the

FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

TIME TO O EXPLORE

After School Program

REGISTRATION PACKET 2019-2020

SOMERSET ACADEMY EAGLE CAMPUS 1429 Broward Road Jacksonville, FL 32218 DCYD@FCYMCA.org

FCYMCA

YMCA OF FLORIDA'S FIRST COAST

After School Program

Registration Overview

REGISTRATION

Enrollment is open to any child attending a school where a YMCA After School program is offered. Each YMCA After School program is licensed for the children attending that school site. **Registration is not complete until the registration packet has been completed and returned along with a \$50 registration fee, per child, and payment for the 1st week of attendance. Registration fee is waived for participants with a YMCA Family membership.**

HOURS

After School: End of school until 6:00pm

* Late pick up fee is \$1 per minute, per child for any child picked up later than 6pm. The fee is due at pickup and must be paid before child may attend Before and After school again.

2018/2019 Duval County After School Rates Somerset Academy Eagle Campus YMCA After School fees

PM/Care

\$44.00/ weekly

At the Y, we offer financial assistance is available to those who qualify. Please contact your local Y for more information.

Extended programs and services are available on days when school is not in session. Additional fees are required for these services, contact your After School site for more information.

FEE SCHEDULES

Regular fees are based on a five-days-per-week schedule. Any changes in schedule require a written two week notice.

Payment: All payments are due one week in advance. Weekly fees are due the *Monday before the week of care*. Payments made after Monday will be adjusted to include a **\$10 late payment fee**. Payments can be made by check, money order or automatic bank draft. NO CASH, please. Automatic payments can be scheduled weekly, bi-weekly, or monthly from credit card or bank accounts. Automatic payment is the most effective way to never have a late fee again!

*At time of initial registration, a weekly fee plus a registration fee of \$50 is due at time of registration. If you register after the program begins, at time of registration you owe a Weekly Fee plus a registration of \$50 plus a payment on Monday. Our payment are due 1 week prior to service week.

A Healthy Snack based on USDA guidelines is provided for children daily and a Healthy Supper, included in weekly fee. Parents provide a healthy lunch and drink on ½ days. Please, no fast food or candy.

For questions about Daily Activities and Logistics:

 Contact the On Site Program Director for more information on daily activities, bus routes, homework assistance, curriculum, and more. You may contact the Site Director, Maurice Cue at <u>mcue@fcymca.org</u> or 904.302.2356

For questions about registration & payments:

• Contact the After School site locations above during program hours or contact the Youth Development Administrative Office at 904.731.2006 ext. 200 or by email at DCYD@FCYMCA.ORG

Parent's Role

- A parent's role in quality child care is vital: experience of child care staff, as well Inquire about the qualifications and
 - Know the facility's policies and as staff turnover. procedures.
- Communicate directly with caregivers. Visit and observe the facility.
 - Participate in special activities,
- Talk to your child about their daily meetings, and conferences. experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility



More information resources: and free

MyFLFamilies.com/ChildCare



the compliance history of this child care (F.S.), and Chapter 65C-22, Florida accordingto the minimum licensure section 402.305, Florida Statutes This child care facility is licensed For more information regarding MyFLFamilies.com/childcare Administrative Code (F.A.C.). standards included in provider, please visit: License Expires on License Issued on License Number:



OFFICE OF CHILD CARE REGULATION AND BACKGROUND SCREENING MYFLFAMILIES.COM CF/PI 175-24, 03/2014

child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873. To report suspected or actual cases of

Office of Child Care Regulation and Background Screening Florida Department of Children and Families, This brochure was created by the pursuant to s. 402.3125(5), F.S.,

Know Your Child Care Facility MyFLFamilies.com/ChildCare

General Requirements

the minimum state child care licensing standards 65C-22, F.A.C., which include, but are not limited Every licensed child care facility must meet pursuant to s. 402.305, F.S., and ch. to, the following:

- Valid license posted for parents to see
 - All staff appropriately screened
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
 - Maintain minimum staff-to-child ratios

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 vear old and up	25:1

Health Related Requirements

- Emergency procedures that include:
- Staff trained in first aid and Infant/Child Posting Florida Abuse Hotline number along with other emergency numbers.
 - CPR on the premises at all times
- documented monthly fire drills with A working fire extinguisher and Fully stocked first aid kit.
- Medication and hazardous materials are inaccessible and out of children's reach. children and staff.

