



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NURTURING THE POTENTIAL OF EVERY CHILD

**Preschool/Pre-K
2018-2019
Enrollment Packet**



GREATER VALLEY YMCA, Suburban North Family YMCA

880 Walnut Street, Catasauqua, PA 18032

(P) 610-264-5221 (W) gv-ymca.org

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Child's Name _____ Birth Date _____
 Age (as of September 1, 2018) _____

CHILD ENROLLMENT

PRESCHOOL

PRE-K

**First Day:
 Sept 4, 2018**

**First Day:
 Sept 5, 2018**

MEMBERS ONLY

\$68/month

\$152/month

Tuesday/Thursday 9 AM-11 AM

N/A

Monday/Wednesday/Friday 9 AM-Noon

N/A

Y Financial Policy & Procedure

- First month's tuition is due at time of registration and is non-refundable
- Subsequent months must be automatic drafted by EFT or Debit/Credit via the Authorization Form in this packet and will be drafted the 1st of every month (October-May). For families who do not have a checking and/or credit card, cash payments will be accepted. Approval must be obtained by the Director prior to picking the cash option. Payments not received on time will incur a \$15 late fee.
- Credit for missed classes will be at the discretion of the Director
- Returned Check/Bank Draft: A \$25 fee per NSF bank draft will be assessed; future payments may be required in the form of cash.
- If there is a past due balance, the child will not be able to attend, transition to a new program, register at another Y, transfer records, or obtain financial statements until the account is paid in full.
- Preschool and Pre-K participants are required to be members of the Y.
- Late Pick-Up fee is \$20 for the first 15 minutes late and \$1.00 each minute after.

I have read, understand and agree to comply with the Y Financial Policy & Procedure. I agree to update the emergency contact and parental consent form information whenever changes occur.

Parent Signature _____ Date _____

Director Signature _____ Date _____

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PRESCHOOL & PRE-K CREDIT CARD/EFT AUTHORIZATION FORM

CHILD(REN) NAME(S) _____

START DATE _____

FREQUENCY

Monthly—1st of every month from October through May

OPTION 1—Credit/Debit

Type of Card Visa/Debit MC Discover AmEx

Name on Card _____

Card Number _____

Expiration Date _____ CVV Code _____

Amount to be Charged _____

Statement Billing Address _____

City _____ ST _____ Zip _____

For split billing (two parties will each pay) make a copy of this form and complete for the second payer.

OPTION 2—EFT

Attached a Voided Check

AUTHORIZATION

By signing below, I indicate my permission to charge the above account.

I give permission to the Greater Valley YMCA to make a charge to the above credit card/EFT monthly as stated above.

I understand that if my transaction is declined I will be assessed a fee of \$30 per transaction plus the total tuition.

I understand that if a late pick-up fee is billed, it will be charged to the above account for each instance.

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

EMAIL _____

GREATER VALLEY YMCA

SUBURBAN NORTH FAMILY BRANCH

880 Walnut Street, Catasauqua, PA 18032

P 610 264 5221 F 610 264 5622 W gv-ymca.org

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EMERGENCY CONTACT INFORMATION AND AUTHORIZATION FOR MEDICAL TREATMENT

Child's Name _____ Birth Date _____ Gender _____
 Address _____

PARENT/GUARDIAN INFO

Mother's Name/Guardian _____ Birth Date _____
 Address _____ Cell _____
 Employer _____ Email _____
 Employer Address _____ Work Tel _____
 Father's Name/Guardian _____ Birth Date _____
 Address _____ Cell _____
 Employer _____ Email _____
 Employer Address _____ Work Tel _____

EMERGENCY CONTACT INFO (Please list at least 1 person other than parents as emergency)

Name _____ Address _____ Tel _____
 Name _____ Address _____ Tel _____
 Name _____ Address _____ Tel _____

MEDICAL INFO

Child's Doctor _____ Tel _____
 Doctor Address _____
 Special Disabilities (if any) _____
 Additional Information on Special Needs of Child _____
 Medical or Dietary Information Needed in Emergency _____
 Medication, Special Conditions _____ Allergies _____
 Health Insurance Coverage for _____ Policy Number _____
 Child or Medical Assistance Benefits _____ (required) _____

| Action Item | Parent Signature (MUST SIGN EACH LINE BELOW) |
|---|---|
| In case of emergency due to illness or accident, when it is thought advisable to have immediate medical attention for my child, I hereby authorize the Suburban North Family YMCA to send my child to the following hospital: _____ (LVHN-Muhlenburg will be used if no location is designated.) I agree to meet the YMCA staff person at the hospital as soon as possible after being notified. I understand that I must bear all expenses, including those incurred to transport my child to the hospital. | |
| In the even of minor injury, I authorize the Suburban North Family YMCA to administer basic First Aid to my child. | |
| Permission to go on walks around the YMCA facility | |
| Permission to be transported by Y vehicles or vehicle contracted by the Y | |

Parent/Guardian _____ Date _____

Child's Name _____ Birth Date _____

CHILD RELEASE

This form ensures that your child is released to only people who are authorized to pick up their child from Preschool/Pre-K. Please indicate below all the persons names that you authorize to pick up and sign out your child from Preschool/Pre-K. Anyone not on this list will NOT be allowed to pick up your child. In the event of an emergency please contact the Welcome Center at (610) 264-5221 to inform them of who will be picking up your child.

