KEY Academy is a before/after school program that is owned, staffed, and operated by the Greater Wichita YMCA in elementary school locations across six school districts. Enrollment is available to students K-5 and ages 12-or-younger attending participating schools.

Unless otherwise noted and approved, children must attend the KEY Academy site where they are enrolled as a student. The Greater Wichita YMCA does NOT provide any transportation for KEY Academy students. If transportation is made available by school districts offering service at one school site for students attending other schools, parents must contact the school district for all arrangements and considerations. Please notify KEY Academy staff, upon enrollment, if your child is being transported to/from program sites by the school district.

KEY ACADEMY HOURS
• AM SESSION: Locations open at 6:30AM and close when the school begins.
• PM SESSION: Locations open when school ends and close at 6PM.

DROP-OFF AND PICK-UP
• All children must arrive (AM Sessions) and depart (PM Sessions) with and authorized adult
• Children must be signed in and out of the program daily by their parent/guardian or authorized adult
• Full signature of parent or guardian is required weekly to verify attendance
• Parent/guardian or other authorized adult may be required to show PHOTO ID at pick up
• It is the parent/guardian’s responsibility to notify the school office or teacher of his/her enrollment at Greater Wichita YMCA KEY Academy (site emergency phones are available to receive text or voice messages)
• Parents/guardians are welcome to visit KEY Academy at any time, please check-in with staff upon arrival

LATE PICK-UP
• KEY Academy program sites close promptly at 6PM. Contact the program immediately if an emergency occurs leading to late arrival.
• A minimum of $10 will be charged for each child picked up after 6PM.
• An additional fee of $1/minute/child is charged for each minute, after 6:10PM, if a child is still waiting.
• Late pick-up fees must be paid, in full, before a child can return to KEY Academy or Fun Club programming.
• ONLY Late Fees may be paid, by check or money order, at KEY Academy sites.
• Chronic late pick-up may result in suspension from or termination of services.
• Children remaining at a program site at 7PM, with no communication from a parent/guardian, will be released to the police and/or child protective services.

PROGRAM CLOSURE
• The Greater Wichita YMCA will close KEY Academy sites anytime the district announces a weather-related or other emergency closure. This includes nonscheduled early release.
• School closure notice is provide by the school districts and is typically available on their website, on their social media accounts, or shared through local/regional media (TV and radio) outlets.
• Fees are not refunded or prorated when the program is closed due to school/district closure.

WHAT TO WEAR/BRING TO KEY
• It is suggested that your child bring an extra change of clothing on days they “dress up” for school.
• Closed-toed shoes are recommended.
• Unless otherwise indicated, all personal items (food, toys, phones, electronic phones, games, etc.) should be left at home.

LOST AND FOUND
• The Greater Wichita is not responsible for lost/damaged/stolen items and does not store or take control of personal items left behind.
• Each KEY Academy location/site has a designated place for found items. Items left in this area will be discarded or donated after a period of two weeks.
 KEY ACADEMY PAYMENT POLICIES AND OPTIONS (CONT.)

- Payments by mail (check or money order payable to ‘Greater Wichita YMCA Child Care / KEY Academy’) do NOT mail cash can be sent to the Greater Wichita YMCA / Child Care & KEY Academy and send to: Child Care Accounting, c/o Greater Wichita YMCA Child Care and Camp Branch, 402 N. Market Street, Wichita, KS 67202. Be sure to allow ample time for mailing and processing (late fees apply) and include student’s name on the ‘memo’ line of the check to ensure proper processing.

- DCF Electronic Bank Transfer (EBT) payment is accepted for any Greater Wichita YMCA Child Care or Camp program, including KEY Academy and Fun Club. Payments may be coordinated through any Greater Wichita YMCA branch location with a completed version of the required YMCA/EBT documentation form. The Greater Wichita YMCA Provider ID is available by contacting your Child Care Accounts. Retain a physical receipt of payment to provide, upon request, to KEY Academy staff.

- Fees may be paid in advance (bi-weekly, monthly, etc.) if preferred by parent/guardian/custodian. Contact Child Care Accounts for information on timing considerations and other questions. Late fees apply for incomplete/untimely payments.

- All balances not covered by third-party payer/assistance are the responsibility of the parent/guardian without exception. Late fees apply.

- For alternate payment arrangements, including third-party accounts registration and payment schedules please contact Child Care Accounts.

- School Day Out (SDO) Winter and Spring Break Fun Clubs: All fees are due, in full, upon registration and are nonrefundable regardless of attendance. To cancel registration and transfer fees to another Fun Club Day contact Child Care accounts the week prior to schedule attendance, on Monday, by 2:00 PM.

GREATER WICHITA YMCA INCOME-BASED FINANCIAL ASSISTANCE (IBFA)

Greater Wichita YMCA provides income-based financial assistance [scholarships/reduced rates) for KEY Academy participation to those who qualify. Separate from membership or other program assistance qualification, IBFA for Key Academy does not guarantee enrollment or placement. Confidential applications for assistance are available at ymcawichita.org/assistance or at any Greater Wichita YMCA branch locations. Contact Child Care Accounts for more information. Please allow 7-10 days business days for processes; awards are not retroactive. Financial assistance can be accessed for weekly Key Academy Fees, week long fun clubs (Winter and Spring Break) but not for single day school day out sessions.

LATE FEES / DELINQUENT ACCOUNTS

- A $10/instance/child late fee will be applied to all delinquent accounts (see payment deadlines and requirements above).

- All returned checks, declined drafts, or other non-sufficient funds (NSF) refusal of payment will be assessed a $20/instance charge in addition to any applicable late fees and/or other fees assessed.

- To avoid interruption of service, parents/guardians paying after deadline or are responsible to provide PROOF OF PAYMENT of all costs and fees to KEY Academy Site Director.

- Chronic late payment/ongoing account delinquency, may result in dismissal from the program.

CONTACT INFORMATION

- Contact information for each KEY Academy and Fun Club site is available on the "parents table" at each site and on staff.

- KEY Academy phones are not answered during the school day but messages are checked at the start of each AM and PM session and are answered during service hours.

- Call KEY Academy Administrative Offices at 316.264.1610. Contact Jon McReynolds, Senior Program Director (316.776.8243, jon.mcreynolds@ymcawichita.org) or Andrea Eliot, Child Care and Camp Branch Director (316.776.8241, andrea.eliot@ymcawichita.org).

Y MEMBER DISCOUNT

Save $5/Child/Week on KEY Academy rates for children included on a Greater Wichita YMCA FAMILY Membership. Learn more and discover other benefits of membership at ymcawichita.org/ReasonsY.

ACCOUNT QUESTIONS?

- Contact CHILD CARE ACCOUNTS to discuss accounts, charges, fees, payment, etc.

- ONLINE ymcawichita.org/ChildCareSupport

- CALL 316.776.8842

- EMAIL childcare@ymcawichita.org