



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Office Use Only

Date Received: _____
Packet Complete (initials) _____
\$50 Registration fee collected: YES/NO
1st Week's Payment accepted: _____

BUILDING BRIGHT FUTURES

**SCHOOL AGE CHILD CARE
2021-2022 SCHOOL YEAR
ENROLLMENT PACKET
EOE/EOP**



**GREATER VALLEY YMCA
EASTON/PHILLIPSBURG BRANCH**
1225 West Lafayette Street
Easton, PA 18042
T 610-258-6158
W gv-ymca.org

Kristen Smith
Child Care Services Director
E kristensmith@gv-ymca.org

Kristen Mayberry
Child Care Services Business Manager
E kristenmayberry@gv-ymca.org

Required for completed registration:

- Completed Registration Packet
- Updated Physical/Health Assessment with Immunization records (due within 30 days of registration.)
- \$50 Check for Registration Fee* (One per family)
- 1st week's tuition*

Any application that does not include each of these items will not be placed on the list until all items are included. Registrations are processed by date all items are received.

*Non refundable

HOW TO REGISTER

To register simply complete the attached registration packet and return to the Easton YMCA, 1225 W. Lafayette St., Easton, PA 18042

CONFIRMATIONS

- A confirmation packet will be sent to the email address provided once your registration is accepted. Incomplete paperwork will delay the registration process.
- Waiting List Status will be notified by phone.

PAYMENT INFORMATION

- The first week's tuition payment is due at the time of registration.
- Tuition payments are due one full week prior to the first program day of the week/month; by 6:30pm; as per Parent Agreement Form Payment Option selected. Payments not received on time will result in a \$15.00 late payment fee.
- **Electronic Credit Card Payment:** 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.
- **On-Line Payments:** On-line parent access to Core website to make payments.

ACCOUNTING OFFICE CONTACTS

Kristen Mayberry – Childcare Business Manager (610)258-6158 EX: 414
kristenmayberry@qv-ymca.org

ENROLLMENT CHECKLIST

- Child Intake Form: Signature and date required
 - Child Enrollment Form: Signature and date required
 - Agreement Form: Signature & date required
 - Emergency Contact Form: Signature & date required
 - Authorization and Permission for Medical Treatment Form
 - Payment Information: Signature and date required
 - General Permissions/Statement of Understanding: Signature and date required
 - Emergency Operations Plan: Signature and date required
 - Illness Policy: Signature and date required
 - Modified Operation: Signature and date required
 - Discipline Policy: Signature and date required
 - Health Form: Must be received 30 days from start date. Due as follows:
 - Age 5 and older- when the school requires (going in to Kindergarten and 5th grade)
 - First week's tuition payment*
 - Registration Fee*
- *Non refundable

Paperwork must be updated every six months and/or when changes have occurred, as per DHS regulations.

School-Age Child Care

- Before School
- After School
- Before and After School
- Holiday Care

Schools

- Middle School
- March
- Palmer
- Shawnee
- Forks
- Tracy
- Easton Charter Arts

CHILD INTAKE

Thank you for choosing the Greater Valley YMCA, Easton/Phillipsburg Branch. 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.

Child’s Name _____ Nickname _____

Date of Birth _____ Age _____ Male Female

Grade _____

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 care? Yes No

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 _____

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/Guardian Signature _____ DATE _____

STAFF USE ONLY



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Child's Name _____ Birth Date _____
 Age (as of September 1, 2021) _____ Grade _____

CHILD ENROLLMENT	Before School	After School	Before and After School	SACC/Day Camp
	6:30 AM – 8:30 AM	3:00 PM – 6:30 PM	6:30 AM – 8:30 AM 3:30 PM – 6:30 PM	Year Round 6:30AM-6:30PM
	\$62 per week	\$88 per week	\$110 per week	\$145 per week

\$50 Registration Fee Per Family is due at time of Registration

SHAWNEE ELEMENTARY*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORKS ELEMENTARY*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRACY ELEMENTARY*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PALMER ELEMENTARY*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARCH ELEMENTARY*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EASTON CHARTER ARTS*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EASTON AREA MIDDLE SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOLIDAY CARE \$30 PER WEEK	<input type="checkbox"/>			Included

*We will only service the school if we have a minimum of six children from the school enrolled

SACC/Day Camp Year Round- option includes all care during the 2021-2022 school year & summer camp during the 2022 summer. Only 5 days per week schedule is available. Two weeks' vacation will be available for credit each year. This is a 12 month commitment and you will be billed starting August 23, 2021 through the last day of camp 2022. You will still be required to complete a Summer Camp packet in the spring. In order to sign up for this option, you must start the program by September.

