



**Before & After School Program
Brunswick & RSU 1 School Departments
Enrollment Packet
2021 - 2022**

Bath Area Family YMCA 303 Centre St.
Bath, Maine 04530
(207) 443-4112
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Kayla Royer, School Age & Camp Director, Ext. 39
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Child Emergency Information

Start Date _____ End Date _____

* Child's Name: _____ Age: _____ Date of Birth: _____ Sex: M F

Mailing Address: _____ Physical Address: _____ Town: _____ Zip: _____

School: _____ Grade: _____

* Parent/Caregiver's Name: _____ Date of Birth: _____ Relationship: _____

Mailing Address: _____ Physical Address: _____ Town: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____ Email Address: _____

Business Name: _____ Business Phone: _____

* Parent/Caregiver's Name: _____ Date of Birth: _____ Relationship: _____

Mailing Address: _____ Physical Address: _____ Town: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____ Email Address: _____

Business Name: _____ Business Phone: _____

With whom is the child living with: _____

Is there a Court Order? Yes (please attach) No

Parent/Caregiver to contact first: _____

Authorized Pick-Up

The following people are the **ONLY** people to pick up my child, should I be unable to do so. We must be notified in writing of any changes in pick up routine. Please remind them to bring a picture ID when they come to pick up your child(ren).

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Other Person to Contact: _____ Date of Birth: _____ Relationship: _____

Mailing Address: _____ Physical Address: _____ Town: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____ Email Address: _____

Business Name: _____ Business Phone: _____

Child's Physician: _____ Phone: _____ Address: _____

Child's Dentist: _____ Phone: _____ Address: _____

***Allergies:** _____ **Reaction:** _____

***Medical Conditions:** _____ **Daily Medications:** _____ (Please fill out Auth. to Dispense Medication)

**Should your child have an allergy or medical condition, please contact the director prior to enrollment.*

Emergency Authorization

I _____ hereby authorize the Bath Area Family YMCA to arrange for medical and/or treatment for my child _____ should an emergency arise; during, before or after school care or on a field trip. It is understood that a conscientious effort will be made by the YMCA to contact me at the emergency number I have provided before any medical action is taken. I understand that if the need arises, my child will be taken to the nearest hospital.

Parent/Caregiver's signature: _____ Date: _____

Parent/Caregiver's signature: _____ Date: _____

All information above MUST be completed prior to enrollment.

Office Use ONLY

- | | |
|---|---|
| <input type="checkbox"/> Climbing Waiver | <input type="checkbox"/> Field Trip & Bus Waiver |
| <input type="checkbox"/> Swimming Permission Form | <input type="checkbox"/> Photo Waiver |
| <input type="checkbox"/> Peanut & Tree Nut Notice & Agreement | <input type="checkbox"/> Consent to Speak with School |
| <input type="checkbox"/> Immunization Records | |

If the above is not checked, the child does NOT have these forms on file, therefore they cannot:

- Climb the Rock Wall
- Get on the bus to go to the Y, or field trips
- Swim
- Have photos taken of them to be on display or on the Y's website or social media
- Staff CANNOT talk with school staff about this child at all
- Be enrolled in the program

ENROLLMENT

Start Date: _____

1. Choose your Y Care site:

Kate Furbish/HBS (Kate Furbish)

Dike Newell/Fisher Mitchell/Woolwich (TDB)

2. Choose the time of day your child will attend:

Grades K-5:

Monday-Friday: AM

PM

AM & PM

Wednesday AM ONLY

(Dike Newell, Fisher Mitchell & Woolwich)

Woolwich PreK:

Monday-Friday

Mid-Care

(12-3 PM)

*Children enrolled in Mid-care may NOT enroll in AM or PM care

** All Registration for Mid-Care will be put on an initial waiting list. A minimum of 9 consistent children will need to be met in order to offer this care. Updates will be provided via email.

Bath YMCA Y Care Fees 2021-2022 YCARE HOURS: AM: 6:30AM - start of school day PM: End of school day - 5:30PM		
SCHOOL DEPARTMENT	BRUNSWICK	RSU1
YCARE SITES	-Kate Furbish - HBS (At Kate Furbish)	-Dike Newell -Fisher Mitchell -Woolwich (TBD)
DAY(S)	FEE	FEE
5 days: AM AND PM (Monday-Friday)	\$160	\$140
5 days: AM OR PM (Monday-Friday)	AM ONLY: \$90 PM ONLY: \$70	\$70
Wednesday AM ONLY (RSU1 ONLY – late start)		\$30
Mid-Care (PreK) Woolwich		\$70
Additional Care & Special Fees		
PROGRAM	ADDITIONAL FEES	
Vacation Weeks at Bath Y	YES	\$175 (4 day) \$210 (5 day) - Additional Before Care-6:30AM-9:00AM (\$15) - Additional After Care- 4:00PM-5:30PM (\$10)
Full Days Off at Bath Y	YES	\$40 Sign-up taken on a first come first served basis.
Half Days	YES	\$15

