

Child's Name: \_\_\_\_\_

School \_\_\_\_\_ Before care \_\_\_\_\_ After care \_\_\_\_\_

### SACC Registration Checklist

- \_\_\_\_\_ YWCA Family SACC Registration fee \$75
- \_\_\_\_\_ Payment of first month of program for the child/ren Receipt# \_\_\_\_\_
- \_\_\_\_\_ Front Desk autopay payment sheet
- \_\_\_\_\_ Enrollment Form with E-mail section complete and legible
- \_\_\_\_\_ Financial Acknowledgement signed & dated
- \_\_\_\_\_ Medical Health History Form completed by parent, signed and dated
- \_\_\_\_\_ Copy of most recent shot record
- \_\_\_\_\_ Current Physical- Not older than 2 years (If we have one on file, this may be used)
- \_\_\_\_\_ Written Medication Consent (if needed for on site medications)
- \_\_\_\_\_ OCFS Health Screening Form signed and dated
- \_\_\_\_\_ SACC Handbook Acknowledgement – Please keep & read this for important information

**DSS Clients:** \_\_\_ Approval Letter from DSS

\_\_\_\_\_ Caseworker Name: \_\_\_\_\_ Phone# \_\_\_\_\_

### INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED

PLEASE NOTE: All completed paperwork must be submitted to the YWCA by 4:30pm Friday, August 21st to start the first week of school.

### NO EXCEPTIONS

If any registration paperwork is submitted after Aug. 21<sup>st</sup>, your child will not be able to begin the SACC program until week of Sept 14<sup>th</sup>.

## Front Desk Information & Payment Information – SACC 2020-2021

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

**Parent/Guardian Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ city / state / zip \_\_\_\_\_

Home phone: \_\_\_\_\_ cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ city / state / zip \_\_\_\_\_

Home phone: \_\_\_\_\_ cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

For automatic payment from your credit card, please provide the information below:

I, \_\_\_\_\_, authorize the YWCA of the Niagara Frontier to charge my account automatically each month during the School Age Child Care program.

Amount: \_\_\_\_\_

Account No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (on back of the card): \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE NOTE: There will be a \$10 per month service fee added to your monthly fee if you do not sign up for auto payments**

<u>Month</u>	<u>Payment</u>	<u>Receipt#</u>	<u>Date</u>	<u>Month</u>	<u>Payment</u>	<u>Receipt#</u>	<u>Date</u>
September	_____	_____	_____	February	_____	_____	_____
October	_____	_____	_____	March	_____	_____	_____
November	_____	_____	_____	April	_____	_____	_____
December	_____	_____	_____	May	_____	_____	_____
January	_____	_____	_____	June	_____	_____	_____

To be completed by YWCA Staff:	P/T or F/T    B/S or A/S
\$ _____ YWCA Registration Fee	YWCA registration expiration date: _____
\$ _____ First Month Payment	Month starting: _____
\$ _____ Total Due at Registration	Receipt number: _____
\$ _____ Monthly Payment Thereafter	Date of Registration: _____ Initials: _____

ENROLLMENT DATE (m/d/year) \_\_\_\_\_ SCHOOL \_\_\_\_\_

**YWCA OF THE NIAGARA FRONTIER  
SCHOOL AGE CHILDCARE PROGRAM ENROLLMENT FORM**

Start Date. \_\_\_\_\_

Days enrolled per week: Before School Program	am	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
Days enrolled per week: After School Program	pm	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Gender M / F Grade \_\_\_\_\_ Teacher Name & Room # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Ph. # (Home) \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_ Ph. # (Cell) \_\_\_\_\_

Email Address: (Please Print) \_\_\_\_\_

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Parent/Guardian Name \_\_\_\_\_ Ph. # (Home) \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_ Ph. # (Cell) \_\_\_\_\_

Email Address: (Please Print): \_\_\_\_\_

CAN CHILD BE PICKED UP BY BOTH PARENTS?  YES  NO (If not, provide written documentation)

