



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

2017-2018 School Year Before/After School Care Manitowoc Public Schools

For Additional Information
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YMCA SCHOOL-AGE CHILD CARE PROGRAM

This program is designed to provide children with quality before and after school care in a healthy and caring environment. The staff's goal is to make children feel good about their accomplishments through positive interaction. This program is licensed by the Division of Family Services. Each school has a maximum number of children allowed and a teacher / child ratio to follow.

Monthly Program Fee

The YMCA uses an average school year calendar to calculate a flat monthly fee for School Age Care. Fees are paid in 9 equal payments (September – May). Fees are due the 1st of the month prior to services rendered. Some months have more weeks of care and some have less, this has been figured into the total fee and averaged. You will not be charged in June, even though care is provided. Days off for holidays and no school have been figured into the fees.

MONTHLY PROGRAM FEES

	Before School	After School	Both Before & After
5 days	\$122./month	\$122./month	\$200/month
4 days	\$100/month	\$100/month	\$170/month
3 days	\$77/month	\$77/month	\$132/month

Parents that sign up for part time care and need occasional additional days may contact site teacher at least 24 hours in advance for availability. Additional sessions will be billed at \$6 per session. In the event of cancellation, a two-week written notice must be received in our program office to relieve you of further payment.

Registration Information

Registration is taken on a first come, first serve basis. Once a site has reached capacity a waiting list will be established. Past participants are not automatically enrolled each year and must re-register each school year. Registration can be turned in at the YMCA Front Desk. Individual sites may be cancelled if a minimum of 10 children is not met.

Hours

Before School
 6:00 AM–School start time
After School
 School Dismissal–6:00 PM

Open every day that school is in session. Care will not be provided on late start days, early dismissals, or school cancellations due to inclement weather. Refunds will not be given.

Sites

Franklin • Room #13
 Madison • Art Room
 Monroe • Music Room
 Jackson • Room #135
 Riverview • Multipurpose
 Stangel • Gym

Program Activities

May include any or all of the following:

- arts and crafts
- character development
- daily snack
- special events
- imagination
- interest areas
- gym/group games
- outdoor activities
- After School upgrade
- enrichment programs
- community service projects



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Manitowoc/ Two Rivers YMCA 2017-2018 Before/After School - Registration Form

CHILD INFORMATION

Child's Name (Last, First)	Sex	Home Address (street, city, state)	Zip Code	Telephone #	DOB

PARENT OR GUARDIAN INFORMATION

(All parents/guardians are allowed to pick up unless prohibited by a court order. Attach court order, if any)

Mother/ Guardian	Name (Last, First)	Home Address (Street, City, State)	Zip Code	Telephone #
	Place of Employment	Address (Street, City, State)	Work Phone	Cell phone
	E-mail Address			
Father/ Guardian	Name (Last, First)	Home Address (Street, City, State)	Zip Code	Telephone #
	Place of Employment	Address (Street, City, State)	Work Phone	Cell phone
	E-mail Address			

PERSON(S) OTHER THAN PARENTS AUTHORIZED TO PICK-UP CHILD

Provide information requested for each person. If no one, write "NONE"

Relationship To Child	Name (Last, First)	Home Address (Street, City, State)	Zip Code	Telephone #
	Place of Employment	Address (Street, City, State)	Work Phone	Cell phone
	E-mail Address			
Relationship To Child	Name (Last, First)	Home Address (street, city, state)	Zip Code	Telephone #
	Place of Employment	Address (Street, City, State)	Work Phone	Cell phone
	E-mail Address			

EMERGENCY CONTACT

Provide information for the person to contact when parents/guardians cannot be reached. YES NO This person is authorized to pick up.

Relationship To Child	Name (Last, First)	Home Address (street, city, state)	Zip Code	Telephone #
	Place of Employment	Address (Street, City, State)	Work Phone	Cell phone
	E-mail Address			

LOCATION SELECTION <input type="checkbox"/> Riverview <input type="checkbox"/> Stangel <input type="checkbox"/> Jackson <input type="checkbox"/> Franklin <input type="checkbox"/> Madison <input type="checkbox"/> Monroe	PROGRAM SELECTION <input type="checkbox"/> Before School Only <input type="checkbox"/> After School Only <input type="checkbox"/> Before and After School CIRCLE DAYS DESIRED (must be same days every week) M T W TH F CHILD'S START DATE: _____	ANNUAL NON-REFUNDABLE REGISTRATION FEE A \$35 annual registration fee is due at the time of registration. All registration fees are non-refundable and non-transferable. Any registrations received without payment will be sent back. Please make checks payable to Manitowoc YMCA. If you receive state child care benefits (W2), please check below. TOTAL FEE ENCLOSED \$ _____ <input type="checkbox"/> Yes, I receive state child care benefits (W2). I understand that I am responsible for payments that the county does not cover. CURRENT YOUTH OR FAMILY MEMBERSHIP <input type="checkbox"/> YES <input type="checkbox"/> NO
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Disciplinary Action Plan

