



**South Shore YMCA @ Mill Pond
Before/After School Care Program**

75 Mill Street
Hanover, MA 02339

June 7, 2010

Dear Families,

Thank you for your interest in our School Age Child Care Program! Attached, you will find our 2010-2011 enrollment packet. To enroll your child, please complete the enrollment forms and return it to the South Shore YMCA with a \$50 non-refundable registration fee. Your first week's tuition is due by August 27th, 2010. All checks and money orders should be made payable to the South Shore YMCA. Please DO NOT mail cash. Financial Assistance may be available through the South Shore YMCA. Please see the front desk or go to www.ssymca.org for an application. Registrations take approximately 2-3 business days to process. Program space is limited and registrations are accepted on a first come, first serve basis. No registrations will be processed unless the enrollment packet has been completed and the registration fees are submitted.

We look forward to the opportunity of providing you with Before and After School Care in 2010-2011.

Sincerely,

Jamie Whitcomb
School Age Child Care Director
South Shore YMCA at Mill Pond
jwhitcomb@ssymca.org
781-829-8585 x262

South Shore YMCA
Before/After School Care Program
NORWELL
Site Information

William G. Vinal Elementary School
102 Old Oaken Bucket Rd.
Norwell, MA 02061

Before School Program: We are located primarily in the Community Room, and also use the gymnasium on a daily basis. When you arrive at the Vinal School, you may enter at the main door and access the Community Room by going up the stairs on the right, straight down the hall, go left, and it's the first room on your right. Drop-off **begins at 7:00 A.M.** and you can drop-off anytime after that. If the group is in another location, there will be a sign on the Community Room door to inform you where they are. The daily schedule for the morning includes: quiet games/homework time, gym, and quiet activities back in the Community Room until dismissal. The children are dismissed directly to class. Staff do not escort children to class unless asked by the child's parent/guardian.

After School Program: Children come straight from class at dismissal to get checked in. We ask that you please write a letter to the school informing them of the days that your child is registered for the After School Program to avoid any confusion. We are located primarily in the Community Room, and also use the gymnasium on a daily basis, and weather permitting, use the playground. There is a daily schedule that includes the following: snack (provided by the Y), homework time/quiet games, physical activities, arts and crafts activities, and then dismissal. You may pick your child up at any time **before 6:00pm.** When you arrive at the Vinal School, you may enter at the main door and access the Community Room by going up the stairs on the right, straight down the hall, go left, and it's the first room on your right. If the group is in another location, there will be a sign on the Community Room door telling you where they are. Staff will check ID to make sure that the children are leaving with an authorized person, so please have ID ready. **NOTE:** If your child is absent on a day they are registered for, please call (781)-659-1261 and leave a message for the staff to inform the staff.

Grace Farrar Cole Elementary School
81 High Street
Norwell, MA 02061

Before School Program: We are located primarily in the Community Room, and also use the gymnasium on a daily basis. When you arrive at the Cole School, you may park between the building and the playground. To access the Community Room you can use the door to the right behind the dumpster. Drop-off **begins at 7:00A.M.** and you can drop-off anytime after that. If the group is in another location, there will be a sign on the Community Room door to inform you where they are. The daily schedule for the morning includes: quiet games/homework time, gym, and games back in the Community Room until dismissal. The children are dismissed directly to class. Staff do not escort children to class unless asked by the child's parent/guardian.

After School Program: Children come straight from class at dismissal to get checked in. We ask that you please write a letter to the school informing them of the days that your child is registered for the After School Program to avoid any confusion. There is a daily schedule that includes the following: snack (provided by the Y), homework time/quiet games, physical activities, arts and crafts activities, and then dismissal. You may pick your child up at any time **before 6:00pm.** When you arrive at the Cole School, you may park between the building and the playground. To access the Community Room you can use the door to the right behind the dumpster. If the group is in another location, there will be a sign on the Community Room door telling you where they are. Staff will check ID to make sure that the children are leaving with an authorized person, so please have ID ready. **NOTE:** If your child is absent on a day they are registered for, please call (781)-956-8175 and leave a message for the staff to inform the staff.

South Shore Charter Public School
100 Longwater Circle
Norwell, MA 02061

After School Program: Children come straight from class at dismissal to get checked in. We ask that you please write a letter to the school informing them of the days that your child is registered for the After School Program to avoid any confusion. We are located primarily in a classroom in Level 1, and also use the Great Room for gym activities, and weather permitting, use the playground. There is a daily schedule that includes the following: snack (provided by the Y), homework time/quiet games, physical activities, arts and crafts activities, and then dismissal. You may pick your child up at any time **before 6:00pm.** When you arrive at the Charter School, you may park in the parking lot behind the school. To access the building, you need to press the button on the buzzer to get buzzed in. Once in the building take an immediate left and our classroom is down that hallway. Staff will check ID to make sure that the children are leaving with an authorized person, so please have ID ready. **NOTE:** If your child is absent on a day they are registered for, please call (781)-956-6140 and leave a message for the staff to inform the staff.



