

Princeton Family YMCA
2010-2011 My After School Home Program
CONTRACT AGREEMENT & ENROLLMENT FORM



Lawrence Township Schools

STUDENT INFORMATION

Student's Name	Date of Birth	Age	Grade	Sex
Address	City	State	Zip	
Parent/Guardian Name	Home Phone	Work Phone	Cell Phone	

ENROLLMENT INFORMATION

Youth Full Facility Membership: \$15/Month *(all students must have current membership)*

After-School MASH Program Site Selected (circle one):

Ben Franklin Eldridge Park

Lawrence Elementary Slackwood Lawrence Intermediate

PART TIME: please circle DAYS your child will attend:

MON TUES WED THURS FRI

(Please Note: parents can change schedule 2x before incurring a \$25 fee)

Monthly rates are as follows for 2010-2011 School Year:

<u>School</u>	<u>Full Time (4-5 days)**</u>	<u>Part Time (2-3 days)</u>
Lawrenceville	\$255	\$186
Ben Franklin	\$255	\$186
Lawrence Intermediate	\$255	\$186
Slackwood	\$280	\$204
Elderidge Park	\$280	\$204

2nd child discount – 10% off monthly tuition
 3 or more children discount – 15% off monthly tuition

Full Time students receive five District Teacher In-Service dates included in their tuition. **Part-time and drop-in students** can purchase these days for \$40/day. All fees and registration must be in advance of the actual date.

Teacher In-Service Dates: October 11th, November 4th & 5th, February 18th and March 18th

Holiday Programs will be conducted when the District is closed if there is enough interest. The YMCA web-site lists details and dates. **Please note that In-Service Days and Holidays are conducted at the Lawrence Intermediate School from 8:00AM – 6:00PM.**

Daily Drop in Booklet fees:
(booklets made available at membership desk)

5 day pass booklet - \$150
 10 day pass booklet - \$300

TOTAL: _____

In signing this contract,

1) I/We are enrolling our child according to the schedule and fee indicated above. Any changes or cancellations in the information above are to be made in writing and given to the YMCA Youth & After School Office at least thirty (30) days in advance of change. Care for days not regularly scheduled may be arranged by purchasing a Drop-In BOOKLET. **NO PAYMENTS will be taken at the sites.**

2) I/We agree that the monthly tuition is due by the 25th of the previous month and that a \$30.00 late fee will be charged for payments not received by the 1st of the month. In signing the attached Credit Card Authorization Form, I/We authorize the Princeton Family YMCA to charge our credit card. If there is a security deposit paid on my account, the Princeton Family YMCA has the right to use said deposit for any current month payment not received by 1st of each month. Automatic credit card payments will be charged no later than the 1st business day of the month. If payment has not been secured by the 1st of the month, the YMCA staff will notify you by phone to pick up your child and your child will not be able to return until payment is received. Returned checks are subject to a \$31 fee.

3) I/We agree that in the event of illness, vacation, or other absences such as other after-school programs & activities, I/we will notify the After School site by 2:00pm on that day. Regardless of illness and/or other activities, I/we are responsible for my/our child's full tuition payment. No credit is given for such absences.

4) I/We give permission for my/our child to participate in all YMCA After School Program activities, including field trips. I/We understand that detailed information will be distributed for approval of each special event prior to the date of such event.

5) I/We understand that the After School Program ends at 6:00pm each day and agree that a fee of \$30 per 15 minutes beginning at 6:01 will be charged to our account for late pick-ups which are not pre-arranged with the YMCA After School Site Director. I/We also understand that such days are subject to additional fees, in accordance with YMCA costs associated with additional hours and care provided.

6) I/We understand that the fees indicated above are equal for every month that school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for months with fewer school days.

Parent/Guardian Signature

Date

* Sec Deposit, if applicable

**Princeton Family YMCA After School
Credit Card Authorization**

Name of Member: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

Princeton Family YMCA Membership

In signing this document, I understand that the Princeton Family YMCA:

- Has permission to charge my credit card for the required \$15/mo to participate in the After School Program. Each child enrolled must have an active membership.
- Has permission to charge my credit card for my child(ren)'s tuition fee(s) associated with the After School Program. This payment will be deducted MONTHLY on the 25th. Payment schedule can be adjusted at parent's request – and must be arranged with Youth & After School Director.
- Has the right to charge this credit card for any unpaid program balances acquired on my account.

