



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

# **GLOW YMCA**

## **SCHOOL AGE CHILD CARE (SACC)**

### **REGISTRATION PACKET**



**Continuing for the 2022-2023 School Year:  
All monthly payments must be made through  
automatic payment. Please complete the form in  
this packet.**



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April 2022

Dear Parents/Guardians:

Welcome to the GLOW YMCA School Age Child Care Program! We are all excited for the opportunity to help your child learn and grow in our program. The School Age Child Care (SACC) Program is based on the mission and the four core values of the YMCA, where we are committed to helping instill these values in your child: Caring, Honesty, Respect, and Responsibility. Our friendly, qualified, and experienced staff provides a safe and caring environment where your child will have opportunities to make new friends, participate in fun activities, learn new things, and build unforgettable memories! Our program offers homework help, arts & crafts, science experiments, enrichment activities, a healthy snack, and much more! We want your child to feel safe and comfortable, and to know that if they are looking to have a good time and relax with some fun friends and activities, SACC is where it's at!

Attached to this letter you will find information that you will need to know in order to prepare your child and yourself for the after school program. We kindly ask for you to take the time to look over the packet and all of its contents carefully. The information you provide is required from the YMCA and Office of Children and Family Services. Remember, the more information you provide for us, the better able we are to care for your child and their specific needs (if any). All information acquired is confidential and used for the purpose of providing your child with a safe environment. Please be aware that the attached forms need to be filled out completely and returned to the YMCA before your child will be able to begin attending program.

If you have any questions, please feel free to contact us. Thank you ahead of time for your cooperation, we truly look forward to working with you and your child!

Sincerely,

Sarah Moore  
Associative Executive Director  
Wyoming County YMCA  
(585)786-2880  
[smoore@qeneseeymca.org](mailto:smoore@qeneseeymca.org)



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## **School Age Child Care Registration Checklist**

**Dear Parent/Guardian,**

**In order to assure your child is fully registered for the SACC program, please be sure to complete the enclosed paperwork. It is extremely important that all forms be fully completed and returned to the YMCA as soon as possible. Please know that until your child's registration packet is turned in and the first month is paid for, they will not be able to attend the SACC program.**

**Thank you again for your cooperation. Please do not hesitate to call with any questions or concerns you may have.**

**Please be sure to review and complete the following before handing in the packet:**

- **Review the Parent Handbook**
- **Sign and date the Parent handbook Signature Page**
- **Complete the Program Participant Information Form**
- **Sign and date the Behavior Agreement (Both you and your child)**
- **Complete the After School Cancellation Form (new this year and required for registration)**
- **Complete the Electronic Funds Transfer Authorization Form**
- **Review and complete the Participant Liability Waiver**



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## GLOW YMCA

### Parent Handbook

School Age Child Care

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#### Statement of Purpose

The purpose of the GLOW YMCA School Age Child Care Program is to provide quality care in a safe and supportive environment which encourages the physical, emotional, intellectual, and social growth of children while supporting and strengthening families.

#### Licensing/Registration Agency

The GLOW YMCA SACC Programs are licensed through the New York State Office of Children and Families Services (OCFS). If you would like to contact OCFS, you may do so at (716)847-3828 or [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us).

#### Goals and Objectives

The GLOW YMCA SACC Programs promote the character values of Caring, Honesty, Respect, and Responsibility. The program will meet the needs of children at each stage of development by creating an environment that is structured but encourages independence, self-confidence, cooperation, team work, and self-control among the children who participate. The daily schedule is structured allowing a wide range of developmentally appropriate activities, balanced with active and quiet times, and providing opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially on formulating behavioral expectations.

#### Program Philosophy

The GLOW YMCA SACC program philosophy is to deliver a program in a positive environment of safety, support and care that will allow children the opportunity to relax and participate in a variety of fun and exciting, health conscience and age appropriate activities!

#### Staff Philosophy

We believe that the success of our program lies in the quality of our staff. Our staff members are hired based on past experience within child care, education, character, talents and interpersonal skills. All staff, under NYS OCFS standards, has been printed completed a background check. Child Abuse Prevention training, among others, is mandated for all employees by the GLOW YMCA.

