

**School Age Services  
2011-12 Afterschool Enrollment Packet**

Program Site:	Participant Name:
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**STEP I**

**Review Parent Handbook [also available online]**

Complete

**STEP II**

**Fill out Enrollment Forms**

Read and Initial all agreements. Sign all forms.  
Forms will not be accepted if all information is not complete.

Complete

**STEP III**

**Review and Complete Health History Form**

Complete

**STEP IV**

**Review and Complete Payment Agreement Form**

Complete

**STEP V**

**Review YMCA Payment Due Dates**

Complete

**STEP VI**

**(Optional) Attach Financial Aid Application**

Complete

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**YMCA Mission**

**To put Christian values into practice through programs that build healthy spirit, mind and body for all.**

For Office Use Only

Date Received:	Staff Initials:	Date Billing set up:	Order #:
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# YMCA Of Metropolitan Dallas Afterschool - Enrollment Form

<b>Program School or Site:</b>		<b>Days of Care:</b>	M T W TR F
<b>Bus from (if applicable)</b>		<b>Circle One:</b>	Full Time Care    Part Time Care (if applicable) Punch Card (if applicable)
<b>Start Date:</b>		<b>End Date:</b>	

## Child's Information:

<b>Last Name:</b>		<b>First Name:</b>	
<b>Home Address:</b>		<b>City/State/Zip:</b>	
<b>Date of Birth:</b>	/   /	<b>Home Tele #:</b>	
<b>Age:</b>		<b>Ethnicity: <i>Circle</i></b>	Caucasian    African American Hispanic
<b>School Attending:</b>			Asian or Pacific Islander
<b>Grade:</b>			Other: _____
<b>I consent to receive YMCA email communications.</b>	No    Yes	<b>Gender: <i>Circle</i></b>	Male    Female
<b>Custodial Parent?</b>		<b>May the YMCA release to non custodial Parent?</b>	No    Yes    N/A

## Parent/Guardian Contact Information:

<b>Name:</b>		<b>Date of Birth:</b>	
<b>Cell #:</b>	<input type="checkbox"/> I do not want to receive Text Updates	<b>Home Tel. #:</b>	
<b>Home Address:</b>		<b>City/State/Zip:</b>	
<b>Employer:</b>		<b>Work Tel. #:</b>	
<b>Email Address:</b>		<b>Drivers License#:</b>	<b>License Plate#:</b>

## Other Parent/Guardian Contact Information:

<b>Name:</b>		<b>Date of Birth:</b>	
<b>Cell #</b>	<input type="checkbox"/> I do not want to receive Text Updates	<b>Home Tel. #:</b>	
<b>Home Address:</b>		<b>City/State/Zip:</b>	
<b>Employer:</b>		<b>Work Tel. #:</b>	
<b>Email Address:</b>		<b>Drivers License#:</b>	<b>License Plate#:</b>

## Emergency Contacts - Authorized to Pick Up My Child:

<b>Name:</b>		<b>Home Address:</b>	
<b>Relationship to child:</b>		<b>Cell #:</b>	<b>Drivers License#:</b>
		<b>Work #:</b>	<b>License Plate#:</b>
<b>Name:</b>		<b>Home Address:</b>	
<b>Relationship to child:</b>		<b>Cell #:</b>	<b>Drivers License#:</b>
		<b>Work #:</b>	<b>License Plate#:</b>

## Additional Person(s) Authorized to Pick Up:

<b>Name:</b>		<b>Phone #:</b>	
<b>Name:</b>		<b>Phone #:</b>	<b>Drivers License#:</b>
<b>Name:</b>		<b>Phone #:</b>	<b>License Plate#:</b>

# YMCA Of Metropolitan Dallas Afterschool - Enrollment Form

## ADMISSION AGREEMENT

Program Site:	Participant Name:
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***Parent/Guardian will indicate Receipt/Release by initialing on each blank***