Option Changes- Participants may not change to or select SACC/Day Camp Year Round after August 23, 2021. Any time you change options, a change request form must be filled out two weeks prior to the date the change will go into effect. The change must be approved by the Child Services Director. No retroactive changes will be granted.

You may only contract for the Year Round option at the onset of the school year. However, if you start with it, you may switch to another option if your plans change. You may not switch from another option to this option once the school year begins. Please note that if you switch from year round care to another option, no credit will be given for the money paid toward camp. The idea is for this option to be contracted for the entire 12 months.

Year Round option is only available to families who are full pay users. It cannot be combined with any other payment options. i.e.- employee discount, CCIS, financial assistance.

Holiday Care- Once chosen you receive this option from the start of school. If it is added later, then you would have to pay for this from the first week of the School Age Program.

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

FINANCIAL POLICY & PROCEDURE

Payment Due Date: One full week prior to the first program day of the week/month; by 6:30pm; as per Parent Agreement Form Payment Option selected.

Absences/ Holidays: Parent/Guardian is responsible for paying the required tuition amount each week. No credit will be given for day/days not in attendance.

Late Payment Fee: \$15.00 fee will be assessed for payment that has not been received by the end of the business day on the first program day of the week/month. Consistent late payments will result in a mandatory credit card/bank draft option.

Outstanding Balances: If your child has an outstanding balance your child will be declined the ability to maintain an active status, 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.

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

Declined Credit Card: A \$25.00 fee will be applied each time a credit card is declined for any reason.

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

Refunds/Credit Policy: The first week's tuition due at the time of registration is nonrefundable.

Change of Program Fee: A \$15.00 fee will be assessed for switching program options and changing rates.

Vacation Policy: A two-week prior written notice is required for a vacation credit. Vacation credits are earned after enrollment for 3 consecutive months. The vacation credit may be used for 5 consecutive business days and renew annually according to the calendar year from January–December.

Registration Fee: A yearly registration fee of \$50 is due at time of registration. This is a yearly fee for all students new and returning. This is non-refundable.

Disenrollment: We require two weeks written notice.

Holiday Schedule

The School Age Child Care/ Day Camp Programs will not operate on the following days:

New Year's Eve
New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving
Christmas Eve
Christmas Day

Prorates are not available during these weeks

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 Greater Valley YMCA, Easton/Phillipsburg Branch, School Age program and 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 Greater Valley YMCA Easton/ Phillipsburg Branch to send my child to the nearest hospital: _____ (St. Luke's Hospital-Easton Campus 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 Greater Valley YMCA Easton/Phillipsburg Branch to administer basic First Aid to my child.
- I have received, understand and agree to follow all procedures and policies stated in the Greater Valley YMCA of Easton/Phillipsburg Branch Child Care 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).

Child's Name: _____ Date of Birth: _____ Age _____ Grade 2021-2022: _____
Parent/Guardian Name (printed): _____ Parent/Guardian Signature: _____ Date: _____
Parent/Guardian Email address: _____ Daytime Phone: _____
Registrar/Director's Signature: _____ Date: _____ Confirmation Sent: _____ Billing Date: _____
6th Month Update _____ Date _____

**2021 GREATER VALLEY YMCA SACC PROGRAM
EMERGENCY CONTACT / PARENTAL CONSENT FORM**

CHILD'S NAME				BIRTH DATE	
ADDRESS				GRADE COMPLETED	
NAME OF PARENT/LEGAL GUARDIAN (1)				BIRTH DATE	
ADDRESS				HOME/CELL NUMBER	
PARENT/LEGAL GUARDIAN (1) EMPLOYER NAME				EMAIL ADDRESS	
PARENT/LEGAL GUARDIAN (1) EMPLOYER ADDRESS				EMPLOYER TELEPHONE NUMBER	
NAME OF PARENT/LEGAL GUARDIAN (2)				BIRTH DATE	
ADDRESS				HOME/CELL NUMBER	
PARENT/LEGAL GUARDIAN (2) EMPLOYER NAME				EMAIL ADDRESS	
PARENT/LEGAL GUARDIAN (2) EMPLOYER ADDRESS				EMPLOYER TELEPHONE NUMBER	
EMERGENCY CONTACTS	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	DAYTIME PHONE NUMBER	
	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	DAYTIME PHONE NUMBER	
	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	DAYTIME PHONE NUMBER	
	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	DAYTIME PHONE NUMBER	
	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	DAYTIME PHONE NUMBER	
	CHILD MAY BE RELEASED TO INDIVIDUAL <input type="checkbox"/>	NAME	ADDRESS	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 - DOES YOUR CHILD HAVE AN IFSP/IEP? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, PLEASE PROVIDE)					
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS				POLICY NUMBER (REQUIRED)	
PARENT/ GUARDIAN'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT – IF NO PERMISSION GIVEN, INDICATE SUCH					
OBTAINING EMERGENCY MEDICAL CARE Parent/Guardian Signature *Required*			ADMINISTRATION OF MINOR FIRST - AID PROCEDURES Parent/Guardian Signature *Required*		
WALKS AND TRIPS Parent/Guardian Signature *Required*			SWIMMING Parent/Guardian Signature		
TRANSPORTATION BY THE FACILITY Parent/Guardian Signature *Required*			WADING Parent/Guardian Signature		

Signature of Parent or Guardian

Date

Signature of Parent or Guardian (6 Month Review)

Date

I hereby give my permission to the Greater Valley YMCA Easton/Phillipsburg Branch, 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:

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 with the YMCA or Childcare Center
	Staff may apply sunscreen/lotion to my son/daughter that I will provide
	To use hand sanitizer to supplement hand washing
	Go for walks around Y property
	Swim or wade in outdoor and/or indoor pools
	Be transported by Y vehicles or vehicle contracted by the Y
	Post my child’s allergies in their classroom or binders (check one even if no known allergies)

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email Address _____

Child’s Name _____ Birth Date _____

GREATER VALLEY YMCA, EASTON/PHILLIPSBURG BRANCH CREDIT CARD/EFT AUTHORIZATION FORM

CHILD(REN) NAME(S) _____

START DATE _____

Changes to your credit/debit account should be submitted in writing to the Greater Valley YMCA. Any changes to your child's enrollment must be submitted in writing with a 2 week minimum notice. You are responsible for all program fees accrued during child's enrollment.

- FREQUENCY**
- Weekly – (Monday, the week before)
 - Bi-Weekly – (Monday, the week before)
 - Monthly - (The 1st Monday of each month)

OPTION 1- Credit/Debit Type of Card Visa/Debit Visa MC Discover AmEx

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

Name on Card _____

Card Number _____

Expiration Date _____ CVV _____

Amount to be Charged _____

Complete Billing Address That Statements Are Mailed To _____

OPTION 2 – EFT/Bank Draft Attached a Voided Check

AUTHORIZATION

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

I hereby authorize the Greater Valley YMCA to initiate and continue auto transactions to my account as indicated above. I understand that I must submit a

15 day written notice to cancel my membership and associated billing.

I understand that if my credit card transaction is declined, I will be assessed a fee of \$25 per transaction plus the total tuition. Returned checks/EFT will be assessed a \$35 fee per transaction plus the total tuition.

I understand that if any fees need to be added as per the signed Financial Policy and Procedures Agreement, it will be charged to the above account for each instance.

ACCOUNT HOLDER IS RESPONSIBLE FOR ANY UNPAID CHILD CARE FEES

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ **DATE** _____

EMAIL ADDRESS _____

GREATER VALLEY YMCA EASTON/PHILLIPSBURG BRANCH

1225 West Lafayette Street, Easton, PA 18042
(P) 610-258-6158 (W) gv-ymca.org

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 and must be of the age required by this Y. Any other arrangements must be made by calling the Y Childcare Services office at 610-258-6158 x 410.
- 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.

Parent/Guardian Signature

Date

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 School Age Child Care/Day Camp 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 3rd level parking lot; children in the Playground area will remain there. If there is an emergency in the playground area, children will be evacuated to the 3rd Level Parking lot; 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. School Age Child Care/Day Camp will take cover in the Women’s Locker Room (Adult 18 & Over section) or in the restrooms/office of the pavilion.

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 Forks Township Community Center, 1606 Sullivan Trail, Easton PA 18040, 610-250-2260, as a primary site; Nazareth YMCA, 33 South Main Street, Nazareth PA, 18064, 610-759-3440, as a secondary site. Transportation will be provided by Jennings Transportation.

Parent/Guardian Signature

Date

Illness Policy

An ill child should be kept at home. Many communicable diseases start with cold-like symptoms. The Center should be informed about the nature of any illness. If, at any time, the staff feels that your child is too sick to remain in the program, you will be notified. You, or another designated individual, will be expected to pick up the child IMMEDIATELY. It is to your advantage to establish a back up person upon whom you can depend on in this emergency. This policy is designed to maintain the health of the children and the staff. Your child should not be sent to the program, and will be sent home, if any of the following are apparent:

- A temperature of 100.4 degrees or more
- Red, irritated or draining eyes
- Contagious diseases including, but not limited to Measles, Chicken Pox, Mumps, Roseola
- Undiagnosed rashes
- Vomiting or diarrhea
- Severe cold with fever, coughing, sneezing, and/or nose drainage
- Pain reported in stomach or head
- Lice until treated with medication for a minimum of 24 hours or until no nits or eggs remain
- Bed Bugs until all bites are not evident and documentation is provided stating treatment of residence shows no evidence of bed bugs.

We ask that ill children be picked up within 1 hour of the phone call. The center's return to care policy is that your child must be kept home until symptoms diminish for a period of 24 hours without the aid of medication or, if your child requires antibiotics, they must complete at least 24 hours of treatment. All children will benefit by giving those who are ill adequate time to recover. That will also help to prevent the spread of illness through exposure.

Please be advised that if your child is too ill to participate in any area of the program, then he/she may be too ill to attend the program.

Child's Name _____

Parent/Guardian Signature _____ Date _____

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.qv-ymca.org or www.facebook.com/YMCAofEaston 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. The designated persons to pick up your child during an emergency is listed on the Emergency Contact Form included in the registration packet.

If an emergency forces school to close, please do not attempt to bring your child to the Y.

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 child and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our Emergency Operations Plan, please contact the School Age Child Care Office.

Parent/Guardian Signature

Date

Discipline Policy

Our staff would like your child to have the best experience possible while at our childcare. Thus, all participants must understand and follow the SACC and Camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

- **Toys/Electronics from Home**

We do not allow children to bring personal items from home (including, but not limited to: electronic devices, cell phones, weapons etc.). The exception is a school issued iPad, to be used for homework purposes. We are not responsible for any of these items, should a child make the choice to bring them. Damages and theft of personal items are possible, and the YMCA assumes no liability for said items. If participants are caught with any of the above items, the staff reserves the right to confiscate them and return to the parent at pick up.

- **Children's Rules**

It is our intent that each child enjoys the planned activities by understanding that they are responsible for their actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and to understand that we are here to assist them, and that we expect them to be successful. Rules for behavior are posted in our classrooms.

- **Process**

When positive behavior is displayed; the benefit is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be adhered to.

- **Redirection:** Every effort will be made to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior. When the conflict is child to child, every effort will be made to have them reason together face to face with staff facilitating.
- **Removal from the Specific Activity:** When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.
- **Behavior Reports:** When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior report will occur. This report will be discussed with the child and parent, and also requires a parent signature. If a child receives three behavior related write-ups, a parent conference is required and/or the center has the right to suspend or expel the child from care.

- **Suspension/Expulsion**

In the event that a child engages in behavior which poses a threat of bodily harm to himself, others, or staff or facility property, an immediate meeting with the parent(s) or guardian may be called. If such behavior warrants it, an immediate suspension or expulsion may result.

-Situations that will result in an automatic Behavior Report are: stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) running away from the group, and property damage.

-If a child commits a malicious and/or violent act against another person or property, it is within our rights to suspend care until a complete and thorough investigation into said incident can be completed.

I have read and understand the behavior policy.

Parent/Guardian Signature: _____

Date: _____

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ALTERNATE BUSING REQUEST

YOU MUST RETURN THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL OFFICE IN PERSON!!

