

S.T.A.R.S. Program - YMCA of Frederick County Parent Agreement 2017-2018

Staff Use Only:
Please Initial &
Date After
Processing

Please read the information below. By signing this document, you confirm your understanding and acceptance of these terms and conditions.

My child, _____, will be attending the following S.T.A.R.S. Middle School site: _____. I agree to pay \$_____ monthly for my student's participation in this program, beginning ___/___/_____. I also understand that there is a \$ 20 Registration Fee due at enrollment.

Parent Initials: _____.

BILLING TERMS & CONDITIONS

Initial

1. Payment will be made on the 1st of each month for services to be delivered that calendar month.

Initial

2. Monthly payment may be by credit card, checking account or flex spending account DRAFT only. Parents on a monthly draft will have their account drafted on the 1st of the month per a signed Tuition Agreement.

Initial

3. Non-sufficient Funds Procedure If your check, credit card payment, Check/ACH Draft or Credit/Debit Card auto withdrawal is returned unpaid, it will be collected electronically and you will be assess a minimum fee of \$25.00 (or the maximum amount allowed by law). Check writer/card holder is also responsible for all other collection costs.

Initial

4. Late fees (10%) may be charged on past due accounts. Accounts which fall 14 days past due may result in termination from the program. Failure to keep current on any payment agreements will result in disenrollment. After three broken payment agreements no more payment agreements will be permitted. **Following all disenrollments, a \$20 re-enrollment fee will be required.** (Fee will not be waived for POC.)

Initial

5. The STARS Program will be available during regularly-scheduled school days at the designated sites. On half-day school closing days and 2-hour Teacher Work Session days, the program will be offered for all sites at no additional cost. Note: During regularly scheduled school closings, supplemental programs may be offered through the YMCA. Registration and any applicable payments for these programs

can be done in person at the Downtown Y (1000 N. Market St.) or online at www.frederickymca.org. Registration is on a first come first served basis. Any applicable fees will be paid at the time of registration for each program, in addition to (not in lieu of) the regular STARS program participation fees.

Initial

6. There will be no reduction in tuition for days when the YMCA STARS Program is closed for any reason throughout the year. The STARS program is closed during the following holidays during the 2017–2018 school year: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.

Initial

7. A late pickup fee of \$1.00 per minute will be assessed for pickup past 6:30 p.m. At closing, Y Staff will call the emergency contacts as noted on the emergency card. If the emergency contacts cannot be reached in a reasonable amount of time, Child Protective Services will be called.

8. All questions concerning billing can be referred to Julie Marker at 301-663-5131, ext. 1227 or emailed to jmarker@frederickymca.org.

ENROLLMENT TERMS & CONDITIONS:

Initial

1. All enrollment changes and/or disenrollments MUST BE REQUESTED IN WRITING by the parent/guardian, using the YMCA "Request to Change/Disenrollment/Re-Enroll" form. These forms are available at the STARS school sites, on the Y website and at the YMCA front desk. **Failure to submit this form to the YMCA, will result in continuation of current billing until the form is received by the YMCA.**

Initial

2. Two weeks advance written notice is required for DISENROLLMENT from the program. Billing will stop two weeks from the date of written notification, regardless of when the child stopped attending.

3. The same form is required to transfer between sites. Changes will take place within two weeks following receipt of the change form. Up to 3 transfers will be allowed per school year.

Initial

4. Parent/guardian must bring or complete the following forms to the STARS Site Director on before the first day of attendance:

- a.) Signed STARS Program Code of Conduct
- b.) Transportation Preference signed form
- c.) Enrichment Activity Selection sheet

Please do NOT bring these forms to the Downtown Y. Children may not attend if these forms are not completed and at the STARS site.

OTHER TERMS & CONDITIONS:

Initial

1. All custody court orders regarding child(ren) must be provided by the parent/guardian to the YMCA for the safety of the child. It is also the responsibility of the parent/guardian to keep this information up to date. If court orders do not exist or are not provided, the YMCA will release children, or information regarding children, to either parent.

Initial

2. Students must be signed out of the STARS Program by a parent/guardian or other authorized person (or parent/guardian must authorize on the Transportation Preference form for the student to walk home at the conclusion of the program daily). All authorized persons must be at least 18 years of age and must be listed on the emergency form. They may also be asked for photo identification.

3. Students cannot attend the STARS Program if they have any illnesses that threaten the health of other children. The Department of Health regulations concerning communicable disease will be enforced. A copy of the official Communicable Disease summary is available and will be provided upon request. (Please call 301- 663-5131, ext. 1227 for a copy of this publication).

4. If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If he/she can't be reached, the staff will contact the emergency contact person(s) listed on the emergency card. If the emergency is such that the child needs to be transported to the local hospital, a staff member will go with the child ONLY IF STAFFING AT THE SITE PERMITS. If staff cannot leave the site, the child will be transported in the care of emergency personnel.

5. Medication will be administered during the program only if accompanied by the Medication Administration Authorization form that has been signed by both the physician and parent/guardian. The medication must be in its original container. A copy of the Medication Administration Authorization form is available on-line at www.frederickymca.org.

6. A copy of the Code of Conduct is available on-line at www.frederickymca.org. A copy of the Code of Conduct is also available upon request from the Site Director. Parents are requested to read the policies of the YMCA STARS Program and will adhere to these policies.

7. The YMCA has permission to use any photographs or video displays of program participants for promotional purposes or other legitimate reasons.

8. Students are expected to fully participate in the program unless otherwise stated in writing to the YMCA.

9. Participant needs that are not addressed within these guidelines must be requested and approved by the STARS Program Director. Availability of special arrangements may vary by location and accommodation is at the discretion of the STARS Program Director.

10. This program operates under contract with Frederick County. Comments or concerns about the program that are not resolved by contacting the YMCA may be referred to Frederick County Office for Children and Families at 301-600-1063.

I understand that participation in this program could result in injury and am voluntarily allowing my child to participate. I understand that participation in the program may not be advisable for individuals with certain illnesses or medical conditions and agree to obtain a physical for my child. I hereby waive, release and forever discharge and indemnify and hold harmless the YMCA and its officers, agents, employees, and representatives from any and all responsibility or liability for injury or damages, except those caused by the negligent act or omission of any of the foregoing persons or entities, arising out of, resulting from or in connection with my child's participation in this program.

Parent/Guardian Signature

Date

Printed Name + Relationship to Student

