

# 2020-21 ACADEMIC YEAR ENROLLMENT FORM

## GREATER WICHITA YMCA SCHOOL-AGED CHILD CARE PROGRAMS

### KEY Academy, School Day Out, and Break Club

PARTICIPANT'S NAME \_\_\_\_\_

ID# \_\_\_\_\_

☐ SCHOOL DAY OUT/BREAK CLUB PARTICIPANT ONLY  
See Page 8 or ymcawichita.org/funclub for more information.

MUST complete form for EACH CHILD and submit in-person at any Greater Wichita YMCA branch location. Additional form copies and information are available online at ymcawichita.org/key or at all area branch locations(ymcawichita.org/locations).

TO ENROLL YOUR CHILD in KEY ACADEMY, SCHOOL DAY(S) OUT, and/or BREAK CLUB(S) Complete (for each child) and submit this form at any Greater Wichita YMCA branch (ymcawichita.org/locations).

SCHEDULE OF SERVICE <sup>A</sup>											2020-21 WEEKLY FEES			
START DATE ____/____/____		ANTICIPATED TIMES (REQUIRED)		KEY Site: _____ <small>Must be 12 years, or younger, to enroll. Unless otherwise noted, student <i>must</i> attend school at enrolled KEY site.</small>		M	Tu	W	Th	F	1-2 days/wk		3+ days/wk	
											M <sup>B</sup>	CP <sup>C</sup>	M <sup>B</sup>	CP <sup>C</sup>
KEY Session	BEFORE SCHOOL (Breakfast included)	Arrival:									\$30	\$35	\$50	\$55
		Departure: School Day Starts												
	AFTER SCHOOL (Snack included)	Arrival: School Day Ends									\$35	\$40	\$55	\$60
		Departure:												
	BEFORE <i>AND</i> AFTER SCHOOL (Breakfast and snack included)	Arrival:									\$45	\$50	\$65	\$70
		Departure:												
TOTAL WEEKLY FEE (due 10PM CT each <b>Monday prior</b> to the week of service) <b>PAYABLE BY</b> <input type="checkbox"/> AutoDraft <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Check <input type="checkbox"/> Cash											\$ _____			

<sup>A</sup> Must register/pay-for same "schedule of service" (site/days/times) each week.

<sup>B</sup> MEMBER pricing - requires current/active Greater Wichita YMCA membership.

<sup>C</sup> COMMUNITY PARTICIPANT pricing - for all non-member program participants.

☐ I have been awarded Greater Wichita YMCA Child Care and Camp Branch Income-Based Financial Assistance. REQUIRED Rate Reduction \_\_\_\_%

PAYMENT DUE AT ENROLLMENT/REGISTRATION		2020-2021 KEY/SDO/BC
\$25/CHILD ANNUAL ENROLLMENT FEE (non-refundable, non-transferable):		\$25
FIRST WEEK'S KEY ACADEMY FEES (if enrolling within ten business days of intended participation):		\$ _____
SCHOOL DAY OUT / BREAK CLUB PAYMENT (non-refundable):		\$ _____
TOTAL FEES/PAYMENT DUE AT REGISTRATION PAYABLE BY <input type="checkbox"/> Cash <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Check/Money Order:		\$ _____

## TERMS OF AGREEMENT

SCHOOL DAY(S) OUT (SDO) and/or BREAK CLUB (Fall, Winter, Spring) fees are non-refundable, regardless of attendance. To cancel registration contact Child Care Accounts by 10PM (CT) on Monday one full week prior to scheduled attendance. Fee may be transferred to another program.

Your signature confirms agreement with the following:

- I/We understand that the YMCA reserves the right to dismiss any participant if they or their parent/guardian fails to comply with policies and procedures of the program.
- I/We the below signed person/parent(s) having legal custody/legal guardianship of said minor, give permission for said minor to attend any YMCA program activities supervised by authorized YMCA staff. Said minor is physically able and mentally prepared to participate in all activities, including nutrition and wellness curriculum.
- I/We have read and understand the Parent Information and Policies including, but not limited to: YMCA KEY Academy days, hours of operation, behavior management policies, and information about enrolling a child with special needs. I/We shall abide by said policies and procedures and will review with my/our child prior to participation in the program. Full policies are available at KEY Academy sites and online at ymcawichita.org/key.
- I/We understand that written notice of intent to exit the Key Academy program is required a MINIMUM OF TWO WEEKS IN ADVANCE. If adequate notice is not given, I/we understand that two weeks of full payment will be billed to my/our account even though my/our child is not in attendance. If I/we choose to return to the program, I/we understand availability is not guaranteed.
- I/We understand that payments for KEY Academy can be made online, via AutoDraft (bank or card autopayment), or at any Greater Wichita YMCA branch. Payments cannot be accepted at the school or KEY location.
- I/We agree to pay the above stated weekly fees by 10PM on the Monday prior to the week of service during my/our child's enrollment in the KEY program. Failure to make timely payments may result in suspension until proof of payment is provided or dismissal from the program. A \$10 late payment fee will be applied for each week that a payment is late. All returned drafts/checks will be assessed a \$20/instance charge for returned/refusal to pay items in addition to applicable late/bank fees. A money order may be required for future payments.
- I/We understand that my/our child departs the KEY AM sessions at the school bell and arrives independently to the PM session after school dismissal. My/our child must be accompanied by a parent/guardian upon arrival at AM sessions and must be signed out by an authorized adult from PM sessions.
- I/We release the Greater Wichita YMCA, its staff, and participating school districts from all claims of injury which may be sustained by enrolled child while participating in any YMCA-sponsored activity, whether caused by the negligence of the YMCA or otherwise. If medical attention is required, I give my permission for such medical care.
- I/We do hereby authorize the YMCA and YMCA staff to transport said minor in YMCA bus, van, car, staff car or other vehicle to/from the site for daily transportation and/or field trips, emergency care, etc.

SIGNATURE (Parent, Legal Guardian, Legal Custodian) \_\_\_\_\_

DATE \_\_\_\_\_

RELATIONSHIP TO CHILD (CHECK ONE): ☐ Parent ☐ Legal Guardian ☐ Legal Custodian

**IMPORTANT** Retain a copy of this enrollment form and receipt of payment. Weekly fees are based on the above schedule. Fees will not be prorated for absences, in-service days, conference days, holidays, or school cancellations. Find full policies, billing information, payment methods, and more at ymcawichita.org/key.

## PROGRAM FEE AUTODRAFT PLAN

The KEY Academy weekly program fee (draft) amount indicated above will be automatically deducted from/charged to my (check one):

- ☐ BANK ACCOUNT (Checking, Savings)  
☐ CARD (Credit, Debit)

This AutoDraft payment plan is a continuous program, however is not designed to exceed the program's end date of \_\_\_\_/\_\_\_\_/\_\_\_\_.

## STATEMENTS OF UNDERSTANDING

### I UNDERSTAND THAT:

- If enrolling LESS than 2 weeks in advance, the first week cannot be paid by draft.
- If I wish to exit the KEY Academy program and/or discontinue the agreed weekly draft amount before the program's end date (above), I must notify the Greater Wichita YMCA IN WRITING (childcare@ymcawichita.org) TWO (2) WEEKS PRIOR TO THE FINAL DRAFT.
- Should any transfer/AutoDraft not be honored by my provided financial institution/card issuer for any reason I am responsible for that payment PLUS any/all applicable service fees assessed.
- KEY Academy program rates are subject to change and I will be notified, in writing, prior to fee adjustments.
- It is my responsibility to notify the Greater Wichita YMCA of any changes to my above-provided payment method prior to the next weekly AutoDraft of fees.
- It is my responsibility to notify the Greater Wichita YMCA of any changes to my address, phone number, email address, or other provided contact information.
- Enrolled children will be denied KEY Academy/Fun Club access and services until any/all balance(s) due are paid.
- My Credit card information may be updated with "Account Updater Services" offered by Card Networks.
- The voided check provided with this enrollment form is for information purposes only.

PARENT/GUARDIAN/CUSTODIAN INITIALS: \_\_\_\_\_

☐ Accept my adjacent signature as authorization to begin weekly AutoDrafting of indicated fees.

## FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME RECEIVED \_\_\_\_:\_\_\_\_ AM / PM

STAFF INITIALS: \_\_\_\_\_

STAFF REMINDER SET AUTO/BANKDRAFT FEES, AS APPROPRIATE, DURING ENROLLMENT PROCESS.  
SPECIAL INSTRUCTIONS

STAFF SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

REV081020

**2020-21 ACADEMIC YEAR ENROLLMENT FORM**  
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**KEY Academy, School Day Out, and Break Club**

PARTICIPANT'S NAME \_\_\_\_\_  
ID# \_\_\_\_\_

Welcome to the Greater Wichita YMCA's School-Aged Child Care Programs for the 2020-21 school year.

