

# YMCARE

# HOPEWELL VALLEY YMCA

BEFORE AND AFTER SCHOOL PROGRAM

## PARENT HANDBOOK 2011-2012

YMCA Administrative Offices are located at:

62 South Main Street  
Pennington, NJ 08534  
(609) 737-3048 phone  
(609)737-8081 fax  
[www.hvymca.org](http://www.hvymca.org)



Welcome to the Hopewell Valley YMCA's Child Care Program, YMCARE. This packet provides important information about our programs. Please keep it on hand as it will answer many of the questions that may arise throughout the school year.

Our YMCARE Program serves children in Kindergarten through seventh grade in the Hopewell Valley Regional School District. Admission to the program is on a first-come, first-served basis for all new students.

PROGRAM LOCATION	HOURS	SITE PHONE
YMCA Offices 62 S. Main Street Pennington	9:00-5:30pm	737-3048
Bear Tavern Elementary School Cafeteria	7:15-8:30AM	751-1536
	3:30-6:00PM	
Hopewell Elementary School Cafeteria	3:30-6:00PM	751-1842
Stony Brook Elementary School Cafeteria	7:15-8:30PM	751-1768
	3:30-6:00PM	
Toll Gate Grammar School Cafeteria	3:30-6:00PM	751-1765
Timberlane Middle School Room B-19	2:45-6:00PM	751-1843

**PARENTS MUST CALL THE SITE CELL PHONE WHEN A CHILD IS NOT ATTENDING THE PROGRAM ON HIS/HER REGULARLY SCHEDULED DAY. SCHOOLS DO NOT INFORM US. ALSO, WE MUST HAVE A WRITTEN PERMISSION RELEASE IF YOUR CHILD IS ATTENDING A CLASS SOMEWHERE OTHER THAN OUR PROGRAM (i.e.-Girl Scouts, piano, yearbook, track, etc).**

\*MAKE SURE THAT YOUR CHILD'S FILES ARE ALWAYS UP-TO-DATE THROUGHOUT THE YEAR. INFORMATION CHANGES AND IT IS YOUR RESPONSIBILITY TO INFORM YMCARE OF THESE CHANGES.

**EARLY DISMISSAL/VACATION DAYS:**

Our program provides care for students on school-scheduled early dismissal days. Regularly scheduled children may attend the day at no charge. If you wish to sign your child up for a non scheduled day, you will be charged the drop in rate. On school vacation days, we will have care from (8:30AM-6:00PM) at Stony Brook Elementary. Students must register for this day, however, there is a minimum enrollment of eight students required to host this care. The YMCA is closed on Federal Holidays and no care is available.

The final day of the program is coincides with the last day of school. The actual date is subject to change depending on use of snow emergency days for 2011-2012 school year.

**LICENSING**

The Hopewell Valley YMCA is licensed by the State of New Jersey, Department of Children and Families, Office of Licensing. A copy of our license is on hand at each site. Inspection Reports, issued by the Office of Licensing, are available for review at each site. A copy of the New Jersey Bureau of Licensing, *Information to Parents Statement* is included in this handbook.

**FORMS FOR ENROLLMENT**

*In order for your child to attend the Hopewell Valley YMCA- YMCARE Program, the following items must be completed and submitted to the YMCA Office prior to first day of attendance:*

1. Registration Form – completed
2. Contact Sheet, Health Form (completed by the parent), Medical Release and Parental Consent Form, Field Trip Page, Signature on the receipt of Information To Parents Document Form and Signature that you have read the Parent Handbook
3. YMCA Program Membership Fee (non-refundable).
4. Last month's tuition: If child is enrolled prior to AUGUST 26<sup>th</sup> tuition is due on or before AUGUST 26<sup>th</sup>; if your child is enrolled after AUGUST 26<sup>th</sup>, tuition is due at the time of sign up.

**MONTHLY PROGRAM FEES**

**EMC 7:15-8:30AM**

5 Days.....\$100.00	
4 Days.....\$84.00	(Available at <u>Stony Brook</u> and <u>Bear Tavern</u> ONLY)
3 Days.....\$67.00	
2 Days.....\$52.00	
1 Day .....\$35.00	

**After School Program 3:30-6:00**

5 Days.....\$190.00	} <b>(Grades K-5)</b>
4 Days.....\$165.00	
3 Days.....\$145.00	
2 Days.....\$115.00	
1 Day .....\$80.00	

**After School Program 2:45-6:00**

5 Days.....\$155.00	} <b>Timberlane</b>
4 Days.....\$137.00	
3 Days.....\$121.00	
2 Days.....\$93.00	
1 Day .....\$75.00	

Limited tuition support is available (Financial Assistance). Please check with accounting or the School Age Child Care Director. Child Care expenses may be deductible; consult your accountant for information.

**\*\*THIRTY DAYS NOTICE MUST BE GIVEN IN WRITING TO THE DIRECTOR IF YOU WISH TO CHANGE DAYS OR IF YOU ARE WITHDRAWING FROM THE PROGRAM. IF WITHDRAWAL NOTICE IS NOT RECEIVED THEN YOU ARE STILL RESPONSIBLE FOR THE TIME YOUR CHILD HAS NOT BEEN ATTENDING THE PROGRAM. CHANGES WILL BE ACCOMMODATED WHEN THERE IS SPACE AVAILABLE.**

**OUR PROGRAM**

The work world has always affected the world of family life. With the structural kinds of changes that “family” has undergone in the past decade, the world of the family has been even more directly affected. One of the more stressful ramifications of modern family life is the management of time. Scheduling your child’s activities and finding time for your own can sometimes be overwhelming.

YMCARE tries to meet the needs of families by providing a program that is welcoming, fun, safe and caring. Children can relax and have fun, unwind if need be, and participate in a wide range of varied indoor and outdoor activities. Our goal is to provide parents with a program that assures them that their children are SAFE, well-cared for and happy. We hope this helps you to better meet the demands of your busy lives.

### HEALTHY U Program

The Horizon Foundation for NJ Healthy U program is designed to combat childhood obesity by instituting behavioral changes in children using a multi-pronged approach that includes nutrition education, increased physical activity and a focus on family. This program will be awarded to our YMCA through a grant that is a collaboration between The Horizon Foundation and the NJ YMCA State Alliance.

The Hopewell Valley YMCA has joined this state-wide YMCA initiative for the HEALTHY U program. Healthy U is only available to YMCARE participants. YMCARE Staff are trained to roll-out the Healthy U program this fall. The curricula for Healthy U is based on the Coordinated Approach to Child Health (CATCH). Watch for the great activities and life changing lessons each child will be exposed to this year in YMCARE! More information will be presented to each family as the program begins.

### YMCARE Member Benefits

We appreciate being your provider of choice and to show our appreciation we have created a special benefits program just for you.

The Hopewell Valley YMCA provides special events several times a year. Each YMCARE member is invited to attend these events for FREE (some events require pre-registration through the YMCA Office). Please check the Hopewell Valley YMCA Program Guide for the upcoming special events.

Also, YMCARE offers Community Swim Programs FREE of CHARGE to our participants. This program is held on most Sundays (check the HV YMCA Program Guide for exact dates) from 3:00-4:00PM at The Pennington School. You and your child(ren) can spend some fun, quality time together. All you have to do is show up with your swim gear. Also, an adult must always be present.

### DROP-IN POLICY

**Procedure for Drop-In Care :** A parent must call the Site Supervisor on the site cell phone (see phone numbers on page 1) **at least one day in advance by 5:00PM** to notify the site that their child will be a drop-in (space is not always available).

Drop-in fees are \$10/hr per child. A log will be kept at each site and billing will be sent from the main office at a later date. **DO NOT PAY SITE SUPERVISOR.**

## YMCARE CALENDAR (2011-2012)

### September 2011

Weds., Sept 7<sup>th</sup> YMCARE OPENS (first day of school)  
Thurs., Sept 29<sup>th</sup> Schools & YMCARE CLOSED (Rosh Hashanah)

### October 2011

Mon., Oct 10<sup>th</sup> YMCARE OPEN- **CAMP DAY** – Schools Closed

### November 2011

Thurs., Nov. 10<sup>th</sup> YMCARE OPEN- **CAMP DAY** – Schools Closed  
Fri., Nov. 11<sup>th</sup> Schools & YMCARE CLOSED (Veteran's Day)  
Nov. 18<sup>th</sup> -23<sup>rd</sup> Early Dismissal  
Thurs., Nov. 24<sup>th</sup> Schools & YMCARE CLOSED (Thanksgiving Break)  
Fri., Nov. 25<sup>th</sup> Schools & YMCARE CLOSED (Thanksgiving Break)

### December 2011

Fri., Dec. 23<sup>rd</sup> Early Dismissal  
Mon., Dec. 26<sup>th</sup> Schools & YMCARE CLOSED  
Tues., Dec. 27<sup>th</sup> YMCARE OPEN- **CAMP DAY**  
Weds., Dec. 28<sup>th</sup> YMCARE OPEN- **CAMP DAY**  
Thurs., Dec. 29<sup>th</sup> YMCARE OPEN- **CAMP DAY**  
Fri., Dec. 30<sup>th</sup> Schools & YMCARE CLOSED

### January 2012

Mon, Jan 2<sup>nd</sup> Schools & YMCARE CLOSED  
Mon., Jan. 16<sup>th</sup> Schools & YMCARE CLOSED (MLK DAY)  
Mon., Jan. 30<sup>th</sup> Early Dismissal

### February 2012

Mon., Feb. 20<sup>th</sup> Schools & YMCARE CLOSED (Presidents' Day)  
Tues., Feb 21<sup>st</sup> YMCARE OPEN- **CAMP DAY** – Schools Closed

### March 2012

Mon, Mar. 12<sup>th</sup> Early Dismissal

### April 2012

Mon., April 2<sup>nd</sup> YMCARE OPEN- **CAMP DAY**  
Tues., April 3<sup>rd</sup> YMCARE OPEN- **CAMP DAY**  
Wed., April 4<sup>th</sup> YMCARE OPEN- **CAMP DAY**  
Thurs., April 5<sup>th</sup> YMCARE OPEN- **CAMP DAY**  
Fri., April 6<sup>th</sup> Schools & YMCARE CLOSED  
Mon., April 9<sup>th</sup> YMCARE OPEN- **CAMP DAY**

### May 2012

Mon., May 7<sup>th</sup> Early Dismissal  
Mon., May 28<sup>th</sup> Schools & YMCARE CLOSED (Memorial Day)

### June 2012

Fri, June 15<sup>th</sup> Early Dismissal  
Mon., June 18<sup>th</sup> Tentative Last Day of School  
(Last day of YMCARE to be determined in the Spring.)

**PLEASE NOTE:** All CAMP DAYS require a separate registration.

\*The school calendar provides for 4 emergency school-closing days. The calendar may be adjusted if no emergency days are used or if more are used. This may affect our closing date (possibly earlier or later).

**\*\*All regularly scheduled early dismissal days for grades first-seventh are covered by YMCARE.**

**PAYMENT INFORMATION**

All tuition payments are DUE by the 28<sup>th</sup> of the month preceding services. A 10% late fee will be assessed for any payments not received by the 1<sup>st</sup> of each month. Services will be suspended for any account in arrears for more than one week. The YMCA is a not-for-profit charity and cannot provide services without proper payment. If you require a payment plan, please contact School Age Child Care Director, Daniel Williams, PRIOR to attending the program.

Full tuition is due for each month, despite actual attendance.

