



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

AFTER SCHOOL CARE 2011 - 2012

REGISTRATION PACKET

**LEARN
GROW
THRIVE**



AFTER SCHOOL AGE CARE

****For children age 5, who are attending Kindergarten the 2011 - 2012 School year or have COMPLETED Kindergarten (As required by DHS Standards) - age 11.**

Frequently Asked Questions

What is After School Age Care?

After School Care is designed for children age 5, who are attending or have completed kindergarten through age 11. In our before and after school program we offer a wide variety of activities, including Homework tutoring, character development, arts & crafts, science and discovery, games and more games, and of course lots of fun.

How much will care cost?

	Registration Fee	Weekly Fee (3 or more days a week)	After Drop In
Member:	\$20.00	\$26.00	\$8.00
Non-Member:	\$35.00	\$45.00	\$11.00
DHS/Scholar	\$10.00	(weekly fees are based on your DHS Co-Pay or Scholarship percentage)	

How do I become a member if I am not already one?

Membership information is available at the Member service desk at the YMCA. A youth membership is only \$84.00 per year and will save you \$19.00 per week in after school care alone. Not to mention all the benefits that come with it, you will always get the member rate on any programs you decided to sign your child up for. Also use of the facility at the YMCA is free for them. A family membership is only \$46.00 per month and then the entire family could enjoy the benefits of our great facility.

Where are our programs located?

Our sites include: **Trout Elementary & The YMCA of Ponca City**

- LIBERTY Students will ride PC School bus # 47 - drop at WEST at 3:30 pm
- UNION Students will ride PC School bus #7 - drop at WEST at at 3:30 pm
- GARFIELD Students will ride PC School bus #4 - drop at WEST at 3:30 pm
- ROOSEVELT Students will ride PC School bus #47 - drop at YMCA at 3:55 pm
- WOODLANDS Students will ride PC School bus # 12 - to YMCA Trout After School Program
- TROUT Students will remain at Trout Elementary in the YMCA Trout After School Program

On days that there is no school (see attached calendar) we provide all-day No School Fun Days Y Camp at the YMCA. Pre-Registration is required for these days and enrollment forms will be available at the school sites and YMCA two weeks prior to event, additional fees are required.

When are the programs open?

Care is provided, Monday -Friday. After school care is provided from the time the bell rings (3:00 - 3:10) UNTIL 6:00 pm. No School Fun Days are provided at the YMCA from 7am - 6 pm.

How do I know if my child is eligible to come?

All children age 5 (who are attending or have completed Kindergarten) through age 11 are welcome in our programs. If you are receiving assistance though DHS, your child may attend any of the schools.

What if I can't afford it?

It is the policy of the YMCA of Ponca City that no person should be turned away because of inability to pay. We are approved by DHS, so you can apply for Child Care Assistance. If you are denied by DHS and are in need of assistance, please visit the front desk at the YMCA for more information on financial assistance through our Scholarship program.

YMCA AFTER SCHOOL CALENDAR 2011-2012 CALENDAR

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

S	M	T	W	T	F	S
	*1	*2	*3	*4	*5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	#20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	#20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

- 5 **LAST DAY OF CAMP**
- 8 No Camp
- 9 No Camp - Y Child Care Staff Training
- 10 **FIRST DAY OF SCHOOL**

JANUARY

- 2-3 **Y CHRISTMAS BREAK CAMP**
- 4 **CLASSES RESUME - 1st Day Second Semester**
- 13 All sites swim at YMCA at 4 PM
- 16 Martin Luther King Day Observed - NO Y CAMP
- 30 **Y Camp Today - No School**

SEPTEMBER

- 5 Labor Day - YMCA Closed
- 9 All sites swim at YMCA at 4 PM
- 26 **Y Camp Today - No School**

FEBRUARY

- 10 All sites swim at YMCA at 4 PM
- 20 Parent/Teacher Conference **Y Camp Today**

OCTOBER

- 14 All sites swim at YMCA at 4 PM
- 20 Parent/Teacher Conference **Y Camp Today**
- 21 Fall Break - **Y Camp Today**

MARCH

- 9 All sites swim at YMCA at 4 PM
- 19-23 Spring Break - **Y SPRING BRAK CAMP**

NOVEMBER

- 11 All sites swim at YMCA at 4 PM
- 23-25 Thanksgiving Break - **NO Y CAMP**

APRIL

- 6 Snow Make-Up Day #3(School will be dismissed if not used)
- 13 All sites swim at YMCA at 4 PM
- 28 **Y Healthy Kids Day -CAMP REGISTRATION BEGINS**

DECEMBER

- 9 All sites swim at YMCA at 4 PM
- 21 & 22 **Y CHRISTMAS BREAK CAMP**
- 26 - 29 **Y CHRISTMAS BREAK CAMP**

MAY

- 4 Snow Make-Up Day #1(School will be dismissed if not used)
- 10 All sites swim at YMCA at 4 PM
- 11 Snow Make-Up Day #2(School will be dismissed if not used)
- 18 Graduation
- 22 **LAST DAY OF SCHOOL**
- 23 - 25 **NO CAMP - STAFF CAMP TRAINING**
- 28 **Memorial Day - YMCA CLOSED**
- 29 **YMCA SUMMER CAMP BEGINS**

SUMMARY OF STUDENT HOLIDAYS

- Sept. 5, 2011 Labor Day
- Sept. 26, 2011 Professional Dev.
- Oct. 20, 2011 P/T Conferences
- Oct. 21, 2011 Fall Break
- Nov. 23-25, 2011 Thanksgiving Break
- Dec. 21-31, 2011 Winter Break
- Jan. 2-3, 2012 Winter Break Cont.
- Jan. 16, 2012 MLK Day
- Jan. 30, 2012 Professional Dev.
- Feb. 20, 2012 P/T Conferences
- March 19-23, 2012 Spring Break
- *April 6, 2012 Snow Make-Up Day (if needed)
- *May 4, 2012 Snow Make-Up Day (if needed)

LEGEND

- **Y CAMP DAYS**
- **HOLIDAY/NO SCHOOL/ NO Y CAMP/WEEKEND**
- **YMCA CC & CAMP TRAININGS**
- **ALL SITES SWIM AT YMCA**
- **CAMP REGISTRATION BEGINS**
- **SNOW MAKE-UP DAY**
- **NO Y CAMP EVEN IF SCHOOL IS DISMISSED**

Any Additional inclement weather days will be made up at the end of the school year.

Enrollment/Emergency Information Form

PLEASE ATTACH A SMALL SCHOOL PHOTO HERE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____ CO-PAYMENT AMOUNT	<input type="checkbox"/> _____ %
Member	Non-Member	DHS / Subsidy	YMCA Scholarship

Start Date: _____ Normal Hours of Attendance: _____ to _____ Days of Attendance

School: _____ Grade Entering in the Fall 10: _____ M T W TH F

Birth date: ____ / ____ / ____ **Age:** ____ **Gender:** M F

Child's Name: _____
Last First MI

Home Address: _____ Phone: _____

City: _____ Zip _____ Parent Email address: _____

Child Lives with: _____ Both Parents _____ Mother _____ Father _____ Other: _____

Mother/Guardian: _____

Place of Employment: _____ Phone: _____

Work Hours: _____ Cell Phone: _____ Pager: _____

Father/Guardian: _____

Place of Employment: _____ Phone: _____

Work Hours: _____ Cell Phone: _____ Pager: _____

In case of emergency, if parent/guardian cannot be reached, list in order of preference person(s) to notify:

Name:	Phone #	Cell Ph. #	Pager #

PERSONS AUTHORIZED TO PICK UP MY CHILD

Name:	Address	Phone #	Cell Ph. #	Relationship

HEALTH INFORMATION:

Child Physician/Clinic _____ Address _____ Phone _____

SPECIAL NEEDS OR ALLERGIES (list all known: food, medication, insect, asthma, etc.) **DESCRIBE TREATMENT:**

Accounting Policies

- 1) All weekly camp payments must be setup through **AUTOMATIC BANKDRAFT WITHDRAWAL**. Visa and MasterCard are accepted and can be used for ABW also. This is including DHS Co-Payments and Scholarship participants.
- 2) Payments will be drafted on each **Tuesday BEFORE** the week your child attends.
- 3) Returned drafts will be resubmitted electronically and the check writer will be responsible for the \$25.00 returned check fee. Chronic returned check/drafts are grounds for dismissal from the program. .
- 4) Refunds/credits will NOT be issued unless the program is canceled by the **YMCA**. There are **no fee reductions for absent/sick days**.
- 5) Participants needing financial assistance with child care costs, **MUST FIRST** apply through DHS, if you are denied by DHS, partial YMCA scholarships are available on a limited basis.
- 6) If you **receive DHS Assistance**, the parent or guardian must swipe their child in and out **everyday**. If someone else is picking up your child who does not have the card, the parent **MUST** take care of the "previous day" when they drop that child off in the morning. *Three or more consecutive days of with out swiping will result in termination from the program.*
- 7) There will be no pro-rating at camp
- 8) If your child is picked up at **6:01 pm or later**, a substantial **late fee** will be charged automatically to your account. (\$1.00 per minute, per child) If a child is not picked up by **6:30** pm and **IF** no attempt has been made by the parent to contact the YMCA, child protective services will be called.
- 9) Chronic LATE PICK UP is grounds for dismissal from the camp program.