**Mid- Care will be dependent on a minimum enrollment of 9 consistent students and adequate staffing.

**Mid- Care will run 12PM-3PM

PAYMENT POLICY & PROCEDURE

- A registration fee of \$35 per child is necessary for your child to register for the school age Before & After School program. In addition, the first week’s payment is due 5 days before care starts.
- Payments, *including those made by mail*, must be received 5 days before the next week of care. Payments may be called in by phone during business hours for your convenience.
- Payments can be made on a weekly, twice a month or monthly basis **prior** to the date of service. Automatically drafted payment arrangements can be set up.
- Payments are to be made at the Front Desk. Receipts will be given after the payment is made. Receipts for credit card or bank drafts can be printed at the parent’s/guardian’s request. Credit card receipts and bank statements can serve as the initial receipt.
- Payment is based on contract for days enrolled, not days attended. **Fees will not be prorated for sick, vacation or non-attended days.**
- A \$10.00 late fee will be charged after two weeks the payment is not received. This fee is compounded.
- A \$15.00 fee will be charged for all payments returned unpaid (NSF, Closed Acct, declined credit/debit card etc. Your child will not be allowed to attend the program if the fee is not paid within 24 hours of the notification.
- **Non-payment of fees when due, will result in notification of childcare termination.**
- A late pickup fee of \$2.00 a minute after 5:30pm will be charged.
- When a child is withdrawn from the program, the slot is open for another family. If the parent wishes to re-enroll the child at a later date and a slot is available, the child may return, but this is NOT a guaranteed option.
- **Two (2) weeks written notice must be given to the YMCA when withdrawing a child from the program or reducing number of slots.** As all contracts are weekly, payment is still expected during these 2 weeks even if the child is removed from the program earlier. Weeks will not be prorated.

FINANCIAL AGREEMENT

The following agreement is a binding agreement between the Bath Area Family YMCA and _____
(parent/ guardian name)

I have read (or have had read to me) and understand the Payment Policy and Procedure Form. I realize that by signing this, I agree to comply with the above policy. If I am not able to adhere to these policies, I will contact the School Age & Camp Director or the Childcare Billing Specialist.

I, _____, hereby enroll my child, _____, in the childcare program of this facility listed above. My payment of \$_____ will be made by the previous WEDNESDAY of services rendered. In other words, payment is to be made 5 days *advance* of service, not at the end of the completed week. Late fees will be applied accordingly.

Signed: _____ Date: _____

AUTHORIZATION
To Draw Debits or Drafts for Child Care Payments
YMCA-Bank and YMCA Credit Card /Debit Card Childcare Payment Agreement

1. Y-bank is a continuing childcare payment plan. I understand that this plan will remain in effect until the end of the contract period or until I request in writing that the debit end. **I understand that the funds will need to be available by 5pm, the day before the draft. If funds are not available at that time, an overdraft or decline of payment may occur and may result in additional fees charged by my banking institution and by the YMCA.**
2. It is to my complete understanding that if I wish to cancel or change my status in any way; I must give the YMCA two week written notice prior to my draft date. **It will be my responsibility to notify the YMCA of any changes to my account.** (i.e. new account numbers, new credit or debit card numbers and expiration dates)
3. Should my bank/credit card company for **any reason** not honor any childcare draft, I realize that I am still responsible for that payment plus a service charge of \$15.00 applied by the YMCA. This is in addition to any service fee my bank/credit card company may charge. The rejected childcare payment and service charge will be automatically resubmitted to your bank/credit card company. If there is a second rejection, you will be required to pay the childcare payment and fees with an alternate form of payment.

Please draft the indicated account every Wednesday

Draft Amount: \$_____ *I understand that all drafts that are not weekly will vary by the number of weekly payments covered in each draft. **Additional fees incurred by registering for extra childcare (i.e., vacations, snow days etc.) will be added to my normal draft according to due dates.**

CHECKING / SAVINGS INFORMATION

I, _____ hereby give authority to _____
Name of Bank Customer Name of Bank

to honor preauthorized checks drawn by the Bath Area Family YMCA on my account for childcare payments. I understand that the Bath Y will send a preauthorized check to your bank. That preauthorized check will serve as notice and receipt for payment of childcare.

