55 P	A COI	OF CHADTEDS 22	AGREEMENT		2 0 1017
55 PA CODE CHAPTERS 3270.123 & 181(c); 3280.123 & 181(c); 3290.123 & 181(c) Name of Child:					
*					
the month for that month Late Pick up Fee: \$1.00 Processing Fee: Drafting Card, Checking Account, Payment Fee: If payment received by the last day of Changes in Care: If term Switching: Before & After however any changes after Vacation Credits: Each faat least two weeks prior to Enrollment Options:	per minutes from a Company or Savir is NOT of the modinating corrections of the the mily is continuous the requirements of the requirements.	thly payments are calculate per child Credit Card, Checking Angs Account you will increceived by Tuesday one on the for the upcoming mo are, we must be notified Enrichment (BASE) pare fee will be applicable. A centitled to two weeks of suested vacation week.	ccount, or Savings Account is ur a \$20 processing fee per me week prior to the week of cauth of care, there is a \$20.00 in writing two weeks prior to ticipants may switch the state All switches must be made in vacation credits per school year.	s the <u>preferred</u> style of payment. In nonth. are for weekly payments there is a fee. the last day of care in writing the us of their care twice per school y writing at a minimum of two weeker. When using a vacation credit	If you cannot draft from a Credit a \$5.00 fee. If payment is NOT rough email. ear without incurring a \$15 fee, eks in advance. written notice must be received
Full Time is 4-5 days pe	er week;	Part Time is 3 days or l	ess.	* Please check your enrol	lment option below.
]	Full Time: AM	Full Time: PM	Part Time: AM	Part Time: PM
One Enrolled Student		O \$63/week	O \$69/week	O \$53/week	O \$58/week
Ea	g for eitl ch addit	ional child enrolled in a	M or Part Time AM & PM a Child Development progra 5% Family Membership dis	M, will receive a \$13/week discomments will receive a 10% sibling discount.	ount on tuition!
must be made for the rer	he regis	tration fee, ELRC co-pa of the balance within 2-	ay and any remaining baland week time frame.	ce of the weekly tuition after EL	RC is applied. Arrangements
Scholarship Recipient: Responsible for paying tapplied.	he regis	tration fee and the rema	ining balance of the weekly	tuition after YMCA Financial	Assistance Scholarship is
			Transportation, care, meals,	etc.)	
Morning and Afternoon					
CHILD'S ARRIVAL TIMI *	E	PERSON (S) DESIGNA *	TED BY PARENT TO WHO	M CHILD MAY BE RELEASED (n	nust match the Emergency Card)
HILD'S DEPARTURE TIME					
Extra services to be provided at an additional fee if applicable:					
 Kids Day Out: Member: \$35.00 per day: Each additional child enrolled receives a 10% discount. Non-Member: \$40.00 per day: Each additional child enrolled receives a 10% discount. 					
Early Dismissal: \$22.00 p	oer day. I	Each additional child enr	olled receives a 10% discoun	ıt.	
Must pre-register for Kic enrolled and attending a B	ls Day O ASE Pro	ut & Early Dismissal, \$1 gram to be eligible for E	5.00 <i>per child late fee</i> will b Carly Dismissal Days.	e assessed if registered after regis	tration deadline. Must be
I, the parent/guardian:					
☐ *Agree to update the	emerger	orogram information at a ney contact/parental con 70.124, 3280.124, 3290	nsent form information when 124)	0.121, 3280.121, 3290.121) never changes occur or every	
SIGNATURE - OPERATOR		DATE	* SIGNATURE	– PARENT OR GUARDIAN	DATE
Items marked with	an * a	re required to be c			
DATE OF CHILD IS A DAG	CLONI				STREET, STREET

DATE OF CHILD'S ADMISSION:	PERIODIC REVIEW			
DATE OF WITHDRAWAL:	SIGNATURE – PARENT OR GUARDIAN	DATE		

EMERGENCY CONTACT / PARENTAL CONSENT FORM 55 PA CODE CHAPTERS 3270.124 (a) (b), 3270.181 & 182; 3280.124 (a) (b), 3280.181 & .182; 3290.124 (a) (b), 3290.181 & .182

