



# SCOTTSDALE/PARADISE VALLEY YMCA 2018/2019 CHILDCARE REGISTRATION FORM

Child's name \_\_\_\_\_ Birth date \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
 Parent's name \_\_\_\_\_ Birth date \_\_\_\_\_ (Required for registration)  
 Address \_\_\_\_\_ City \_\_\_\_\_ AZ Zip code \_\_\_\_\_  
 Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell# \_\_\_\_\_  
 Parent's E-mail address \_\_\_\_\_ (Required for registration)

Note: Parents must **call 602-212-6035** by 1:00 PM, when the child will be absent from the Child Care Program, or a \$5 fee will be assessed towards your next month draft for each occurrence.

<b>MY CHILD'S FIRST DATE OF CARE:</b> _____		<i>CHOOSE ALL PLANS OF CARE NEEDED</i>		<b>Draft on the 1<sup>ST</sup> of every month</b> (check plan you are registering for and circle rater)	
<input type="checkbox"/> <b>AFTER SCHOOL PLAN</b>				<b>MEMBER</b>	<b>NON- MEMBER</b>
Before school care available from 6:30am until school begins and after school child care including transportation to YMCA site from school dismissal until 6:30 PM <b>Includes early release days.</b> Transporting from: Please (✓) <input type="checkbox"/> Scottsdale Country Day <input type="checkbox"/> Arts Academy <input type="checkbox"/> Gateway Academy <input type="checkbox"/> Cochise <input type="checkbox"/> Cherokee <input type="checkbox"/> Sequoia <input type="checkbox"/> Sonoran Sky <input type="checkbox"/> Desert Springs <input type="checkbox"/> Desert Shadows				<b>\$ 230</b>	<b>\$ 305</b>
<input type="checkbox"/> <b>BEFORE SCHOOL PLAN (INCLUDED FREE OF CHARGE WITH AFTER SCHOOL PLAN)</b>				<b>MEMBER</b>	<b>NON- MEMBER</b>
On-site before school child care is available from 6:30 AM until school begins. Does <b>NOT</b> include early release days. Transporting from: Please (✓) <input type="checkbox"/> Scottsdale Country Day <input type="checkbox"/> Arts Academy <input type="checkbox"/> Gateway Academy <input type="checkbox"/> Cochise <input type="checkbox"/> Cherokee <input type="checkbox"/> Sequoia <input type="checkbox"/> Sonoran Sky <input type="checkbox"/> Desert Springs <input type="checkbox"/> Desert Shadows				<b>\$ 130</b>	<b>\$ 215</b>
One day care and break week camps available during school closures for an additional fee.					

**PROGRAM CLOSED:**    •Labor Day    •Veteran's Day    •Thanksgiving Day and day after    •Christmas Day  
 •New Year's Day    •Martin Luther King Day    •Presidents Day    •Good Friday    •Memorial Day  
*Any other days will be posted if needed*

**REGISTRATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING ATTACHED:**

Signed registration form     Completed emergency card     Immunization record     Best of Care form     Bank draft form & credit debit number

**DUE AT TIME OF REGISTRATION:**

\$35 or 0	Child Care Registration Fee/per child or waived with Family Membership	For office use only	
\$	First month childcare payment (if registration not received 10 days prior to the 1 <sup>st</sup> )	Starfund #	
<b>Total due today:</b> _____		Date _____ Staff Initials _____	
<b>Paid by:</b> <input type="checkbox"/> Check # _____ <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD		Comments:	
Credit Card #	Exp. Date		
Cardholder's Name		Comments:	
Draft Begins on:    / 01 /			

