



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

# **WELCOME TO THE STEVENS POINT AREA YMCA BEFORE AND AFTER SCHOOL CARE PROGRAM 2024-2025**

**September 9-June 5 (NO PM CARE JUNE 5)**

The YMCA Before and After School Program is designed to offer well-supervised, safe, quality care for school age children. Our program is set up to accommodate both working and non-working parents. It offers children an opportunity to grow and develop in an enriching, multi-choice, encouraging, and pressure-free environment.

In a semi-structured setting, our program will help children to:

- Grow personally and increase self-esteem
- Clarify issues
- Improve relationships and parent involvement
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- HAVE FUN

## **State Licensed**

Serving Stevens Point Area  
Public School District  
Grades K-6

**At Each School: Bannach \* Plover Whiting \* McDill \*  
Roosevelt**

**At the YMCA: Madison \* McKinley \* Washington**

The Stevens Point Area YMCA is a non-profit, charitable organization that is dedicated to the development of the whole person: Spirit, Mind and Body. No child is ever denied membership or participation due to financial need. YMCA Financial Assistance is available.

## **Important Registration Information**

- All forms, including immunization records, must be complete at the time of registration.
- **All forms must be completed and submitted a minimum of three business days prior to the requested start date.**
- Physician/Dentist information must include the street address, and phone number.
- A \$25 registration fee is due at the time of registration.
- **Payments will be drafted on the 1st of each month. Updated bank draft information must be received 15 business days prior to the draft.**
- A voided check or credit card and signed bank draft agreement are required at the time of registration for all participants. The first draft will be 9/1/2024 if paperwork is turned in by 8/15/2024. The first month's payment is due at time of registration after this date. The last draft will be 5/1/2025.
- **A \$50 copay is due at time of registration for all families receiving Wisconsin Shares.**
- **There will be NO PM Care provided when the District cancels after school activities due to weather.**
- **There will be NO PM Care provided on the 2nd Friday of every month for professional development for staff.**
  - **Dates include: Sept 13, Oct 11, Nov 8, Dec 13, Jan 10, Feb 14, Mar 14, Apr 11, May 9.**
- Complete the special activities sheet if your child will be attending activities such as Cadets, Boy/Girl Scouts, clubs, or sports in conjunction with Before or After Care.
- It is the parents responsibility to let their child's school/teacher know when they will be attending Before and/or After Care.
- All registration forms must be received by 6PM Friday, 8/23/2024 for your child to start on the first day of care offered, 9/9/2024. The next start date will be 9/12/2024.
- **Families receiving Wisconsin Shares Child Care Subsidy must complete Provider/Parent Payment Agreement form.**



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**Before and After School Care**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ M or F  
 Birth Date: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade for 24-25 School Year: \_\_\_\_\_  
 Parent Email: \_\_\_\_\_

**Before School Care**  
6:30-8:25am  
 M  T  W  R  F

**After School Care\***  
3:25-5:30pm  
 M  T  W  R  F

\*No Care provided when the district cancels after school activities due to weather.

<u>Schedule:</u>	<u>Monthly Tuition: YMCA Member</u>	<u>Monthly Tuition: General Public</u>
1 session /week	\$35	\$52
2 sessions/week	\$65	\$84
3 sessions/week	\$96	\$120
4 sessions/week	\$123	\$152
5 sessions/week	\$148	\$182
6 sessions/week	\$171	\$210
7 sessions/week	\$199	\$243
8 sessions/week	\$219	\$268
9 sessions/week	\$247	\$300
10 sessions/week	\$263	\$322

**Vacation At The Y**

Full Days: 7:00am – 5:30pm  
 Member Rate: \$35/day  
 General Public: \$52/day

- \*Pre-registration is required.
- \*Children should bring a nutritious lunch.
- \*Payment is due in full at time of registration.
- \*Held at the YMCA, Transportation is NOT provided.
- \*Cancellations must be made 15 days prior to scheduled day off to be considered for a refund.

- |                                   |                                  |                                   |                                  |
|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> Mon Sept 30 | <input type="radio"/> Mon Jan 20 | <input type="radio"/> Mon Mar 17  | <input type="radio"/> Fri Mar 21 |
| <input type="radio"/> Fri Oct 25  | <input type="radio"/> Mon Jan 27 | <input type="radio"/> Tues Mar 18 | <input type="radio"/> Fri Apr 18 |
| <input type="radio"/> Mon Oct 28  | <input type="radio"/> Mon Feb 17 | <input type="radio"/> Wed Mar 19  | <input type="radio"/> Mon Apr 21 |
| <input type="radio"/> Mon Nov 18  | <input type="radio"/> Fri Feb 21 | <input type="radio"/> Thur Mar 20 | <input type="radio"/> Fri May 16 |

\* As of 2/20/2024

**NO CARE OFFERED Nov 27-29, Dec 23-31, Jan 1**  
**NO PM CARE offered June 5**

**CONTINUED ON BACK SIDE**



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**SNOW DAYS AT THE Y**

YES  NO

Member Rate Per Snow Day: \$35.00

General Public Rate Per Snow Day: \$52.00

- ✓ 7:00am to 5:30pm
- ✓ Pre-registration is required.
- ✓ Payment is due in full at the time of registration which will cover the first snow day.
- ✓ When our first snow day takes place, the fee listed above will be drafted on the first snow day for your child's spot to be reserved for the second snow day. If the second snow day takes place, the fee listed above will be drafted on the second snow day for your child's spot to be reserved for the third snow day and so on.
- ✓ Fee is non-refundable even if there are no snow days.

