



FOR YOUTH DEVELOPMENT
 FOR HEALTHY LIVES
 FOR SOCIAL RESPONSIBILITY

HALEY SCHOOL YMCA OUT-OF-SCHOOL TIME PROGRAM REGISTRATION FORM 2018-2019

Child's Name:		Program Start Date:	
Gender:	D.O.B.:	Grade:	School Attended:
Parent/Guardian's Name:		D.O.B.:	Tel #: ()
Address:		Zip Code:	Email:
Parent/Guardian's Name:		D.O.B.:	Tel #: ()
Address:		Zip Code:	Email:

REGISTRATION INFORMATION

All children must have a YMCA membership to register in the program. If they are currently not part of a family membership, a kid pass (\$36/yr) or youth pass (\$90/yr) must be current at the start of the program. This pass is good for one year and can be used to receive priority registration and discounts on other YMCA programming.

A one week non-refundable deposit is due at the time of registration. If you have a voucher please include with this form. Financial assistance is available upon request. Please complete a Financial Aid Application with all required documentation.

Tuition is based on the number of days per week your child is scheduled to attend the program. Please note that parents are responsible to pay for holidays if their child is scheduled for that day. Payment is due one week in advance of services provided. In order to participate in any other YMCA activity, your balance for membership and child care must be current.

	Programs and Fees		
Afterschool	5 days- \$106.00	3 days- \$90.00	2 days- \$80.00

*****The YMCA works with families to make care affordable and Financial Assistance is available. Ask for more information.**

AUTOMATIC WITHDRAWAL FROM CREDIT/DEBIT CARD*

Please Check: MasterCard Visa American Express Discover Card

<div style="display: flex; justify-content: space-between;"> Card Number Expiration Date </div>											

Charge Weekly: OR Charge Biweekly: OR Charge Monthly:

Signature _____

Please charge my card above for the Kid/Youth pass which is valid for one year. Parent/Guardian Initials _____

YMCA Staff ONLY:
 Date: _____ Time: _____ Initial: _____ Spirit Member ID: _____ Deposit Amount: \$ _____
 Check Deposit Method: Check (Check #: _____) Automatic Withdrawal ONLY able to pay in cash, please call

OUT-OF-SCHOOL TIME SERVICE AGREEMENT

BILLING POLICIES

- Families enrolled in automatic withdrawal for payments will be charged one full week in advance of service.
- Families who are not enrolled in automatic withdrawal for payments must pay two weeks in advance of service.
- Families are liable for payment for the child's scheduled day, even if the child is absent from the program for any reason or if the program is closed for staff professional development, or due to inclement weather or loss of power/heat/electricity. There are no refunds or credits toward another day.
- When applicable, the sibling discount will only apply to the oldest child.
- The YMCA of Greater Boston reserves the right to issue a two week termination notice to any child if payment is more than one week late. Parents will be notified by mail and by a "hand delivered" letter if such action is taken. Child/ren will be welcome to participate in the program when balance is paid in full provided spaces are still available. Please be aware that if your child is taken out of the program, his/her space will become available to other children on the waiting list.
- If balance is not paid within thirty days of due date, your account may be sent to our collection agency. A \$25 fee will be added to your account and the YMCA will no longer have control of your account.
- **A two week notice in writing is required when making any changes to the child's schedule or withdrawing from the program.**
- During School vacation weeks, most holidays and school snow days, the program is held at the Thomas Menino YMCA from 8:00 AM to 6:00 PM. Additional fees may apply.
- If a State of Emergency is declared or there is inclement weather making it unsafe to travel, the YMCA may be closed. Families will be notified via our website www.ymcaboston.org/menino and Facebook pages.

In addition, the parent agrees to the following:

- To provide the program with all the necessary forms in the intake packet including a physical examination form and immunizations for your child. In addition, the parent must provide any medication required with an individualized health care plan from the doctor.
- Agree to notify the program of any changes in information in the enrollment packet.
- To contact the program if the child is going to be absent by 12:00 noon.
- To abide by the guidelines stated in the Family Handbook.
- To pick up children at the program on time.
- To pay \$1.00 per minute, per child, when the child is picked up late or if the child has been left in care longer than the agreed upon schedule.
- To be responsible for keeping my voucher current and pay the full tuition fee if it expires.
- To keep my child's YMCA membership current through the end of the program.

YMCA of Greater Boston Program agrees to:

- Uphold the Department of Early Education and Care State Regulations.
- Provide nutritious snacks/meals each day, dependent on the length of the day. (Families are responsible for providing food on all snow days.)
- Employ trained, qualified staff.
- Provide well-supervised social-emotional learning, cognitive and physical activities in a safe, nurturing environment.
- Uphold the YMCA of Greater Boston's policies and procedures.
- Provide advance notice of field trips and obtain written permission for trips that take place to locations not listed on the Off-Site Activities list in the enrollment packet.
- Notify the parent if a child does not arrive at a site and no previous notice has been given.
- Keep all information about children and families in confidential files, to be released only with permission of the parent.
- Hold parent meetings at least 4 times per year and agree to engage in open communication with families.
- Provide parent with a weekly statement of tuition due and notices of tuition that is past due.
- Allow families one week vacation which must be taken during school vacation weeks.

After reading the YMCA of Greater Boston Family Handbook and reviewing the highlighted policies, we agree to the conditions of this contract. I understand the YMCA reserves the right to amend this agreement upon written notification.

Parent/Guardian Signature

Date

YMCA Signature

Date



**YMCA of Greater Boston
Enrollment Form**

FOR OFFICE USE ONLY	
Initial Start Date:	_____
Branch:	_____
Location:	_____
Age at Admission:	_____

CHILD INFORMATION

Child's Name		Nickname	
Date of Birth	Gender	Age	Grade
Home Address		Phone	

DESCRIPTION OF CHILD

Eye Color		Hair Color		Skin Color	
Height	Weight	Identifying Marks	Primary Language		

Are you Hispanic or Latino? (Please circle) Yes No Don't know/Unsure					
Which one or more would you say is your race? (Circle all that apply) White Black/African American Asian					
Native Hawaiian/Pacific Islander		American Indian/Alaska Native		Other (specify) _____	

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name		Parent/Guardian Name	
Relationship to Child	Primary Language	Relationship to Child	Primary Language
Home Address		Home Address	
City	Zip Code	City	Zip Code
Home Telephone	Cell	Home Telephone	Cell
Email Address		Email Address	
Business Address		Business Address	
City	Zip Code	City	Zip Code
Occupation		Occupation	
Work Hours	Work Phone	Work Hours	Work Phone

SCHOOL INFORMATION

Child's School Haley Pilot School	School Address 570 American Legion Hwy Roslindale, MA 02131
School Office Phone (617) 635-8169	Dismissal Time 2:30PM
Does your child have an I.E.P. (Individual Education Plan) or 504 Plan? _____ Yes _____ No	
If yes, please provide a copy to the program.	

PARENT SIGNATURE: _____ **DATE:** _____



**YMCA of Greater Boston
Emergency Authorization and Consent Form**

CHILD'S MEDICAL INFORMATION

INSURANCE INFORMATION		MEDICAL HISTORY	
Child's Name	Date of Birth	Allergies/Health Conditions	Reactions
Medical Insurance Company	Policy Number		Treatment
Other Coverage (Include Dental)		Special Disabilities/Dietary Information/ Religious Restrictions	
Child's Physician		Current Medications: Home _____ Yes _____ No _____ School _____ Program _____	
Phone	Address	Behavioral Issues	

Documentation of a physical examination, immunization record, and lead screening is on file at my child's school. Yes _____ No _____
Children attending a Y program or camp must provide a copy of the above documents.

MEDICAL TREATMENT CONSENT

I hereby authorize certified staff of the YMCA of Greater Boston to give First Aid and CPR to my child as needed. In the event of an emergency, I hereby authorize the program staff to have my child transported to the nearest medical facility as deemed appropriate by responding medical personnel, and secure necessary medical treatment including, but not limited to: hospitalization, injections, anesthesia and/or surgery. In the event that I cannot be reached, I hereby give permission to the physician attending to my child to secure and administer treatment as necessary. I understand that the staff will make every effort to notify me of the emergency immediately.

I understand that if my child has medications available at the program I must complete annually a medication consent form and an Individual Health Care Plan signed by me and my child's doctor.

PARENT SIGNATURE: _____

DATE: _____



**YMCA of Greater Boston
Emergency Contacts and Pick-up Authorization**

EMERGENCY CONTACTS*

Please list yourself and three additional individuals to be contacted in an emergency and non-emergency, if you cannot be reached. Please note that persons listed as "Emergency Contacts" are automatically authorized to pick up your child from the program unless otherwise noted.

