



2019 - 2020 REGISTRATION PACKET

21st Century Community Learning Center



Registration is a quick method of reserving a space for your child. **To register, parents will need to complete this packet in its entirety, pay the tuition fee, and attend a parent orientation.** Your Credit/Debit card information must be provided in person to a Member Services staff member at the R.C. Durr YMCA. Families registering more than one child will need to fill out a separate *Registration Packet* for **each** student.

Effective Start Date: ____ / ____ / ____ ←

*This is the official date your child will start! There is **no** pro-rating based on a child's start date or missed days.*

Student Information				Parent/Guardian Information		
Name				Name		
Nickname <small>(if applicable)</small>				D.O.B.		
Street Address				Phone (Home)		
City/State/Zip				Phone (Cell)	Place a ★ next to the best number to call while your child is in the program.	
Gender <small>(Circle)</small>	Male	Female	D.O.B.	Phone (Work)		
Age			Grade	Email Address		
Homeroom Teacher						
School	<input type="checkbox"/> Arnett <input type="checkbox"/> Lindeman <input type="checkbox"/> Miles			<small>(21st Century programming is NOT available at Howell)</small>		
21 st Century Community Learning Center programs are not designed as child care. For students to benefit fully from the program and for the YMCA to meet funding requirements, your child can only be picked up at 4:30 p.m. or after 5:30 p.m. (This allows students to complete tutoring and child enrichment sessions.)						

Programs	Days of the Program <small>Indicate which days of the week your child will attend</small>	Tuition Fees	Place an "X" in the box for all programs registering for
21st Century Community Learning Center Session #1: September 9 – December 19 <small>(Note: October 6-9 No programming available)</small>	M T W TH	\$30 a child or \$50 per family PER SESSION!	
21st Century Community Learning Center Session #2: January 6 - May 14 <small>(Payment for Session #2 is deferred until December 27, 2019)</small>	M T W TH	\$30 a child or \$50 per family PER SESSION!	
Need care on Friday's as well? An optional Friday Add-On service is available through our SACC (School Age Child Care) program. Registration is required in advance. Friday Add-On services are \$10 per week, per child. Families must fill out a <i>SACC Registration Packet</i> for this service. A credit/debit card must be kept on file for weekly charges.			

Parent Acknowledgements:

- ⊙ Both Session Fees are non-refundable and non-transferable. Payment for the 21st CCLC programs can be made by check, money order, or credit/debit card. **NO CASH ACCEPTED!** Credit/Debit Card information submitted in person at the R.C. Durr Y.
- ⊙ The charge for Session #2 will not be made until Friday, December 27, 2019.
- ⊙ Optional Add-On SACC Fridays are available for purchase. Registration for this program is completed on a *SACC Registration Packet*, **not** the 21st Century paperwork. A valid credit/debit card must be on file for all SACC payments.
- ⊙ All *Registration paperwork* must be completed in full before my child can attend the 21st CCLC program.

Parent Signature: _____ **Date:** ____ / ____ / ____

Office Use Only:

Account #: _____ Daxko/0 Balance Verified: _____ PIF: _____



21st Century Community Learning Center 2019 – 2020 Registration Packet: Student Information

Name of Child		Child's D.O.B.	
Name of Parent		Child's Age	
Location	<input type="checkbox"/> Arnett <input type="checkbox"/> Lindeman <input type="checkbox"/> Miles	Homeroom Teacher	

Emergency Contact Information

In the event of an illness/ in the order listed. A minimum of **two contacts must be listed! Adults to be contacted** emergency, the following individuals will be contacted /**authorized to pick up your child must be 18 years of age or older.**

1st Called: This person will be called first in the event of an illness/emergency. This must be a parent/guardian.	
Parent/Guardian Name	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	
Employer/Phone	

2nd Called: If the main parent/guardian cannot be reached, this person will be the second to be called.	
Name & Relationship	
Address <small>(Including City, State, Zip)</small>	
Home Phone	
Cell Phone	
Employer/Phone	

Pick up Authorization <i>We utilize a "2 Code Word" system during pick up</i>	
Code #1:	
Code #2:	

Additional Siblings in Program	

Medical Preferences and Health History

This section allows you to indicate designated preferences in doctors/medical facilities and also allows an opportunity to communicate any health history information that can help us ensure a safe and happy experience for your child.