MasterCard Visa Discover American Express

Account # _____ Expiration Date: _____

Cardholder's Signature: _____

Name (as it appears on Card): _____

Daytime Phone: _____ Evening Phone: _____

Princeton Family YMCA Credit Card Agreement

1. The Princeton Family YMCA After School Program Credit Card Agreement is a continuous payment plan. I understand that this payment plan will remain in effect for as long as I have my child(ren) enrolled in the YMCA After School Program, or until the credit card is cancelled or the authorization granted to the YMCA has been revoked.
2. It is my understanding that if I wish to terminate or change my payment in any way, I must give the YMCA thirty (30) days written notice, and that all charges will continue to accrue during the thirtieth (30) day period.
3. The Princeton Family YMCA may, at their discretion, adjust the monthly rate applicable to my child's program. I understand that I will receive at least thirty (30) days written advance notice prior to the effective date of any such change and the changed rate will be charged to my credit card in accordance with the Authorization, and I hereby authorize any such change.
4. Should my bank for any reason not honor any payment/credit transmission, I realize that I am still responsible for the payment.
5. It is my understanding that my child must have a current Youth Full Facility Membership in order for (s)he to be enrolled in the YMCA After School Program.

Signature: _____ Date: _____ Staff Initials: _____

Princeton Family YMCA – 2010-2011 After School Program

Authorized Pick up & Release Form

STUDENT INFORMATION

Child's Last Name _____ First Name _____ Middle Name _____

FAMILY INFORMATION

Mother's Name: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer: _____ Work Phone: _____

Email: _____

Father's Name: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer: _____ Work Phone: _____

Email: _____

Name & Ages of Brothers & Sisters: _____

Please advise us of custody arrangements if separated/divorced: (provide attachments if necessary)

The following persons **authorized** to pick up my child and/or may be called in case of an emergency, if I am unavailable.

*(Parents: If anyone is **NOT** authorized to pick up your child, please provide documentation to this effect)*

Name: _____ Day Phone: _____ Eve. Phone: _____

Name: _____ Day Phone: _____ Eve. Phone: _____

Name: _____ Day Phone: _____ Eve. Phone: _____

TRANSPORTATION & TRIPS

My child has my permission to be transported to and/or from the Princeton Family YMCA After-School site for trips, activities, and any other reason deemed necessary by the YMCA Director. Any fieldtrips will be made

Parent Signature: _____ Date: _____

PHOTO RELEASE STATEMENT

By signing here the Princeton Family YMCA **has** permission to have my/our child's photograph appear in any media or marketing opportunities approved by the YMCA. _____

2010 - 2011 After School Program Health History Form – PLEASE PRINT

One form per child.

Child's Name _____ School _____ Grade _____

Medical History

Doctor Preference _____ Phone _____

Insurance Carrier _____ Policy Group No. _____

✓ Please list any allergies or dietary restrictions that your child has: _____

✓ Please list any medications that your child is currently taking, prescribed and over the counter:

✓ Is your child currently under medical care for any illness or condition? Y N
If yes, please explain: _____

✓ Please describe any current health condition(s) requiring medication, treatment, or special restriction or consideration while at afterschool:

✓ Please describe any past medical conditions or treatment that could have an impact on your child's experience at afterschool: _____

✓ Please check any conditions your child has had:

- Ear infection bleeding disorders diabetes other
- Heart defect/disease asthma Musculo-skeletal disorders _____
- Seizures hypertension Hernia _____

✓ Describe any current physical, mental, or psychological conditions requiring medication, treatment or special restrictions or considerations while at afterschool? _____

✓ Has your child had a full physical in the last 2 years? Y N If yes, please indicate the date: _____

✓ Date of last tetanus shot: _____ **(Copy of immunization records must be attached)**

Consent of Treatment

I know of no reason(s), other than the information indicated on this form, why my child should not participate in afterschool activities. In an emergency, when neither I nor the person named above can be reached, I hereby authorize the Youth and After School Director and/or Senior Program Director to take any action deemed necessary for the best interests of my child, including transportation for emergency room treatment. Permission is granted to any medical personnel selected by the YMCA to provide needed care including: routine health care, administration of medications, X-rays, routine test and treatment; to release records as needed for insurance purposes; and to provide or arrange transportation for emergency medical treatment.

Parent Signature _____ **Print Name** _____ **Date** _____



BEHAVIORAL MEMO OF UNDERSTANDING PROGRAM BEHAVIOR GUIDELINES

The Princeton Family YMCA believes the following premises should serve as guidelines for our attitudes and actions:

- People are RESPONSIBLE for their actions.
- We will always RESPECT each other and the environment.
- HONESTY will be the basis for all relationships and interactions.
- We will CARE for ourselves and those around us.

