



BARBARA BAUER BRIGGS FAMILY YMCA EARLY LEARNING CENTER PRESCHOOL 2023

FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

This enrollment form must be COMPLETELY filled out before we can accept any child for care. Blue or Black ink ONLY. No blanks, N/A or strikethroughs allowed.

CHILD'S INFORMATION

Child's Name _____ Date of Birth _____ Age _____
Grade Entering _____ Home Phone # _____
Child's Address _____ City _____ Zip _____
Date of Enrollment _____ Date of Admission _____
Ethnicity (check one): Caucasian _____ African American _____ Hispanic _____ Asian _____ Other _____
Gender (check one): Male _____ Female _____
It is required for 3-5 year olds be potty trained upon registration. Child is potty trained? Yes _____ No _____

12-23 MONTH OLD _____
Y Members \$165/Community \$170

OR

24 MONTHS-5 YEARS OLD _____
Y Members \$120/Community \$135

NAME OF PARENT(S) OR LEGAL GUARDIAN(S)

(1) Full Name _____ DOB _____ Relation to child _____
Home Address _____ City, ST, Zip _____
Cell Phone # _____ Home Phone # _____
Email Address _____
Employer _____ Office Phone # _____
Employer Address _____ City, ST, Zip _____
Authorized to pick up: Yes _____ No _____

(2) Full Name _____ DOB _____ Relation to child _____
Home Address _____ City, ST, Zip _____
Cell Phone # _____ Home Phone # _____
Email Address _____
Employer _____ Office Phone # _____
Employer Address _____ City, ST, Zip _____
Authorized to pick up: Yes _____ No _____

WHEN A PARENT IS NOT AUTHORIZED TO PICK UP, WE MUST HAVE COPY OF COURT DOCUMENTATION

In the case of divorce/legal separation are you:

Managing Conservator _____ Possessor Conservator _____ Legal Guardian _____

Please provide copies of court documentation





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ADULTS AUTHORIZED TO PICK UP CHILD AND/OR TO BE CONTACTED IN CASE OF EMERGENCY

(1) Name _____
Address _____
City, ST, Zip _____
Relation to Child _____
Cell Phone # _____
Home Phone # _____
Office Phone # _____

(2) Name _____
Address _____
City, ST, Zip _____
Relation to Child _____
Cell Phone # _____
Home Phone # _____
Office Phone # _____

(3) Name _____
Address _____
City, ST, Zip _____
Relation to Child _____
Cell Phone # _____
Home Phone # _____
Office Phone # _____

MEDICAL PROVIDER INFORMATION

My child has a regular physician. Below is the information for my physician and clinic/hospital preference.
THIS INFORMATION IS REQUIRED

Name of Child's Doctor _____
Address _____ Phone # _____

Clinic/Hospital _____
Address _____ Phone # _____

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to the nearest emergency facility for treatment deemed necessary by the medical attendant.

Signature of Parent/Legal Guardian

Date



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SPECIAL REQUESTS/NEEDS

The YMCA believes that each child in or care is a unique individual with special needs. Help us to provide the best care for your child by providing us as much information as possible. We strongly encourage you to meet with the director and visit the program prior to enrolling your child.

Please give information about special requests and needs including: allergies, existing illness, previous serious illness, and injuries, disabilities, hospitalization in past 12 months, long-term, continuous use of medication, etc.

Please write NONE if none apply to your child. _____

Please explain if there are certain situations that may cause your child difficulty. How can we best work with you and/or your child to help your child in these situations? Does your child have any limitations or require any special provisions? Please write NONE if none apply to your child. _____

Is your child potty trained and out of pull-ups? **Yes** _____ **No** _____

Any other special requests/needs to be discussed during orientation? _____

ACKNOWLEDEMENTS

Please read each statement below, answer accordingly then sign and date at the bottom of page.

- My signature below acknowledges my understanding that as a participant in a State Licensed Preschool Program, my child's records may be reviewed and/or photo copied by a representative of Texas Department of Protective and Regulatory Services.
- My signature below acknowledges my receipt of and my agreement to follow all policies in the Parent Handbook which includes **YMCA Operational and Parent Policies (Handbook available at front desk or website)**.
- My signature below gives my consent for my child to be transported and supervised by the facility staff in case of emergency. **YES** _____ **NO** _____
- My signature below gives my consent for my child to be transported by YMCA bus for any scheduled fieldtrip. **YES** _____ **NO** _____
- My signature below gives consent for my child to be photographed and/or video taped participating in the program. **YES** _____ **NO** _____
- My signature below gives my consent for my child to participate in water activities such as splashing pools, swimming pools, and other bodies of water provided by the facility. **YES** _____ **NO** _____
- My child attends the following school and his/her immunization record is on file at the school and all immunizations, tuberculosis test, and vision & hearing screening records are current. They meet the requirements of the Texas Department of Protective and Regulatory Services.

Name of School _____ School Phone # _____ Grade _____
Address _____ City, ST, Zip _____

I understand that neither the YMCA nor any of its paid or volunteer workers can be held responsible in the event of accidents or accidental death. I understand that all precautions will be taken to ensure the safety and health of my child.

Signature of Parent/Legal Guardian

Date



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YMCA CHILDCARE PROGRAM CODE OF CONDUCT

The YMCA program will foster a climate of mutual respect for the right of others. Children are expected to respect the rights and privileges of other children, counselors and YMCA staff. This code of conduct is established to achieve and maintain order in the Preschool Program. Children who violate the rights of others or who violate the organization involved with the Preschool Care Program will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all parties involved.

The YMCA Program Code of Conduct is to assist children, parents, counselors and Preschool Administration in identifying appropriate and inappropriate behaviors and understanding the rights and responsibilities of each individual.

The Preschool Program participant has the responsibility to:

- Conduct himself/herself in a safe and responsible way.
- Seek help from Program Staff or Leaders when having problems with the program.
- Demonstrate an attitude of respect toward individuals and property.
- Use appropriate language when speaking with others.
- Be familiar with and obey Preschool Program rules and regulations.
- Follow the Preschool Staff's directions and instructions.
- Cooperate with the YMCA staff in all matters.
- Follow the rules outlined in the YMCA ELC Parent Handbook.

Signature (Child)

Print Name (Child)

Date

Signature (Parent/Guardian)

Print Name (Parent/Guardian)

Date

.....

YMCA EARLY LEARNING CENTER PROGRAM PARENT'S HANDBOOK PARENT'S ACKNOWLEDGEMENT

I, hereby, state that I have read the YMCA EARLY LEARNING CENTER PARENT HANDBOOK and have been given the opportunity to discuss the policies with the staff and understand the policies therein.

The handbook can be found at the YMCA Front Desk and at ymcagoldencrescent.org

Signature of Parent/Legal Guardian

Date



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DISCIPLINE AND GUIDANCE POLICY FOR: Early Learning Center Preschool

(Name of Operation)

A. Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

B. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

C. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature of Parent/Legal Guardian

Date

I am (check one):

Parent _____ Employee/Caregiver _____ Household Member of Child Care Home _____



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BARBARA BAUER BRIGGS FAMILY YMCA Childcare Payment Agreement 2023-2024

Child's Name _____ Parent/Guardian Name _____

Child's DOB _____ Phone Number _____

OPTION 1 - AUTO-PAY:

USE THIS FORM IF YOU WANT YOUR CHILDCARE ACCOUNT ON AUTO-PAY

- Tuition fees are due weekly and will be deducted from my Bank Account or Credit/Debit Card **EVERY FRIDAY at 2:00am**, for the following week of child care. **(CCS ACCOUNTS WILL BE DEDUCTED EVERY 1ST DAY OF THE MONTH)**
Initials _____
- A \$25 late fee applies to all payments made after the due date. These fees **WILL NOT** be waived.
Initials _____
- A \$30 return fee applies to any payments declined by my Financial Institution. These fees **WILL NOT** be waived.
Initials _____
- If I pick up my child later than the designated pick up time, I will be charged a late pick-up fee of \$1 per minute.
Initials _____
- Payments, late fees and past due balances must be paid in full before the child or family members can return to any YMCA Program, Child Care or Membership.
Initials _____
- Enrollment fees are **NON-REFUNDABLE**.
Initials _____
- It is my responsibility to know when my Financial Assistance expires. Should my FA expire, I will pay full rate until my FA has been renewed. (Allow 2 weeks for application processing)
Initials _____
- The auto-draft is a continuous payment plan that will remain in effect until I request to terminate my child care account.
Initials _____
- If I wish to terminate or change my child care account in any way, I must give the Billing Coordinator a **TWO WEEK NOTICE** via email at meorsak@ymcavictoria.org.
Initials _____

AUTOMATIC PAYMENT INFORMATION

Credit/Debit Card Payments

PAYMENTS DRAFTED BETWEEN 12AM - 11:59PM

Card Type: MASTERCARD _____ VISA _____ AMEX _____ DISCOVER _____

Name on Card: _____ Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____ City/ST/Zip: _____

Bank Account Payments

ALLOW UP TO 10 DAYS TO REFLECT ON YOUR BANK ACCOUNT

Account Type: Checking: _____ Savings: _____

Name of Bank: _____ Name on Bank Account: _____

Routing Number: _____ Account Number: _____

Signature of Person Responsible for Payments _____

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Date _____



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BARBARA BAUER BRIGGS FAMILY YMCA Childcare Payment Agreement 2023-2024

Child's Name _____ Parent/Guardian Name _____

Child's DOB _____ Phone Number _____

OPTION 2 - IN-HOUSE PAYMENTS:

USE THIS FORM IF YOU DO NOT WANT YOUR CHILDCARE ACCOUNT ON AUTO-PAY

- Tuition fees are due by 8pm **EVERY FRIDAY**, for the following week of child care. **(CCS ACCOUNTS ARE DUE BY CLOSING, EVERY 1ST DAY OF THE MONTH)**
Initials _____
- A \$25 late fee applies to all payments made after the due date. These fees **WILL NOT** be waived.
Initials _____
- A \$30 return fee applies to any payments declined by my Financial Institution. These fees **WILL NOT** be waived.
Initials _____
- If I pick up my child later than the designated pick up time, I will be charged a late pick-up fee of \$1 per minute.
Initials _____
- Payments, late fees and past due balances must be paid in full before the child or family members can return to any YMCA Program, Child Care or Membership.
Initials _____
- Enrollment fees are **NON-REFUNDABLE**.
Initials _____
- It is my responsibility to know when my Financial Assistance expires. Should my FA expire, I will pay full rate until my FA has been renewed. (Allow 2 weeks for application processing)
Initials _____
- If I wish to terminate or change my child care account in any way, I must give the Billing Coordinator a **TWO WEEK NOTICE** via email at meorsak@ymcavictoria.org.
Initials _____

IN-HOUSE PAYMENT INFORMATION (OPTIONAL)

Credit/Debit Card Payments

INSTANT DEBIT

Card Type: MASTERCARD _____ VISA _____ AMEX _____ DISCOVER _____

Name on Card: _____ Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____ City/ST/Zip: _____

Bank Account Payments

ALLOW UP TO 10 DAYS TO REFLECT ON YOUR BANK ACCOUNT

Account Type: Checking: _____ Savings: _____

Name of Bank: _____ Name on Bank Account: _____

Routing Number: _____ Account Number: _____

Signature of Person Responsible for Payments _____

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Date _____