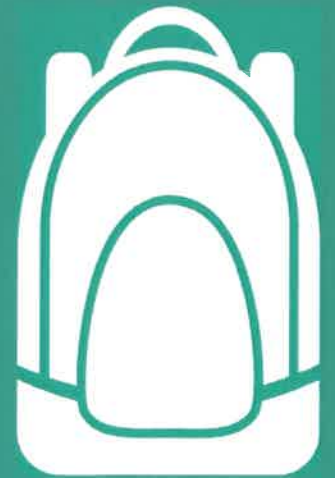




2024 – 2025 Before & After School Parent Guide



prattvilleymca.org/programs/child-care

Before & After School Office
972 McQueen Smith Road S
Prattville, AL 36066

P: (334) 358-1446
F: (334) 954-6058

Before & After School Leadership
Sarah Thornton
Childcare Director
E: sthornton@prattvilleymca.org

Kerry Jones
Asst Childcare Director of Admin
E: kjones2@prattvilleymca.org

Kathy Melton
Asst Childcare Director of Programs
E: kmelton@prattvilleymca.org

Welcome to Before & After School!

Dear Parents,

At the Y, our cause is you!

You can feel good about how and where your child spends time during out of school time. Our experienced staff offers children a variety of activities that promote **YOUTH DEVELOPMENT, HEALTHY LIVING,** and **SOCIAL RESPONSIBILITY.**

At the Y, we are here to make your kids feel welcome. We are here to help them quickly realize this is a place where they belong and can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, give them opportunities to reach levels they never imagined, and gain new skills and new experiences.

We're here to surround every child with support, guidance, and chances to discover and learn. A chance to try until they succeed. A chance to explore new talents and interests. We are here to foster their curiosity to encourage them to expand their comfort zones in what they do, who they know, and what they believe. To discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment.

We're here to create experiences that immerse them in an atmosphere that inspires and guides them to live healthy lives, help others, work together, and make strong friendships that last a lifetime. Thank you for trusting and sharing your children with us!

Sincerely,

Your YMCA Before & After School Staff

Table of Contents

Page 4	About the Y
Page 5	Staff & Program Overview <ul style="list-style-type: none">• Our Staff• Our Program• Who to Contact• Staff Relationships Outside of Camp• Supervision• Special Needs• Equal Access• Snacks & Lunch
Page 8	What to Bring <ul style="list-style-type: none">• Dress Code• Personal Belongings• Dangerous Items• Lost & Found
Page 9	Communication <ul style="list-style-type: none">• Remind• Inclement Weather
Page 10	Drop Off & Pick Up <ul style="list-style-type: none">• Information• Authorized Pickups• Where to Pick Up• Late Pick Up
Page 11	Financial Information
Page 12	Sick Child & Medication
Page 13	Behavior at the Y <ul style="list-style-type: none">• Behavior Issues at Camp• Zero Tolerance Policy



About the Y

In 1963 a group of Prattville citizens got together and planned to start a YMCA in Prattville. They asked the Montgomery YMCA and William Chandler (CEO) for help and guidance. A board was soon formed and met with many groups to talk about this new idea.

Ray Marshall, president of the Citizens Bank, was elected chairman of the board and soon people were promoting YMCA membership for \$20.00 a year for a family membership. A budget of \$15,000 was approved. Willis Bradford a YMCA program director from the Atlanta YMCA was hired as its first executive director, a position he held until October 31, 2012. He and the board began the exciting and rewarding trip of putting life into a dream.

Humble Beginnings

Many thought Prattville too small to sustain a YMCA, but they were proved wrong. The Prattville YMCA began its operation in the old community center/library building in downtown Pratt Park with only two offices and some used equipment.

There were no facilities, but programs were offered all over town, anywhere some space or a building could be used. Basketball was practiced on outdoor courts, football and cheerleading were on school playgrounds, and swimming lessons were held in the old city pool that had no filtration system, and filled by an artesian well. Adult classes were held in banks, homes, and schools.