Parent/Guardian		Address	Day Phone #	Evening Phone #
Name	Relationship	Address	Day Phone #	Evening Phone #
Name	Relationship	Address	Day Phone #	Evening Phone #
Name	Relationship	Address	Day Phone #	Evening Phone #

PICK-UP AUTHORIZATION

Please list below individuals who are authorized to pick up your child from the program, but would not be contacted in case of emergency. (Example: coach, neighbor, etc.)

Name	Relationship	Address	Day Phone #	Evening Phone #
Name	Relationship	Address	Day Phone #	Evening Phone #

* Biological parents and legal guardians listed on enrollment forms are automatically authorized to pick up your child unless the program is given a copy of a current court ordered custody agreement or restraining order. A license or other positive proof of identification must be shown at pick-up time if the person is not known by staff members as an authorized pick-up person. If you wish to change, add, or delete any of these authorizations, you must do so in writing. Please note below any special instructions regarding these individuals.



PARENT SIGNATURE: _____

DATE: _____



**YMCA of Greater Boston
Authorization and Consent Form**

PROMOTIONAL RELEASE

I hereby grant consent and authorize the use of photographs, slides, videotapes and film of my child participating in YMCA activities for commercial and art purposes in any medium of advertising, communication, publication or publicity that will promote YMCA programs and services, and/or recognition of participants. I understand that the YMCA is a non-profit organization.

Parent/Guardian Signature: _____

SUPPORT STAFF CONSENT

YMCA programs have support staff that consist of resource advisors, family support specialists, and social service staff. In addition, student interns and/or volunteers may work within the program. I give permission for my child to interact with these support staff.

Parent/Guardian Signature: _____

OFF-SITE ACTIVITIES

I hereby grant consent for my child to:

- _____ utilize local YMCA facilities
- _____ take walks in local neighborhoods and to parks within a mile radius of the center
- _____ visit the following designated off-site activities/locations:

Hyde Park Community Center Playground Hyde Park Branch Library Ross Field

I understand that any other activity destinations or field trips will require my written permission.

Parent/Guardian Signature: _____

WADING/SWIMMING CONSENT

I hereby grant consent for my child to participate in wading/swimming activities in life guarded locations, including at the YMCA. My child may also engage in sprinkler play under YMCA staff supervision.

My Child is _____ non swimmer _____ Swims with Assistance _____ Can swim on own

Parent/Guardian Signature: _____



**YMCA of Greater Boston
Arrival and Departure
Verification Form**

BEFORE SCHOOL - ARRIVAL	BEFORE SCHOOL - DEPARTURE
My child will arrive at the YMCA program by: <input type="checkbox"/> Parent/Authorized Release Drop-Off <input type="checkbox"/> Other Please Specify: _____ <input type="checkbox"/> N/A	My child will depart the YMCA program by: <input type="checkbox"/> Walking (check one) <input type="checkbox"/> Supervised <input type="checkbox"/> Unsupervised <input type="checkbox"/> N/A
Arrival Time: _____	Departure Time: _____

AFTER SCHOOL - ARRIVAL	AFTER SCHOOL - DEPARTURE
My child will arrive at the YMCA program by: <input type="checkbox"/> Public School Bus (check one) <input type="checkbox"/> Supervised walk into program <input type="checkbox"/> Unsupervised walk into program <input type="checkbox"/> YMCA Bus or Van (check one) <input type="checkbox"/> Supervised walk into program <input type="checkbox"/> Unsupervised walk into program <input type="checkbox"/> YMCA Contracted bus with YMCA Supervision <input type="checkbox"/> Public Transportation- Describe: _____ <input type="checkbox"/> Walking (check one) <input type="checkbox"/> Supervised <input type="checkbox"/> Unsupervised <input type="checkbox"/> Parent/Authorized Release Drop-Off <input type="checkbox"/> Other Please Specify: _____ <input type="checkbox"/> N/A	My child will depart the YMCA program by: <input type="checkbox"/> YMCA Bus or Van (need prior approval) <input type="checkbox"/> Supervised walk into home <input type="checkbox"/> Unsupervised walk into home <input type="checkbox"/> Public Transportation- Describe: _____ <input type="checkbox"/> Walking (check one) <input type="checkbox"/> Supervised <input type="checkbox"/> Unsupervised <input type="checkbox"/> Parent/Authorized Release Pick-Up <input type="checkbox"/> Other Please Specify: _____ <input type="checkbox"/> N/A
Arrival Time: 2:30PM	Departure Time: 6:00PM

