



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear University Prep Before and After School Child Care Families:

Welcome to the Boll Family YMCA's Afterschool Program! We are looking forward to sharing the 2018-2019 school year with your student.

Attached you will find the necessary enrollment information. Please complete all forms and turn it in at the time of registration too ensure your child's spot in our program.

Please note the following information:

- Two business days are required to process registration paperwork in person, four business days when signing up online
- All payments are due in advance. Monthly payments will be drafted on the 1st of the month. Weekly payments will be drafted on the Sunday prior
- 14 day written notice is required for all contract changes or terminations.
- Please refer to the Parent Handbook for additional program information and policies.

(Available at ymcadetroit.org/boll/programs/child-care. Choose the Before & Afterschool tab)

Open enrollment for all families begins May 1, 2018.

Register before June 30th, and we will waive the registration fee.

Register before August 26th and your registration fee and first payment is due September 1, 2018.

- The annual community participant fee for the 2017-2018 school year is \$39, and will be waived if you are a full YMCA member.
- The annual Registration fee for the 2018-2019 school year is \$30

Thank you for choosing the YMCA as your childcare provider. We look forward to serving you, and we hope that your experience with the YMCA is a positive and valuable one. If you have any questions, please contact the Youth Development Team:

Kim Duchene

kduchene@ymcadetroit.org

April Herriotte

aherriotte@ymcadetroit.org

Joe Paul

jpaul@ymcadetroit.org

Billing 101

When you sign up for before and/or aftercare with the YMCA you are charged only for planned school days. This means if you are signed up for Monday-Friday each week and there is planned professional development on Wednesday, you will not be charged for that day. Since your bill reflects service days it will vary week-to-week or month-to-month.

To pay for before and/or after school care you have the choice of weekly or monthly billing

Monthly billing:

Your monthly bill will be due on the 1st of each month. That payment will cover that month of care. To pay monthly you have a few options:

- Pay on a EFT, we can save your card or banking information and auto deduct each month
- Pay in person with cash, card, check, or money order
- Pay over the phone with a card or checking account (313-309-9622)
- Pay online at ymca-detroit.org (please check "forgot password" the first time you log in)

Weekly Billing:

In order to select weekly billing your account must be on EFT, you can save a card or banking information on your account.

Once a bill is past due the YMCA Business Office will attempt to contact you by phone and email.

You can check your balance or future payment amounts anytime online at ymca-detroit.org (please check "forgot password" the first time you log in)

DHS

The YMCA does accept assistance from the State of Michigan. This however does not cover 100% of the bill. Please call or email the YMCA to obtain the provider ID for your child's school.

Scholarships

The YMCA proudly offers scholarships for all who apply and qualify. To inquire and apply for a scholarship please stop by the Boll YMCA anytime or email Kim Duchene at kduchene@ymca-detroit.org

Half Days

If your child is at a school that offers half days, they do need to be signed up for half days to be accepted. On your child's contract please check "half days". If you are only in need of certain half days please contact the YMCA directly.

Inclement Weather & Other School Emergencies

Credits will not be given for cancelled days due to circumstances beyond our control. If school is cancelled due to an unforeseen emergency, the YMCA will not provide care during the hours the school is closed.

Billing questions, concerns, or payment plans

You can contact the Childcare Business Office at (313) 223-2640 or childcare@ymca-detroit.org

YMCA Contacts

Kim Duchene Youth Development Director 313-309-9622 ex 3056 kduchene@ymca-detroit.org	April Herriotte, Youth Development Coordinator 313-309-9622 ex 3017 aherriotte@ymca-detroit.org	Joe Paul, Youth Development Coordinator 313-309-9622 ex 3017 jpaul@ymca-detroit.org
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DETROIT PREP ACADEMY & DETROIT ACHIEVEMENT ACADEMY AFTERSCHOOL CHILD CARE CONTRACT

Child's Information:

FULL NAME _____ START DATE _____
 AGE IN FALL _____ DATE OF BIRTH _____ Gender: M F
 SCHOOL _____ GRADE _____

Parent's Information:

ADULT #1 _____	ADULT #2 _____
DATE OF BIRTH _____	DATE OF BIRTH _____
E-MAIL _____	E-MAIL _____
ADDRESS _____	ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
HOME PHONE _____	HOME PHONE _____
CELL PHONE _____	CELL PHONE _____

If parents are separated, who is the custodial parent? Mother Father Joint Custody

If there are special circumstances involving visitation and pick-up rights, you must provide us with legal documentation.