Child lives with  both parent's  mother  father  other \_\_\_\_\_

Custody Restrictions? Please elaborate \_\_\_\_\_

Emergency Contact Names/Addresses	Authorized to pick up	Primary Phone		Other phone number/email	
Primary Contact:					
			ok to text		ok to text
			ok to text		ok to text
			ok to text		ok to text
			ok to text		ok to text

**NEWFANE SCHOOLS ONLY  
WILL YOUR CHILD BE COMING TO  
SCHOOL BY BUS?  
MORNING BUS..... BUS #.....**

**LOCKPORT SCHOOLS ONLY  
CHILD CARE AVAILABLE  
HALF-DAY: SEPTEMBER 2nd  
YES..... NO.....**

**Health History Form**

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Child's Primary Care Physician's Name/Group \_\_\_\_\_ Phone #: \_\_\_\_\_  
Preferred Hospital: \_\_\_\_\_ Phone # \_\_\_\_\_  
Child's Dental Care \_\_\_\_\_ Phone # \_\_\_\_\_

In case of an emergency, and the *YWCA of Niagara* is unable to reach the parent/guardian, the following individual(s) have permission to make decisions regarding the care of my child/me, including permission to pick up my child/me from the YWCA in case of an emergency or dismissal from the *YWCA of the Niagara Frontier*.

Name \_\_\_\_\_ Relationship to child/staff \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**HEALTH HISTORY** – Indicate and explain as necessary.

Autism \_\_\_\_\_ Seizures \_\_\_\_\_ **ALLERGIES:**  
Asperger's \_\_\_\_\_ ADD/ADHD \_\_\_\_\_ Bee Sting \_\_\_\_\_ Dairy \_\_\_\_\_  
ODD \_\_\_\_\_ Hearing \_\_\_\_\_ Lactose Intolerant \_\_\_\_\_ Wheat \_\_\_\_\_  
Asthma \_\_\_\_\_ Vision \_\_\_\_\_ Peanut \_\_\_\_\_ Insect Bites \_\_\_\_\_  
Diabetes \_\_\_\_\_ Motor Delays \_\_\_\_\_ Tree Nuts \_\_\_\_\_ Penicillin \_\_\_\_\_  
Child has any special needs/services: Early Intervention/Special Education \_\_\_\_\_ Occupational Therapy \_\_\_\_\_ Speech/Language \_\_\_\_\_ Physical Therapy \_\_\_\_\_

Learning Disability \_\_\_\_\_  
Other diseases or details of above \_\_\_\_\_  
Dates of operations or serious injuries/illness \_\_\_\_\_  
Chronic or recurring illness \_\_\_\_\_

Is the child/staff currently taking any prescribed medications? \_\_\_yes \_\_\_no. Please be sure to consult with your physician about bringing these medications to the YWCA of the Niagara Frontier along with the **MEDICATION CONSENT FORM**.

**ARE YOU COVERED BY ANY HOSPITALIZATION/MEDICAL CARE POLICY? YES \_\_\_\_\_ NO \_\_\_\_\_**

Name of Primary Insurance Company \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
Policyholder's Name \_\_\_\_\_ Policyholder's Birthdate \_\_\_\_\_  
Policy # (including 3 letters): \_\_\_\_\_ Is policy through employer? \_\_\_yes \_\_\_no

**PARENT/GUARDIAN AUTHORIZATION:** To the best of my knowledge, this health history is correct and the designated child may engage in all YWCA activities (except where noted by the examining physician or myself).

I authorize the YWCA staff to supervise self-administration of sunscreen products by my child. In an emergency, I authorize the YWCA SACC Director to act for me/my child according to her/his best judgement where medical or surgical treatment is required. I accept responsibility for all medical bills resulting from the illness or injury while my child is in the care of the YWCA.

**Please initial:**

- I consent to emergency medical treatment for my child \_\_\_\_\_
- I provided information on my child's special needs to the program to assist in caring for my child \_\_\_\_\_
- I agree to review and update this information whenever a change occurs and at least once every year \_\_\_\_\_
- A current copy of my child's physical and immunization records has been provided to the program. \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

YWCA of the Niagara Frontier

PARENT FINANCIAL OBLIGATION /ACKNOWLEDGMENT STATEMENT

FINANCIAL OBLIGATION

- **All payment are due on the 25<sup>th</sup> of the month before. Any account not paid by the 30<sup>th</sup> of the month will be considered delinquent and is subject to suspension for non-payment. A late fee of \$15.00 will automatically be incurred.**
- The YWCA reserves the right to suspend children from the SACC program due to non-payment of fees.
- Under no circumstance should an addition be done at the SACC site. Additions require payment at the time of the addition and must be done by contacting the main office, 32 Cottage Street at 433-6714.
- All Erie/Niagara County Department of Social Services clients must have a letter of approval at the time of registration. The YWCA cannot accept your child without approval. The Department of Social Services can fax the approval letter to the attention of Kelly DeMatteo at 433-1929.
- Erie/Niagara County Department of Social Services will only pay for days and hours that the client is working or attending training. If your child attends the before or after SACC on a day that is not approved by the Department of Social Services, you are financially responsible. M-F, each day is \$35.00 and must be paid in advance. If you choose to send your child to the program on a summer camp field trip day and you are not working on that day, you are responsible for payment in advance.

REFUND

- YWCA of the Niagara Frontier registration fees are non-refundable.
- Only fees for programs cancelled by the YWCA are refundable.
- Suspension or dismissal from the program does not result in refund.
- Absence from program does not reduce operation costs.

**REFUNDS/CREDITS ARE NOT MADE FOR DAYS ABSENT OR CLOSINGS BY SCHOOL OR GOVERNMENT AUTHORITIES**

PARENT ACKNOWLEDGEMENT

- **Medical Release Consent** - In an emergency concerning my child, (i.e. accident or sudden medical problem), I do authorize the YWCA staff/volunteer to be my agent in obtaining emergency medical treatment. I understand that the 911 Emergency team and emergency department staff at Eastern Niagara Hospital/or nearest hospital will be utilized.
- **Photo Release/Consent** - I understand that any photographs taken of me/my children while at the YWCA will be used for public relations purposes and promotions of YWCA programs and services.
- **Acknowledgement of Parent Responsibility** – I understand that I am responsible to notify the YWCA of any changes in writing of my child's normal schedule.
- **Liability Waiver** - We agree to hold the YWCA and the Program staff harmless with regard to any injuries that may be sustained by our child during the operation of this program. Furthermore, we understand that the YWCA is NOT insured against any such contingencies. I give my permission that this disclosure information relating to my child, such as pictures, name and other pertinent information may be used at the discretion of the YWCA staff.
- **Outside Activities Consent**- I give permission for my child to participate in outdoor activities, including the use of school playground equipment, weather permitting under the supervision of SACC staff.
- **Acknowledgement of All Electronic Devices**- Headphones, cell phones, Ipods, gaming devices and media player use is prohibited by the school and the SACC programs EXCEPT upon designated dates. Furthermore, the YWCA of the Niagara Frontier and its staff will not be held responsible for any lost, stolen or damaged devices. Lack of student accountability will result in a verbal warning and/or parent notification.
- **Communication Acknowledgement**- Each SACC site is equipped with an on-site cell phone. This phone will be answered during program hours and is available for messages during times when the program is not in session. During business hours, the SACC Director can be contacted at the business office at 433-6714. If it is urgent please let the office know and they can contact the Director immediately if necessary.
- I acknowledge the receipt of the before and after School Age Child Care Handbook.
- I acknowledge responsibility for receiving this handbook.
- I understand that I am to contact the before and after School Age Child Care Director at 433-6714 if there are any questions about policies outlined in this form.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICIES**

Signature \_\_\_\_\_

Date \_\_\_\_\_