

2009-2010



Prime Time Y

In Collaboration with the
Redding School District "PROMISE" Program
At MANZANITA ELEMENTARY SCHOOL

We welcome you and your child to YMCA PrimeTime at Manzanita School. Afterschool Child Care services are available to children, Kindergarten through 5th grade, who attend Manzanita School other Elementary Schools based on principal acceptance. We also offer child care on most holidays and Teacher Inservice Days (SIP) from 7:30 am to 6:00pm. These full & half days are offered based on enrollment. Locations of Non-School Days may vary.

There is a \$20.00 non-refundable Registration Fee for all new participants. To secure your child's enrollment, attach the \$20 registration fee and payment for the first week of the program to the completed packet and return to Manzanita YMCA Child Care or Shasta Family YMCA, 1155 Court St. Redding, 96001.

PLEASE NOTE: The YMCA cannot enroll your child the same day your registration is received.
PROGRAM / DAYS REQUESTING(First week of care only)

Please circle the program, days attending and price paying for the first week of the care. Future weeks will be scheduled using a YMCA Afterschool Scheduling Card provided at your site.

<u>PROGRAM</u>	<u>DAYS NEEDED FOR 1ST WEEK</u>	<u>PRICE</u>		
SACC (<i>grades K-8</i>) 1:45-6:00pm	M T W TH F	\$42.00	<u>5 day</u> \$33.60	<u>4 day</u> \$25.20
			<u>3 day</u> plus \$20 registration fee	
START DATE _____				

TIMES AND PRICES ARE SUBJECT TO CHANGE DUE TO SCHOOL SCHEDULE CHANGES

Child's Name _____ M/F _____ School _____ Teacher _____

Mailing Address _____ Zip _____ Birth Date _____ Grade _____

Contact first? Home Phone # _____ Cell Phone # _____ Work Phone # _____

Mother's Name _____

Mother's Home Address _____

Mother's place of employment: _____

Contact first? Home Phone # _____ Cell Phone # _____ Work Phone # _____

Father's Name _____

Father's Home Address _____

Father's place of employment: _____

Family Email Address _____ Ethnicity(Optional) _____

My child has permission to participate in all surveys required for the grant funding of the afterschool program.

See custody or legal documents on file. ALLERGIES: _____

Until a copy of the Gold Emergency Card is received in the in the Prime Time Y program, in the event of an emergency you may release my child/ren to the following persons (Name & Phone #) _____

Staff only: Start Date _____ Date Left _____



Permission to release child to School Day Staff

- My child may be released from the YMCA to School Day Staff on campus during YMCA time.
- My child may not be released from the YMCA to School Day Staff, and needs to remain in the Afterschool program during YMCA time, unless written permission is on file.

Permission to Share Information Form

In order to provide the best possible care for your child, please complete the following:

I, _____ (parent) authorize the Shasta Family YMCA Child Care Site Director to seek and/or share important information from/with the appropriate School District personnel which is pertinent to the well being of my child, _____(child name) during his/her time spent in the YMCA after school program at _____ (school). The information discussed will be kept confidential and may include but is not limited to:

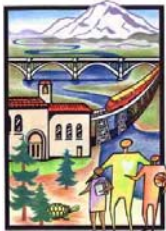
- Homework
- Discipline
- Health Issues
- Child's Welfare
- I.E.P. (Individual Education Plan) Information

Child Name

Parent Name

Parent Signature

Date



**REDDING
SCHOOL
DISTRICT**
Academic Excellence Since 1873

**Redding School District
AFTER SCHOOL PROGRAM
"PROMISE"**

Bonny View, Cypress, Juniper, Sycamore, Sequoia,
Manzanita, Turtle Bay Schools



**After School Program Site
Early Release Policy**

Every after school program must operate for a minimum of three hours a day and at least until 6:00 p.m. on every regular school day. It is the intent of the Legislature that students participate in the full after school program except when released early in accordance with an early release policy established by each local program.

The Prime Time Y at Turtle Bay After School Program allows for the early release of students from the program under the following circumstances:

- Medical Appointments
- Parent or Guardian Pick Up
- Special Campus Events Under the Direction of the Principal
- School Site Closure Due to Weather

I understand that the intent of the PROMISE After School Program is to keep my child safe and engaged in meaningful activities after school each day until 6:00 P.M. I also understand that the policy of the program is to release my child from one safe environment (at the program site) into another equally safe environment (the custody of a parent or guardian). And, if I pick up my child before 4:45pm I will circle the reason for the early release on my child's sign in and sign out sheet.

I have received, and have read, understood and agree to comply with the PROMISE after School Program

"Early Release Policy".

Name of Parent: _____

Parent Signature: _____

Name of Student: _____

Date: _____

School Site: _____

- 1) Parents are responsible for informing the Site Director and the Y office of any changes in their child's attendance schedule, address, phone, work, or emergency telephone numbers, etc.
- 2) Schedule/Payment Cards must be filled out correctly and completely with the child's name and days of planned attendance clearly marked according to the instructions on the card (**X's for care, O's for no care**). **When a Schedule/Payment Card is not submitted by payment night, your child will be scheduled and charged for 5 days. Once charges have been posted to your account for the upcoming week they will not be removed.**
- 3) Please use the **Schedule Change form** to notify the Y staff of any changes to upcoming schedules.
- 4) There is a 3-day minimum charge per week. You may choose a varying schedule, Monday through Friday. Without a written doctor's note, weekly charges will remain the same regardless of absences, illness, vacations, etc. **The Y Child Care Office must be notified before the end of each week your child is absent due to custody reasons.**
- 5) We require prior notification if your child is to be absent for any reason. Two weeks notice of withdrawal along with payment for those weeks is required when the child care site is maintaining a waiting list for enrollment.
- 6) Avoid the \$5.00 "Overdue Balance" fee by making payment no later than **Wednesday Night** prior to the upcoming week of care. All child care fees are due in **ADVANCE**, preferably by check or money order made out to Shasta Family YMCA. Fees not paid beyond one week may result in suspension of child care services.
- 7) A \$15.00 "Returned Check" fee will be charged for each check returned from your bank due to non-sufficient funds.
- 8) Each family will receive an Account History Report every month. All account discrepancies must be adjusted within 30 days of receipt when there are any questions regarding charges and /or payments, or we will accept your statement as being correct. **All accounting concerns must be directed to the YMCA Child Care Business Office.**
- 9) We provide a year-end report of all payments made on your account. Our tax ID # is 94-1212141.
- 10) When possible, you will be notified 30 days before fee changes are implemented.
- 11) Children coming directly from school dismissal will be signed in by child care staff and only an authorized adult (must be 18) with identification will be permitted to sign them out upon leaving. On days of full-day care (7:30am - 6:00pm) parents are to walk their children into the classroom to sign them in upon their arrival.
- 12) In the event the YMCA Afterschool programs must be closed due to inclement weather, you will be notified via the radio. If your child's school is closed, so is the after school program.
- 13) The Afterschool programs are closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day.
- 14) The center will close promptly at 6:00 p.m. There is a **late pick-up fee** of \$1.00 for every 1 minute you are late picking up your child. In the event we cannot reach you or an authorized person by 8:00pm, the Shasta County Child Protection Agency will be called
- 15) Medications can only be given with specific written instructions from the physician. Directions on the bottle must include dosages, times and dates that medication is to be administered. Children cannot attend if they are ill, you must make alternate arrangements for child care. (See the Health Policy in your Parent Handbook).
- 16) The after school staff will act according to his/her best judgment in any emergency requiring medical care. Parents will be notified immediately and are responsible for the cost of all medical care.
- 17) If deemed necessary for the safety of your child or others, the YMCA staff have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurred.
- 18) Lunches are not included in the weekly fee. Nutritious snacks are provided daily. Please advise us of any special dietary needs using the forms provided.
- 19) Photographs or likeness or voice of your child may be used in promotional material such as brochures, newspaper, or radio releases without reimbursement for such photographs or promotions.

The Shasta Family YMCA Child Care programs are a non-profit child care center. The operation of our program is overseen by the Shasta Family YMCA Board of Directors. For the names and addresses of current members, please contact the Child Care Director.

YMCA WAIVER:

All of the information contained on these forms required by the YMCA, is as accurate as possible. I agree to allow the YMCA to use photos taken of my child for promotional materials. I also agree to abide by the rules of the YMCA in regard to my child being in their program. The YMCA reserves the right to dismiss a child for continual behavioral problems. I understand that the YMCA carries no medical insurance, and I, intending to be legally bound hereby for myself, my heirs, executors, and administrators, waive and release all rights, claims and damages that my son or daughter may incur against the Shasta Family YMCA, and its representatives, successors, and assigns, for any and all injuries suffered by my son or daughter in this program. I also understand that all items brought from home must be clearly labeled with my child's name and that the YMCA is not responsible if these items become lost, stolen, or damaged.

I HAVE RECEIVED MY COPY OF THIS DOCUMENT AND PARENT'S HANDBOOK. MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE YMCA CHILD CARE POLICIES.

Child Name	Parent or Guardian Signature	Date
Staff Signature	Date	

SITE COPY
YMCA Afterschool Policies

- 1) Parents are responsible for informing the Site Director and the Y office of any changes in their child's attendance schedule, address, phone, work, or emergency telephone numbers, etc.
- 2) Schedule/Payment Cards must be filled out correctly and completely with the child's name and days of planned attendance clearly marked according to the instructions on the card (**X's for care, O's for no care**). **When a Schedule/Payment Card is not submitted by payment night, your child will be scheduled and charged for 5 days. Once charges have been posted to your account for the upcoming week they will not be removed.**
- 3) Please use the **Schedule Change form** to notify the Y staff of any changes to upcoming schedules.
- 4) There is a 3-day minimum charge per week. You may choose a varying schedule, Monday through Friday. Without a written doctor's note, weekly charges will remain the same regardless of absences, illness, vacations, etc. **The Y Child Care Office must be notified before the end of each week your child is absent due to custody reasons.**
- 5) We require prior notification if your child is to be absent for any reason. Two weeks notice of withdrawal along with payment for those weeks is required when the child care site is maintaining a waiting list for enrollment.
- 6) Avoid the \$5.00 "Overdue Balance" fee by making payment no later than **Wednesday Night** prior to the upcoming week of care. All child care fees are due in **ADVANCE**, preferably by check or money order made out to Shasta Family YMCA. Fees not paid beyond one week may result in suspension of child care services.
- 7) A \$15.00 "Returned Check" fee will be charged for each check returned from your bank due to non-sufficient funds.
- 8) Each family will receive an Account History Report every month. All account discrepancies must be adjusted within 30 days of receipt when there are any questions regarding charges and /or payments, or we will accept your statement as being correct. **All accounting concerns must be directed to the YMCA Child Care Business Office.**
- 9) We provide a year-end report of all payments made on your account. Our tax ID # is 94-1212141.
- 10) When possible, you will be notified 30 days before fee changes are implemented.
- 11) Children coming directly from school dismissal will be signed in by child care staff and only an authorized adult (must be 18) with identification will be permitted to sign them out upon leaving. On days of full-day care (7:30am - 6:00pm) parents are to walk their children into the classroom to sign them in upon their arrival.
- 12) In the event the YMCA Afterschool programs must be closed due to inclement weather, you will be notified via the radio. If your child's school is closed, so is the after school program.
- 13) The Afterschool programs are closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day.
- 14) The center will close promptly at 6:00 p.m. There is a **late pick-up fee** of \$1.00 for every 1 minute you are late picking up your child. In the event we cannot reach you or an authorized person by 8:00pm, the Shasta County Child Protection Agency will be called
- 15) Medications can only be given with specific written instructions from the physician. Directions on the bottle must include dosages, times and dates that medication is to be administered. Children cannot attend if they are ill, you must make alternate arrangements for child care. (See the Health Policy in your Parent Handbook).
- 16) The after school staff will act according to his/her best judgment in any emergency requiring medical care. Parents will be notified immediately and are responsible for the cost of all medical care.
- 17) If deemed necessary for the safety of your child or others, the YMCA staff have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurred.
- 18) Lunches are not included in the weekly fee. Nutritious snacks are provided daily. Please advise us of any special dietary needs using the forms provided.
- 19) Photographs or likeness or voice of your child may be used in promotional material such as brochures, newspaper, or radio releases without reimbursement for such photographs or promotions.

The Shasta Family YMCA Child Care programs are a non-profit child care center. The operation of our program is overseen by the Shasta Family YMCA Board of Directors. For the names and addresses of current members, please contact the Child Care Director.

YMCA WAIVER:

All of the information contained on these forms required by the YMCA, is as accurate as possible. I agree to allow the YMCA to use photos taken of my child for promotional materials. I also agree to abide by the rules of the YMCA in regard to my child being in their program. The YMCA reserves the right to dismiss a child for continual behavioral problems. I understand that the YMCA carries no medical insurance, and I, intending to be legally bound hereby for myself, my heirs, executors, and administrators, waive and release all rights, claims and damages that my son or daughter may incur against the Shasta Family YMCA, and its representatives, successors, and assigns, for any and all injuries suffered by my son or daughter in this program. I also understand that all items brought from home must be clearly labeled with my child's name and that the YMCA is not responsible if these items become lost, stolen, or damaged.

I HAVE RECEIVED MY COPY OF THIS DOCUMENT AND PARENT'S HANDBOOK. MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE YMCA CHILD CARE POLICIES.

Child Name	Parent or Guardian Signature	Date
Staff Signature	Date	

PARENT COPY