



INDIAN VALLEY FAMILY YMCA LIVE Y'ERS 2019-2020

**A quality school age care program for grades K-5 within the
Perkiomen Valley School District (Schwenksville & Skippack)**

**Please return registration form, registration fee, emergency contact sheet,
payment agreement, civil rights agreement, and current health assessment to:
Indian Valley Family YMCA 890 Maple Ave Harleysville PA 19438**

When registration is received and processed, you will receive an email containing assigned code word and child's start date. Please note that it is at the discretion of the Indian Valley Family YMCA to set a child's start date. Normal process time is 3-5 days upon receipt of registration packet. During the month of August, the processing time may lengthen due to the high volume of registration packets received. Please see assigned start date page in parent handbook if submitting a registration packet in August or September.

Child Name: _____ DOB: _____ Age: _____ Sex: _____
 Home Address: _____

 Home Phone: _____

Parent Email (REQUIRED):

Primary Parent/Guardian who is responsible for payment: _____
 Mother's Cell Phone: _____ Work Phone: _____
 Father's Cell Phone: _____ Work Phone: _____

Does the family have any court ordered documentation/custody papers? YES NO
 (If yes, a copy must be attached to this form at time of registration and both custodial parents must sign all registration paperwork)
 Does the child have an IEP? YES NO (If yes, a copy must be attached to this form at time of registration)
 Is your child a member of the YMCA? YES NO If yes, what type of member? _____
 Name Membership is Under: _____

Registration Fee per child: \$80.00 (Includes \$50.00 Program Youth Membership Fee)

.....
 Child's School: _____ Grade as of Sept 2019: _____

Please Select Schedule: FULL TIME (5 Days Weekly) PART TIME (2-4 Days Weekly)
Please Select Type of Day: AM ONLY PM ONLY AM & PM
If you chose PART TIME, select days will attend: MON TUES WED THUR FRI

Are there any siblings attending other day care sites in the North Penn YES NO
 YMCA? I am a Peter Becker Community (PBC) employee: YES NO
 I am applying for North Penn YMCA Financial Assistance: YES NO
 I receive assistance through Early Learning Resource Center (ELRC) YES NO
 ELRC Case Manager: _____ Phone: _____

YES! I want to pledge my support for The Y.™ For a better us.™ Annual Campaign. Please accept my gift of:
 \$5.00 \$10.00 \$20.00 Other: _____
 Please see our Parent Handbook for more information regarding our North Penn YMCA Annual Campaign and how you can help make a difference in your community.

OFFICIAL USE ONLY				
<u>START DATE</u>	<u>CODE WORD</u>	<u>HEALTH EXAM DATE</u>	<u>PAYMENT AGMT</u>	<u>CIVIL RIGHT AGMT</u>



INDIAN VALLEY FAMILY YMCA LIVE Y'ERS 2019-2020

Our Live Y'ers program is a state licensed before & after school care program located within the Perkiomen Valley School District. Our school age programs are held at Schwenksville and Skippack Elementary Schools and include homework assistance, crafts, free play, enrichment programs, organized games, and socialization activities.

Our care program runs Monday through Friday for the entire school year and is even open on early dismissal days. **PLEASE NOTE: We do not offer any AM care if there is a 2 hour delay.**

Our program also hosts Y-DAYS for some of the days your child's school is closed. Y-DAYS are a full day care program from 7:00am - 6:00 pm. **Y-DAYS WILL BE OFFERED TO THE LIVE Y'ERS PROGRAM ONLY WHEN SOUDERTON SCHOOLS ARE ALSO CLOSED. LOCATIONS VARY . SEE PARENT HANDBOOK FOR CALENDAR OF DAYS OFFERED.**

Eligibility
Children in grades
Kindergarten
through 5th grade

Hours of Operation
Monday - Friday
7:00am - 8:30am & 3:00pm - 6:00pm

Location
Schwenksville & Skippack
Elementary Schools

Live Y'ers Enrolled Member Cost:
\$40 first child \$35 add't child per day

Y-DAY registration forms are sent to each site at least two weeks before a Y-DAY occurs. In addition, Y-DAY forms are available at the membership desk of our Indian Valley Family YMCA. All Y-DAYS are first come first serve and space is limited. All registration forms will have a due date.