- Please note that children will ONLY BE RELEASED to those listed below!
- Pictured identification will be required before child is released!

I hereby give my permission to the Suburban North Family YMCA to release my child to the custody of only those persons listed below.

| Name & Address | Relationship to Child | Tel |
|----------------|-----------------------|-----|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

General Permissions

By initialing below, I indicate my permission preferences for the child named above:

| I give permission | <u>I DO NOT</u> give permission | Action Item | Parent Signature (MUST SIGN EACH LINE) |
|-------------------|------------------------------------|---|---|
| | | Picture: Permission to use my child's photograph in any official publicity pieces, including, but not limited to; news releases, social media, publications, and web use. | |
| | | Picture: Permission to use photographs of my child taken during program or YMCA events, ONLY within the YMCA or Child Care Center. | |
| | | Allergy: Permission to post my child's allergies in their classroom or binders. | |
| | | Hand Sanitizer: To use hand sanitizer to supplement hand washing. (Regulations from the PA Department of Child Development and Early Learning—see 55PA Code 3720.132, 3280.134 and 3290.134, relating to child hygiene.) | |
| | | 2017-2018 Preschool & Pre-K Handbook/Statement of Understanding: I have received, read and will abide by the statement of Understanding and the Suburban North Family | |

CHILD INTAKE

Child's Name _____ Nickname _____

Date of Birth _____ Age _____ Male Female

Grade _____

Has your child ever been in Child Care before? Yes No

If yes, where? _____

Are there any needs or fears you would like to let us know about? Yes No

What is your child's preference for social interactions? _____

Is there any other information that we should know that will help your child transition? Yes No

Does your child have an IEP, IFSP, Special Needs Assessment, or other documentation? Yes No

If so, please attach it for our records

Are there any behaviors you are aware of that your child may need assistance with from the staff? Yes No

If yes, please list _____

Are there people who you would like us to contact who have worked with your child? Yes No

Name/Phone _____

Name/Phone _____

Permission For Release of Information: The Y has my permission to obtain records and discuss information pertaining to my child with agencies involved in the care and development of my child.

Parent Signature _____ Date _____

STAFF USE ONLY

Child's Name _____

Birth Date _____

STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign the form and return to the Y. A copy will be placed in your child's file.

- I understand that my child will not be allowed to leave with any unauthorized person. All persons authorized to pick up my child, including older siblings or other relatives, must be listed with the Y. Any other arrangements must be made by calling the Y at 610-264-5221.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.
- I understand the Y is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that Y staff and volunteers are not allowed to babysit or transport children at any time outside the Y program. Immediate disciplinary action will be taken by the Y toward staff and volunteers if a violation is discovered.
- I understand that I am to not to leave children unattended. I will wait for Y staff or volunteer to receive and supervise the child.
- I understand that children should not receive excessive gifts (e.g. TV, video games, jewelry) from Y staff or volunteers, and that I should report this to a supervisor if they do.

I understand that I can help ensure my child's safety by taking an active interest in his or her Y experience. I, too, will monitor volunteer and staff interactions with my child and ask specific questions about program activities and volunteer or staff relationships with my child..

Parent Signature _____

Date _____

Suburban North Family YMCA Preschool & Pre-Kindergarten Parent Handbook

Program Information

Welcome to the Suburban North Family YMCA Preschool & Pre-Kindergarten program! We strive to provide a setting that is safe and secure and where your child will be able to grow mentally, physically, and socially.

YMCA PRESCHOOL

Our Preschool program is geared for children ages 3 to 4 years. This program will emphasize social interaction, cooperation and cognitive development. We provide children with a classroom experience that best meets their developing needs, explore gross motor skills, music, art projects and stories. Age appropriate activities provide a variety of fun learning experiences that revolve around an Early Childhood Curriculum. Your child must be toilet trained, no pull-ups allowed.

YMCA PRE-KINDERGARTEN

Our Pre-Kindergarten program is geared for children ages 4 to 5 years who will be attending Kindergarten the following year. This positive character building program will promote the social, physical, intellectual and emotional growth of a child to prepare for Kindergarten. Age appropriate activities provide a variety of fun learning experiences that revolve around an Early Childhood Curriculum.