Current Diagnoses/ Disabilities/Operations/ Injuries/Chronic Illnesses		Preferred Physician <i>(Name & Phone)</i>	
Current Medications		Preferred Dentist <i>(Name & Phone)</i>	
Behavioral/Sensory Considerations		Preferred Hospital <i>(Name & Location)</i>	
Allergies & Dietary Modifications <small>(Foods, Meds, Insects, etc.)</small>		An Administration of Medication form is available upon request if your child is to take medications, including Epi pens, inhalers, etc., during program hours.	

Parental Authorization & Verification

Please check the sections below that you give your permission for and confirm verification on:

- Yes No The Y can use photos, film footage, audio/video tape recordings, etc. which may include my child's image or voice for purposes of promoting and interpreting YMCA programs and services to the general public.
- Yes No I give my permission for qualified staff to provide routine health/medical care, necessary first aid, or seek emergency medical treatment for my child if necessary.
- Yes No I understand that more than **7 unexcused absences** will result in being **withdrawn** from the program.

Student History/Information:

Are there any special circumstances in the family which may be a factor in your child's behavior?	
Please add any additional comments that you feel might help us understand your child better.	



21st Century Community Learning Center 2019 – 2020 Registration Packet: Student Information

Each of the below authorizations must be initialed and the acceptance agreement signed by a Parent/Guardian for your child to participate in the program. If you have any questions, please contact your 21st CCLC Director prior to completing.

_____ Initial **Emergency Medical Authorization**

In the event reasonable attempts to contact me or a second individual at the numbers listed in my *Emergency Contact Information* have been unsuccessful, I hereby give my consent for: **(1)** the administration of any treatment by the physician or dentist listed as my preferred option or in the event the designated preference is not available, by another licensed physician or dentist; or **(2)** the transfer of the child to the designated preferred hospital listed or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity of such action, are obtained prior to the performance of the surgery.

If a medical emergency arises, program staff will take all steps necessary to ensure the safety of the participant and will call, if necessary, a public emergency vehicle for transport to an emergency facility. I understand that I will be responsible for any transportation charges and medical expenses incurred. I agree that if a health condition exists now or in the future which would impact the participation of those registered in the program, I will notify the 21st Century Community Learning Center staff.

_____ Initial **YMCA Release and Waiver of Liability**

Students and their families must adhere to the YMCA Code of Conduct. The Y holds both parents and students accountable for the Code of Conduct and may restrict access to any Y programming upon breach of this code. The YMCA is not responsible for personal property lost, stolen or broken, while participating in the program. Items in the Lost & Found are donated weekly to Goodwill®. I further understand that the YMCA of Greater Cincinnati assumes no responsibility for injuries or illness which my child may sustain as a result of their physical condition or resulting from their participation in the program. You expressly acknowledge on behalf of yourself and your heirs that you assume the risk of any and all injuries and illnesses, which may result from your child's participation in program activities. Parents/Guardians agree to release and discharge the Y, its agents' servants, and employees from any and all claims for injury, death, loss or damage, which a child may suffer as a result of their participation in program activities.

_____ Initial **21st Century Community Learning Center Programming & Reporting**

I hereby give permission for the participant(s) listed to take part in the 21st Century Community Learning Centers activities, which include use of equipment, academic assistance, continuing education, and recreational programs.

I further give my consent to the School District and the 21st Century Community Learning Centers to share the participant's student records with each other for purposes of providing educational support and assistance. In addition, I understand that the 21st Century Community Learning Center will use participant records to evaluate individual progress and improvement, as well as to evaluate the impact of the program on student achievement. The student data will also be used to fulfill the State and Federal annual progress reporting requirements to obtain continued funding for the program.

_____ Initial **Adherence to Program Policies, Procedures & Guidelines**

I acknowledge that I have **access to** and I am **responsible for** reading and **adhering to all** policies, procedures, and guidelines referenced in this *Registration Packet* (including the next two parent take-home pages) and the *21st Century Community Learning Center Handbook*. I agree to all terms and conditions and the authorizations I have presented in the *Registration Packet*.

Acceptance Agreement

I hereby certify that I have read and do understand all of the information set forth in this *Registration Packet* and being in sympathy with the mission of the YMCA, hereby accept the policies and procedures of the YMCA of Greater Cincinnati.