Today

Today the Prattville YMCA is still meeting the needs of the community. The Y now has 9 professional staff, 31 full-time employees, and over 300 part-time employees and we are just beginning.

FOR YOUTH DEVELOPMENT

Nurturing the potential of every child and teen.

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Day camps at the Y are about discovery. Kids have the opportunity to explore nature, find new talents, try new activities, gain independence, and make lasting friendships and memories. And, of course, it's fun too!

Staff & Program Overview

OUR STAFF

We take a great deal of pride in the quality of our staff. Supervision is provided by Site Supervisors, Group Leaders, and Counselors who work with the children. All staff members participate in a series of comprehensive training sessions with emphasis on the YMCA's core values of Respect, Responsibility, Honesty, and Caring. All staff are CPR, AED, and First Aid Certified through the Red Cross and undergo child abuse prevention trainings upon hire as well as annually.

OUR PROGRAM

The Prattville YMCA Before & After School program is a Christian, family-centered childcare program. We start each day with a devotion and blessing. All children are present during this time and are expected to be respectful but are not forced to participate.

Before School operates from 6:00am – 7:00am.

After School operates from school dismissal - 6:00pm.

Full Days and Holidays operate from 7:00am - 6:00pm.

WHO TO CONTACT

Each site has a Site Supervisor, and this is the key person to talk with about your concerns and questions. If you need further assistance, contact the Before & After School Leadership team.

At no time should a parent or guardian approach a Counselor or Child to discuss any issues. Bring any issues to the attention of your Site Supervisor for discussion.

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families or contact families by personal phone, email, social media, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.



Staff & Program Overview

SUPERVISION

Every Before & After School location has a Site Supervisor that provides direct supervision to the staff, children, and facility. The Site Supervisor should be your first point of contact for any issues that your child may have. If you don't feel that the Site Supervisor handled the situation properly, or if your issue is with the Site Supervisor, please contact the Before & After School leadership listed on the front page.

SPECIAL NEEDS

At the Y, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, and educational environment. At the Y, children participate in highly active games, hikes and other physical activities. Generally the Y is unable to meet the needs of a child who requires a greater ratio than one staff to fifteen campers. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis.

EQUAL ACCESS

The Prattville YMCA, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Before & After School. We serve children in groups regardless of gender, race, color, nationality, religion, or ethnicity. Our day camp ratio is one staff to 15 campers. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

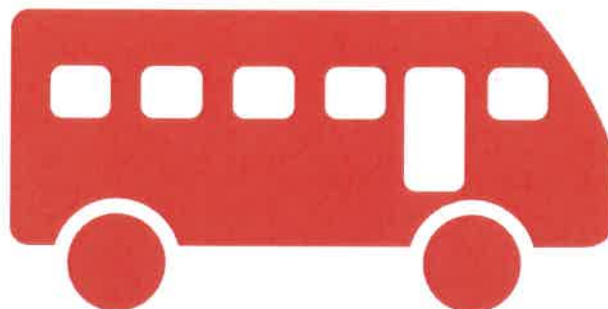
SNACKS AND LUNCH

We serve an afternoon snack and water daily. No snack is provided for Before School.

On Full Days, we serve a morning and afternoon snack and water. You must provide a lunch for your child. Please put lunches in a thermal lunchbox with a cold pack. We are not able to heat lunches.

TRANSPORTATION

Transportation from the Y for Before School and to the Y for After School is provided on a YMCA owned school bus by licensed CDL drivers. Staff to Child ratios are maintained during bus rides. Those children who stay at their school for After School walk to the Y location in the school at dismissal. No child may be dropped off at After School by a parent unless prior approval is granted.



Staff & Program Overview

YMCA HOLIDAYS

The Prattville YMCA Before & After School program and offices will be closed for the following holidays. No care will be provided the days that we are closed.

