

Dear Parents,

Thank you for choosing the YMCA Preschool for your child! Our program seeks to prepare your child for his/her future. Any child, age three (3) by December 1, to five (5) years of age is welcome.

At the Y, our goal is to provide your child with experience in three different areas, to prepare him/her for his/her school experience.

The first of these areas is **social**. Objectives in this area are:

1. To accept others as authority figures.
2. To follow directions.
3. To play and associate with other children.
4. To gain confidence in himself/herself.
5. To obey rules.
6. To extend attention span.

The second area is **academic**. Objectives in this area are:

1. Verbal expression before a group.
2. The ability to listen effectively.
3. The basic concept of number systems.
4. Readiness skills for arithmetic and reading.
5. Basic social studies skills involving knowledge of the world around him/her.

The third area is **motor development**. Objectives include

1. Holding and directing of pencils, crayons and brushes.
2. Manipulation of scissors.
3. Gross Motor skills such as running.
4. Basic water skills.

Our classes start the first Monday after Warsaw Central begins, and follows the school calendar and school closings (due to weather) unless otherwise specified. At the present time, we offer a 4 or 5 day program for our three and four year olds. Our program runs from 8:30-11:20 AM. At the time of registration, we require a completed application, and a deposit, which consists of September's tuition. We are also requiring that you choose your child's days of attendance at this time. No child will be enrolled without all the required pieces.

Current preschool participants will remain with their teacher from the 2019-2020 school year. New participants will be divided by Sarah Moore, the Associative Executive Director. Several factors will be taken into consideration in dividing the classes. You will be notified by the second week in August who your child's teacher will be for the 2020 school year.

We are excited to have your child join us at the YMCA. Please fill out the enclosed application and return it, along with the deposit and a copy of your child's immunization record, to the front desk... Please call us if you have any questions.

Sincerely,

Liz Parfitt & Pam Doore
YMCA Preschool Program

IMPORTANT INFORMATION:

ATTENDANCE: If for any reason your child cannot attend his/her preschool class or is going to be late, please call your child's teacher or the YMCA at 786-2880 and leave a message.

BIRTHDAYS: Birthdays are celebrated as close to your child's birthday as possible. If you would like, you may sign up to bring a snack for your child's birthday or send a take home treat. Please let me know when you would like us to celebrate, so we can make your child's day special! Summer birthdays will be celebrated in May or early June.

BOOK CLUB: The YMCA participates in the Scholastic Book Club. Once a month you will receive an order form of books at below cost that can be ordered for your child. You are under no obligation to participate.

CHANGES IN INFORMATION OR PICK-UP: Our policy is that ALL changes in address, phone number, emergency contact or pick-up must be made in writing. This is for the protection of your child. We will NOT release your child to anyone who is not on our pick-up list without written consent.

CLOTHING: "Play is a child's work". Preschool is a place for safe and comfortable play clothes and sneakers. We will go outside when weather permits. In the winter, please remember to send sneakers or shoes if your child wears boots.

FIELD TRIPS: Parents will be notified in advance of scheduled field trips.

ILLNESS: If your child has been sick or has had a fever during the night before or the morning of school, please keep your child home. For the protection of all students, please do not send your child to school if your child has any of the following:

- Staph or strep infection under treatment for less than 24 hours

- Severe croup or cough

- Contagious disease or head lice

- Conjunctivitis (pink eye) under treatment for less than 24 hours

This helps promote a healthy classroom.

POTTY TRAINING SKILLS: Children enrolled in Preschool must be potty trained and fully independent when using the bathroom.

SCHOOL CLOSURES and VACATIONS: Our Preschool follows the Warsaw Central School calendar. When the weather is bad our closure policy is as follows: When Warsaw closes school due to weather, we are also closed. If Warsaw has a ONE hour delay, we will begin school one hour later than usual. If Warsaw has a TWO hour delay, we will be closed for the day.

SNACKS: Each month there will be a new snack calendar outside our door. Please sign up to provide a snack for the class.

SUPPLIES: You will receive a list of supplies needed from your child's teacher before school starts.

SWIMMING: Swimming is an important part of the YMCA Preschool programs. Swim lessons start in October. Parents are encouraged to watch from the viewing window.

