



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

2020-2021 Before & After School Registration

PLEASE INCLUDE A COPY OF AN UPDATED PHYSICAL AND IMMUNIZATION RECORD
 CHILD CAN NOT START THE PROGRAM WITHOUT CONFIRMATION CALL FROM DIRECTOR

Student Information:

Child's Name: _____ Gender M F Date of Birth ____/____/____ Start Date _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Grade _____ Child lives with: ___ Mother ___ Father ___ Grandparents ___ Foster

Race / Ethnicity: ___ White ___ Asian/Pacific Islander ___ American Native/ Alaskan Native ___ Black, not of Hispanic origin
 ___ Hispanic ___ Other

Income: ___ Below 20,000 ___ 20,000-30,000 ___ 30,000-40,000 ___ 40,000-50,000 ___ over 50,000

Family Information:

Parent 1 _____ Parent 2 _____

Address: _____ Address _____

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

Home Phone _____ Home Phone _____

Cell Phone: _____ Cell Phone _____

Email _____ Email _____

Employer _____ Employer _____

Employer Address _____ Employer Address _____

Work Phone _____ Work Phone _____

Permission to Release and Emergency Contacts (Other than parents). **Persons picking up must be at least 18 and provide a photo ID when picking up. Copies of ID's will be taken:**

Name: _____ **Relationship:** _____

Home: _____ **Cell:** _____

Name: _____ **Relationship:** _____

Home: _____ **Cell:** _____

Name: _____ **Relationship:** _____

Home: _____ **Cell:** _____

Name: _____ **Relationship:** _____

Home: _____ **Cell:** _____

NAUGATUCK YMCA

284 Church Street Naugatuck, CT 06770

P 203 729 9622 W Naugatuckymca.org



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Please list any person(s) who are not allowed to pick up your child. Any person who is not allowed to pick up said child must provide a copy of the restraining order or court order.

Name	Ages	Birthdate

Siblings:

Medical Information:

Doctor: _____

Address: _____ Phone Number: _____

Dentist: _____

Address: _____ Phone Number: _____

Naugatuck YMCA School Age Program will close in observance of the following days:

New Year's Day Fourth of July Labor Day Good Friday Memorial Day
Thanksgiving and Friday after Christmas Break (Dec. 24- Jan. 1)

I understand that by signing this contract with the YMCA Before and After Care Program, I am responsible for following the policies set by Naugatuck YMCA, including paying my child's tuition, registration fee and late fees that may occur. I understand that rates are subject to change with a 30 day notice.

Parent Signature

Date

Directors Signature

Date



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Permission Authorizations

In the following statements of permission, the phrase "my child" refers to the child listed on the application.

I, the undersigned, give permission for my child to participate in normal program activities in and away from the childcare center. I voluntarily agree to hold the YMCA harmless for injuries or accidents resulting in bodily injury or property damage during my child's participation in the YMCA After School Program. I further waive, release, absolve and indemnify the Naugatuck YMCA, its directors, volunteers, officers or employees for injuries or accidents occurring while participating in the programs of the YMCA.

Parent/Guardian's Signature _____ Date ____/____/____

I, the undersigned, give the YMCA permission to take/use photographs, slides, or video of the person named on this application for YMCA purposes. I understand that a photo of my child may be kept in my child's file for identification purposes.

Parent/Guardian's Signature _____ Date ____/____/____

I, the undersigned, certify that the information given to the YMCA is accurate. I realize that I am responsible for updating the YMCA staff of any changes to my child's file. I understand that I must have an updated medical form for my child on file at the Naugatuck YMCA before my child starts the program. I have read and understand the Parent Handbook and have reviewed the Behavior Management Technique and discussed any concerns with staff. Also, I know that **I am responsible to uphold the policies and procedures as stated.**

Parent/Guardian's Signature _____ Date ____/____/____

In the event of a serious illness or injury to my child, he/she will be taken by ambulance to the nearest medical facility, as decided by emergency personnel. I, the undersigned, give the YMCA staff permission to give immediate first aid and/or secure emergency medical services to my child as necessary. Physician Name Address Phone Number.

