



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN, GROW & THRIVE

Before & After School Child Care

YMCA of San Joaquin County



Manlio Silva 6250 Scott Creek Dr. Stockton, Ca. 95219	Podesta Ranch 9950 Windmill Park Dr. Stockton, Ca. 95209	Julia Morgan 3777 A G Spanos Blvd. Stockton, Ca. 95209
For more information contact Gabbie Torres at (209)292-8474 or email gtorres@ymcasjc.org		

www.ymcasjc.org/childcare

Mission Statement

We build strong minds, character, and bodies for all youth in our community.

Our Philosophy

The YSJC is pleased to provide quality licensed child care (through California Community Care Licensing) that meets the needs of your child/ren and family. The YSJC strives to provide a safe, caring, and nurturing environment for all of the children in our care. Our goal is to provide opportunities and experiences that stimulate your child's physical, emotional, social, and educational growth.

In order for children to learn, they must first feel good about themselves and secondly feel confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence they need in order to successfully face new challenges.

The two rules within our program are based on our four core values; Honesty, Caring, Respect and Responsibility. These values are the foundation of the YSJC's work with all children and parents.

Hours of Operation

We offer the following programming:

Before School Care: 6:45am – 8:15am

Kindergarten Care (if there are enough children enrolled): 8:15am -10:45am or 12:00pm - 2:30pm

After School Care: 2:30pm - 6:00pm

Eligibility

School-Age Care is provided in transitional kindergarten thru 6th grade. **Your child must be a student at the school hosting the program.**

There are a limited number of spots (determined by Community Care Licensing) at each site. Registration is as follows; priority is given to 1) Returning Students 2) Siblings of returning students 3) General population. If you register before the end of May, the yearly registration fee of \$125.00 will be reduced to \$75.00.

Withdrawal/Dismissal Policy

During the school year, YSJC requires a written, one month advance notice in order to make any adjustments to your child's enrollment status. Please either give your written notice to your Site Director, staff, or bring it in to the YSJC office. **Please note: Non-attendance does not constitute withdrawal!** If notice is not given, that month's fees will be charged. Only the Program Director, Gabbie Torres or the Director of Operations, Susan Long can make exceptions to this policy.

The following circumstances will warrant immediate termination. If your child is dismissed from the program, there will be no refunds given. Any willful destruction of property will be the responsibility of the child's parent or guardian, or representative.

- **Failure to sign in/out your child (Full Signature and Time)**
- **Non-payment of fees**
- **Non-compliance with the policies and procedures**
- **Parent's or child's use of abusive language or any inappropriate behavior towards others**
- **Any destructive, violent behavior by a parent or child that is harmful to any other child or staff**
- **Consistent lateness in picking up a child**
- **Challenges due to any undisclosed special needs**
- **A child leaving the site/program without permission**
- **Continuously disrupting the program**
- **Continuously refusing to follow behavior guidelines, corrective actions and/or program rules**
- **Bullying of any kind**

Behavior Management Policy

Our programs recognize and respect the uniqueness of each child and we work with families to provide behavior management to create a safe, healthy and happy environment. We believe that the most effective way to positive behavior is through teachable moments, and open two-way communication between teachers

and children. We use a variety of proactive and preventative strategies to help children become self-directed and self-disciplined. Our staff work as a team to provide consistent positive guidance to each child. Children are given the opportunity to express themselves in a socially acceptable manner and they are encouraged to determine solutions to problems. Staff assists by providing positive discipline and re-direction and by establishing well-defined, fair and age appropriate expectations. Reasons for these rules and limitations are clear and concise.

When staff must intervene, they do so in a respectful manner. They clearly define what the behavior was, why it is unacceptable and suggest alternate means of handling the situation. This is reinforced through consistent role modeling and positive feedback.

Children are encouraged to recognize and verbally express their needs and emotions. If a child is unable to interact in an appropriate manner he/she may be asked to sit away from the group for a short period of time (being monitored by staff). This time may assist the child in regaining control.

Physical punishment, the denial of physical necessities and verbal/emotional abuse is not permitted. We work with families as a team to promote social-skill development. Please share your concerns and suggestions with us. When an incident occurs, staff will do their best to provide the family do their best to provide the family with a written report. These Behavior/ Incident Reports are signed by the parent/ guardian and kept in the child's file.

