



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER!

SUBURBAN NORTH - MOORE TOWNSHIP - KINDER CAMP

OPEN HOUSE

Healthy Kids Day
Saturday, April 21
10 AM-1 PM

GREATER VALLEY YMCA
SUBURBAN NORTH BRANCH
880 Walnut Street
Catasauqua, PA 18032
T 610-264-5221
W gv-ymca.org



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2018 SUMMER CAMP- SUBURBAN NORTH FAMILY YMCA

HOW TO REGISTER

To register simply complete the attached registration packet and return to:
Suburban North Family YMCA, 880 Walnut Street, Catasauqua, PA 18032

Registration for Summer Camp must be completed at least one week prior to the start of the camp session. Late registration will result in a \$25 fee.

CONFIRMATIONS

- The Administrative Office will send a confirmation packet to the email address provided once your registration is accepted. Incomplete paperwork will delay the registration process. Enrollment is contingent upon paperwork correctly completed and returned to the Suburban North Family YMCA.

PAYMENT INFORMATION

- Camp registration is due by Tuesday, the week prior to attending camp.
- Tuition payments are due by Monday. Payments not received on time will result in a \$25.00 late payment fee.
- **Point of Service:** Payments are accepted at the Welcome Center. Cash payments will only be accepted with prior approval from the camp director.
- **Electronic Bank Draft Transfer:** Bank Accounts will be drafted on scheduled due dates as per your parent agreement.

ACCOUNT STATEMENTS

- Account statements are available upon written request. Please e-mail the Camp Director at devonwhiteman@gv-ymca.org to request an account statement.

ENROLLMENT CHECKLIST

NAME: _____

PARENTS: CORRECTLY COMPLETE ALL ATTACHED FORMS. IF FORMS ARE NOT CORRECTLY COMPLETED, PACKET WILL BE RETURNED TO YOU AND THIS WILL DELAY THE REGISTRATION PROCESS.

(IF RETURNED TO PARENTS: HIGHLIGHTED SECTIONS ARE INCOMPLETE. PLEASE UPDATE AND RESUBMIT DOCUMENTS TO COMPLETE YOUR REGISTRATION PACKET)

- Child Intake Form; signature & date required
- Summer Camp Registration Form
- Agreement Form; signature & date required
- Emergency Contact Form: signature & date required
- Field Trip Permission; signature & date required
- General Permissions; initial each, signature & date
- Membership (*optional but must be done at time of registration in order to receive member rate*)
- First week's tuition (*if using the automatic draft option- account information needs to be submitted at time of registration*)

Membership

Session rates are listed as Member and Non-member. Children must be a YMCA Member on the date Registration Packet is submitted to receive the member rate. Membership must remain active and in good standing throughout the registered camp session(s).

CONTACTS

Devon Whiteman – Camp Director

devonwhiteman@gv-ymca.org

610-264-5221

Camp Session

- Congratulations** - Your child has been accepted to participate in the Suburban North Family Summer Camp Program.

Camp Assignment

- Kinder Camp
- CIT Program
- Summer Day Camp @ the Y
 - AM Extended
 - PM Extended
- Summer Day Camp @ Moore Twp.
 - AM Extended Care
 - Friday Fun Day @ the Y

WELCOME PACKET CHECKLIST

- Staff Bio
- Schedule
- Parent Handbook
- Field Trip/Program Permission Form
- Program Calendar

CAMPER INTAKE

Thank you for choosing the Suburban North Family YMCA. We are happy to have you and your child with us. In order for us to serve your child's needs, we ask that you please complete the following form with information regarding your child's preferences.

Camper's Name _____ Nickname _____

Date of Birth _____ Age _____ Male Female

Grade Next Fall _____

Has your child ever been in child care/camp before? If yes, where? Yes No

Yes No

Are there any needs or fears you would like to let us know about? _____

What is your child's preference for social interactions _____

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

Would you like a meeting with your child's counselor prior to him/her starting Yes Not at this time.

