



2011-12

SLC Before/ After Care

Before School Care After School Care School

School _____ Start date _____

Student Name **Sex** **Age** **Race** **D.O.B** () _____
Home Phone

Street **City** **State** **Zip**

E-mail: _____

Mom's Name: _____ Place of Business: _____ Phone: (_____) _____

Dad's Name: _____ Place of Business: _____ Phone: (_____) _____

Mom's Cell# () _____ Dad's Cell # () _____

In case of emergency and neither parent can be reached, call _____ ()

Who has legal custody of your child? Shared Mother Father Guardian

Authorized to pick-up (other than custodial parent(s)/ guardian). Pick-up code word

Name: _____ Name: _____ Name: _____

Name: _____ Name: _____ Name: _____

NOT authorized to pick-up:

Name: _____ Name: _____ Name: _____

Please answer the following:

- Child's grade _____ Child's school _____
- School Start time _____ School Release Time _____
- List any medical or behavioral conditions to which we should be alerted: _____
- List any food allergies or restrictions: _____
- *Initial* that you understand that your child must be signed into before care and out of after school care each day. Please initial _____
- *Initial* that you agree to the policies stated on the reverse side of this form. Please initial _____
- I give the YMCA permission to take photographs and video footage of my child. ___Yes ___No

YMCA Employee & Volunteer Abuse Prevention Code of Conduct

YMCA staff and volunteers work by a code. This code was put in place to establish appropriate behavior. YMCA employees and volunteers are expected to conduct themselves in a manner that will not reflect adversely on the YMCA. If a single child left to the supervision of 1 employee or volunteer, that employee or volunteer is required to position themselves to be visible by others. Staff and volunteers shall never leave a child unsupervised. Staff and volunteers will portray a positive role model for youth.

Childcare: Staff may not release children to anyone other than the authorized parent or guardian. Staff who do not recognize the custodial parent or legal guardian must ask for identification and check it against file information.

Staff or volunteers may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting. For a complete copy of the YMCA of the Treasure Coast Employee and Volunteer Code of Conduct, if you have any questions, or see any violations of the above guidelines, please notify Christine Coller, Chief Operating Officer, at (772) 286-4444/ext.228 or ccoller@ymcatreasurecoast.org . Thank you for working with us to keep all children safe.



Before/After School Care Rules & Policies

- Payments:** Payments and schedules are due by the Wednesday prior to the week your child will be attending the program.
- Refund Policy:** You may cancel your enrollment at any time. Parents must inform the before/ after care site **in writing** of withdrawal so that the child can be removed from the roll, otherwise parents may be charged for their child's absence. **All fees are non-refundable, non-transferable.**
- Valuables:** Valuable items should not be brought to the facility. Personal belongings such as Game Boys, Ipods, CD players, toys, etc. are not recommended but are allowed. The YMCA, its director, and its counselors reserve the right to revoke the use of such items at their discretion. **YMCA of the Treasure Coast will not be responsible for lost or stolen items. Items unclaimed at the end of each month will be donated to a local charity.**
- Call Out Policy:** If your child will not be attending a day of after care, then a phone call is required to the Site-Director by 1:30 p.m. A message can be left on the voicemail if someone does not answer. This is so that the staff does not look for your child. Looking for a child that is not at school can put the bus behind schedule and effect the pick-up times of the other schools. Fees will be applied if this happens on a regular occurrence.
- Pick Up Policy:** A photo ID is required at sign out. Parents must notify the after school program in writing if your child is to be picked up by someone other than a parent. Parents will be assessed a late fee if their child is not picked up by 6:00 pm. **A late fee of \$1 per minute, per child will be charged.** These fees are to be paid before your child returns to the program. Please notify us if an emergency situation should arise.
- School Days Off:** The after school program may be **closed** during certain holidays. Teacher Work / Development Days are included in your tuition, however, pre-registration is required for these full-day programs. For your convenience we also offer camp on most holidays and holiday breaks. This rate **is in addition to** your after school tuition and pre-registration is required.
- Membership:** YMCA of the Treasure Coast reserves the right to cancel a student's membership or participation in the after school program at any time.