

Before & After School Enrichment 2019-2020 Parent Agreement

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 Before & After School Enrichment site: _____. I agree to pay \$_____ monthly or semi monthly (please circle one) for my child's participation in this program, beginning ___/___/_____.
Parent initials: _____.

BILLING TERM & CONDITIONS

1. **Payment may be made either monthly or semi-monthly.**
2. **Monthly payment will be by credit card, checking account, or flex spending account draft.** Parents choosing a monthly draft option will be drafted on the 15th of the month (per signed Tuition Agreement). The amount of the draft is 180 days of billing divided by 10 months (August – May). There will be no draft in June.
3. **Semi-monthly payment may be by credit card, checking account or flex spending account draft OR by cash, check, money order, or credit card** (per signed Tuition Agreement). **Payments may be made in person at the Downtown Y (1000 N. Market St.), by mail (non-cash only), or online at www.frederickymca.org (instructions to be provided).** The semi-monthly amount is 180 days of billing divided by 20 (August 15 – June 1).
4. A returned draft fee will be assessed to both checking account and credit card drafts. Upon the third return draft the account will be changed to semi-monthly (no draft).
5. **Late fees (10%) may be charged on past due accounts. Accounts which fall 14 days past due of the bill date may result in termination of child care. 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 \$50 re-enrollment fee will be required. (Fee will not be waived for CCS recipients.)**
6. The YMCA bills tuition for 180 days of school. Additional fees will be charged for full days when school is not in session.
7. **Child care will be available during regularly-scheduled school closings at designated sites by pre-registration**

Initial

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Initial

only. Registration and payment for these school closing days can be in person at the Downtown Y (1000 N. Market St.), by fax, or online at www.frederickymca.org. Care will be provided for \$40/day. Registration is on a first come first served basis. If a minimum of 8 children are not enrolled at a site, the YMCA reserves the right to close the site. Care will also be provided for \$40/day on most snow closing days, at designated "snow sites". (See Inclement Weather Policy for details.) **These fees will be assessed in addition to (not in lieu of) the tuition fees.** These fees apply because additional hours of care are provided. **On half day school closing days and 2-hour Teacher Work Session days, care will be provided at ALL sites at no additional cost, space permitting by pre-registration at the site.**

Initial

8. There will be no reduction in tuition for days when YMCA child care is closed for any reason throughout the year. The B.A.S.E. program is closed during the following holidays during the 2019 – 2020 school year: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.
9. **A late pickup fee of \$1.00 per minute will be assessed for pickup past 6:30 p.m. At closing, child care 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.**
10. All questions concerning billing can be referred to Child Care billing at 301-663-5131, extension 1276 or 1263 OR emailed to: collections@frederickymca.org.

Initial

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/Disenroll/Re-Enroll" form.** These forms are available at the B.A.S.E. sites, on our 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.** Please see "Enrollment Changes" section of the Parent Handbook for details.

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 or to change the type of care at a site. Changes will take place within two weeks following receipt of the change form. **Up to 3 transfers will be allowed per school year.**

4. **Per state regulations, parent/guardian must bring the following complete, current and accurate forms to the child care Site Director on or before the first day of attendance:**

Initial

- a) Child(ren)'s health inventory and immunization record
 - b) Emergency card
 - c) Signed copy of the YMCA discipline policy
- Originals of all signed documents are required. **Please do NOT bring these forms to the Downtown Y.** Children may not attend if these forms are not at the child care 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.
2. Children must be signed into before school care and signed out of after school care by a parent/guardian or other authorized person. All authorized persons must be at least 16 years of age and must be listed on the emergency form. They may also be asked for photo identification.
3. Child(ren) cannot attend the child care 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 1269 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 form is available on-line at www.frederickymca.org.
6. A copy of the parent handbook is available on-line at www.frederickymca.org. A copy of the handbook is available also upon request from the Site Director. Parents will be asked to read the policies of the YMCA child care programs and 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. Children are expected to fully participate in the program unless otherwise stated in writing to the YMCA.
9. Child care needs that are not addressed within these guidelines must be requested and approved by the Director of Before & After School Enrichment. Availability of special arrangements may vary by location and accommodation is at the discretion of the Director.