Our goal, as always, is to provide a high quality program and the health and safety of our community, families, children and staff is of utmost importance. In response to the COVID-19 pandemic the Greater Wichita YMCA has made changes to our programs. The enhanced health and safety measures were developed based on Kansas Department of Health and Environment (KDHE) guidance and Centers for Disease Control and Prevention (CDC) recommendations.

We have made changes to our environment and program routines to promote social distancing and maintain a healthy environment for staff and children. A summary is included with our enrollment for and posted at site.

Thank you for your participation and continued support,

**ANDREA ELIOT**  
Branch Director  
Child Care and Camp Branch, Greater Wichita YMCA  
316.776.8241, andrea.eliot@ymcawichita.org

**JON McREYNOLDS**  
Senior Program Director, School-Aged Programs  
Child Care and Camp Branch, Greater Wichita YMCA  
316.776.8243, jon@ymcawichita.org

**2020-2021 SCHOOL-AGED CHILD CARE PROGRAM ENHANCEMENTS**

We have made the following changes to our program's physical environments:

- All soft-surfaced items (including-but-not-limited-to; stuffed animals, dress-up clothes, cloth pillows, etc.) that cannot be easily sanitized have been removed.
- Play-Doh, clay, and finger painting activities will not be provided.
- Children will be assigned individual totes for writing and art tools; shared tubs of crayons, markers, scissors etc. have been removed.
- Each group of children will have assigned board games and manipulative activities that will be disinfected at the end of each week/session.
- Water fountain use will be limited to filling water bottles.
- Personal items stored in baskets will be positioned so they are not touching others and will be disinfected at the end of each day.

Promotion of social distancing is being supported by:

- Additional seating and/or staggered meal times will be used to maintain distance during food service. Meals will no longer be served "family" style.
- A site director or other staff member will be assigned as "group leader" to provide consistent supervision to a designated group of 15 children.
- Combining of groups will be limited as much as practical at all times.

Enhanced health practices include:

- Implementation of daily wellness screenings for COVID-19 symptoms.
- Adults and children, non-essential to program operations, will be limited in program areas.
- Staff and children will be washing hands frequently including between all activities - hand sanitizer will be used when hand washing (soap/water) is not practical.
- Wearing of facial coverings during physical play/activities and while outdoors will vary to meet individual school district guidelines at/for each location.
- Hard surfaces throughout the program will be sanitized each day.
- Outdoor/playground schedules will be limited to 45 children at a time and will adjusted, when possible, to provide extended outdoor play/activity opportunities.

**PROGRAM PARTICIPATION EXPECTATIONS**

1. Children with incomplete health histories and/or immunizations will be excluded from participation until updated records and information is provided. Fees will not be prorated.
2. Parents will need to answer screening questions related to COVID-19 symptoms and exposure daily during the sign in process.
3. In addition to our standard illness and exclusion policy any child with a temperature of 100.4 or higher, signs and/or symptoms of COVID-19 will be excluded from the program. Child temps will be taken upon arrival to our AM Session prior to check-in.
4. Children and staff that have traveled outside of the community to areas identified by Kansas officials as "hot spots" will be excluded for a minimum of 14 days. (<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>).
5. Parents/guardians will need to allow additional time at drop off and pick so that social distancing can be maintained in our program entrances and check-in tables.
6. Parents/guardians are required to wear facial coverings when entering the program.
7. Only one adult per child will be permitted in the facility for pick up and drop off.
8. Staff will be available to escort children to and from designated program areas; parents are asked to remain in the program designated check-in area.
9. Parents/guardians and any other adult entering the program area designated for KEY Academy groups will be required to use hand sanitizer or wash their hands upon entry and wear a mask.
10. Non-essential personnel, vendors, visitors, and guest will not be permitted in the program area until further notice. Those that must enter the program will be required to wash hands and wear facial covering, and sign in and out on our visitor log.
11. Parents are asked to provide their child with a pencil box containing crayons, markers, pencil, scissors and a glue stick. Boxes should be labeled with the child full name and will be returned on the end of the program session. Items will only be used by your child. If this is a hardship to your family please contact any one of our Child Care and Camp staff.
12. Additional measures, actions, and/or procedures may be implemented at program sites as dictated by each program's host district, school, and/or facility.

\_\_\_\_ I/we agree to abide by the expectation, policies and practices provided in this notice until rescinded by the program administration.

\_\_\_\_ I/we understand that even the most stringent processes and enhanced health and safety measure cannot guarantee my child will not be exposed-to or contract the COVID-19 virus and accept the inherent risk of enrollment in group care and participation in the Greater Wichita YMCA program.

\_\_\_\_\_  
SIGNATURE (Parent/Legal Guardian/Legal Custodian)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
DATE OF BIRTH