- Training Requirements
- 40-hour introductory child care training
 - 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in
- Director Credential for all facility directors. early literacy and language development

Food and Nutrition

vides daily nutritional needs of the chil-Post a meal and snack menu that prodren (if meals are provided)

Record Keeping

- Maintain accurate records that include.
- Children's health exam/immunization record.
- Medication records
- Enrollment information. Personnel records.
 - Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications

Maintain sufficient usable indoor floor space Physical Environment

- Provide space that is clean and free of litter for playing, working, and napping.
- Maintain sufficient lighting and inside and other hazards. temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and
 - Provide isolation area for children who other furnishings.
 - become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

age-appropriate activities that help develop essential educational experiences under qualified supervision When evaluating the quality of a child care setting, in a safe, nurturing, and stimulating environment. skills, build independence and instill self-respect. the following indicators should be considered: Children in these settings participate in daily, Quality child care offers healthy, social, and

Quality Activities

- Are children initiated and teacher facilitated.
- Are expressive including play, painting, drawing, Include social interchanges with all children.
 - story telling, music, dancing, and other varied
 - Include exercise and coordination development activities.
 - Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve

Quality Caregivers

- Accept family cultural and ethnic differences Are friendly and eager to care for children.
 Accept family cultural and ethnic difference
- Are warm, understanding, encouraging, and
- Use a pleasant tone of voice and freqently hold responsive to each child's individual needs.
- Help children manage their behavior in a positive. cuddle, and talk to the children.
 - constructive, and non-threatening manner.
 - Allow children to play alone or in small groups.
 - Are attentive to and interact with the children
- Provide stimulating, interesting, and educational
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children. activities.
 - Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
 Provide easy access to age-appropriate toys.
 Display children's activities and creations.
 Provide a safe and secure environment that fosters
 - the growing independence of all children.



new law was passed that requires child (the flu) every year during August and During the 2009 legislative session, a care facilities, family day care homes detailing the causes, symptoms, and transmission of the influenza virus and large family child care homes provide parents with information September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Date Received: Child's Name: Signature: Name:

order for them to maintain it in their records. the brochure to your child care provider, in Please complete and return this portion of



What should I do if my child gets sick?

aspirin or medicine that has aspirin in it to children Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give or teenagers who may have the flu.

DOCTOR RIGHT AWAY IF YOUR CHILD: CALL OR TAKE YOUR CHILD TO A

- Has a high fever or fever that lasts a long time Has trouble breathing or breathes fast
 - Has skin that looks blue
 - Is not drinking enough
- want to be held, or has seizures (uncontrolled Seems confused, will not wake up, does not shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

winter (children receiving a vaccine for the first 19th birthday receive a flu vaccine every fall or recommended. The CDC recommends that all A flu vaccine is the best way to protect against children from the ages of 6 months up to their time require two doses). You also can protect your child by receiving a flu vaccine yourself. to year, annual vaccination against the flu is the flu. Because the flu virus changes year

What can I do to prevent the spread of germs?

contaminated hands and articles soiled with nose and the flu may also spread through indirect contact with happen when droplets from a cough or sneeze of an nfect someone nearby. Though much less frequent, throat secretions. To prevent the spread of germs: The main way that the flu spreads is in respiratory nfected person are propelled through the air and droplets from coughing and sneezing. This can

- Wash hands often with soap and water.
- cough or sneeze into your Cover mouth/nose during you don't have a tissue, coughs and sneezes. If upper sleeve, not your
- who show signs of illness. Limit contact with people hands.
- Keep hands away from the touches something that is contaminated with germs face. Germs are often spread when a person



stay home from child care? When should my child

her eyes, nose, or mouth.

and then touches his or

to rest and to avoid giving the flu to other children and until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours. systems). When sick, your child should stay at home should not return to child care or other group setting could be longer in children and in people who don't fight disease well (people with weakened immune to up to 5 days after getting sick. The time frame the virus from 1 day before showing symptoms A person may be contagious and able to spread

For additional helpful information about the dangers of the flu and how to protect your child, visit: http://www.cdc.gov/flu/ or http://www.immunizeflorida.org/

What is the influenza (flu) virus? Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit <u>www.myflorida.com/childcare</u> or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things

parents experience and can be

contributing factors as to why

unknowingly in vehicles..

