

## Before and After School Enrichment General Information 2018-2019

\*Your child's packet must be turned in to the YMCA at least two business days before the child can start care.

Care Site	Schools Served	Location	Times
DeWitt YMCA BASE 100341	DeWitt	DeWitt Elementary 425 Falls Ave Cuyahoga Falls, 44221	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Lincoln YMCA BASE 100344	Lincoln	Lincoln Elementary 3131 W Bailey Rd Cuyahoga Falls, 44221	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Preston YMCA BASE 100343	Preston	Preston Elementary 800 Tallmadge Rd Cuyahoga Falls, 44221	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Price YMCA BASE 100342	Price	Price Elementary 2610 Delmore St Cuyahoga Falls, 44221	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Richardson YMCA BASE 102888	Richardson	Richardson Elementary 2226 23 <sup>rd</sup> St Cuyahoga Falls, 44223	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Silver Lake YMCA BASE 100316	Silver Lake	Silver Lake Elementary 2970 Overlook Rd Silver Lake, 44221	6:30-9:00am 3:00-6:00pm 2:00-6:00pm (Wed. only)
Echo Hills YMCA BASE 106352	Echo Hills	Echo Hills Elementary 4405 Stow Rd Stow, 44224	7:00-9:00am 3:00-6:00pm
Fishcreek YMCA BASE 106353	Fishcreek	Fishcreek Elementary 5080 Fishcreek Rd Stow, 44224	7:00-9:00am 3:00-6:00pm
Highland YMCA BASE 106351	Highland Lakeview	Highland Elementary 1843 Graham Rd Stow, 44224	7:00-9:00am 3:00-6:00pm 2:45-6:00pm (Lakeview)
Indian Trail YMCA BASE 100411	Indian Trail	Indian Trail 3512 Kent Rd Stow, 44224	7:00-9:00am 3:00-6:00pm
Riverview YMCA BASE 100414	Riverview	Riverview Elementary 240 North River Rd Munroe Falls, Ohio 44262	7:00-9:00am 3:00-6:00pm
Woodland YMCA BASE 100270	Woodland	Woodland Elementary 2908 Graham Rd Stow, 44224	7:00-9:00am 3:00-6:00pm
Woodridge YMCA BASE 102536	Woodridge	Woodridge Elementary 4351 Quick Rd Cuyahoga Falls, Ohio 44223	6:30-9:00am 3:00-6:00pm

## Before and After School Enrichment Fees

**\*\$40.00 registration fee waived if enrolled before July 15<sup>th</sup>, 2018\***

Weekly Fees Full Time (3 days or more) Weekly Fees Part Time Daily Rate (2 days or less)

There are no sibling discounts.

Program	Member Rate	Program Member Rate
Before Care only	\$ 57.00	\$ 65.00
After Care only	\$ 60.00	\$ 70.00
Before <u>AND</u> After Care	\$ 85.00	\$ 95.00
Before <u>OR</u> After Care, daily rate	\$ 22.00	\$ 22.00
Before <u>AND</u> After Care, daily rate	\$ 32.00	\$ 32.00

<b>Registration Fee</b> (waived if registered by 7/15/18)	\$ 40.00	\$ 40.00
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## Before and After School Enrichment General Information 2018-2019 (cont.)

**Parent Handbook** – The Riverfront YMCA Child Care Parent Handbook is available at the following link: <https://www.akronymca.org/riverfront/Downloads/>  
A paper copy will be provided upon request.



**Directors**- Please feel free to contact a director with questions or concerns.

TBD – Cuyahoga Falls Schools  
(330) 923-9622 ext. 1911  
TBD

Rebecca Baker – Stow/Woodridge Schools  
(330) 923-9622 ext. 1914  
[Rebeccab@akronymca.org](mailto:Rebeccab@akronymca.org)

**TXX Publicly Funded Childcare Recipients**- Your TXX authorization must be for the correct location. The YMCA and each before and after school site is considered a different location to ODJFS. Please be sure to change locations for Fun Days/Snow Days to license number 301735.

**Medications/Medical Conditions**– We do not allow medications to be stored in the school nurse’s office. In order for the YMCA to provide safe care to your child, we must have additional medication stored in our care, at our Before & After school sites. We will not accept medication left in the school nurses office as we cannot guarantee access to it. Inhalers/diabetes medications may be brought with your child, however they must be kept on your child’s person, not in a backpack. Before turning in your child’s packet, please contact a director to obtain a JFS01236 and/or a JFS01217 if your child requires the form.

