



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEFORE AND AFTER SCHOOL ENRICHMENT (BASE) PROGRAM

2023-2024— YMCA OF HAGERSTOWN

WELCOME

Dear Y BASE Families:

Welcome to the YMCA's Before and After School Enrichment (BASE) program for the 2023-2024 school year! The BASE Program incorporates the values of caring, honesty, respect and responsibility into all of our programming. We believe that these values give a solid foundation for children to thrive and succeed. This letter is to address some important items in advance of that hectic first day of school. We are looking forward to your child's participation in our program and want things to go smoothly on the first day!

The program begins on the first day of school, which is August 28. Our Before School program opens at 6:30 am and operates until the start of school and After School begins at school dismissal and ends at 6:00 pm.

Things to Do BEFORE School Starts:

- Complete all paperwork required by the State of Maryland. This includes the health forms that were given to you when you received your packet, if your child did not attend the Before & After School Enrichment program during the 2022-2023 school year or 2023 Summer Camp programs. The forms include:
 - ◆ Health Inventory – Part I is filled out by the parent. Part II is filled out by a health practitioner during a scheduled visit.
 - ◆ Immunization Record
 - ◆ Emergency Form – Filled out by a parent (front and back)
 - ◆ YMCA Parent Agreement – Signed by parent
- Find your copy of the Parent Agreement that was given to you when you registered. Read the front and back to get re-acquainted with our policies.
- Inform the school staff if your child will be attending the YMCA after school. **Do not assume that the school staff already knows the names of every child who should be sent to the YMCA program.**
- Please note that WCPS has a "staggered start" for kindergarten, which means that your kindergartener will not attend school every day during Week 1. Please be aware that we cannot provide care on those days outside of our normal before school and after school hours, and you will have to make alternate arrangements.

Important Reminders Regarding Change of Plans:

- If you registered for this program, but now decided not to participate before school commences, you **MUST DISENROLL IN WRITING IN ORDER TO AVOID BEING RESPONSIBLE FOR YOUR BILLING**. Please come to the YMCA on Eastern Blvd N., and ask to Disenroll in writing no later than two weeks prior to the start of school.
- If you wish to disenroll anytime after registration, you must still **DISENROLL IN WRITING BY GIVING A 2-WEEK NOTICE**. Billing will continue until 2 weeks after you submit your **WRITTEN** request to disenroll, even if your child has never attended. Verbal requests to disenroll will not be honored – you must fill out the YMCA “Request to Disenroll/Transfer/ReEnroll” form and bring it to the YMCA Front Desk.
- Please note that we will only be accepting a limited number of pre-schoolers per school site.

The BASE Program is licensed by the State of Maryland. Our directors are experienced child care providers with background checks and CPR/First Aid training. The BASE program is an accredited EXCELS provider.

We hope everyone has a great year!!!

LIST OF BEFORE AND AFTER SCHOOL SITES

BEFORE SCHOOL

Bester	Pleasant Valley*
Eastern	Potomac Heights
Emma K. Doub	Rockland Woods*
Greenbrier*	Ruth Ann Monroe
Lincolnshire	Salem Avenue
Old Forge	Sharpsburg
Pangborn	Smithsburg
Paramount	Williamsport

AFTER SCHOOL

Bester	Hickory**	Rockland Woods
Cascade*	Jonathan Hager	Ruth Ann Monroe
Clear Spring	Lincolnshire	Salem Avenue
Eastern	Old Forge	Shapsburg
Emma K. Doub	Pangborn	Smithsburg
Fountain Rock	Paramount	Williamsport
Fountaindale	Pleasant Valley	
Greenbrier	Potomac Heights	

***Depending on registration of at least 15 participants.**

****Transport to Lincolnshire.**

BASE enrollment packets are available at the YMCA Front Desk or you can call Debbie Banas at 301-739-3990 x4210 and request a packet be mailed. The packet contains several forms which need to be completed in full. These forms are necessary for licensing purposes. Please make certain that all forms are completed and returned to the YMCA. Children cannot be enrolled until all forms are completed and returned. A \$50.00 (\$100.00 beginning July 16th) non-refundable registration fee is required at the time of enrollment. Early bird registration (May 15-19) for existing participants is \$25.

If you have any questions about billing or the draft, please contact Debbie Banas or Rhoni Mills. You can also email them. If you have any other questions about the program operations, policies, or procedures, please call the Before & After School Enrichment office at 301-739-3990 x4215.