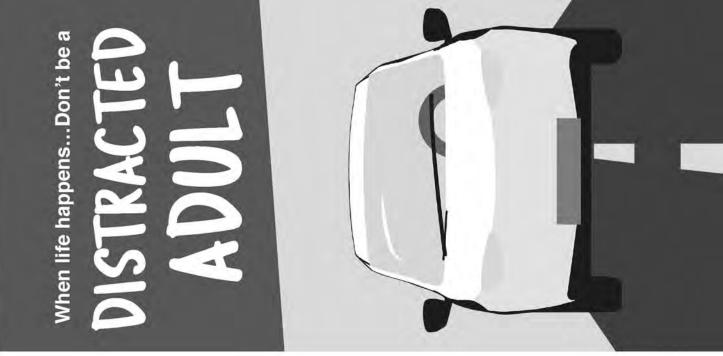
children have been left



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare CF/PI 175-12, May 2018



		During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.
FACTS ABOUT	A PREVENTION TIPS:	My signature below verifies receipt of the Distracted Adult brochure
HEATSTROKE:	 Never leave your child alone in a car and call 911 if you see any child locked in a car! 	Parent/Guardian:
It only takes a car 10 minutes to heat up 20 degrees and become deadly.	 Make a habit of checking the front and back seat of the car before you walk away. 	
Even with a window cracked , the temperature inside a vehicle can	 Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos. 	Child's Name:
cause heatstroke. The body temperature of a child increases	 Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe. 	Date:
3 to 5 times faster than an adult's body.	 Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat. 	
	 Set a calendar reminder on your electronic device to make sure you dropped your child off at child care. 	
	 Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled. 	Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.



FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Office Use Only			
Participant #:			
Date Received: / / By:			
Preferred Method of Payment:	🗆 EFT	Online	At Site
Registration Fee: \$	Weekly	Fee: \$	
	🗆 FA	□ ELC/Oth	er 🗆 No

YMCA AFTER SCHOOL PROGRAM

REGISTRATION FORM | 2019-2020

YMCA of Florida's First Coast | Duval County Youth Development | DCYD@FCYMCA.org

A completed registration consists of Registration Form, Child Information Form and all required fees paid. Your child may not attend BAS until ALL required forms are completed and on file with the YMCA Site Director at your site.

PROGRAM INFORMATION

ENROLLMENT (START) DATE / / SCHOOL NAME

CHILD INFORMATION

CHILD'S NAME		NI	CKNAME		DATE	OF B	(RTH		/	/	
GENDER	GR	ADE	ETHNICITY (CIRCLE ALL T	HAT APPLY)	W	В	А	Н	Ι	OTHER	
ADDRESS			CITY	ST	ATE			ZIP			
HOUSEHOLD PH	ONE		HOUSEHOLD EMAII	-							
PARENT/GL	JARDIAN INFO	RMATION									
MOTHER OR LE	EGAL GUARDIAN I	NAME									
ADDRESS			CITY	STA	TE			ZIP			
EMPLOYER			W	ORK PHO	NE						
HOME PHONE		CELL PHONE		EMAIL							
FATHER OR LE	GAL GUARDIAN N	AME									
ADDRESS			CITY	STA	TE			ZIP			
EMPLOYER			V	ORK PHO	NE						
HOME PHONE		CELL PHONE		EMAIL							
WHO HAS LEG	AL CUSTODY?										
		□ BOTH PARENTS	OTHER (PLEASE EXPLAI	N)							
WHO IS PERM	ITTED TO REMOVI	E THE CHILD?									
□ MOM ONLY		□ BOTH PARENTS	□ OTHER (PLEASE EXPLAI	N)							
EMERGENC	Y CONTACTS &	AUTHORIZED TO	PICK UP								
ID IS REQUIRE	ED TO PICK UP YO	UR CHILD (REQUIRED: MIN	NIMUM OF 2 OTHER THAN PARENTS	5)							
NAME		PHONE	RELATION	ISHIP							
ADDRESS											
NAME		PHONE	RELATION	ISHIP							
ADDRESS											
NAME		PHONE	RELATION	ISHIP							
ADDRESS											
MEDICAL IN	FORMATION										
CHILD'S PHYS	ICIAN		PHYSICI	AN PHON	NE						