ALL ELRC CLIENTS MUST REGISTER

Contact Information

Sr. Youth & Teen Director:
Pam Jackson
pamj@northpennymca.org
215.723.3569 ext. 113

Youth & Teen Program Manager
Jan Raslowsky
janetr@northpennymca.org
215.723.3569 ext. 152

Youth & Teen Account Manager
Phyllis Hicks
phyllish@northpennymca.org
215.723.3569 ext. 111

Rates

Program Fees	Monthly 1st Child Rate	Monthly Add't Child Rate
AM only Care		
5 day	\$200.00	\$180.00
4 day	\$200.00	n/a
3 day	\$106.00	n/a
2 day	\$110.00	n/a
PM only Care		
5 day	\$345.00	\$325.00
4 day	\$320.00	n/a
3 day	\$239.00	n/a
2 day	\$165.00	n/a
AM & PM Care		
5 day	\$415.00	\$395.00
4 day	\$415.00	n/a
3 day	\$317.00	n/a
2 day	\$210.00	n/a

Financial Assistance Information

Financial Assistance Applications are available at our membership desk. All families applying for Financial Assistance must first apply for ELRC.

It is our mission to make the community we serve a better place to live. Through our programs & activities, we strive to enrich and strengthen families; provide wholesome, supervised recreation; offer positive learning, leadership, and character development



NORTH PENN YMCA
2019 - 2020 Parent Payment Agreement
55 PA CODE CHAPTERS §3270.123 & §3270.181©; §3290.123 & §3270.181©

Name of Child: _____ School: _____ Start Date: _____

<u>LIVE Y'ERS (PVSD)- Full Time Enrollment Fees</u>			<u>LIVE Y'ERS (PVSD)- Part Time Enrollment Fees</u>			
Monthly Rates for:	<u>First Child</u>	<u>Each Add. Child</u>	Monthly Rates per child:	<u>AM Only</u>	<u>PM Only</u>	<u>AM & PM</u>
<input type="checkbox"/> 5 AM Hours	\$200.00	\$180.00	<input type="checkbox"/> 2 Days	\$110.00	\$165.00	\$210.00
<input type="checkbox"/> 5 PM Hours	\$345.00	\$315.00	<input type="checkbox"/> 3 Days	\$160.00	\$239.00	\$317.00
<input type="checkbox"/> 5 AM & PM Hours	\$415.00	\$385.00	<input type="checkbox"/> 4 Days	\$200.00	\$320.00	\$415.00

Hours of Operation: AM Program: 7:00am - 8:30am PM Program: 3:00pm - 6:00pm

Persons, other than parent/guardian, designated by parents to whom child may be released: _____

I, the parent/guardian, agree to the additional terms & conditions:

- Make Checks Payable to **NORTH PENN YMCA**. Payments are mailed to 890 Maple Ave Harleysville, PA 19438. Registration Fee, Current Health Assessment w/Immunization Record, Payment Agreement, & Emergency Contact Sheet are due at the time of registration. Health assessments must be updated annually age 0-5, bi-annual for ages 6-10, annually 11 & up.
- **Monthly tuition is due on the 1st of month with a 5 day grace period. JUNE TUITION WILL BE PRORATED.**
- **Any payment not received by 15th of the month will be subject to the following delinquency procedure:**
 1. A \$15.00 late payment fee will be assessed to all past due accounts. All delinquent accounts will be contacted by the 16th of the month to be notified that payment must be received by 25th of month or child may be dismissed.
 2. If you wish to prepay for months in advance, please contact Phyllis Hicks at 215.723.0574
- No refunds for days missed due to illness, vacation, weather conditions, holidays (including Winter Break), or failure to attend a scheduled day. All children are expected on registered days.
- Parent received complete written program information at the time of enrollment (**§3270.121, § 280.121, §3290.121**) Parent agrees to update the information on the emergency contact/parental consent & Parent Agreement forms whenever changes occur or every 6 months at a minimum (**§3270.124, §3280.124, §3290.124**)
- Parent grants permission for the child to participate in all planned activities. Parent holds harmless the staff and North Penn YMCA from all liability for any injury which may occur to my child during or resulting from participating in the program. Medical care, if required, will be paid for by parent/guardian. The YMCA is not responsible for lost, stolen, or damaged personal articles.
- Parent authorizes the YMCA to take and use photographs and/or videos of the applicant for use in future YMCA promotional materials.
- The YMCA reserves the right to adjust their fees at any time. Parents will receive 30 day notification if changes occur.
- **Schedules Changes & Withdrawal Notices:** Notices must be submitted in writing to the Youth & Teen Director at least two weeks before the change is to occur. Include child's name, school, how schedule is changing, and effective date. If a child is withdrawn and needs to be re-enrolled during current school year there is a \$30.00 re-enrollment fee.
- **Late Fee/Extended Hours:** For any child still in care after 6:00pm, a \$15.00 late fee will be charged per 15 minutes past 6:00 pm. If your child attends any additional days or on a day that differs from their normal schedule, a daily rate fee will be charged to their account.
- **Financial Assistance:** Applications are available at the Indian Valley Family YMCA. All financial assistance applications & required documents must be turned in with your child's registration information.
- **In-Service Days & Holidays:** Full day care programs (Y-DAYS) are offered on In-Service Days and some holidays. Y-DAY programs run 7:00am to 6:00pm and take place at various locations. Registration forms are sent to sites 2 weeks prior to Y-DAY and are "First Come, First Serve." Space is limited. Y-DAY costs: \$40.00 for the 1st child and \$35.00 for each additional child.
- **2 hour Delays:** If in SASD, the Kids Kare AM program open at 9:00 am. If in PVSD, the Live Y'ers AM program will be closed, PM care will run on normal schedule. Delay costs: \$14.50 per child for 2 hour delay (these fees only apply if your child is not registered to attend the day the delay occurs).
- **Early Dismissals:** The PM care program runs as normal on any early dismissal days. Early Dismissal Costs: \$18.00 per child for 1:30pm dismissal, \$20.50 per child for 10:30am dismissal (these fees only apply if your child is not registered to attend the day the early dismissal occurs). The Youth & Teen Department must be notified of your child's attendance if it's not a regularly scheduled day.
- **In the event of custodial sharing, divorce and/or a separation:** The parent/guardian responsible for full tuition payment is the parent/guardian whose residence matches the address on record for the child enrolled in care program, unless the North Penn YMCA receives written notification by both parent/guardians, in agreement or court ordered, to the contrary. If during the course of the care program a separation occurs, it will be the parental obligation of both spouses to immediately notify the IV YMCA school age care program and update the children's enrollment by one of the following methods: (1) withdraw child from care program (2) parent/guardians withdrawal & re-enroll child separately to match custodial schedule per their personally created care schedule with each parent/guardian responsible for payment for their portion of care. (3) parent/guardians withdrawal & re-enroll child separately to match custodial schedule per court documents with each parent/guardian responsible for payment for their portion of care. Please note; if the full monthly tuition payment is not received for both parent/guardian's portion of care, the North Penn YMCA reserves the right to terminate child from care program. If choose to withdrawal & re-enroll separately, both custodial parents must review and sign Emergency Contact Sheet, Payment Agreements, and registration forms together so that all are in full agreement to terms, conditions, emergency contacts, and persons to whom children may be released to.

Mother/Guardian Signature: _____ Date: _____
 Father/Guardian Signature: _____ Date: _____
 Operator's Signature: _____ Date: _____

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">VISION (subjective until age 3)</td> <td></td> </tr> <tr> <td>HEARING (subjective until age 4)</td> <td></td> </tr> <tr> <td>LEAD</td> <td></td> </tr> </table>	VISION (subjective until age 3)		HEARING (subjective until age 4)		LEAD	
VISION (subjective until age 3)							
HEARING (subjective until age 4)							
LEAD							

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS §3270.124(a)(b), §3270.181 & §3270.182; §3280.124(a)(b), §3280.181 & §3280.182; §3290.124(a)(b), §3290.181 & §3290.182

DIRECTIONS: Please print all information. Per DPW regulations all sections must be completed; there can be No Blank areas.
If a section does not apply to your child, please put **NONE IN THAT SPECIFIED AREA AND SIGN FULL NAME.**

Ex: Allergies = None, *John Smith.* All forms must be signed and dated in the space provided at the very bottom of form.