Do you have an IEP, IFSP, Special Needs Assessment, or other documentation? If so, please attach it for our records Yes No

Are there any behaviors you are aware of that your child may need assistance with from the staff? If yes, please list. Yes No

Are there people who you would like us to contact who have worked with your child? _____
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



2018 SUBURBAN NORTH SUMMER CAMP REGISTRATION

Camper's Name: _____ Date of Birth: _____ Age: _____ Grade Completed June 2018: _____

NEW CHANGE OF ENROLLMENT (subject to \$15 processing fee)

	EARLY BIRD AGES 5-14		DAY CAMP @ SUBURBAN AGES 5-14		NIGHT OWL AGES 5-14		KINDER CAMP @ SUBURBAN AGES 3-5		DAY CAMP @ MOORE TOWNSHIP AGES 5-14 CAMP IS LOCATED AT MOORE TOWNSHIP ELEMENTARY SCHOOL			CIT AGES 15-18 PROGRAM AT SUBURBAN NORTH ONLY	WEEKLY TUITION
	3 DAY \$11 M \$13 NM	5 DAY \$18 M \$21 NM	3 DAY \$78 M \$93 NM	5 DAY \$130 M \$155 NM	3 DAY \$11 M \$13 NM	5 DAY \$18 M \$21 NM	3 DAY \$48 M \$57 NM	5 DAY \$80 M \$95 NM	EARLY BIRD \$26 MEMBER \$31 NON MEMBER	DAY CAMP \$104 MEMBER \$124 NON MEMBER	FRIDAY FUN DAY @ THE Y \$30 MEMBER \$40 NON MEMBER	\$160 MEMBER \$190 NON MEMBER **BASED ON 2 WEEK SESSION	
	3 DAY- M, W, F 5 DAY- MON - FRI		3 DAY- M, W, F 5 DAY- MON - FRI		3 DAY- M, W, F 5 DAY- MON - FRI		3 DAY- M, W, F 5 DAY- MON - FRI		MON - THURS (FRIDAY FUN DAY AT THE Y- OPTIONAL)			APPLICATION & INTERVIEW REQUIRED DEADLINE FOR PROGRAM APPLICATION 6/1/18	
	6:30 AM- 9 AM		9 AM- 4 PM		4 PM-6 PM		9 AM- 1 PM		7:30 AM- 9 AM	9 AM- 4 PM	6:30 AM-6 PM	9 AM-4 PM	
SESSION 1 <input type="checkbox"/> JUNE 11-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BEST SUMMER EVER!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY		\$
SESSION 2 <input type="checkbox"/> JUNE 18-22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PAY IT FORWARD- SPREAD KINDNESS!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY		\$
SESSION 3 <input type="checkbox"/> JUNE 25-29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MAD SCIENTIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Little Scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 4 <input type="checkbox"/> JULY 2-6 NO CAMP WEDNESDAY, HOLIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MAY THE FOURTH BE WITH YOU!	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 5 <input type="checkbox"/> JULY 9-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ANIMAL PLANET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ANIMAL PLANET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 6 <input type="checkbox"/> JULY 16-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GOLD, SILVER, BRONZE- COLOR WARS!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LITTLE ARTISTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 7 <input type="checkbox"/> JULY 23-27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CULINARY CREATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LITTLE CHEFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 8 <input type="checkbox"/> JULY 30-AUG 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GAME ON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MUSIC & MOVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 9 <input type="checkbox"/> AUG 6-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> TREASURE HUNTERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PIRATES AND PRINCESSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 10 <input type="checkbox"/> AUG 13-17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ROAD TRIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WORLD EXPLORERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$
SESSION 11 <input type="checkbox"/> AUG 20-24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BEYOND CAMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CAMP CARNIVAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FRIDAY	<input type="checkbox"/>	\$

Financial Policy & Procedure – AGREEMENT FORM

Session Tuition includes: Field trip admission and transportation to field trips are included with Day Camp fee.

Additional Fee: Summer swim pass or daily fee to Catasauqua Pool required (Summer Camp at Suburban ONLY)

Subsequent Weeks: Subsequent weeks identified on this registration form must be automatic drafted by EFT or Debt/Credit via the Authorization Form in this packet and will be drafted Monday mornings.