CHILD'S NAME	***************************************			DATE OF BIRTH
ADDRESS		TO THE PERSON NAMED IN COLUMN 1		
PARENT'S NAME/LEGAL GUARDIAN			HOME TELEPHO	ONE NUMBER
ADDRESS				
BUSINESS NAME			BUSINESS TELE	PHONE NUMBER
ADDRESS				
PARENT'S NAME/LEGAL GUARDIAN		········	HOME TELEPHO	DNE NUMBER
ADDRESS				
BUSINESS NAME			BUSINESS TELE	PHONE NUMBER
ADDRESS				
EMERGENCY CONTACT PERSON(S) NAME			TELEPHONE NUMBER	R WHEN CHILD IS IN CARE
	MIT CONTRACTOR OF THE CONTRACT			
PERSON(S) TO WHOM CHILD MAY BE RELEASED NAME	ADD	RESS	TELEPHONE NUMBER	R WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDE	R	***************************************	TELEPHONE NU	MBER
ADDRESS				
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INC	CLUDING MEDICATION	REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	N	MEDICATION, S	PECIAL SITUATION	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD				
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFIT:	S	POLICY NUMBE	R (REQUIRED)	
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM B		THE RESERVE OF THE PERSON NAMED IN COLUMN 1	NAME AND ADDRESS OF TAXABLE PARTY.	
OBTAINING EMERGENCY MEDICAL CARE	ADMIN.	OF MINOR F	FIRST-AID PROC	EDURES
WALKS AND TRIPS SWIMMING				
TRANSPORTATION BY THE FACILITY WADING				
PERIODIC REVIEW				
SIGNATURE OF PARENT or GUARDIAN			9	DATE
SIGNATURE OF PARENT OF GUARDIAN				DATE

WHITE COPY (Original)

YELLOW COPY (Child Care Space)

PINK COPY (Excursion)



How does Electronic Funds Transfer (EFT) work?

ELECTRONIC FUNDS TRANSFER & CHILD CARE ACCOUNT TAX STATEMENT PARENT HANDBOOK & PAYMENT POLICY ACKNOWLEDGEMENT

Once you enroll in EZ-EFT, your financial institution will automatically send us your payment from Payment is made by your financial institution only with your authorization. Additionally, the feature for EZ-EFT than when you pay by check, which means EZ-EFT is more secure than conventional any questions, contact Breanna Bianco at b.bianco@gbgymca.org or (724)-834-0150 ext. 153.	ederal consumer safeguard regulations are more stringent
Child's Name:	Birth Date:
Your Name (please print): to more checking account or savings account listed below and transfer it to the Greensburg YMCA .	
Choose One: O Checking Account (voided check <u>must</u> be attached) O Savings Account Number) O Credit Card	(Savings Account
Visa Master Card Discover	Security Code:
Card Number:	Expiration Date:
Payment Options: O Weekly EFT (collected each Tuesday for the following week of care) O ELRC/CCIS (balances once ELRC is applied will be the responsibility of the parent/guardian, fi	nancial assistance may be available)
I understand that I am in full control of my payment and if at any time I decide to make change in <u>writing two weeks in advance</u> . Changes of payment method will not affect the terms of my or responsibility to notify the billing department with any changes to their account. If an account cards, you will be assessed an NSF fee of \$35.	contract. * Please note that it is the account holder's
Child Care Account Tax Statement Requests: (all statements will be completed no later than a	lanuary 31.)
If your child <u>is not</u> currently enrolled in our program when statements are printed out, they wild desk for pick-up. If your child <u>is enrolled</u> , you will receive them on site at their program. If for questions about it, please contact Breanna Bianco at b.bianco@gbgymca.org for additional ass	some reason your statement is not available or you have
This is to acknowledge that I have received a copy of the YMCA Parent Hand	hook and Greenshurg V Payment Policies
understand that this policy supersedes any other policies I may have received understand that it outlines my privileges and obligations as a participant in th information herein, which describes the policies of the child care program.	during my participation in other Y programs. I
Parent/Guardian Name (please print):	
Signature of Parent/Guardian:	
I would like to discuss other areas:	
Child's Name (please print):	
Date:	
Topics to Make Note Of: Authorization for Pick-Up • Must be on the child's Emergency Card & must be at least 18 years of	of age with a valid photo identification.

Unattended Child Law

A person in charge of a motor vehicle may not permit a child under six years of age to remain unattended in a vehicle out of sight and/or under circumstances which endanger the health, safety, or welfare of a child.

Staff Code of Conduct

• We are mandated reporters. If we suspect any abuse or neglect of a child, it is our legal responsibility to file a report.

Payment Policies

- Payments are due in full on Tuesday one week prior to the week care is provided.
- For any changes made in enrollment we must have a written two week notice to the School Age Child Care Director
- Late Pick Up Fee, \$1.00 per minute, per child. If you are over an hour late without communication, emergency contacts will be called and then 911/Child Youth Services.

Minor Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND IS LEGALLY BINDING. BY SIGNING THIS AGREEMENT YOU ARE RELEASING YMCA OF GREENSBURG FROM ALL LIABILITY AND FOREVER GIVING UP ANY CLAIMS THEREFOR

Assumption of Risk

I, in my legal capacity as parent/guardian of the minor named below ("Minor"), acknowledge and agree that any use of YMCA of Greensburg facilities, services, equipment and premises ("Facilities") and any participation in YMCA of Greensburg programs and activities ("Programs") comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease including, without limitation, COVID-19. I voluntarily, for myself and Minor, accept and assume full responsibility for these risks as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document.

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of Minor's use of Facilities and participation in Programs I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that YMCA of Greensburg, its officers, directors, agents, employees, volunteers, insurers and representatives ("Releasees") will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by Minor, however occurring including, but not limited to, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs.

I further agree, in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and any and all legal successors and proxies, to release and HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which Minor, myself, and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to, the negligence of Releasees.

In further consideration of the use of Facilities and participation in Programs, I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, suits, liabilities or costs of any nature whatsoever, including claims of negligence, arising out of or in any way related to the use of Facilities and participation in Programs.

Minor Name (Print Clearly)	Date
Parent/Guardian Signature	Parent/Guardian Name (Print Clearly)



Before & After School Enrichment "Getting to Know You" Questionnaire

Child's Name:	Date of Birth:					
Questions About Family: Tell us about your household. (Neighborhood, who lives in the home, names, and relationship to your child.) O Does your child have any siblings? (Names and ages, please!)						
Does your child	Does your child have any parents that do not live in the home? Does your child visit this parent? What is the schedule like? o In order for us to safely provide care & process your enrollment, you must provide us with the most recent copies of any court documents. Thank you in advance.					
Does your child	Does your child respond to any nicknames? If so, what are they?					
	been in an early learning or child care program before? If yes, please share the following:					
O	Where? When? How long?					
0	What kind of care? (relative/neighbor, center, family provider)					
О	Is there a reason for leaving that you would like to share?					
О	Do you have any of your child's records from the program?					
О	How did you child react to the other children or adults?					
Any special nee	eds? (medical, developmental, social, and/or mental health)					
0	Do any of these needs require special care by our teachers?					
0	Does your child have an IEP or IFSP? If so, please provide us a copy so that we can provide the best possible learning experience for your child.					
0	What programs or individuals work with your child in regards to their particular needs? Please sign a release of information with them so that they can speak to the staff about how to provide enhanced support to your child.					
Does your child have any allergies? (food, environmental, and/or medicinal) How are their allergies treated?						

Does your child have any dietary restrictions? (Ex. Does not eat pork products.)

Does your child have any special medical information the staff should be aware of in case of an emergency situation? (specific medication to take in route, specific person to call, etc.)
Is there any information that will help make the first few days in our program easier for your child?
Is there any other information you would like to share?
Outdoor Activity Preferences
1. What are some outdoor activities, games, or sports that your child enjoys playing?
2. Are there any particular activities or games that your child may be hesitant to participate in? If so, which activities and why?
3. Are there any circumstances of which we should be made aware, in regard to outdoor and group play? Please explain.



BASE Plan B Form:

In the event that YMCA BASE is cancelled due to an emergency in either the AM or the PM, please let us know the preferred Plan B for your child. Will they be riding a bus? Will they be going to carpool? Is there a special emergency contact person coming to get them, etc.? This form will then be shared with the elementary school staff so that they know what direction to point your child in.

When BA	SE is cancelled, please do the following:		
	Send my child to their normal bus: morning # afternoon #		
	Send my child to carpool:		
	The following Emergency Contact person (full name, address, and telephone number) will be picking my child up:		
	If you have circumstance that does not permit you to choose from the options above, you must clear that with your specific elementary school. As the YMCA we do not know each policy as it relates to transportation for each district.		
	ng my signature, I verify that I have read and understand all applicable material and have marked rect information above.		
Parent's fu	ıll name (print):		
Parent's si	gnature:		
	name:		
Date:			



GREENBURG YMCA CHILD CARE BEHAVIOR MODIFICATION POLICY

All efforts will be made to guide children to appropriate behavior. The YMCA believes that punishment is unnecessary but DISCIPLINE is needed to help children gain self-control. Respect for your child will be demonstrated at all times. The same respect will be expected from your child for his/her peers and the YMCA staff at all times. When disciplinary action is necessary, age-appropriate methods will be implemented. The Department of Human Services behavior regulations are as follows:

- A facility person may not use any form of physical punishment, including spanking of a child. A facility person may not single out the child for
 ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A facility person may not use harsh, demeaning or abusive language in the presence of children and will never force or withhold food, nor force
 or withhold naps as a means of discipline and toileting accidents will not be disciplined.

There are **clear and appropriate behavioral** expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning. Some rules that we like to see are:

- We find out what the problem is.
- We listen to each other.
- We are responsible for what we say and do.
- We always use appropriate language.

- We attack the problem, not the person.
- We care about each other's space and feelings.
- We respect each other and ourselves.
- We use words, not fists, to solve problems.

A system of cool down/redirection and suggestions from parents on what they have discovered works well at home will be used. Logical and natural consequences will be allowed when applicable. On occasion, our staff will identify behaviors that require disciplinary actions. If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the staff person with the child in private.
- If the inappropriate behavior continues, the staff person will notify their supervisor and the situation will then be discussed with the parent.
- If a child's behavior jeopardizes the safety of themselves or others, the suspension policy may be ignored, and the child may be removed from the program immediately.

Suspension Policy

- If inappropriate behavior continues, a supervisor will notify the parent that a meeting needs to be held within 48 hours. At that conference, the director may recommend the parent/child for outside testing and evaluation, and the child will be suspended from the YMCA program for 1 day.
- A second serious infraction will result in a suspension of 3-5 days and a request for professional testing and evaluation may be required before the child may return to our program.
- If the behavior has not improved, the child will be immediately removed from the program.
 - *If the parent/guardian refuses to work with us during this process, we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as concerned, involved, consistent, caring, and respectful, and if we exhibit calmness, few words, and a firm but kind attitude, the results will usually be positive.

Special Services

Occasionally it may be necessary for a child to receive special services while in care at BASE. Examples of these services may be an aide, TSS, tutor, OT, PT etc. These services may be needed to help the child in the classroom life as we must maintain our Department of Human Services ratios or it may be because the child needs help with the daily routine, or behaviors that are putting the child, other children or adults at risk. If it is deemed necessary by the YMCA to reach out for services in order to have the child remain in care, the family will have 30 days from the date of the special services letter to get services in place. The YMCA will provide support and resource to help with compliance to this request, but ultimately it is the families' responsibility. Failure to comply with this request may result in the children being withdrawn from care at the YMCA until services are in place.

Individualized Education Plan / Individualized Family Services Plan (IEP/IFSP)

At times children may have an IEP or IFSP in place, in order for the staff of The Greensburg YMCA to actively support the child and family with these expectations a copy of the IEP or IFSP must be submitted to the program at the time of enrollment. This allows the family and the learning center the ability to work together for the best continutation of care plan for the child. If an IEP or IFSP is formed at any point during their enrollment in the program it is expected that the plan would then be submitted. Additionally we are more than happy to be a part of any IEP/IFSP conference calls or meetings, please simply make us aware of the dates and times in a timely fashion and we will do our best to have a staff available.

Termination Policy

The YMCA Child Care program reserves the right to terminate your child's attendance in our program for such things as, but not restricted to:

- Disruptive behavior problems.
- Emotional problems or learning disabilities that we are not equipped to handle or that are a safety risk to themselves or the other children in attendance.
- If a parent or child is physically or verbally abusive to YMCA staff or children.
- If the Child Care Director or the CEO of the Y believes that continued service is not in the best interest of the child and/or the Greensburg Y.