Labor Day (Sept 2nd)	Veteran's Day (Nov 11th)	Day before Thanksgiving (Nov 27th)	Thanksgiving Day (Nov 28th)	Day after Thanksgiving (Nov 29th)
Christmas Eve (Dec 24th)	Christmas Day (Dec 25th)	Day after Christmas (Dec 26th)	New Years Eve (Dec 31st)	New Years Day (Jan 1st)

CARE WHEN SCHOOL IS CLOSED

We open the Main Site on the days that school is closed for in-service days and school holidays, provided the YMCA is not closed for that holiday. There will be an extra charge for in-service days and holidays. You will be able to sign up several days before the planned closing, as well as at registration by completing the included full day registration form. **Holiday fees and Full day fees are NON-REFUNDABLE and cannot be applied to other payments.**

We are not able to provide care for PreK children when school is closed.

PHONE NUMBERS

Whether you need to call to check on your child or need to let us know your child won't be with us that day, be sure to add the phone number for your child's site to your phone contacts for easy access (and to know when we are calling!).

Main (334) 361-0394
Daniel Pratt (334) 799-3044
Pine Level (334) 799-3051
Kindergarten (334) 799-3049
Primary (334) 799-3052



What to Bring to the Y

DRESS CODE

Please have children dress appropriately for the weather. Keep in mind that children are active and may get dirty. Children must wear tennis shoes or Chacos to the Y. Children should not wear flip flops. If you wish for your child to change out of their school clothes before playing, please be sure they know that and bring clothes to change into. The Y will not be responsible for dirty or stained clothing.

LABEL ALL PERSONAL BELONGINGS

Please ensure that all children's possessions are labeled, preferably on the tag at the neck or waist with permanent marker. Label EVERYTHING that you want to get back.

PERSONAL BELONGINGS

Children are responsible for their own belongings including backpacks, library books, clothing, and other personal items. We discourage children from bringing their own electronic devices, phones, other special toys, books or money. If these items are brought, the YMCA staff will collect them and return them when the child is picked up at the end of the day. The YMCA is not responsible for lost items.

DANGEROUS ITEMS & CONTROLLED SUBSTANCES NOT ALLOWED AT THE Y

Illegal Drugs, controlled substances and alcohol are not permitted on the property where a YMCA program is operated or visits. Every property where the YMCA operates a Before & After School site is a Tobacco Free facility. Pets or other animals are not allowed and are not to be brought to YMCA programs.

No children, staff, parents or visitors are permitted to bring or possess weapons.

LOST AND FOUND

Children are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon as possible, provided the item is labeled. The YMCA does not take responsibility or replace any items lost, broken or misplaced. Unclaimed items are held until the end of the 9 weeks then discarded or donated to charity.



Communication

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, newsletters, and daily informal communication. Anticipate daily communication at drop off or pick up times. We are happy to meet with you. Please contact the site supervisor or send a note to schedule a meeting with Before & After School Leadership.

To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn.

REMIND

Our main form of communication is Remind. You can get Remind message through text message or app notification (requires app download). To receive messages via text message, text the class code for your site to **81010**. To receive messages through the app, tap on "Join a class" in the menu and enter the code for your site.

Site Class Codes:

Daniel Pratt: @dpasp | Main: @mainasp | Pine Level: @pinelvasp
Kindergarten: @kinderasp | Primary: @priasp | Before School: @ymcabsp

We strongly encourage every parent to join Remind. We use this as our primary form of communication and if you are not part of the class you will miss a lot of information.

INCLEMENT WEATHER

We have your child and family's best interest in mind as it relates to weather. If there is a warning issued before we open, we will not open until the warning has been lifted. Should a warning or alert sound after our doors open, we will take the children to their safe area. Should you want to drop off or pick up during this time, you should call your sites phone. If you choose to leave with your child during a warning, the YMCA will be released from liability.

Watch for announcements on WSFA, the Prattville YMCA Facebook page, Prattville YMCA Childcare Facebook page, the YMCA constant contact e-mails, Remind notifications, and our website (www.prattvilleymca.org).

If inclement weather has caused damage, road closures or a curfew is posted, we will abide by the curfew times and not open until the curfew has been lifted and we have been cleared to open at which time our staff will report to work.



Drop off & Pick Up

DROP OFF & PICK UP INFORMATION

We utilize both a drive through style and walk up style for pick up, depending on the site. Each site has a designated location to sign your child out. We ask that parents not exit their vehicles to keep the line moving at our drive through locations. If the Site Supervisor or a member of the Before & After School Leadership needs to speak with you they will ask you to pull up in order to keep the line moving. If you need to speak to the Site Supervisor or Before & After School Leadership, if they are present at the site, please let the staff member know and they will have them come to your vehicle.

WHO IS AUTHORIZED TO PICK UP MY CHILD?

Only persons on the registration form are allowed to sign a child out, provided they have proper picture I.D. The staff will question those with whom they are unfamiliar with by checking picture ID. In an emergency, the parent must contact the Site Supervisor that someone else will be picking up the child. You **MUST** provide your child's PIN number if calling to make pickup changes over the phone.

Divorced parents must provide court documentation showing custody. If documentation shows joint custody, both parents have the right to list who can pick up the child on their days unless it states otherwise in the court documents. If a parent has full custody, the parent who has full custody must approve all persons on the pick-up list unless it states in the court documents otherwise. We must have court order forms on file in the Childcare Office. The YMCA cannot deny access to a child by either parent without legal documentation.

WHERE DO I PICK UP MY CHILD?

Main Afterschool – You will pick up your child at the Don M. Smith Youth Facility known as Main downtown. This is the third building located below the Fitness Center. This site utilizes drive through pick up.

Daniel Pratt Afterschool – You will pick up your child from the gym end of the school (same as you do if you take your child to school in the mornings). You enter from Sheila Blvd. onto Jay Street and follow this road around to the gym. This site utilizes drive through pick up.

Primary Afterschool – You will pick up your child from the Primary Gym. If there should be inclement weather, then they will be in the school building behind the gym. A note will be posted on the gym door if this occurs. This site utilizes walk up pick up.

Kindergarten Afterschool – You will pick up from the Kindergarten Gym. If you are facing the Kindergarten School, it will be to the right end of the property. To pick up your child, you will call the number that is posted on the gym door and they will walk your child out to you. This site utilizes walk up pick up.

Pine Level Afterschool – This site meets in the Pine Level Lunchroom. Go directly behind the school to the parking lot next to the dumpsters. Then you will follow the sidewalk to the lunchroom. **DO NOT** enter through the front of the school. This site utilizes walk up pick up.

LATE PICK UP

All children must be picked up by 6:00pm. If you are LATE picking up your child, you will be charged \$10.00 per child for the first ten minutes (6:01-6:10) and an additional \$1 per minute per child after 6:10, which will be drafted following day. If we have not made contact with anyone on the pick up list by 6:30 we will contact local law enforcement and will sign your child(ren) out to them.

Financial Information

The Prattville YMCA requires all registration and weekly fees to be paid by either EFT or Credit/Debit card draft. We do not accept check or money order payments.

WEEKLY FEES

Parents pay Before & After School fees regardless of attendance or absences. Parents have the responsibility to ensure that funds are available for selected payment method. Parents DO NOT receive an invoice for payments due. Weekly fees are eligible for child care tax credit. Our federal child care tax ID # is provided on each receipt and the year end tax statement.

RETURNED DRAFTS

You will be notified by the YMCA if your draft is returned. You will be charged a \$40.00 service charge for all returned drafts. You must contact the Senior Childcare Administrator to take care of this immediately. If this issue is not resolved within a week of notification, your child will not be allowed to return to Before & After School programming.

REFUNDS & CANCELLATIONS

Once fees are drafted no refund will be issued. If you wish to cancel Before & After School, a written notice must be submitted at least one week in advance of the Friday draft date. Cancellations can be emailed to kjones2@prattvilleyymca.org or you can fill out a cancellation form at your site.

