

YSUMMER POWER™

YMCA of Greater St. Paul
YMCA of Metropolitan Minneapolis

www.ymcatwincities.org

"WE BUILD STRONG KIDS, STRONG FAMILIES, STRONG COMMUNITIES"

SOUTH LOCATION

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Welcome

Dear Parents / Guardians:

Thank you for enrolling your child into a YMCA Child Care programs.

- Our **Summer Power Pre-School Programs** serve children the ages of 3 – 6 years of age.
- Our **Summer Power School Age Care Programs** serve children 5 -12 years of age.

The team members of the YMCA would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships and have FUN!

Within these pages is what you may expect from YMCA School Age and Pre-School Programs and what the team members expect from you in return. In order for your child's experience to be rewarding, we all need to work together. We hope this handbook is helpful. Please take the time to become familiar with the policies and procedures of YMCA Child Care Programs. Failure to comply with any policies or procedures may result in dismissal from the YMCA program.

Thank you for registering your child for YMCA programs. We hope that this program is a wonderful experience for your child and family.

Please contact us with any further questions, we welcome your input.

YMCA Program Staff

Contact Information

Program Site	South Family YMCA	
Address	150 Thompson Avenue East West St. Paul, Minnesota 55118	
Site phone	651-457-0048	Cell Phone
Site Director:	Betty Notto	
Dates/Hours	June 8- September 4, 2009 6:30 a.m.- 6:00 p.m.	

Tuition

Summer Power Preschool

5 Days Not Available

4 Days Not Available

3 Days Not Available

Summer Power

5 Days \$175.00

4 Days \$148.00

3 Days \$117.00

Summer Power Kindergarten

5 Days Not Available

4 Days Not Available

3 Days Not Available

Summer School Care

5 Days Not Available

4 Days Not Available

3 Days Not Available

Planning For Each Day

On Monday a schedule will be sent home of what your child will be doing for the rest of the week. You will also receive daily updates as needed.

What to Bring Each Day - Make sure to label all belongings!

- Non-Perishable Lunch
- Morning & Afternoon Snack
- Water Bottle
- Tennis Shoes
- Sunscreen
- Insect Repellant
- T-shirt on Field Trip Days
- Dress Appropriately
- Field trip items may vary

What NOT to Bring

- Cell phone
- Electronics
- Games
- Valuables
- Money

We will do our best to ensure the safety of your youth's belongings; however, we do ask that you please not send unnecessary items with them. The YMCA will not take responsibility or be held liable for lost, stolen or damaged items. Please **DO NOT** send items of value from home with your child.

Weapons, tobacco, illegal substances, and alcohol of any kind are not allowed in the YMCA summer programs. If a child is found to have any of these things, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

The YMCA provides the majority of supplies your child will need while in our care. Depending on your child care program, parents are responsible for providing supplemental items for their child. Examples of this would be change of clothes, appropriate outdoor apparel, medical accessories, etc.

Outdoor Play

Out door play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going out doors every day, excluding times of inclement weather. All children who are well enough to be at the program are expected to participate in outdoor activities.

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should be identified with the child's first and last name on it. A lost and found box will be kept near the Parent Communication Center and should be checked each week for your child's belongings.

Billing and Payment Information

One YMCA Business Center

The main responsibility of the Business Center staff is to provide customer service, including: registration processing, account maintenance, third party billing, collections, adjustments, financial assistance, credit card billing and the processing of refunds. The One YMCA Business Center can be reached at:

One YMCA Business Center

2125 East Hennepin Avenue, Suite 100

Minneapolis, MN 55413

Phone 612-230-9622/Fax: 612-465-0559

E-mail: Business.Center@YMCAtwincities.org

Registration and Contract Tuition Fee Agreement

Registration forms must be completed in full for each child. They must be accompanied with the \$50.00 nonrefundable registration fee per child.

Changes to Registration

Changes made to the original registration must be made in writing by 10:00 am Monday one week PRIOR to the week of attendance. Changes made after that time will result in parent being charged the original registered week. See enclosed payment/schedule change calendar for specific dates.

If you want to add additional days or weeks after your original registration additions need to be turned in writing by Monday at 10:00 am one week prior to care. If additions to registrations are made after that time there will be a late change \$10 fee.

Late Payment

There is a charge of \$10 after Monday, one week prior to care (or one week prior to monthly care). We encourage you to use our electronic funds transfer to ensure timely payment. Forms are available at your site or call the business center for further information.

Payment Options

- Automated Electronic Funds Transfer (credit/debit card)
- Personal Check
- Credit/debit card over the phone

Multiple Party Payments

In cases where multiple parties are making payments to a childcare account, the YMCA is **not** responsible for determining which party has the financial responsibility for specific weeks/days.