CHILD'S NAME			BIRTHDATE
ADDRESS			OUTREACH SITE
MOTHER/LEGAL GUARDIAN NAME			HOME PHONE NUMBER
ADDRESS			CELLPHONE NUMBER
BUSINESS NAME			WORK PHONE NUMBER
BUSINESS ADDRESS			
FATHER/LEGAL GUARDIAN NAME			HOME PHONE NUMBER
ADDRESS			CELLPHONE NUMBER
BUSINESS NAME			WORK PHONE NUMBER
BUSINESS ADDRESS			
EMERGENCY CONTACT PERSON(S) <u>OTHER THAN PARENT:</u> Please list the following items: Name Address Home Phone, Cell Phone, Work Phone			
1)			
2)			
PERSON(S) TO WHOM CHILD MAY BE RELEASED <u>OTHER THAN PARENT:</u> Please list the following items: Name Address Home Phone, Cell Phone, Work Phone			
1)			
2)			
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER			PHONE NUMBER
PHYSICIAN'S OFFICE ADDRESS			
SPECIAL DISABILITIES (IF ANY)			ALLERGIES (Including Medical Reaction)
MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION			MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD			
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS			POLICY NUMBER (REQUIRED)
PARENT SIGNATURE REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT			
OBTAINING EMERGENCY MEDICAL CARE		ADMIN OF MINOR FIRST-AID PROCEDURES	
WALKS AND TRIPS		SWIMMING	
TRANSPORTATION BY THE FACILITY		APPLY SUNSCREEN	
ARE THERE CUSTODY PAPERS FOR THIS CHILD?	YES	NO	IF YES, COPIES MUST BE ATTACHED
IS THERE AN IEP DOCUMENT FOR THIS CHILD?	YES	NO	IF YES, COPIES MUST BE ATTACHED

SIGNATURE OF PARENT OF GUARDIAN (required at registration)

DATE

Periodic Review:

SIGNATURE OF PARENT OF GUARDIAN (to be signed at six (6) month review)

DATE



**2019/2020 CIVIL RIGHTS COMPLIANCE
PARENT AWARENESS**

In accordance with applicable Federal and State civil right laws and regulatory requirements, you and your children, as a client of this facility have the right:

- to be provided services at this facility and to be referred for services at other facilities without regard to your race, color, religious creed, disability, ancestry, national origin, age, or sex
- to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, age, or sex

Complaints of discrimination may be filed with any of the following:

Provider's Name: Indian Valley Family YMCA
Address: 890 Maple Ave
Harleysville PA 19438

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. BOX 2675
Harrisburg, PA 17105-2675

Pennsylvania Human Relations Commission
110 North 8th Street
Suite 501
Philadelphia, PA 19107

U.S. Department of Health & Human Services
Office of Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania
DPW / Bureau of Equal Opportunity
Southeast Regional Office
Suite 5034, 801 Market Street
Philadelphia, PA 19107

Pam Jackson
Operator's Signature

5/1/2019
Date

Parent / Guardian Signature

Date



North Penn YMCA
Indian Valley Family Branch
Youth & Teen Department

**2019-2020 Registration Packet Checklist
Kids Kare, Live Y'ers & Teen Care Programs**

Please use the following checklist to ensure that you've received all the necessary registration paperwork for our Kids Kare and Live Y'ers Programs. Once completed, all registration paperwork can be submitted to our office with payment. Phyllis Hicks, Youth & Teen Account Manager, will confirm your child's enrollment in our program via e-mail.

Thanks,

Youth & Teen Department Administration

- Registration Form**
- Parent Payment Agreement**
- Civil Rights Compliance Parent Awareness**
- Child Health Report**
- Emergency Contact / Parental Consent Form**
- Copy of Custody Papers**
- Copy of IEP**
- Parent Handbook (Program Information and Policies) {Parent Handbook is for families – do not return this piece with registration packet}**



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

LEARN GROW THRIVE

**North Penn YMCA
Indian Valley Family Branch
Youth & Teen Department**

**Kids Kare / Live Y'ers / Teen Care
Parent Handbook**



INDIAN VALLEY FAMILY YMCA

890 Maple Avenue, Harleysville, PA 19438 | 215-723-3569 | www.northpennymca.org

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REVISED: MAY 1, 2019

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INTRODUCTION

Welcome to our Indian Valley Family YMCA School Age Care Program. Our before and after school child care provides excellent programs for children in the Souderton Area and Perkiomen Valley School Districts. We are a state licensed child care program that embodies the philosophies of building the mind, body, and spirit. Our program provides opportunities for children to participate in activities that will benefit them socially, emotionally, physically, and educationally. These activities include arts and crafts, homework supervision, sports activities and games.

BILLING INFORMATION (Hours of Operation Monday through Thursday 12 – 6 PM)

Attendance: Your child is expected on the days he / she is registered. If your child will miss a scheduled day of attendance, it is the responsibility of the parent to notify us by 12:00pm.

Early Dismissals: If your child is scheduled to attend our program and an early dismissal occurs, there is no charge for your child to attend. If you need care during an early dismissal day and your child is not scheduled to attend our program that day, the cost for attending will be as follows:

- \$18.00 (1:00pm-6:00pm).
- \$20.50 (10:30am-6:00pm).

Financial Assistance: Applications are available at our Indian Valley Family YMCA membership desk. All applications must be turned in with your child's registration information.