Type of account: **Checking*** **Savings****

*We must have proof of your account in order to process your childcare debit. For checking accounts, please attach a voided check or a photocopy of a check.

** For savings accounts, please bring this form to your financial institution and have them complete the information below.

ATTENTION: TO BE COMPLETED ONLY FOR DRAFTS FROM SAVINGS ACCOUNTS ONLY!

Routing number: _____ Account Number: _____

X _____ (Date signed)
(Bank depositor Signature)

CREDIT CARD or DEBIT CARD

Name of Card Holder: _____ Visa MasterCard Discover Amex (Circle one)

Mailing Address of Card Holder: _____ Town: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ CVV#: _____
(3 digit number on the back of your card)

X _____ (Date signed)
(Card holder Signature)

BEHAVIOR POLICY UNDERSTANDING

Mandatory

While most children in our care respond to our Typical Behavior Management Procedures, some children exhibit continuing behaviors that threaten the safety and development of other children/themselves, or have special needs necessitating the use of additional strategies. To ensure a smooth transition into our program and to ensure that our staff are adequately trained and/or have sufficient experience to meet the needs of all children for who they are responsible, we encourage parents of all children with known disabilities (medical, educational/developmental, and behavioral) to share additional information with the YMCA. (Helpful information includes diagnoses, recommendations by physicians, and recommendations by child development experts and other professionals who have relationships with the child and family.)

We want to provide children with the supports they need to be successful in our program. If a child has known or diagnosed behavioral issues, we prefer to have an Individualized Behavior Plan in place at the start of the child’s time in our program and ask that parents assist the YMCA in creating this plan. Cooperation and sharing of information go a long way toward making the child’s transition as smooth as possible.

There may be times when your child's behavior requires a parent or caregiver to pick up their child immediately. In this instance parents or caregivers are required to pick up their child within in 30 minutes of the phone call. Not adhering to this policy may result in termination of enrollment.

Because of the nature of our program, the Bath Y Day Camp will adhere to a strict behavioral policy of three behavioral incidents (Physical injuries/Incident Reports are different from Behavioral and are not a part of this policy) before your child will be terminated from the Day Camp program. All incidents Behavioral and Physical will be documented and provided to parents within 24 hours of incident and a written notice of termination will be provided.

Parent/Guardian Signature

Date

ESSENTIAL ELIGIBILITY CRITERIA

Due to the nature of a group-based style of this program, the following list of eligibility criteria have been developed to create a safe environment for all the children in our care. We will do our best to make any reasonable accommodations.

- Your child should be able to meet his/her personal needs (toileting, basic hygiene.)
- Your child should be able to move from place to place with the group without wandering off.
- Your child should be able to follow basic directions from staff.
- Your child should be capable of effective interaction in our group-based environment.
- Your child should be able to talk with a staff person when assistance is needed.

(PLEASE FAMILIARIZE YOURSELF WITH THE BEHAVIOR GUIDELINES & PROGRAM DISCIPLINE PROCEDURES OUTLINED IN OUR YCARE HANDBOOK)

Does your child have any behavioral concerns? (i.e., that ability to follow the above requirements)

YES NO If "YES" please explain in detail (additional info may be attached)

Does your child have any disabilities or physical restrictions that we should be aware of? YES NO

If "YES" please describe any disabilities or physical restrictions of which you want us to be aware and any reasonable adaptations or accommodations that are requested? (additional info may be attached)

Does your child have an IEP? YES NO If YES, please explain (additional info may be attached)

Is there anything we should know about your child to ensure their success in our program?

ANYTHING that will help YMCA staff to better understand or work with your child should be indicated.

**BATH AREA FAMILY YMCA
CLIMBING RELEASE and WAIVER of LIABILITY
ASSUMPTION of RISK and INDEMNITY AGREEMENT**

I, the climber, (or parent/guardian if applicable), signing this form, understand that climbing is a potentially HAZARDOUS activity. I am well aware of the inherent risks in the use of the Bath Area Family YMCA Climbing Wall, and have full knowledge of the nature and extent of all the risks associated with the use of the facility. I understand that the risks include, but are not limited to, serious injury and possible death, which may result from, among other things:

- rope abrasion, entanglement and other injuries resulting from activates on or near the Climbing wall, such as, but not limited to:
 - Climbing, rappelling, belaying, and lowering of the rope, rescue systems and other rope techniques.
- injury including death resulting from falling off the wall and hitting projections, (permanent or temporary), or the floor.
- injuries resulting from falling climbers or dropped items, such as, but not limited to:
 - ropes or climbing hardware
- cuts and abrasions resulting from contact with the Climbing Wall structure
- slips, trips, falls, rope burns or being dropped while participating or observing, at the Climbing Wall.
- Failure of ropes, harnesses, climbing hardware, anchor points, or any other part of the Climbing Wall structure.