PLEASE SIGN ATTACHED WAIVERS



AFTER SCHOOL PROGRAM

CHILD INFORMATION FORM | 2019-2020

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MEDICAL INFORMATION

PLEASE IDICATE ANY OF THE FOLLOWING:

MEDICAL CONDITION/DIAGNOSIS:
CHRONIC ILLNESS:
HISTORY OF SERIOUS INJURY/HOSPITALIZATIONS:
PHYSICAL RESTRICTIONS:
□ ALLERGIES (INSECT, MEDICATIONS, FOODS, ETC.):
SPECIAL DIETARY RESTRICTIONS:
□ SPECIAL NEEDS (IF YES, PLEASE COMPLETE THE ADDITIONAL INFORMATION BELOW): □ YES □ NO

SPECIAL NEEDS

PLEASE HELP US LEARN ABOUT YOUR CHILD'S SPECIFIC SPECIAL NEED AND ABOUT HIS/HER ABILITY TO MANAGE EVERDAY TASKS THAT ARE COMMON IN OUR PROGRAM. BEFORE YOUR CHILD IS ENROLLED, WE WILL MEET WITH YOU TO DISCUSS FURTHER.

PLEASE DESCRIBE YOUR CHILD'S NEEDS:

DOES YOUR CHILD HAVE AN IEP?	□ YES	
DOLS TOOK CHILD HAVE AN ILF:		

MEDICATIONS

NAME OF MEDICATION:	DOSAGE/FREQUENCY:
NAME OF MEDICATION:	DOSAGE/FREQUENCY:
NAME OF MEDICATION:	DOSAGE/FREQUENCY:

ADDITIONAL INFORMATION

PLEASE SHARE ANY ADDITIONAL INFORMATION YOU FEEL WOULD BE HELPFUL IN CARING FOR YOUR CHILD:

CONDITIONS OF YOUTH DEVELOPMENT PROGRAM PARTICIPATION

While the YMCA will make every attempt to provide reasonable accommodations for mentally and physically challenged children, the YMCA will not accept children that are (1) of danger to themselves, (2) of danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to enjoy YMCA programs. Any of the above reasons will be grounds for dismissal from YMCA programs. The YMCA strongly recommends that you discuss with YMCA staff any special conditions or circumstances involving your child. The YMCA requests that the undersigned do this PRIOR to registration so that the YMCA can advise you as to whether we can make reasonable accommodation for your child.

The undersigned understands that the YMCA is NOT responsible for personal property lost or stolen while members and/or program participants are using YMCA facilities or on YMCA premises.

I give my permission to the YMCA of Florida's First Coast Inc. to use, without limitation or obligation, photographs, film footage or tape recordings that may include mine and or my family member's image(s) or voice(s) for purposes of promoting or interpreting YMCA programs.

In the event of an emergency and my emergency contact person cannot be reached, the undersigned hereby gives his or her permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for the individual named on this application.

The undersigned understands that no accident or medical insurance is provided with this activity. The undersigned gives his or her permission for my child to be transported by the bus service secured by the YMCA for related programs activities.

I UNDERSTAND THE FEE MUST ACCOMPANY THIS APPLICATION AND IS NON-REFUNDABLE EXCEPT FOR VERIFIED MEDICAL REASONS

I understand the registration fee must accompany this application and is non-refundable. The registration fee is waived for all participants having a current YMCA Family membership. I understand that one week's tuition is required at the time of registration to secure the participant's enrollment.