Parent/Guardian's Signature _____ Date ____/____/____

I, the undersigned, give permission to have my child transported by school bus or to and/or from school as needed. This permission includes bus transportation for field trips for any YMCA Child Care program. This permission includes any walking field trip for the YMCA Child Care program. In the unforeseen event of an emergency which would require immediate evacuation of any YMCA Child Care program, permission is granted for transportation to a safe location.

Parent/Guardian's Signature _____ Date ____/____/____

Special Information

Any child with special information in either section needs to have an Individual Care Plan form filled out by the parent/guardian. These forms are available at the Naugatuck YMCA and **MUST** be completed before the child starts the program. Is there any special information concerning your child? (Example: medication, allergies, behavior, pick-up)

Please use this space to provide detailed information regarding behavioral or parental custody issues that would enable us to provide appropriate services to your child. If relevant, please list any behavioral modification methods used at home or at school.

Parent/Guardian's Signature _____ Date ____/____/____



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EXCHANGE OF INFORMATION

I understand that information regarding my child is generally confidential and may not be given to employees of other schools, public agencies or individual professionals in private practice without my consent or other legal requirement.

I, _____, hereby consent to the release of the information initialed and checked below, regarding my child _____ held by the Naugatuck YMCA to _____.

- Educational/Developmental Records
- Diagnostic Assessments/ Evaluations
- Developmental/Health Screenings
- Medical
- Dental
- Immunizations
- Other _____

I authorize communication and exchange of information between the Naugatuck YMCA and _____ to discuss the above indicated records/conditions, and or findings. I also authorize communication and exchange of information between _____ and the Naugatuck YMCA. Further, _____ is authorized to share the information gained with his/her supervisor and staff working directly with him/her. Consent for release of information and authorization of communication shall be for the limited purpose of understanding and addressing my child's needs.

This consent is voluntary and I understand I can withdraw my consent for my child at any time. Unless I withdraw this consent, this authorization will be effective for the period my child is continuously enrolled in the Naugatuck YMCA. By signing below, I am confirming that I have read, understand and agree to the above.

Parent/Guardian (print) _____



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MEMBERSHIP WAIVER

Use of the YMCA facilities and participation in sports or other physically demanding activities inherently exposes the participant to a certain degree of risk of personal injury, illness, and other adverse medical consequences. The YMCA is not an insurer of a member's life or personal safety. No member will engage in activities which require a level of physical fitness exceeding the member's physical condition or abilities, as determined by the member. Every member assumes the risk of personal injury, illness, or other conditions arising out of or related to the member's activities on YMCA premises and releases the YMCA, its Directors Officers, Agents, and Employees from all claims, actions, or liability on account of such causes.

I am an adult over 18 years old of age and wish to participate in Naugatuck YMCA membership/program activities. IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating inspected and carefully considered such premises and facilities or the affiliated program. In addition, I give my children permission to participate in Naugatuck YMCA activities. I understand that even when every reasonable precaution is taken, accidents can sometimes happen. Therefore, in exchange for allowing me to participate in YMCA activities, I understand and expressly acknowledge that I, for myself, or anyone entitled to act on my behalf, waive and release the YMCA, sponsors, representatives, and successors from all claims or liabilities of any kind arising out of my participation in activities at or sponsored by the YMCA. I further agree to indemnify and save harmless the YMCA, its staff director's members and guests. I have read, understand, and am voluntarily signing this authorization and release.

I understand that the Naugatuck YMCA is not responsible for personal property lost, damaged or stolen while members and/or program participants are using YMCA facilities, on YMCA premises, or involved in YMCA programs. I give my permission to the Naugatuck YMCA to use limitation and obligation, photographs, film footage, or tape recordings which may include my image or voice for the purpose of promotion or interpreting YMCA programs.

By participating in the YMCA Nationwide Membership Program, I agree to release the National Council of Young Men's Christian Associations of the United States of America, and its independent and autonomous member associations in the United States and Puerto Rico, from claims of negligence for bodily injury or death in connection with the use of YMCA facilities, and from any liability for other claims, including loss of property, to the fullest extent of the law.

The YMCA conducts regular sex offender screening on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access.

Member Signature

Print Name Here

Date



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Naugatuck YMCA School Age Program Weather Related Early Dismissal/ Delayed Opening Plan

When Naugatuck schools are dismissed early or the town cancels afterschool activities as a result of inclement weather, the Naugatuck YMCA does NOT offer aftercare. In order to ensure that the children are safe, please indicate the provisions established for your child once he or she is dismissed from school.

When Naugatuck schools have a delayed opening, the Naugatuck YMCA does not offer beforecare. These days have been calculated in tuition fees.

Child's Name: _____ Home Address: _____

School: _____

___ My child is to be picked up at school by his/her parent. _____

___ My child is to take his/her bus home. He/she rides on bus number _____

___ My child is a "walker" and will be walking home from school. Once he/she is home, someone will be there for him/her.

___ My child is to go to a friend/relative's house.

He/she is to (Take a bus _____ (indicate bus number), walk, or be picked up at school).

He/she will be in the care of _____
(Name and phone number of caretaker)

My child(ren)'s arrangements are not described above. He/she is to:



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MONTHLY TUITION

Tuition is based on Naugatuck Public School schedule. We will have the same half days and noschool days as the public school. Yearly tuition is divided into 9 equal monthly payments. Payments are due the last Friday of the month prior to service. Care 4 Kids accepted and financial assistance available for both monthly membership and tuition fees. Please apply for Care 4 Kids first.

YMCA Youth Membership	\$15.00 Monthly	N/A
	Y Member	Community Member
DISTANCE LEARNING 8:55am-3:25pm	5 days per week/ \$680 per month (\$170 per week)	5 days per week/ \$816 per month
DISTANCE LEARNING 8:55am-3:25pm	3 days per week/ \$408 per month (\$102 a week)	3 days per week/ \$561 per month
HYBRID DISTANCE LEARNING HALF DAY school dismissal-3:25pm	5 days per week/ \$366 per month (\$91 per week)	5 days per week/ \$480 per month
DISTANCE LEARNING EXTENDED CARE AM 7am-8:55	5 days per week/ \$120 per month (\$30 per week)	5 days per week/ \$123 per month
DISTANCE LEARNING EXTENDED CARE PM 3:25pm- 6pm	5 days per week/ \$120 per month (\$30 per week)	5 days per week/ \$123 per month
BEFORE CARE NON-DISTANCE LEARNING 7am-8:55am	5 days per week/ \$240 per month (\$60 per week)	5 days per week/ \$280 per month
BEFORE CARE NON-DISTANCE LEARNING 7am-8:55am	3 days per week/ \$180 per month (\$45 per week)	1-3 days per week/ \$210 per month
AFTER CARE NON-DISTANCE LEARNING 3:25pm-6:00pm	5 days per week/ \$340 per month (\$85 per week)	5 days per week/ \$390 per month
AFTER CARE NON-DISTANCE LEARNING 3:25pm-6:00pm	3 days per week/ \$240 per month (\$60 PER WEEK)	1-3 days per week/ \$314 per month
NO SCHOOL DAYS 7am-6pm	Per Day \$45	Per Day \$60
PUBLIC SCHOOL HALF DAYS NON-DISTANCE LEARNING Dismissal-6pm	After care participant \$0 Non-aftercare participant \$30	Per Day \$35

Pricing subject to change with a month notice.



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Security Deposit: First Month Tuition
One time registration Fee: \$25 non-refundable, non-transferable

Please check off schedule needed.

DISTANCE LEARNING 5 DAYS A WEEK 8:55am-3:25pm	
DISTANCE LEARNING 3 DAYS A WEEK 8:55am-3:25pm	
HYBRID DISTANCE LEARNING HALF DAY 5 DAYS PER WEEK Dismissal-3:25pm	
DISTANCE LEARNING EXTENDED CARE AM 7am-8:55	
DISTANCE LEARNING EXTENDED CARE PM 3:25pm- 6pm	
BEFORE CARE NON-DISTANCE LEARNING 7am-8:55am	
BEFORE CARE NON-DISTANCE LEARNING 7am-8:55am	
AFTER CARE NON-DISTANCE LEARNING 3:25pm-6:00pm	
AFTER CARE NON-DISTANCE LEARNING 3:25pm-6:00pm	
NO SCHOOL DAYS 7am-6pm	
Tuesday, November 3, 2020	
Wednesday, November 11, 2020	
Wednesday, November 25, 2020	
Monday, January 18, 2021	
Monday, February 15, 2021	
Tuesday, February 16, 2021	
Monday, April 12, 2021	
Tuesday, April 13, 2021	
Wednesday, April 14, 2021	
Thursday, April 15, 2021	
Friday, April 16, 2021	
PUBLIC SCHOOL HALF DAYS NON-DISTANCE LEARNING Dismissal-6pm	

