



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Westside Community YMCA BEFORE & AFTER SCHOOL CONTRACT

Please check appropriate boxes, read the front and back, and sign the bottom of this contract.
This is a legal, binding document. Please only one child/contract

Child's Name _____ Birthdate _____
 Address _____ Home Phone _____
 City _____ State _____ Zip Code _____ Y Member Yes No
 Father's Name _____ Social Security # _____
 Business Phone _____ Ext. _____
 Mother's Name _____ Social Security # _____
 Business Phone _____ Ext. _____
 School Name _____ Date Starting In This Program _____
 Teacher's Name _____ Grade Level _____

MONTHLY RATES – WESTSIDE

BEFORE SCHOOL: 7:00am until start of school

	Y-Member	Guest
<input type="checkbox"/> Full Time	\$75	\$85
<input type="checkbox"/> 3 Days/Week	\$58	\$65
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		

AFTER SCHOOL: End of school until 6:00pm

	Y-Member	Guest
<input type="checkbox"/> Full Time	\$105	\$125
<input type="checkbox"/> 3 Days/Week	\$72	\$88
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		

1. Fees are charged on 180 school days, then divided by nine months and charged on a monthly basis. All fees are due monthly and in advance of service. You will be billed September through May and your payment must be mailed to the Westside Community YMCA, 3700 Old Lansing Rd., Lansing, MI 48917 (not to your child's site) by the first Friday of every month billed.
2. Fees are based on enrollment, not attendance, and that there is no adjustment for non-attendance.
3. You are bound to the terms of this contract until our main office at the Westside Community receives dated, written notification of any scheduling changes. The written notice must be given two (2) weeks in advance of desired changes. We will confirm changes by mail, and until you have received confirmation from us the notice is not official.
4. Payment must be made prior to attendance in the program. This includes any scholarship and DHS arrangements.
5. All returned checks will be charged a return fee of \$25 per check.
6. It is your responsibility to read and understand the policies set forth in the parent handbook.
7. Because we are mandated by the State of Michigan, we are obligated to report any form of abuse.
8. By signing this contract you authorize your child to participate in any swimming or field trip activity that the Before and After School Program plans as part of its half day, release day or regular program. You will continue to be notified in advance.
9. Winter, Spring, and Summer Vacation days, Half and Full Days, and Snow Days are not calculated into the monthly fee. You must pay additional fee to participate in any of these programs.
10. The YMCA reserves the right to make changes in its program and program fees without advance notice. Also the YMCA reserves the right to close sites that do not meet the minimum requirements for attendance.
11. Each family must pay, prior to their start in the Before and After School Program, a \$50 Equipment Fee. This fee is due regardless of when you start the program.
12. Periodically we take pictures of the children participating in different YMCA activities. Please understand that these may be displayed in a presentation or used in flyers, brochures, or other publications concerning YMCA programs. If you prefer that your child's picture not be used, please indicated this is writing to the Westside Community YMCA Child Care Director.

(See back for State of Michigan Licensing Administrative Code)

I understand that it is my responsibility as the Parent/Guardian to make full disclosure of any behavioral concerns that could be dangerous or harmful to him/herself or to other program participants. Further I understand that failure to report any behavioral or discipline problems could result in immediate termination from the program. I have read the accompanying Parent Handbook and hereby agree to the terms of this contract and to the policies of the Before and After School Program.

Parent/Guardian Signature _____ Date _____

THE WESTSIDE COMMUNITY YMCA BEFORE AND AFTER SCHOOL PROGRAM, AS A LICENSED CHILD CARE FACILITY, WILL PROVIDE THE FOLLOWING PROVISIONS OF THE MICHIGAN ADMINISTRATIVE CODE AS REQUIRED BY R400.510B:

R400.5102 LICENSEE.

RULE 102.

2. A licensee shall have the following administrative responsibilities regarding staff:
 - b. Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

R400.5106 PROGRAM.

RULE 106.

1. A center shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas:
 - a. Physical development, including large and small muscle.
 - b. Social development, including communication skills.
 - c. Emotional development, including positive self-concept.
 - d. Intellectual development.
2. A center shall permit parents to visit the program for the purpose of observing their children at all times.
3. A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
4. A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.
5. A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.
6. A center shall permit children under 12 months of age to eat and sleep on demand.
(R400.5205 and R400.5409 apply only to children from birth to 2 years of age as required in part 2 of these rules.)

HEALTH CARE PLAN

Proof of required immunizations must be on file with the child's school and a "Statement of good health", must be signed and on file with the YMCA before and After School Program before the child is allowed to begin attending the program.

The YMCA Before and After School Program is licensed and equipped to care only for children who are in good health:

1. Hand washing procedures: Children should wash hands before eating, after using the bathroom and after any art project.
2. Observation of general health of children: Children will not be accepted at the Before and After School sites if they show signs of illness.
3. Staff members should screen each child upon arrival for illness or health conditions that are unacceptable at the School's Out site.

It is important that infectious diseases, such as strep throat, chicken pox, ect. Be reported to the Before and After School staff. Children will not be accepted at the Before and After School sites if they show signs of illness. When children indicate illness at home, DO NOT send them to the Before and After School Program. This results in further inconvenience to you and possible exposure to other children and staff. If a child becomes ill or injured at the Before and After School Program, his or her parent will be contacted. You must pick up the child or make arrangements for the child to be picked up and cared for. The child will be isolated and made comfortable until someone arrives at the site. We will contact all emergency card numbers as per your instructions. Please be sure emergency card numbers are updated on a regular basis.

Children may not attend the center if they exhibit any of the following symptoms:

1. Fever of 101 or more.
2. Vomiting
3. Diarrhea
4. Severe nasal or eye discharge
5. Unidentified rash
6. Contagious disease (chicken pox, strep throat, head lice, pink eye, rotavirus, norovirus, ect.)

If vomiting occurs or any bodily fluids are found, clean up using the following precautions: use gloves to cover hands, clean up as best you can with the paper towel in the room. Then find the bleach solution and spray the entire area. Let set for two minutes and wipe down again with the paper towel. Place all paper towel and gloves in a plastic bag and tie shut and place in the waste basket. If your child goes to the doctor due to an illness please ask your doctor if it is contagious. If your child is contagious, you are required to notify the YMCA Before and After School Program immediately at 517-827-9666. We are required to notify other parents/guardians, however your child's identity will be kept confidential. If a child/staff in the center develops a serious communicable disease or condition the staff will post form to notify the families that their child has been exposed to a communicable condition. If a child is prescribed antibiotics the child must be on the medication for at least 24 hours before returning to the Before and After School Program. Parents must notify the YMCA Before and After School Program if a child has contracted or been exposed to any communicable disease (such as strep throat, head lice, pink eye, rotavirus, norovirus, ect.) If any of the symptoms mentioned become evident while the child is at the center, parents will be contacted to make necessary arrangements to pick up the child. Parents will be notified if while at the Before and After School Program, their child has a low-grade fever or exhibits any symptoms or behaviors that are not normal or usual for the child. This is just to keep parents informed. At such time it will not be necessary to pick up the child; however, if symptoms worsen, the parent will have to make alternate arrangements.

The child can come back to the Before and After School Program when:

1. The temperature is steadily below 101 degrees for 24 hours (without medication).
- 2. The child has been diagnosed as having a bacterial infection and has been on antibiotics for 24 hours.**
- 3. It has been 24 hours since the last episode of vomiting or diarrhea.**
- 4. The nasal discharge is not thick, yellow or green.**
- 5. The rash has subsided or a physician has determined that the rash is not contagious.**
- 6. As for head lice or nits, the child must be treated and be lice and nit free.**

IN THE CASE OF EMERGENCIES, THE STAFF WILL CONTACT THE PARENTS. IF IT IS APPARENT THAT A CHILD REQUIRES HOSPITAL TREATMENT, AN AMBULANCE WILL BE CALLED FIRST AND THE PARENTS AFTERWARDS.