Our programs are committed to providing a safe and happy environment for all children in our care. If a child's behavior compromises the quality of care for children in our program, staff will deal with the situation in a child-sensitive manner. The goal is for the parent and staff to change the negative behavior for the benefit of the child, other children, and the staff. The Site Director of the program will meet with the family to review the situation and develop a plan of action. Further meetings will be scheduled to review progress as the family and staff work together to implement the plan. If, after implementing the new plan, there is still no change in behavior, the child will be withdrawn from the program.

Any abusive, violent, or aggressive behavior that endangers the child, other children, staff, equipment, property, or the facility will not be tolerated and care will be immediately withdrawn.

If a child runs away from the program or leaves the program without permission, a staff person will contact the parent/guardian immediately and will be asked to come and pick up the child. It is not the responsibility of the staff to chase after the child; staff must stay with the other children in their care. This behavior will result in the child being withdrawn from the program.

Arrivals/Departures

Parents and children may **NOT** arrive before the designated time your program opens (6:45am). Children must be accompanied into the program and signed in by a parent/guardian (unless being picked up by staff from a classroom). Community Care Licensing requires a full signature and time. Failure to comply with this will result in withdrawal. At the end of the day, parents must once again, come in and sign their child out of the program. Once the child has been signed out he/she is no longer the responsibility of the program (YSJC).

Staff will not release your child to any person other than those listed on the registration forms. In the event that a parent/guardian must have an adult other than those listed in his/her child's registration form, advance notice must be given. Staff will record the request in the program logbook and the designated adult will be required to present identification to the staff before the child is released. Parent/guardian will need to add this person to the child's emergency information.

If any child does not arrive at the program after school, the child's parent/guardian will be contacted. As this process is time consuming and takes staff away from the group, it reduces the safety of the program. Therefore, please call the site and let staff know if your child will not be attending the program. YSJC is concerned about the safety of every child in the program. If YSJC staff has any reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

- Parent/adult suspected "under the influence"

- Parent/adult is abusive or “threatening to child or staff”

Please make contact with staff when you are picking up your child.

It is vital that we are kept informed of any changes in home, cell, or work phone numbers or emergency/alternate numbers. We need to know where you can be reached at all times when your child is in attendance. Please let staff know of any changes.

Late Policy

If your child has not been picked up five minutes past closing time and we have not been notified, the following steps will be taken:

1. We will call your cell, home or work number listed.
2. If we are unsuccessful in contacting you, we will notify the individuals listed as emergency contacts.
3. Thirty minutes after closing, staff will call the director and they will decide to wait up to another thirty minutes. Staff will continue to call all numbers listed.
4. If we are unable to reach family or any emergency contacts one hour after closing, we will contact Child and Family Services
5. Staff will wait with your child until a social worker arrives or alternate pick up arrives.

*If lateness persists, we may ask you to make other child care arrangements.

Guardianship/Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents. If the non-custodial biological parent arrives to pick up their child and they are not listed on the Child Release Form, and there is not a court order on file, the YSJC staff will do the following:

1. Call the contracting parent
2. Explain to the non-custodial biological parent that we cannot release the child to them. Staff will explain the release procedure to the non-custodial parent.
3. Staff will call the police to release the child to the police. The police will then confirm the identity of the non-custodial parent.

The scenario places all parties in a very difficult situation. The person that will have the most difficult time is the child. Please discuss implications with the non-custodial parent so that they will not show up at the center without prior arrangements.

Staff

YSJC staff have units in Early Childhood Education and have accredited certificates, degrees, and diplomas or are working towards them. All Childcare staff are trained in First Aid and CPR. An FBI and Child Abuse Index background check is completed prior to employment.

Healthy Eating

The YMCA of San Joaquin County has adopted the Healthy Eating and Physical Activity Standards (HEPA) recommended by the YMCA of the USA.

Menus and Supper are provided by Lodi Unified Food Service. Menus are posted at each site on the parent board. All sugar sweetened beverages, such as sodas, juices, or energy drinks are not allowed to be consumed at the program site.

During break camps parents are to supply their child with a healthy lunch, two snacks and water. **Please advise us of any food allergies.** Time and staffing does not allow us to heat individual foods. We ask that you provide snack in bags or lunch boxes with your child’s name clearly marked on it.

We ask that parents refrain from packing fried foods, and foods high in sugar and saturated fats, such as chips, cookies, gummies, gum, candy, cakes, etc. Teachers will be asked to return those items home in your child’s lunchbox with a gentle reminder. Your cooperation will help make meal times pleasant as well as nutritious. Ideas for appropriate lunches will be provided upon request.

We are asking parents to not send any items that contain peanuts: peanut butter sandwiches, crackers with peanut butter, peanut butter cookies, etc. This provides the staff the needed support to ensure that children with severe nut allergies are safe. We have discovered that many children who enjoy peanut butter and jelly sandwiches also enjoy Sunflower Seed Butter or WOW Butter as a substitute.

Physical Activity

YSJC will implement the SPARK curriculum for the after-school program. It is designed by San Diego State University to get all students active and engaged for at least 30 minutes per day. The teachers will provide opportunities for light, moderate, and vigorous physical activity throughout day while the children are in care. Play will take place outdoors whenever possible. All children will take advantage of our outdoor activities. All activities should be fun, exciting, and developmentally appropriate for all children.

Regular physical activity has many benefits for young children.

The benefits include:

- Developing muscular and cardiovascular strength and endurance
- Building and encouraging self esteem
- Increasing stability
- Building strong muscles, heart, bones
- Developing object control skills
- Developing locomotor skills
- Enhancing thinking skills

Child Abuse and/or Neglect

While YSJC does not ever expect child abuse or neglect to be a problem, our staff is required by California State Law and licensing requirements to report immediately to the police or Child Protective Services any instance in which there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation.

If YSJC staff believe that notifying a parent may place a child in the way of more serious harm, our staff may not tell parents when the police or Child Protective Services have been called about possible child abuse, neglect, or exploitation. The extent of staff's communication with parents will depend on the recommendation of Child Protective Services after they intervene.

The State of California general licensing Requirements, section 101195 states: *The department of Licensing agency shall have the authority to interview children and/or staff, and to inspect and audit child and/or facility records without prior consent. The licensee (YMCA of San Joaquin County) shall make provisions for private interviews with any children and/or staff members; and for examinations of all records relating to the operation of the facility. The Department of Licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren).*

Health Issues

Community Care Licensing does not allow YSJC to provide care for children who are sick or show symptoms of illness. Parents are required to make arrangements for when their children are sick. The American Public Health Association and Academy of Pediatrics have published Guidelines for Out of Home Child Care Management and Prevention of Illness. The preschools comply with these guidelines.

A brief health inspection of each child will be made daily as each child enters the program. If a child develops signs of illness or symptoms that prevent them from actively participating in the program, parents and guardians will be notified by phone to come and pick them up. An authorized adult must pick up the child. When a child becomes sick at school, he/she will be isolated from the other children to prevent any illness from spreading. **All parent contact phone numbers must be current.** We must have a way to contact you quickly when your child is ill. An authorized adult must pick up within 30 minutes of notification.

The following is a list of common symptoms that would require a child to stay home or need to be picked up from the program:

- 100 degree, or higher, fever
- Nausea and/or vomiting
- Congestion

- Sore throat
- Two or more diarrheas
- Skin rash
- Earache
- Watery or inflamed eyes
- Discharge from eyes
- Lethargic behavior
- Communicable diseases
- Excessive crankiness/crying
- Unable to participate in program

All employees are required to use universal precautions to avoid illness and spread infection. The following is our requirement for washing hands:

Children:

- Upon entering the child care facility
- Immediately before and after eating
- After using the toilet
- After playing on the playground
- After playing at the water tables
- After handling pets
- After sneezing, coughing, blowing nose

Teachers:

- Upon arrival at work
- Immediately before handling food
- After using the toilet
- After assisting a child use the toilet
- After coming into contact with a child's bodily fluid, runny nose, vomit, etc.
- After sneezing, coughing
- After handling, cleaning a pet
- Before giving medications
- Before going home
- Before and after eating, drinking, or taking a break

YSJC upholds a "nit free" policy. All nits must be gone before your child can return.

The YMCA does not provide health insurance for children in our child care program. 24-hour Rule: Your child must be free from any of the previous symptoms for a minimum of 24 hours before you can return to child care. The Program Director has the right to change the minimum hours at her discretion if it benefits the program.