ABSENCES

The YMCA does not deduct missed days from your fee. Your fee pays for direct operational costs, such as staffing, snacks, crafts and program supplies. When you enroll, you are reserving the time, space, staff and provisions for your child whether he or she attends or not.

If your child has a doctor's excuse and is absent for 3 or more days, we will apply a half weeks credit for the next weeks draft after we receive the doctor's note.

FINANCIAL ASSISTANCE

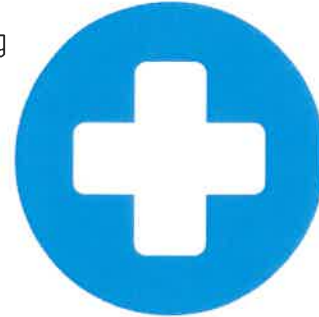
Parents can apply for financial assistance to help offset the cost of Before & After School. Financial Assistance is provided through the generous support of our Coach-A-Child fund donors. Financial Assistance applications can be printed from the Prattville YMCA website or can be obtained from the Welcome Center of the Bradford Branch on McQueen Smith Road. If approved, the weekly fees reduced by a percentage based on income and household size. Financial assistance applications can take up to 30 days to process, so be sure to apply early. Financial assistance funds are available on a first come, first served basis and Before & After School reserve the right to end the acceptance of financial assistance applications at any time.

Sick Child & Medication

The YMCA cannot accept children for Before & After School when they are ill. Staff observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for his or her care. If your child develops these symptoms after they arrive, parents are contacted and expected to pick up their child.

We separate your child from other children until you can pick them up if they are experiencing the following:

- ⇒ Too tired or sick to participate in daily activities
- ⇒ Fever of 100.4°F or higher
- ⇒ Vomiting on 2 or more occasions within the past 24 hours
- ⇒ Draining Rashes, Eye Discharge or Pink Eye, Diarrhea
- ⇒ Lice or Nits- If your child had lice or nits, he/she must be free of lice and nits to be able to return to the camp.



The Y notifies other parents of communicable diseases so they can take appropriate action to protect their families. If your child becomes ill, you will be called and asked to come pick your child up in a timely manner. If you do not pick your child up after one hour from being contacted, you will be charged an additional fee of \$5 per hour.

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he or she is in our care, please give the medication directly to a staff member. Parents need to complete a "Medication Authorization Form", which will be available at each site and the Childcare Branch. No medication will be administered without a current medication authorization form on file.

All prescription medications:

- ⇒ Must be in its original container and properly labeled to identify the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- ⇒ Must include your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label.
- ⇒ Will be returned at the end of each week.

We are unable to administer over the counter medications without permission granted in CampDoc. We will not administer any over the counter medication without contacting you first.

MEDICAL EMERGENCIES

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid, CPR, and administer AED usage as needed, and notify you as quickly as possible. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance (if possible) and stay with him or her until you arrive. All staff are trained in the usage of our AEDs.

For minor injuries our staff is trained in First Aid and CPR. We administer first aid as needed. A written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records.

Behavior at the Y

BEHAVIOR ISSUES AT THE Y

The goal of Before & After School is to provide a healthy, safe, and secure environment for its children. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

⇒ BEHAVIOR GUIDELINES

- Children are **Responsible** for their actions.
- Children must **Respect** each other and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Children will **Care** for themselves and those around them.

⇒ THE PROCESS

- In cases of negative or inappropriate behavior, the following process will be employed.
 1. Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior.
 2. Removal from the Specific Activity: When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary.
 3. Child/Leadership Conference: When the staff is not successful in correcting behavior, the Before & After School Leadership will be consulted and may decide on longer or stricter consequences if necessary.
 4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences.

⇒ WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA Before & After School rules, and a discussion will take place.
3. If the behavior continues, a parent will be notified of the problem. The parent will be told what the behavior problem is, what provoked the problem, and the corrective action that was taken.
4. If the behavior persists, staff will schedule a conference that includes the parent, child, staff, and Before & After School Leadership.
5. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to immediately pick up the child.
6. If the problem persists and the child continues to disrupt the YMCA Before & After School Program, the YMCA reserves the right to suspend or expel the child from the program.

Behavior at the Y

ZERO-TOLERANCE POLICY

The Prattville YMCA has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from Before & After School for the remainder of the day, and additional days as deemed necessary by Before & After School Leadership. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- ⇒ Any kind of physical assault, such as hitting, kicking, pushing, or biting
- ⇒ Endangering the health and safety of children, staff, members, and volunteers
- ⇒ Inappropriate touching of other children or sexual misconduct
- ⇒ Theft, damaging, or destruction of YMCA or personal property
- ⇒ Leaving the YMCA Before & After School Program without permission
- ⇒ Using profanity, vulgarity, or obscenity frequently
- ⇒ Acts or threats of physical harm, mental harm, or bullying
- ⇒ Possession of tobacco, alcohol, drugs, knives, firecrackers, firearms, or explosives

No refunds will be given for children who are removed from Before & After School for behavior issues.

BEHAVIOR REPORTS

When an behavior that falls outside of the YMCA values and behavior guidelines, the Prattville YMCA Before & After School program utilizes a "Behavior Report". This is written documentation of the behavior that occurred, what corrective action was taken place, and, if necessary, if a suspension from the program was issued.

Upon three (3) behavior reports, the child will be suspended from the program for 1 – 5 days, depending on the infractions. Upon return to the program, a subsequent infraction will result in an immediate five (5) day suspension. If after return to the program another infraction occurs, the child will be expelled from the program.

Suspensions and expulsions are handled on a case by case basis, based on the severity of the infraction(s), and are at the sole excretion of Before & After School Leadership.





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

For Office Use Only:

Date Entered: _____

Member?: _____

Draft Set Up: _____

\$30 Registration Fee (per child)

2024 – 2025 Prattville YMCA Before & After School

Child #1 Information

Before School

After School

Pin Number: _____

Camper's Name: _____ Preferred Name: _____
(First) (Middle) (Last)

Age: _____ Birthday: ____/____/____ Gender: Male Female Race: _____

School Attending: _____ 2024 – 2025 Grade: _____

After School Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

(Leave blank if Before School only)

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during before or after school, please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?

Child #2 Information

Before School

After School

Pin Number: _____

Camper's Name: _____ Preferred Name: _____
(First) (Middle) (Last)

Age: _____ Birthday: ____/____/____ Gender: Male Female Race: _____

School Attending: _____ 2024 – 2025 Grade: _____

After School Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

(Leave blank if Before School only)

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during before or after school, please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?

Child #3 Information

Before School

After School

Pin Number: _____

Camper's Name: _____ Preferred Name: _____
(First) (Middle) (Last)

Age: _____ Birthday: ____/____/____ Gender: Male Female Race: _____

School Attending: _____ 2024 – 2025 Grade: _____

After School Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

(Leave blank if Before School only)

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during before or after school, please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Legal Guardian #1 Information Is this guardian the primary contact for emergencies and communication? Yes ___ No ___

Name: _____ Birthday: ____/____/____ Gender: Male Female
 (First) (Middle) (Last)

Race: _____ Address: _____
 (Street) (City) (State) (Zip)

Cell Phone: (____) _____ - _____ Email Address: _____

Legal Guardian #2 Information Is this guardian the primary contact for emergencies and communication? Yes ___ No ___

Name: _____ Birthday: ____/____/____ Gender: Male Female
 (First) (Middle) (Last)

Race: _____ Address: _____
 (Street) (City) (State) (Zip)

Cell Phone: (____) _____ - _____ Email Address: _____

Emergency/Authorized Pick Up Information Please use legal name as listed on driver's license or ID card

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Photograph & Video Release

I hereby consent to and authorize the use and reproduction of any and all photographs or video footage taken of my child for YMCA promotional purposes, including web site use. I understand that I receive no reimbursement for allowing my child's photo to be taken or for the use of the photo or video.

Guardian Signature: _____ Date: _____

Cancellation Policy

I understand that the Prattville YMCA has a ONE WEEK written cancellation policy. I must submit this request to my Site Supervisor or Assistant Childcare Director of Administration in the form of a written note or email. I understand that verbal withdrawals will not be accepted. Cancellations can be emailed to kjones2@prattvilleymca.org.

Guardian Signature: _____ Date: _____



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Prattville YMCA Draft Authorization

A new Draft Authorization form MUST be completed with every program registration

Credit/Debit Card Account

Name (as it appears on card) _____

Card Type: Master Card Visa American Express Discover

Card Number _____ Expiration Date ____/____

Security Code _____ Billing Zip Code _____

OR

Name (as it appears on account) _____

Bank Routing Number: _____ Bank Account Number: _____

Weekly Total \$ _____ (Before School Only: \$32 members/\$47 non-member | Afterschool Only: \$68 members/\$83 non-members | Before & After School: \$95 members/\$125 non-members)

Draft and Attendance Agreement

_____ I agree to pay the YMCA \$ _____ per week for my child(ren) to participate in the Prattville YMCA Before & After School Program.

_____ This draft agreement is only for the 2024 – 2025 Before & After School Program. Any additional programs must be signed up and paid for by their registration date.

_____ I understand that this draft will remain in effect for the 2024 – 2025 Before & After School program until I cancel in writing one (1) week in advance of the weekly Friday Afterschool draft. If I do not provide one week notice in writing, I am required to pay for that week's fee.

_____ I understand that the 2024 – 2025 Before & After School Program will draft on the Friday due dates.

_____ I understand there is an additional fee of \$40.00 for any returned Before & After School program payment.

_____ I understand weekly fees are not prorated and missed days will not be deducted from the weekly fee.

_____ Pickup after 6:00 p.m. will result in late fee of \$10.00 per child for the first 10 minutes (6:01-6:10) and an additional \$1 per minute per child. If a child is picked up late 3 times without prior notice, the child will not be allowed to continue in the program.

_____ I understand I must provide written notice to the Assistant Childcare Director of Administration of any changes related to payment information. Should my payment, for any reason, not honor my 2024– 2025 Before & After School Program draft, I am responsible for that payment and any late fees or service charges that may apply.

_____ I hereby authorize the Prattville YMCA to charge the credit/debit card listed on this form for the amount(s) indicated above on each due date.

_____ I certify that I have received and read the parent manual, that all the above information is true and that I will notify the YMCA staff of any changes. I understand that I am responsible for the registration and miscellaneous fees when applicable.

Guardian Signature: _____

Date: _____

Payment Authorization

Before & After School payment will be drafted on the Friday before the week of attendance. I authorize the Prattville YMCA to draft my bank/debit/credit account for the amount owed weekly. I understand that if my payment returns, I will be charged a \$40 return payment fee. I acknowledge that I may contact the Senior Childcare Administrator by the Thursday prior to a scheduled draft to make payment arrangements if I know my draft will return. I understand that I will be charged a \$15 late fee if my payment is not made by Friday for the following week.

Guardian Signature: _____ Date: _____

Refund Policy

I understand there will be no refunds on registration or weekly fees. I understand that there is no refund for weeks not attended. If my child is out sick for 3 or more days in a week, I am able to bring in a doctor's note and will be credited for a half week.

Guardian Signature: _____ Date: _____

Participation Waiver

Participants specifically assume all risks of injury arising out of his/her presence on the premises of the Young Men's Christian Association (the "YMCA"), the use of its equipment or facilities and the participation in its activities, whether on its premises or at another location, and for myself and my heirs and assigns hereby waive, release and agree to hold free from all claims for damages the YMCA and its officers, directors, members, employees or agents. I understand the risks and dangers involved in participating in the programs and activities of the YMCA. My child is physically capable of participating in such programs.

