



**BARBARA BAUER BRIGGS FAMILY YMCA**  
**EXCEL AFTER THE BELL 2025-2026**  
**Child Care Director: Michelle Falcon**

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

INCOMPLETE FORMS WILL NOT BE ACCEPTED  
Use Blue or Black Ink Only. Do Not Use N/A or "Same As"

**CHILD'S INFORMATION**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_  
Race: Caucasian \_\_\_\_\_ African American \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_  
Gender (check one): Male \_\_\_\_\_ Female \_\_\_\_\_  
Child Lives With: Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_  
Child's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**CHECK THE SCHOOL YOUR CHILD WILL BE TRANSPORTED FROM - TO THE YMCA**

Cade \_\_\_\_\_ Howell \_\_\_\_\_ Patti Welder \_\_\_\_\_ Stem Middle School \_\_\_\_\_

**FOR STAFF USE ONLY**

Enrollment Date: \_\_\_\_\_ Admission Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

**PARENT(S) OR LEGAL GUARDIAN(S) INFORMATION** (Second Parent/Guardian May Be Left Blank If Not Active)

(1) Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relation to Child: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_  
Authorized to pick up: Yes \_\_\_\_\_ No \_\_\_\_\_

(2) Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relation to Child: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_  
Authorized to pick up: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*COURT DOCUMENTATION MUST BE PROVIDED WHEN A PARENT IS NOT AUTHORIZED TO PICK UP\***

In the case of divorce/legal separation are you:

Managing Conservator \_\_\_\_\_ Possessor Conservator \_\_\_\_\_ Legal Guardian \_\_\_\_\_





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

I authorize Barbara Bauer Briggs Family YMCA to release my child to leave the child care operation with the following persons. **Must provide the complete information for at least three different contacts.**

(1) Name: _____	(2) Name: _____
Date of Birth: _____ Relation to Child: _____	Date of Birth: _____ Relation to Child: _____
Address: _____	Address: _____
City, ST, Zip: _____	City, ST, Zip: _____
Phone Number: _____	Phone Number: _____

(3) Name: _____	(4) Name: _____
Date of Birth: _____ Relation to Child: _____	Date of Birth: _____ Relation to Child: _____
Address: _____	Address: _____
City, ST, Zip: _____	City, ST, Zip: _____
Phone Number: _____	Phone Number: _____

**AQUATIC ACTIVITIES**

- (1) Is your child able to swim without assistance? **Yes** \_\_\_\_ **No** \_\_\_\_
- (2) Do you want your child to wear a life jacket while in or near a swimming pool? **Yes** \_\_\_\_ **No** \_\_\_\_
- (3) Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming? **Yes** \_\_\_\_ **No** \_\_\_\_

**AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION**

Name of Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Emergency Care Facility: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

In the event 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. I give consent for the facility to secure any and all necessary emergency medical care for my child.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



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**SPECIAL REQUESTS/NEEDS**

The YMCA believes that each child in our 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.

Please give information about special requests and needs including: allergies, food intolerances, existing illness, previous serious illness, injuries, hospitalization in past 12 months, long-term continuous use of prescriptions, symptoms or indications of complications. \_\_\_\_\_

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? \_\_\_\_\_

It is required for all children to be fully potty trained. Is your child potty trained and out of pull-ups?

Yes \_\_\_\_\_ No \_\_\_\_\_

**ACKNOWLEDGEMENTS**

- My signature below acknowledges my understanding that as a participant in a State Licensed Childcare 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 understanding that the following meals will be served to my child while in care:  
**Afternoon Snack.**
- My signature below acknowledges my understanding that the afterschool care hours are: **Monday — Friday, 3pm — 6pm & Monday — Friday, 3pm — 6:30pm for students transported from a school campus to the Main YMCA.**
- 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.**
- 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 participate in and be transported by YMCA bus for scheduled fieldtrips.  
**YES \_\_\_\_\_ NO \_\_\_\_\_**
- My signature below gives my consent for my child to be photographed and video taped while participating in YMCA programs.  
**YES \_\_\_\_\_ NO \_\_\_\_\_**
- My signature below gives my consent for my child to participate in water activities such as splashing/wading pools, aquatic playgrounds, water table play, sprinklers, 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 CHILD CARE 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 Afterschool Care Program. Children who violate the rights of others or who violate the organization involved with the Afterschool 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 Afterschool Care Administration in identifying appropriate and inappropriate behaviors and understanding the rights and responsibilities of each individual.

The Afterschool Care Program participant has the responsibility to:

- Conduct himself/herself in a safe and responsible way.
- Seek help from Afterschool Care Counselors or Program 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 Afterschool Care rules and regulations.
- Follow the Afterschool Care Counselor's directions and instructions.
- Cooperate with the YMCA Staff in all matters.
- Follow the rules outlined in the YMCA Parent Handbook.

\_\_\_\_\_  
Signature (Child) (Required)

\_\_\_\_\_  
Print Name (Child) (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Print Name (Parent/Guardian)

\_\_\_\_\_  
Date

.....

**YMCA CHILD CARE PROGRAM**  
**PARENT HANDBOOK ACKNOWLEDGEMENT**

I, hereby, state that I have read the YMCA CHILDCARE PROGRAM 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 attached to this application and at the YMCA Front Desk.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



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**DISCIPLINE AND GUIDANCE POLICY FOR: Barbara Bauer Briggs Family YMCA**

(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/Guardian\_\_\_\_\_ Employee/Caregiver\_\_\_\_\_ Household Member of Child Care Home\_\_\_\_\_



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**Auto-Pay Child Care Payment Agreement** [USE THIS FORM TO OPT-IN FOR AUTO-PAY](#)

Child's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ Afterschool Care Location: \_\_\_\_\_

Do You Receive Tuition Assistance From The CCS Program?: \_\_\_\_\_ Caseworker Name: \_\_\_\_\_

- I understand 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. Changes cannot be made after the payment has processed.  
Initials \_\_\_\_\_
- I understand Holiday Care and Teacher Workdays are an additional fee and I must sign-up for this care by the scheduled deadlines.  
**(CCS ACCOUNTS MUST REQUEST A TRANSFER OF CARE FOR EXTENDED HOLIDAYS FROM THE CCS OFFICE BY THEIR DEADLINES)**  
Initials \_\_\_\_\_
- I understand enrollment fees are non-refundable.  
Initials \_\_\_\_\_
- I understand weekly tuition is a flat rate and I will not be refunded or credited for time missed.  
Initials \_\_\_\_\_
- I understand a \$25 late fee applies to payments made after the due date. These fees will not be waived.  
Initials \_\_\_\_\_
- I understand a \$30 return fee applies to payments returned by my financial institution. These fees will not be waived.  
Initials \_\_\_\_\_
- I understand I will be charged a late pick-up fee of \$1 per minute that my child is left past the designated pick-up time.  
Initials \_\_\_\_\_
- I understand past due balances, late fees, and return fees must be paid in full before my child or family members can return to any YMCA Program, including, but not limited to Child Care, Sports, and Membership.  
Initials \_\_\_\_\_
- I understand 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 \_\_\_\_\_
- I understand Auto-Pay remains in effect until I request to cancel my child care account or until the end of the school year.  
Initials \_\_\_\_\_
- I understand if I need to cancel or change my child care, I must email the Childcare Billing Director at [meorsak@ymcavictoria.org](mailto:meorsak@ymcavictoria.org).  
Initials \_\_\_\_\_
- I understand field trips incur additional fees which are due before specified deadlines and will not be refunded or transferred if the trip is missed.  
Initials \_\_\_\_\_
- I understand the YMCA or it's employees and volunteers will not replace or reimburse for any items lost, stolen, or damaged while in our care.  
Initials \_\_\_\_\_

**AUTOMATIC PAYMENT INFORMATION** (CHOOSE ONE)

Effective January 1, 2025, we impose a flex fee of 3% on all credit card transactions.  
This fee does include debit cards with the Visa/MasterCard logo linked to a bank account.

**Credit/Debit Card Information**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Bank Account Information**

Account Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_

Name on Account: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature of Person Responsible for Payments

Date



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**In-House Child Care Payment Agreement** **USE THIS FORM TO OPT-OUT OF AUTO-PAY**

Child's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ Afterschool Care Location: \_\_\_\_\_

Do You Receive Tuition Assistance From The CCS Program?: \_\_\_\_\_ Caseworker Name: \_\_\_\_\_

- I understand tuition fees are due by 8p.m., every Friday for the following week of Afterschool Care. Changes cannot be made after the payment has processed.  
Initials \_\_\_\_\_
- I understand Holiday Care and Teacher Workdays are an additional fee and I must sign-up for this care by the scheduled deadlines.  
**(CCS ACCOUNTS MUST REQUEST A TRANSFER OF CARE FOR EXTENDED HOLIDAYS FROM THE CCS OFFICE BY THEIR DEADLINES)**  
Initials \_\_\_\_\_
- I understand enrollment fees are non-refundable.  
Initials \_\_\_\_\_
- I understand weekly tuition is a flat rate and I will not be refunded or credited for time missed.  
Initials \_\_\_\_\_
- I understand a \$25 late fee applies to payments made after the due date. These fees will not be waived.  
Initials \_\_\_\_\_
- I understand a \$30 return fee applies to payments returned by my financial institution. These fees will not be waived.  
Initials \_\_\_\_\_
- I understand I will be charged a late pick-up fee of \$1 per minute that my child is left past the designated pick-up time.  
Initials \_\_\_\_\_
- I understand past due balances, late fees, and return fees must be paid in full before my child or family members can return to any YMCA Program, including, but not limited to Child Care, Sports, and Membership.  
Initials \_\_\_\_\_
- I understand 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 \_\_\_\_\_
- I understand Auto-Pay remains in effect until I request to cancel my child care account or until the end of the school year.  
Initials \_\_\_\_\_
- I understand if I need to cancel or change my child care, I must email the Childcare Billing Director at [meorsak@ymcavictoria.org](mailto:meorsak@ymcavictoria.org).  
Initials \_\_\_\_\_
- I understand field trips incur additional fees which are due before specified deadlines and will not be refunded or transferred if the trip is missed.  
Initials \_\_\_\_\_
- I understand the YMCA or it's employees and volunteers will not replace or reimburse for any items lost, stolen, or damaged while in our care.  
Initials \_\_\_\_\_

**IN-HOUSE PAYMENT INFORMATION** (OPTIONAL)

Effective January 1, 2025, we impose a flex fee of 3% on all credit card transactions.  
This fee does include debit cards with the Visa/MasterCard logo linked to a bank account.

**Credit/Debit Card Information**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Bank Account Information**

Account Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_

Name on Account: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature of Person Responsible for Payments

7

Date

## Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review these rights upon enrolling their child.

**A parent or guardian of a child at a child care facility has the right to:**

- 1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- 2) review the child care facility's publicly accessible records;
- 3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- 4) obtain a copy of the child care facility's policies and procedures;
- 5) review, at the request of the parent or guardian, the facility's:
  - a) staff training records; and
  - b) any in-house staff training curriculum used by the facility;
- 6) review the child care facility's written records concerning the parent's or guardian's child;
- 7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - a) video recordings of the alleged incident are available;
  - b) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - c) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- 8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- 9) be provided the contact information for the child care facility's local Child Care Regulation office;
- 10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- 11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

## Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>