Parent/Guardian:

Busing is arranged to and from your home address to your child's school. If it is necessary to change busing to another address, please complete the form below for each child. **ALL REQUESTS MUST BE FOR FIVE (5) DAYS PER WEEK.** Request for one day or several days per week will **not** be approved. If approved, this busing request will be in effect until your child leaves current school or until you complete a new busing request form.

Name of Student	Grade	Teacher	School
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Home Address	Home Phone Number
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I request alternate busing for my child to school from: Sitter Daycare

I request alternate busing for my child from school from: Sitter Daycare

Name of Sitter/ Day Care	Phone # of Sitter/ Day Care	Effective Date
--------------------------	-----------------------------	----------------

Address of Sitter/Day Care

Signature of Parent/Guardian	Date
------------------------------	------

FOR SCHOOL USE ONLY

Alternate Busing for the child listed above is APPROVED DENIED

AM BUS ROUTE: _____ TIME: _____ PM ROUTE: _____ TIME: _____

STOP NUMBER: _____ STOP NUMBER: _____

STOP LOCATION: _____ STOP LOCATION: _____

ALTERNATE SESSION CODE

- 1 - AM
- 2 - PM
- 3 - AM & PM

SPECIAL COMMENT CODE

- B - Babysitter
- D - Daycare
- J - Joint Custody
- S - Special Permission

- AM Bus Report Stop Changed.
- PM Bus Report Stop Changed.
- Transportation Notified if Necessary

- Pass issued for Bus/Driver
- Teacher Notified by Office
- Family Information Card Changed

Date Changes were made: _____ By: _____

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CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

Exam Date:	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		WORK PHONE:
FACILITY PHONE:	COUNTY:	
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

Parents may write immunization dates; health professional should verify and complete all data.

DO NOT OMIT ANY INFORMATION							
This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.							
HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY): <input type="checkbox"/> NONE							
DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY. <input type="checkbox"/> NONE							
CHILD'S ALLERGIES (DESCRIBE, IF ANY): <input type="checkbox"/> NONE							
LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES. <input type="checkbox"/> NONE							
IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PLEASE EXPLAIN YOUR ANSWER:							
HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO			NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.				
			VISION (subjective until age 3)				
			HEARING (subjective until age 4)				
			LEAD				
RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD							
IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS	
HEP-B							
ROTAVIRUS							
DTAP/DTP/TD							
HIB							
PNEUMOCOCCAL							
POLIO							
INFLUENZA							
MMR							
VARICELLA							
HEP-A							
MENINGOCOCCAL							
OTHER							
MEDICAL CARE PROVIDER:				SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT			
ADDRESS:							
PHONE:				LICENSE NUMBER:		DATE FORM SIGNED:	

[page intentionally left blank]

Minor Participant Waiver, Release, Indemnification of All Claims & Covenant Not to

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND IS LEGALLY BINDING. BY SIGNING THIS AGREEMENT YOU ARE RELEASING GREATER VALLEY YMCA FROM ALL LIABILITY AND FOREVER GIVING UP ANY CLAIMS THEREFORE

Assumption of Risk

I, in my legal capacity as parent/guardian of the minor named below (“Minor”), acknowledge and agree that any use of Greater Valley YMCA facilities, services, equipment and premises (“Facilities”) and any participation in Greater Valley YMCA programs and activities (“Programs”) comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. I voluntarily, for myself and Minor, accept and assume full responsibility for these risks as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document.

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of Minor’s use of Facilities and participation in Programs I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that Greater Valley YMCA, its officers, directors, agents, employees, volunteers, insurers and representatives (“Releasees”) will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by Minor, however occurring including, but not limited to, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs.

I further agree, in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and any and all legal successors and proxies, to release and **HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE** Releasees from any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which Minor, myself, and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to, the negligence of Releasees.

In further consideration of the use of Facilities and participation in Programs, I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor to **INDEMNIFY AND HOLD HARMLESS** Releasees from any and all causes of action, claims, demands, losses, suits, liabilities or costs of any nature whatsoever, including claims of negligence, arising out of or in any way related to the use of Facilities and participation in Programs.

Minor Name (Print Clearly)

Date

Name (Print Clearly)

Parent/Guardian Signature