



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN, GROW & THRIVE

Before & After School Child Care

YMCA of San Joaquin County



Elkhorn 10505 Davis Rd. Stockton, Ca. 95209	Julia Morgan 3777 A G Spanos Blvd. Stockton, Ca. 95209	Manlio Silva 6250 Scott Creek Dr. Stockton, Ca. 95219	Podesta Ranch 9950 Windmill Park Dr. Stockton, Ca. 95209
--	---	--	---

For more information contact YMCA Child Care Program Director at (209) 472-9622

www.ymcasjc.org/childcare

Table of Contents

Welcome.....	3
Management Team Contact Info.....	3
Mission Statement.....	4
Our Philosophy.....	4
Hours of Operation.....	4
Holidays.....	4
Eligibility.....	5
Child Care Plans.....	6
Dual Parent Accounts & Custody.....	7
Child Protective Services.....	7
Sign In & Out/ Release.....	7
Late Pick Up.....	8
Extra Care.....	8
Change of Schedule/ Withdrawal.....	8
Exclusion from Program Due to Illness.....	8
Children with Special Needs.....	9
Homework Policy.....	9
Registering with Subsidized Care.....	9
Registration Fee.....	10
Behavior and Discipline Policy.....	10
Daily Health Check.....	12
Injury Policy.....	12
First Aid.....	12
Medications.....	13
Healthy Eating.....	13
Personal Belongings.....	13
Complaint Procedure.....	14

WELCOME TO THE YMCA OF SAN JOAQUIN COUNTY!

Welcome to the YMCA's Before and After School Program. We are pleased to provide childcare services to your family!

The YMCA is committed to the healthy development of your child through a "child centered" environment that provides for individual attention and encouragement as well as group participation. Our goal is to provide a safe, secure and caring place in which s/he can make friends, learn new skills, continue to develop positive self-esteem, and have fun.

Please keep this handbook as a reference to answer your questions regarding program policies, fees, etc. If at any time you have questions, concerns, or suggestions please feel free to speak to your site director or to a management staff member.

Again, Welcome!

CHILDCARE MANAGEMENT TEAM

Mike Vann
Senior Director of Community
Development
(209) 472-9622 | mvann@ymcasjc.org

Gabbie Torres
Program Director
(209) 472-9622 | gtorres@ymcasjc.org

OUR AREAS OF FOCUS

The Y is a cause- driven organization that is for youth development, for healthy living, and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

Defining our Areas of Focus

Youth Development: Nurturing the potential of every child and teen.

Healthy Living: Improving the nation's health and well-being.

Social Responsibility: Giving back and providing support to our neighbors.

OPPORTUNITIES FOR ALL

The Y is for everyone. Our programs, services & initiatives enable kids to realize their potential, prepare for middle school, offer ways for families to have fun together, empower people to be healthier in spirit, mind and body, prepare people for employment, welcome & embrace new comers, and help foster a nationwide service ethic. And that's just the beginning.

Mission Statement

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

Our Philosophy

The YMCA of San Joaquin County (YSJC) is pleased to provide quality child care (through California Community Care Licensing) that meets the needs of your child/ren and family. YSJC strives to provide a safe, caring 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 the new challenges.

Program Year

The program calendar runs from the first day of school through the last day of school (excluding holidays as indicated below). During school breaks, we may operate a day camp at one of our locations. All school breaks will be an additional charge for full day care.

Hours of Operation

We offer the following programming:

Before School Care: 6:45am- 8:15am

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

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

Holidays

Our program will be closed in observance of the following holidays:

- Labor Day
- Lincoln's Birthday
- President's Day
- Martin Luther King's Day
- Veterans Day
- Thanksgiving - both Thursday and Friday
- Christmas Eve and Christmas Day
- New Year's Day
- Memorial Day

Monthly tuition remains the same regardless of holidays during the month. LUSD has the right to close the program for any reason (cleanings, etc.). We will try to notify parents in advance of such closings but there might be an emergency that we are unaware of. Professional growth is important to quality child care so staff may be taking a few days off for trainings; we will let you know in advance of those days.

Eligibility

School-Age Care is provided for transitional kindergarten through 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 the school year, the yearly registration fee of \$125.00 will be reduced to \$75.00.