Guardian Signature: _____ Date: _____

Guardian Authorization

As the guardian of the child, I grant my child authorization to attend and participate in all prescribed YMCA Before & After School activities.

I give permission to the Site Supervisor and any other designated staff to administer first aid and in the event of an emergency, to secure a physician for any medical treatment needed for my child.

I understand that a conscientious effort will be made to locate me or another emergency contact before action is taken.

I understand and accept that this expense will be my responsibility.

I understand that it is my responsibility to carry primary accident insurance.

I give my permission for my child to participate in all supervised activities such as hikes, transportation, if needed, to and from activities, field trips, etc.

I have received a copy of the parent's manual and understand it is my responsibility to read and understand all policies included in the manual.

Guardian Signature: _____ Date: _____



For Staff Use Only
Date Turned In: _____
Date Registered: _____

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Prattville YMCA Full Day & Holiday Registration Form

Child #1 Name: _____ **DOB:** _____ **Gender:** Male Female

Allergies/Special Needs: _____

Child #2 Name: _____ **DOB:** _____ **Gender:** Male Female

Allergies/Special Needs: _____

Child #3 Name: _____ **DOB:** _____ **Gender:** Male Female

Allergies/Special Needs: _____

The Y will be CLOSED on Monday September 2nd, Monday November 11th, Wednesday November 27th, Thursday, November 28th, Friday November 29th, Tuesday December 24th, Wednesday December 25th, Thursday December 26th, Tuesday December 31st, and Wednesday January 1st. No care will be provided on these days.

Full day care will be held at our Main site, located at 600 E. Main Street, below the Fitness Center. The phone number for this location is (334) 361-0394. Drop off starts at 7:00am. Pick up no later than 6:00pm.

Sibling discounts apply. Pack a lunch that does not need to be microwaved or refrigerated.

No toys, video games, electronics, cell phones, smartwatches, Pokémon cards, Beyblades, etc.

Single day pricing, noted with (\$10), is in addition to your regular Before & After School draft. Holiday pricing, noted with (\$25 member/\$33 non-members), is only charged if you register for care on those days. No Before & After School draft on holiday weeks. If you do not sign up for care on holidays you will not be charged.

The deadline to register for care for the days listed on the back of this form will be announced via Remind at least a week in advance. Due to demand, registrations submitted after the announced deadline will not be accepted.

Once a date is marked your child(ren) will be registered for that/those day/days. It is your responsibility to keep track of what you register for and to cancel in advance if necessary. Once drafted, full day and holiday fees are not refundable or transferable to your next regular draft.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Please circle the day(s) that your child will need all day care.

Fall Break Monday, October 14th (\$10)	Thanksgiving Break Monday, November 25th (\$25 member/\$33 non-members)	Thanksgiving Break Tuesday, November 26th (\$25 member/\$33 non-members)
Christmas Break Thursday, December 19th (\$25 member/\$33 non-members)	Christmas Break Friday, December 20th (\$25 member/\$33 non-members)	Christmas Break Monday, December 23rd (\$25 member/\$33 non-members)
Christmas Break Friday, December 27th (\$25 member/\$33 non-members)	Christmas Break Monday, December 30th (\$25 member/\$33 non-members)	Christmas Break Thursday, January 2nd (\$25 member/\$33 non-members)
Christmas Break Friday, January 3rd (\$24 member/\$31 non-members)	Martin Luther King Jr. Day Monday, January 20th (\$10)	Presidents Day Monday, February 17th (\$10)
Spring Break Monday, March 24th (\$25 member/\$33 non-members)	Spring Break Tuesday March 25th (\$25 member/\$33 non-members)	Spring Break Wednesday, March 26th (\$25 member/\$33 non-members)
Spring Break Thursday, March 27th (\$25 member/\$33 non-members)	Spring Break Friday, March 28th (\$25 member/\$33 non-members)	Teacher Inservice Day Friday, April 18th (\$10)
Teacher Inservice Friday, May 23rd (\$10)		