



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OUT-OF-SCHOOL TIME PROGRAMS REGISTRATION FORM 2017-2018

Child's Name:		Program Start Date:	
Gender:	D.O.B.:	Grade:	School Attended:
Parent/Guardian's Name:		D.O.B.:	Tel #: ()
Address:		Zip Code:	Email:
Parent/Guardian's Name:		D.O.B.:	Tel #: ()
Address:		Zip Code:	Email:

REGISTRATION INFORMATION

All children must have a YMCA membership to register in the program. If they are currently not part of a family membership, a kid pass (\$27/yr) or youth pass (\$72/yr) must be current at the start of the program. This pass is good for one year and can be used to receive priority registration and discounts on other YMCA programming.

A one week non-refundable deposit is due at the time of registration **unless payment is set up on automatic withdrawal**. If you have a voucher please include with this form. Financial assistance is available. Upon request, please complete a Financial Aid Application with all required documentation.

Tuition is based on the number of days per week your child is scheduled to attend the program. Please note that parents are responsible to pay for holidays if their child is scheduled for that day. Payment is due one week in advance of services provided. In order to register for afterschool programming families must not have an afterschool and/or camp balance of more than one week.

Programs and Fees	
YMCA of Greater Boston at Conservatory Lab Charter School	
Afterschool	\$102/week
Before School	\$46/week

*****The YMCA works with families to make care affordable and Financial Assistance is available. Ask for more information.**

AUTOMATIC WITHDRAWAL FROM BANK ACCOUNT*

Please Check: MasterCard Visa American Express Discover Card
 Name on Card: _____
 Credit Card #: _____ Expiration Date: _____
 Signature: _____ Date: _____

Please charge my card above for the Kid/Youth pass which is valid for one year. **Parent/Guardian Initials** _____

BILLING POLICIES

- NO DEPOSIT REQUIRED when paying fees with automatic withdrawals from a credit/debit card or checking account.
- Payments made directly at school sites must be with a check or money order. No cash accepted.
- The YMCA of Greater Boston reserves the right to suspend any child if payment is more than thirty days late. Parents will be notified my mail and by a "hand delivered" letter if such action is taken. Child/ren will be welcome to participate in the program when balance is paid in full and if spaces are still available. Please be aware that if your child is taken out of the program, his/her space will become available to other children on the waiting list.
- If balance is not paid within thirty days of receiving final notice of amount due, your account will be sent to our collection agency. A \$25 fee will be added to your account and the YMCA will no longer have control or your account.

OUT-OF-SCHOOL TIME SERVICE AGREEMENT

- Families are liable for payment for the child's scheduled day, even if the child is absent from the program for any reason. There are no refunds or credits toward another day.
- All payments must be made one full week in advance of service.
- During School vacation weeks, most holidays and most school snow days, the program is held at the Dorchester YMCA or Huntington Ave. YMCA locations from 8:00 AM to 6:00 PM. Please check with your Site Director for your child's location. Additional fees may apply.
- A two week notice in writing is required when withdrawing from the program.
- If a State of Emergency is declared the YMCA will be closed.

In addition, the parent agrees to the following:

- To provide the program with all the necessary forms in the intake packet including a physical examination form and immunizations for your child.
- Agree to notify the program of any changes in information in the enrollment packet.
- To contact the program if the child is going to be absent by 12:00 noon.
- To abide by the guidelines stated in the Family Handbook.
- To have my child in care no longer than 10 hours per day.
- To pick up children at the program on time.
- To pay \$1.00 per minute, per child, when the child is picked up late or has left my child in care longer than 10 hours.
- To be responsible for keeping my voucher current and pay the full tuition fee if it expires.
- To keep my child's YMCA membership current through the end of the program.

YMCA of Greater Boston Program agrees to:

- Uphold the Department of Early Education and Care State Regulations and Department of Public Health regulations for all child care and summer camp programs.
- Provide nutritious snacks/meals each day, dependent on the length of the day. (Families are responsible for providing food on all full days.)
- Employ trained, qualified staff.
- Provide well-supervised social, educational, and recreational activities in a safe, nurturing environment.
- Uphold the YMCA of Greater Boston's policies and procedures.
- Provide advance notice of field trips and obtain written permission for trips that take place to locations not listed on the Off-Site Activities list in the enrollment packet.
- Notify the parent if a child does not arrive at a site and no previous notice has been given.
- Keep all information about children and families in confidential files, to be released only with permission of the parent.
- Hold parent meetings at least 4 times per year and agree to engage in open communication with families.
- Provide parent with a weekly statement of tuition due and notices of tuition that is past due.

After reading the YMCA of Greater Boston Family Handbook and reviewing the highlighted policies, we agree to the conditions of this contract. I understand the YMCA reserves the right to amend this agreement upon written notification.

Parent/Guardian Signature

Date

YMCA Signature

Date

YMCA Staff ONLY:

Date: _____ Time: _____ Initial: _____ Spirit Member ID: _____

Deposit Amount: \$ _____