2018-2019 Rates: AM Rate: \$5.75/day Friday PM Rate: \$15.00/day	Y Members Receive 10% Off PM Rate: \$10.50/day AM/PM Rate: \$15.50/day	Drop-In Card Only: <input type="checkbox"/> \$65.00 *Cannot be used for half days
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Please Select Your Days & Times:

AM	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> All
PM	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> All

PARENT SIGNATURE _____ DATE _____

STAFF USE ONLY - To Be Completed At Registration

REGISTRATION FEE _____

WEEKLY FEE _____

PROGRAM DIRECTOR INITIAL _____

Deposit & Registration:

- Deposit and the first installment will be processed within two business days of registration.



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BILLING INFORMATION & PAYMENT OPTIONS

CHILD'S NAME _____

E-MAIL ADDRESS _____

BILLING ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

Name of responsible party for payment (responsible party must sign below) _____

BILLING INFORMATION:

I am applying for Financial Assistance

I have been approved for childcare assistance through DHS (please attach award letter)

Please select your payment option:

Weekly payment option (payments will be automatically withdrawn on the Sunday prior to care)

Monthly payment will be automatically withdrawn on the 1st of every month

Monthly payment - statement only

*Other payment options are available by request.

ELECTRONIC TRANSFER OF FUNDS

The YMCA use Electronic Funds Transfer (EFT). This allows us to automatically withdraw payments directly from your credit/debit card, checking, or savings account.

RETURNED DRAFTS

A fee may be assessed to cover the costs related to any payment returned for non-sufficient funds.

I/We authorize and request the YMCA of Metropolitan Detroit to charge my(our) credit card/bank account for child care fees. I/We further authorized the financial institution to debit these fees. **I understand the draft payment will continue automatically until I terminate my contract in writing. I understand that a 14 day written notice is required for all contract changes or cancellations.**

Please withdraw my Child Care payments from my: CREDIT CARD DEBIT CARD CHECKING ACCOUNT SAVINGS ACCOUNT

All payments will be charged the based on the option chosen above.

CREDIT CARD ISSUER/BANK NAME _____

EXPIRATION DATE _____

LAST 4 DIGITS OF CC _____

NAME ON BANK/CREDIT CARD ACCOUNT (AS IT APPEARS ON STATEMENT) _____

ROUTING/TRANSIT # _____

BANK ACCOUNT # _____

SIGNATURE OF ACCOUNT HOLDER(S) _____

DATE _____

Everyone is welcome. Financial assistance is available.

The YMCA of Metropolitan Detroit strengthens communities in Southeastern Michigan through youth development, healthy living and social responsibility.



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Child Care Usage Form Terms of Agreement