Medication Procedures

Medication should be given at home whenever possible, but there will be times when it must be given while the child is in our care. California Community Care Licensing (CCL) regulations permit child care providers to administer medication under the following conditions:

- Medication will be placed in the medication box and then stored in the locked cabinet. The consent form will be filed in the Medication Binder/ Folder.
- Medicine administered will be recorded on the Consent to Administer Medication form located in the Medication Binder/ Folder.
- Medication box will be kept locked in file cabinet at all times.
- All prescription and nonprescription medicine will be maintained with the child's name and shall be dated.
- Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician. Nonprescription medications shall be administered in accordance with the product label directions on the medication label.

- Parents must complete the Consent to Administer Medication form provided by the Site Director. The instructions from the parent shall not conflict with the label directions as prescribed by the child's physician or conflict with the product label directions on a nonprescription medication label.
- All staff should be notified about conversation between parents and teachers regarding special needs, allergies, medications, etc.

Accidents

YSJC works very hard to ensure a safe environment for the children it serves, however accidents may happen. Should an accident occur, the appropriate first aid will be given immediately. A courtesy call will be given to parents. There is a First Aid/ CPR certified YSJC staff person on duty at all times. If it is determined that a physician's care are unavailable and the injury is deemed serious enough to warrant treatment by a physician, the child will be taken to the nearest hospital for treatment via an emergency vehicle. A member of the staff will complete an Incident Report Form, and will ask the parent to sign it and will give a copy to the parent.

Disaster Plan

Each site has a well-defined plan for both earthquake, fire evacuation, and lock down (same as the school site). Drills are conducted with the schools. Should an emergency arise at the site, the relocation area will be posted at site.

Emergency Closing Procedures

Due to a severe act of nature or other unforeseeable emergency, the YMCA Before and After School Program may need to close. These may include:

- Loss of power affecting lights and heat/air temperature
- Temperature below 68 degrees
- No running water
- Earthquake
- Fire
- Bomb threat

If the school is closed in the morning due to any of the above (but not limited to) and the same conditions exist at the YMCA Program sites, the YMCA Before and After School Program will be closed. If the school closes during the day, early pick up from the program will be required for the safety of the children. YSJC reserves the right to cancel based on a concern for the safety of the children.

Homework

Each YSJC Childcare program provides a quiet area and time in which children can choose to do their homework. While we do encourage children to do their homework, it is not forced at the program. Staff are available to help them, however we do not provide tutoring. Staff will provide the opportunity for the children to choose to do their homework; it is up to the parent to impress upon them that it must get done.

Parent/Staff Communication

The YMCA believes that parents should fully understand our child care operation. We want to know if there are ways you would like to participate in activities. We welcome your involvement through birthday parties and other special events.

Certainly, we want to keep our lines of communication open, as well. Drop by any time, and please feel free to express your concerns, so that we can respond to issues in a timely manner. On the other hand, if you find our staff doing a great job, let us know that too!

Notification of Parents Right's

Please see the Child's Rights posted by the front door and also included in the enrollment package.

As a parent/authorized representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are present.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

Valuables

Each child is assigned a cubby to keep personal items, clothing, and supplies during the program hours. However, the YMCA is not responsible for lost or damaged personal belongings.

YMCA Closings

The YMCA's preschool program is closed on the following days: Labor Day, Lincoln's Birthday, President's Day, Martin Luther King's Day, Veterans Day, Thanksgiving - both Thursday and Friday, Christmas Eve, Christmas Day, New Year's Day, Independence Day, and Memorial Day. Monthly tuition remains the same regardless of the holidays during the month. LUSD has the right to close the preschool for any reason (cleanings, etc). We will try to notify parents in advance of such closings but there might be an emergency that we were unaware of. Professional growth is important to quality child care and so staff will be taking a few days off for trainings; we will let you know in advance of those days.

Enrollment Forms

YMCA Before/ After School Child Care serve children between grades Transitional Kindergarten and 8th grades. Our childcare program forbids discrimination because of race, color, national origin, sex, religion, or handicap.

Since YMCA child care programs are licensed by the State of California Department of Social Services, there are specific forms that must be completed by the parent/guardian/representative of each child prior to the child's participation in the program. These forms include:

- ◆ Identification and Emergency Information
- ◆ Physician's Report (completed by doctor)
- ◆ Child's Preadmission Health History
- ◆ Consent for Emergency Medical Treatment
- ◆ Acknowledgement of Notification of Personal Rights
- ◆ Acknowledge of Notification of Parent's rights
- ◆ Media Release
- ◆ Memorandum of Understanding
- ◆ Waiver of Liability

Policy Handbook Changes

Any time a change is necessary in the Policy Handbook, parents will receive a two week notice of the change and a new Agreement page will be required.

Keeping in Touch

The physical and emotional safety of the children in our care is our most important concern. If you have concerns about the program and its operation, we want to hear from you. Of course, we would also like to hear comments that affirm what we are doing. So please call Gabbie Torres, YMCA Program Director, at 209-292-8474 or Susan Long, YMCA Operations Director, at 209-472-9622 with any concerns or suggestions. You can also email Gabbie at Gtorres@ymcasjc.org. We would love to talk with you.

Circle school: **Manlio Silva, Julia Morgan, or Podesta Ranch 2016/2017**

Child's Name:		
Address :	City:	Zip:
Home phone:	Cell:	
Child birth date:		
Child age:		
Parent's Name:	Parent birth date:	
Person Responsible for child:		
Additional Persons who may be called in an Emergency		
Name	Phone	Relationship
1.		
2.		
3.		
Doctor's Name	Address	Phone

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY.

Name	Relationship	Phone
1.		
2.		
3.		
4.		
5.		
6.		

Monthly Rates/ Parent Payment Contract **Child's school** _____
There is a \$25 a month charge if not enrolled in auto pay with the YMCA
(Plan 1 K) Kindergarten

A	5 days a week	until 6:00PM	\$420.00 per month
	2cd child discount		\$370.00 per month
B	5 days a week	until 4:30PM	\$320.00 per month
	2cd child discount		\$290.00 per month

(Plan K) Kindergarten only

5 days a week	8:15-10:45 or 12:00-2:30	\$235.00 per month
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(Plan 1) 1st-6th grade

A	5 days a week	until 6:00PM	\$340.00 per month
	2cd child discount		\$316.00 per month
B	5 days a week	until 4:30PM	\$263.00 per month
	2cd child discount		\$235.00 per month

(Plan 2) 1st-6th grade

3 days a week	until 6:00PM	\$256.00 per month
3 days a week	until 4:30PM	\$240.00 per month
Before School 6:45am-8:15am only		\$112.00 per month
Before School with after school plan		\$72.00 per month

Registration Fee \$125.00 per Year per Family (Registration is non-refundable)

All fees are monthly and adjustments are not made for nonattendance.

There will be additional \$25.00 processing fees for multiple changes of plans.

Returned check fees are \$25.00

Please Note: Participants in Plans 1 and 1K are eligible to participate in the after school child Care program at an additional \$50. All other plans may attend the break by paying additional \$100 for full day services.

All sites will be closed for the following days: Martin Luther King Day, Presidents Day, Labor Day, Memorial Day, November 22 & 23, December 24, 25, 31, Jan 1st. and other days pending space availability.

Payments are due on the 1st of each month prior to attendance; Payments received late are subject to a \$10.00 per day late payment fee. Late pick ups are subject to \$5.00 per minute late pick up fee.
I have read and understand all of the above.

Parent name _____ Childs Name _____

Parent Signature _____ Date: _____

HEALTH HISTORY FORM

We welcome you to our YMCA programs. In order to provide the best possible program experience for everyone, there are certain policies that have been established for the health and safety of all involved. We ask parents and participants to indicate their understanding of these guidelines by signing where indicated on this form.

Health History and Examination Form (To be completed by parent)

Immunization History

Vaccines	Date of Basic Immunization/ Booster
DPT/ Tetanus	
Polio	
Measles (Hard, Red)	
German measles	
Mumps	

Health History: (Check – giving approximate dates)

Allergies
Diseases

Frequent Ear Infections _____ Hay Fever _____ Chicken Pox _____

Heart Defect/ Disease _____ Ivy Poisoning _____ Etc. _____ Measles _____

Contact Lenses _____ Insect Stings _____ German Measles _____

Contusions _____ Penicillin _____ Mumps _____

Diabetes _____ Other Drugs _____ Asthma _____

Epilepsy _____ Tetanus Shots & Dates _____

Bleeding/ Clotting Disorder _____

Other diseases or Comments _____

Operations or recurring illness _____

Chronic or recurring illness _____

Special diet (Food Allergies) _____

Current medications _____ is parent sending? _____

***All lines must be filled out**

PERSONAL RIGHTS Child Care Facilities

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but a not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/ her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coerced threat, mental abuse, or other actions of a punitive nature, including but not limited to: Interference with daily living functions, including eating, sleeping, or toileting ; or withholding of shelter, clothing, medication or aids physical functioning.
 - (4) To be informed, and to have his/ her authorized representative , if any, informed by the licensee of provisions of law regarding complaints including, but not limited to, the address and telephone number of complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities o f his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a complete voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by agency

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE ROGHT TO BE INFORMED OF THE APPROPRED LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Name Department of Social Services – Community Care Licensing-River City
Address 2525 Natomas Park Drive
City/state/ zip Sacramento, CA 95826
Phone (916) 263-5744

DETACH HERE

TO: PARENT/GUARDIAN/ CHILD OR AUTHORIZED REPRESENTATIVE:

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/ We have been personally advised of, and have received a copy of the personal rights contained within the California Code of Regulations, Title 22, at the time of admission to:

(Print the name of the facility)	YMCA of San Joaquin County
(Print the Address of the facility)	2105 W March Lane Suite 1 Stockton, CA 95207
(Print the Name of the Child)	
(Signature of the representative/ Parent/ Guardian)	
(Title of the representative/Parent/ Guardian)	
(Date)	

**FAMILY CHILD CARE HOMES AND CHILD CARE CENTERS
ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS
(CRIMINAL RECORD EXEMPTIONS)**

Instructions: The bottom portion of this form, with the original signature of the parent/ authorized representative, must be kept in the child's file. The top portion of the form must be given to the parent/ authorized representative.

California State law requires the licensee to notify you that the person(s) whose name(s) appears below has been granted a criminal record exemption to work or live in a child care facility.

Name(s)

Parents or authorized representatives may review the public licensing documents located at the facility or at the local licensing office. You should know that many documents, including specific criminal record information, are protected by confidentiality laws and will not be available for review.

Licensing Office Name:

California Department of Social Services -Community Care Licensing.

Address: 2525 Natomas Park Drive, Sacramento, CA 95826

Area code/ Telephone (916) 263-5744

Name and Address of This Facility

Facility Name: YMCA of San Joaquin County

Facility Address: 2105 W March Lane Suite 1

City/State/ Zip: Stockton, CA 95207

DETACH HERE

(This portion must be maintained in child's file)

**ACKNOWLEDGMENT OF ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS
(CRIMINAL RECORD EXEMPTION)**

This will acknowledge that I, the parent/ authorized representative of _____ have received a copy of the "ADDENDUM TO NOTIFICATION OF PARENTS' RIGHTS (CRIMINAL RECORD EXEMPTIONS)" from the licensee or designated representative, regarding exemptions for the following employee(s):

(Parent/ Authorized Representative signature is required)

Signature: _____ Date: _____

YMCA of San Joaquin County

The YMCA School-Age Child Care program Parent Handbook serves as part of this admission agreement. Please understand that it is your responsibility to read and understand the policies set forth in the parent handbook.

School-age Child Care Parent Statements of Understanding Admission Agreement

The Following information is important for the safety and protection of your child,

(Child's Name)

Please read the information, sign and return to the YMCA.

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff & volunteers if a violation is discovered.

I understand that I am not to leave my child at a YMCA program site unless a YMCA staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA or other arrangements must be made in writing with the YMCA office to inform them of a change.

The YMCA will not use corporal punishment / violation of personal rights.

YMCA school –age child care is a licensed school-age care program for children in grades K-8th. As hours of care vary between centers; please check your center's Schedule. Our fees are based on monthly attendance not on daily attendance. There will be an extra charge for holidays and school breaks. We will be open based on how many children sign-up for holidays and school breaks, and is dependent upon school schedule.

For each child enrolled in the program, a parent must pay prior to the start of the program.

All fees are due monthly and in advance of service. Scholarships and third- party payments arrangements must be made and confirmed prior to attending the program. Payment must be received by the 1st of each month.

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Returned checks will be charged a return fee of 25.00 per check. Late payments will be assessed a late fee of 10.00 a day. Failure to make payments as agreed upon may result in termination of this agreement.

The YMCA will provide a refund to program participants as long as they follow the established procedure:

When terminating child care, parents must provide YMCA with a two week written notice. Tuition refund will be pro- rated according to the two-week notice.

Please understand that we are mandated by the state of California to report any suspected form of child abuse.

Please understand that by signing this agreement you authorize your child's participation in any swimming or field trip that we plan as part of in- service or regular program. We will continue to notify you in advance of these plans.

Periodically, we take pictures of participants in different YMCA activities. Please understand that these pictures may be displayed in a presentation, or used in fliers, brochures, video, or other publications concerning YMCA programs. If you prefer that your child's picture not be used in any or all YMCA future publications, please inform the YMCA Child Care Director in writing.

Please understand that fees are based in enrollment, not attendance, and that there are NO ADJUSTMENTS FOR NON- ATTENDANCE.

The state of California General Licensing Requirements, section 101195 states: The Department of Licensing agency shall have the authority to interview children and or staff. To inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members; and for examinations of all records relating to the operation of the facility. The department of licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child (ren).

The YMCA may terminate this agreement if the program does not meet the needs of the child/ or if, the child does not follow the YMCA behavior standards. A failure to make payment as agreed upon may terminate this agreement also.

MEMO OF UNDERSTANDING

To be read, understood, and signed by Parent/ Guardian

1. Participant agrees to abide by the rules and regulations set by the program for the health, safety and welfare of the participants.
1. All Medications will be kept under the control of program supervisor.
2. Willful destruction of property will be the responsibility of the participant's parent/ guardian.
3. Participants must remain within established boundaries wherever the program occurs on and off YMCA property.
4. Participants are not allowed to use tobacco, alcohol, illegal drugs, or possess firecrackers, firearms, or explosives.
5. The YMCA is not responsible for lost or damaged personal belongings.
6. Continued inappropriate behavior, (i.e. threatening, swearing, not following directions, teasing, sexual harassment/intimidation, and improper behavior in vehicles.) May result an immediate dismissal from any YMCA program with no refund.

We reserve the right to dismiss anyone from the program at parent/ guardian expense and liability for violating any of the above. It will be the responsibility of the parent/ guardian to pick up or arrange transportation home for the participant. The Program Administrator reserves the right to determine what constitutes a violation of these rules and will enforce them as necessary.

I have read, understand, and will abide by the rules as stated above throughout my participation in YMCA programs.

Parent/ Guardian Signature _____ Date _____

**PARENT'S AUTHORIZATION: Consent for emergency
medical treatment**

Childs Name: _____

The health history is correct so far as I know, and the person herein has permission to engage in all prescribed program activities as noted by me and the examining physician. I hereby give permission to the physician selected by the YMCA to order X-rays, routine tests and treatment for the health of my child in the event I cannot be reached in an emergency. I hereby give permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and /or surgery for my child as named above.

We recognize that the participant must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to one or others. Failure to adhere to program policies will be cause for participant's dismissal without refund of program fees. I understand my child will not be released from the program site unless the signature below matches written permission from the parent/ guardian or the person picking up my child is named on the child release authorization form. Recognizing that the YMCA will do its best to ensure a safe experience. I understand that certain dangers or accidents may occur. I hereby release the YMCA of San Joaquin County from any and all responsibility and liability of any nature, including claims for injury, illness, death, loss or damage resulting from my child's participation in any program activities. All photos that are taken of my child may be used for promotional purposes. This form may be photocopied for use away from the main program site.

I Authorize the YMCA Staff to apply sunscreen lotion, (which I will send with my child) to the exposed skin areas of my child on an as needed basis.

Yes No

I have read, or have had read to me, and I understand and agree to the policies and statements above.

Parent's Signature _____ Date _____

INSURANCE RELEASE

It is the responsibility of every individual, parent or guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of San Joaquin County does not provide any accident or health coverage for its participants.

We have read and understand this policy and agree to abide by it.

Participants Name _____

** Parent(s) Guardian(s) Signature _____

Date _____

MEDIA RELEASE

Please sign **one of the following statements.*

1) I, parent/guardian of _____, understand that from time to time media personnel may desire to use my above-named child's picture or quotes in their media stories. I also understand that the YMCA may desire to use the same items in its marketing pieces. I **DO** give my permission for these items to be utilized in this way.

Parent/Guardian's Name (print)_____

Parent/Guardian's Signature_____

Date_____

.....

2) I, parent/guardian of _____, **DO NOT** want the YMCA or media personnel to utilize my above-named child's picture or quotes in their media stories or marketing pieces.

Parent/Guardian's Name (print)_____

Parent/Guardian's Signature_____

Date_____