Sincerely,

Rhoni Mills
Sr. Director of Youth Development
301-739-3990 x4215
Rhonim@ymcahagerstown.org

Debbie Banas
Child Care Billing Specialist
301-739-3990 x4210
debbieb@ymcahagerstown.org

2023-2024 REGISTRATION INFORMATION

(Please complete a separate application for each child)

School Attending: _____ Grade: _____ Gender: Male Female

Child's Full Name: _____ Age: _____ Birth Date: _____

Child's Street Address _____ Email: _____

City: _____ State _____ Zip Code _____

Parent/Guardian: _____ Relationship: _____

Work Phone #: _____ Cell Phone #: _____

Parent/Guardian: _____ Relationship: _____

Work Phone #: _____ Cell Phone #: _____

Preferred Method of Contact (Check one box): Phone Email Mail

BEFORE SCHOOL PROGRAM

(Weekly Draft)

\$19.00

Pleasant Valley*
Rockland Woods

\$19.00

Greenbrier*
Old Forge
Sharpsburg
Smithsburg

\$24.00

Emma K. Doub
Hickory*
Lincolnshire
Pangborn
Paramount
Potomac Heights
Williamsport

\$30.00

Bester
Eastern
Ruth Ann Monroe
Salem

AFTER SCHOOL PROGRAM

(Weekly Draft)

\$68.00

Bester
Eastern
Ruth Ann Monroe
Salem

\$73.00

Emma K. Doub
Hickory**
Lincolnshire
Pangborn
Paramount
Potomac Heights
Williamsport

\$78.00

Cascade*
Clear Spring
Greenbrier
Old Forge
Sharpsburg
Smithsburg

\$82.00

Fountaindale
Fountain Rock
Jonathan Hager
Pleasant Valley
Rockland Woods

Would you like your child to start his/her homework at the center? YES NO

Does your child have an ISEP or an IEP? YES NO Will you share it? YES NO

***May run only if sufficient numbers. **Transport to Lincolnshire.**

BILLING INFORMATION

(Please complete the billing information in its entirety to ensure that tuition arrangements for your child are established).

- Payment is due the the Friday PRIOR to the week of care
- Payment may be made by cash, check, credit card or money order
- Payment may be made in person at 1100 Eastern Blvd. N., Hagerstown, MD 21742

REGISTRATION FEE: A registration fee of \$50.00 is due at the time of the application until July 15. Applications beginning July 16 will have a registration fee of \$100.00. This fee is nonrefundable.

BILLING: Bills must be paid in full by the Friday prior to the week of care. Charges will continue without regard to sick days, vacation and snow days. The weekly fee is the same for each week your child is enrolled with the exception of week of November 19 and March 24, which are billed at 40%. There is no billing for the week of December 24. The YMCA has planned care based on the WCPS calendar approved 4/17/23. **No additional care will be provided if full or half days are added.**

PAYMENT: You may pay ONLINE, at the YMCA Front Desk or sign up for the weekly draft. YMCA BASE staff are not permitted to receive payment at the site. Statements will be emailed by request only.

Please provide us your email address, if you are interested in making your payment online:

Preferred Payment Choice (choose one):

- | | |
|---|---|
| <input type="checkbox"/> Cash (in person) | <input type="checkbox"/> Weekly Draft |
| <input type="checkbox"/> Check (in person or by mail) | <input type="checkbox"/> Checking Account (attached voided check) |
| <input type="checkbox"/> Credit online | <input type="checkbox"/> Flex Spending Account |
| | <input type="checkbox"/> Credit Card |

Drafts occur on the Monday prior to the week of care for checking accounts and on Tuesday prior to the week of care for Credit Card drafts.

School Day's Out: We will be providing care at the YMCA for the following published WCPS closures: October 20, November 3 and 22, December 22,26-29, January 15 &16, February 19, March 28 & 29, April 1, and May 14. The fee will be \$40 and is due at time of registratrion. Registration will be online and numbers are limited. Registration will begin 30 days in advance. **NO HALF-DAY COVERAGE.**

Parent Signature: _____ Date: _____

(Agreement to tuition contract and authorization of draft payment if draft option selected.)

2023-2024 YMCA SCHOOL AGE CHILD CARE PROGRAM PARENT AGREEMENT

Please read the information below. By signing this document, you confirm your understanding and acceptance of these terms and conditions.