I understand I am responsible for payments on the above checked dates.

Payment Policy

If changes need to be made to my child's schedule to decrease or increase my child's attendance at the Naugatuck YMCA I will give a minimum of 2 weeks notice. I understand I will also be responsible for completing a new tuition agreement form.

 Parent Initials



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PAYMENT OPTIONS

___ I will pay by cash/check the last Friday of the month prior to service. Cash/check payments must be made at the Naugatuck YMCA main building 284 Church Street.

___ I would like the following account charged on the last Friday of the month prior to service.

Electronic Funds Transfer (EFT) Agreement

I/we hereby authorize the Naugatuck YMCA to charge the account provided on a monthly basis(according to the pay schedule), in the amount named, to pay for the Naugatuck YMCA Childcare program for the child(ren) listed below, until the end of the school year or until my child(ren) has been disenrolled from the program.

Child's Name

Child's Name

___ BANK DRAFT EFT Checking Savings

BANK NAME _____
ROUTING NUMBER _____
ACCOUNT NUMBER _____
CREDIT CARD EFT CARD TYPE: MasterCard Visa
CC # _____ Exp. Date _____

Date of First Transfer: _____ Payment Amount: _____

My signature below states my understanding that I have agreed for the Naugatuck YMCA to draft my credit card account for all fees owed for the childcare program. I understand that I will be responsible for any and all returned payment fees that are accrued in the event that my selected payment method is not accepted.

SIGNATURE: _____ DATE: _____

Fees are due **monthly** on a prepaid basis. The yearly tuition is based on 180 days of school regardless of absences. The YMCA does participate in the Care4Kids program. Parents are responsible to make all monthly payments until a certificate is issued from Care4Kids and a parent share fee has been determined. **You will NOT receive a monthly bill or payment reminder unless your account is delinquent.**

I have read the policies and procedures of the YMCA Child Care Center and off- site programs which include, but are not limited to tuition, late fees, absenteeism, holidays, vacations, center closings, special events and termination and I understand these regulations and agree to comply.

SIGNATURE: _____ DATE: _____

My signature below states my understanding that I have agreed for the Naugatuck YMCA to draft my credit card account for all fees owed for the childcare program. I understand that I will be responsible for any and all returned payment fees that are accrued in the event that my selected payment method is not accepted.

SIGNATURE: _____ DATE: _____



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COVID CHANGES

During these uncertain times it is imperative to provide our community with a safe, educational and fun filled summer for the children in our community.

Working from the CDC guidelines and in collaboration with our local health and the office of early childhood advisors, we have strengthened our health screening processes. We will implement CDC, local and state criteria to help ensure that participants joining our community are healthy.

The following amendments are subject to change as CDC, state and local guidelines are changed.

Please read and complete the last page. This includes a new tuition agreement during the Covid-19 restricted times.

Refund Policy:

2020 Naugatuck YMCA Cancellation policy May 1, 2020

Due to the financial strain the COVID-19 crisis has placed on our camp families, our normal cancellation policy and payment schedule has been waived this year.

2020/2021 policy:

1. If the YMCA cancels the a week (due to recommendations by the CDC and local health authorities):
 - a. Families can choose to donate all or a portion of their fees to the YMCA. Donations help with the ongoing property care as well as preparation work for the program which has already occurred (suggested donation: \$100 per child), OR
 - b. Families can choose to roll their payments over to the following weeks, OR
 - c. Families feeling the financial strain are eligible for a full refund, OR
 - d. Some combination of donation/rollover/refund.

2. If a family wishes to cancel:
 - a. Full refunds will be offered up to two weeks before the start of a new week. Please make the request in writing by emailing sbeck@naugatuckymca.org. Families are asked to consider donating a portion of their fees to the Naugatuck YMCA to help with the ongoing property care and ongoing community services.

We are grateful for all of our families and their trust and loyalty over many years. If you have to cancel and request a refund due to your family's circumstances, we understand and hope you will consider joining us again in the future!

FINANCIAL RESOURCES:

- Care 4 Kids is an option for financial support as well.
- YMCA Open Door financial assistance.

SOCIAL DISTANCING:

- Drop off and pick up will be staggered and will be held outside. Parents are required to sign their child in and out of the program.

Drop off times:

Before care: 7:00am to 7:15am

7:45am to 8:00am

(Children will not be allowed to be dropped off after 8am)

Distance Learning School: 8:55 drop off to 9:00

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Pick up times:

Distance Learning School: 3:25 to 3:30

After care: 5:00pm-5:05pm

5:55pm-6:00pm

- Group size will be limited to 14 children per group. Unless otherwise changed by the Connecticut Office of Early Childhood.
- Groups will be assigned to one room.
- Groups will not be allowed to be combined for large group activities.
- Staff will be assigned to one group and remain with that same group only.
- Staff will be required to wear face covering as required by state and local authorities.

DAILY HEALTH SCREENINGS:

- Staff will review health screening daily with the parents upon arrival.
- All staff and children will be checked for the following upon arrival:
 1. Signs of cough or respiratory distress
 2. Temperature below 100 degrees
- Parents will be required to maintain 6 foot social distancing and wear face coverings during screening and will watch their child until other students have been screened and/or staff is ready to bring the child to their assigned group.
- Staff will recheck children's temperatures when returning for aftercare daily.

TRAVEL POLICY:

- For the protection of others, and to contain the spread of the virus, the State of Connecticut has recommended that persons traveling from an impacted state into Connecticut self-quarantine for 14 days. If you do not wish to self-quarantine, please see the link to the governor's memo below for testing alternatives. If you come in contact with a child enrolled in the Naugatuck YMCA upon your return from an impacted state, the enrolled child may return to the center after a 14 day time period to ensure s/he is not spreading or has not contracted the virus.
- The most current list of hotspot states can be found at <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>.
- Governor's Memo: <https://portal.ct.gov/-/media/Coronavirus/20200702-DPH-travel-advisory.pdf>

HAND WASHING and SANITIZING:

- Hand washing is done regularly during the program hours. We are encouraging additional handwashing times.
- Children are reminded to avoid touching their eyes, nose and mouth.
- Children are sent home if they are sick. We are monitoring the health of the children in our programs and ask for parents to keep sick children home.
- We have increased our regular cleanings and disinfecting of surfaces used by the children.

EXPOSURE:

In the event of a child or staff is diagnosed with Covid-19, we will take the following steps:

- Notify the families and staff in the child care program.
- Contact our local health department of the CT Department of Public Health.
- Follow guidance from our local health department and the Office of Early Childhood.

SIGNATURE: _____ DATE: _____

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**COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM
("Release")**

I hereby acknowledge the health risks and dangers associated Coronavirus, COVID-19. COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can, among other things, lead to severe illness, personal injury, permanent disability, and death. Participating in the Naugatuck YMCA programs or accessing the Naugatuck YMCA facilities could increase the risk of contracting COVID-19.** The Naugatuck YMCA in no way represents or warrants that COVID-19 infection will not occur through participation in the Naugatuck YMCA programs or accessing The Naugatuck YMCA facilities.

I have read and fully understand and acknowledge the contents of the Release. In exchange for participating in the Naugatuck YMCA events and/or at any of its facilities (collectively, "Participation"), I, for myself and on the behalf of my family, agree that I am voluntarily waiving, releasing, indemnifying and discharging the Naugatuck YMCA and its officers, directors, employees and volunteers for, from and against any and all liability, damages, and each and every action including, but not limited to, exposure or transmission of the COVID-19 virus (collectively, "Claims") by Participation associated with or at the Naugatuck YMCA.