**South Shore YMCA
Before/After School Care Program**

Tuition Policy

Tuition Payment

A \$50 non refundable registration fee is due with your child's completed After School Enrollment packet to register. Your first week's tuition is due by August 27th 2010. Weekly tuition must be paid in advance, on the Friday prior to the week of attendance. Please note that bills will not be sent.

Please contact the Business Office (781)829-8585 with any questions regarding your account.

Payments can be made in one of three ways: automatic credit card payments, checks, or money orders. No cash please. All checks/money orders should be made payable to the South Shore YMCA. Please include your child's full name on the memo line. Receipts are available upon request. Please keep all cancelled checks, should there be a question regarding your payment. If you have any questions regarding your bill, please contact the Business Office.

All tuition payments should either be mailed or dropped-off to:

South Shore YMCA at Mill Pond,
75 Mill Street
Hanover, MA 02339
Attention: Child Care Payments

Please note that payments will not be accepted at the school your child attends.

Late payments are subject to a \$10 late fee. If tuition is more than five days late and no attempt has been made to contact our business office to make alternate arrangements, your child may not be allowed to continue in the program until all outstanding balances have been resolved.

Tuition Rates for 2010 – 2011

Before School	\$11.00 / day
After School	\$20.00 / day
Before & After School	\$31.00 / day
Early Release Days w/ After School	\$30.00 / day

Financial Assistance is available through the YMCA.



**South Shore YMCA
Before/After School Care Program**

Checklist

****Please be sure to have all of the following completed. We can not register your child until we have everything listed below****

✓ **Registration Form**

- Child's Name
- School Currently Attending
- Grade
- Specify Program Site and days of attendance

✓ **Child's Introduction Sheet**

✓ **Child's Enrollment Form**

- Complete Child's Information Section
- Complete Parent/Guardian Information Section
- Complete School Information
- Initial and Signature of Parent/Guardian

✓ **First Aid & Emergency Medical Care Consent Form**

- Child's Name
- Complete Medical Information Section
- Provide at least THREE (3) Emergency Contacts (form will be returned if less than 3 emergency contacts are listed)
- Signature of Parent/Guardian

✓ **Transportation Plan & Authorization Pick-up Form**

- Child's Name
- Specify child's transportation to the Program Site
- List at least THREE (3) authorized pick-up (form will be returned if less than 3 authorized pick-up contacts are listed)
- Signature of Parent/Guardian

✓ **Photo Consent and Release Form**

- Child's Name
- Parent/Guardian's Name
- Signature of Parent/Guardian
- Home Address
- Telephone Numbers (Home, Work and Cell)
- Signature of Parent/Guardian

✓ **Parent/Guardian Agreement & Statement of Understanding**

- Initials of Parent/Guardian and child's name

✓ **Parent/Child Behavior Contract**

- Signature of Parent/Guardian and Child.



South Shore YMCA
Before/After School Care Program

Registration Form
2010-2011

Child's Name: _____

Parent/Guardian's Name: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ E-mail: _____

Date of Birth: ____/____/____ Grade: _____ Start Date: ____/____/____

Please check off your registration choices below:

School child attends: Cole Vinal South Shore Charter

Two Slot per week Minimum

Before School Program: Monday Tuesday Wednesday Thursday Friday
(Cole and Vinal only)

After School Program: Monday Tuesday Wednesday Thursday Friday

Payment Status Full Pay Financial Aid Child Care Voucher

1. I understand that a \$50.00 non-refundable/non-transferable registration fee must accompany this form.
2. I understand that the **registration fee is not applied to my child's tuition payment.**
3. I understand that the registration fee is not required if I have a Child Care Voucher.
4. I understand that all check or money orders should be made payable to the South Shore YMCA.