My child, _____, will be attending the following Before & After School Enrichment (BASE) site: _____. I agree to pay \$_____ weekly for my child's participation in this program, beginning ___/___/_____. Parent initials: _____.

BILLING TERM & CONDITIONS

1. _____ Payments are made weekly the Friday prior.
2. _____ The YMCA bills tuition for 180 days of school.
3. _____ Weekly payment can be made by cash, or by credit card, checking account, flex spending account draft or on-line. Parents choosing a weekly draft option will be drafted either on the Monday (bank draft) or Tuesday (credit card draft) of the week prior to the week of care, as per the signed Tuition agreement.
4. _____ A \$35 returned draft fee will be assessed to both checking account and credit card drafts. Upon the third return draft the account will be closed.
5. _____ Late fees (10%) may be charged on past due accounts. Accounts which fall 14 days past due of the bill date may result in termination of child care. Failure to keep current on any payment agreements will result in disenrollment. After three broken payment agreements no more payment agreements will be permitted. Following all disenrollments, a \$100 re-enrollment fee will be required. (Fee will not be waived for POC.)
6. _____ Child care will be available during most snow closing days at the YMCA up to capacity (See Inclement Weather Policy to be provided, for details.) Registration and payment will occur at the time of care, numbers are limited to a first come, first serve basis, please call in advance. Care will be provided for \$40. These fees will be assessed in addition to (not in lieu of) the tuition fees and they apply because additional hours of care are provided.
7. _____ There will be no reduction in tuition for days when YMCA child care is closed for any reason throughout the year. The BASE program is closed during the following holidays during the school year: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.
8. _____ It is the YMCA policy to assess \$1 per minute for late pickup past 6:00 pm. At closing, child care staff will call the emergency contacts as noted on the emergency card. If the emergency contacts cannot be reached in a reasonable amount of time, Child Protective Services will be called.
9. _____ The YMCA may communicate via email from time to time including but not limited to emergency information, and other information concerning the YMCA. If you do not want to be contacted via email check here _____.
10. _____ All questions concerning billing can be referred to Child Care billing at 301-739-3990, extension 4210.

ENROLLMENT TERMS & CONDITIONS:

1. _____ All enrollment changes and/or disenrollments

MUST BE REQUESTED IN WRITING by the parent/guardian, using the YMCA "Request to Change/Disenroll/Re-Enroll" form and requires a two-week notice. These forms are available at the BASE sites, on our website and at the YMCA front desk. Failure to submit this form to the YMCA, will result in continuation of current billing until the form is received by the YMCA. Please see "Enrollment Changes" section of the Parent Handbook for details.

2. _____ Two weeks advance written notice is required for DISENROLLMENT from the program. Billing will stop two weeks from the date of written notification, regardless of when the child stops attending.
3. _____ The same form is required to transfer between sites or to change the type of care at a site. Changes will take place within two weeks following receipt of the change form. Up to 3 transfers will be allowed per school year.
4. _____ Per state regulations, parent/guardian must bring the following complete, current and accurate forms to the YMCA at time of registration:
 - a) Child(ren)'s health inventory and immunization record
 - b) Emergency card
 - c) Signed copy of the YMCA Parent Agreement Originals of all signed documents are required. Children may not attend if these forms are not at the child care site.
5. _____ **My child is potty trained.**

OTHER TERMS & CONDITIONS:

1. _____ All custody court orders regarding child(ren) must be provided by the parent/guardian to the YMCA for the safety of the child. It is also the responsibility of the parent/guardian to keep this information up to date. If court orders do not exist or are not provided, the YMCA will release children, or information regarding children, to either parent.
2. _____ Children must be signed into before school care and signed out of after school care by a parent/guardian or other authorized person. All authorized persons must be at least 16 years of age and must be listed on the emergency form. They may also be asked for photo identification.
3. _____ If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If he/she can't be reached, the staff will contact the emergency contact person(s) listed on the emergency card. If the emergency is such that the child needs to be transported to the local hospital, a staff member will go with the child ONLY IF STAFFING AT THE SITE PERMITS. If staff cannot leave the site, the child will be transported in the care of emergency personnel.
4. _____ To help promote a healthy environment for all children, sick children should remain home. Please do not send

your child to our program if he/she is showing signs or symptoms of illness. If we notice any symptoms while your child is attending, we will call you to have him/her picked up.