**Fun Days** – Fun Days correspond with Cuyahoga Falls City School District’s schedule and are held at the Riverfront YMCA. You may drop off your child as early as 6:30am and your child must be picked up by 6:00pm. Pre-registration is required, a form for each Fun Day must be filled out and submitted to the YMCA or BASE staff. Forms will be available two weeks prior to each Fun Day at the YMCA front desk and BASE sites. Each Fun Day costs \$30 per day per child for BASE participants or YMCA members, and \$40 per day per child for non-Base participants or non-YMCA members. Registration is on a first come first serve basis. The Fun Day Calendar can be found on our website.

<https://www.akronymca.org/riverfront/Downloads/>

**Snow Days** – In the event of a Snow Day, care is provided at the Riverfront YMCA from 8:30am – 6:00pm. Your child must be pre-registered for Snow Days in order to attend. Snow Day sign-up slips will go out to before & after care sites in November. If registering your child after November, please contact a Youth Enrichment Director for assistance in signing up for Snow Days.

**Early Release** – There is no After Care for Early release days other than Cuyahoga Falls on Wednesdays.

### **Early Release Days (no after care, morning care only)**

Cuyahoga Falls: 10/11/2018 & 3/15/2019  
Stow: 10/19/2018 & 3/8/2019

### **School Year Start and End Dates**

Cuyahoga Falls: 8/15/2018 – 5/24/2019  
Woodridge: 8/15/2018 - 5/24/2019  
Stow: 8/21/2018 - 5/31/2019

Please check all types of care you will need

Before Care       After Care

Anticipated Start Date: \_\_\_\_\_

Full Time       Part Time

If Part Time, what days? \_\_\_\_\_

**Registration Fee:**

A non-refundable \$40 registration fee is due at time of registration.

Payment:  Draft from account on file (ending in \_\_\_\_\_)  Check is attached  Cash is attached

**Payment Information:**

Please draft payment:  Weekly on Fridays  Other (contact director)

Account:  Account on file (ending in \_\_\_\_\_)  Provide account info at registration  FLEX (contact director)

Person responsible for tuition: \_\_\_\_\_

Do you have Title XX?  Yes  No

Are you or another parent/guardian currently an employee of the YMCA?  Yes  No

If yes, what is his/her name? \_\_\_\_\_

Child's Name and Nick Name \_\_\_\_\_  male  female

Child's Birth date \_\_\_\_\_ Age \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Child Attends \_\_\_\_\_

Grade \_\_\_\_\_

YMCA Member?  yes  no

Parent Name \_\_\_\_\_

Primary Number ( )  C  H  W

Secondary Number ( )  C  H  W

E-mail \_\_\_\_\_

Birth date \_\_\_\_\_

YMCA Employee?  yes  no

Parent Name \_\_\_\_\_

Primary Number ( )  C  H  W

Secondary Number ( )  C  H  W

E-mail \_\_\_\_\_

Birth date \_\_\_\_\_

YMCA Employee?  yes  no

**Non-Parental Authorized Persons to Pick Up Child**

Your child will only be released to a parent/guardian or persons listed in this section. Staff will require a government issued identification before releasing your child.

Name \_\_\_\_\_

Primary Number ( )  C  H  W

Relation \_\_\_\_\_

Secondary Number ( )  C  H  W

Name \_\_\_\_\_

Primary Number ( )  C  H  W

Relation \_\_\_\_\_

Secondary Number ( )  C  H  W

Name \_\_\_\_\_

Primary Number ( )  C  H  W

Relation \_\_\_\_\_

Secondary Number ( )  C  H  W

Name \_\_\_\_\_

Primary Number ( )  C  H  W

Relation \_\_\_\_\_

Secondary Number ( )  C  H  W

\*Please note: if there are any custody issues involved with your child, you must provide the center Directors with full court papers including who has permission to pick up the child. The program may not deny a parent access to his/her child without proper documentation.

Child's name \_\_\_\_\_

## 2018-2019 Center Policies Agreement

Please read the policies carefully and initial all lines.

\_\_\_\_\_ I understand there is a \$40 non-refundable registration fee per child.

\_\_\_\_\_ Weekly tuition is due on Fridays prior to the week of service via auto draft.

\_\_\_\_\_ I understand that if my childcare payments fall one week behind I will be asked to withdraw my child until payment is made.

\_\_\_\_\_ Outstanding balances of \$100 or more that are past 30 days in arrears will be turned over to collections.

\_\_\_\_\_ I understand that if I have any outstanding balance at any facility within the Akron Area YMCA Association I am unable to register for any programs or membership until balance is paid.

\_\_\_\_\_ I understand that there will be a \$10 fee assessed for any and every returned payment.

\_\_\_\_\_ CANCELLATION POLICY: Notification must be given no later than one week in advance. Otherwise, I understand that I will be responsible to pay that week's tuition in-full, regardless of attendance.

\_\_\_\_\_ I understand that late pick-up fees in the amount of \$15 for every 15 minute increment per family will be imposed if my child(ren) is picked up after the center's designated closing time (6:00 pm).

\_\_\_\_\_ I understand that staff will contact Summit/Medina County Children Services if my child remains at the center longer than one hour after closing and all attempts to reach me, the child's other parent, and authorized persons have been made, without success.

\_\_\_\_\_ I understand that state licensing requires that all forms in this registration packet must be completely filled out and turned in prior to the child's admission to the program.

\_\_\_\_\_ I understand that I am required to disclose all medical, physical, or behavioral issues that pertain to my child at the time of enrollment, and supplement that information on an ongoing basis as needed.

\_\_\_\_\_ I have read the YMCA BASE/Day Camp Registration Packet and agree to all terms therein for my child(ren) to receive childcare. I understand that I forfeit the privilege of childcare if all policies are not followed.

### FOR TITLE XX RECIPIENTS ONLY

\_\_\_\_\_ I understand that my Title XX co-pay is due every Friday via auto draft prior to care.

\_\_\_\_\_ I understand that if my Title XX authorization is not current and/or not for the correct location, I will be responsible for private pay rates.

\_\_\_\_\_ I understand that I must swipe my Title XX card daily. I understand there is a two-week back swipe period if daily swipes are missed. If I miss the back swipe period, I understand that I will be charged the difference between my co-pay and the weekly private-pay rates. I understand it is my responsibility to know for which dates and times I need to back swipe.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Permissions

## Photograph Consent

- I give my child \_\_\_\_\_ permission to be in photographs, slides, or other media for promotion of the Akron Area YMCA.
- I do not give my child \_\_\_\_\_ permission to be in photographs, slides, or other media for promotion of the Akron Area YMCA.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Child Drop-Off/Pick-Up Policy

When you enroll your child in any YMCA Before and After School Enrichment program, it is to be understood our policy is for you to bring your child into the center each morning, sign and list the arrival time on the sign in sheet, and let one of the staff members know your child has arrived. Please note, we are not legally responsible for your child when he/she is dropped off without completing the above procedure.

I understand state law requires me to sign my child in and out each day as well as notify staff that my child is leaving.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FUN DAYS

### Permission to Participate in Swimming Activities - \*Fun Days\*

I give permission for my child \_\_\_\_\_ to participate in swimming activities near water two feet or more in depth – or water activities in water two feet or more in depth.

The center will be providing two (2) additional adults above the required staff/child ratio.

Swim Site	Riverfront YMCA Swimming Pool
Date(s)	Fun Days (August 2018-May 2019)
Departure/Arrival Times from Center	On site, 9:00-3:00pm
Mode of Transportation	Walking in building to indoor pool facility
My child is a	<input type="checkbox"/> Swimmer <input type="checkbox"/> Non Swimmer

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Permission for Routine Walks - \*Required for Fun Days\*

Weather permitting, I give permission for my child \_\_\_\_\_ to accompany his/her group on routine walks to DeWitt Playground. The playground is located at 425 Falls Ave, Cuyahoga Falls, OH 44221.

## Child/Family Information Form

In an effort to understand your child and to meet his/her needs, we would like you to complete the following:

Child's Name: \_\_\_\_\_

Brothers and sisters (names and ages):

\_\_\_\_\_

Child lives with:

\_\_\_\_\_

What is the primary language spoken in your child's home? \_\_\_\_\_

Does your child have any particular fears such as dogs, storms, etc.?

\_\_\_\_\_

What are your child's special interests?

\_\_\_\_\_

\_\_\_\_\_

Have there been any changes or transitions in your child's life recently, such as divorce, new home, death, etc.?

\_\_\_\_\_

\_\_\_\_\_

Are there additional personality and behavior characteristics that would be useful to know about your child?

\_\_\_\_\_

\_\_\_\_\_

How do you reassure or reward your child?

\_\_\_\_\_

\_\_\_\_\_

How do you discipline your child?

\_\_\_\_\_

\_\_\_\_\_

Please list the three most important things you would like your child to work on while in our program:

\_\_\_\_\_

\_\_\_\_\_

What other information would be helpful for the staff caring for your child to know?

\_\_\_\_\_

\_\_\_\_\_

Ohio Department of Job and Family Services  
**CHILD ENROLLMENT AND HEALTH INFORMATION  
 FOR CHILD CARE**

**This form shall be completed prior to the child's first day of attendance and updated annually and as needed.**

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code		Home Telephone Number	
Parent/Guardian Name				Relationship to Child	
Home Address				Home Telephone Number	
City				State	Zip
Email Address (if applicable)			Cell Phone		
Parent's Work/School Telephone Number			Parent's Work/School Name		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Parent/Guardian Name				Relationship to Child	
Home Address				Home Telephone Number	
City				State	Zip
Email Address (if applicable)			Cell Phone		
Parent's Work/School Telephone Number			Parent's Work/School Name		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
<b>Emergency Contacts:</b> Parents <b>cannot be listed</b> as emergency contacts. List the name <u>of at least one person</u> who can be contacted in the event of an emergency or illness <b>if you cannot be reached</b> . Any person listed should be able to assist in contacting you. At least one person listed must be within one hour of the center/home, able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name			Name		
City		State	City		State
Telephone Number		Relationship to Child	Telephone Number		Relationship to Child
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State		Telephone Number	



Child's Name

**Allergies, Special Health or Medical Conditions, and Food Supplements**

Fill in this section accurately and completely. Please note that if your child has a **current** health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Medical/Physical Care Plan" or equivalent form and/or the JFS 01217 "Request for Administration of Medication" must be completed and be kept on file at the center or family child care home.

Does your child have any food, medication or environmental allergies? *(check all that apply)*

- No  
 Yes - check all that apply     Food     Medication     Environmental    Please list and explain:

Does your child's allergy/allergies require child care staff to monitor your child for symptoms, take action if a reaction occurs, or give emergency medication to your child? *(check one)*

- No  
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Does your child have a special health or medical condition? *(check one)*

- No  
 Yes - please explain

Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? *(check one)*

- No  
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Is your child currently using any medication, food supplement or medical food (such as electrolyte solution)? *(check one)*

- No  
 Yes - please explain

If yes, does this medication, food supplement, or medical food need to be administered at the child care center/type A home?

- No  
 Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication, food supplement or medical food.  
 N/A - program does not administer any medications.

Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? *(check one)*

- No  
 Yes - please explain

Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group?

- No  
 Yes - written instructions from the child's health care provider must be on the JFS 01217 "Request for Administration of Medication."  
 N/A - child does not attend a full time program.

Child's Name
List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff <b>or medical personnel</b> in an emergency situation.
List any additional information about your child that would be useful for staff to know, such as fears, eating or sleeping habits, or special routines. This information should not be medical or health related, as that information should be included on the previous page.

**Diapering Statement**

Is your child toilet trained? <input type="checkbox"/> Yes (If yes, skip to Emergency Transportation Authorization section) <input type="checkbox"/> No (If no, fill out the following)
The program's policy is to check diapers every <u>  N/A  </u> hours. Please indicate if you want your child's diaper checked according to the program's policy or another:
<input type="checkbox"/> I agree with the program's schedule <input type="checkbox"/> I do not agree, please check my child's diaper every _____ hours.

**Emergency Transportation Authorization**

<b>Give <u>Permission</u> to Transport</b>	OR	<b><u>Do Not Give Permission</u> to Transport</b>
Program or Home Name Riverfront YMCA		Program or Home Name
<b>has permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.	Do not sign both	<b>does not have permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:
Parent's Signature _____ Date _____		Parent's Signature _____ Date _____

**Acknowledgement of Policies and Procedures**

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(check one)</i>
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This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.

Parent/Guardian Signature(s)	Date
Administrator/Designee Signature	Date

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.			
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

Note: This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15 and 5101:2-13-15. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.