TOYS FROM HOME: Please discourage your child from bringing toys from home to school. No guns, war toys or violent action figures should ever be brought to school.

YMCA Tuition Policy

The yearly tuition for YMCA is outlined below per child for our three-year-old program and our four-year-old program. For your convenience, we offer 2 payment options. You may choose to have your monthly payment automatically withdrawn from your checking or savings account or you may pay in full upon registering.

1. Payment of full year's tuition, made by cash, check or credit card. Please note that we **only** accept MasterCard and Visa.
2. Automatic Monthly Deduction. If this option is chosen, *The Electronic Funds Transfer Authorization Form* must be completed. The transfer date is the 15th of each month. If choosing this option, a deposit of one month's tuition is required at registration. Automatic drafts will be October 2020 through June 2020.

This policy holds regardless of the number of days your child may be absent or away on vacation per month.

The YMCA offers scholarship assistance for families in need of assistance for their child to attend preschool. Scholarship assistance applications are available at the front desk. Scholarship assistance is granted based on the available resources of the YMCA.

Checks should be made out to: The YMCA

In order to keep costs low and operate on a sound economic basis, we require a non-refundable deposit at the time of registration. This deposit is **September's** tuition. Your deposit not only ensures your child's place in our program, it also makes it possible for us to order necessary school supplies in bulk before the school year begins.

Days	Full Year Tuition: Member/Non Members One Payment Option	Monthly Tuition: Member/ Non Member Auto Deduction Option
4 Days	\$1400/\$1600	\$140/\$160
5 Days	\$1600/\$1800	\$160/\$180

The YMCA reserves the right to terminate a child's enrollment if it is in the best interest of the child or the school. Parents who enroll their child after September will be required to pay their child's first month of tuition and the deposit, upon admission.

Electronic Funds Transfer Authorization Form

The YMCA is pleased to offer Electronic Funds Transfer for payments of several Youth Programs. To enroll in the YMCA electronic funds transfer program, please complete the following information and return it with your other registration materials.

Participant Name: _____
Program: _____
Program Fee: _____
Total Balance Due: _____
Monthly Draft Amount: _____

Telephone: _____
Program Start Date: _____
Initial Payment: _____
Date of first draft: 10/15/2020
Date of last draft: 06/15/2021

Electronic Funds Transfer Authorization

I authorize my financial institution to honor pre-authorized debit entries initiated by the GLOW YMCA on my account for the stated program fees:

I understand that:

- My account will be debited on or after the **15th** day of each month based on the bank draft schedule above. Funds will be withdrawn from my bank account on a continuing basis and will cease on the date as stated in the bank draft schedule above. I further agree to provide the GLOW YMCA written notice, 14 days prior to the draft date, of any changes or any intent to cancel program participation. ***Changes or cancellations cannot be made by telephone.***
- I understand and agree that if any payment does not clear my bank account, I will pay a \$30.00 service fee. If I do not reimburse the GLOW YMCA in full by the next pre-authorized withdrawal, I understand that program participation will be denied unless special arrangements are made.

Signature of Account Holder

Date

Attach voided check from the appropriate bank account here

YMCA PRESCHOOL REGISTRATION FORM

Registration Date ___/___/___

Class: 3 year old _____ 4 year old _____

Days: Monday__ Tuesday__ Wednesday__ Thursday__ Friday__

Full Name of Child _____

Nickname _____

Date of Birth ___/___/___

Male or Female (circle one)

Home Address _____

Phone Number: _____

Cell: _____

Mother's name _____

Marital Status _____

Home Address _____

Home Phone _____

Cell Phone _____

Place of Employment (if any) _____

Work phone _____

Email _____

Father's name _____

Marital Status _____

Home Address _____

Home Phone _____

Cell Phone _____

Place of Employment (if any) _____

Work phone _____

Email _____

Alternative Contact: Please provide the names of people we can contact in the event we cannot reach you.

Name: _____

Home Phone: _____

Relationship to child: _____

Alt Phone: _____

Name: _____

Home Phone: _____

Relationship to child: _____

Alt Phone: _____

Name: _____

Home Phone: _____

Relationship to child: _____

Alt Phone: _____

Are there other children in the family?