(See Next Page)

YMCA OF SAN JOAQUIN COUNTY / CHILD CARE PROGRAM

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 2nd child discount	\$420.00 per month	<input type="checkbox"/>
		\$370.00 per month	<input type="checkbox"/>
B	5 days a week until 4:30PM 2nd child discount	\$320.00 per month	<input type="checkbox"/>
		\$290.00 per month	<input type="checkbox"/>
(Plan K)		Kindergarten only	
	5 days a week 8:15-10:45 or 12:00-2:30	\$235.00 per month	<input type="checkbox"/>
(Plan 1)		1st-6th grade	
A	5 days a week until 6:00PM 2nd child discount	\$340.00 per month	<input type="checkbox"/>
		\$316.00 per month	<input type="checkbox"/>
B	5 days a week until 4:30PM 2nd child discount	\$263.00 per month	<input type="checkbox"/>
		\$235.00 per month	<input type="checkbox"/>
(Plan 2)		1st-6th grade	
	3 days a week until 6:00PM	\$256.00 per month	<input type="checkbox"/>
	3 days a week until 4:30PM	\$240.00 per month	<input type="checkbox"/>
	Before School 6:45am-8:15am only	\$112.00 per month	<input type="checkbox"/>
	Before School with after school plan	\$72.00 per month	<input type="checkbox"/>

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

All fees are monthly and adjustments are not made for non-attendance.

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

Please Note: Breaks are included in plans 1 and 1K. ALL other plans may attend the break by paying an additional \$100 for full day services.

All sites will be closed for the following days: Martin Luther King Day, Veteran's Day, Lincoln's Holiday, Presidents Day, Labor Day, Memorial Day, November 22-24, December 25 & 29, 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 pickups are subject to \$5.00 per minute late pick up fee.

I have read and understand all of the above.

Parent name _____ Child's Name _____

Parent Signature _____ Date: _____

Policies

Dual Parent Accounts & Dual Custody

The enrolling parent is the responsible party for financial and registration arrangements. If two separate schedules or two separate parent accounts need to be set up in order to split fees, it is the responsibility of the parents to sign up separately. Days and hours for which parent is responsible must be designated, if applicable.

If parents have a split account (separate accounts with each paying half for the same schedule), the delinquency of either payment would subject both accounts to possible suspension. However, if parents have separate schedules or separate days on which child attend, the delinquency of one parent would not necessarily subject the other parents account to possible suspension.

If special custody arrangements exist that the staff should be aware of, a copy of the custody papers and any current restraining orders must be submitted, to be kept in the child's file, prior to the child's attendance.

Child Protective Services

As mandated by state law, the YMCA staff must and will report any suspicion of child abuse, neglect, or endangerment to Child Protective Services.

Sign In and Out & Release

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 a staff from a classroom).

No child will be allowed to leave the center with anyone other than the enrolling parent, guardian, or other persons listed in the authorization list without specific written instruction from the parent. Proof of identification will be required if the person is on the release list, but is unfamiliar to the staff.

Due to licensing regulations, the PARENT/GUARDIAN must sign their child in/out unless there are extenuating circumstances. In the case of extenuating circumstances, a special exception must be requested.

The 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 to be "under the influence"
- Parent/adult is abusive or "threatening" to a child or staff.

Please make contact with staff when you are picking up your child. It is also vital that we are 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 the staff know of any changes.

Late Pick Up

The YMCA program is open until 6:00pm, Monday-Friday. Our staff cannot leave until every child is picked up, and we ask that you are sensitive to appointments or commitments they may have after 6:00 please make every effort to pick up your child on time. If you are going to be late, please contact the site phone. If we have tried to contact you and all emergency contacts and it has been one hour, the police will be contacted to assist in the situation. *There will be a \$1.00 charge per minute, per child, that a child remains after 6:00pm.* This surcharge will be assessed on your following month's bill. Following three late pickups within a 30 day period, your child may be suspended from the program.

Extra Care

If you are scheduled to pick your child up at a designated time prior to 6:00pm and do not arrive on time, you will be charged an additional fee of \$6.00 per hour used or portion thereof along with next month's charges. If for any reason you need care beyond the hours you contracted, charges will be added onto your account within the following month. Regardless of whether the extra time was prearranged, the hourly fee remains the same.

Change of Schedule/Withdrawal

During the school year, we require a written, one month advance notice in order to make any adjustments to your child's enrollment status. Please either give your 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 YMCA Program Director can make exceptions to this policy.

Exclusion from Program Due to Illness

State licensing requires us to refuse admittance to any child who shows signs of illness. Should any parent or guardian become aware of communicable disease or exposure, with the child or family, the center must be informed immediately in order that may inform others. If your child becomes ill while in the program, a parent, guardian or someone on the authorization list will be contacted to pick up the child immediately.