**Tuition Payment Agreement**

**Registration Packet:**

A completed registration packet is required at time of registration for each school year. All registration forms must be complete. Parents are responsible for notifying the Child Development Office in writing of any changes in your child's registration information, including emergency contact and pick up information.

**Payments:**

To simplify payments, Before and After School Care payments have been divided into 9 equal payments. Although specific dates included in each period may vary from month to month, the payments are equal amounts and are due the 1st of each month of attendance for 9 months.

**Payment Schedule:**

The first draft will be 9/1/2024 if paperwork is turned in by 8/15/2024. The first month's payment is due at time of registration after this date. The last draft will be 5/1/2025.

**Payment Options:**

You may make payments by bank drafting monthly from a checking/savings account or debit/credit card. If you wish to draft from a checking/savings account you must provide a voided check or a letter from your bank with account information. If you need to update your payment information please email [childdevelopment@spymca.org](mailto:childdevelopment@spymca.org).

**All participants must have a draft form on file for drafting. Registrations will not be processed without the draft form.**

**Late Fees:**

Payments not received by the 1st of each month prior to attendance will be assessed a late fee of \$10.00. A \$20.00 fee will be assessed for all returned payments.

**Overtime:**

Children must be picked up by the closing time of 5:30pm. A late fee of \$1 per minute will be charged after this time, minimum charge \$5. Time will be determined by the clock in the room.

**Schedule Changes and Terminations:**

All cancellations and schedule changes must be received **in writing** 15 days prior to the change, and are limited to 2 per year. After 2 changes, a \$10 fee per change will be charged. Notify the Child Development Office by one of the following methods: mail to 1000 Division St., Stevens Point, WI 54481, fax it to 715-342-2987, e-mail it to [childdevelopment@spymca.org](mailto:childdevelopment@spymca.org), or drop it off directly at the YMCA. Additions to the schedule will be based on availability. All refunds are subject to a \$5 cancellation fee.

**Financial Assistance:**

If you receive financial assistance you are responsible for knowing all co-payments. If your child is registered for Before and After School Care, Vacation at the Y, or Snow Days and does not attend, you will be responsible for the tuition amount. **Families who receive Wisconsin Shares Child Care Subsidy must complete Provider/Parent Payment Agreement form.**

I understand and agree to the terms of the tuition fees/schedule policy explained in the Parent Handbook and Tuition Agreement. I understand that I am responsible to meet the payment due dates regardless of my child's attendance. In addition, I understand that an authorized person will sign my child in at the morning session of Before Care and sign them out in the afternoon session. The child will walk to class after being released from the morning session of Before Care and in the afternoon, will walk from class to After Care and be signed in by a YMCA staff member.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Stevens Point Area YMCA - Child Care/Preschool/Before and After School Care**  
**PARENT/GUARDIAN CONSENT and WAIVER & RELEASE OF LIABILITY**

\_\_\_\_ Initial Section #1: REASONABLE ACCOMMODATIONS CLAUSE: Children with special needs or challenges will be accepted provided that "reasonable accommodations" can be made for their participation in the program and/or the child's participation does not require an inordinate amount of staff time that would not allow for the safety and welfare of the other children in the program. I understand that if my child requires an unusual amount of one-on-one attention, whether due to special needs or behavior, my child may be removed from the program. (Does not apply to School District programs including 4 year old Kindergarten.)

\_\_\_\_ Initial Section #2: MEDICAL RELEASE: In the event I cannot be reached, I give consent for YMCA staff to act on my behalf in granting permission for my child to receive emergency treatment. I agree that I will be responsible for the payment of all medical services rendered.

\_\_\_\_ Initial Section #3: RELEASE FROM LIABILITY: I understand that all reasonable safety precautions are taken by the YMCA in the operation of its facility, equipment, and programs. However, participants and parents of children must recognize and accept that there are inherent risks when choosing to participate in any YMCA program; risks that could cause sickness, injury or death. I agree that my child's participation in the YMCA programs shall be undertaken at his/her sole risk, and that the YMCA, its directors, employees, volunteers, and agents shall not be liable for any claims, injuries, damages, losses, diseases, wrongful death, actions or causes of action whatsoever, to my child or his/her property, arising out of or connected to participation in this program or any other YMCA program. I agree to hold harmless and indemnify the YMCA, its directors, employees, volunteers, and agents from any and all liabilities and claims resulting from participation in this program.

\_\_\_\_ Initial Section #4: MEDIA RELEASE: I give my permission for my child to appear in media approved by the YMCA and for the YMCA to use photographs and video of my child for promotional purposes and social media.