****Be sure to fill out the ABW authorization sheet on the other side****

I have read, understand and agree to comply with these policies.

Signature of Parent or Guardian

Date

ALL PARTICIPANTS MUST HAVE THIS FORM COMPLETED
Including all Subsidized participants (ex: DHS, Tribal, YMCA Scholarship or others)

Authorization for YMCA of Ponca City

Please read the following rules carefully, initial where indicated that you understand.

Please complete and sign entire form.

Student Name _____ Parent Name _____ Member: Y N
 School Site _____ Grade _____ Phone _____
 Bank Name _____ Account Number _____

Initials If funds are not available on the payment date. I understand that I will be assessed a \$25.00 service charge for any returned item. I also understand that the YMCA reserves the right to resubmit a draft and service charge as provided by law in the state of Oklahoma.

Initials A 15 day notice in writing is required to stop the automatic payment. Please submit notice to Youth & Family Director, YMCA of Ponca City, 1604 W. Grand Ave., Ponca City, OK 74601.

Initials I understand that it is my responsibility to notify the office manager in writing of any name changes or bank account changes (along with a new voided check).

Initials I understand that my account will be drafted each Tuesday prior to the date of care for the child care program. However if I would like to pay monthly or bi-monthly rather than weekly that option is available.

I authorize the YMCA of Ponca City to automatically withdraw from my checking/savings account the below noted amounts for the purpose of providing child care in our summer camp program.

Signature: _____ Date: _____

Choose Plan		Weekly		Every Tuesday - starting August 10th until May 17th																
		Monthly				(5th <u>or</u> 20th)				Bi-Monthly				(will be drafted on the 5th & 20th)						
Payment Schedule								Check month for draft to begin												
Monthly	August				September				October				November				December			
	Member		Non-Member		Member		Non-Member		Member		Non-Member		Member		Non-Member		Member		Non-Member	
	\$78.00		\$135.00	\$104.00		\$180.00	\$104.00		\$180.00	\$88.40		\$153.00	\$88.40		\$153.00	\$88.40		\$153.00		
Bi-Monthly	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th
	\$39.00	\$39.00	\$67.50	\$67.50	\$52.00	\$52.00	\$90.00	\$90.00	\$52.00	\$52.00	\$90	\$90	\$44.20	\$44.20	\$76.50	\$76.50	\$44.20	\$44.20	\$76.50	\$76.50
Monthly	January				February				March				April				May			
	Member		Non-Member		Member		Non-Member		Member		Non-Member		Member		Non-Member		Member		Non-Member	
	\$104.00		\$180.00	\$104.00		\$180.00	\$104.00		\$180.00	\$104.00		\$180.00	\$104.00		\$180.00	\$88.40		\$153.00		
Bi-Monthly	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th	5th	20th
	\$52.00	\$52.00	\$90.00	\$90.00	\$52.00	\$52.00	\$90.00	\$90.00	\$52.00	\$52.00	\$90.00	\$90.00	\$52.00	\$52.00	\$90.00	\$90.00	\$44.20	\$44.20	\$76.50	\$76.50

*** these fees do not include No School Fun Days, Spring Break Camp or Christmas Break Camp**

If you sign up after the first draft date, you must pay what is owed up to the next available draft date at time of registration. Subsidized Participants: The above payment option is when your co-payment portion will be taken out of your bank account.

**Attached a voided check
Or copy of credit card**

This form must be completed only if your child has a food allergy and therefore must eat a different snack than what is offered. (ex: peanut allergy, diabetes, milk etc)

MEDICAL STATEMENT

Part I (to be filled out by the institution or parent/guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Phone: _____

Name of Institution: _____ YMCA of Ponca City—After School Care _____

Part II (to be filled out by a medical authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the patient's diet):

List Food(s) to be omitted from diet:

List food(s) that may be substituted (diet plan):

Additional Information:

Date

Signature of Medical Authority

Phone Number

Camp / Child Care Conduct Policies

Please make sure that both you and your child are completely familiar with these policies. The Sr. Program Director may suspend or terminate a child's participation in the program for the following reasons:

Leaving YMCA program premises with out permission, or going into posted unauthorized areas.

Using foul language or being rude and discourteous to YMCA Staff

Defacing YMCA property, vehicles or field trip facilities.

Engaging in fighting as the only means to solve a problem.

Bringing or using illegal substances.

Stealing or defacing another child's property

Intentionally injuring another child.

Refusing to remain with the group during outings.

Refusing to follow check in and out procedures.

Refusing to follow the basic rules of the program.

Refusing to stay seated or wear a seat belt in YMCA vehicles.

Throwing any objects, or placing any body parts out of the vehicle windows.

I have read, understand, and agree to comply with these policies:

Signature of Child

Date

Signature of Parent or Guardian

Date