I understand that I am voluntarily participating in this activity with knowledge of the danger involved and agree to accept all risks of personal injury, damage to property and possible death. I fully realize and understand that the YMCA does not warrant or guarantee, in any respect, the physical condition of the Climbing Wall or any of the equipment that will be used in connection with this activity. I understand that the Bath Area Family YMCA will offer helmets for use by climbers and that the climber may decline to wear one. I further understand that such failure would increase the risk of head injuries and I assume such risks. Consideration of being permitted to use the Bath Area Climbing Wall today, and on any and all future dates, on behalf of my heirs, my state's personal representative and myself,

I HEREBY RELEASE AND DISCHARGE THE BATH AREA FAMILY YMCA FROM ALL LIABILITY AND I COVENANT NOT TO SUE FOR ANY AND ALL LOSS OR DAMAGE, AND ANY AND ALL CLAIMS OR DEMANDS ON ACOCUNT OF INJURY TO ME, OR MY PROPERTY, ARISING OUT OF, OR RELATED TO, MY USE OF THE CLIMBING WALL, WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE BATH AREA FAMILY YMCA. I HEREBY ASSUME FULL REESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE ARISING OUT OF, OR RELATED TO, MY USE OF THE CLIMBING WALL, WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE BATH AREA FAMILYYMCA.

I further agree to indemnify and hold harmless the Bath Area Family YMCA, its employees, volunteers, trustees, officers, members, and agents from any and all present and future claims, resulting from or arising out of my use of the Climbing Wall and any negligence on the part of the Bath Area Family YMCA. I certify that I have sufficient insurance to cover any property damage, personal injury, loss of life, or other loss caused by, or suffered by me, that arise in any way out of participating in the Bath Area Family YMCA climbing activities.

In the event of any accident or injury, I hereby give consent for any designee of the YMCA to provide or procure any medical treatment deemed necessary on my behalf, including the provision for, or arranging for, any necessary emergency, medical services, and transportation to an appropriate medical facility, should that be required.

I understand and agree that all climbers and observers may be photographed and/or videotaped without their specific consent. I hereby authorize the Bath Area Family YMCA to use any photographs or videotape for all purposes, including as marketing or educational materials.

I further acknowledge that I have read and understand the Bath Area Family YMCA Climbing Wall rules and safety procedures and agree to comply with them. If any portion of this agreement is held invalid, it is agreed that the balance shall nevertheless continue with full force and effect and remain binding upon all parties, subject to the above terms and conditions.

I HAVE READ THIS **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT** AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND INTEND THAT MY SIGNATURE BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY MAINE LAW.



Climbers Printed Name: _____ Age: _____

Street Address: _____

Town/State/Zip: _____

Home Telephone: _____ Office Telephone: _____

Climber's Signature: _____ Date Signed: _____

IF CLIMBER IS UNDER AGE 18:

I AM THE CLIMBER'S PARENT OR LEGAL GUARDIAN AND HAVE CAREFULLY READ THE ABOVE AGREEMENT AND HAVE BEEN GIVEN AN OPPORTUNITY TO REVIEW ITS MEANING WITH OTHERS, AND I BELIEVE THAT I UNDERSTAND ITS MEANING AND LEGAL EFFECTS ADEQUATELY.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date Signed: _____

Reviewed and Accepted by YMCA employee: _____ Date Signed: _____

FIELD TRIP & BUS WAIVER

I _____, understand that The Bath Area Family YMCA transports my child _____ during swim days, half days, Vacation Weeks and for field trips. I give my permission to the Bath YMCA to transport my Child during the times Y- Care is in operation.

(Parent Signature)

(Date)



SWIMMING PERMISSION FORM

Child's Name _____

My child's swimming ability is:

- Water adjustment incomplete (unable to swim/afraid of water)**
- Non –swimmer, but comfortable (will go to the pool with familiar adults)**
- Swims independently, with flotation**
- Swims independently**

I give permission for my child _____ to participate in swim lessons and free swim at the Bath Area Family YMCA.

X _____
(Parent/Legal Guardian Signature) (Date)

PHOTO WAIVER

I give permission for the Bath Area Family YMCA to use, display, publish, etc. photos in print and video footage of my child _____ participating in YMCA programs or activities. No names will be used.