\_\_\_\_ Initial Section #5: FIELD TRIP PERMISSION: I give permission for my child to participate in walking, parent driver, bus and YMCA Van field trips. I understand that details will be sent home in advance and that these trips are dependent on weather conditions.

\_\_\_\_ Initial Section #6: SUNSCREEN/REPELLANT: I give permission for my child to use sunscreen and insect repellent (OFF Skintastic with 5% DEET) provided by the YMCA and/or the brands listed here (to be provided by me) and for my child to receive application assistance as needed. Sunscreen \_\_\_\_\_ SPF \_\_\_\_\_ Insect Repellent \_\_\_\_\_ DEET% \_\_\_\_\_

\_\_\_\_ Initial Section #7: PARENT HANDBOOK: I have received the YMCA Child Care, Preschool, or Before and After School Care Parent Handbook, which includes necessary program information for my child and me. I have read the information and agree to abide by the policies and procedures therein. I also understand that a copy of the Policies Manual and DCF 251 licensing manual are available to me on the parent table.

\_\_\_\_ Initial Section #8: PETS: I have been informed of the pets in the center and their degree of contact with my child. I will be informed by the YMCA if pets are added prior to the pet's addition to the center.

\_\_\_\_ Initial Section #9: RESPONSIBILITY STATEMENT: I understand that the YMCA's responsibility for my child begins after s/he has entered the program area and has been signed in and ends when s/he leaves the program area and is signed out. I understand that I and/or an authorized adult must sign my child in and out.

\_\_\_\_ Initial Section #10: PARTICIPANT ENROLLMENT ACCEPTANCE: I hereby apply for a reservation for my child as a program participant. I agree to pay the total fee on or before the payment due date. Failure to pay by the due date may forfeit my application and deposit. Furthermore, if my child is forced to leave the program due to illness, injury, or inappropriate behavior a refund may not be available. Children must be picked up by the closing time 5:30PM. A late fee of \$1 per minute will be charged after this time, minimum charge \$5. Time will be determined by the clock in the room. YMCA membership must be valid at the time of registration and maintained through the program dates to receive member rates. (Does not apply to School District programs including 4 year old Kindergarten.)

\_\_\_\_ Initial Section #11: SCHEDULE INFORMATION: I understand that I am responsible for notifying the YMCA Child Development Office in writing of any changes in my child's schedule, and to inform the staff of any extracurricular activities that may affect my child's attendance. I understand that schedule cancellations, changes and transfers may result in fee charges (see current registration for details).

\_\_\_\_ Initial Section #12: DAILY SHEET: I give my permission to have my child's daily sheet information posted in the classroom and visible to others.

\_\_\_\_ Initial Section #13: INFORMATION RELEASE: I authorize the Stevens Point Area YMCA and my child's past and present school to exchange and share information related to my child including: YMCA reports, behavior plans, school psychological evaluations, social work reports, IEP's and related evaluations/reports.

\_\_\_\_ Initial Section #14: ACCURATE/COMPLETE INFORMATION: I hereby state that all information I have provided is accurate and complete. I understand that it is my responsibility and required by licensing to provide any changes/updates regarding emergency and health information to the YMCA.

I have carefully read and initialed each of the above parent/guardian consent sections. I fully understand that by signing this form I have given my parent/guardian consent for my child on all sections contained within.

\_\_\_\_\_  
Child's Name - Please Print

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

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date



**Stevens Point Area YMCA**  
**School Age/Day Camp – Health History and Care Form**

FULLY COMPLETE ALL SECTIONS of this REQUIRED Health and Care Form and return to:  
 Stevens Point Area YMCA, Child Development Office, 1000 Division Street, Stevens Point, WI 54481 (715) 342-2999

First Day of Attendance: \_\_\_\_\_

Participant Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_  M  F

Street Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Employment and Phone # \_\_\_\_\_ Place of Employment and Phone # \_\_\_\_\_

Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_

Cell Service Provider (for ER txt) \_\_\_\_\_ Cell Service Provider (for ER txt) \_\_\_\_\_

Email Where Reachable While Child is in Care: \_\_\_\_\_ Email Where Reachable While Child is in Care: \_\_\_\_\_

Please Indicate any Custody Issues \_\_\_\_\_

**Emergency Contacts (other than Parent/Guardian) and Persons Authorized to Pick Up Child.**

Emergency Contact Name \_\_\_\_\_ Emergency Contact Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Place of Employment and Phone # \_\_\_\_\_ Place of Employment and Phone # \_\_\_\_\_

Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_

Cell Service Provider (for ER txt) \_\_\_\_\_ Cell Service Provider (for ER txt) \_\_\_\_\_

Email Where Reachable While Child is in Care: \_\_\_\_\_ Email Where Reachable While Child is in Care: \_\_\_\_\_

**Participant Physician** \_\_\_\_\_ Phone \_\_\_\_\_  
Dr. Name/Facility Office Address

**Participant Dentist** \_\_\_\_\_ Phone \_\_\_\_\_  
Dr. Name/Facility Office Address

**Insurance Information:** Is Participant covered by family medical/hospital insurance?  YES  NO

Carrier or Plan Name \_\_\_\_\_ Member ID # \_\_\_\_\_ Group # \_\_\_\_\_

Carrier Address & Phone # \_\_\_\_\_

Name of Insured \_\_\_\_\_ Relationship to Participant \_\_\_\_\_

**Emergency Treatment Authorization:** In the event I cannot be reached in an emergency, I authorize the YMCA staff to transport to and/or secure from any licensed hospital, physician and/or medical personnel any emergency care or treatment deemed necessary for my child. I agree that I will be responsible for the payment of any and all medical services rendered.