In-Service Days & Holidays: Full care programs will be offered on In-Service Days and some holidays for Souderton schools. Program will be offered in Perkiomen Valley Schools only on those days when SASD is also off. Each program runs from 7:00am-6:00pm and will be held at either Oak Ridge Elementary School or at the Indian Valley Family YMCA (both locations are in the Souderton Area School District). Registration forms will be sent to our care sites for parent pick-up at least 2 weeks prior to days off. Registration is first come, first served and space is limited. All Y-DAY registrations have a registration due date. **At the discretion of the Youth & Teen Department administration, Y-DAYS may close before the registration deadline due to high enrollment. ALL ELRC CLIENTS MUST REGISTER FOR Y-DAYS BEFORE THE DEADLINE.**

- SASD / PVSD Families Y-DAY Cost:
 - \$40.00 1st child.
 - \$35.00 each additional child.

Late Fee/Extended Hours: For any child still in care after 6:00pm, a \$15.00 late fee will be charged to your account. If your child attends on a day not registered for, a daily rate will also be charged to your account.

Refunds: Refunds will not be given for days missed due to illness, vacation, weather conditions, holidays (including Christmas vacation), or failure to attend.

Registration: Registration Form, Registration Fee, Payment Agreement, Civil Rights Agreement and Emergency Contact Form are due at the time of registration. Paperwork will not be processed unless all forms are submitted. A current Child Health Assessment Form with immunization record is due within 30 days of the start date.

Schedules Changes & Withdrawals: All change requests must be submitted in writing to Phyllis Hicks at least two (2) weeks before the change is due to occur. Please include child's name, school, how schedule is changing, and effective date. Email to phyllish@northpennymca.org.

Tuition: Monthly tuition is due on the 1st of each month with a five (5) day grace period.

- Make Checks Payable to **NORTH PENN YMCA**.
- **PLEASE NOTE: The month of June will be Pro-Rated.**
- **Any payment not received by 15th of the month will be subject to the following delinquency procedure:**
 - A \$15.00 late payment fee will be assessed to all past due accounts.
 - All delinquent accounts will be contacted by 16th of month that payment must be received by 25th of month or child may be dismissed at end of month.
 - If you wish to prepay months in advance, please contact Phyllis Hicks at 215.723.0574.

CHILD ABUSE POLICY

Our YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact our Sr. Youth & Teen Director.

If an incident occurs in our program between two children (i.e. bullying, sexual, physical or psychological harm), an investigation will be done by YMCA administrative staff. Parents will be contacted for a conference in regards to the incident and findings. The incident may be reported, as mandated by law, to the Office of Children and Youth and the child or children involved may be suspended or removed from the program.

Our YMCA staff policy states that staff may not use employment at our YMCA to develop a situation where they will be alone, outside our YMCA, with children they meet in our YMCA programs. This includes babysitting for children in our child care programs. Please do not ask the staff to provide private childcare for your children as they are strictly prohibited, per our YMCA policy.

CUSTODIAL/FAMILY CHANGES & OBLIGATIONS

If a child to be registered for the school age care program has custodial or court documents pertaining to them, a copy must be give us before the child's start date in our program. In the event of custodial sharing, divorce and / or a separation, the parent or guardian responsible for full tuition payment will be the one whose residence matches the address on record for the children enrolled with our childcare / camp program; unless there is court documentation stating what the parent financial obligations are pertaining to child care tuition costs. (Ex. court ordered 60 / 40 split of costs).

If a separation occurs during the course of the care program, it will be the parental obligation of both spouses to immediately notify our school age care program and update the child's enrollment by one of the following methods:

- Withdraw child from care program.
- Parents / guardians withdraw & re-enroll child separately to match custodial schedule per their personally created care schedule with each parent / guardian responsible for payment for their portion of care.

Parents / guardians withdrawal & re-enrollment of child separately to match custodial schedule per court documents with each parent / guardian responsible for payment for their portion of care. Please note, if the full monthly tuition payment is not received for both parent / guardian portion of care, we reserve the right to terminate child from our care program. If chosen to withdraw & re-enroll separately, both custodial parents must review and sign Emergency Contact Sheet, Payment Agreements, and Registration Forms together so that all are in full agreement to terms, conditions, emergency contacts, and persons to whom children may be released to.

DISCIPLINE POLICY

Discipline within the school age care programs will focus on a positive approach. Reinforcement of desirable behavior will encourage children to conduct themselves in a positive manner.

All children in attendance will be supervised at all times.