Daily Activities Include:

- Letters
- Numbers
- Shapes
- Colors
- Arts & Crafts
- Gym/Outdoor
- Music
- Holiday Programs
- Graduation

Hours of Operation:

| | | |
|-----------------------|---------------------------|------------|
| YMCA Preschool | Tuesday & Thursday | 9 AM-11 AM |
| YMCA Pre-Kindergarten | Monday, Wednesday, Friday | 9 AM-Noon |

When bringing your child, you must escort them into the building and sign in on the "sign-in sheet." A parent/guardian must also sign our "sign-out sheet" when picking your child up. If someone other than a parent is picking up your child, please notify the Y staff. We will not release a child unless we have proper authorization from a parent or guardian. **Note: proper I.D. is required from person picking up child.**



Fees, Scheduling, & Billing Policies

YMCA Preschool \$68/month

YMCA Pre-Kindergarten \$152/month

****Financial assistance is available for qualified applicants. Applications are available at the Welcome Center.*

Billing:

A YMCA membership is required for this program. The first month's tuition payment is due at the time of registration. Subsequent months must be automatically drafted by EFT or Debit/Credit via the Authorization form in the registration packet and will be drafted the 1st of every month from October through May. For families who do not have a checking and/or credit card, cash payments will be accepted. Approval must be obtained by the director, prior to picking the CASH option. Payments not received on time will incur a \$15 late fee. No credits will be given for absences, vacations, snow days or holidays. If there is an outstanding balance the child will not be able to attend the program, transition to a new program, register at another Y, transfer records, or obtain any statements until the account is paid in full.

Late Pick Up Policy:

Preschool ends at 11 AM and Pre-Kindergarten ends at Noon. Children must be picked up on time. A late fee of \$20 for the first 15 minutes past program hours will be assessed and \$1.00 each minute thereafter. **Three late pick-ups could result in suspension from the program.**

Health & Safety

Illness:

If your child should become ill while in our care and our staff person thinks that your child should go home, you will be called immediately. Should we be unable to reach you, we will contact the emergency numbers listed on your Emergency Contact Form. If we suspect your child has a communicable disease (i.e. chicken pox, pink eye, head lice) we will require a physician's note to return to the program.

Children should not attend Preschool or Pre-K if they are experiencing any of the following:

- A temperature of 100 degrees taken orally or axially

- Repeated episodes of vomiting or diarrhea

- Obvious symptoms of a communicable illness, in which cases we should be notified immediately.

- Severe nasal and chest congestion and a cough that interferes with daily activities

- Behavior indicating pain or distress

When an illness such as diarrhea, vomiting or fever requires exclusion, we ask that your child remain home until he/she has been symptom free for 24 hours.

Medication:

For safety reasons, children are not allowed to keep medication in their possession. Please give any medications (including cough drops) to Y Staff upon arrival at facility. All medications, including over the counter brands, must be in its original container and include pharmacy label with the child's name, current date, a dosage amount. **Be sure to complete and sign the medication log. We are not permitted to give medication to children without your authority.** Please make sure that the dosage is clearly stated on the medication log and on the medication container itself.

Emergency Procedures:

For your child's safety and protection, there is at least one staff member who is trained in First Aid/CPR for children. In the event of an incident that creates a need for medical attention, we will proceed as follows:

For immediate medical treatment: A staff member will call 911 and request emergency assistance. If necessary, your child will be transported to the nearest emergency center by the dispatched ambulance. Parents will be contacted immediately. If parents are unable to be reached, your emergency contacts will be called. Within 24 hours, the staff member will complete an incident report stating the following details of the situation.

If a less serious incident occurs: A staff member will administer First Aid on site and parents will be notified.

Insurance:

Participating parents should be responsible for accidental insurance. The Suburban North Family YMCA carries liability insurance.

Bad Weather Policy

We follow the Catasauqua Area School District schedule. When school is closed due to inclement weather, all YMCA programs are canceled. If there is a delay, all AM programs are canceled. If there is an early dismissal due to inclement weather, all PM classes are canceled. Any closings or cancellations can be found on WFMZ.com, facebook.com/SuburbanNorth, and our website gv-ymca.org

Behavior Policy

Code of Conduct for Children & Staff

- I will show respect for myself, others, and property.
- I will show kindness to others
- I will follow rules, be cooperative and helpful
- I will listen and follow directions
- I will take responsibility for my actions
- I will be part of creating a safe environment
- I will do my personal best

Procedures:

YMCA Programs define unacceptable behavior as:

- A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- A child inflicting physical or emotional harm on other children or staff members.
- A child/parent who uses abusive language or threatens other children or staff members.
- A child who continues to behave against the YMCA policies explained in this packet.
- The Staff/Director feels the program can no longer function effectively due to the unacceptable behavior of a child.

When inappropriate behaviors occur, the following consequence steps will be followed:

- Verbal warning
- Time Out- Child takes a brief time-out to reflect on behavior (amount of time will be determined by what is appropriate based on the child's age)
- A written behavior report which requires parent signature
- A 3rd behavior report will result in a 1-3 day suspension, depending on the severity of the incident
- A 4th behavior report will result in a 1 week suspension from the program
- A 5th behavior report will result in expulsion from the program
- In extreme cases, the Director may suspend or expel the child the same day parents are notified
The Director must approve all expulsions from the program.

For the safety of all participants, YMCA Preschool & Pre-Kindergarten Program will not tolerate any of the following by a child and/or caregiver

- Offensive or threatening language
- Bullying
- Physical violence
- Possession or use of an illegal substances, alcohol, tobacco, lighters, matches or knives (including pocket knives) or any other instruments that may be construed as weapons

Any of the above actions could result in immediate suspension or expulsion from the Preschool & Pre-Kindergarten program.

YMCA Mission: To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.