*All tuition payments MUST be mailed to HVYMCA, P.O. Box 301, Pennington, NJ 08534 or dropped in the security payment box at the YMCA Offices at 62 South Main Street, Pennington. Child care staff are not permitted to accept payments. This is to assure all payments will arrive to the bookkeeper promptly and receipted properly . A YMCA receipt will be mailed to your billing address upon request. Please save these receipts for tax verification.*

There will be a fee of \$25 assessed for any returned checks. After three returned checks, payment may only be made by cash, money order or credit card.

If it is necessary to change your child's attendance schedule, you must check with the Director regarding availability first and submit your request in writing, one month in advance.

Please direct all questions regarding billing/tuition to the HV YMCA Accountant at (609) 737-3048.

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If YMCARE balances are not paid (by end of enrollment) in arrears by one week or more, all Hopewell Valley YMCA programs, registrations, and services will be suspended until all balances are reconciled.

## FINANCIAL ASSISTANCE (SCHOLARSHIP)

The Hopewell Valley YMCA strives to serve everyone in our community, regardless of economic circumstances. If you are in need of financial assistance, please pick up an application at our office. The application process is completely confidential. Scholarships are supported through the YMCA Annual Support Campaign.

## DISCIPLINE POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. Each teacher is required to maintain a log of disciplinary concerns. Should a difficult behavior problem occur, an established series of steps will be followed:

1. When necessary, the child will be spoken to by a staff member.
  - a. If the child continues to misbehave, he or she will be asked to sit at a time-out area.
  - b. Once the child sits quietly at the time-out area and a few minutes have passed, he or she will be asked to come back and join the group.
  - c. If the child continues to misbehave, a second time-out will be issued. The parent will be informed at pick-up time.
2. If poor behavior continues, parents will be called and asked to pick up their child.
3. On the second call to the parent, the child may not attend the program for 1 day (more as deemed necessary by the Director). Serious infractions will result in an immediate suspension.
4. Any further problems will result in a request for that child to withdraw from the program.

Biting, spitting, inappropriate language or use of physical force will not be tolerated and are grounds for immediate dismissal from YMCARE Programs. YMCARE reserves the right to suspend or dismiss children at the discretion of the site supervisor in cases of misbehavior.

Any person who has reasonable cause to believe that a child enrolled in the center has been subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any person, whether working at the center or not, is required by the State Law to report such allegations to the Division of Youth and Family Services Office of Child Abuse Control (toll-free hotline 800-792-8610). Such reports may be made anonymously, and parents may secure information about child abuse and neglect by contacting the Community Education Office of the Division of Youth and Family Services, One South Montgomery Street CN717, Trenton, New Jersey 08625.

## POLICY ON THE RELEASE OF CHILDREN

If an individual unfamiliar to the staff is to pick up your child, please inform that individual that appropriate identification (government issued ID with photograph) will be requested when they arrive at the center.

A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the Center to allow such visits or release in writing (including name, address and phone number, and photo identification of the non-custodial parent).

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parents(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

YMCARE cannot allow an unsupervised child to be released from the program unless we have written instruction from the child's parent(s).

## SIGN IN AND OUT

Each location will have a sign in and sign out sheet. A PARENT or authorized ADULT (18 years of age or older) is required to sign daily at delivery and/or pick up times. **Minor siblings** and/or the child in our program **CANNOT** sign out under ANY circumstance. Names of persons authorized to pick up the child in addition to the parents are kept on file. Staff will request

identification and prior written notification from the parent to release the child. \*A child cannot be kept from release to a parent without a notarized court order.

### LATE PICK-UP POLICY

It is important that parents pick up their children by the required time. While we realize that there are times you will be held up, we must have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

- ❖ 1<sup>st</sup> time – more than 5 minutes late – a written warning. (By 6:00PM)
- ❖ 2 or more late pick-ups...a \$25.00 fee for **each** half hour (or part of). After three late fee assessments, continued program participation will be reviewed. We hope this policy will not be needed.