#### Enrollment Criteria

The YMCA SACC program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Registration is first offered to existing participants, then to the established waiting list, and then to the

general public. Enrollment capacities are dictated by local and state regulations. Please note that questions regarding your child's race are used strictly for research purposes through the Child and Adult Care Food Program (CACFP).

### Forms

Enclosed in this packet are forms that must be filled out and returned before your child may attend the SACC program. First month fees are due at the time of registration. In addition, the Parent Handbook must be read in its entirety, signed, dated and turned in at registration, this way we know you are aware of all policies and procedures of the program ahead of time. Continuing for the 202012022 school year, auto pay is required. The auto pay form is included in this packet and must be turned in with the rest of the registration paperwork.

### Pick-up Authorization

Prior to the child's enrollment in SACC, the parent must complete a pick-up authorization form. Please know that parents are more than welcome to visit the program during operation hours at any time (dependent on current Covid restrictions). No child will be released to anyone under the age of sixteen. Parents or designated persons picking up children must provide photo identification. If your child is to be picked-up by someone other than an authorized person, you must notify the SACC Site Director 24 hours in advance in writing by completing a pick-up authorization form. (Forms are available upon request at each site). For your child's safety, children are not allowed to leave without staff authorization. Sign-in and sign-out sheets will be used daily containing the date, child's name, and signature of your child's pick-up, sign in and out times, and a health check. Every visitor who enters the SACC program must also sign in and out of the visitor's log.

### Registration Changes

Any changes in pick-up authorization, address, work or phone numbers, emergency contacts, etc., need to be given to the SACC Director as soon as possible. If you are changing your child's scheduled days, advanced notice would be appreciated. Please send a note to the school that your child will be attending the YMCA program and which days they will attend. Without this notification to the school, they will be sent home on their regular bus schedule.

### Financial Information

No returned fees or credits are issued except for documented medical reasons. Monthly payments are not reduced for any scheduled holidays or closures due to weather.

### Payment Policy

Payment through Electronic Funds Transfer is required. Please be sure to set the date to the 1<sup>st</sup> of each month. The 1<sup>st</sup> month must be paid by cash, check or charge when registration is submitted. Drafts are October – June. A \$40 late fee will be applied for all returned drafts. Thank you for your cooperation on this matter ahead of time.

### Financial Assistance

The GLOW YMCA Scholarship Assistance policy states that no person will be denied membership or program participation solely because of inability to pay fees. Scholarship Assistance applications are available at all YMCA's. Scholarship assistance is granted based on the available resources of the YMCA.

### Confidentiality of Records

All information in your child's record is privileged and confidential and will not be released without your written consent.

## Hours and Activities

The SACC program runs from the first day of school to the last day of school, from dismissal from their school until 6:00 pm. There may be days when the staff will do walking field trips with the kids. We will also run program on early dismissal days and ½ days. The hours will be from the time of the early dismissal to 6:00 pm

## Inclement Weather Policy

Weather conditions may alter program delivery schedules. If school is closed or closes early due to weather, there will be no SACC program. If all after school activities are cancelled, the Y program will still run, but it is the parent's responsibility to pick up their child no later than 5:00pm. Please follow your emergency dismissal plan with the school in this situation.

## Attendance

We are responsible for all registered children each day. Parents or an emergency contact will be notified if the child does not arrive at the program without previous notice being given.

- If your child is not going to attend SACC one day, or a few days in a row, please call the SACC Director as soon as possible to report the absence so she can relay the message to the appropriate staff members.
- Children must be signed out by a parent/guardian daily, or authorized adult over the age of 16.
- If at any time someone other than the person designated on your release form is picking up your child, it is necessary to fill out a "pick-up authorization form" which is located at each site by the sign in & out book, or simply ask the staff for a copy. Please allow 24 hour advance notice and inform. Photo ID is required for any added pick-ups.

## Snack

The YMCA will provide a healthy snack to your child each day. On occasions such as holidays or special events, an alternate (not as healthy usually) snack is provided. Please be sure to list any food allergies your child may have.

## Personal Belongings

We take pride in our ability to provide your child with a variety of activities which entertain and challenge. Bringing personal belongings to the SACC program is based upon your own judgment. Please be aware if any personal belongings are taken from your child during program, it will not be the YMCA's responsibility to replace it.

## Clothing

Children at the YMCA SACC program are active, so be sure they are wearing clothes that are comfortable and appropriate. The YMCA SACC program is not responsible for lost or damaged clothing. Please also keep in mind that children will have the opportunity to go outside, so please prepare them for the appropriate weather conditions.

