

YMCA OF SOUTHERN ULSTER  
**Highland School's Out**

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Our School's Out programs serve Kindergartners through 5th graders at Highland Elementary Schools.

**Program Description:** The goal of the YMCA School's Out Program is to provide qualified supervision, and create a positive environment for your child's growth and development. Experienced counselors, who serve as positive role models, give individualized attention and lead various activities which include arts, crafts, "new games" and sports. Each week is theme based and there is time each day for homework with guidance from the staff if requested.

**Morning School's Out:** Open to Highland students, the program opens at 7:30 a.m. and is held in the cafeteria, gym & fields. Each participant will join the school breakfast program before going to their classrooms.

**School Opening Delays or Early Dismissals:** If school is two hours late, so will the program be two hours late. If school is one hour late, so will the program be one hour late. If school is cancelled due to an emergency or inclement weather earlier than regular dismissal time, we will not be able to provide a program. If it is a pre-scheduled early dismissal, we will provide a program.

**Afternoon School's Out:** The Program follows the Highland School District Calendar (including any early dismissals or half days) from school dismissal times till 6:00 p.m. and is held in the Elementary School cafeteria, gym and fields.

**Holiday & Snow Day Programs:** When snow days and holidays arise, a full day program is offered at the Kingston YMCA. On snow days there is no transportation, however, on holidays we do offer transportation from Duzine Elementary School. Holiday Programs are an additional \$40.00 per day.

**Daily Schedule:**

3:30 p.m. - Snack, show & tell, announcements/discussion of day's events & activity choices.

4:00-5:00 - Arts & Crafts, organized "new games" or "free time".

5:00-5:30 - Homework or Quiet time.

5:30-5:45 - Clean up.

5:45-6:00 - Organized game.

**Pickup:** Parent or Legal Guardian provides pickup by 6:00 p.m. Only authorized persons may pickup children and everyone must sign out daily. Please let us know in advance if someone else will be picking up your children. All adults are expected to show ID.

**A fee of \$10.00 per every 10 minutes for late pickup will be charged.** This fee is due for staff time incurred, and must be paid in cash at pickup no later than the following day. If this fee is not paid within 24 hours, your enrollment will be suspended until payment has been made.

**Discipline:** We emphasize positive forms of discipline. Usually it entails "redirection" and "giving back" to the group by doing a helpful task. "Taking Breaks" are occasionally used to allow for a few minutes of reflection. Every break is followed by a discussion between participant and counselor. The staff are required to communicate all discipline problems to the parent/guardian and the Program Director. In extreme cases of misbehavior, a child may be given "time off" from the Program, see Behavior Policy in our Family Guide.\*

**2009-2010 School Year Monthly Fees\***

(Monthly Fees are based on a 180-day school year and all participants must be YMCA members: \$25.00/year.)

Register for 5 days a week and receive a Courtesy Family Membership!

	<b>AM only</b>	<b>PM only</b>	<b>Both</b>
5 days a week	\$165	\$220	\$300
4 days a week	\$155	\$210	\$285
3 days a week	\$125	\$185	\$255

**A \$50.00 non-refundable deposit is required at time of registration (which is applied to June's tuition).**

You can register in person or by mail by completing the reverse side.

All payments are due on or before the 25th of each month prior to attendance.

**A late fee of \$25.00** will be charged for all payments received after the 1<sup>st</sup> of the month. Families who consistently fail to pay on time will be required to pay through credit card draft or bank draft.

**For Financial Assistance, contact Meghan Goodnow, Childcare & Camping Registrar.**

\*After this registration form has been processed, you will receive a family guide for a comprehensive description of all our programs. You will also receive a Parent/Guardian Contract which needs to be signed and returned.

**The YMCA does not discriminate based on sex, race, religion or economic status.**



We build strong kids, strong families, strong communities.

School's Out Application  
2009-2010 School Year

Family Guide \_\_\_\_\_  
Parent Contract \_\_\_\_\_

Participant Information: (All information is considered confidential and is necessary to provide proper supervision.)

Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ F \_\_\_\_\_ M \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent/Guardian address if different from child: \_\_\_\_\_

e-mail \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Site: Highland \_\_\_\_\_ K-5 \_\_\_\_\_ MS Student

We must have 3 local contact numbers (including one parent/guardian) in case of emergency.

#1 Contact \_\_\_\_\_ Day Phone \_\_\_\_\_ Relationship \_\_\_\_\_

#2 Contact \_\_\_\_\_ Day Phone \_\_\_\_\_ Relationship \_\_\_\_\_

#3 Contact \_\_\_\_\_ Day Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Names of adults allowed to pickup your child (everyone needs ID): \_\_\_\_\_

If there is anyone specifically not allowed to pick up your child, please inform the Site Director and the Office staff immediately.

Parents: ( ) Together ( ) Separated ( ) Divorced ( ) Deceased Siblings: \_\_\_\_\_ Brothers \_\_\_\_\_ Sisters

Guardian Status: ( ) Relative \_\_\_\_\_ ( ) Foster \_\_\_\_\_ ( ) Other \_\_\_\_\_

Will be attending:

	Mon	Tues	Wed	Thurs	Fri	Snow Days
Before School	_____	_____	_____	_____	_____	_____
After School	_____	_____	_____	_____	_____	_____
Before and After School	_____	_____	_____	_____	_____	_____

\*Call office for Half Day Registration.

Interests and Hobbies: \_\_\_\_\_

Dislikes and Fears: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Please describe any major injuries or illnesses your child has had in the past (include approximate dates): \_\_\_\_\_

Current medications\*: \_\_\_\_\_ Child's Pediatrician/Phone # \_\_\_\_\_

\*No medications can be administered during program hours.

Allergies: \_\_\_\_\_ Limited Activities: \_\_\_\_\_

The following are optional and used only for demographic reports to funders. No names or addresses are used.

Ethnicity: Asian \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ African American \_\_\_\_\_ Caucasian \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_

Please read the following carefully and sign where indicated.

I. I have reviewed payment schedule and will make payment on or before the 25<sup>st</sup> of each month, and understand that a \$25.00 late fee will be assessed for late payments. I understand that if I am late in payment, I will be required to pay through bank or credit card draft. I understand that the YMCA reserves the right to refuse applicants, or terminate enrollment of any child based upon lack of payment.

II. I have read and signed the Behavior Policy and Parent/Guardian Contract. I understand that the YMCA reserves the right to refuse applicants, or terminate enrollment of any child based upon disciplinary difficulties.

III. I give permission for my child to be photographed for the sole purpose of promotional materials distributed by the YMCA. These photographs will not be distributed without my consent, and I will not expect any payment or compensation.

IV. I give permission for my child to be transported by YMCA staff vehicle or bus in the event of a field trip or unavoidable emergency.

V. I give permission for the above-named child to receive emergency medical treatment in the event of injury while attending School's Out. I will take full responsibility for any consequences of this medical treatment. I give the YMCA permission to approve, choose and secure medical treatment if I cannot be reached in case of any emergency. I realize that YMCA program participants participate at their own risk. Any insurance claims must be submitted to my insurance carrier.

My signature indicates understanding and acceptance for items I, II, III, IV and V above.

Print Name \_\_\_\_\_ Relationship \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_