**SESSION BILLING IS BASED ON THE FULL SCHOOL YEAR PRICE AND THEN DIVIDED INTO 10 EQUAL PAYMENTS. EACH MONTH YOU PAY 1/10<sup>TH</sup> OF YOUR TOTAL BILL, REGARDLESS OF THE NUMBER OF SCHOOL DAYS ACTUALLY OCCURRING IN THAT MONTH. THIS INCLUDES MONTHS THAT CONTAIN INTERSESSIONS & SCHOOL BREAKS. THE Y DOES NOT GIVE CREDITS FOR ILLNESSES, HOLIDAYS OR FAMILY VACATIONS TAKEN DURING SCHOOL DAYS. ALL PLANS USE THE ATS BANK DRAFT (CREDIT/DEBIT CARD) SYSTEM AND ARE WITHDRAWN ON THE 1<sup>ST</sup> OF EACH MONTH. REGISTRATIONS MUST BE RECEIVED 10 DAYS PRIOR TO THE 1<sup>ST</sup> TO BE INCLUDED ON THE DRAFT OR PRE-PAYMENT IN FULL FOR THAT MONTH IS REQUIRED.**

IF YOUR PAYMENT IS RETURNED BY YOUR FINANCIAL INSTITUTIONS FOR ANY REASON, THE ITEMS WILL BE RE-PRESENTED ELECTRONICALLY AND YOU WILL BE CHARGED A \$25 PROCESSING FEE. IF YOU ARE LATE IN PICKING UP YOUR CHILD(REN) A DOLLAR PER MINUTE LATE FEE WILL BE APPLIED TO YOUR ACCOUNT. YOU MAY DISENROLL WITH A 30 DAY PRIOR WRITTEN NOTICE. THIS NOTICE MUST BE TURNED INTO THE SCOTTSDALE/PARADISE VALLEY FAMILY YMCA.

**ATS BANK DRAFT DATES:**    8/1    9/1    10/1    11/1    12/1    1/1    2/1    3/1    4/1    5/1

Check here if you would like to have our Statement of Services emailed to you. Please refer to Statement of Service for all policies

I have read, understand, and agree to adhere to the YMCA child care program Statement of Services, payment policies, and give the YMCA permission to use photographs of my child, in a group setting, for YMCA promotional materials.

**MY SIGNATURE ACKNOWLEDGES MY UNDERSTANDING AND AGREEMENT TO THE ABOVE.**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Assistance is available upon request. You must fill out and attach a Financial Assistance Form and provide proof of income. DES participants must attach your Certificate of Authorization to this form.

## Automatic Transfer System (ATS)

I understand that the information below will be used to transfer payment from my account.

CHILD'S FULL NAME (Please Print)	
ADDRESS	
CITY, STATE, ZIP & ZIP	
PHONE NUMBERS	(HOME)
	(WORK)
	(CELL)
MEMBER #	
DRAFT DAY/BEGIN DATE	
BRANCH	
DRAFT DESCRIPTION	Program code:
ACCOUNT TYPE: (circle one)	Checking    Savings    MC    VISA    AmEx    Discover
ACCOUNT NUMBER:	EXP DATE:
CARD HOLDER'S NAME:	

1. I understand that this transfer will occur on the **1<sup>st</sup> of each month.**
2. I understand that should I choose to terminate or change Bank Accounts, Banks, Account Types, or Child Care Plan in any way, I must provide the YMCA with **14- day** written notice prior to my transfer date.
3. I understand that if my payment is returned as NSF for any reason, the item(s) will be re-presented electronically and I understand I will be charged a processing fee. I am also responsible for all other recovery costs.

\_\_\_\_\_

Authorized Bank Account Signature

\_\_\_\_\_

Date



CDC/SGH# or name: \_\_\_\_\_

**Arizona Department of Health  
Services Bureau of Child Care  
Licensing**

**Emergency, Information and Immunization Record Card**

<b>Child's Name:</b>	<b>Date Enrolled:</b>	Updated:
<b>Home Address (#, Street, City, State, Zip Code):</b>		<b>Date Disenrolled:</b>
<b>Home Phone:</b>	<b>Date of Birth:</b>	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

<b>Parent or Guardian Name:</b>	<b>Home Address (#, Street, City, State, Zip Code):</b>
Cell Phone (optional):	<b>Contact Telephone Number:</b>

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:  
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>
<b>Name:</b>	<b>Contact Telephone Number:</b>

***If Medical care is necessary, call:***

<b>Health Care Provider*</b>	<b>Name:</b>	<b>Contact Telephone Number:</b>
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\*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>	
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The following individual(s) may NOT remove my child from the facility:

<b>Name(s):</b>
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Custody papers have been provided and are on file at the facility.     yes     no

***Telephone Authorization Code (optional):*** \_\_\_\_\_

**Immunization Information**

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

**For information regarding current immunization requirements go to:**

[www.azdhs.gov/phs/immun/index.htm](http://www.azdhs.gov/phs/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day/yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

**Medical Information**

Is child allergic to food or other substances? If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	No	Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	No	Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	No	Yes
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? If yes, list precautions:	No	Yes
Additional comments:		
Other special instructions:		

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Child Care Administration

**BEST OF CARE**

This confidential form is to help your child care provider support the growth and development of your child while creating a safe, stable and healthy environment for all children. By providing complete information about your child, you will be assisting us in creating a positive experience for your child while in child care.

**Instructions:** This form is to be completed by a parent/guardian and must be on file at the child care facility on or before a child's first day of attendance. If additional space is needed, attach a separate sheet of paper.

CHILD'S NAME DATE OF BIRTH

PARENT/GUARDIAN COMPLETING THIS FORM WHAT IS YOUR PREFERRED METHOD OF COMMUNICATION?

PROVIDER/CENTER NAME

Has your child attended child care in the past?  Yes  No

*If yes, what type of setting(s) was your child in? (Family child care, group care, etc.)*

What did you like most about your child's previous child care setting?

What did you like least?

Other comments:

What is important to you about your child's care?

Who is important to your child?

Does your child prefer to play alone or with other children?  Alone  Other children

Does your child have a favorite toy or comfort object?  Yes  No

*If yes, what?*

What is your child's current sleep schedule?

Does your child fall asleep easily?  Yes  No

What is his/her mood upon waking?

What does your child like?

What does your child dislike?

CHILD'S NAME

Special things you say or do to comfort your child are?

How do you know when your child is:

*Happy?*

*Sad?*

*Mad?*

*Tired?*

*Other?*

How does your child react when:

*Something unexpected happens?*

*Something happens he/she doesn't like?*

*He/She is scared?*

*Other?*

Does your child have any health issues?    Yes    No

*If yes, please explain:*

Does your child have any other special needs?     Yes     No

*If yes, please explain:*

Events at home often influence a child's behavior, for example: changes in the family, such as a new sibling, separation or divorce, or moving to a new home. Knowing about these transitional times will allow us to provide special attention, understanding, and care that your child needs.

Has anything happened recently in your child's life that might have an effect on him/her?     Yes     No

*If yes, please explain:*

Is there anything else you would like to share about your child that you feel would help us create a positive environment and relationship for your child?

Parent/Guardian declined to complete

Parent/Guardian Signature

Date

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact 602-542-4248; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.



## BEHAVIOR MANAGEMENT GUIDELINES

It is the Y's goal to provide a healthy, safe, and secure environment for all program participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and program rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent or caregiver so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem persists, staff will schedule a conference that includes the parent or caregiver, child, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a child for the remainder of the current day and the next day:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the child a second time before expulsion. Immediate expulsion may occur if a child is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

### Parent or Caregiver Signature

I have reviewed with my child the Behavior Management Guidelines. I understand and agree to all of the terms presented in this document.

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Parent or caregiver's signature

Date

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Child's signature

Arizona Department of Health Services

*Bureau of Child Care Licensing*

Travel Permission Form

R9-3-408.A.1.a-e R9-5-517.A.1

**PERMISSION to transport a child from the Facility or Group Home**

***My child has permission to be dropped off at or picked up from his/her school, bus stop or another location.***

Child's name:	
Name of location where the child will be dropped off and/or picked up:	
*Beginning date:	*End date:
<small>*The time period is not to exceed 12 months, during which permission is given for other trips away from the facility or group home.</small>	
Time(s) to be dropped off and/or picked up:	
Special Instructions:	
Parent/Guardian Signature:	Date:

R9-3-408.B.1. - Maintain a copy of the written permission for 12 months after the date of the last trip. R9-5-517.A.2 - Maintain a copy of the written permission on facility premises for 12 months after the date on the written permission.