



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Before and After School Families,

Welcome to the Plymouth Family YMCA's Before and After School Care Program!

Thank you for trusting us with your child's safety and well-being. Attached you will find the necessary enrollment information for the 2019-2020 school year. Please note the following information:

- ✓ Two business days are required to process registration paperwork received manually.
- ✓ A 14-day written notice is required for all contract changes or terminations.
- ✓ Holiday Break, half days, Mid-Winter Break and Spring Break care are all available at an additional cost and WITH A SEPARATE REGISTRATION.
- ✓ Please refer to the parent handbook for additional program information and policies.
The parent handbook is downloadable from the YMCA website at ymcadetroit.org/plymouth/programs/child-care. Please choose the Before & After School Care tab.

The annual registration fee for the 2017-2018 school year is \$40.

The annual registration Y membership is \$39 for the family. It is good for one calendar year and allows you to register for any YMCA programs.

Reenrollment for Current Participants Only

- ✓ Reenrollment for current participants only will be available from Monday, May 6 – Sunday, May 19.
- ✓ Open enrollment for all students begins Monday, May 20, so please take advantage of the reenrollment time period.
- ✓ Siblings of current participants who are not currently enrolled in our program may also register during the reenrollment period; however, these contracts will need to be entered manually which means you will need to complete the written contract and return it to the YMCA or the site director. Online registration for new contracts will otherwise not be available until Monday, May 20.

Open Enrollment for All Students

- ✓ Open enrollment for all students starts on Monday, May 20.

Early Registration Discounts for All Participants

- ✓ Until May 31st pay only the \$39 membership fee, the \$40 registration fee is waived.
- ✓ Register after May 31st and pay the \$39 membership fee and the full registration fee of \$40 for a total of \$79.
- ✓ You will receive an email from the business office in early August or at the time of registration with your payment schedule.
- ✓ Payments are due weekly on Sundays or monthly on the 1st of each month.

Online registration will be offered for the 2019-2020 school year. Please use these links to register online:

https://apm.activecommunities.com/ymcadetroit/ActiveNet_Home?FileName=onlineDCProgramDetail.sdi&dcprogram_id=1549&online=true

Online registration creates an immediate contract, which confirms your spot in the program. If you register through the office by returning a manual contract, the YMCA will scan your paperwork to the Child Care Business Office within one business day. The Child Care Business Office will then process the paperwork within two business

days. Your spot in the program will not be confirmed until the Child Care Business Office processes your contract. For this reason, we strongly encourage you to register online.

Our program offers a fun and safe place for your child to continue to learn and grow. The program is structured using weekly theme based activities that support experiential learning. A typical after school day will consist of a healthy snack, designated homework time, physical activity, large or small group games, indoor or outdoor games, STEM activities, nutrition activities, or arts and crafts.

Thank you once again for choosing the YMCA as your childcare provider. We look forward to serving you, and we hope that your experience with the YMCA Before and Afterschool program is a positive and valuable one.

Sincerely,



Corbin Reeves
Site Director
Plymouth Family YMCA
creeves@ymcadetroit.org
(734) 453-2904



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AFTERSCHOOL CHILD CARE CONTRACT

Child's Information:

FULL NAME _____ START DATE _____
AGE IN FALL _____ DATE OF BIRTH _____ Gender: ☐ M ☐ F
SCHOOL _____ GRADE _____

Parent's Information:

ADULT #1 _____	ADULT #2 _____
DATE OF BIRTH _____	DATE OF BIRTH _____
E-MAIL _____	E-MAIL _____
ADDRESS _____	ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
HOME PHONE _____	HOME PHONE _____
CELL PHONE _____	CELL PHONE _____

If parents are separated, who is the custodial parent? ☐ Mother ☐ Father ☐ Joint Custody

If there are special circumstances involving visitation and pick-up rights, you must provide us with legal documentation.

2019-2020 Rates:

AM Rate: \$7.00/day

PM Rate: \$11.75/day

AM/PM Rate: \$18.00/day

☐ ½ Day Rate: \$25.00/day

☐ No School Day Rate: \$40.00/day

*Weekly discount applies to weeks that care is provided 5 days

Please Select Your Days & Times:

AM	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> All
PM	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> All

PARENT SIGNATURE _____

DATE _____

STAFF USE ONLY - To Be Completed At Registration

REGISTRATION FEE _____

WEEKLY FEE _____

PROGRAM DIRECTOR INITIAL _____

Deposit & Registration:

- Deposit and the first installment will be processed within two business days of registration.