FULL DAY - ARRIVAL	FULL DAY - DEPARTURE
My child will arrive at the YMCA program by: <input type="checkbox"/> YMCA Bus or Van (check one) <input type="checkbox"/> Supervised walk into program <input type="checkbox"/> Unsupervised walk into program <input type="checkbox"/> Public Transportation- Describe: _____ <input type="checkbox"/> Parent/Authorized Release Drop-Off <input type="checkbox"/> Other- Please Specify: _____ <input type="checkbox"/> N/A	My child will depart the YMCA program by: <input type="checkbox"/> YMCA Bus or Van (need prior approval) <input type="checkbox"/> Supervised walk into home <input type="checkbox"/> Unsupervised walk into home <input type="checkbox"/> Public Transportation- Describe: _____ <input type="checkbox"/> Parent/Authorized Release Pick-Up <input type="checkbox"/> Other- Please Specify: _____ <input type="checkbox"/> N/A
Arrival Time: 7:30a.m.-9:30a.m.	Departure Time: 4:30p.m.-6:00p.m.

Parents are reminded to contact the program in case of absence or late arrival.

Child's Name: _____

PARENT SIGNATURE: _____ DATE: _____



**YMCA of Greater Boston
Hand Sanitizer/Topical Ointment
Permission**

I give permission for my child to use hand sanitizer. I understand that they will still be required to wash hands with soap and water before eating, after using the bathroom, and if they sneeze into their hands, and they will not be required to use hand sanitizer at the program.

I understand that by signing below, I absolve the YMCA of Greater Boston of any responsibility, should a reaction occur from said product.

PARENT SIGNATURE: _____ **DATE:** _____

I give permission for the YMCA to apply sunscreen, bug spray, and other topical lotions/ointments to my child provided by me according to application instructions. I also understand that I will need to provide the above product in its original container.

If the sunscreen or bug spray I provide to the Y runs out, I give permission for the program to apply products purchased by the YMCA that meet Department of Public Health Guidelines. **Yes** _____ **No** _____

Application Instructions: _____

PARENT SIGNATURE: _____ **DATE:** _____

I give my child (7 or older) _____ permission to walk unattended to the non-public restroom as necessary. (For example: a rest room located in the school age area that is not used by any other groups or persons)

I understand that it is the policy of the YMCA to escort all children to the restroom when the possibility exists that a person not connected to the before/after school program may utilize that area. (For example: a rest room located in a public school basement)

PARENT SIGNATURE: _____ **DATE:** _____



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Acknowledgment of Risk and Waiver:

I understand and acknowledge my child may participate in a variety of activities that may include; swimming, boating, outdoor games, sports, rope course, and other rigorous physical activities. I hereby release and discharge, and agree to indemnify and hold harmless the YMCA of Greater Boston and its officers, directors, members, agents, employees, volunteers, and any other persons or entities on its behalf, against all claims, demands, and causes of actions whatsoever, either in law or equity, relating to or arising from any participation, medical treatment, recommendation, transportation or administration, or any lack thereof.

_____ (Parent Initials)

Child's Name:

PARENT SIGNATURE:

DATE: _____



FOR YOUTH DEVELOPMENT*
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FOR SOCIAL RESPONSIBILITY

Child's Name:

Date of Birth:

Please answer the following questions regarding your child's development. The information you provide will assist us in caring for your child. Thank you.

DEVELOPMENTAL HISTORY

Does he/she have any speech impairments?

Does your child have any hearing or vision difficulties?

In the past year, how many ear infections has your child had?

Is your child right or left handed?

SOCIAL RELATIONSHIPS

How would you describe your child? (ex: shy, outgoing, talkative, etc)

Has your child experienced group care before (excluding elementary school)?

Does your child know other children in this program? Name?

How does your child typically respond to new experiences? (ex: risk taker, shy, apprehensive, etc)

Does your child enjoy any special games and/or activities? If so, what?

How does your child express his/her emotions?

Does your child have any fears? (the dark, animals, etc.)

How do you comfort your child?

How does your child comfort him/herself? (nail biting, being alone, cry, laugh, etc.)

Do you utilize any type of behavior management or discipline with your child?

Have there been any major events/changes in your family life in the past year? (moving, deaths, births, divorce, etc.)

What would you like your child to gain from this experience?

EATING HABITS

Child's Name:

Describe your child's general attitude toward eating.

Does he/she have any favorite foods?

Does he/she refuse certain foods?

CHILD'S DAILY SCHEDULE

Please describe your child's schedule on a typical day. Include time in school or group activities, independent play, mealtimes, etc. Give approximate times for each activity/routine. Please list any additional information you would like us to know about your child.