If these or any other problems begin to upset or influence the other children in the program and we have proceeded through the steps cited in our suspension policy, we will have no other recourse than to terminate your child's attendance in our program. It is very rare but in extreme situations, we have been forced to pass over our suspension policy steps and immediately move to terminating a child from the program because of the severity of the problem and our responsibility to protect your child and others.

NO REFUNDS or credits will be given if a child is suspended and/or terminated from any YMCA program. If your child has been terminated from any of our programs, he or she may not attend the same program at a different location.

Parent's Signature:	Date:

CHILD HEALTH REPORT

**Must be updated every 12

F		(55 PA CO	E §§3270.13	1, 3280.131	AND 3290.1	months**
CHILD'S NAME: (LAST)		(FIRST)		PARENT/G	JARDIAN:	
DATE OF BIRTH:	HOME PHONE: ADDRES			:SS:		
CHILD CARE FACILITY NAME:				-		
FACILITY PHONE: COUNTY:				WORK PH	ione:	
☐ I authorize the child care staff and my	child's health	nrofessional to	communicate	directly if no	adad ta slasifi	Information on this form about my shill
PARENT'S SIGNATURE:	cilia s ricoldi j	professional to	Communicate	orectly if ne	eded to clarify	information on this form about my child.
			NOT OMIT			
ve v ne een weekende v						e child care facility needs a copy of the form.
HEALTH HISTORY AND MEDICAL INFO	RMATION PE	RTINENT TO	ROUTINE CH	ILD CARE A	ND DIAGNO	SIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
DESCRIBE ALL MEDICATION AND ANY CHILD RECEIVES SHOULD BE DOCUME	SPECIAL DIE	T THE CHILD	RECEIVES A	AND THE RE	ASON FOR MED	MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A ICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
□ NONE						
CHILD'S ALLERGIES (DESCRIBE, IF A	NY):					
□ NONE						
LIST ANY HEALTH PROBLEMS OR SPE DESCRIBE THE PLAN FOR CARE THAT EQUIPMENT AND PROVISION FOR EM	SHOULD BE	FOLLOWED	MENDED TE FOR THE CE	REATMENT/: HILD, INCL	SERVICES. A JDING INDI	ATTACH ADDITIONAL SHEETS IF NECESSARY TO CATION OF SPECIAL TRAINING REQUIRED FOR STAFF,
□ NONE						
IN YOUR ASSESSMENT, IS THE CHILD COMMUNICABLE DISEASES? YES NO IF NO, PLEASE EX			N CHILD CA	RE AND DO	ES THE CHI	LD APPEAR TO BE FREE FROM CONTAGIOUS OR
HEALTH CARE SERVICES CURRENTLY RECO HAS THE CHILD RECEIVED ALL AGE APPROI SCREENINGS LISTED IN THE ROUTINE PREV	PRIATE	THE SCRE	ENING WAS	ABNORMA	, PROVIDE	EARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE DATE THE SCREENING WAS COMPLETED AND TIONS OR ACTIONS RECOMMENDED FOR THE CHILD
By the American Academy of Pediatric Schedule at <u>www.aap.org)</u>	S? (SEE	HEARING (subjective until age 4)			4)	
		VISION (VISION (subjective until age 3)			
□ YES □ NO		LEAD				
RECORD DATES OF IM	MUNIZATIO	ONS BELOV	OR ATTAC	Н А РНОТ	OCOPY OF	THE CHILD'S IMMUNIZATION RECORD
IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
НЕР-В						
ROTAVIRUS						
DTAP/DTP/TD						
НІВ						
PNEUMOCOCCAL						
POLIO				****		
INFLUENZA				,	<u> </u>	
MMR					-	
VARICELLA				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
HEP-A						
MENINGOCOCCAL						
OTHER			CALCULATION NO MARKET	***************************************		
MEDICAL CARE PROVIDER:	ll				SIGNATURE	OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	eventuo senta est transcento.				_	
	ı				TITLE:	
		PHONE:			LICENSE NU	MBER: DATE FORM SIGNED: