

Before & After School Program

Dear Parent:

Welcome to our "Before and After School Program" child care program. We have received your registration request form. Enclosed is your enrollment packet. Please fill out all forms in detail and return to the "Before and After School" office at 3700 Old Lansing Rd Lansing, MI 48917. All forms must be returned no later than the first day of enrollment.

Steps to Register:

1. Fill out and sign Online Contract at ymcaoflansing.org/baschool
2. Print the Parent Handbook for your records.
3. Print and fill out the Child Information Record. Submit to the Westside YMCA
 - a. Please fill out all required fields. Any fields not applicable or unknown please use 'unknown' or 'none' instead of 'N/A'.
4. Enjoy the peace of mind knowing your children are well taken care of when you aren't around!

Contacts you should make:

1. Notify, in writing, your child's classroom teacher and the school's office clerk of your child's Before and After School schedule.
2. Make sure to notify neighbors, relatives, and friends if you have them listed as emergency contacts.
3. If you are receiving child care assistance please notify your case worker of changes to your care provider before care begins to allow time for processing. If you are anticipating funding assistance from the YMCA, request and return a scholarship as soon as possible.

Our regular school day site hours are 7:00am to the start of school and after school until 6:00pm. To keep things running smoothly we would greatly appreciate it if you abide by these hours. Children will not be allowed to sign in prior to 7:00 am and if necessary we will apply a charge of \$2.00 per minute to any child left in the care after 6:00pm.

Thank you,

YMCA Child Care Staff