Yes___ No___

Name _____

Age _____

Age _____

Age _____

Age _____

Does anyone else live in your household?

Yes___ No___

Name _____

Relationship _____

Name _____

Relationship _____

Name _____

Relationship _____

Babysitters Name _____

Phone Number _____

Will your child be going directly to this person's home after school? _____

Babysitter's address: _____

Please fill out this questionnaire and help us get to know your child.

1. Child's Name _____
2. Child's Nickname, if any _____
3. What hobbies or special interests does your child have?

4. Favorite TV Show? _____
5. Is your child inclined to lead or follow? _____
6. Can your child follow simple directions? _____
7. Does your child make new friends easily? _____
8. Have you recently moved? ____ Do you plan on moving soon? ____
9. What type of discipline do you use at home? _____
10. What fears, if any, does your child have? _____
11. How does your child express anger/frustration? ____ _____
12. If your child is upset, what is the best way to help them? _____
13. Does your child like to swim? _____
14. Is your child able to care for him/herself completely in the bathroom? ____
15. Does your child have any responsibilities at home? If yes, please name them

16. Is your child right or left handed? _____
17. Does your child know how to use scissors? _____
18. Do you have any concerns regarding your child's speech or development?

19. Anything else we should know: _____

Child Health Form

Name _____

DOB _____

Address _____

Male____ Female____

Please be sure to include your child's vital medical information.

Does your child have any chronic illnesses that require medication or specific precautions, such as asthma or allergies? If so, please explain. _____

Has your child had any surgeries or hospitalizations that we should be aware of? _____

Has your child had any speech or developmental screenings? If so, what did they show?

Does your child require any significant adaptations to our classroom that would benefit his/her learning? If yes, please explain. _____

**** All immunizations must be up to date. Please attach a copy of your child's immunization records to your application.**

In the event of a medical emergency, if the YMCA is unable to reach me or my emergency contacts, I give the YMCA permission to provide appropriate medical help to my child.

Parents Signature

PARENT/GUARDIAN AGREEMENT

I understand:

- I must notify the YMCA staff immediately of any changes on this form.
- It is my responsibility to arrange for my child to be picked up from the program before closing. If my child is not picked up on time and attempts to contact me have failed, another authorized person will be contacted. If all attempts to contact an authorized person to pick up my child have failed, the YMCA staff will contact Child Protective Services and/or police officials for further instructions.
- In the event of an emergency, the YMCA will make every effort to contact me. If I cannot be reached, the YMCA is authorized to act for me according to their best judgment in an emergency requiring transportation, medical care or surgery. The physician selected may hospitalize, secure proper treatment for, order injection, anesthesia, or surgery for my child. I am responsible for the cost of all medical treatment and care.
- Participants in programs at the GLOW YMCA assume all risks of injury arising out of his/her presence in a YMCA program.
- Use of the YMCA's equipment and facilities, and participants in activities at the YMCA, on field trips and outdoors whether on its premises or at another location, and for myself and my heirs and assigns, hereby waive, release and agree to hold free from all its claims for damage, the YMCA and its officers, directors, members, employees or agents.
- My child is physically capable of participating in the Preschool Program.
- I have provided the YMCA with complete and accurate information to properly care for my child's needs.
- It is my responsibility to notify the YMCA staff if my child will be absent from the program.
- Should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.
- Administration of medicine (Example: Epi Pen) during the Preschool Programs is strictly prohibited unless prior arrangement is agreed upon between the Parent and Preschool Director.
- YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.
- The YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I have read the YMCA Preschool Parent Handbook and agree to the policies and procedures stated within the handbook.
- My child may participate in field trip excursions away from the facility and under the direct supervision of YMCA staff.
- The YMCA has permission to use photographs of my child in promotional materials such as brochures, ads, or newspaper releases. I will not be informed or reimbursed for such photographs.
- The undersigned agrees to hold harmless the GLOW YMCA and/or its employees/agents as a result of their child's participation in the program except in the case of those incidents which are a direct result of gross negligence by the GLOW YMCA or its employees/agents.

MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF AND AGREEMENT TO THE ABOVE

Parent/Guardian Signature _____ Date _____