



YMCA of Clay County

SCHOOL AGE CHILD CARE 2009!

Welcome to the YMCA of Clay County School Age Child Care (SACC) Program! We are looking forward to another exciting school year and we hope that you will consider being part of the YMCA experience. The SACC program is based on the mission and the four core values of the YMCA. We are committed to helping instill in your child the values of Caring, Honesty, Respect, and Responsibility. Our qualified, experienced staff will provide a safe and caring environment where your child will make new friends, enjoy new experiences and have fun. Our program runs on Monday through Friday from the end of the school day to 6pm. We offer a snack, homework time, arts and crafts, active games, outside time and much more!

Enclosed you will find all the information that you need in order to prepare your child and yourself for the SACC program. Please read over the general information and the registration materials on pages 3 through 6. Feel free to call the YMCA if you have additional questions. You can return the registration materials with the registration fee of \$5.00 per child to the YMCA of Clay County at 225 East Kruzan Street, Brazil IN 47834. If you have any questions or concerns, please feel free to contact us any time. Thank you for your cooperation.

Sincerely,

Deborah Plummer
Program Director
(812) 442-6761
childcare@claycountnymca.org



SACC LOCATIONS!

In Clay County

Forest Park Elementary:

Serving Eastside, Forest Park, Meridian and North Clay Middle School

Jackson Township Elementary:

Serving Jackson Township and the Clay City shuttle bus

Staunton Elementary:

Serving Staunton and North Clay Middle School

*** Please contact your transportation office about bus service from your school to our site.**

In Putnam County

Ridpath Primary:

Serving Deer Meadow, Ridpath, Tzouanakis (TZ) and Greencastle Middle School

*** Please contact your transportation office about bus service from your school to our site.**

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General Information:

To register: Complete the family registration form in its entirety.

Pay the \$5 per child nonrefundable registration fee to save a spot for the school year. (Outstanding balances from other YMCA programs must be paid prior to SACC registration.)

Choose a payment option: Select either the part-time (1 to 2 days per wk) or the full time (3 to 5 days per wk) option.

- Pay by check or cash no later than Wednesday prior to each Monday of the week of child care.
- Pay by weekly EFT draft (from checking, savings or credit card) on each Friday before each Monday of child care.
- Monthly EFT draft (from checking, savings or credit card) on the 1st or 15th of August, Sept, October, November and December
- Or pay the total balance due by August 12, 2009.

Complete the School Age Child Care Payment Agreement in its entirety.

School Age Child Care Fees

Full time (you can use the program 3 to 5 days per week)

Weekly Fee: (there will be 18 payments)

Members \$27.00 first child

Members \$22.00 each additional child

Nonmembers \$32.00 first child

Nonmembers \$27.00 each additional child

Monthly Payment or Draft (5 times per semester):

Members \$90.00 first child

Members \$72.00 each additional child

Nonmembers \$108.00 first child

Nonmembers \$90.00 each additional child

Total Balance Due for Fall 2009:

Members \$450.00 first child

Members \$360.00 each additional child

Nonmembers \$540.00 first child

Nonmembers \$450.00 each additional child

Part-time (you can use the program 1 or 2 days per week)

Weekly Fee: (there will be 18 payments)

Members \$16.00 first child

Members \$13.50 each additional child

Nonmembers \$21.00 first child

Nonmembers \$16.00 each additional child

Monthly Payment of Draft (5 times per semester):

Members \$54.00 first child

Members \$45.00 each additional child

Nonmembers \$72.00 first child

Nonmembers \$54.00 each additional child

Total Balance Due for Fall 2009:

Members \$270.00 first child

Members \$225.00 each additional child

Nonmembers \$360.00 first child

Nonmembers \$270.00 each additional child

Payment notes:

You are committing to child care at the above rates for the Fall 2009 semester. If you don't need care for a full week during the semester, you can tell us in writing by the Wednesday before that week and we can waive that week's fee.