Our After School Program operates under the belief that children who are actively involved, surrounded by caring staff & made aware of the YMCA's behavior guidelines will behave in a positive manner. We foster raising a child's self-esteem through positive reinforcement. However, sometimes corrective action is required when a child's behavior is inappropriate, such as when a child:

- requires constant attention from staff.
- inflicts physical or emotional harm on self or others.
- abuses the staff, equipment or the facility.
- ignores or repeatedly disobeys the behavior guidelines.

SPECIFIC AFTERSCHOOL RULES

The following rules will be reviewed with children on the first day they attend the AFTERSCHOOL program.

- 1) Parent/children must treat everyone involved in AFTERSCHOOL Program with respect. This includes all YMCA staff, fellow participants, parents, bus/van drivers and staff at field trip locations and enrichment classes.
- 2) Children should NEVER be alone while at AFTERSCHOOL. If participants are engaged in an activity or short-term project where a YMCA staff member is not present they must always stay with a buddy. The buddy/truddy system is always in effect at AFTERSCHOOL.
- 3) Parent/children must respect the environment. This includes the natural environment and all property and equipment of the YMCA, the school site, and field trip locations.
- 4) Children must never pick up sticks, rocks, etc. from the environment unless they are instructed to do so by a staff member in an organized activity. Environmental objects may become hazardous to the health and well being of the child him/herself, fellow participants, and staff.
- 5) Children must never climb trees unless a structured activity allows for exploration and a staff member is present.
- 6) Children must respect the belongings of others. They are not to open or use the belongings of others unless permission is granted by the property owner.
- 7) The following items are NOT to be brought to AFTERSCHOOL. If YMCA staff notice these items during the program day, the items will be confiscated by staff and returned to the parent/guardian of the child at the end of the day. Exceptions will be made only when YMCA staff request that items be brought from home for a particular activity.
 - Hand-held video games and virtual pets
 - Walk-mans or portable CD players
 - Trading cards (Pokemon, etc.)
 - Drugs, alcohol, tobacco products – Parents & the proper authorities will be notified.
 - Firearms, Knives and other weapons
 - Matches, butane lighters, or other explosives.
 - Personal toys and other items of value which may become broken or lost.

*The Princeton Family YMCA and YMCA staff will NOT be responsible for broken or lost items.

BEHAVIOR MANAGEMENT PROCEDURES

When a child does not follow the behavior guidelines, the following steps will be taken. These steps are progressive and assume that behavior problems continue to occur:

- 1) Staff will redirect the child to more appropriate behavior.
- 2) The child will be reminded of the behavior guidelines and rules, and a discussion will take place regarding the child's behavior.
- 3) Time outs will be used, when needed. Staff will discuss appropriate behavior and will then allow the child to return to the activity.
- 4) The parent/guardian will be notified of the problem through a written form. Written documentation will identify the behavior problem, what provoked the problem, and all corrective actions attempted.
- 5) Supplemental Behavior Contracts will be written to address specific problems and solutions to the problems.
- 6) A conference with the parent/guardian, staff & Site Director will occur to determine appropriate action.
- 7) If the problem persists, a conference will occur with the parent/guardian, child, staff and Program Director. The YMCA Program Director will have all documentation and conference notes for review. Future participation may require counseling.
- 8) If a child's behavior at any time threatens the immediate safety of self, other children or staff, the parent/guardian will be notified and expected to pick up the child immediately – suspension from the Program may be warranted.
- 9) If a problem persists and a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program.
- 10) Expulsion from the program will be considered in extreme situations.

The following behaviors are **NOT** acceptable and will result in immediate suspension or expulsion:

SUSPENSION for the remainder of the current day and the next day:

- ☐ Seriously endangering the health and safety of self, other children and/or staff.
- ☐ Theft or damage to the YMCA, school or personal property.
- ☐ Leaving the program without being signed out or without permission.
- ☐ Continuous disruption of the program.
- ☐ Refusal to follow program behavior guidelines and/or school rules on a continuous basis.
- ☐ Use of profanity, vulgarity, and/or obscenity.
- ☐ Lewd behavior.

IMMEDIATE EXPULSION:

- ☐ Possession and/or use of illegal drugs, alcohol, tobacco, knives, firecrackers, firearms or explosives.
- ☐ Parent or child makes any immediate threat to staff or other enrolled child

(Please Tear off and return with Registration)

PARENT & PARTICIPANT SIGNATURE REQUIRED

I have reviewed the Behavioral Memo of Understanding with my child. We both understand and agree to all of the terms presented in this contract and that the above guidelines are for the parent/guardian as well.

Parent/Guardian Signature

Participant Signature

Date