Socks and sneakers should be worn or brought daily.

## Health Policy

Each child must have an up-to-date School Age Child Care Information form on file. Children who become ill or are suspected of having a communicable disease may not remain in the program. They will be isolated from the other children and a parent or emergency contact will be notified and asked to pick-up their child immediately. The attached guidelines with relevance to illness have been arranged and will be followed unless your physician states in writing that your child may attend. (Please see attachment B, page 8).

## Medication Policy

We are not licensed to administer medications to your children. If medication is required, you will need to make arrangements with the school to administer before program or you will have to come to program to administer.

## Late Pick-up Policy

On certain occasions when a parent must be late, the YMCA has established these firm policies:

- Parents must call the SACC Site Director to let them know what time they can be expected to arrive, or to inform them of alternate transportation arrangements that have been made.
- If a parent is more than 5 minutes late, and no call has been made to inform the staff of why someone is not there to pick-up their child, a fee of \$ 1 for every minutes (beginning at 6:05pm) will be charged. If this incident occurs, please plan to pay the late fee before your child attends the program the following day.
- In the event that the YMCA does not receive a phone call prior to the parent being late, the following procedures will be immediately implemented:
  - A staff member will attempt to contact the child's parents.
  - If contact cannot be made, a staff member will call the individuals listed on your child's registration packet for emergency contacts until someone is reached.
  - If 2 hours have passed with no contact being made by either the child's parents or emergency contacts, a call will be placed to Child Protective Services to figure out what further arrangements are necessary.

## Termination Policy

When the health, welfare, and safety of other children are at stake, the YMCA reserves the right to terminate child care services immediately. Possible reasons for termination of a child from services include, but are not limited to the following:

- Inappropriate behavior considered to be harmful to your child, staff, or other program participants.
- Incident reports resulting from inappropriate behavior.
- Overdue Fees.

If you have any questions or concerns about any of the information provided within this handbook, please contact Sarah Moore, Associative Executive Director at 585-786-2880 or [smoore@glowymca.org](mailto:smoore@glowymca.org).

# Code of Conduct

Please discuss the following segment with your child

## Children's Responsibilities

Children need to be responsible for:

- Being respectful, honest, and caring to other program participants and staff.
- Learning to take consequences for their own actions.
- Respecting the rules that are established for and by them during the program.
- Controlling their anger so that their actions and decisions do not negatively affect others.
- Being respectful to equipment or property which does not belong to them.
- Remaining with staff members at all times and notifying staff if they need to go to another area.

## Children's Rights

YMCA Staff are responsible for ensuring that children enrolled in the SACC program:

- Have a safe and reliable environment free of hazards.
- Have their ideas and feelings heard and respected.
- Have discipline that is fair, equal and respectful of them.
- Have activities that allow participants to express their ability as they explore and discover, while developing to their fullest potential.
- Have a right to voice their opinion and have input on activities offered.
- Are treated in a caring, honest, respectful, and responsible manner.
- HAVE A BLAST!

## Child Care Policies

While participating in the program, please be certain that both you and your child are completely familiar with these policies. These policies are put into place to assure protection and safety of your child. The Directors of the SACC program, upon notification to the parent, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving the program premises without permission, or going into unauthorized areas.
- Use of foul language or rudeness to staff or other participants.
- Defacing the YMCA facility, school property, or field trip facilities.
- Engaging in fighting as a means of solving a problem.
- Bringing or using illegal substances.
- Stealing or defacing another child's property purposefully.
- Intentionally injuring another child.
- Refusing to remain with the group during outings.
- Refusing to follow check in and out procedure



## Discipline

All participants must follow the "House Rules". If any of these rules are broken while the child is under the YMCA's care, the following procedure will be followed.