Children may be asked to sit out of an activity if their behavior warrants this. The time out period should be appropriate for the age level of the children.

An incident report will be completed by the teacher in charge if a disciplinary action is taken by staff to correct a behavior and the Sr. Youth & Teen Director and the child's parents will be notified within 24 hours.

If a potential weapon is brought onto school grounds, we will follow school district policy and procedure. This may result in suspension or termination from the before & after school program.

It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities.

Behavior that infringes upon the safety of the child or other children such as: attempting to leave a supervised area without permission, bullying, or abusive acts towards others, is considered chronically disruptive behavior. All disciplinary warranted behavior will be dealt with in the following manner:

- A verbal warning will be given to the child along with a reminder of acceptable behavior.
- If the behavior continues, the child and staff will complete a discipline incident report.
- In the event of a third incident report, and / or if the child continues to require constant staff attention, a meeting will be scheduled with the Sr. Youth & Teen Director, appropriate staff, and parent / guardian in order to determine conditions for the child remaining in the program.

Any child who continues to show chronic disruptive behavior is subject to dismissal from the program at the Sr. Youth & Teen Director's discretion. Any child who purposely endangers or injures himself / herself, a staff member or another child, is subject to immediate expulsion by the Sr. Youth & Teen Director.

NO REFUNDS WILL BE GIVEN IF ANY OF THE ABOVE OCCURS.

ILLNESS/ACCIDENT

In the event a child becomes ill with a fever or an infectious disease, a staff member will notify the parent or guardian immediately.

In a situation that requires immediate medical attention due to an injury, the child will be taken to the nearest hospital by ambulance and the parents will be notified immediately by the Site Director.

A Medication Form must be filled out by the parent or guardian in order for the teacher to administer medicine to a child. All prescription medicine must be in its original container with your child's name on it.

INCLEMENT WEATHER POLICY

Early Dismissals: If SASD or PVSD dismisses early our PM care program will remain open for those scheduled for that day. If your child is not scheduled to attend, they will be charged the daily rate. Parents may be contacted to pick up early in order to ensure everyone arrives home safely.

Snow Days: If SASD and PVSD cancel school due to inclement weather, a Snow Day Program will be held at our Indian Valley Family YMCA from 8:00 am – 6:00 pm. Cost: \$40 per child. **If there are less than 10 children present by 10:00 a.m., the Y-Day will close.**

2 hour Delays: If SASD calls for a delay, the Kids Kare AM program open at 9:00 am for those scheduled to attend that day. If your child is not scheduled to attend, they will be charged the daily rate. **If PVSD calls for a delay, there will be NO AM care program.** However, the PM program will open as normal unless the district closes school.

Although we do not anticipate closing the Kids Kare program during inclement weather, we urge you to listen to the news, in case there is an unforeseen situation where the building cannot be open or our staff cannot get to the facility.

MEDICATION POLICY

Any child who requires medication while in our care needs to have both the Authorization for Administration of Medication form and the corresponding Medication Log completed and turned into the Site Director. All medications need to be in the original bottle and should have the original label, with the child's name and dosage instructions indicated on the label.

SECURITY

To ensure the safety of your child, a "code word" system is used for the school age care program and each family is given a code word. This is a safety word known only to the parents of the child.

At any time, a parent, guardian, or designated adult may be asked to provide a Photo ID when picking up a child from the program. This ID will be checked against your child's Emergency Contact Form. If the ID does not match the names on the Emergency Contact Form, your child will not be released from our program. If someone other than those on your Emergency Contact Form is going to pick up your child, you must notify the Youth & Teen department before 12:00pm that day with the person's name, address, and physical description.

If an evacuation situation occurs, all children will be transported to an off-site location. This location varies depending upon the location of their school. Each site has an Emergency Preparedness Plan with the location clearly marked. See your Site Director for more information. If a school is evacuated, the Sr. Youth & Teen Director will notify the parents / guardians. Any person picking up a child must know the child's code word to be dismissed into his/her care.

SPECIAL NEEDS

If a child has special needs or the need to take special medications (i.e. insulin, epipens, inhalers, etc.), our Indian Valley Family YMCA Youth & Teen Department requests parents contact Pam Jackson at 215.723.3569 before completing your registration packet. A meeting will be requested between the Sr. Youth & Teen Director and family to determine if our Indian Valley Family YMCA School Age Care Program is the appropriate care facility to meet your child's needs. Please note that we are not always the best match for all children. We want the very best for every child and it is our hope that we can be the match he / she needs. We reserve the right to ensure the safety and wellbeing of all children in our program and will make a decision based on the child's needs and the ability of the program to ensure those needs are met. If we are unable to meet the needs of your child within our program, we will be unable to register them and will suggest alternative means of care in our area.