Parent/Guardian Signature:

Date:



TO BE COMPLETED BY CHILD

What do you like to do when you are not in school?

What kinds of activities would you like to do while at the YMCA?


What are you most excited about doing or learning while you're at the YMCA?



**YMCA of Greater Boston
Release of Information**

I hereby authorize the staff from **Haley Pilot School** and the staff professionals of the YMCA of Greater Boston to release and share information on my child, including, but not limited to attendance, report cards, IEPs, 504 Plans, progress reports and behavior charts. It is my understanding that the content of all records will remain confidential and will be used to enhance my child's academic performance and overall afterschool/summer experience. No school records may be released to any other person or agency without my full permission.

Also, I will have the option of inviting YMCA of Greater Boston Educators to attend in-school conferences and to meet with school teachers and/or staff members to discuss my child's progress per my request.

 _____

PARENT SIGNATURE: _____

DATE: _____



EFT APPLICATION

Parent's Name: _____

Signature: _____ Date: _____

Child's Name: _____

Cell phone # or house phone # _____

Email Address: _____

CREDIT CARD INFORMATION

Card Type: _____ Card Issuer: _____

Account Number: _____

Name on Account: _____ Expiration Date: ____/____

Billing Address: _____

Day you would like to be drafted: _____ (Weekly, Bi-Weekly, 1st or 15th)

CHECKING ACCOUNT INFORMATION

Please submit a voided check

Bank Name: _____

Routing/Transit Number: _____ Account Number: _____

Name of Account: _____

Billing Address: _____

Day you would like to be drafted: _____ (1st or 15th of each month)



Commonwealth of Massachusetts
Department of Early Education and Care

MEDICATION CONSENT FORM 606 CMR 7.11(2)(b)

Name of child: _____

Name of medication: _____

Please one of the following: Prescription: _____ Oral/Non-Prescription: _____

Unanticipated Non-Prescription for mild symptoms _____

Topical Non-Prescription (**applied to open wound/ broken skin**) _____

My child has previously taken this medication _____

My child has **not** previously taken this medication, but this is an emergency medication and I give permission for staff to give this medication to my child in accordance with his/her individual health care plan _____

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Directions for storage: _____

Name and phone number of the prescribing health care practitioner:

Child's Health Care Practitioner Signature _____ **Date** _____

I, _____, (parent or guardian) gives permission
(print name)

to authorize educator(s) to administer medication to my child as indicated above.

Parent/Guardian Signature _____ **Date** _____

For topical, non-prescription **NOT** applied to open wound / broken skin (**parent signature only**)

Individual Health Care Plan Form

Plan must be renewed annually or when child's condition changes

Check all that apply....

Plan was created by:

- Parent
- Doctor or Licensed Practitioner
- Program's Health Care Consultant
- School Nurse
- Other: Program Director

Plan is maintained by:

- Director
- Assistant Director
- Child's Educator
- Other: _____

Name of child:	Date:
Any change to the child's Health Care Plan? <div style="display: flex; justify-content: space-between;"> YES (indicate changes below) NO (updated physician/parental signatures required) </div>	
Name of chronic health care condition:	
Description of chronic health care condition:	
Symptoms:	
Medical treatment necessary while at the program:	
Potential side effects of treatment:	
Potential consequences if treatment is not administered:	
Name of educators that received training addressing the medical condition: Any staff that is trained in the 5 Rights of Medication and by a person circled below.	
Person who trained the educator (child's Health Care Practitioner, child's parent, program's Health Care Consultant): Circle which one is applicable: 1: Name of trainer _____ 2. YMCA 1 st Aid/CPR trainer 3. Parent	

Name of Licensed Health Care Practitioner (please print): _____

Licensed Health Care Practitioner authorization: _____ Date: _____

Parental/Guardian consent: _____ Date: _____

For Older Children ONLY (9+ years of age)

With written parental consent and authorization of a licensed health care practitioner, this Individual Health Care Plan permits older school age children to carry their own inhaler and/or epinephrine auto-injector and use them as needed without the direct supervision of an educator.

The educator is aware of the contents and requirements of the child's Individual Health Care Plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program. ***Whenever an Individual Health Care Plan provides for a child to carry his or her own medication, the licensee must maintain on-site a back-up supply of the medication for use as needed.***

Age of child: _____ Date of birth: _____ Back-up medication received? YES NO

Parent signature: _____ Date: _____

Administrator's signature: _____ Date: _____