

## YMCA of Boulder Valley – Parent/Guardian Policy Agreement

Child's Name (Print) \_\_\_\_\_ Program Location \_\_\_\_\_ Date \_\_\_\_\_

1. I will *follow all policies* in the YMCA Program Parent Handbook, Fee Schedule, Site regulations and this agreement.
2. I am responsible for ensuring that my child is *signed in and out by an authorized person (over the age of 18 years)* each day that my child participates in the YMCA.
3. I authorize my child to *participate in all YMCA scheduled activities*. I understand that some scheduled activities may change due to program needs, weather or other circumstances. I will notify my YMCA director if I do not want my child to participate in an activity and understand that I may need to find alternative care for that day if necessary. *I understand that it is my responsibility to list these activities on the emergency form under Physical/Emotional/Personal limitations and discuss them with my Site Director.*
4. **Field trips** are part of the YMCA School Age Program. Due to safety issues, children may not be dropped off or picked up from any location other than the program site unless there are plans for the entire group to do so.
5. The *YMCA staff may communicate with any school staff* in regards to the well being of my child.
6. I may not leave my child at the YMCA program site unless **a YMCA staff is there to care for my child.**
7. If I arrive after 6:00 PM to pick up my child, I will be charged a *late fee of \$10.00 per 10 minutes per child* (6:00-6:10 = \$10.00; 6:11-6:20 = \$20.00, etc.) I will pay the fee on the evening that I am late. Late fee checks must be made out to the YMCA of Boulder Valley. You must receive a receipt from the staff if you pay in cash.
8. YMCA staff will discourage anyone who appears to be *incapable of getting a child home safely* from leaving with that child. Law enforcement authorities may be contacted to provide for any child's safety.
9. The YMCA is *mandated by state law* to report **any suspected cases of child abuse or neglect** to the appropriate authorities for investigation. State law prohibits notification to parents in this situation.
10. The YMCA may *end my families' participation in YMCA programs* for any of the following reasons:
  - Non-payment, late payment or return of payments by financial institution
  - Failure to adhere to YMCA policies and expectations
  - Behavior by my child that poses a threat to the safety of him/herself or others
  - Behavior by my child that is disruptive to the program or destructive to property
  - Parent behavior which is disrespectful to any YMCA staff, children or community
11. **Photographs of my child** in YMCA activities may be used as promotion or for educational/training purposes for the YMCA unless otherwise requested in writing.
12. I will notify the Program Site Director if *my child will be absent on any day which (s)he regularly attends*. A \$25 "no notification" fee is charged if my Site Director has to search for my child. Site should be notified by 1:00 pm on school days and 9:00 am on full days. If your child is not located after school on his/her regularly scheduled day, emergency contacts will be notified. If there is no confirmation of the child's safety, police will be notified and will take responsibility for searching for your child so that our staff may return their attention to the program.
13. I will give all **medications** needed by my child to the designated staff person for safe keeping and dispensing according to the guidelines listed in the handbook. Medications include prescription and over the counter drugs, vitamins, holistic treatments, lotions/skin care products, chapstick / lipgloss, cosmetics, and sunscreen.
14. The YMCA is not responsible for loss of my child's personal property. **Children should not bring anything to the program that is not allowed during the school day** including money, toys, electronics, cell phones, CDs and other electronics. The YMCA provides active, creative activities that contribute to the health of all of our participants. If there are specific toys that your child would like to see added to the program, please let your Director know.

Please read and sign reverse!

15. Due to insurance liability, I understand that ***I may NOT invite staff to socialize or baby-sit*** my child(ren) outside the YMCA program. Staff not adhering to this policy are at risk of losing their employment with the YMCA.
16. I am responsible for providing ***labeled 30SPF(+)*** sunscreen. My child may apply sunscreen to him/herself under supervision of a staff person or a staff person may assist my child if needed. Failure to provide sunscreen may result in limited activities for my child.
17. A ***nutritious lunch*** needs to be provided by the parent on full days. If a lunch is not provided, the staff will make an effort to contact the parent if there is time before lunch. Otherwise the staff will provide a lunch and the parent will be responsible for paying a “NO LUNCH FEE” of \$25 at the end of the day. A nutritious afternoon snack is provided each afternoon. In order to maintain a healthy example to all participants, my child may not bring snacks from home unless they are of a healthy nature and are approved by the Director.
18. All ***changes or cancellation*** of my child’s schedule require me to submit a change/cancellation form ***to my Site Director 30 days in advance.***
19. I understand that an ***annual fee increase*** is determined in December and goes into effect on January 1<sup>st</sup> of each year.
20. ***All communication concerning my child’s schedule***, account, billing, information updates and information concerning other YMCA programs will go directly to my site Director. If s/he cannot help, they will provide the contact information to a YMCA staff person who can.
21. Planning for ***full days when school is out*** involves reserving appropriate number of busses for field trips two weeks in advance, making accurate reservations for field trips, purchasing appropriate supplies and snacks, staffing for appropriate ratios and accommodating all of the children who need care for the day. Our objective is to manage your monthly payment in the most cost effective manner we can. In order to be successful with planning and keeping parent fees reasonable, we need to know how many children will be attending on each full day, at least ***three weeks ahead of time.*** School location for full days may vary depending on the school maintenance needs and the number of children attending. A BVSD calendar and list of deadlines are enclosed.

**School Year and Year Round Families**

Your site Director will have a sign up sheet with all of the children’s names and the full days listed. There will be a deadline for each day. Each family is required to list a “yes” or “no” for each day by the deadline listed.

- ***After the deadline date***, drop in children are accepted and you may still attend if there is room according to bus seats, trip reservations and staffing ratios at a ***\$10 late reservation fee.***
- If you reserve a space and your ***child does not attend for any reason, there is a \$10 no-show fee.***

**Drop In Families**

You may request full days directly with your Site Director at your school. ***When you make your reservation, you are billed the drop in fee and it is non-refundable unless there is no space available.*** .

22. If my child is on the School Year or Year Round plan, my child may register for any YMCA programs at the discounted ***“member rate”***. I may receive a ***“Family Membership” at a 50% discount.*** I am eligible for these benefits as long as my child is registered for the above plans. Please ask your site Director for a YMCA brochure to check out the advantages for your family. If you are on the ***school year plan, this benefit ends on May 31<sup>st</sup>.*** Any programs after this date are at the full program fee.
23. The ***“Fun In The Sun” full time summer camp*** is offered with the Year Round Plan at a flat monthly fee for 12 months. This is a great budgeting option for families. This program is also offered at a higher weekly fee to School Year, Drop In and the general public. Programs are divided into three age groups in order to provide age appropriate summer programming based out of neighborhood schools:

**Making Memories**- entering K & 1<sup>st</sup>    **Voyagers** – entering 2<sup>nd</sup> & 3<sup>rd</sup>    **Journeys** entering 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>

24. I understand that it is ***my responsibility to inform any other legal guardian/parents*** of all information in this document if they are not available to sign it.

**1<sup>st</sup> Parent/Guardian Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**2nd Parent/Guardian Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_