### CAMP DAYS

Our Program is in operation during school vacations when demand is sufficient (minimum of 8 children). Because Program usage varies at this time, locations and groupings may vary. An elementary school will most likely be the location used. Camp Day sign-up forms will be available at your child's YMCARE program, as well as on our website ([www.hvymca.org](http://www.hvymca.org)). You will find a Camp Day registration form under the Brochures tab. To register for a Camp Day, please complete a Camp Day Registration Form and return it to the main office, either via fax (609-797-8081), drop it off in person, or mail it to: Hopewell Valley YMCA, PO BOX 301, Pennington, NJ 08534. All trips planned will be listed on the website once they are planned.

All required paperwork (registration form and YMCARE Packet) and payment must be submitted to the main office by 12:00pm, 2 business days before the day you need coverage. The fee for YMCARE members is \$35/day. The fee for non- YMCARE members is \$50/day. There is no sibling discount for Camp Days. Early Morning CARE (7:15AM-8:30AM) is an additional fee of \$10/day.

### EMERGENCY SCHOOL CLOSINGS

YMCARE will not be open if an early school closing should occur. If the schools open 90 minutes late, YMCARE will do the same. Please listen to announcements regarding Hopewell Valley Schools. Also, please note that when schools close early, we have no After School Program at the elementary schools. Parents of children in our Morning Kindergarten Program must pick their children up at the YMCA when school closes early; as there will be no afternoon Kindergarten at the elementary schools. Pick-up at the YMCA on such occasions is 12:30. We will not make phone calls because it is done through the school system.

YMCA Web Site	<a href="http://www.hvymca.org">www.hvymca.org</a>
HVRSD Recorded Message	737-8449
YMCA Office	737-3048 ext. 6

In the event that schools stay open, but the weather becomes threatening after 1 pm; YMCARE reserves the right to close the after school programs early. In this case you will receive a phone call at work and/or home asking you either to pick-up your child from school or to pick them up

at the designated time from YMCARE. In this situation, we hope you will do everything you can to have your child picked-up by the designated time.

### ILLNESS POLICY

Children who are not attending school on a given day because of illness, may not attend the Program. If a child becomes ill during program hours, the child will be removed to a separate location, and parents will be contacted immediately to pick their child up. If the parent(s) are unavailable YMCARE will call the emergency phone contacts on your child's form. Please keep this information up to date.

If your child has had a fever, he/she may not return to school until he/she is free of fever without medication for at least 24 hours.

You must notify the site of any illness or contagious disease that a child may have contracted so that we may notify the site's families. Certain reportable communicable diseases must be reported to the Department of Health as indicated in Appendix 2. If a child's symptoms/illness require one-on-one attention by our staff the child may not remain at the Center.

Just a reminder...Please send your children to the Program with appropriate attire for outdoor play. We like to keep everyone healthy!

### MEDICATIONS

*Because administration of medication poses an extra burden for staff, and having medication at the site is a safety hazard, medications should be given at home whenever possible. When medication must be administered at the site, the following stipulations will apply;*

All medications, prescription or over-the-counter, will be given only with written authorization from a licensed health care professional stating name of medication, reason for administering, dosage time and amount.

Long-standing or on-going medication needs must be discussed with the Director.

Parents will be required to fill out a Medication Permission Form each time a child is to receive medication at the site. Please give Medication Form, physician's authorization and medication to the site supervisor.

Prescription and non-prescription medications must be in the original container and clearly labeled with your child's name.

Fever reducing medications will not be administered by YMCARE Staff.

### MEDICAL EMERGENCIES

YMCARE staff will treat minor injuries; for example cuts, bumps, bruises, etc. YMCARE staff will not remove ticks. If an injury needs further treatment, YMCARE staff will contact the parent(s). If the parents cannot be reached we will call the emergency contacts if we feel the need to. We will only call an ambulance for life threatening emergencies. In the case that an ambulance is called, the child will ride unaccompanied by YMCARE staff.

## FUNDRAISERS

All proceeds from fundraisers conducted during the school year go directly to purchasing new toys and site equipment for the children's use. We try to make each fundraiser appropriate and affordable but participation is always optional.

## PARENT INVOLVEMENT

### YOU ARE WELCOME!

1. Please visit at any time.
2. Please communicate your suggestions and ideas for Program improvement. We strive to improve whenever we can.
3. Parents are welcome to apply for aide or substitute positions. See the Director.
4. If you have any special interests or talents, please share them with us. Contact your child's teacher.
5. Only parents are to pick-up except with special prior written permission for someone else to do so.

PLEASE REMEMBER, YOU MUST SIGN YOUR CHILD IN AND OUT WHEN YOU ARE DROPPING OFF AND PICKING UP.

## YMCARE'S PROCEDURE FOR A "MISSING CHILD"

In the event that a child is ever missing from the program, the following procedures will be implemented. Staff has been trained and the procedures are reviewed periodically so staff will be prepared in case of such an event.

Once we realize that a child is not at the program and we have no message that they would not be attending, we follow the following steps:

- Send an aide to the main office with the child(ren)'s name(s) to ask if they were sent home early or if they know how they were dismissed from class.
- Call any number that is marked with a star or labeled call first. If there is no number marked as such, then start calling either guardian listed.
- Call every number (work, cells, home) for the guardian(s), leaving messages, until you reach a live person.
- If a live person is not reached at any number after trying once, then try calling again in 10 minutes. Once you call the guardians for the second time continue on to call the emergency contacts.

In the event that your child(ren) mistakenly takes the bus home, YMCARE staff will do everything we can to get the bus to bring your child(ren) back to the school. In the event that the bus has already dropped your child(ren) off at their stop, YMCARE staff cannot leave the program to pick up your child(ren). It will be up to the parent to pick-up their child(ren).

#### MISCELLANEOUS

Please remember that permission slips are needed for all special trips. Please sign and return promptly.

Parents may request a meeting with a teacher at any time to discuss issues or concerns involving their child. Should no satisfactory resolution occur, parents may contact the Director.

\*\*All YMCARE staff are not permitted to baby-sit for families a part of the Hopewell Valley YMCA, we are sorry for any inconvenience this may cause. This is a national YMCA policy that all YMCA's must follow.

If you have any questions please contact Daniel Williams, School-Age Director, at 609-737-3048.

#### OTHER YMCA PROGRAMS:

The Hopewell Valley YMCA provides many programs to the Hopewell Valley in the schools. We operate an after school club at Timberlane Middle School from 2:45-6:00pm, Monday-Friday. The Hopewell Valley YMCA also provides after school enrichment programs in the local elementary schools and Timberlane Middle School. Some other YMCA programs offered are: recreational and instructional basketball, swimming, yoga and many more. Tuition for these enrichment programs is discounted for our YMCARE participants. For more information about the Hopewell Valley YMCA, please call 609-737-3048 or visit our website at [www.hvymca.org](http://www.hvymca.org).

#### HOPEWELL VALLEY YMCA MISSION STATEMENT

The mission of the Hopewell Valley YMCA is to put Christian principals to practice through programs and services, which encourage all members of our community to grow in spirit, mind and body.



**ACKNOWLEDGEMENT OF  
RECEIPT OF PARENT HANDBOOK**

This is to acknowledge that I have received a copy of the YMCARE Parent Handbook. I understand that the handbook is intended to serve as a guide of the YMCA's policies and procedures for child care.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and the YMCA for child care.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Program(s)

**PARENT COPY**  
Please sign and retain for your records.

Policies and procedures are reviewed periodically and are subject to revision.



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Date

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Child's Name

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Program(s)

**YMCA COPY**  
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