1. All tuition payments will be due in advance. Monthly payments are drafted on the 1st of each month. Weekly payments are drafted on the Sunday prior.
2. I, the undersigned, understand and agree that in order to register for any and all YMCA Afterschool Programs **all registration paperwork must be completed thoroughly and the first installment payment made.** I also understand that payments will not be accepted at any Afterschool site. **Registration and membership fees are non-refundable.**
3. I, the undersigned, understand and agree that once my child is registered for YMCA Afterschool Program(s) **weekly fees apply whether or not my child attends.**
4. I, the undersigned, understand and agree that I am required to provide a 14 day written notice to the Y School Age Child Care Director to change my contract or to discontinue my active participation in the program. I also understand that all charges will continue to accumulate despite my child not being there until written notice of intent to change or cancel is received.
5. I, the undersigned, understand and agree that **all fees have been adjusted to account for holidays and scheduled school vacations.** I also understand and agree that **no other credits will be given, not even for unplanned school cancellation, inclement weather, natural disasters, or emergencies beyond the Y's control.**
6. I, the undersigned, understand and agree that late payments will result in an additional service charge of \$15.00.
7. I, the undersigned, understand and agree that if my account is past due, my child care services may be suspended until the account balance plus next installment is paid in full.
8. I, the undersigned, understand and agree that as the Parent/Legal Guardian of the Child stated on the front of this form, I am responsible for any outstanding balances due at the end of the current school year.
9. Our late pick up fee begins at 6:01 pm and is \$1 per minute for the first 10 minutes and \$2 per minute thereafter and is added to my next billing installment.
10. **Half days are not covered in your monthly bill and will require a separate registration and additional charge.**

I have thoroughly read the above statements, and by signing below I hereby agree to the terms and conditions listed above.

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Child's Name: _____

Child Care Usage Form

Tell Us About Your Child

Is your child under any special medical (seizures, asthma, etc.) or dietary regimen?

Yes No If yes, please describe:

Does your child take any prescribed medication that will need to be administered during the time that he or she is in the YMCA's Care?

Yes No If yes, please list and also fill out the prescribed medication form:

Are there any problems that may confront your child while in the YMCA Program (homesickness, anxiety, moodiness, etc...)

Does your child have any serious fears? If so, please tell us about them:

Please provide any other information you feel may put us in a better position to understand your child and his or her needs:

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

Child Care Usage Form

Parent Acknowledgement and Permission Forms

Child's Name: _____ Birth Date: _____

Parent Handbook

I (the undersigned) agree that I have received the YMCA Child Care Parent Handbook. I understand that it is my responsibility to read and know all of the policies and procedures outlined within.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Parent Concussion Information Sheet

I (the undersigned) have received the YMCA Parent Concussion Information sheet. It is my responsibility to read and understand all necessary expectations.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Permission for Enrollment and Release of YMCA Liability

I allow my child to participate in YMCA Childcare activities; I understand and expressly acknowledge that I release the YMCA, its staff and volunteers from all liability for any injury.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Photograph / Video / Voice Release

The YMCA of Metropolitan Detroit requests irrevocable consent to release photographs, slides, moving pictures, and audio/visual material of the above named minor child for the purpose of YMCA records, public relations and/or advertising, videos, voice or text material, and either with or without my child's name or photo accompanying quotation.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Health Statement

This is to verify that my child is in good health. As a parent, I take responsibility for my child's health while in childcare. All of his/her immunizations are up to date. A record of my child's immunizations and physical examination, signed by a Doctor, are on file at the school office. I give the YMCA permission to obtain a copy of my child's health record, on file at the school, if necessary.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.com/michildcare.

I have read the above statement issued by _____
Name of Child Care Center

Child(ren)'s Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Playground Consent

The Department of Human Services, Office of Child and Adult Licensing have established new criteria for playground and playground equipment. A public (school or park) playground is not required to meet all the same playground safety regulations that licensed centers are required to meet. Given this information, in order for a child enrolled in a licensed program within a school approved by the Michigan Department of Education to play on the equipment the parent must give their consent. If you choose to not give your child permission to play on the equipment they still be taken outdoors with the other children and offered an alternative activity.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:	Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)		Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City
		State
		Zip Code
Parent/Legal Guardian's Name	Home Phone ()	Parent/Legal Guardian's Name (Optional)
		Home Phone ()
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)
		Cell Phone ()
City	State	Zip Code
Email Address (optional)		Email Address
Employer Name	Work Phone ()	Employer Name
		Work Phone ()
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()
Hospital Preferred for Emergency Treatment (optional)		
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)		

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	()	()
2.	()	()
3.	()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	()	2. ()
3.	()	4. ()

Parent/Legal Guardian Initials:	
_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.	

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian _____	Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	

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