5. _____ In the event of an accident, appropriate procedures will be followed and parents will be notified. Reports are kept on all accidents and copies are released to the parent upon picking up the child. If we can not reach you, the child will be taken to the nearest emergency facility. The cost of medical treatment is the responsibility of the parent or guardian.
6. _____ Medication will be administered during the program only if accompanied by the Medication Administration Authorization form that has been signed by both the physician and parent/guardian. The medication must be in its original container.
7. _____ According to Maryland State Law, any employee is mandated to report any suspected child abuse and/or neglect to Social Services. The YMCA is not required by law to notify the parent(s) or guardian(s) before contacting Social Services. Failure to pick up a child by the end of the program can be considered neglect.
8. _____ I give permission to the YMCA of Hagerstown, Maryland, Inc. (YMCA) to transport my, my spouse/partner's minor children in vehicles owned, operated or leased by the YMCA. In granting this permission, I, my spouse/partner, my/our minor children and or heirs release and discharge the YMCA and it's staff, agents, and servants any responsibility or liability for any personal injuries, or property damage as a result of any accident occurring during a field trip. It is further agreed that I, my spouse/partner will assume full responsibility for all damage done by the registered participant and for all violations resulting in fines.
9. _____ The YMCA staff are not permitted to baby-sit or transport YMCA School Age Program participants in personal vehicles outside of regular hours of operations. Please do not ask staff to baby-sit or transport your child/children.
10. _____ Discipline is handled in a positive manner that is consistent with the developmental needs of the individual child. Clear behavioral limits are set, and reasons for rules and regulations are explained. We expect children to have self-control and to handle conflicts in peaceful ways. If necessary, a brief "timeout" allows a child/group to regain composure, reflect upon negative behavior and to formulate, along with the help of a staff member, a more appropriate form of action. The following are the appropriate steps in our discipline policy.
 1. **Verbal Reminder to the child** - A verbal reminder will state the rule that has been broken and the consequences of breaking the rule.
 2. **Redirection** - will be used in most cases; however, a reflection time may be used if the same infraction continues.
 3. **Written Communication to Parent** - If redirection or reflection time is not effective and infractions of rules continue a written notice will be sent to the parent(s)/guardian(s) by the Director, along with another copy of the Discipline policy. This notice will state the problem, the actions taken by our staff and what we expect the parents to do.
 4. **Parent Conference** - A parent conference will be held after steps one through three have been taken and the problem still has not been resolved. A written plan of

action between the parent and staff will be formulated and agreed. In serious rule infractions of verbal abuse or threatening harm a parent conference may be called without step 1-3.

5. **Dismissal from Program** - Written notification of immediate dismissal from the Program by the BASE Director will be sent if problems continue and all avenues are exhausted. In the case of physical or threatening harm to staff or another participant will result in the immediate suspension from the program only authorized by the BASE Director.
6. I understand that if my/our minor children are dismissed from the program any and all fees paid will not be refunded.
11. _____ I understand that the YMCA of Hagerstown, Maryland, Inc. (YMCA) is not responsible for personal property lost or stolen while I, my spouse/partner or my/our minor children are using the YMCA or other facilities/property used by the YMCA. It is my responsibility to notify the YMCA of any incidents and contact the police myself to report any stolen property or damage. It is further agreed that I, my spouse/partner will assume the full responsibility for all damage done by the registered participant to the property of the YMCA, vendors or other participants.
12. _____ A copy of the handbook is available also upon request from the Site Director. Parents will read the policies of the YMCA child care programs and adhere to these policies.
13. _____ I give permission to the YMCA of Hagerstown, MD, Inc. (YMCA) to use indefinitely, without limitation or obligation, photos, slides, film footage, or video recordings which may include my, my spouse/partner, or my/our minor children's image or voice for purpose of promoting or interpreting the YMCA and its programs. If I prefer to not allow my, my spouse/partner or the above registered individual images be utilized, I will provide in writing a notarized request within 10 days of this registration.

I understand that participation in this program could result in injury and am voluntarily allowing my child to participate. I accept all risks of injury or death. I understand that participation in the program may not be advisable for individuals with certain illnesses or medical conditions and agree to obtain a physical for my child. I hereby waive, release and forever discharge and indemnify and hold harmless the YMCA, its officers, agents, employees, and representatives from any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses incurred for injury/damages related to my child's participation in this program.

_____ I acknowledge I have received the parent booklet for regulated childcare.

Parent/Guardian Signature

Date

Printed Name / Relationship to Child