Parent/Guardian Signature

_____/_____/_____
Date





Program Policies and Procedures

- 21st CCLC programs are available by invitation only at Arnett, Lindeman, and Miles Elementary. Families who are registered in the beginning of the school year with the SACC program are automatically invited to register. The program runs Monday – Thursday, after school until 6 p.m.
 - An optional Friday Add-On SACC (School Age Child Care) service is also available for purchase.
- 21st Century programming is not a child care service. **To meet state and federal funding requirements, students may only be picked up at 4:30 p.m. or after 5:30 p.m.;** this is to ensure they have received tutoring and enrichment services.
- All students must be picked up by an adult (18 years of age or older) by the end of program hours. Students may not walk home from the program by themselves. A detailed record of my child(ren)’s arrival and departure will be documented. Child (ren) must be signed in and out of the program with the time noted of their arrival and departure. This is a state requirement and must be done every day.
 - Individuals receiving financial/state assistance are required to participate in additional reporting/documentation.
- 21st CCLC and Friday Add-On SACC services follow the Erlanger/Elsmere School District schedule. If school is closed, so are both of these programs. (If registered in the Friday SACC program, and there is no school – you will not be charged.) Program hours begin at the end of the school day until 6:00 p.m.

Financial Policies and Procedures

- The 21st CCLC program is divided into two separate sessions. You only need to register once for the entire school year. The payment for Session #2 will not be charged until closer to the start of the new session.
 - 21st CCLC tuition is a flat fee each session (\$30 per child/\$50 per family). 21st CCLC tuition payment can be paid through a credit/debit card, check, or money order. **CASH IS NOT ACCEPTED!**
 - Credit/Debit card must be provided in person to a staff member in Member Services at the R.C. Durr Y.
 - The optional Friday Add-On services are available for purchase through the SACC (School Age Child Care) program. A credit/debit card is required to be on file for this service. Your account will be charged the Friday prior to the week attending. To register for this service, you must complete an *SACC Registration Packet*.
- If a payment cannot be processed because it is **declined or returned for insufficient funds** the Y will automatically add a **\$30 late fee**. Two additional attempts will be made, automatically, to recover the original balance due **and** the \$30 return fee. The Y also has a **\$30 penalty fee for all returned checks**. After the first returned check only money orders will be accepted. **Students may not attend/return to the program until all payments (including the late fee) are paid in full.**
- **If payment is not possible, a sliding scale is available and under the discretion of the Senior Program Director and the YMCA scholarship policies. Please see your Site Director if this is an issue.**
 - More than **7 unexcused absences** will result in being **withdrawn** from the program.
 - Not adhering to the pick-up policies and times will also result in being **withdrawn** from the program.
 - An unexcused absence is defined as not attending the program when a child attends school that day, unless a doctor’s note can be provided.
- There is a late fee of \$1.00 per minute/per child after the designated pick up time.
 - The person picking up the child will sign the late fee slip to acknowledge due charges. If a credit/debit card is on file, it will automatically be charged. If paying by cash, check or money order – a student cannot return to the program until the late fee is paid.
- To **withdraw** a child from a selected program, parents must complete a **Change of Program form**. **No** verbal or over the phone withdrawals or changes are accepted. It is recommended to keep a duplicate copy of this form for your records.
 - **Withdraw from 21st CCLC:** The *Change of Program* form must be submitted a minimum of 1 week prior to the child’s last day. This will allow us to open up the wait list for another child.
 - **Withdraw from Friday Add-On SACC:** The *Change of Program* form must be submitted a **minimum of 2 weeks** prior of the affected date to avoid billing.
- If a child is registered in the Y’s SACC program at the beginning of the school year and flips to a 21st CCLC program when it becomes available, families must still pay the 21st CCLC session fee. **Paid SACC registration fees do not apply to the 21st Century programs.**



2019 - 2020 YMCA Child Care & 21st CCLC Programming Dates

SACC Program runs August 14 – September 6

21st CCLC Session #1 run September 9 -December 19 *(No programming October 6-9)*

21st CCLC Session #2 run January 6 - May 14

(Optional Friday Add-On SACC Services available during 21st CCLC portion of school year)

SACC Program runs May 15 – Last Day of School