Parent/Guardian Signature

Date



**South Shore YMCA
Before/After School Care Program**

Child's Enrollment Form

CHILD'S INFORMATION:

Child's Name :	Eye Color:	Skin Color:
Home Address:	Hair Color:	Height:
Telephone #:	Sex:	Weight:
Date of Admission:	Age at Admission:	
Date of Birth:	Primary Language:	
Identifying Marks:		

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name:	Parent/Guardian Name:
Relationship to child:	Relationship to child:
Home Address:	Home Address:
Home Telephone #:	Home Telephone #:
Cell Phone #:	Cell Phone #:
E-mail:	E-mail:
Bus. Name:	Bus. Name:
Bus. Address:	Bus. Address:
Bus. Telephone #:	Bus. Telephone #:
Hours at Work:	Hours at Work:

SCHOOL INFORMATION:

Current School:	School Address:
School Phone Number:	

<p>I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements is on file at my child's school. Parent/Guardian initials: _____</p>

Parent/Guardian Signature

Date



**South Shore YMCA
Before/After School Care Program
First Aid & Emergency Medical Care**

Consent Form

Child's Name: _____

Date of Birth: _____

I authorize staff in the school age program who is trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

MEDICAL INFORMATION:

Child's Physician Name/Clinic: _____

Address: _____	Telephone #: _____
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Health Insurance Coverage: _____	Policy #: _____
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Allergies / Special diets: _____

Individual Health Plan for child with a chronic health condition? If yes, please attach. _____

Special limitations or concerns: _____

EMERGENCY CONTACTS (*In order to be contacted*):

1. Name: _____	Address: _____
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Relationship to Child: _____	Home#: _____	Cell#: _____
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Do you give permission for child to be released to this person? Yes No

2. Name: _____	Address: _____
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Relationship to Child: _____	Home#: _____	Cell#: _____
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Do you give permission for child to be released to this person? Yes No

3. Name: _____	Address: _____
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Relationship to Child: _____	Home#: _____	Cell#: _____
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Do you give permission for child to be released to this person? Yes No

Parent/Guardian Signature

Date



South Shore YMCA
Before/After School Care Program

Transportation Plan & Authorization Plan

Child's Name: _____

MY CHILD WILL ARRIVE AT THE PROGRAM BY:

- Unsupervised walk
Supervised walk (By whom _____)
Parent drop off
Public/private van
Private trans. arranged by parent
Other (Describe _____)

MY CHILD WILL DEPART FROM THE PROGRAM BY:

- Unsupervised Walk
Supervised Walk (By whom _____)
Parent Pick-up
Public/private van
Private trans. Arranged by parent
Other (Describe _____)

I give permission for my child to be released from the program at the end of the program day as stated above and/or I give my permission to the following people to receive my child at the end of the day. (If no one is authorized, please indicate below by writing "NO ONE")

*IF A CHILD IS PROTECTED BY A RESTRAINING ORDER PLEASE SUBMIT ORDER TO THE DIRECTOR OR SITE COORDINATOR.

1. Name: | Address:
Relationship to Child: | Home#: Cell#:

2. Name: | Address:
Relationship to Child: | Home#: Cell#:

3. Name: | Address:
Relationship to Child: | Home#: Cell#:

ANY OTHER TRANSPORTATION REQUESTS MUST BE STATED IN WRITING AND MAINTAINED IN THE CHILD'S FILE OR THE ABOVE PLAN MUST BE IMPLEMENTED. THIS PERMISSION IS VALID FOR 1 PROGRAM YEAR FROM THE DATE OF SIGNATURE.

Parent/Guardian Signature _____ Date _____



**South Shore YMCA
Before/After School Care Program**

Childs's Introduction Sheet

Parents/Guardians...please help your child complete this sheet so we can get to know your child better!

My full name is _____

My birthday is _____

I go to the _____ School, and I am in the _____ grade.

I was born in the city/state/country of _____

The names and ages of my brothers and sisters are _____

The names and types of pets I have are _____

Who is the most important person to you? _____

My favorite subject in school is: _____

My best friend is: _____

My favorite music group/singer is _____

My favorite food is: _____

My favorite day of the week is: _____

My favorite activity in the Fall: _____

My favorite activity in the Winter: _____

My favorite activity in the Spring: _____

My favorite activity in the Summer: _____

When I grow up I want to be a: _____



South Shore YMCA
Before/After School Care Program

Photo Consent and Release Form

Child's Name: _____

I, the undersigned, consent to the use of my or my child's likeness (photographic, non-photographic, or otherwise), actions, and appearance by the South Shore YMCA in connection with any publication, program, or in any and all media, including the South Shore YMCA website, in any and all media now known or hereafter devised. The result and proceeds of my services in connection with the photographs, tapes, films, or drawings shall be and remain solely the property of the South Shore YMCA. I hereby release all rights or claims in lay or equity for any injuries, loss, or damage, which I may have now or in the future against the South Shore YMCA, and any other person or entity connected with these media products.

I hereby acknowledge that I have read and fully understood and accepted the foregoing by signing this consent and release form on _____.

Form with fields: Name (print), Name (signature), Address, City, State, Zip Code, Telephone #

If the foregoing is a minor, at least one parent/guardian must sign the following:

I have read and understood and agreed with the provisions of the foregoing release and give my consent for my afore mentioned minor child or ward to be photographed, taped, filmed, or drawn in connection with the South Shore YMCA for the use set forth in the foregoing release and consent.