Payment Due Date: Initial camp week payment due at time of registration. Any registration received after **TUESDAY 6PM**, prior to the registered camp week, will incur a \$25 late fee. Registration for Summer Camp must be completed by **TUESDAY**, the week prior to the start of the camp session. Payment for Summer Camp must be completed by **Monday**, the week of the start of the camp session.

Late Payment/Registration Fee: Any registration packet received after **TUES** will incur a **\$25.00 late fee**. Additionally, any payment received after **Monday** will incur a \$10 late fee.

Returned Check /Bank Draft: A \$35.00 fee per NSF bank draft will be assessed; future payments may be required in the form of cash.

Late Pick Up Fee: \$20 for the first 15 minutes past program hours selected and \$1.00 each minute thereafter.

Change of Program Fee: A \$15.00 fee will be assessed for any enrollment change (i.e. session or schedule change)

Absences/Vacation Days/Holidays: Parent/Guardian is responsible for paying the required tuition amount each week. No credit will be given for days during the session not in attendance. No credit will be given for days registered, but unattended.

Outstanding Balances: If your child has an outstanding balance your child will be declined the ability to attend, register or attend a new session, transition to a new classroom/program, register at another YMCA, transfer records, or obtain end of year statements until the account balance is current or paid in full.

Refunds/Credit Policy: Deposit and/or first week's tuition is nonrefundable. All refund requests must be approved by the Director and may be subject to a \$10 processing fee.

PAYMENT SCHEDULE

Camp Week	Payment Due Date
Session 1 June 11-15	Monday, June 11th
Session 2 June 18-22	Monday, June 18th
Session 3 June 25-29	Monday, June 25th
Session 4 July 2-6	Monday, July 2nd
Session 5 July 9-13	Monday, July 9th
Session 6 July 16-20	Monday, July 16th
Session 7 July 23-27	Monday, July 23rd
Session 8 July 30-Aug 3	Monday, July 30th
Session 9 Aug 6-10	Monday, Aug 6th
Session 10 Aug 13-17	Monday, Aug 13th
Session 11 Aug 20-24	Monday, Aug 20th

NO CAMP JULY 4, 2018

Reminder- Registration due Tuesday
Payments are due Monday

Subsidy Provider Information

- YMCA Financial Assistance ___ % Approved
Start Date: _____ End Date: _____
- State Subsidy (Current Agreement Form and/or Confirmation must be on file prior to tuition adjustment.)
- Northampton County CCIS Bucks County CCIS
- Lehigh County CCIS Other: _____
- Case Worker: _____
- Phone Number: _____
- CCIS Copay: \$ _____
- YMCA Copay: \$ _____

- I acknowledge that I have received, reviewed and understand the information on the Emergency Operations Plan for the Suburban North Family YMCA Summer Camp. I understand that persons listed on the Emergency Contact Sheet will be designated custodians for release of my child.
- In case of an 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 nearest hospital: _____ (LVHN-Muhlenberg will be used if no location is designated)
- I agree to meet the Y 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 event of a minor injury, I authorize the Suburban North Family YMCA to administer basic First Aid to my child.
- I have received, understand and agree to follow all procedures and policies stated in the Suburban North Family YMCA Summer Camp Parent Handbook.

I, the parent/guardian have reviewed and approved this registration information. I have read, understand and agree to comply with the YMCA's payment procedures and policies. I understand that my child will become ineligible for participation in camp sessions if payment has not been received by the YMCA prior to or on scheduled due date. I agree to update the emergency contact, parent consent form, agreement form and health appraisal forms information whenever changes occur or every six months at a minimum (DHS Standards - 3270.124, 3280.124, 3290.124). I understand that the YMCA will be observing the holiday on Wednesday, July 4, 2018.