I understand that I am responsible for ALL weekly payments, regardless of attendance. There will be no prorated fees for non-attendance. Part-time care is not available. Payment is due on Monday, for the upcoming week, and will be considered late after 6:00pm on Monday. The YMCA may bill any past due accounts and assess a \$10.00 per week late fee. My child may be dropped from the program for continuous non-payment of weekly tuition.

Children must be picked up no later than 6:00pm or a late charge of \$1.00 per minute, per child will be charged and is due at the time the child is picked up or the next morning before returning.

ACCEPTANCE

I accept the Conditions of Youth Development Program Participation set forth above and, being in sympathy with the Mission of the YMCA, hereby apply to participate.

PRINTED NAME OF CHILD	SITE	DATE
PARENT / GUARDIAN SIGNATURE		DATE

PER DCF REGULATIONS

Only the individual whose signature appears on the original registration form is authorized to make changes to the registration form, including: adding, deleting, or temporarily designating individuals authorized to pick up the child.

DCF Brochure: "Know Your Child Care Facility":

I have received a copy of the DCF brochure "Know Your Child Care Facility" and a copy of the current year's Before and After School Parent Handbook containing the payment policies, discipline practices, and expulsion policy of the YMCA and I agree to abide by the YMCA's policies and procedures.

DCF Brochure: "The Flu" A Guide for Parents - Influenza Virus

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

DCF Brochure: "Distracted Adult":

I have received a copy of the DCF brochure "Distracted Adult" and a copy of the current year's Before and After School Parent Handbook containing the payment policies, discipline practices, and expulsion policy of the YMCA and I agree to abide by the YMCA's policies and procedures.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents and Distracted Adult. Signature below that the parent received the brochure at the time of enrollment and will be posted at the site during the months of August and September.

PARENT / GUARDIAN SIGNATURE

FLORIDA MINOR RELEASE AND WAIVER OF LEGAL LIABILITY

THIS IS YOUR RELEASE AND WAIVER OF LIABILITY (the "Release"). You individually and on behalf of your minor child, release the YMCA of Florida's First Coast, Inc. ("YMCA"), its officers, directors, board members, employees, volunteers, agents, independent contractors, other participants and/or others acting on its behalf (collectively, "YMCA"). You agree that this Release is effective immediately.

NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF YMCA USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM [YMCA] IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND YMCA HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

I HAVE READ THE ABOVE WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT:

SIGNATURE OF PARTICIPANT (If less than 18-years-old, parents or legal guardians must sign below)	DATE
PARENT / GUARDIAN	DATE
PARENT / GUARDIAN	DATE



AFTER SCHOOL PROGRAM

AUTHORIZATION FOR SCHOOL YEAR DRAFT | 2019-2020

YMCA of Florida's First Coast | Duval County Youth Development | DCYD@FCYMCA.org

School/Site Location:						
Child(ren) Name(s):			Meml	oer ID:		
Please draft my \$50.	00 registration fee r	low				
Withdrawal Frequency	:					
Weekly- I request fe Monday Tues	es for the upcoming sday Wednesday Thu		ed on	(please	circle da	y):
□ Monthly- I request m 1 st of every m			cle):			
Automatic Withdrawal	Billing Method:					
Draft from a Checkin	g Account (Please a	ttach a voided chec	:k)			
Use Account On File (Must list last 4 digits of card): Add New Account Change Account						
Name on Account:	Bank Routing Number	r: Account Number:				
Draft from a Credit/I	Debit Card		I			
Use Account On File (Must	list last 4 digits of card):	□ Add New Account		🗆 Chang	ge Accoun	t
Name on Card:	Address:	Zip Code:				
Card Number:	Card Type:	Expiration Date (month/year):				
Draft Terms of Agreem	ent		1			
 Should any draft not I 	ust give the YMCA a 30 be honored by my ban service charge applied e YMCA of Florida's Firs) day written notice. k for any reason, I re by the YMCA. This is	alize t in add	hat I am ition to a	still resp any servio	oonsible for ce fee that
Signature:				Date:	/	/