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 Child

Before & After School Enrichment Program 2019-2020 Registration Form

(Please complete a separate application for each child)

Child's Full Name: _____ Date of Birth: _____

Gender: ___ Male ___ Female ___ Non-Binary
 Y Member? ___ Yes-Household (required for member rate) ___ No (non-member rate applies)
 ___ Yes-Youth (non-member rate applies)

Parent/Guardian Name: _____

Child's Home Address: _____ Home Phone: _____
 _____ Work Phone: _____
 _____ Cell Phone: _____
 _____ Email: _____

**Preferred Method of Contact (check one box): Phone Email Mail

B.A.S.E. Site: (please circle ONE)

- | | | | |
|-----------------------|-----------------------|---------------------|----------------------|
| (861) Ballenger Creek | (827) Butterfly Ridge | (862) Carroll Manor | (841) Centerville |
| (842) Deer Crossing | (881) Glade | (821) Hillcrest | (882) Liberty |
| (822) Lincoln | (883) Monocacy | (884) Myersville | (823) N. Frederick |
| (844) Oakdale | (863) Orchard Grove | (824) Parkway | (825) Spring Ridge |
| (864) Tuscarora | (845) Twin Ridge | (846) Urbana | (865) Valley |
| (885) Walkersville | (826) Waverley | (886) Whittier | (888) Yellow Springs |
- (828) Thurmont Primary (includes children from Thurmont Elementary)

Child attends: ___ Primary ___ Elementary (for Thurmont Only)

CHILD'S START DATE: _____

Attendance (please check ONE)

FT Options (4-5 days/Mon.-Fri.): ***PT Options (1-3 days/Mon.-Fri.):**

- | | |
|--|--|
| _____ 4-5 Days – Before School Only | _____ 1-3 Days – Before School Only |
| _____ 4-5 Days – After School Only | _____ 1-3 Days – After School Only |
| _____ 4-5 Days – Before & After School | _____ 1-3 Days – Before & After School |

_____ **AFTER SCHOOL – MAGNET (Urbana ONLY, 2:30 – 6:30 pm)**
 _____ **BEFORE & AFTER SCHOOL – MAGNET (Urbana ONLY, 2:30 – 6:30 pm)**

(must have at least 5 children enrolled in the magnet sessions for the Y to offer this option)

***Part-Time options are limited and/or not available at all sites. Please check on availability before registering.**

NOTE: A NON-REFUNDABLE registration fee of \$50 per child is required at the time of registration. Waived for CCS recipients.

YMCA Staff Use Only (check all that apply):

- Health Inventory packet given to parent (parent takes completed forms to the site on or before the 1st day of attendance.)
- Health Inventory Packet already on file at the site from 2018-2019 school year – new packet not needed.
- One copy of Parent Agreement signed on back and initialed where indicated.
- One copy of Parent Agreement given to parent.
- Tuition Agreement completed, voided check attached if bank draft.
- Yellow receipt for registration fee stapled to BACK (not front) of this form.

**YMCA of Frederick County
Child Care Tuition Agreement
Before & After School Enrichment
August 2019 – June 2020**

ID # _____
MONTHLY or SM
CC or CK

Please complete this application in its entirety to ensure that tuition arrangements for you are established.

Child Start Date _____

Child Name _____

Parent Name _____

Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Work Phone _____

E-mail Address _____

YMCA Household Member Yes No

BASE Site: _____

I would like to make all tuition payments (circle one):

Semi Monthly

- Payment is due the 1st and 15th of each month (August 15th thru June 1st)
- May be by cash, check, money order or credit card
- May pay in person at 1000 N. Market St., by mail (non cash only) or online- www.frederickymca.org (instructions provided)
- GV payment may also be made at 11791 Fingerboard Road Monrovia, MD 21770

Semi Monthly Draft

- Account (**Choose one**):
 - Checking Account (attach voided check)
 - Flex Spending Account
 - Credit Card
- Bill Date 1st and 15th of the month (August 15th thru June 1st)

Monthly Draft

- Will be on the 15th of the month
- Account (**Choose one**):
 - Checking Account (attach voided check)
 - Flex Spending Account
 - Credit Card

- Our family would like to make a pledge to the Annual Campaign in the amount of \$_____ monthly or semi-monthly. Please add this into our billed or drafted amount. (This contribution is 100% tax deductible.)**

Parent Signature _____ **Date** _____

(Agreement to tuition contract & authorization of draft payment if draft option selected)

Please complete for Credit Card/Flex Spending Draft:

Credit Card: MC Visa Discover Am Ex Flex Spending Card

Last 4 Digits of CC: _____ Zip Code: _____

Expiration Date: (**After August 2020**) _____

Card Owner Signature: _____

All Sites except for Hillcrest, Waverley, Butterfly Ridge & Monocacy
Full Time Care (4-5 Days)