This allows us to adjust staff if needed. If your child care needs change due to relocation, job changes etc. contact your site director. If you fall behind on payments your child may be removed from the program.

Full pay or monthly pay options do provide a savings over the weekly pay option.

Please consider getting a membership for your child or the whole family! Check out the Y Membership section on page 6.

Scholarships are available for 50% or 75% of SACC fees. For details see the scholarship section on page 6.

We will not be participating in the CASY voucher program this year.

2009 SCHOOL AGE CHILD CARE REGISTRATION FORM

1st Child's Name _____ Birth Date ____ / ____ / ____ Entering Grade ____ Sex ____.

2nd Child's Name _____ Birth Date ____ / ____ / ____ Entering Grade ____ Sex ____.

3rd Child's Name _____ Birth Date ____ / ____ / ____ Entering Grade ____ Sex ____.

4th Child's Name _____ Birth Date ____ / ____ / ____ Entering Grade ____ Sex ____.

Address _____ City _____ Zip _____.

Parent/Guardian _____ Home Phone _____ Work _____ Cell _____.

Parent/Guardian _____ Home Phone _____ Work _____ Cell _____.

Parent/Guardian E-mail Address _____

AUTHORIZED PICK UP AND EMERGENCY CONTACT INFORMATION

Please list the names of those authorized to pick up your child/children or make an emergency decision in the event you cannot be reached. Our staff is instructed to never release your child/children to anyone not listed on this form. They may ask to see id. The onsite Camp Director must be informed of any special **custody issues** and documentation must be provided.

1. Name/Relationship _____ Home Phone _____ Work _____ Cell _____.

2. Name/Relationship _____ Home Phone _____ Work _____ Cell _____.

3. Name/Relationship _____ Home Phone _____ Work _____ Cell _____.

4. Name/Relationship _____ Home Phone _____ Work _____ Cell _____.

HEALTH HISTORY

Please complete. If you have more than 1 child on the registration form please include child's name with any check or explanation.

Health/Accident Insurance Company _____ Policy Number _____

Have or subject to (check if yes):
_____ Asthma _____ Fainting spells _____ Convulsions
_____ Heart Trouble _____ Diabetes _____ Bleeding Disorders
_____ Allergies _____ Special Diet _____ Medications

Explain any and all checks: _____

Have difficulty with (Check if yes):
_____ Nose or Throat _____ Eyes _____ Lungs
_____ Sleep Walking _____ Ears _____ Bed-wetting

Any condition now requiring regular medication? _____ Name of Medication _____

Any restriction of activity for medical reasons? _____ Explain: _____

Are there any other special needs that we need to be aware of to care of your child? _____

PARENT AUTHORIZATION

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted by me. In the event I cannot be reached in an emergency, I hereby give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, or to order injection for my child. I understand that I am responsible for all medical expenses incurred by my child, and will not hold the YMCA of Clay County, Inc or any YMCA employees liable. I give the YMCA of Clay County permission to use my child's photo or video image for promotional purposes.

Signature of parent/guardian

Date

OFFICE USE ONLY

Registration Fee (\$5 per child): Date _____ Amount _____ Receipt Given Yes No Staff _____

School Age Child Care Payment Agreement

Please complete the following survey to indicate how you plan to make payment for your 2009 Fall Semester School Age Child Care program fees:

(A new agreement will be signed for the Spring 2010 Semester)

Please choose the site your child(ren) will be attending:

- Forest Park Elementary SACC
- Jackson Township Elementary SACC
- Ridpath Primary SACC
- Staunton Elementary SACC

Please choose how you plan to utilize the SACC services:

- Full time (3-5 days per week) The fee is the same if they attend 3 or 4 or 5 days.
- Part time (1 or 2 days a week) The fee is the same if they attend 1 or 2 days.

