



We build strong kids, strong families, strong communities.

**South Brunswick Family YMCA  
Data Sheet/Enrollment Form 2009-2010**

Please fill out this application completely. Accurate information is necessary so that we may best serve your child. It is your responsibility to notify us immediately of any changes in employment or residence.

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_

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

Mother's Name \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Employer address \_\_\_\_\_ Work Hours \_\_\_\_\_ to \_\_\_\_\_

Parent's email address: \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Employer address \_\_\_\_\_ Work Hours \_\_\_\_\_ to \_\_\_\_\_

Child's Legal Guardian: ( ) Both Parents ( ) Mother ( ) Father ( ) Other

Child's Living Arrangements: ( ) Both Parents ( ) Mother ( ) Father ( ) Other

Check the days your child will be attending:

- Five days: Monday – Friday (\$240/month) (\$210/month Family Facility Members)
- Two days: Tuesday & Thursday (\$120/month)
- Three days: Monday, Wednesday & Friday (\$160/month)

**After School Registration Process** Please submit the following:

1. A completed registration form.
2. \$45 non-refundable registration fee.
3. First month's tuition.

At registration a current South Brunswick Family YMCA membership is required.

Enrollment start date \_\_\_\_\_

# Y AFTERSCHOOL™

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In an Emergency, if a parent cannot be reached immediately, call:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Those Authorized to pick up my child:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Who may NOT pick up the child? \_\_\_\_\_

Members of the household/relationship/age:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child \_\_\_\_\_ is in good health  Yes  No

Known Allergies \_\_\_\_\_

List any medications your child takes daily \_\_\_\_\_

Please state any medical conditions your child may have \_\_\_\_\_

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the South Brunswick Family YMCA to transport my child to the nearest hospital and to secure for my child the necessary medical treatment. I understand that YMCA staff are trained in the basics of First Aid/CPR and I authorize them to give my child First Aid/CPR when appropriate.

Child's Doctor \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Health Plan \_\_\_\_\_ Group ID# \_\_\_\_\_

Subscribers Name \_\_\_\_\_ Subscriber ID# \_\_\_\_\_

I give the YMCA permission for my child to be photographed, videotaped for promotional literature:

YES \_\_\_ NO \_\_\_

The undersigned understands that the South Brunswick Family YMCA does not allow members of its staff to perform additional child care services or any other services directly for participants that are outside the scope of the YMCA's programs. Should any employee perform such services with the knowledge of the YMCA, said employee will not be acting as an employee or agent of the South Brunswick Family YMCA, and the YMCA disclaims any and all liability in connection there within.

*I understand I am required to provide 30 days notice to withdraw my child(ren) from the program.*

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date



**South Brunswick Family YMCA  
Enrollment Agreement**

1. I am enrolling my child/children \_\_\_\_\_. I will give one month's notice of withdrawal from the program. At registration a current South Brunswick Family YMCA membership is required along with a \$45 registration fee and the first month's tuition. All fees are non-refundable.
2. I am responsible for monthly payments to be paid by the 16<sup>th</sup> of the preceding month.
3. I am responsible for my child's full tuition payment regardless of absences
4. A finder's fee of \$25 will be charged if I fail to notify the YMCA about my child not attending the After School Program and a search has to be undertaken. This fine is payable on receipt of bill.
5. The fee for pickup after 6:30pm is \$15 for each 15 minutes or portion thereof. In addition to this fee, the second time I am late, I will be fined \$10; the third time \$20. These fines are billed directly to me and are payable on receipt. **Any further lateness may result in dismissal from the program.**
6. There is a \$25 processing fee for returned checks. Failure to notify the YMCA of revised credit card information in time for the monthly draft on the 16<sup>th</sup> will result in a \$25 processing fee.
7. I will notify the YMCA of work, home or cell phone number changes for myself or my emergency contacts.
8. I understand that there will be no program on days that South Brunswick Township Public Schools are closed because of bad weather and if school is closed early because of inclement weather or other emergency.
9. I understand that there will be no program on days that South Brunswick Township Public Schools are closed for any reason.
10. The YMCA will assume full responsibility for my child from the time he/she is picked up at school until dismissal time at the YMCA. All After School program participants must be signed out by an authorized person over 18 years of age no later than 6:30pm.
11. I give my permission for my child to participate in field trips and activities outside the YMCA.
12. If a medical emergency arises, the staff will first attempt to contact me. If I or the emergency contact cannot be reached, the staff will contact the child's doctor. If the emergency is such that immediate medical attention is necessary, my child may be treated as per the Enrollment Data Form.
13. A copy of court-issued documentation such as, custody or restraining orders **must** be provided to the YMCA for your child's file.

I agree to adhere to the South Brunswick Family YMCA's Enrollment Agreement and give my child(ren) permission to participate fully in this program. I understand that my failure to abide by any part of this agreement may result in removal from the program. I agree that photographs and films of my child may be used in promotional efforts, but my child's name will not be provided without specific permission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**South Brunswick Family YMCA  
Behavior Guidelines**

The following guidelines apply to After School participants once they are dismissed from school for the day and are released to the care of a South Brunswick Family YMCA staff member in order to board the YMCA bus which will transport them to the YMCA.

**General**

1. Children will wear a sticker each day of the first week of registering in the program to identify them as YMCA After School participants. This sticker is intended to enhance oversight the first week.
2. A YMCA staff member or school aide will escort the children to the YMCA school bus. The bus driver will hold a CDL with the relevant endorsements and will be First Aid certified.
3. The YMCA will use the buddy system and teach children “why” it is used. A head count will be taken every 15-30 minutes, before and after moving from one area to another.
4. The YMCA will ensure that the children are advised of any necessary rules. These rules will include waiting for the bus and behavior on the bus. Parents and children will be taught how to respond to unusual circumstances, such as an early closing or a change in a particular child’s dismissal plan.
5. The YMCA will explain the plan to all children to address potential emergencies or situations, such as illness, extra bathroom trips. We will instruct children to tell staff before going to the bathroom and to check back in when they return.
6. Children will be instructed not to invite others to join the group without the knowledge and consent of a South Brunswick Family YMCA staff member.
7. Children at Brooks Crossing, Indian Fields and Monmouth Junction Schools will be provided by the South Brunswick Public Schools, a room/area in which to wait until their transportation arrives. Children are to stay in this area unless specific permission is obtained from their assigned staff member.
8. When walking, children stay with their assigned “buddy” and follow the directions of the YMCA staff member at all times.

I have read and received a copy of these guidelines

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Child’s Name



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**South Brunswick Family YMCA  
Release Form**

My child \_\_\_\_\_ is enrolled in the South Brunswick Family YMCA After School Program. I give permission for my child to be released to the South Brunswick Family YMCA at the end of the school day. Upon dismissal from school, my child will be escorted to the YMCA bus in order to be transported to the YMCA.

I understand that I must notify the YMCA and \_\_\_\_\_ Elementary School by 12 noon if my child will not be attending the After School Program on a particular day. I understand that I will be charged a \$25 Finders Fee if the YMCA staff has to look for my child at dismissal time due to my failure to notify them of a change in my dismissal plan.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone