited Staff. All KU participants are expected to follow these rules at all times. All rules listed below are final and apply to everyone. If not followed, your parents may be notified. The KU staff want to make sure that everyone is safe, happy, and treated fairly. Please read each rule carefully. If you do not understand something, ask a staff member. When you are finished reading this, sign your name below. This will make the "Kids Unlimited Pact" official.

1. When you arrive, wait for a staff member to bring you to your classroom from the bus.
2. All KU participants must stay with the group.
3. If you need to leave the KU room(s), you must have permission from a KU staff member, and go with a buddy.
4. Walk in YMCA hallways and program areas in a quiet, orderly manner.
5. Backpacks, coats and belongings must be in the designated areas named by the staff when not being used/worn.
6. Snack will be given once and should be taken as soon as you arrive and your belongings are put away.
7. Respect KU/YMCA property - all games and equipment used must be cared for and returned to their proper places.
8. Respect others - treat others the way you want to be treated.
9. Counselors should only have to ask or say something once.
10. Violent play (play fighting, swords, etc.), inappropriate language, gestures and conversations are not permitted.
11. Sitting on the counters or tables is not permitted.
12. Inside, quiet voices are to be used while in the YMCA building.
13. When on the playground, blacktop and field areas, follow all safety rules given by the KU staff.
14. No balls on playground equipment. No jumping off swings. Turns for swings will be given every five minutes.
15. Homework time will take place everyday except on Fridays.
16. Everyone is to do homework or read a book quietly during homework time.
17. Some electronic devices may be used for homework. No cell phones, gaming devices or i-Pods are allowed to be used during KU and must be kept in the child's backpack.

***This "Kids Unlimited Pact" has been read by both participant and parent.
By signing below, all parties agree the above rules will be followed.***

Parent Signature

Participant's Signature

Date

Date