FT - Before School	Monthly	Semi-Monthly
Household Mbr.	\$290	\$145
Participant	\$338	\$169
FT - After School		
Household Mbr.	\$324	\$162
Participant	\$368	\$184
FT - Before & After School		
Household Mbr.	\$414	\$207
Participant	\$524	\$262

Part-Time Care (1-3 Days) - availability varies

PT - Before School	Monthly	Semi-Monthly
Household Mbr.	\$230	\$115
Participant	\$278	\$139
PT - After School		
Household Mbr.	\$268	\$134
Participant	\$304	\$152
PT - Before & After School		
Household Mbr.	\$324	\$162
Participant	\$418	\$209

Please inquire within for rates for Hillcrest, Waverley, Butterfly Ridge and Monocacy.



Dear Y Families,

Welcome to the YMCA's Before & After School Enrichment program for the 2019-2020 school year! The program begins on the first day of school, which is September 3rd. We open at 6:30 a.m., dismiss the children to go to their classrooms at 8:30 a.m. (8:00 a.m. at North Frederick), re-open at 3:30 p.m. (3:00 p.m. at North Frederick) and operate until 6:30 p.m. This letter is to address some important items in advance of that hectic first day of school. We are looking forward to your child's participation in our program and want things to go smoothly on the first day!

Things to Do BEFORE School Starts:

- Complete all paperwork required by the State of Maryland. This paperwork is referred to by us as the "Health Packet" and was given to you when you registered, if your child did not attend the Before & After School Enrichment program during the 2018-2019 school year. The forms include:
 - Health Inventory – Part I is filled out by the parent. Part II is filled out by a health practitioner during a scheduled visit.
 - Immunization Record
 - Emergency Form – Filled out by a parent (front and back)
 - YMCA Behavior Management Policy – Signed by parent
- Find your copy of the Parent Agreement that was given to you when you registered. Read the front and back to get re-acquainted with our policies. If you cannot locate your copy, the document is available at www.frederickymca.org.
- **Inform the school staff if your child will be attending the YMCA after school.** Do not assume that they already know the names of everyone who should be sent to the YMCA program.
- Please note that FCPS has a "staggered start" for kindergartners, which means that your kindergartner will not attend school every day during Week 1. Please be aware that we cannot provide care on those days outside of our normal before school & after school hours, and you will have to make alternate arrangements.

Things to Do ON the First Day of School:

- Bring the completed forms listed above to the child care site (or if your child attended during the 2018-2019 school year, allow time to update and initial forms that are already on file). If your child is enrolled in the AFTER SCHOOL ONLY program, these forms must be given to the Site Director BEFORE the child comes to the YMCA in the afternoon. The best time to bring these forms would be during our morning hours, noted above. Please do not put them in your child's backpack, as they tend to get "lost", which is very frustrating for everyone involved! Also, please do not take these forms to the Downtown Y on North Market Street, or leave them with school personnel. Bring them directly to the Site Director!
- Please go on-line to our website at www.frederickymca.org and read the Parent Handbook, the Weather & Emergency Procedures booklet, and the Half-Day Memo. (After reading these documents, please see the Site Director sometime during the first week of school to sign the back page of each document.)
- If you do not have access to a computer, please ask the Site Director for the Parent Handbook, the Weather & Emergency Procedures booklet, and the Half-Day Memo. (After reading these documents, please fill out the last page of each one, sign and date it, and give it to the Site Director sometime during the first week of school.)

YMCA OF FREDERICK COUNTY

1000 N. Market Street, Frederick, MD 21701

P 301-663-5131 F 301-663-5363 www.frederickymca.org

Our Mission: "To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all."



Important Reminders Regarding Change of Plans:

- If you registered for this program, but have now decided not to participate, you **MUST DISENROLL IN WRITING BEFORE THE FIRST DAY OF SCHOOL (9/3/19) IN ORDER TO AVOID BEING RESPONSIBLE FOR YOUR BILLING.** Please come to the YMCA on North Market Street and ask to **DISENROLL IN WRITING not later than **Saturday, 8/28/19.****
- If you wish to disenroll any time after Saturday, 8/28/19, you must still **DISENROLL IN WRITING AND ALSO GIVE A 2-WEEK NOTICE.** Billing will continue until 2 weeks after you submit your **WRITTEN** request to disenroll, even if your child has never attended. Verbal requests to disenroll will not be honored – you must fill out the YMCA “Request to Disenroll/Transfer/Re-Enroll” form and bring it to the front desk.

Bill Payment – Semi-Monthly (non-draft):

- Please note that if you did not choose a draft option at the time of registration, your payment for care is due semi-monthly on the 1st and 15th of the month. Billing will start for the 2019-2020 school year on August 15st and will continue through June 1st.
- The semi-monthly amount is based on 180 days of billing. The yearly rate has been divided by 20 billing dates so the amount is the same every month on the 1st and 15th.
- Semi-monthly payments can be made in person at the Downtown Y (1000 N. Market St.) or by mail (non-cash only), but you may prefer to take advantage of our online payment option available at www.frederickymca.org. (Detailed instructions are attached to this letter.)

Bill Payment – Semi-Monthly or Monthly Draft:

- If you signed up for either Bank, Credit Card, or Flex Spending Draft, your account or card will be charged on the 15th of the month starting August 15, 2019. If you selected the semi-monthly draft your account or card will be charged starting on August 15, 2019 – June 1, 2020.
- The amount of the draft is based on 180 days of school divided by 10 billing dates for monthly and 20 billing dates for semi-monthly payment. All drafts will be for the same amount.
- Monthly statements are available by email. They will be emailed out upon the completion of each month. If you do not receive an email you may request a statement by emailing wcline@frederickymca.org.

If you have any questions about billing or the draft, please contact Wendy Cline at 301-663-5131, x 1276 or wcline@frederickymca.org. If you have any other questions about the program operations, policies, or procedures, please call the Before & After School Enrichment office at 301-663-5131.

Sincerely,

Diana Lewis

Diana Lewis

Director of the Before & After School Enrichment Program

301-663-5131, x 1269

dlewis@frederickymca.org

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**2019-2020 School Year
B.A.S.E. Bill Schedule**

MONTHLY

Payment Due Date	Actual Service Dates	Number of Days
Aug. 15 th	Sept. 3 – Sept. 27	18
Sept. 15 th	Sept. 30 – Oct. 24	18
Oct. 15 th	Oct. 25 – Nov. 20	18
Nov. 15 th	Nov. 21 – Dec. 19	18
Dec. 15 th	Dec. 20 – Jan. 27	18
Jan. 15 th	Jan. 28 – Feb. 24	18
Feb. 15 th	Feb. 25 – March 19	18
Mar. 15 th	March 20 - April 17	18
April 15 th	April 20 - May 14	18
May 15 th	May 15 - June 10	18
	Total Days	180

SEMIMONTHLY

Payment Due Date	Actual Service Dates	Number of Days
Aug. 15 th	Sept. 3 – Sept. 13	9
Sept. 1 st	Sept. 16 – Sept. 27	9
Sept. 15 th	Sept. 30 – Oct. 11	9
Oct. 1 st	Oct. 14 – Oct. 24	9
Oct. 15 th	Oct. 25 – Nov. 6	9
Nov. 1 st	Nov. 7 – Nov. 20	9
Nov. 15 th	Nov. 21 – Dec. 6	9
Dec. 1 st	Dec. 9 – Dec. 19	9
Dec. 15 th	Dec. 20 – Jan. 13	9
Jan. 1 st	Jan. 14 – Jan. 27	9
Jan. 15 th	Jan. 28 – Feb. 10	9
Feb. 1 st	Feb. 11 – Feb. 24	9
Feb. 15 th	Feb. 25 – March 6	9
March 1 st	March 9 – March 19	9
March 15 th	March 20 – April 1	9
April 1 st	April 2 – April 17	9
April 15 th	April 20 – May 1	9
May 1 st	May 4 – May 14	9
May 15 th	May 15 – May 28	9
June 1 st	May 29 - June 10	9
	Total Days	180

The school calendar includes 8 days for snow or other emergency closings. If there are no days needed for emergency closings, the last day of school will be June 10th. If there are days needed they will be made up in the following sequence – June 11, 12, 15, 16, 17, 18, 19 and 22.

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Instructions for online payment of child care fees:

1. Log onto the YMCA website at www.frederickymca.org.
2. Select Register and then Register or Make Payments.
3. Scroll down and select Register Online.
4. Click on the white head Icon at the top to log in.
5. To log in, type in the email address that is on file for this account. Your password will be your child's first initial of the first and last name and the six-digit date of birth.
6. Click on the white, head icon, then Balances and History.
7. You will now see your account balance and will be able to pay online.

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