Please choose how frequently you will be making payment:

- Weekly (Due on Wednesday prior to each week of child care)
- Monthly (In August, September, October, November and December)
- One Time Full payment (By August 12th or first day of care for later registrants)

Please choose your method of payment:

- Check or cash at the SACC site or the YMCA of Clay County (Due on Wednesday before each week of care)
- EFT draft from Checking - We need a completed EFT agreement form (page 7) and a copy of a voided check.
- EFT draft from Savings - We need a completed EFT agreement form (page 7) and a savings withdrawal slip.
- Charge to your Credit Card - We need a completed EFT agreement form (page 7) and your credit card info.

Please note that additional fees will be charged for part-time participants that attend more than 2 days per week.

Additional fees will also be assessed if checks, EFT drafts or credit card charges are returned due to insufficient funds, closed accounts, etc.

I understand the payment policy and agree to adhere to the payment plan outlined above. I also understand that not adhering to this payment plan may result in my child(ren)'s removal from the YMCA School Age Child Care program.

Parent/Guardian Signature _____ Date _____

School Age Child Care EFT Agreement

I (we) hereby authorize the YMCA of Clay County, hereinafter called the YMCA, to initiate debit entries to my (our)

Please circle one: Checking Account* Savings Account* Credit card

From the following depository bank, hereinafter called the Depository, to debit the same such account.

Depository Bank _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

OR: Credit card # _____ Exp Date ____/____/____

I (We) request that the following amount be debited

Please circle one: Weekly on Fridays beginning August 7, 2009 and ending Dec 4, 2009

Five payments monthly on August 1, September 1, October 1, November 1, and December 1, 2009

Five payments monthly on August 15, September 15, October 15, November 15 and December 15, 2009

One payment on _____

Amount to debit \$ _____

I (we) authorize the YMCA of Clay County to initiate debit entries to the account identified and authorize the depository financial institution to post such entries to my (our) account. Adjusting entries to correct errors are also authorized. This authority is to remain in full force for the remainder of the summer camp OR until the YMCA receives written notice from me (or either of us) one week in advance of cancellation to afford reasonable opportunity for the YMCA to act on the request. I (we) understand that changes or cancellations cannot be made by telephone. I (we) understand that if funds are not available at the time of a scheduled withdrawal, funds will be collected electronically when available. It will be my responsibility to alter the YMCA of changes in my bank account or credit card information. A \$20.00 fee will be assessed for non-sufficient funds, closed accounts, stopped payments, etc. I (we) do not have any questions regarding this agreement.

Signature

Date

YMCA Membership Information!

The YMCA does offer many different options for memberships!

Youth memberships are for kids ages 3 to 13. A year long membership is \$70.00 per child. You can pay for this at one time or you can pay the \$10 joiners fee and then have \$5 a month drafted from a checking or savings account.

Young Adult memberships are for youth ages 14 to 19. A year long membership is \$154.00 per child. You can pay for this at one time or you can pay the \$10 joiners fee and then have \$12.00 a month drafted from a checking or savings account.

Single Parent Family memberships are for families with only one adult in the household. It includes everyone that can be counted as a dependent based on the IRS tax guidelines. A year long membership is 320.00. You can pay for this at one time or you can pay the \$20 joiners fee and then have \$25.00 a month drafted from a checking or savings account.

Family memberships are for families with only married adults in the household. It includes everyone that the couple can count as dependents based on the IRS tax guidelines. A year long membership is \$368.00. You can pay for this at one time or you can pay the \$20 joiners fee and then have \$29.00 a month drafted from a checking or savings account.

Adult memberships, Couple memberships and Senior Citizens memberships are also available, but in order to receive the member rates for child care, the child has to be a member of the YMCA of Clay County at the time of registration and throughout the time of participation in the program. If the child's membership expires during the program, the nonmember rates will immediately be applied.

If you sign up for membership after you register for SACC please alert the site director at your SACC program.



YMCA School Age Child Care Scholarships

The YMCA of Clay County does offer a scholarship program for families that qualify.