I represent that I have full authority to sign on behalf of my family and that my signature binds each other person having authority to make decisions on behalf of my family.

My signature below is confirmation that I have read and fully understand and acknowledge the contents of the Release and agree that I am voluntarily waiving, releasing, indemnifying and discharging the Naugatuck YMCA and its officers, directors, employees and volunteers for, from and against the Claims.

Name: _____

Signature: _____ Date: _____



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Handbook Sign Off

I _____, parent of _____
understand that the contract between the Naugatuck YMCA can end at any time on either the family or provider's behalf. I/we have read, received and understand all information in the Naugatuck YMCA's handbook. I/we feel comfortable with all the information that I/we have learned and understand that I/we may ask questions at anytime.

Signature

Date

Registration Check List-Did you include the following?

- 100% Completed registration form
- Membership form
- Covid Waiver
- \$25 non-refundable, non-transferable registration fee
- 1st Month Tuition
- State of Connecticut Department of Education Health Assessment Record (All 3 pages complete and signed and dated)
- Medication Administration if needed
- Asthma Action Plan if needed
- Emergency Action Plan if needed
- Individual Care Plan for any medical conditions
- Medication in the original box with prescription label
- Financial Assistance for Membership (Membership for All)
- Financial Assistance for Tuition(FA)
Must have a current Care 4 Kids certificate.
If not, must apply to Care 4 Kids before FA can be processed.
Must complete a Financial Assistance application, with backup.
FA will not be processed without required documents.
- Care 4 Kids Packet Included
Current Care 4 Kids families will need to complete a SUMMER 2019 Parent Provider Agreement. (PPA). Families without a current certificate must complete a Care 4 Kids Application and aParent Provider Agreement. 3 current paystubs must be attached to the Care 4 Kids application or it will not be submitted.

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SCHOOL'S OUT PARENT INFORMATION- Keep as a reference

GOALS Help children develop to their fullest potential. Support and strengthen the family unit Deliver child care in a safe and positive environment. Teach, model, celebrate, practice, praise, and reinforce the four values of character development: caring, honesty, respect, and responsibility; and confront inconsistencies. Foster health and well-being for children and families.

FORMS NEEDED

Registration form
Medication Administration Form
Asthma Action Plan
Emergency Action Plan
Epi Pen Action Plan
Individual Care Plan
CT Depart. of Ed.Health Assessment Record

Medication in the original box with prescription label

Communication:

YMCA Main Number: 203-729-9622
Western School Text Number: 475-331-7983
Andrew Ave School Text Number: 475-331-7164
Sherri's Email: sbeck@naugatuckymca.org
Remind App for notifications:
remind.com/join/f8634b

STAFF We have a certified head teacher and a supportive trained staff. We have First Aid and CPR certified staff member on site at all times. Medication Administration and Epi Pen Trained staff are on site when a child is present with the need for care.

INFORMATION

- Before School Hours: 7am- Start of School After School Hours: School dismissal until 6:00.
- Vacation and Holiday Camp Hours: 7am until 6:00pm
- Distance Learning begins at 8:55 and ends at 3:35. Following the Naugatuck public school schedule for half days, no school days, emergency early dismissals and cancelations.
- Delayed School Openings: Before care is closed when there is a delayed opening for the start of school.
- Emergency Half Days: Aftercare is closed on school emergency early dismissal days and school closings for afterschool activities. The school must have a plan for your child if there is an emergency half day. We will not be open.
- The program is closed on the following days: Good Friday, Memorial Day, 4th Of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Vacation, and New Year's Day.
- Snow Days and Emergency Half Day closings are not made up or adjusted. Please see YMCA website for snow day activities.
- Open for scheduled half days.

Pickup and Dropoff:

Andrew Ave: Drop off and pickup location will be in the back of the building. When facing the building go to the left and go behind the building down the long skinny driveway. There will be a doorbell for you to ring. Staff will come and allow your child in at drop off. At pick up your child will be walked to the door for you and you will sign your child out. (Please always bring ID)

Western School: Drop off and pick up are to the right of the building. Go to the cafeteria door first. If the children are not there they are in the gym. Staff will keep an eye out. At pick up your child will be walked to the door for you and you will sign your child out.