X _____
(Parent/Legal Guardian Signature) (Date)

PEANUT/TREE NUT FREE PROGRAM WAIVER

I understand that all Bath Area Family YMCA Childcare programs are peanut & tree nut free environments, I understand that I may NOT send my child with food that includes peanut or tree nuts. Noncompliance with this policy will result in my child not being allowed to eat their snack or food. Continued noncompliance with this policy may result in termination of enrollment.

X _____
(Parent/Legal Guardian Signature) (Date)

**PARENT CONSENT FORM FOR COMMUNICATION
Between the Bath YMCA Y-Care Staff and The School Personnel**

This is a consent form to allow Y Care staff to speak with the school regarding your child. It is helpful for the Y Care staff to share information with the school personnel about your child's day and deal with transitions in a positive manner.

I _____ give the Bath YMCA Y Care Staff at the _____ School site, permission to share and receive information regarding my child with the RSU1 & Brunswick School District Personnel.

This can include: The Principal, the child's teacher, occupational therapist, speech therapist, behavior specialist, social worker, guidance counselor and other person I want to include on this form. Information that is shared is confidential and will not be shared with anyone other than the parties involved. I realize this is an optional form. I will be informed by the Y Care Staff about the communications.

X _____
(Parent/Legal Guardian Signature) (Date)

MEAL REIMBURSEMENT FORMS

- The Bath YMCA participates in a meal reimbursement program through the United States Department of Agriculture.
- As a participating organization in the USDA Food Program, we are required to have all program participants complete this document.
- If your household income is “Over” the amount listed in the chart on the document, then please use the term “Over”.
- Because we are concerned with the safety of your privacy, we ask that you use only the last four numbers of your Social Security number.
- No matter your income, please complete the rest of the form and sign it.
- If you have any questions about this program, please speak with the Child Care Director or the Child Care Billing Specialist.

USDA FOOD PROGRAM FORMS WILL BE AVAILABLE JULY 1st & EMAILED TO YOU & ARE DUE THE FIRST WEEK OF YCARE. FAILURE TO TURN IN MAY RESULT IN SUSPENSION FROM PROGRAM.



Child Care Policies

Parent Statement of Understanding

Amended in response of COVID-19

The following information is important for the safety and protection of your child. Please keep and refer to your copy of the YMCA Parent Handbook, which includes the following program policies:

- I understand that I am not to leave my child at the YMCA or a program site unless a YMCA teacher/site director/group leader is there to receive and supervise my child.
- I understand that the YMCA staff and volunteers are not allowed to baby-sit or transport children outside of the YMCA program at any time without prior authorization from the Executive Director. The YMCA will take immediate disciplinary action toward staff and volunteers if a violation is discovered.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must either be listed with the YMCA (Child Emergency Information Form) or other arrangements must be made in writing.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child’s safety, staff has no recourse but to contact the police. Please do not put staff in a position where they need to make this judgment.
- I understand that my child cannot return to childcare until he/she has been fever-free for a 24-hour period of time.
- I understand that the YMCA is mandated, by state law, to report any suspected cases of Child abuse or neglect to the appropriate authorities for investigation.

Parent / Guardian Signature	Date
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Child Care Director	Date
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In Response to COVID-19

The following procedures will be in place:

- Children will receive a **daily child health screening** performed by a guardian or staff member.
- Family members may not enter the building. Children will be dropped off at an outside door where a staff member will greet for sign in and daily health check.
- Children (age 4 and up) in childcare will wear cloth face coverings at all times, with the exception of meals and rest time.
- Staff members will wear cloth face coverings throughout the day, except for meals and mask breaks, which will occur outside.
- If a parent or caregiver tests positive for COVID-19, we will take the guidance given by the CDC regarding this child and when they can resume to care.
- If a family member tests positive for COVID-19 it is the responsibility of the family to notify the CDC that the child is attending our program to ensure proper contact tracing.

Emergency Closure Policy

During this time, The Bath Area Family YMCA might need to implement short-term closure procedures if an infected person has been in our building.

- The administration of the YMCA reserves the right to close at any time due to staffing and guidance from the State of Maine and CDC.
- Tuition remains due when our program is closed.
- The Bath Area Family YMCA has the discretion to make closure decisions based on the health of staff and children in our care.
- Should a staff member or child have a confirmed case of COVID-19, the Maine CDC will be contacted, and the program will close for a period of time based on recommendations.

I have read the above amended policies regarding essential care and the COVID-19 response.

I have received copies of both the Daily Health Screening and the State of Maine’s Child Care COVID-19 Protocols.

Parent / Guardian Signature	Date

Child Care Director	Date