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

**OVER**

Participant Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_  M  F

**HEALTH CONDITIONS:** (Check any that apply to the participant and explain below, include severity.)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Sleepwalking                  | <input type="checkbox"/> Frequent Ear Infections     | <input type="checkbox"/> Skin Problems                 | <input type="checkbox"/> Cerebral Palsy/Motor  |
| <input type="checkbox"/> Bed-wetting                   | <input type="checkbox"/> Heart Defect/Disease        | <input type="checkbox"/> Joint/Bone Problems           | <input type="checkbox"/> Picky Eater   |
| <input type="checkbox"/> Athlete's Foot                | <input type="checkbox"/> High Blood Pressure         | <input type="checkbox"/> Head/Neck/Back Injuries       | <input type="checkbox"/> Vegetarian  |
| <input type="checkbox"/> Warts                         | <input type="checkbox"/> Diabetes                    | <input type="checkbox"/> Epilepsy/Convulsions/Seizures | <input type="checkbox"/> Allergies   |
| <input type="checkbox"/> Eating Disorder               | <input type="checkbox"/> Frequent Headaches          | <input type="checkbox"/> Visual Impairment/Glasses...  | <input type="checkbox"/> Asthma  |
| <input type="checkbox"/> Diarrhea/Constipation         | <input type="checkbox"/> Indigestion                 | <input type="checkbox"/> Hearing Impairment/Aids...    | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Abnormal Menstruation         | <input type="checkbox"/> Sinus Trouble               | <input type="checkbox"/> Speech Impairment             | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Homesickness                  | <input type="checkbox"/> Frequent Nose Bleeds        | <input type="checkbox"/> Learning Disability           |  |
| <input type="checkbox"/> Doesn't Swim (describe)       | <input type="checkbox"/> Bleeding Clotting Disorder  | <input type="checkbox"/> ADD or ADHD                   | <input type="checkbox"/> Does participant have a School IEP? If yes please provide a copy. |
| <input type="checkbox"/> Nightmares                    | <input type="checkbox"/> Fainting/Dizziness          | <input type="checkbox"/> Cognitive Disability          |  |
| <input type="checkbox"/> Exercise Induced Difficulties | <input type="checkbox"/> Emotional/Behavior Disorder | <input type="checkbox"/> Chronic Illness/Condition     |  |

Give details including triggers, signs/symptoms, care procedures and when to call parent and/or 911 for any conditions checked above: \_\_\_\_\_

Identify any YMCA staff that you have given specialized instructions/training to: \_\_\_\_\_

**ALLERGIES** Describe reaction/symptoms, management instructions and when to call parent or 911.

**Medications (list)**

\_\_\_\_\_  
\_\_\_\_\_

**Foods (list)**

\_\_\_\_\_  
\_\_\_\_\_

**Insects, Animals, Plants...**

\_\_\_\_\_  
\_\_\_\_\_

**MEDICATIONS** (Please name and describe reason for taking.)

Medication Name	Dosage (tabs & mg)	Times Taken	Reason for Taking
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Will participant medication need to be taken during this program?  Yes  No  Maybe *If yes or maybe a Authorization to Administer Medication form must be completed. All Medications are required to be in original containers and be clearly labeled.*

List and describe any other participant Health Conditions/Disorders/Impairments/Diseases/Illnesses/Major Surgeries/ Special Needs and indicate if there are any Restrictions: \_\_\_\_\_

**\* A copy of participant's immunization records or provided form must be attached.**

I hereby state that the information I have provided is accurate and complete. I understand that it is my responsibility to provide any changes/updates regarding emergency and health information to the YMCA. I further understand that failure to provide accurate, complete, and updated information may jeopardize my child's participation in this program.

Participant Name - Please Print \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Review dates: \_\_\_\_\_  
Form Rev. 11/2022

## CHILD CARE IMMUNIZATION RECORD

COMPLETE AND RETURN TO CHILD CARE CENTER. State law requires all children in child care centers to present evidence of immunization against certain diseases within **30 school days (6 calendar weeks) of admission to the child care center**. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the child care center. See "Waivers" below. If you have any questions about immunizations, or how to complete this form, please contact your child's child care provider or your local health department.

**PERSONAL DATA**

**PLEASE PRINT**

<b>STEP 1</b>	Child's Name (Last, First, Middle Initial)	Date of Birth (Month/Day/Year)	Area Code/Telephone Number
	Name of Parent/Guardian/Legal Custodian (Last, First, Middle Initial)	Address (Street, Apartment number, City, State, Zip)	

**IMMUNIZATION HISTORY**

**STEP 2** List the MONTH, DAY AND YEAR the child received each of the following immunizations. If you do not have an immunization record for this child, contact your doctor or local public health department to obtain the records.