YMCA: Drop off and pick up is in front of the building. The staff will come out to bring the children in and to dismiss the children.

PICK UP POLICY Children must be picked up by an adult. Parents must sign their child out at time of pickup. Please list all people allowed to pick up your child. Please advise them they will need to show ID. IF A PARENT IS NOT ALLOWED TO PICK UP A CHILD, A COURT ORDER MUST BE ATTACHED TO REGISTRATION FORM.

Dismissal is at 6:00. A late fee will be charged of \$5 will be charged for every 5 minutes you are late. 2 staff ages 18 or over will be remain with the child. If you are unable to be reached at your contact numbers, we will

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attempt to call emergency contact people. If the child is not picked up by emergency people or the parents by 7:00, we are mandated by the state of CT to contact the Naugatuck Police Department and DCF.

PAYMENT POLICY Payments are due the last Friday of the month prior to scheduled care. Payments can be made at the front desk or online. Email sbeck@naugatuckymca.org for username and password set up. Save your receipts for tax purposes. All accounts must be kept up to date in order to stay active in any of our YMCA programs. Failure to pay will result in a referral to a collection agency. You will be responsible for attorney fees, court costs and any other cost associated with this debt. There is a \$25 bounced check fee. We do accept Care 4 Kids. Financial Assistance is available for those who qualify. Families must apply for Care 4 Kids before financial assistance is given.

A 2 week notice must be given in writing or email to sbeck@naugatuckymca.org to change your child's schedule. Tuition will not be adjusted for sick days, snow days or vacation days.

MEDICATION Prescribed emergency medication will be the only medication administered by the trained staff in our program. All other medication should be dispensed by the school nurse prior to dismissal. A trained staff will be on site at all times when a child who may require medication is in our care. Medication must be in original container with dated current labeling that includes pharmacy and name of prescribing physician. Forms needed are: Written Order from an Authorized Provider/parent's Permission, Emergency Health Care Plan, Asthma Action Plan, Individual Plan of Care and Epi Pen Administration Permission. Emergency medications are stored in the director's office. Controlled medication is stored in a locked box in the director's office. Thorough hand washing is expected. Staff will wear gloves at all times when dispensing or handling medications. If medications are administered, the date, time, dosage and comments will be recorded on the child's individual administration of medication record. The information will be logged into our medical incident log for review by our consulting physician if necessary.

ATTENDANCE:

Text your child's location contact number if he or she will not be at the Y program. (Numbers listed above)

Attendance will be done on a daily basis. We will be expecting your child if we do not receive a call saying otherwise. It is important to let your child's school know as well. There is no fee adjustments for missed days.

HEALTH AND ILLNESS If your child becomes ill, parents will be called first. If we are unable to reach a parent we will call emergency contact people. 2 emergency contact people must be listed on your registration form. The child must be picked up within an hour of the call. Sick children will be supervised away from other children and made comfortable while waiting to be picked up. Please keep your sick children home. This will help prevent spread of infection or illness among children. Children should be kept home if they have experienced any of the following within the past 24 hours; a fever of 100 or more, a runny nose with green or yellow discharge, diarrhea, vomiting or nausea, unidentified rash, any contagious disease or condition including but not limited to conjunctivitis, chicken pox, impetigo, lice or severe cough/croup. Please notify the YMCA if your child has developed a contagious disease. If a child develops these symptoms while in after school, we will call the parents or authorized pick up person to take the sick child home.

INJURY AND ACCIDENTS If your child is injured at the after school program and more than first aid is required, 911 will be called first then every effort to contact the child's parent or legal guardian will be made. Emergency transportation will be provided by emergency service vehicles only. Treatment will try to be secured at the hospital of your choice.