Billing and Payment Information (Continued)

Non Payment and Termination

If payment is not received by the due date, your child's attendance may be stopped and you will have full responsibility for all registered days.

Billing Adjustments

Any billing adjustments to your fees outside of normal tuition fees will be done on a weekly basis. Adjustment fees include back billing for additional sessions, NSF or EFT Return fees, etc.

Late Pick up Fees

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per child for children in our care before or after program hours. Parents are held accountable for these additional fees. Late fees will be assessed on with the next tuition payment. Habitual lateness or abuse of this policy could result in expulsion from the program.

County Subsidy and Third Party Payments

Families who are working with a state or county agency that helps cover the cost of child care expenses must contact their caseworker about their involvement in our program. Parent using State, County or third party payments must provide a caseworker name, phone number and VU# at the time of registration. Upon receipt of the authorization, the child will be enrolled. For County Subsidy, a current "Authorization of Service" must be on file with the YMCA. Co-payments are due in full by the first of the month, unless payment arrangements are made with the One YMCA Business Center. Parents will be held liable for all fees not covered by an authorization. An expired authorization or failure to pay parent co-pays may result in termination of your enrollment. Claim forms must be signed and returned to the YMCA within 1 week of receipt, or else the parent may be liable for childcare fees.

Personal Pricing Plan (Formally Financial Assistance)

The YMCA welcomes those who wish to participate and annually raises funds to help make the Personal Pricing Program possible. Personal Pricing applications must be submitted with registration forms and accompanying deposits. Personal Pricing is supported in part by contributions from Y Partners and other donors, and provides scholarships and subsidies for qualifying applicants within our available resources. Applications are available online at www.ymcatwincities.org

Mission and Goals

Our Mission

Providing quality, affordable care for your children is not just a business to us. It is our mission – a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated – intellectually, socially, emotionally and physically.

Because it is our mission to build strong kids, strong families, and strong communities, our YMCA will be around to provide a great place for your child to grow – now through adulthood.

The YMCA is driven by community need, guided by community volunteers and open to all. Subject to available resources, no person is denied participation in a YMCA program solely due to financial inability to pay the fee. The YMCA is a United Way affiliated agency.

Program Goals

YMCA School Age Programs will seek to:

- Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.
- Help each child develop relationships with others and learn to work together in a cooperative manner.
- Involve and serve parents and families in significant ways that build upon their strengths.
- Use curriculum that supports child-centered and child-directed activities.
- Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Curriculum and Character Development

The YMCA Child Care Curriculum is designed around the philosophy of Creative Curriculum, using centers and the environment to help children direct their learning opportunities. This curriculum incorporates large & small motor, creative, social, intellectual, and cognitive opportunities dependant upon what is developmentally appropriate for the child.

As with any YMCA program, the YMCA Child Care Curriculum is centered in the YMCA mission and program goals. Second only to relationships, a well-planned curriculum will help to define a child's experience in a YMCA program. YMCA curriculum is developed from the following:

- Specific needs and interests of the children
- Readiness for school and/or enhancement to school learning.
- Talents and abilities of team members
- Creative and unique opportunities to play
- Resources within the YMCA and the surrounding community
- Introducing children to diversity and other cultures including learning about and celebrating diverse holidays.
- The YMCA is a Christian organization and reserves the right to include songs, games, books, and other Christian learning's in our curriculum.
- Indoor and outdoor physical wellness

Parents can expect to see a posted curriculum plan in your child's program area as well as written notes home each week. Parents will also receive feedback from YMCA team members on how their child is doing in the program. Parents are always welcome to observe their child's program or speak to a YMCA team member about their child's experience in the child care program.

YMCA Character Development

At the YMCA, character development and values are a part of who we are. We reinforce the values you teach at home. The YMCA is committed to embracing and demonstrating character through the modeling and practicing of the four core values: caring, honesty, respect and responsibility. Our goal is to inspire the people we serve to believe in and act on these positive values.

General Program Information

Team Member Selection and Training

Staffs are selected based on their education and experience working with youth. Staffs are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety for youth. All YMCA staff must complete a background check before working in the program. Our staffs are experienced and caring, trained in working with youth and program safety including First Aid and CPR, and child abuse prevention.

Parent and Volunteer Participation

Parents are encouraged to participate in the program with their youth whenever possible. Parents are welcome on field trips as well as program activities. There are many opportunities for parents to volunteer within the program, such as helping at a community service project, get involved in a team building activity, sharing information about your career and educational background, and teaching life skills workshops with the children. Please see your Site Director/Coordinator for more details – volunteering will require prior planning and approval. Parent volunteers will not be allowed to supervise other youth in the program unless they have completed the volunteer process.

USDA Child and Adult Care Food Program

YMCA Child Care Programs that provide meals and snacks follow the meal guidelines of the Child and Adult Care Food Program. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, nationality origin, sex, age, or disability.

To file a complaint:

USDA, Director, Civil Rights

Room 326-W, Whitten Building
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Call TDD: 202-720-6382 or voice: 800-795-3272.

USDA is an equal opportunity provider and employer.

All treats brought in to the YMCA child care program must be store bought. Please check with program team members for food sensitivities prior to bringing in treats.

Program Access

The YMCA is committed to the policy that all persons should have equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. The YMCA will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the YMCA if your child (ren) has any special needs requiring any accommodations.

General Program Information (Continued)

Accommodation Process

Whether a child is non-disabled or has special needs, consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please inform the YMCA during the enrollment process if you or your child requires any special accommodation. It is helpful for a smooth program transition to have a conference prior to enrollment. This information enables the YMCA to better meet your needs or those of your child, within available resources and to the extent reasonable. All staff that will be working with a child with special needs will be informed of how to care for or meet those needs in a timely fashion through a meeting or written notification.

Safe Boundary Information

1. The YMCA restricts staff from providing child care services off site for families they meet through their employment at the YMCA. This includes nanny services and babysitting.
2. Your child should not receive personal gifts from individual staff members.
3. Staffs are not permitted to individually transport program participants in their personal vehicles.
4. One child will not be alone with one staff member outside the hearing or vision of others.
5. The YMCA limits outside contact between staff and program participants

Data Privacy

The YMCA complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with the YMCA team members.

Parent Communication

Parents are encouraged to communicate openly with YMCA staff about the program and their child. Staff will make an effort to communicate with parents/guardians on a daily basis about upcoming activities, child's behavior, or any program changes. Each child will also have a communication file. It is the parent's responsibility to check this file on a regular basis for any written communication (i.e. newsletters, calendars, and notes) from the program team, the Site Director/Coordinator, or the YMCA. A parent may request a conference with the Site Director/Coordinator at a mutually convenient time to discuss his/her child's overall development. YMCA staff may also request a meeting with a parent.

Family Events

Family Nights will be scheduled throughout the summer. These events are designed to involve your whole family in your child experience. It is a great time to meet the staff and other families in the program. Details regarding dates, times and activities will be available at the site.

Program Surveys

As a parent or guardian of a YMCA participant, you will receive a program survey to let us know the program's strengths and areas for improvement. Please take time to complete and return it to us. The surveys help us do a better job. We encourage regular informal conversations and phone calls with the YMCA team members.

General Program Information (Continued)

Parent Grievance Procedure

If you have a grievance regarding this program:

1. Immediately set up an appropriate time to discuss it with the child's program staff.
2. If it is not resolved, discuss it with the Site Director.
3. If it is still not resolved, discuss it with the Child Care Program Director.

We want to address any concerns or questions you or your child might have regarding the program. Please encourage your child to speak directly to any staff in the program about issues or areas they are uncomfortable with, so we can address them in a timely manner.

Program Rules

All children, team members and parents should be following the four core values of the YMCA: caring, honesty, respect and responsibility.

In addition to following the values program rules are:

1. Follow directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or program staff.

Behavior Guidance & Non-Violence Policy

PHILOSOPHY

The YMCA strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including; modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal from the activity/area as a last resort.

PROCESS

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

Redirection: When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.

General Program Information (Continued)

PROCESS (Continued)

Child/YMCA Team Member Conference: When the program staff is not successful in correcting behavior, the Site Director/Coordinator is consulted and may decide on further appropriate action/consequences.

Conferences: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for noncompliance outlined. This is usually accomplished through the use of a Behavior Contract.

Behavior Contract: is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior and the timeline are fair and realistic.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Site Director/Coordinator and / or Program Director determine the length of suspension.

Removal from the Program: If the above process has not resulted in corrected behavior, the child will be removed from the program.

We reserve the right to bypass the above behavior steps at anytime and remove a child from our care for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

To encourage positive choices our staff will:

- Protect the safety of the children and staff by establishing clear expectations and creating a safe environment
- Provide immediate and directly related consequences for a child's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage children in cooperative problem solving
- Model appropriate behaviors with children
- Tailor behavior expectation to the child's development level

Parent/Guardian Code of Conduct

To ensure that YMCA Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have YMCA Programs represented in a positive manner at all times. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

1. Parents/Guardians will conduct themselves in a manner that represents the four core values of the YMCA: caring, honesty, respect and responsibility.
2. Parents/Guardians must refrain from foul language at all times, while at a YMCA program location.

General Program Information (Continued)

PARENT/GUARDIAN CODE OF CONDUCT (Continued)

3. Parents/Guardians will not show or exhibit derogatory conduct toward any YMCA staff, participants, or other parents/guardians.
4. The misuse of drugs or alcohol at a YMCA location will be prohibited.
5. Parents/Guardians will not be allowed to take pictures/video of other participants or YMCA Programs.

Required Sign-in / Out Procedure

You must sign your child in every morning and out every afternoon. The sign-in/out sheet must be filled in every day with your FULL signature and time of drop-off or pickup.

Any authorized person who is picking up the child from the YMCA program must have available proper photo identification and may be checked by YMCA staff. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time. We require that all parents/guardians follow this policy. Failure to comply will result in dismissal from the YMCA program. The YMCA staff will ask to see a photo ID for all persons picking up participants, please do not be offended if they ask for identification. Staff may vary, please be prepared to show your photo ID daily.

Person Authorized to pick up your Child

The safety of all youth in YMCA programs is of primary importance. At the time of enrollment, the YMCA must be provided with names and phone numbers of persons authorized to pick up their child. For your protection, only persons authorized in writing by the parents and are 18 years of age or older may pick up your youth. If you have any questions or concerns about this please contact the Site Director/Coordinator.

You must inform the YMCA staff in advance, in writing, if someone OTHER THAN a parent/guardian or authorized person is to pick up your child. No phone authorizations will be accepted. In emergency situations, an exception may be made if the staffs are able to call back to a previously provided number on the emergency forms to verify that it was the parent/guardian that made the call.

If there is a court ordered custody agreement, the YMCA is legally bound to respect the wishes of the legal document. It is the responsibility of the guardian who holds legal custody to provide the YMCA with a certified copy of the most recent court order. This copy must be on file with the YMCA and updated by the custodial parent when necessary.

General Program Information (Continued)

Accidents

If your child has a minor injury, the YMCA staff will perform First Aid if necessary and notify you when you pick up your child.

If a serious injury should occur, the YMCA staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of an emergency the YMCA staff will:

1. Call 911, perform immediate First Aid, and contact you. After 911 have been called, it is then up to the emergency response team to decide what actions will be taken.
2. A staff will accompany the child to the hospital and stay until the parent/guardian arrives if emergency medical transportation is required.

If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

Exclusion of Sick Children

For the health and safety of all children in our programs, please do not send your child to YMCA summer programs if they are ill. Please notify us if she/he will not be attending.

Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever – If over 100 degrees under the arm, or accompanied by other symptoms such as behavioral change, diarrhea, undiagnosed rash or vomiting
- Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing
- Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores with drooling
- Rash- If cause of rash is not known
- Eye drainage
- Unusual skin color
- Bacterial infection (such as strep throat)
- Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)
- Head lice – presence of lice or lice eggs (“nits”)

Children must be free from these symptoms for at least 24 hours before returning to the YMCA and any contagious illness should be cleared by a doctor.

Parents/Guardians must notify the Site Director/Coordinator if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the YMCA will notify other participants in writing, including cause and symptoms.

General Program Information (Continued)

Sending your child home due to illness or injury

If a child exhibits any of these illnesses while in the program, the child will be separated from the group and the parent/guardian will be called to come and pick up the child. If a parent or guardian cannot be reached; the emergency contacts will be called. Staff will continue to assess the child's condition. Because we are looking out for your child's best interests, you or another authorized adult must pick up your child *within one hour of being contacted*. If the staffs feel that your child's condition warrants emergency medical attention, or if necessary, the local emergency resource will be notified.

Administering Medication

Children are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- Name of medication and child's name
- Date of original issue
- Directions for use
- Prescription number and expiration date
- Name and address of licensed pharmacy issuing the medication
- Physician's name
- Dosage and duration

The **Medication Permission form** must be completed by the parent or guardian and on file at the YMCA before any medication is dispensed – including non-prescription. Please return the form to the YMCA before your first scheduled day or the start of medication.

Children's Basic Needs

In order to grow and learn, all children have basic needs including safety, good nutrition, shelter, medical attention, clean clothes, appropriate discipline, and love. Parents/guardians who are having difficulty providing for a child's emotional or physical needs are encouraged to ask for help. Our staff can help parents/guardians find community resources.

If a parent/guardian is unable or unwilling to meet a child's needs or if there is suspicion of physical, emotional, or sexual abuse, team members are mandated by the State of Minnesota to file a report with the Child Protection Agency.

Transportation of Children

YMCA child care program require written authorization from the parent/guardian to transport the child to and from the site, when transportation is provided for a field trip or off site programming. Field trip information is available at your site. Buses will not wait for late participants programs will not offer alternative care. Please watch for field trip information and departure times at your site.

If you have any questions or concerns regarding your child's program, please feel free to direct them to your Program Site Director.

We look forward to a safe, rewarding experience for you and your children in our Summer Programs!

**YMCA OF METROPOLITAN MINNEAPOLIS AND ST. PAUL
SUNSCREEN APPLICATION/TRANSPORTATION/WALKING PERMISSION
FORM**

I give the YMCA Summer staff permission to apply sunscreen and insect repellent throughout the summer as needed to my child/ren.

Site _____

Child/ren _____

Parent/Guardian Signature: _____ Date: _____

TRANSPORTATION

I do hereby give permission for _____ to attend the
(Child/ren)

YMCA Summer Power/Kindergarten/Specialty/Preschool/Sports Program and to be transported anytime during this program or activity.

I understand that my daughter/son will be driven to and from the activity by a properly licensed and qualified bus driver. . I do hereby agree to hold harmless from any and all liability, claim, demand, expenses, including attorney expenses, the YMCA and its respective officers, employees, and volunteers, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising out of resulting from my child's transportation in the YMCA owned or leased vehicle, except for the direct negligence of the YMCA.

In the event I cannot be reached in an EMERGENCY, I hereby consent for the YMCA to arrange for the transportation of my daughter/son for medical treatment.

Parent/Guardian's printed name

Parent/Guardian's signature

Home Phone number

Date

Other phone numbers to contact parent/guardian (please identify)

WALKING FIELD TRIP

Occasionally children are taken off school grounds to visit a nearby park, or general community walks. Before your child can participate, written approval is needed. These are walking trips of one mile or less.

Child/ren's name(s): _____

Has my permission to participate in planned walking field trips.

Parent/Guardian Signature: _____ Date: _____

YMCA of Metropolitan Minneapolis & Greater St. Paul
MEDICATION PERMISSION SHEET
 Summer Programs

Child's Name _____

Child's Address _____

Physician Authorization: I have prescribed the following medication for this child and request that dosage falling during Program hours be administered by YMCA staff. (Authorization is requested for non-prescription medications also.)

 Physician Signature

 Date

Medication _____ Condition prescribed for _____

Possible side effects _____

Instructions for use _____

Dosage _____ Time _____ Frequency _____ How long (# of days) _____

PHYSICIAN INFORMATION

Physician Name _____ Phone #: () _____

Address _____ City _____

Pharmacy _____ Phone #: () _____ RX#: _____

Parent/Guardian Permission: I request that the above medication be given to my child as prescribed.

 Parent/Guardian Signature

 Date

YMCA STAFF: Fill in the date, time and your initials whenever dispensing medication.

Monday	Tuesday	Wednesday	Thursday	Friday

Dispensation of Medication: Used Up Threw Away Returned to Parent

Noted reactions to medications above _____

Action taken: _____

YMCA Staff Reported by: _____ Date: _____



YMCA Business Center-2125 E. Hennepin Avenue, Suite 100- Minneapolis, MN 55413

Today's Date: _____

YMCA's of Greater St. Paul & Metropolitan Minneapolis SUMMER PROGRAMS CHANGE FORM

Changes must be submitted for processing in writing by Monday, one week prior to your child's session week. You may incur a late fee if changes are not received by the due date. If you are requesting a change to a different Branch, a new registration form must be submitted for the new location.

Participant Name (s): _____ Program Name: _____
Branch / Site Location: _____

Choose Type of Change:

- Session Week Change
- Session Week Addition
- Change Program Type
- Change # of Days per week
- Before / After Care Change (Add / Delete)
- Change / Add Emergency Contacts

For all changes / additions above, please indicate specific weeks-days for affected change in the narrative box on the right. Please be specific and detailed in description.

Describe Type of Change Required:

Cancellation Request: (Registration / Deposit Fee Non-Refundable)

- Cancellation of Program
- Cancellation of Week (s)

Parent Name _____

Address _____

City, State, Zip _____

Email Address _____

Phone _____

By signing below, I am authorizing the changes or cancellation indicated above.

X

Parent / Guardian
Signature

Payment information: ? Check Enclosed ? Weekly EFT via Credit Card: **Visa MasterCard Discover Amex**

Card Holder Name: _____ Card Number _____ Exp. Date _____

I agree to pay above total amount according to card issuer agreement. **X** _____