ADMISSION AGREEMENTS:	
Initial	<b>Transportation:</b> I give permission for my child to be transported in an authorized YMCA vehicle for YMCA events, field trips or to the YMCA Afterschool Program location. Parent/Guardian will be informed of all planned field trips.
Initial	<b>Water Activities:</b> I give permission for my child to participate in water activities during program hours at a predetermined time.
Initial	<b>Movies:</b> I give permission for my child to view a Director approved G movie, though it is not part of regularly scheduled lesson plans.
Initial	<b>Policies and Procedures:</b> I have received and have read a copy of the YMCA Afterschool Program Parent Handbook and understand all policies and procedures therein.
Initial	<b>Immunization Hearing &amp; Vision Screening:</b> I certify that my child's current immunization records and TB test (if applicable) can be located at the school noted on page 1.
Initial	<b>Hours of Care:</b> I understand that I will be charged an additional \$1.00 for every minute I am late after close of site.
Initial	<b>Custody:</b> YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on page 1 of this document. <b>NO PERSON UNDER THE AGE 18 MAY PICK UP A CHILD WITHOUT A SIGNED AFFADAVIT ON FILE.</b>
Initial	<b>Photo Release:</b> The YMCA is hereby granted permission to use any individual or group photographs and/or videotapes showing my child in YMCA activities for use in public relations, promotional or advertising purposes.
Initial	<b>Behavior Policy:</b> I have read and understand the YMCA Afterschool Behavior Policy.
Initial	<b>Homework Policy:</b> I have read and understand the YMCA Afterschool Homework Policy. I choose for my child to participate in <b>(circle one)</b> : #1: no more than 30 minutes of homework <b>OR</b> #2: work on homework until it is complete
Initial	<b>Cancellation Policy:</b> I understand that if I want to cancel my child I must give the YMCA two weeks written notice and that I will fill out a Cancellation form to complete the process. I also understand that if I am set up on draft payments I must give the YMCA a 30 day notice.
Initial	<b>YMCA Program Closures:</b> I understand that the YMCA will be closed on select holidays and care will not be available.

I have read the **Admissions Agreement** and fully agree to its terms. I have also read and accept the **policies and procedures** listed in the parent handbook and stated within this agreement. I understand and agree to abide by the payment agreement set forth. I understand the penalties for failing to abide by this agreement. I also understand my child will be **dropped** from the program for my failure to abide by the agreements and policies. I further acknowledge that I have read and understand the accompanying **authorization and consent to medical treatment of minor** and the **parent information packet** containing the rules and operating regulations of the program and agree to be bound by said authorization and by the rules and regulation found in the parent information packet. I also understand that I will be given written notice at least 30 calendar days prior to any modifications of these conditions or rates. Failure to sign the agreement voids the YMCA's obligation to provide services.

**By my signature, and of my free will, I do hereby agree to indemnify and save harmless the YMCA of Metropolitan Dallas from any and all claims or demands, cost or expense arising out of any injuries, damages or other losses, whether personal or property, sustained by me or any party to whom I am responsible.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/ Legal Guardian)

***\*Only the parent/guardian who submits their signature above can alter information.***



YMCA Of Metropolitan Dallas Afterschool - Enrollment Form

**PAYMENT AGREEMENT**

**PERSONAL INFORMATION:**

<b>Person Responsible for Payment:</b>	<b>Participant Name:</b>
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**PAYMENT AGREEMENTS:**

<b>Initial</b>	Payments are due on Wednesday for the next week of Afterschool Care. It is my responsibility to notify the YMCA of any changes to my situation or tuition plan.
<b>Initial</b>	I have reviewed and understand the tuition schedule and understand when tuition is due to the YMCA. I understand that I will be charged according to my payment plan regardless of absences or lapses in attendance.
<b>Initial</b>	I understand that payments made after Wednesday will be charged a \$15.00 late fee.
<b>Initial</b>	I understand if my payments are two weeks behind I will be dis-enrolled from the YMCA Afterschool Program.
<b>Initial</b>	I agree to give two weeks' written notice to the YMCA if I plan to exit the program. I will complete a cancellation form at this time. If I fail to give a two week written notice, or contact the Program Director to discuss emergency withdrawals, I am responsible for any payments up to the time of notification to withdraw.
<b>Initial</b>	<b>DRAFT PARTICIPANTS:</b> I understand I must pay by draft and I will be charged on the due dates listed on the payment schedule. If my payment is returned due to insufficient funds I am responsible for all fees incurred and may owe a return fee of \$25.00 per item to the YMCA. I understand that if I exit the program that my last draft will include all past due and remaining balances.
<b>Initial</b>	<b>PUNCH CARD PARTICIPANTS: Registration fees are non refundable or transferable.</b>

**Method of Payment:**  
Weekly Draft [include payment information below]

**CREDIT CARD/DEBIT CARD/PRE-PAID CARD DRAFT**

<b>Circle:</b>	<b>Visa</b>	<b>Master Card</b>	<b>American Express</b>	<b>Discover</b>
<b>Circle:</b>	<b>CREDIT CARD</b>	<b>DEBIT CARD</b>	<b>PRE-PAID CARD</b>	

<b>Card Number:</b>	<b>Exp. Date:</b>
	<b>3 digit Security Code:</b>
<b>Name on Card/Account:</b> _____	
<b>Billing Address:</b> _____	

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

<b>Received By:</b>	<b>Processed By:</b>	<b>Processed Date:</b>	<b>Order #:</b>
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YMCA Of Metropolitan Dallas Afterschool - Enrollment Form

**WEEKLY DRAFT PAYMENT SCHEDULE**

<b>Program Site:</b>	<b>Participant Name:</b>
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<b>Week of:</b>	<b>Due Date:</b>	<b>Week of:</b>	<b>Due Date:</b>
<b>August 22<sup>nd</sup></b>	At time of Registration	<b>January 23<sup>rd</sup></b>	January 18 <sup>th</sup>
<b>August 29<sup>th</sup></b>	August 24 <sup>th</sup>	<b>January 30<sup>th</sup></b>	January 25 <sup>th</sup>
<b>September 5<sup>th</sup></b>	August 31 <sup>st</sup>	<b>February 6<sup>th</sup></b>	February 1 <sup>st</sup>
<b>September 12<sup>th</sup></b>	September 7 <sup>th</sup>	<b>February 13<sup>th</sup></b>	February 8 <sup>th</sup>
<b>September 19<sup>th</sup></b>	September 14 <sup>th</sup>	<b>February 20<sup>th</sup></b>	February 15 <sup>th</sup>
<b>September 26<sup>th</sup></b>	September 21 <sup>st</sup>	<b>February 27<sup>th</sup></b>	February 22 <sup>nd</sup>
<b>October 3<sup>rd</sup></b>	September 28 <sup>th</sup>	<b>March 5<sup>th</sup></b>	February 29 <sup>th</sup>
<b>October 10<sup>th</sup></b>	October 5 <sup>th</sup>	<b>March 19<sup>th</sup></b>	March 7 <sup>th</sup>
<b>October 17<sup>th</sup></b>	October 12 <sup>th</sup>	<b>March 26<sup>th</sup></b>	March 21 <sup>st</sup>
<b>October 24<sup>th</sup></b>	October 19 <sup>th</sup>	<b>April 2<sup>nd</sup></b>	March 28 <sup>th</sup>
<b>October 31<sup>st</sup></b>	October 26 <sup>th</sup>	<b>April 9<sup>th</sup></b>	April 4 <sup>th</sup>
<b>November 7<sup>th</sup></b>	November 2 <sup>nd</sup>	<b>April 16<sup>th</sup></b>	April 11 <sup>th</sup>
<b>November 14<sup>th</sup></b>	November 9 <sup>th</sup>	<b>April 23<sup>rd</sup></b>	April 18 <sup>th</sup>
<b>November 28<sup>th</sup></b>	November 16 <sup>th</sup>	<b>April 30<sup>th</sup></b>	April 25 <sup>th</sup>
<b>December 5<sup>th</sup></b>	November 30 <sup>th</sup>	<b>May 7<sup>th</sup></b>	May 2 <sup>nd</sup>
<b>December 12<sup>th</sup></b>	December 7 <sup>th</sup>	<b>May 14<sup>th</sup></b>	May 9 <sup>th</sup>
<b>January 2<sup>nd</sup></b>	December 28 <sup>th</sup>	<b>May 21<sup>st</sup></b>	May 16 <sup>th</sup>
<b>January 9<sup>th</sup></b>	January 4 <sup>th</sup>	<b>May 28<sup>th</sup></b>	May 23 <sup>rd</sup>
<b>January 16<sup>th</sup></b>	January 11 <sup>th</sup>	<b>June 5<sup>th</sup> *</b>	May 30 <sup>th</sup>

\*Extended Afterschool Program for ISDs that end school the week of June 5<sup>th</sup>

Payment due dates are based on 37 weeks of care, excludes 4 weeks [Thanksgiving Break, Winter Break & Spring Break]

YMCA Afterschool Program will be closed on the following dates:

- Monday September 5, 2011
- Thursday November 24, 2011
- Friday November 25, 2011
- Monday January 16, 2012
- Friday April 6, 2012\*\*
- Monday May 28, 2012

**\*\* Bad Weather Make-up Date at select locations. The YMCA Afterschool Program will be open if school is in session.**

I understand and have read all payment policies and procedures, chosen and accept my payment plan, and agree to abide by all of the policies in place. I understand that failure to uphold my payment arrangements will result in my child being suspended from the program and that my YMCA of Metropolitan Dallas program privileges will also be suspended until my account is in good standing.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_