- All families must apply for SACC scholarships even if you have had SACC or summer camp, membership or sports scholarship in the past.
- Applications can be requested at the YMCA Membership services desk.
- Preference will be given to those families who have parents who are working or attending school.
- The scholarship form and requested documentation of the family's household income must be submitted to the YMCA Director by **August 1, 2009** for first consideration. The front desk staff will copy documents for you if needed.
- Scholarship recipients will be notified by August 5, 2009.
- Our scholarship program provides for either a 50% or 75% reduction in the SACC fees. It will be the family's responsibility to arrange for regular payment of the remaining fees. When you are notified that you are granted a scholarship you will also be asked to submit the \$5 registration fee per child and the first week's child care fees for your family as a way to indicate that you will utilize the scholarship funds.
- Additional Scholarship applications that are submitted after August 1st will be considered if funds are still available.
- Scholarships are also available for memberships.
- See the scholarship application for more details.
- If you have any questions, please contact us at (812) 442-6761.

YMCA School Age Child Care Rules and Discipline Policy

YMCA Program Rules:

1. Always be respectful to your counselors and other children.
2. Always ask for permission before leaving a counselor.
3. Keep your hands to yourself. Hands are for helping, not hurting.
4. Use words that are acceptable at school. Profane and vulgar language will not be tolerated.
5. Use an inside voice when inside and an outside voice only outside at the playground.
6. Walk when inside to avoid accidents and injury.
7. Play nicely with others, fighting and wrestling causes injuries.
8. Hand things to others, throwing objects may hurt someone.
9. Stealing or damaging the YMCA or school site is unacceptable behavior.
10. Refusing to follow program rules, acting in an inappropriate manner, and endangering the health and safety of the SACC staff and children will not be tolerated.

The School Age Child Care Site Director will implement our progressive discipline policy whenever behavior expectations are not met. Listed below are the steps to be utilized:

- Verbal Warning: Explanation of expectations and reinforcement of core values.
- Time Out: Time to refocus and redirect. The Site Director or staff members will communicate with the parent/guardian and inform them of the incident.
- Written Warning #1: Explains in detail the unacceptable behavior of the child. Parents/Guardians will be communicated with and child will be asked to sign a written contract agreeing to acceptable behavior.
- Written Warning #2: Explains in detail the unacceptable behavior of the child. Parent/Guardians will be communicated with and informed of a 3 -5 day suspension. The parents/guardian must meet with the Camp Director and Program Director before the child can return to the program.
- Written Warning #3: Explains in detail the unacceptable behavior of the child. At this point the child will be suspended from the program indefinitely.

* The YMCA staff reserves the right to remove a child from the program without progressive discipline if the specific behavior or incident creates an unacceptable environment for the other children in the program.

If you have any questions, please contact us at the YMCA or speak with your SACC site director once the program begins.

YMCA of Clay County

225 East Kruzan Street
Brazil IN 47834

Phone: 812-442-6761

Fax: 812-446-0943

E-mail: childcare@claycountyyymca.org

www.claycountyyymca.org

We build strong kids, strong
families, strong communities



Goals and Objectives

The purpose of the YMCA of Clay County School Age Child Care Program is to provide quality care in a safe and supportive environment that encourages the physical, emotional, intellectual and social growth of the children, while supporting and strengthening families. The SACC Program promotes the character values of Caring, Honesty, Respect, and Responsibility. The program will meet the needs of children at the different stages of development by creating an environment that is structured, but encourages independence, cooperation and self-control among the children who participate. The daily schedule is structured so that it allows a wide range of developmentally appropriate activity, balances active and quiet times, and provides opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially in formulating behavioral expectations. We believe that the success of our program lies in the quality of our staff. Our staff members are selected based on experience, education, character, talents and interpersonal skills. The YMCA SACC Program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. All information in your child's record is privileged and confidential and cannot be released without your written consent. We have established rules that are designed to protect the children from any type of child abuse. Children are not to leave a group without first informing a counselor and then taking a buddy with them. Counselors are not to be alone with only one child. If we are off site, a counselor will check the area and then stand in the door way until the children are finished. We will discuss safety issues like strangers, fires, tornados, good touch and bad touch, etc.