Parent/Guardian's Signature: _____ Date: _____

.....

I do not give my child, _____, permission to have pictures taken.

Parent/Guardian's Signature: _____ Date: _____



**South Shore YMCA
Before/After School Care Program**

Parent/Guardian Agreement & Statement of Understanding

Child's Name _____

****Please read all information carefully, initial each line, sign, and return****

- _____ I agree that my child will abide by the rules and regulations set by the South Shore YMCA's Before/After School Care Program. I understand that failure to do so may result in suspension/termination from the program.
- _____ I understand that my child/family may be terminated from the program if there are concerns for the safety and well being of the staff, program, and/or other children.
- _____ I agree that in case of an accident or emergency, emergency medical care may be given to my child in the event that I cannot be reached immediately. I understand that I will be held responsible for any medical related costs.
- _____ I give consent for my child to take part in authorized field trips or special events.
- _____ I understand that I MUST call the Before/After School care site in the event my child is absent from his/her school.
- _____ I understand that my child will not be allowed to leave the Before/After School Care Program with an unauthorized person. All persons authorized to pick up my child must be listed on the pick up form and have a valid driver's license or picture ID with them at the time of pick up.
- _____ I understand that if a person arrives at the program to pick up my child and appears to be under the influence of drugs or alcohol, for the child's safety, staff will have no other alternative but to contact the police.
- _____ I understand that the law mandates the YMCA to report any suspected case of child abuse or neglect to the appropriate authorities for investigation.
- _____ I understand that YMCA staff and volunteers are not allowed to baby-sit my child or transport my child in their own vehicle at any time even outside of the YMCA Before/After School Care Program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation of this rule is discovered.
- _____ I understand that 14 days notice must be given in writing to the Business Office at the Y to withdraw my child from the program, or to change program enrollment status. The Change Form with Credit Card authorization must be filled out for all changes.
- _____ I understand that the YMCA Summer Camps and Vacation Programs are separate from the Before/After School Care Program and must be registered independently.
- _____ I understand that there is no tuition credit for absences or family vacations taken during scheduled school time.
- _____ I agree to pay the program tuition on a weekly basis. Tuition must be one week ahead at all times to remain current. I understand that if my tuition payment is more than 5 days past due, my child will not be able to continue in the program until all outstanding balances have been resolved. I understand that if I am having difficulty making my scheduled tuition payments on time, I may call the Business Office to set up a special payment plan or to request a YMCA Financial Assistance Application. Unresolved past due tuition amounts will make my child ineligible to register for any future YMCA camps or programs.
- _____ I understand that if I am a voucher client, I must pay my parent fee, according to my voucher agreement, to be considered current. I understand that I am responsible for keeping my voucher current, and if I do not, my child will be unable to continue to attend the Before/After School Care Program until it is renewed. I also understand that I need to obtain a separate voucher for the YMCA Vacation programs and Summer Camps and that I must register for these camps and programs separately and directly with the YMCA



1.

South Shore YMCA Before/After School Care Program

Parent/Child Behavior Contract

At the South Shore YMCA Before/After School Care Program, we take the happiness and safety of your children seriously and, therefore, work hard at creating a safe and fun environment. Along with our efforts, we need the children to help us by following some simple rules. Below is our behavior agreement. Please read it over with your child and be sure they understand what it is and why they are signing it. Thanks for helping us help your child have a great school year!

- I will listen to the staff and follow directions.
- I will respect other people's belongings by not touching/using their stuff without permission
- I will respect YMCA property and help clean personal messes and assist in leaving an area better than I found it.
- I will respect others' personal space by keeping my hands and feet to myself.
- I will not hit or fight other people.
- I will not yell while inside the building and will use my inside voice when speaking.
- I will use appropriate language, which does not include swear words or negative remarks (i.e. "Shut Up", "Stupid", "Dumb", etc.)
- Before leaving the room, I will ask a staff member for permission.
- I will respect others' feelings by having a positive attitude when talking to them.

Not abiding by these rules may result in suspension and / or termination from the program. All incidents will be handled on a 3 incident system, except hitting/fighting. Hitting/fighting will be an immediate 1-day suspension from the program. All other incidents will be handled as follows:

1st incident VERBAL WARNING

2nd incident WRITTEN WARNING / PARENT MEETING

3rd incident 1-DAY SUSPENSION

The School Age Child Care Director reserves the right to dismiss a child after school if the child's behavior is disruptive to the program. Children suspended / terminated from the Before/After School Care Program will not qualify for a refund.

Parent / Guardian Signature: _____ **Date:** _____

Child Signature: _____ **Date:** _____