All participants are entitled to a pleasant, safe, orderly and enjoyable program. A system of positive reinforcement is used, and we hope that we can spend most of our time rewarding positive behavior. Everything we do is aimed at creating a safe, orderly and positive program. Therefore, the YMCA program can not serve participants who display unacceptable behavior.

It is our intent that each child enjoys the activities planned by understanding the he/she is responsible for their own actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of: how to exercise self-control, that we are here to help them, and to know that we want them to succeed. As is any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child, and also apply directly to issues between siblings enrolled in the program.

Disruptive behavior as well as behavior that causes physical or emotional harm to others will not be tolerated. Each incident will result in a Behavior Incident Report being filled out. If a child receives (3) Behavior Incident Reports within a (2) week period the child will receive a (1) day suspension. If the child returns from the suspension and again receives (3) Behavior Incident Reports within a (2) week period the child will receive a (3) day suspension. A parent conference will be scheduled. If a child continues to be disruptive and harm others after the (3) day suspension the YMCA will no longer provide care.

The following forms of unacceptable behavior have specific consequences:

- **Physical Fighting:** First, parents will pick up child immediately from site or excursion site; next a conference is scheduled and/or child is suspended, depending on severity.
- **Defacing Property:** Child "works off" the damages and/or pays for repairs at the property owner's discretion.
- **Willful disrespect of staff:** This will not be tolerated. These situations will be handled on a case-by-case basis, but a minimum will involve a conference. Refusal to refrain from this behavior will result in suspension and/or dismissal from the program.
- **Bullying others (verbal or physical):** Children will be warned not to engage in this behavior. If it continues a conference will be scheduled. Repeated bullying of others may result in suspension or dismissal.
- **Foul Language:** When foul language occurs a Behavior Incident Report will be filled out.

Other areas of concern are but not limited to:

- Not staying with group or in designated area
- Ignoring or disobeying safety rules
- Inappropriate behavior on the bus or van
- Not taking part in activities

In accordance to the severity of the behavior and the number of occurrences, a child may lose the privilege of participating in a specific activity, be asked to be picked up immediately, be suspended or be dismissed from the program. In instances of suspension or dismissal from the program, there will be NO REFUNDS for fees that have already been paid.

Discipline is not a problem of the program itself, and efforts to improve your child's behavior must have support from home. If your child has chronic behavior problems, you may expect to receive calls at home or work. We need your cooperation and suggestions in dealing with and correcting unacceptable behavior.

Signature of Parent or Guardian

Date



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2017-2018 School Year YMCA Bank Draft or Credit Card Draft Agreement

Draft amounts will occur monthly for all before and/or after school fees the first of the month prior to services rendered. (Example: September fees will be drafted on September 1st. October fees will be drafted on October 1st, etc.)

Please fill out the information below and return with your completed registration.

Child's Name: _____ Child Care Site: _____

If checking or savings draft, please supply the following information:

Type of Account: Checking Savings

Bank Name: _____ Account Holders Name: _____

Bank Routing No: _____ Account Number: _____

If Credit Card draft, please supply the following information:

Discover Card Master Card Visa

Name as it appears on the card: _____

Card Number: _____ Expiration Date: _____

Security Code (three digit, on back of card): _____

Authorization:

I hereby authorize my financial institution to withdraw the amount based on my payment schedule from the account listed above.

- A. I understand my payment will continue until my scheduled payments are completed.
- B. It is my responsibility to notify the YMCA immediately of any account change or closing and to provide the YMCA with current account information.
- C. The YMCA reserves the right to refuse entrance into the facility or programs if payments are delinquent. Full payment of delinquent payments will be required for reinstatement into programs.

Cancellation:

- A. A two week advance written notice must be given prior to withdrawing from a program.
- B. Following one month of insufficient funds or declined credit card, the YMCA will send a letter and statement to be paid within 15 days.
- C. Following a second month of insufficient funds or declined credit card, you will be contacted by the program director so that you can make arrangements to pay your balance due.
- D. If you do not comply with the arrangements, you will be terminated from the program. Your account will be frozen and you must pay any past due amount before participating in any YMCA program or membership in the future.

Parent/Payee Signature _____ Date: _____