Please attach a copy of your child's IEP if there is one available. We are committed to providing the optimal environment for all of our children, and the IEP allows us to continue with the care plan the district has identified for your child. Information in the IEP will be kept confidential.

THE Y™. For a better us.™ ANNUAL CAMPAIGN

With three facilities in Lansdale and Harleysville, the NORTH PENN YMCA has been providing charitable programs and services to the North Penn. Indian Valley and Perkiomen Valley Communities since 1955. In 2016, over \$770,000 in financial assistance, scholarships and other charitable services were provided to youth, teens and families. With your gift, you help our Y provide support and opportunities to everyone in our community, regardless of their financial situation. Donate today by indicating your gift amount on your child's registration paperwork, or by contacting our Sr. Youth & Teen Director for more information.

UPDATING YOUR INFORMATION

Per the Department of Human Services (DHS) regulations, each child's emergency contact form is required to undergo a periodic review every six (6) months, starting with the date the paperwork was initially signed. The purpose of this review is for parents/guardians to review the emergency contact information listed in their child's file to ensure that it is correct and up-to-date, in case an emergency should occur. The date listed for the periodic review/signature should be exactly six (6) months from the original date. Example: If the paperwork was originally signed on August 20, 2019, the date for the periodic review should be February 20, 2020.

It is the responsibility of the parent/guardian who originally signed the emergency contact form at the time of registration to inform the Youth & Teen Department Administration of any changes or updates to their child's emergency contact information. All changes/updates are required to be in writing and need to be signed and dated. No exceptions.

ADMINISTRATION CONTACT INFORMATION

Sr. Youth & Teen Director	Pam Jackson	215.723.3569 ext. 113	pamj@northpennymca.org
Youth & Teen Program Manager	Janet Raslowsky	215.723.3569 ext. 152	janetr@northpennymca.org
Youth & Teen Account Manager	Phyllis Hicks	215.723.3569 ext. 111	phyllish@northpennymca.org

OUTREACH SITE CONTACT INFORMATION:

PERKIOMEN VALLEY SCHOOL DISTRICT

Schwenksville Live Y'ers Program
55 Second Street
Schwenksville, PA 19473
(P): 215.272.7629

Skippack Live Y'ers Program
4081 Heckler Road
Collegeville, PA 19426
(P): 215.206.1220

SOUDERTON AREA SCHOOL DISTRICT

E. Merton Crouthamel (E.M.C.) Kids Kare Program
143 South School Lane
Souderton, PA 18964
(P): 484.682.5750

Franconia Kids Kare Program
366 Harleysville Pike
Souderton, PA 18964
(P): 215.859.7790

Oak Ridge Kids Kare Program
465 Moyer Road
Harleysville, PA 19438
(P): 484.636.4812

Salford Hills Kids Kare Program
2721 Barndt Road
Harleysville, PA 19438
(P): 215.859.1172

Vernfield Kids Kare Program
960 Long Mill Road
Telford, PA 18969
(P): 215.547.0826

West Broad Street Kids Kare Program
342 West Broad Street
Souderton, PA 18964
(P): 215.264.3051

**ALL BILLING AND SCHEDULING INQUIRIES, PLEASE
CONTACT PHYLLIS HICKS AT 215.723.0574 OR VIA
EMAIL: phyllish@northpennymca.org**

**BILLING OFFICE HOURS:
MONDAY TO THURSDAY: 12:00PM – 7:00PM**

**YOUTH & TEEN DEPARTMENT HOURS:
7:00AM – 6:00PM**



**Indian Valley Family YMCA
PVSD School Closing Calendar
2019 - 2020**

(Based on PVSD Board approved calendar 1/17/2019)

2019

AUGUST

August 26 First Day of School

SEPTEMBER

September 30 Rosh Hashanah: Y-Day @ Oak Ridge Elementary School

OCTOBER

October 8 Early Dismissal@ 12:15
October 9 Yom Kippur: Y-Day @ Oak Ridge Elementary School

NOVEMBER

November 5 Election Day: Y-Day @ Indian Valley YMCA
November 25, 26, 27 Thanksgiving Holiday: Y-Days @ Oak Ridge Elementary School

DECEMBER

December 26, 27, 28 Winter Break: Y-Days @ Indian Valley YMCA

2020

JANUARY

January 14 Early Dismissal @ 12:15
January 20 Martin Luther King Day: Y-Day @ Indian Valley YMCA