DISCIPLINE AND BEHAVIOR The YMCA uses positive discipline techniques for guiding children. Avoiding competition, comparison and criticism, staff members must deal with children using positive methods of guidance including redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement. Discipline techniques are to be non-punitive and accompanied by rational explanation of expectations. At no time may the staff use corporal punishment or any other humiliating or frightening discipline

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techniques. The withholding of food may not be used as consequence of behavior at any time. No child shall be restrained. The program operates on the basis of clear and consistent rules, which are explained and understood by the children. Difficult behavior is routinely anticipated, activities are redirected and alternative behaviors are discussed with children. At no time is neglect or abuse of children tolerated. Removal of a child from the group for disciplinary or health reasons will be to a location where at least 2 staff members may maintain visual supervision. Parents can discuss the discipline policy with the staff. The following procedures will take place:

- The child will be given a verbal warning and redirected to another activity.
- If inappropriate behavior continues, the child will be encouraged to talk it out.
- Whenever there is a serious concern about a behavior or discipline problem, the staff will inform the parents. The staff and family will meet to develop plans to resolve the problem and communication on behavior will be offered daily.
- In the event that a recommendation is made for the child to receive an assessment from local health education or mental health services, the parent agrees to provide the results of these assessments to the center. (Any costs relating to these services are the responsibility of the parent.)
- If the above actions have not resulted in improved behavior from the child, written notice will be given to the parent/guardian to remove the child from the program for a determined period of time. During this time period, the YMCA staff will continue to work with the parent/guardian and child on behavior modifications.
- The YMCA reserves the right to remove any child who may pose a danger to themselves or other children in our setting. Efforts will be made to recommend an appropriate placement for the child.

WITHDRAWALS 2 weeks advanced notice must be given when withdrawing or schedule changing. All families failing to provide this notice will be responsible for 2 weeks payment following the withdrawal. If the program is cancelled due to weather there will not be a refund for the closing.

SCHEDULE

- BEFORE SCHOOL DAILY SCHEDULE
7am Drop off table activities and gym activities (HEPA)

8:30 Prep for the day

- AFTER SCHOOL DAILY SCHEDULE
3:00 Free choice activities
3:45 Snack
4:00 Gym or outdoor activities
5:15 Homework and quiet activities

- DISTANCE LEARNING
8:55 Drop Off
12:00 Lunch
1:00 Return to School Work

3:25 PickUp

We will follow the public school schedule for half days and no school days.

- VACATION CAMP SCHEDULE
7-9am Afterschool room games and activities
10-11:30am Field Activities (or gym depending on weather) (HEPA)
11:30-12:45 Hand washing and lunch (HEPA) in afterschool room
1-1:30 Swim (HEPA)
1:45-2:30 Snack and games afterschool room
2:30-3:45 Gym (HEPA)
3:45-6 Afterschool Dismissal

SNACKS and LUNCHES

Afterschool: A snack is provided daily. The snack consists of two food groups. A snack menu is posted near the parent board. If the snack we provide is not enough for your child, you may send a snack with him/her. Peanuts and nut products are not allowed due to allergies. Snacks must follow our healthy eating guidelines.

Vacation Days and Holidays: Lunches and snacks are not provided. They need to follow our healthy eating guidelines. We do not have access to heating lunches or refrigerating lunches. Peanut butter and nuts are not allowed due to allergies. Fruits or vegetables are to be served at every snack. Sugar content must be 8 grams or lower. No Trans Fat is allowed. No fried or pre-fried foods are allowed. Whole grain foods served daily at snack time. Water or low-fat milk are the only beverages allowed.

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Clothing Children should wear comfortable clothing suitable to the season and the activities in the program. Bathing suits and towels should be brought daily along with a full change of clothing for emergencies. Please be sure to label all of your child's belongings with their first and last name. Children are to wear sneakers. Flip flops and sandals are not allowed.

Screen Time Policy Digital devices are to be used for programs that engage children in physical activity, schoolwork or planned activities.

TRAVEL POLICY:

- For the protection of others, and to contain the spread of the virus, the State of Connecticut has recommended that persons traveling from an impacted state into Connecticut self-quarantine for 14 days. If you do not wish to self-quarantine, please see the link to the governor's memo below for testing alternatives. If you come in contact with a child enrolled in the Naugatuck YMCA upon your return from an impacted state, the enrolled child may return to the center after a 14 day time period to ensure s/he is not spreading or has not contracted the virus.
- The most current list of hotspot states can be found at <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>.

Governor's Memo: <https://portal.ct.gov/-/media/Coronavirus/20200702-DPH-travel-advisory.pdf>