Symptoms that may predicate exclusion include:

- High fever of 100 degrees or higher
- Nausea and/or vomiting

- Signs of infection
- Congested cough
- Watering or inflamed eyes
- Diarrhea
- Communicable diseases (e.g., chicken pox, head lice)
- Undiagnosed skin rash
- Unable to participate in the program

Children must be symptom free for 24 hours in order to return. Children must be nit-free to return. Children who become ill at school will not be accepted in the YSJC program.

Children with Special Needs

Our child to staff ratio is 1:14. Therefore, if your child requires assistance during the school day, s/he may be required to have the same assistance for the after school program. Children with special needs may participate in the YSJC Childcare Program provided there is no adverse effect upon the other program participants, either through direct behavior of the child or by taking away staff time needed by the other children in our care.

A meeting with the Director will take place prior to the start of the child participating in the program. The YMCA encourages parents with children of special needs to strongly consider if placement at a YMCA Childcare Program is the most appropriate placement for their child.

Homework policy

Each YSJC Child Care location provides supervised homework time. Children are supervised by a staff and help is available to them. Children are encouraged to do their homework during this time. The YMCA is not a tutoring service but will attempt to cooperate with requests from the parents and teachers about an individual child and homework. It is up to the parent to impress upon them that it must get done.

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.

Subsidized care through social service agencies

Registering for Subsidized Care

Parents receiving subsidized care must provide YSJC with documentation that of eligibility and/or approval for subsidized services through a specified agency. Care will not be approved unless all documentation is on file and the Social Services

Coordinator has called the parent to confirm that care can start. Complete documentation includes a finalized certificate from the paying agency, which must include dates of coverage, a stated rate of reimbursement, and a signature from the agency representative. This process can take up to three weeks.

Registration Fee

Parents receiving subsidized care are responsible for paying the annual non-refundable registration fee at the time of enrollment. YSJC will bill the subsidy agency in accordance with their regulations. If the subsidy agency pays the Y for the fee or any portion thereof, we will apply that payment to the monthly fee.

Monthly Timesheets

Subsidizing agencies require that parents complete their monthly attendance record in order for the YMCA to be reimbursed for childcare. This requirement is in addition to the regular YMCA sign in/out sheet. The attendance records are to be filled out daily by the parent/legal guardian or other authorized signers. YSJC may terminate childcare if the timesheets are not filled out properly. It is each parent's responsibility to make sure timesheets are completed on time; otherwise the YMCA will not be paid by the subsidy agency. Any unpaid childcare costs will be billed to the parent/legal guardian and are due immediately.

Parents are contracted for a set schedule through the subsidizing agency and the Y. If children are picked up late or extra hours/ days are used, parents will be responsible for paying these fees to the Y since they are not contracted to be covered by the agency.

Behavior & Discipline Policy Statement

Children are expected to maintain reasonable behavior as a condition of continued service. Children whose behavior has an adverse effect on the program cannot be offered services.

In general, expectations are made by the staff and children. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

YSJC believes that children need both clear and consistent guidelines which help serve to maintain health, safety, and respect for self and others.

If a problem arises, the following steps will be used:

1. Encourage positive behavior.
2. The staff will redirect child's behavior.
3. A reminder of the expectations and a discussion of the problem and consequences will take place.
4. If the child has not responded to redirection, the child will be removed from the activity. Other "duty-oriented" methods of discipline suitable to the behavior may be used (ex: throw spitballs, clean them up).
5. If necessary, a parent conference will be held to further address the problem. A behavior contract will be implemented.
6. If the problem persists, we serve the right to suspend the child for one day up to permanent termination.

In certain cases if we feel the child's safety or the safety of others is in jeopardy, parents will be asked to immediately come and pick up their children for the day. No form of physical punishment, corporal punishment or violation of personal rights will be tolerated. Staff will not tease or belittle children. Swearing and foul language by children or adults, including parents or guardians, is not acceptable.

If property damage occurs due to a child's actions, the parent may be held financially responsible to repair or replace the item.

Children are responsible for:

1. Learning the consequences of their actions
2. Respecting the expectations of the program and controlling their feelings so their actions do not harm anyone
3. Not willfully destructing or harming equipment or property
4. Sharing equipment and/or facilities with all children
5. Remaining with a staff member at all times and notifying them if they need to go to another area
6. Coming to the After School program immediately after school
7. Returning materials & equipment to the place they found before taking out a new activity
8. Carrying out an activity that they committed themselves to
9. Leaving all personal belongings at home (toys, pets, electronics, etc.)

Parents are responsible for:

1. Respecting the right of the childcare staff to maintain order in the program
2. Reviewing and abiding by all procedures detailed in this handbook & explaining them to their children

3. Cooperating with staff by carrying out appropriate discipline techniques
4. Seeking advice from staff and other appropriate agencies for assistance in improving the behavior of their children
5. Meeting with the site director if needed regarding their child's behavior

Staff members are responsible for:

1. Reviewing and explaining the rules
2. Establishing and modeling an environment of appropriate behavior
3. Communicating with children and parents about behavior problems and proposed solutions.
4. Supporting self-development of every child through character development

If at any time you have questions regarding discipline, please don't hesitate to talk to your child's Site Director.

Health and Safety Policies

Our facilities and staff comply with the Licensing standards of the State of California. The center meets state and local regulations concerning fire and building codes, zoning, health and sanitation.

Daily Health Check

Your child's health will be observed each day. This is done informally; however if your child appears to show signs of illness, a more formal evaluation will be done (temperature taken, check for swollen glands, rashes, etc.). If program personnel determine your child to be ill, the parent will be called and expected to pick up the child **within one hour.**

First Aid

All staff are certified in basic First Aid and CPR. First aid supplies kept on hand include:

- First aid manual
- Sterile dressing
- Bandages and roller bandages
- Scissors
- Thermometer
- Ice packs

Injury

If your child is injured, the staff will take whatever steps are necessary to care for your child, including emergency medical care if warranted. These steps may include, but are not limited to the following:

1. Attempt to contact parent or guardian
2. Attempt to contact persons listed on the emergency information form
3. If we cannot reach parents or emergency contacts, we will do any or all of the following
 - a. Call paramedics
 - b. Have the child taken to a hospital in the company of a staff member

Please note: YSJC does not provide insurance for medical costs incurred by individuals in our programs. Any costs incurred must be covered by parents/guardians.

Parents are informed through an "Ouch Report" when an accident or injury occurs which requires basic first aid. These reports are informational, consisting of how the injury occurred and what treatment was given.

Medications

We can only dispense medication if it is in the original container with the doctor's prescription attached. A medication release letter must be written and given to the site director along with the medication. "Over the counter" medicine will only be administered if a written order from the child's doctor accompanies it. No medication may be in possession of children (including cough drops, vitamins, etc.).

Healthy Eating

Our Y is committed to a set of Healthy Eating & Physical Activity standards for our afterschool programs. Children in the afternoon program receive a healthy daily supper, provided by LUSD, which has low sugar and always includes a fruit or vegetable. If grains are served, they will be whole grains. In addition, we do not serve fried foods. Water or 1% milk is our primary beverage served.

If your child has any dietary restrictions, be sure to indicate them on the medical form and send a note to the Director. During breaks, children must bring morning snack, lunch and drink. (Please do not send soda, foods that don't conform to Y healthy eating standards, or foods that require heating).

Personal Belongings

Children are not allowed to bring personal belongings such as toys, games, electronic devices, cell phones, or trading card games to the afterschool program. We also discourage children from bringing valued treasures from home since it is difficult to keep track of these items. Please label clearly any items your child does bring to site. We cannot be responsible for lost or broken items.

YSJC is not responsible for any lost or stolen items or articles. Lost and found items will be kept for one month. Clothing left at the site for a period of one month or more will be donated to Goodwill.

Complaint Procedure

If you have a question or problem with something that is happening or has happened at the site, please talk with your Site Director first.

If you feel they have not dealt with it to your satisfaction, please call the YMCA office, (209) 472-9622, and ask to speak to the Program Director.

If you feel the Program Office has not dealt with the problem to your satisfaction, you may call or write to:

Community Care Licensing

744 P St. MS8-17-17
Sacramento, Ca. 95814

Parents are always welcome to observe our program, help in some way or share a skill. If you would like to volunteer, or give us feedback, please let your Site Director or management team know.

We believe that all kids deserve the opportunity to discover who they are & what they can achieve. Volunteers are needed each year for the *Y's Annual Giving Campaign*. During this campaign, volunteers raise money for the Y's financial assistance program, which helps us meet the growing need for support so more families can participate in Y programs and be healthier, connected, and secure.

Thank you for your continued support. Again, Welcome to the YMCA of San Joaquin County.

Circle school: **Manlio Silva, Julia Morgan, Podesta Ranch or Elkhorn 2017/2018**

Child's Name:		
Address :	City:	Zip:
Home phone:	Cell:	
Child birth date:		
Child age:		
Parent's Name:	Parent birth date:	
Person Responsible for child:		
Email:		
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
	2nd child discount	\$370.00 per month
B	5 days a week until 4:30PM	\$320.00 per month
	2nd 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

(Plan 1) 1st-6th grade

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

.

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_____