FEBRUARY

February 11 Early Dismissal@ 12:15
February 17 President's Day: Y-Day @ Indian Valley YMCA

MARCH

March 17 Early Dismissal@ 12:15

APRIL

April 8 & 9 Easter/Spring Holiday: Y-Days @Indian Valley YMCA
April 28 Election Day: Y-Day @ Indian Valley YMCA **MAY**

MAY

JUNE

June 9, 10, 11 Early Dismissal @ 12:15pm
June 11 Last Day of School: Early Dismissal @ 12:15pm

***PLEASE NOTE: Y-Days are only offered for those days Souderton Area School District is also closed. Care is not offered on inservice days.**

The YMCA Kids Kare Program will be CLOSED on:

August 30, 2019	Labor Day Holiday
September 2, 2019	Labor Day Holiday
November 28 & 29, 2019	Thanksgiving Holiday
December 23 & 24, 2019	Christmas Holiday
December 25, 2019	Christmas Day Holiday
December 30 & 31, 2019	New Year's Holiday
January 1, 2020	New Year's Day Holiday
April 10, 2020	Good Friday Holiday
April 13, 2020	Easter Monday Holiday
May 25, 2020	Memorial Day Holiday

MAKEUP DAYS:

PVSD has three built in snow days for the 2020-2020 school year. In the event there are more than 3 inclement weather days, the missed days will be added to the end of the school year.

*The school year will be shortened or lengthened, depending on the number of inclement weather days.

SNOW DAYS:

If schools are closed due to inclement weather, a Snow Day (Y-Day) will be available for Live Y'ers families at the Indian Valley Family YMCA from 8:00am to 6:00pm on a first-come, first-serve basis.

PVSD SCHOOL CLOSING NUMBER: 317



**Indian Valley Family YMCA
SASD School Closing Calendar
2019 - 2020**

(Based on SASD Board approved calendar 12/14/2019)

2019

AUGUST

August 27 First day of school

SEPTEMBER

September 30 Rosh Hashanah: Y-Day @ Oak Ridge Elementary School

OCTOBER

October 9 Yom Kippur: Y-Day @ Oak Ridge Elementary School

October 23 ACT 80 Day: Y-Day @ Oak Ridge Elementary School

NOVEMBER

November 5 Election Day: Y-Day @ Indian Valley YMCA

November 25, 26, 27 Thanksgiving Holiday: Y-Days @ Oak Ridge Elementary School

DECEMBER

December 26, 27 Winter Break: Y-Days @ Indian Valley YMCA

2020

JANUARY

January 20 Martin Luther King Day: Y-Day @ Indian Valley YMCA

January 29 In-Service Day: Y-Day @ Oak Ridge Elementary School

FEBRUARY

February 14 Flex Day: Y-Day @ Oak Ridge Elementary School

February 17 President's Day: Y-Day @ Indian Valley YMCA

MARCH

March 13 ACT 80 Day: Y-Day @ Oak Ridge Elementary School

APRIL

April 8 & 9 Easter/Spring Holiday: Y-Days @ Indian Valley YMCA

April 28 Election Day: Y-Day @ Indian Valley YMCA

MAY

JUNE

June 9 Early Dismissal: Secondary @ 1:00pm / Elementary @ 1:45pm
- Last Day for Kindergarten

June 10 Last Day of School: Secondary Dismissal @ 10:00am / Elementary @ 10:45am
No Kindergarten

The YMCA Kids Kare Program will be CLOSED on:

August 30, 2019	Labor Day Holiday
September 2, 2019	Labor Day Holiday
November 28 & 29, 2019	Thanksgiving Holiday
December 23 & 24, 2019	Christmas Holiday
December 25, 2019	Christmas Day Holiday
December 30 & 31, 2019	New Year's Holiday
January 1, 2020	New Year's Day Holiday
April 10, 2020	Good Friday Holiday
April 13, 2020	Easter Monday Holiday
May 25, 2020	Memorial Day Holiday

MAKEUP DAYS:

If schools close due to inclement weather or other emergencies, makeup days will be scheduled as follows:

February 14, 2020	Makeup Day #1
April 8, 2020	Makeup Day #2
April 9, 2020	Makeup Day #3

SNOW DAYS:

If schools are closed due to inclement weather, a Snow Day (Y-Day) will be available for Kids Kare families at the Indian Valley Family YMCA from 8:00am to 6:00pm on a first-come, first-serve basis.

SASD SCHOOL CLOSING NUMBER: 309