TYPE OF VACCINE	First Dose Month/Day/Year	Second Dose Month/Day/Year	Third Dose Month/Day/Year	Fourth Dose Month/Day/Year	Fifth Dose Month/Day/Year
Diphtheria-Tetanus-Pertussis (Specify DTP, DTaP, or DT)					
Polio					
Hib (Haemophilus <i>Influenzae</i> Type B)					
Pneumococcal Conjugate Vaccine (PCV)					
Hepatitis B					
Measles-Mumps-Rubella (MMR)					
Varicella (Chickenpox)					

**History of Varicella/Chickenpox**

In accordance with DHS 144.03(2)(g), I attest that this child has a reliable history of varicella disease and is not required to receive Varicella vaccine.

\_\_\_\_\_  
 SIGNATURE – Physician/PA/APNP

\_\_\_\_\_  
 Date Signed

**REQUIREMENTS**

**STEP 3** The following are the minimum **required** immunizations for the child's age/grade at entry. All children within the range must meet these requirements at child care entrance. Children who reach a new age/grade level while attending this child care must have their records updated with dates of additional required doses.

AGE LEVELS	NUMBER OF DOSES					
5 months through 15 months	2 DTP/DTaP/DT	2 Polio	2 Hib	2 PCV	2 Hep B	
16 months through 23 months	3 DTP/DTaP/DT	2 Polio	3 Hib <sup>1</sup>	3 PCV <sup>2</sup>	2 Hep B	1 MMR <sup>3</sup>
2 years through 4 years	4 DTP/DTaP/DT	3 Polio	3 Hib <sup>1</sup>	3 PCV <sup>2</sup>	3 Hep B	1 MMR <sup>3</sup> 1 Varicella
At Kindergarten entrance	4 DTP/DTaP/DT <sup>4</sup>	4 Polio			3 Hep B	2 MMR <sup>3</sup> 2 Varicella

<sup>1</sup>If the child began the Hib series at 12-14 months of age, only two doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. Minimum of one dose must be received after 12 months of age (Note: a dose four days or less before the first birthday is also acceptable).

<sup>2</sup>If the child began the PCV series at 12-23 months of age, only two doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required.

<sup>3</sup>MMR vaccine must have been received on or after the first birthday (Note: a dose four days or less before the first birthday is also acceptable).

<sup>4</sup>Children entering kindergarten must have received one dose after the fourth birthday (either the third, fourth or fifth) to be compliant (Note: a dose 4 days or less before the fourth birthday is also acceptable).

**COMPLIANCE DATA AND WAIVERS**

**STEP 4** IF THE CHILD MEETS ALL REQUIREMENTS (sign at STEP 5 and return this form to the child care center), OR

IF THE CHILD **DOES NOT** MEET ALL REQUIREMENTS (check the appropriate box below, sign and return this form to child care center).

Although the child has not received all required doses of vaccine for his or her age group, at least the first dose of each vaccine has been received. I, understand that it is my responsibility to obtain the remaining required doses of vaccines for this child **WITHIN ONE YEAR** and to notify the child care center in writing as each dose is received.

**NOTE: Failure to stay on schedule or report immunizations to the child care center may result in court action against the parents and a fine of \$25.00 per day of violation.**

For health reasons this child should not receive the following immunizations \_\_\_\_\_ (List in STEP 2 any immunizations already received)

\_\_\_\_\_  
 Physician's Signature Required

For religious reasons this child should not be immunized. (List in STEP 2 any immunizations already received)

For personal conviction reasons this child should not be immunized. (List in STEP 2 any immunizations already received):

**SIGNATURE**

**STEP 5** To the best of my knowledge, this form is complete and accurate.

\_\_\_\_\_  
 SIGNATURE - Parent, Guardian or Legal Custodian

\_\_\_\_\_  
 Date Signed

### ALTERNATE ARRIVAL / RELEASE AGREEMENT – CHILD CARE CENTERS

**Use of form:** This form is voluntary. However, this completed form, when on file in the child's record, meets the requirements of DCF 250.04(6)(a)3. and DCF 251.04(6)(a)5. and 251.095(4)(a)2. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** Complete this form for placement in the child's file when the child will arrive at the center from school, home or other activities, or depart from the center to go to school, home or other activities, and the child will not be accompanied by a parent or other previously authorized person or transported by the center. This form should be updated as information changes. Periodic review with the parent / guardian is recommended to ensure safety. If the center transports the child, the department's form "Transportation Permission – Child Care Centers" may be used to obtain parental authorization.

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#### ARRIVAL INSTRUCTIONS

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My child \_\_\_\_\_  
(Child's name)

will arrive at \_\_\_\_\_  
(Name of center)

from \_\_\_\_\_  
(School, home or other activity)

by way of \_\_\_\_\_  
(Walking, bicycle, bus, car pool, etc. Be as specific as possible.)

at \_\_\_\_\_  A.M. OR  P.M.  
(Time of arrival)

on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
(Days of the week)

My child will arrive from this destination  with OR  without center supervision.

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#### RELEASE INSTRUCTIONS

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My child \_\_\_\_\_  
(Child's name)

will leave \_\_\_\_\_  
(Name of center)

by way of \_\_\_\_\_  
(Walking, bicycle, bus, car pool, etc. Be as specific as possible.)

to go to \_\_\_\_\_  
(School, home or other activity)

at \_\_\_\_\_  A.M. OR  P.M.  
(Time of departure)

on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
(Days of the week)

My child will travel to this destination  with OR  without center supervision.

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#### ADDITIONAL INSTRUCTIONS

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I understand that I am responsible for notifying the center of any changes in this schedule such as vacation, school conference days, etc.

SIGNATURE – Parent

Date Signed (mm/dd/yyyy)



## PROVIDER/PARENT PAYMENT AGREEMENT for Families Receiving Childcare Assistance

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04(1)(m), Wisconsin Statutes).

**This Agreement is Between**

Provider Name: YMCA Before and After School Care Vacation at the YMCA	Parent Name (First, Last)
Provider Number & Location Number: 1000559711 Location #	Second Parent Name (First, Last)
Provider Address: 1000 Division St Stevens Point, WI 54481	Provider Phone Number: 715.342.2999

**For the Care of**

<b>Example</b>			
<b>Child Name:</b>	<b>Child Date of Birth:</b>	<b>Child Care Price:</b>	<b>Payment Schedule:</b>
<b>Sally Jones</b>	<b>10/14/2015</b>	<b>\$150 per week</b>	<b>Payment Due on Fridays</b>
Child Name:  Before/After Care at School Site	Child Date of Birth:	Child Care Price:  per month	Payment Schedule: Monthly, on or before the 1st of every month.
Child Name:  Vacation at the Y	Child Date of Birth:	Child Care Price: Vacation at the Y (per day) Member \$34 Non Member \$51	Payment Schedule: \$5 due at registration per day, remainder of payment due on 1st of Month of day of care

This payment does not include extra charges that may be incurred for items including field trips/special events, as agreed upon in advance. Parents are responsible for paying the difference between the subsidy amount and the cost of care.

**Parent and Provider Agreed Upon Start Date:**

**Provider's Days and Hours of Operation (as of date):**

School site schedule based on Stevens Point School District schedule: 6:30-8:25AM and 3:25-5:30PM  
 Vacation at the Y held at the YMCA: 6:30AM-5:30PM

**Provider's Policy for Deposits or Holding a Spot:**

School site schedule: \$50 due at time of registration  
 Vacation at the Y is held at the YMCA: \$5 deposit per day due at time of registration

**Provider's Anticipated Closure Dates and Policy for Payment during Closures:**

Program at sites do not run when school is not in session.  
 Vacation at the Y program is held at the YMCA with an additional fee.

**Provider's Policy, and Payment Expectations, for Expected Child Absences**

Note: Expected absences are those reported in advance by the parent, including vacations or appointments.

All cancellations and schedule changes must be received in writing at least 2 weeks prior to the change, and are limited to 2 per year. After 2 changes, a \$10 fee per change will be charged. Switching 1 session for another is not allowed. Vacation at the Y may be cancelled 2 weeks in advance but we must be able to fill the spot to receive a refund. If less than 2 week notice is given and the child's spot can be filled, refund will be given. All cancellations are subject to a \$5 cancellation fee.

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**Provider's Policy, and Payment Expectations, for Unexpected Child Absences**

Note: Unexpected absences are those not reported in advance , including sick days or no shows.

There will be no refunds for sessions/days a child is scheduled for and does not attend due to illness or a change in plans. It is also our policy that refunds will not be issued for those days Before and After School Care does not operate due to inclement weather conditions (snow days). Refunds are not given for absences from Vacation at the Y.

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**Provider's Payment Dispute Policy**

If a parent/guardian wishes to appeal a decision, they may contact the CEO.

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**Provider's Reasons and Procedures for Termination/Expulsion of a Child(ren)**

A parent may be asked to withdraw their child when; it is evident the child cannot adjust to the program's environment, a child's behavior becomes emotionally or physically detrimental to the other children enrolled, parent fails to complete and submit required forms, a parent fails to pay the fees, a parent fails to observe the program's regulations including, but not limited to, departure rules or excessive unreported absences. Center termination must be approved by the Camp and School Age Director or CEO and will include Vacation at the Y. All events leading up to termination shall be documented by staff and/or Camp and School Age Director.

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**Parent's Procedures for Termination/Disenrollment of a Child(ren)**

All cancellations and schedule changes must be received in writing at least 2 weeks prior to the change. All refunds are subject to a \$5 cancellation fee.

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**Discounts or Scholarships Available to Parents/Children (such as sibling discount, etc.)**

The Stevens Point Area YMCA maintains the policy that no child shall be denied membership or participation due to financial hardship. All families requesting financial assistance to pay program fees shall complete an application form and survey and turn in to the Child Development Office to review the family's situation.

**Discounts or Scholarships Parents/Children Received and Amount of Discount**

Y scholarship after HHS is applied:

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**Miscellaneous**

Examples Include: Child's Anticipated Daily Schedule, Drop-Off and Pick-Up Times, Other Policies

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By signing this agreement, providers and parents agree to abide by the agreement and written policies of the provider. The provider may amend the policies by giving the parents a copy of the new or changed policy.