PLYMOUTH FAMILY YMCA

248 Union Street, Plymouth, MI 48170

P 734 453 2904 F 734 453 4191 ymcadetroit.org/plymouth

Everyone is welcome. Financial assistance is available. The YMCA of Metropolitan Detroit strengthens communities in Southeastern Michigan through youth development, healthy living and social responsibility.



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Child Care Usage Form Terms of Agreement

1. All tuition payments will be due in advance. Monthly payments are drafted on the 1st of each month. Weekly payments are drafted on the Sunday prior.
2. I, the undersigned, understand and agree that in order to register for any and all YMCA Afterschool Programs **all registration paperwork must be completed thoroughly and the first installment payment made.** I also understand that payments will not be accepted at any Afterschool site. **Registration and membership fees are non-refundable.**
3. I, the undersigned, understand and agree that once my child is registered for YMCA Afterschool Program(s) **weekly fees apply whether or not my child attends.**
4. I, the undersigned, understand and agree that I am required to provide a 14 day written notice to the Y Youth Development Manager to change my contract or to discontinue my active participation in the program. I also understand that all charges will continue to accumulate despite my child not being there until written notice of intent to change or cancel is received.
5. I, the undersigned, understand and agree that **all fees have been adjusted to account for holidays and scheduled school vacations.** I also understand and agree that **no other credits will be given, not even for unplanned school cancellation, inclement weather, natural disasters, or emergencies beyond the Y's control.**
6. I, the undersigned, understand and agree that late payments will result in an additional service charge of \$15.00.
7. I, the undersigned, understand and agree that if my account is past due, my child care services may be suspended until the account balance plus next installment is paid in full.
8. I, the undersigned, understand and agree that as the Parent/Legal Guardian of the Child stated on the front of this form, I am responsible for any outstanding balances due at the end of the current school year.
9. Our late pick up fee begins at 6:01 pm and is \$1 per minute for the first 10 minutes and \$2 per minute thereafter and is added to my next billing installment.
10. **Half days are not covered in your monthly bill and will require a separate registration and additional charge.** All half days not paid for in advance will be charged at a higher rate of \$30 per day attended.
11. Any unscheduled drop-ins not prepaid by a drop-in card or communicated as a one-time emergency will be charged to your account at a higher rate of \$20 per session attended.

I have thoroughly read the above statements, and by signing below I hereby agree to the terms and conditions listed above.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Child's Name: _____

Child Care Usage Form

Tell Us About Your Child

Is your child under any special medical (seizures, asthma, etc.) or dietary regimen?

☐ Yes ☐ No If yes, please describe:

Does your child take any prescribed medication that will need to be administered during the time that he or she is in the YMCA's Care?

☐ Yes ☐ No If yes, please list and also fill out the prescribed medication form:

Are there any problems that may confront your child while in the YMCA Program (homesickness, anxiety, moodiness, etc...)

Does your child have any serious fears? If so, please tell us about them:

Please provide any other information you feel may put us in a better position to understand your child and his or her needs:

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

Child Care Usage Form

Parent Acknowledgement and Permission Forms

Child's Name: _____

Birth Date: _____

Parent Handbook

I (the undersigned) agree that I have received the YMCA Child Care Parent Handbook. I understand that it is my responsibility to read and know all of the policies and procedures outlined within.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Parent Concussion Information Sheet

I (the undersigned) have received the YMCA Parent Concussion Information sheet. It is my responsibility to read and understand all necessary expectations.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Permission for Enrollment and Release of YMCA Liability

I allow my child to participate in YMCA Childcare activities; I understand and expressly acknowledge that I release the YMCA, its staff and volunteers from all liability for any injury.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Photograph / Video / Voice Release

The YMCA of Metropolitan Detroit requests irrevocable consent to release photographs, slides, moving pictures, and audio/visual material of the above named minor child for the purpose of YMCA records, public relations and/or advertising, videos, voice or text material, and either with or without my child's name or photo accompanying quotation.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Health Statement

This is to verify that my child is in good health. As a parent, I take responsibility for my child's health while in childcare. All of his/her immunizations are up to date. A record of my child's immunizations and physical examination, signed by a Doctor, are on file at the school office. I give the YMCA permission to obtain a copy of my child's health record, on file at the school, if necessary.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.com/michildcare.

I have read the above statement issued by _____
Name of Child Care Center

Child(ren)'s Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Playground Consent

The Department of Human Services, Office of Child and Adult Licensing have established new criteria for playground and playground equipment. A public (school or park) playground is not required to meet all the same playground safety regulations that licensed centers are required to meet. Given this information, in order for a child enrolled in a licensed program within a school approved by the Michigan Department of Education to play on the equipment the parent must give their consent. If you choose to not give your child permission to play on the equipment they still be taken outdoors with the other children and offered an alternative activity.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____