1. Verbal warning and/or reminder
2. Redirection
3. Talk through the problem
4. Have child suggest alternative solutions to the problem
5. Time Out / Cool Down time
6. If behavior continues to be an issue, establish a behavior contract with parent and child
7. Discuss problematic situations with child's parent and incorporate their suggestions into the child's behavior management plan
8. Write a report and have it signed by the parent, for unsafe behavioral incidents
9. Three incident reports may constitute a suspension from the program

## Attachment B

### Level of Illness

Any child who exhibits any of the following symptoms cannot attend program, or will be immediately sent home to protect other children if symptoms appear while the child is at program:

- A suspected or diagnosed communicable disease as defined by the New York State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program
- A child with a temperature of 101°F or higher orally or aural (in the ear) which is accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying
- Looking or acting very ill and quickly deteriorating ★
- Neck pain when the child's head is moved or touched ★
- A stiff neck or severe headache while appearing ill ★
- A first time seizure ★
- Acting unusual or confused ★
- Unequal pupils ★
- A blood-red or purple rash made up of pinheaded-sized spots or bruises that are not associated with an injury ★
- A rash of hives or welts that appears and spreads quickly ★
- Breathing intensely enough to cause the child to cease play, talking, crying, or consuming anything ★
- A severe stomachache that causes the child to double up and scream ★
- A stomachache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall ★
- Stool that is black or blood-mixed ★
- The cease or urination within an 8 hour period, accompanied by dry mouth, no tears or sunken eyes ★
- Continuous clear drainage from the nose after a hard blow to the head ★
- Suspected case of head lice
  - A note from the child's doctor or school nurse must be presented to a staff member prior to the child's return to program



## Parent Handbook Signature Page

I have read the Parent Handbook and understand the GLOW YMCA SACC policies.

My signature below indicates that I have read and understand all of the information in the School Age Child Care Parent Handbook. I also verify that I have reviewed all of the Code of Conduct information with my child, and understand that I may be called to pick-up my child in the event that these policies are not followed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Confidential Child Information

★All of the following questions are completely optional★

Our cooperation with various funding sources requires us to provide research information on the children who participate in our programs. The following information obtained is confidential and strictly used for research purposes only.

Please check all that apply:

- |                                |   |                                 |
|--------------------------------|---|---------------------------------|
| <input type="radio"/> Black    | <input type="radio"/> Spanish Surnamed American | <input type="radio"/> Caucasian |
| <input type="radio"/> Oriental | <input type="radio"/> American Indian           | <input type="radio"/> Other     |

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

★ Please return this page with your registration information ★

**YMCA Kid's Gym, Inflatable, Camp Hough and Red Pines Participant Waiver**

Although we strive to make all activities as safe as possible, activities of this nature do come with some element of risk. This waiver ensures that we have contact information for you and/or your child and you are aware of these risks. Please fill this out completely, if you have any questions, please contact the YMCA.

Participant Name _____	DOB _____		
Parent/Guardian Name (Printed) _____			
Address _____	City _____	State _____	Zip _____
Home Phone _____	Emergency Phone _____		

**MEDICAL PROFILE** - I recognize that the Kid's Gym climbing elements and Inflatables are physically strenuous endeavors requiring my child to be in good physical condition. I hereby certify that he/she does not suffer from any physical or mental infirmities or illnesses which would affect his/her ability to engage in climbing activities. I further certify that if my child is on any regular medication I will discuss this medication with the YMCA/Kid's Gym staff. If they are now under the treatment for any infirmity or illness I will detail it in the space provided and speak to a YMCA staff person.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***ACKNOWLEDG**

**MENT OF RISK & ASSUMPTION RESPONSIBILITY** - I understand that during my child's participation in a Kid's Gym activity he/she may be exposed to physically stressful and challenging situations. I understand that although the program has taken precautions to provide proper organization, supervision, instruction and equipment it is impossible for the program to guarantee absolute safety. I waive any claim that may arise against the GLOW YMCA and or its employees as a result of my child's participation in the program, except those which are a direct result of the negligence by the GLOW YMCA or its employees. I have accepted responsibility for verifying my child's personal health and medical history on the top of this sheet. In so doing I state that my child has no physical or psychological problems that would prohibit participation in this program. I also understand that I share responsibility for safety and I assume that responsibility

I acknowledge that there can be no guarantee of safety against risk and unforeseen accident as detailed above. I consent to the participation of the above named participant in the experiential program. I also authorize the treatment of him/her by a licensed medical doctor in the event of an emergency. This authority is granted only after a reasonable effort has been made to contact me. Further I wave any claim that may arise against the GLOW YMCA and or its employees, its employees, directors, and agents and other participants as a result of my participation the program, except those which are a direct result of the negligence by the GLOW YMCA or its employees, its employees, directors and agents and other participants.

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



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## GLOW YMCA

### School Age Child Care Program Participant Information Form

#### CHILD AND FAMILY INFORMATION

Child's Name:		Date of Birth:	Age:	Grade in Fall:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:		City, State, Zip:		School:	
Child's Nickname:		Child lives with:		Teacher's Name:	
Mother/Guardian Name:		Street Address:		City, State:	Zip:
<input type="checkbox"/> Emergency Contact	Home Number:	Email Address:		Place of Work:	
<input type="checkbox"/> Pick-up Authorization	Cell Number:				
Father/Guardian Name:		Street Address: (If different than above)		City, State:	Zip:
<input type="checkbox"/> Emergency Contact	Home Number:	Email Address:		Place of Work:	
<input type="checkbox"/> Pick-up Authorization	Cell Number:				
Name of Individual Responsible for payment:		DOES YOUR CHILD ROUTINELY CARRY AN EPI-PEN? Y OR N			
		DOES YOUR CHILD ROUTINELY CARRY AN INHALER? Y OR N			

#### ALTERNATIVE CONTACT INFORMATION (INDIVIDUAL MUST BE 16 YEARS OR OLDER WITH PHOTO I.D.)

Name:	Home Phone:	Alternate Phone:	Relationship to child:	<input type="checkbox"/> Emergency Contact?	<input type="checkbox"/> Pick-up Authorization?
Name:	Home Phone:	Alternate Phone:	Relationship to child:	<input type="checkbox"/> Emergency Contact?	<input type="checkbox"/> Pick-up Authorization?
Name:	Home Phone:	Alternate Phone:	Relationship to child:	<input type="checkbox"/> Emergency Contact?	<input type="checkbox"/> Pick-up Authorization?

<b>OFFICE USE ONLY</b>	FA/Scholarship: -----%	Payment type: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Date of registration:
Payment must accompany paperwork.		Amount Paid:	Staff Initials:

**SCHOOL AGE CHILD CARE (SACC) PROGRAM OF CHOICE**

NAME & LOCATION OF PROGRAM	FULL TIME (4-5 DAYS)	3 DAY	PART TIME (1-2 DAYS)	DAYS OF THE WEEK
<b>Attica SACC</b> Prospect Elementary				*Please note, it is required to have a set schedule of attendance in order for us to comply with NYS OCFS ratio regulations.  <input type="checkbox"/> Monday  <input type="checkbox"/> Tuesday  <input type="checkbox"/> Wednesday  <input type="checkbox"/> Thursday  <input type="checkbox"/> Friday
<b>Indian's Pride</b> Letchworth Central				
<b>Perry SACC</b> Perry Elementary				
<b>Warsaw SACC</b> Warsaw Elementary				

**GETTING TO KNOW YOUR CHILD**

Special Talents:		
Hobbies/Interests:		
After School Activities/Clubs:		
Fears/Apprehensions:		
Ways to help your child handle transition:		
How does your child express anger/frustration?		
If my child gets upset, try this:		
Other friends in program:		
My child's swimming ability is: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	My child is authorized to watch movies rated: <input type="checkbox"/> G <input type="checkbox"/> PG	My child is a YMCA Member: <input type="checkbox"/> Yes <input type="checkbox"/> N <input type="checkbox"/> Planning on joining soon!

**HEALTH INFORMATION**    ★PLEASE BE SURE TO INCLUDE ALL OF YOUR CHILD'S VITAL MEDICAL INFORMATION IN THIS SECTION TO INSURE PROPER AND QUALITY CARE OF YOUR CHILD★

<input type="checkbox"/> Asthma <input type="checkbox"/> Convulsions <input type="checkbox"/> Emotional/Psychological <input type="checkbox"/> Diabetes <input type="checkbox"/> Special Diet <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Illness <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Injury <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Surgeries <input type="checkbox"/> Allergies: _____ <input type="checkbox"/> Special Diet Requirements: _____ <input type="checkbox"/> Currently taking prescribed medication? If yes, medication name & dosage: _____ <input type="checkbox"/> My child is currently covered by a hospitalization/medical care policy: <input type="checkbox"/> YES <input type="checkbox"/> NO				
Policy Holder's Name:		Name of Insurance Company:		Policy Holder's I.D. #:
Physician's Name:	Phone:	City, State, Zip of Insurance Company:		Phone:
Specialist's Name:	Phone:	Dentist's Name:	Phone:	Extra Notes:



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**PARENT/GUARDIAN AGREEMENT**

- ✓ 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 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.
- ✓ The information on this form is complete and accurate. I have provided all necessary information to properly care for my child. I must notify the YMCA staff immediately of any changes on these forms. In addition, I understand that it is my responsibility to contact the YMCA if my child will be absent from program.
- ✓ It is my responsibility to arrange for my child to be picked up from program before closing. I understand the procedure which is set forth, and the consequences which will arise, in the event of my child not being picked up before 6:05PM; as stated in the Parent Handbook.
- ✓ YMCA staff and volunteers are not allowed to baby-sit or transport your child at any time.
- ✓ The YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- ✓ Should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, staff may have no recourse but to contact the police.
- ✓ My child has permission to participate in walking field trips with the YMCA and to ride on vehicles arranged by the GLOW YMCA for transportation to and from YMCA SACC Program and scheduled field trips. Specifics will be posted prior to special events such as a walking field trip.
- ✓ I authorize the YMCA to apply sunscreen and bug repellent to my child if needed.
- ✓ My child has permission to swim at YMCA SACC Programs. I understand that my child's swimming ability will be assessed by the Progressive Swim Instructor prior to participating in swimming activities and will be reassessed on a regular basis to ensure swimmer safety. My child will only be able to swim in areas deemed appropriate for their swimming ability by the Progressive Swim Instructor.
- ✓ The YMCA has permission to use photographs of my child in promotional materials such as brochures, ads, YMCA website or newspaper releases. I will not be informed or reimbursed for such photographs.
- ✓ I have read the YMCA SACC Parent Guide and shared the Code of Conduct with my child, and agree to these policies and procedures.
- ✓ 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.
- ✓ This agreement shall be governed by the laws of New York State.
- ✓ By signing this form, I agree that I have read this entire form and understand my responsibilities for my child's participation and conduct in YMCA programs and activities.

**MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING OF, AND AGREEMENT TO THE ABOVE:**

<i>Parent/Guardian Signature:</i>	<i>Date:</i>
<i>Parent/Guardian Name Printed:</i>	<i>Date:</i>



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# GLOW YMCA

## SCHOOL AGE CHILD CARE (SACC)

### Behavior Agreement

**Participant:**

1. I will obey the rules of the YMCA School Age Child Care program.
2. I will do my best to be Caring, Honest, Respectful, and Responsible while attending the YMCA Program.
3. I will respect everyone who attends the YMCA School Age Child Care program. This includes the staff and other children attending the program. I will also respect their property and the building which the program is in.
4. I understand that the YMCA program does not allow swearing, talking back, or physical harm/fighting.
5. I understand that if I do not follow these rules, my parents will be called to pick me up.
6. I understand and agree with the rules listed above and will try my very best to follow these rules while at the YMCA program.

---

Participant Signature

---

Date

**Parent/Guardian:**

1. I have discussed the above guidelines with my child. My child and I fully understand that I will be called to pick-up my child if they do not follow the agreement.

---

Parent/Guardian Signature

---

Date

## After School Activity Cancellation Plan

The school district may cancel after school activities due to weather or other unforeseen circumstances. In these situations, the Y program still runs. We ask that all students are picked up by 5:00 pm. You have two options in these situations: (1) your child can attend the Y to be picked up by 5:00 pm or (2) you can have them picked up at school dismissal or take the bus home. Please complete the bottom of this sheet and return it with your registration packet. If after school activities are cancelled on a Tuesday, we will NOT bus to the Warsaw YMCA.

When after school activities are cancelled my student(s) will:

\_\_\_\_\_ Go to the Y on any normal day of attendance to be picked up by 5:00 PM.

OR

\_\_\_\_\_ Take Bus Number \_\_\_\_\_ home \_\_\_\_\_ be picked up from school

Primary Contact and Phone Number \_\_\_\_\_

Secondary Contact and Phone Number \_\_\_\_\_



# Transportation Plan

School Buses from the Perry/Letchworth school districts will transport all children from the Elementary Schools to the Wyoming County YMCA, Perry on Wednesday afternoons and Letchworth on Tuesday afternoons. The buses will leave the schools at 3:30 and will arrive at the YMCA approximately 3:55.

The Wyoming County Transit System will transport the Warsaw programs from the elementary schools to the Wyoming County YMCA. Warsaw will be picked up at 2:45 and arrive at the Y approximately 3:00.

\*\*\*\*\*

## Important Parent Information

- Children are/will not be transported by staff members. The only transportation provided during program hours is done by the school system or the Transit bus system.
- Our Emergency Plan:

Each site has an emergency evacuation plan. Please find your plan below so you will know the plan for each situation should it arise. Once evacuated and safe, you will receive a call from School Age staff informing you of the evacuation and location for pick up.

School District	Emergency Evacuation Location #1	Emergency Evacuation Location #2
Letchworth	Gainesville Church	Castile Library
Perry	Perry High School	Perry Library
Warsaw	YMCA	Warsaw Library

Please sign on the line below as acknowledgement that you have read the location of an emergency evacuation.

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

## 2022-23 SACC Pricing

**1<sup>st</sup> months payment AND paperwork must be turned in at the same time in order to register. Auto payment is required for the months of October through June.**

### Letchworth

Per Participant
\$20/month regardless of number days attended

### Perry

	Member	Non-Member
Full Time (4-5 Days)	\$325	\$340
3-Day	\$260	\$280
Part Time(1-2 Days)	\$225	\$240

### Warsaw

	Member	Non-Member
Full Time (4-5 Days)	\$348	\$363
3-Day	\$283	\$303
Part Time(1-2 Days)	\$248	\$263



**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: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Program Fee: \_\_\_\_\_ Initial Payment: September 2021 payment

Total Balance Due: \_\_\_\_\_ First Draft Date: 10/01/2022

Monthly Draft Amount: \_\_\_\_\_ Final Draft Date: 06/01/2023

**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 **1st** 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 draw date, of any changes or any intent to cancel program participation.
- 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**



**CACFP**  
Child and Adult Care Food Program  
New York State Department of Health

### For More Information

about healthy eating and exercise, visit:

CACFP  
[www.health.ny.gov/CACFP](http://www.health.ny.gov/CACFP)

Let's Move! Child Care  
[www.healthkidshealthfuture.org](http://www.healthkidshealthfuture.org)

Eat Well Play Hard in Child Care Settings  
[www.health.ny.gov/prevention/nutrition/cacfp/ewphccs.htm](http://www.health.ny.gov/prevention/nutrition/cacfp/ewphccs.htm)

QUALITYSTARTS NY: A winning beginning for all our children  
[qualitystartsny.org/index.php](http://qualitystartsny.org/index.php)

Choose My Plate  
[www.choosemyplate.gov](http://www.choosemyplate.gov)

Eat Smart New York  
[www.eatnyc.gov/programs/nutrition/](http://www.eatnyc.gov/programs/nutrition/)

Core Nutrition Messages for Healthier Food Choices  
<http://www.fns.usda.gov/core-nutrition/core-nutrition-messages>

Physical Activity Guidelines for Children  
[nckids.org/default/index.cfm/parentsguardians/](http://nckids.org/default/index.cfm?parentsguardians/)

Child care regulations  
[ocfs.ny.gov/main/childcare/scycare.asp](http://ocfs.ny.gov/main/childcare/scycare.asp)

When a child care provider joins the free Child and Adult Care Food Program (CACFP), they can be reimbursed for serving healthy meals and snacks to children. CACFP staff can help child care providers learn about CACFP and plan healthy meals.

Ask your child care provider to contact CACFP at:

**Center-based programs:** call  
1-800-942-3858

**Family and Group Day Care:** call the  
Growing Up Healthy Hotline  
1-800-572-5906  
[familycafp@health.state.ny.us](mailto:familycafp@health.state.ny.us)

To order more brochures, contact:

NYS DOH Distribution Center  
21 Simmons Lane  
Menands, NY 12204  
Fax: 518-465-0432  
[hm019w@health.state.ny.us](mailto:hm019w@health.state.ny.us)

NYS Department of Health  
Division of Nutrition  
[health.ny.gov](http://health.ny.gov)

NYS Office of Children & Family Services  
Division of Child Care Services  
[ocfs.ny.gov](http://ocfs.ny.gov)



Together  
We Can Raise  
Healthy Children