**Provider Contact Name:**

**Signature:**

**Date:**

**Parent Name:**

**Signature:**

**Date:**

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The provider must retain a copy of each current written payment agreement at the location where child care is provided. The provider must retain a copy of an expired written payment agreement for 3 years after the agreement is terminated and the child no longer attends. The expired agreement may be kept at a location where it can be made available to the Department of Children and Families within 24 hours.

## Your Guide to Regulated Child Care *Your summary of the child care rules*

### A WORD ON WISCONSIN CHILD CARE REGULATIONS

Anyone providing care and supervision for 4 or more children under age 7 years for less than 24 hours a day must be licensed by the Department of Children and Families. Exceptions to this rule are:

- A parent, grandparent, great-grandparent, stepparent, brother, sister, first cousin, nephew, niece, uncle, or aunt of a child, whether by blood, marriage, or legal adoption, who provides care and supervision for the child.
- Public and parochial schools.
- Care provided in the home of the child’s parent for less than 24 hours per day.
- Counties, cities, towns, school districts, and libraries that provide programs for children primarily intended for social or recreational purposes.
- A program that operates not more than 4 hours per week.
- Group lessons to develop a talent or skill such as dance or music, social group meetings and activities, group athletics.
- A program where the parents are on the premises and are engaged in shopping, recreation, or other non-work activities.
- Seasonal programs of ten days or less duration in any 3-month period, including day camps, vacation bible school, and holiday child care programs.
- Emergency situations.
- Care and supervision for no more than 3 hours a day while the parent is employed on the premises.
- A program provided where the child of a recipient of temporary assistance to needy families, or Wisconsin works, is involved in orientation, enrollment or initial assessment or where parents are provided training or counseling.

Regulations set standards for adequate child care, but they cannot guarantee quality care. That is why parent involvement is so crucial.

### TYPES OF REGULATED CHILD CARE PROGRAMS

#### Licensed Family Child Care Centers

A program regulated under DCF 250 where a person provides care and supervision for less than 24 hours per day to between 4 and 8 children under 7 years of age.

Age groups may be mixed according to the following combinations. Additional allowed school-aged children in care for 3 or fewer hours per day are shown in parentheses.

<u>Children Under Age 2</u>		<u>Children Age 2 and Older</u>		<u>School Age Children</u>		<u>Maximum Group Size</u>
0	+	8	+	(0)	=	8
1	+	7	+	(0)	=	8
2	+	5	+	(1)	=	8
3	+	2	+	(3)	=	8
4	+	0	+	(2)	=	6

#### Licensed Group Child Care Centers

A program regulated under DCF 251 where a person for less than 24 hours per day provides care and supervision for 9 or more children.

<u>Age of Children</u>	<u>Staff-To-Child Ratio*</u>	<u>Maximum Group Size</u>
Birth to 2 yrs	1:4 or .25	8
2 yrs to 2½ yrs	1:6 or .167	12
2½ yrs to 3 yrs	1:8 or .125	16
3 yrs	1:10 or .10	20
4 yrs	1:13 or .077	26
5 yrs and over	1:18 or .056	36

\* These ratios are adjusted for mixed age groups

#### Licensed Day Camps for Children

A program regulated under DCF 252 that provides care and supervision to 4 or more children, 3 years of age and older, in a seasonal program oriented to the out-of-doors for periods less than 24 hours per day.

#### Certified Family Child Care

A program regulated under DCF 202 where a person provides care and supervision for less than 24 hours per day for no more than 3 children under age 7 with a maximum group size of 6, including the provider’s own children under age 7.



### **IF YOU HAVE QUESTIONS, CONCERNS, OR COMPLAINTS**

First, talk to your child's caregiver and try to work out your differences. If those attempts fail, and you feel the caregiver is violating a state licensing regulation, contact the appropriate regional office. See <https://dcf.wisconsin.gov/cclicensing/contacts> or call 1-800-362-7353 for licensing contact information. If you feel the caregiver is violating certification rules, contact the appropriate certifying agency. See <https://dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf> or call 1-800-362-7353 for certification contact information.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, contact the Bureau of Early Care Regulation at [dcfclicreg@wisconsin.gov](mailto:dcfclicreg@wisconsin.gov) or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS)-711 to contact the department.

## WHAT IS QUALITY CHILD CARE?

That question has no easy, quick answer. Evaluating child care may seem an overwhelming task, especially if you are new to child care services. This checklist can help. For a thorough evaluation, go through the entire checklist section by section, or, if you prefer, focus on the parts that seem most important to you. YoungStar is a program of the Department of Children and Families created to improve the quality of child care for Wisconsin children. To search for safe, quality child care in Wisconsin, see the Regulated Child Care and YoungStar Public Search page <http://childcarefinder.wisconsin.gov/Search/BasicSearch.aspx>.

### Caregivers

- Do they genuinely seem to enjoy working with young children?
- Do they seem to be warm, loving people?
- Do they talk with you openly and straightforwardly about their policies?
- What training and experience do they have? Do they receive regular, ongoing job-related training?
- Do they seem to get along well with each other?

### Caregiver / child interaction

- Do they get down to eye level when talking to the children?
- Do they encourage the children to express their feelings verbally?
- Do they encourage children to work out negative feelings without hurting others?
- Do they respect individual differences among the children?
- Do the child guidance measures focus on what the child should do rather than what the child should not do?
- Do they set reasonable limits and allow children to make choices when appropriate?
- Do they provide guidance with words, tone of voice, and actions that show respect for children? Note: See licensing and certification rules for prohibited actions.
- Do they show patience by letting children do things for themselves and exert their independence?
- Do the children seem comfortable when talking to the caregivers?
- Do the children seem happily occupied and relaxed?
- Does the ratio of children to caregivers meet state requirements?

### Physical environment

- Are the play areas clean and large enough so children can move freely and safely?
- Is the playground safe and supervised by an adult?
- Is play equipment sturdy and in good repair?
- Are games, toys, etc. stored where the children can get to them?
- Are wall displays placed at child's eye level?
- Are unused electrical sockets covered with safety caps?
- Are cleaning fluids, medications, poisons, sharp tools, matches, etc. stored away from children?
- Is the area free of other hazards: peeling paint, exposed electrical wires, uncovered hot water pipes, unprotected hot radiators or heaters?
- Are fire safety and tornado drills practiced?
- Are emergency telephone numbers posted by the telephones?
- Is there adequate heat, ventilation, and lighting?
- Are bathrooms clean and sanitary?
- Are step stools in the bathrooms to help young children reach toilets and sinks?

### Program / Activities

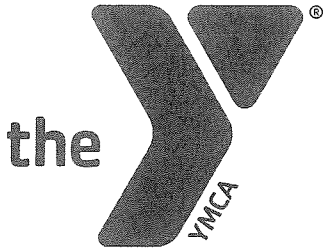
- Is there a regular daily schedule? Is it organized without being rigid?
- Are activities geared for different age and developmental levels?
- Are there indoor and outdoor activities?
- Is time provided for physical activity and quiet play?
- Is there a nap or rest period?
- Are there structured activities as well as free play when children can choose what to do?
- Are there opportunities for different types of interactions—large group play, small group play, alone time?
- Are there materials for different types of play—drama, music, creative movement, language skills, gross and fine motor skills, art projects, sand and water play?
- Are there living plants for children to observe and care for?
- Are there pets in areas of the center accessible to children? Have pets been appropriately vaccinated? Are pets tolerant of children? Is close supervision provided?
- Are the children taken out into the community for activities—parks, libraries, museums, field trips? Is there adequate supervision?

### Transportation

- Are vehicles used to transport children insured, and does the center's policy address insurance coverage for transportation?
- Are vehicles in safe operating condition?
- Are appropriate individual child car safety seats and booster seats used?
- Does the center have a procedure to ensure that no child is left unattended in a vehicle?
- Do vehicles with a seating capacity of 6 or more passengers in addition to the driver have a vehicle alarm installed to ensure no child is left unattended in a vehicle?

### General things to look for

- Is the license / certificate posted?
- Are visits by the parents, whether announced or unannounced, welcome at any time?
- Are there opportunities for parent / caregiver communication?
- Is this the kind of place you would enjoy spending your day?
- Are the results of the most recent licensing visit posted?
- Do staff and children wash their hands before meals and after toileting or diapering?
- Are meals and snacks well balanced and wholesome?
- Is the food preparation area clean and sanitary?
- Are menus posted in licensed programs?



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

**DRAFT AGREEMENT  
SPYMCA CHILD DEVELOPMENT OFFICE**

Available for regular monthly payments only

**BANK DRAFT INFORMATION:**

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

Name on Account: \_\_\_\_\_

Program:  Before and After School Care     Preschool

Account Type:  Checking     Savings     Credit/Debit Card

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Date	Draft Amount	1 <sup>st</sup> Draft Date	Last Draft Date	Parent Initials

**IF USING BANK ACCOUNT, MUST ATTACH VOIDED CHECK HERE:**

The YMCA guarantees satisfaction with the quality of its services. This authorization will remain in effect until revoked by me in writing and until you actually receive such notice, I agree that you shall be fully protected in honoring any such charge. I agree that your treatment of each such charge and your rights in respect to it, shall be the same as if it were signed by me and that if any such charge be dishonored, whether with or without cause, you shall be under no liability whatsoever even though such dishonor results in the forfeiture of services.

If at anytime the amount in my account is insufficient to cover the amount to be deducted, the bank is not obligated to pay and is not responsible for these insufficient funds. Nor shall the bank be liable for any errors by the Stevens Point Area YMCA in handling the terms of this authorization.

I will use an electronic funds transfer to pay for services and I agree that if for any reason I wish to terminate or change the status of services, I must give the YMCA WRITTEN NOTICE 15 DAYS IN ADVANCE of my automatic withdrawal date. A \$20.00 service fee will be charged on any returned bank draft.

I understand that if I receive any assistance to pay for Before and After School Care, that I may not use the checking/saving account option.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_