Camper's Name: _____ **Date of Birth:** _____ **Age** _____ **Grade Completed June 2018:** _____

Parent/Guardian Name (printed): _____ **Parent/Guardian Signature:** _____ **Date:** _____

Parent/Guardian Email address: _____ **Daytime Phone:** _____

Expected time of: Arrival _____ **Departure** _____

Registrar/Director's Signature: _____ **Date:** _____ **Confirmation Sent:** _____ **Billing Date:** _____

Enroll Date: _____ **Withdrawal Date:** _____

2018 Suburban North Family YMCA Summer Camp Program

EMERGENCY CONTACT / PARENTAL CONSENT FORM

CHILD'S NAME		BIRTH DATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		CELL NUMBER
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
BUSINESS ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		CELL NUMBER
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
BUSINESS ADDRESS		
EMERGENCY CONTACT PERSON - NAME (1)		DAYTIME PHONE NUMBER
EMERGENCY CONTACT PERSON - NAME (2)		DAYTIME PHONE NUMBER
EMERGENCY CONTACT PERSON - NAME (3)		DAYTIME PHONE NUMBER
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (1)		DAYTIME PHONE NUMBER
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (2)		DAYTIME PHONE NUMBER
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (3)		DAYTIME PHONE NUMBER
NAME OF CHILD'S PHYSICIAN / MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES INCLUDING MEDICATION REACTION
MEDICAL OR DIETARY INFORMATION NEEDED IN AN EMERGENCY		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENTS SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMINISTRATION OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

SIGNATURE OF PARENT OR GUARDIAN

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

Camper's Name _____

Birth Date _____

FIELD TRIP PERMISSION

I give my consent for the above camper to attend the field trip associated with their week of camp. Please note that the camper must be enrolled in that Session Week in order to attend the field trip.

In giving my permission, I understand that the Suburban North Family YMCA will be providing transportation to and from all field trips. I accept full responsibility and release the Suburban North Family YMCA of all liability. I understand that field trip days are subject to change based on session enrollment.

I will provide my child with a bag lunch on field trip days (no glass or cans please).

Session	Camp Dates	Field Trip Planned*	Field Trip Date / Times
		TBD	TBD
5	July 9-13	Lehigh Valley Zoo	July 13 9:30 AM – 4 PM
6	July 16-20	Greater Valley YMCA Field Day	July 18 9:00 AM-4:00 PM
8	July 30-Aug 3	Hampton Lanes	August 3 10:00 AM-1:30 PM
10	August 13-17	Blue Mountain Resort	August 17 9:00 AM-4:00 PM
1-11	Daily/Weekly	Swimming at the Catasauqua Pool	

**Field Trips Subject to Change*

Parent Signature _____

Date _____

GENERAL PERMISSIONS

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

YES	NO
	Use my child's photograph in any official publicity pieces. Publicity pieces include but are not limited to news releases, social media, publications and web use
	Permission to use photographs of my child taken during the program or YMCA events, ONLY within the YMCA or Child Care Center
	Staff to apply sunscreen/lotion to my son/daughter that I will provide
	To use hand sanitizer to supplement hand washing
	Go for walks
	Swim/wading in outdoor and/or indoor pools
	Be transported by Y vehicles or vehicle contracted by the Y
	Permission to post my child's allergies in their classroom or binders.

Parent Signature _____

Date _____

Parent EMAIL address: _____

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 records.

- 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 and must be of the age required by this Y. Any other arrangements must be made by calling the Welcome Center 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 that 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 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 my child specific questions about program activities and volunteer or staff relationships with my child.

[Receipt of this document acknowledged on page 6]

EMERGENCY OPERATIONS PLAN

The Y recognizes safety as our first priority for all children attending Y programs. With this in mind, the Y has developed a comprehensive Emergency Operations Plan (EOP) that provides for a response to all types of emergencies. The specifics of the plan are located in the Childcare Services Office and can be viewed at any time upon request.

Depending on the circumstances of the emergency, children may be relocated to a different part of the facility and/or off site to a temporary shelter. Children will remain there until all is clear and/or accommodations for parent pick up have been established. Once children are in a safe location and/or emergency has been cleared parents will be contacted.

Immediate Evacuation: If there is an immediate evacuation of the Y, children will be evacuated to the pavilion behind the YMCA. If there is an emergency in the pavilion area, children will be evacuated to the front of the building by the flag pole; children in Y building will remain there.

In-Place Shelter: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best response. Day Camp will take cover in the gymnasium.

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. School Age Child Care/Day Camp will relocate to Catasauqua Alumni Field, 855 Walnut Street, Catasauqua, PA 18032, as a primary site; Sheckler Elementary School, 251 North 14th Street, Catasauqua, PA 18032, 610-264-5601, as a secondary site. Transportation will be provided by Catasauqua School District or a Y vehicle.

Modified Operation: This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in instances of a winter storm or building problems (such as utility disruptions) that make it unsafe for students.

Please listen to WFMZ-TV Channel 69 for announcements relating to any of the emergencies listed above. You may visit www.wfmz.com, www.gv-ymca.org, or [www.facebook.com/Suburban NorthYMCA](http://www.facebook.com/SuburbanNorthYMCA) for updates.

We do ask that you refrain from calling during an emergency. This will keep the main telephone line free to make emergency calls. We will call you to let you know if we have taken one of the precautions listed here and/or when it is safe for you to pick up your child at the Y or the relocation site.

If an emergency forces school to close, please do not attempt to bring your child to the Y. The designated persons to pick up your child during an emergency is listed on the Emergency Contact Form included in the registration packet.

We urge all families to have their own plan in place. Your plan should include a predetermined meeting spot for all family members along with designated family member and/or friend who are able and available to pick up your child in the event of an emergency.

In order to assure the safety of your camper and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our Emergency Operations Plan, please contact the School Age Child Care/Day Camp Office.

[Receipt of this document acknowledged on page 6]



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Families,

At the Suburban North Family YMCA, we are constantly looking at ways to improve on the service we provide to you and your children. With this in mind, we use a **mandatory** automated tuition and fee payment option.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken hours to complete – leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. The Suburban North Family YMCA can produce a receipt for payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express – safer, in fact than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. Please look over the attached Frequently Asked Questions. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions don't hesitate to ask.

Tuition Express offers various payment options that meet the needs of all families:

- **Electronic Credit Card Transfer:** Credit Card payments will automatically be processed on scheduled due dates as per your parent agreement.
- **Electronic Bank Draft Transfer:** Bank Accounts will be drafted on scheduled due dates as per your parent agreement.
- **Online Payments:** On-line parent access to Tuition Express website to make a payment.
- **CASH:** For families who do not have a checking account and/or credit card, cash payments will be accepted. Approval must be obtained by the Child Care/Camp Director prior to picking the CASH option.

ALL families will need to complete the **Tuition Express Registration Form**, **Parent Agreement Form** and applicable **Payment Enrollment Form (Credit/Bank Draft)** and submit that to the Accounting Office prior to enrollment at Suburban North YMCA.

Payment Plan Weekly Tuition

Method of Payment Cash Credit Card Draft

Bank Draft Parent On-Line Payment

Bank Draft (Attach a Voided Check and complete Tuition Express Forms)

EFT as per my Payment Option: \$ _____

Credit Card (Please complete Tuition Express Forms)

Master Card Visa Discover

Electronic Credit Card Transfer as per my Payment Option: \$ _____

Signature: _____ Date: _____

Questions Regarding Payment and Registration, please contact:

Devon Whiteman
Child Care/Camp Director
(P) 610 264 5221
880 Walnut St
Catasauqua, PA 18032
(E) devonwhiteman@gv-ymca.org

*Please note to be approved for cash you must submit a letter of hardship. Exact change is due at time of payment.

GREATER VALLEY YMCA SUBURBAN NORTH BRANCH

880 Walnut Street, Catasauqua, PA 18032
(P) 610 264 5221 (F) 610 264 5622 (W) gv-ymca.org



**Automated Payment Processing
Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of _____ (business name), I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name Phone #

Cardholder Address City State Zip

Cardholder Signature Date

Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)
4 digits

For Official Use Only
Date Received
Employee Signature

A service of



procure
SOFTWARE®



**Automated Payment Processing
Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made with your credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR CREDIT CARD AUTHORIZATION

I (we) hereby authorize _____ (business name) to initiate recurring credit card charges to the below referenced credit card account. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number		Expiration Date	
Cardholder Signature		Date	

Check if you wish to make online payments

For Official Use Only
Date Received
Employee Signature

A service of





Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AUTHORIZATION

I (we) hereby authorize _____ (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____

Bank or Credit Union Address _____ City _____ State _____ Zip _____

Checking Savings

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____

Signature _____ Date _____

Check if you wish to make online payments

For Official Use Only

Date Received
Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: <u>Attach Voided Check Here</u> \$ _____		
Deposit slips not accepted _____ Dollars		
123456789	1800336	0226
Routing Number	Account Number	Check Number





Automated Payment Processing
Safe – Convenient – Easy



PROCESSING TIMELINES

Tuition Express POS Processing Timeline

Point of Sale credit card transactions – card swipes – immediately hit the customer’s card and funds should deposit into the center’s account on the second business day.

- Monday POS transactions deposit to your account on Wednesday.
- Tuesday POS transactions deposit to your account on Thursday.
- Wednesday POS transactions deposit to your account on Friday.
- Thursday POS transactions deposit to your account on Monday.
- Friday POS transactions also deposit to your account on Monday.

Tuition Express Online Payment Processing Timeline

Day 0	Day 1	Day 2	Day 3	Day 4
Payments processed and customer’s credit cards debited at 1pm Pacific. Payments ready for posting at 2pm. Failed credit card notifications emailed.	Customer bank accounts’ debited at banks’ discretion. Most ACH and credit card transactions deposited into center’s account.	Any remaining ACH and credit card transactions deposited into center’s account.	Center notified of ACH Non-Sufficient Funds (NSF) and Notifications of Change (NOC).	Center notified of ACH Non-Sufficient Funds (NSF) and Notifications of Change (NOC).

Parents may schedule online payments up to 14 days in advance.

Tuition Express Batch Processing Timeline

Day 0	Day 1	Day 2	Day 3	Day 4
Center runs Tuition Express by 1pm Pacific, receives email confirmation. Customer credit cards debited and center notified of failed credit card transactions.	Customer bank accounts’ debited at banks’ discretion. Most ACH and credit card transactions deposited into center’s account.	Any remaining ACH and credit card transactions deposited into center’s account.	Center notified of ACH Non-Sufficient Funds (NSF) and Notifications of Change (NOC).	Center notified of ACH Non-Sufficient Funds (NSF) and Notifications of Change (NOC).

Batch processing may be scheduled up to 14 days in advance.

Federal Bank Holidays may affect processing timelines

Merchant is responsible for verifying funding of bank accounts.

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

Dear Families,

At the Suburban North Family YMCA, we are constantly looking at ways to improve on the service we provide to you and your children. With this in mind, we use a **mandatory** automated tuition and fee payment option.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken hours to complete – leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. The Suburban North Family YMCA can produce a receipt for payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express – safer, in fact than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. Please look over the attached Frequently Asked Questions. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions don't hesitate to ask.

Tuition Express offers various payment options that meet the needs of all families:

- **Electronic Credit Card Transfer:** Credit Card payments will automatically be processed on scheduled due dates as per your parent agreement.
- **Electronic Bank Draft Transfer:** Bank Accounts will be drafted on scheduled due dates as per your parent agreement.
- **Online Payments:** On-line parent access to Tuition Express website to make a payment.
- **CASH:** For families who do not have a checking account and/or credit card, cash payments will be accepted. Approval must be obtained by the Child Care/Camp Director prior to picking the CASH option.

ALL families will need to complete the **Tuition Express Registration Form**, **Parent Agreement Form** and applicable **Payment Enrollment Form (Credit/Bank Draft)** and submit that to the Accounting Office prior to enrollment at Suburban North YMCA.

Payment Plan Weekly Tuition

Method of Payment Cash Credit Card Draft
Bank Draft Parent On-Line Payment

Bank Draft (Attach a Voided Check and complete Tuition Express Forms)

EFT as per my Payment Option: \$ _____

Credit Card (Please complete Tuition Express Forms)

Master Card Visa Discover

Electronic Credit Card Transfer as per my Payment Option: \$ _____

Signature: _____ Date: _____

Questions Regarding Payment and Registration, please contact:

Devon Whiteman

Child Care/Camp Director

(P) 610 264 5221

880 Walnut St

Catasauqua, PA 18032

(E) devonwhiteman@gv-ymca.org

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