



# SOUTHWEST VALLEY FAMILY YMCA 2021/2022 CHILDCARE REGISTRATION FORM

Child's name \_\_\_\_\_ Birth date \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
 Parent's name \_\_\_\_\_ Birth date \_\_\_\_\_ (required for registration)  
 Address \_\_\_\_\_ City \_\_\_\_\_ AZ Zip code \_\_\_\_\_  
 Primary Phone (C) or (H) \_\_\_\_\_ Work \_\_\_\_\_  
 Parent's E-mail address \_\_\_\_\_ (required for registration)

Note: Parents must **call 623-935-5193** by 8:00 AM, when the child will be absent from the Childcare Program, or a \$5 fee will be due that week.

MY CHILD'S FIRST DATE OF CARE: _____	Draft on the 1st of every month <small>(circle rate)</small>	
	MEMBER**	NON-MEMBER
<b>AFTER SCHOOL PLAN</b>		
After school care including transportation to YMCA, site from school dismissal until 6:30 PM. Includes early release days.	<b>\$ 240</b>	<b>\$ 320</b>
One day care and break week camps available during school closures for an additional fee. <i>**12 month memberships will receive an additional 15% reduction on before and after school fees.</i>		

Transporting from: Please (✓)

- Somerset Academy       Dreaming Summit       Litchfield       Archway Trivium East  
 Legacy Trad. Goodyear       Palm Valley       St. Thomas       Archway Trivium West

**PROGRAM CLOSED**

- Labor Day
  - Veteran's Day
  - Thanksgiving Day and day after
  - Christmas Eve/Day
  - New Year's Eve/Day
  - Martin Luther King Day
  - Presidents Day
  - Good Friday
  - Memorial Day
- Any other days will be posted if needed - Minimum attendance required to provide full day care.*

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

- Signed registration    Emergency card    Immunization record    Best of Care    Transportation    Behavior Guidelines    DES Certificate of Authorization (if applicable)

**FEES DUE AT TIME OF REGISTRATION**

\$ 35 or 0	Child Care Registration Fee/per child or waived with Family Membership	<b>FOR OFFICE USE ONLY:</b>	
\$	First month childcare payment		Date Received:    /    /
\$	<b>TOTAL DUE TODAY</b>		Staff Initials:
Draft Begins on:    /    /			

**PAYMENTS AND BILLING:**

- All plans use the ATS Bank Draft (credit/debit card) system and are withdrawn on the 1<sup>st</sup> of each month.
- Session billing is based on the full school year price and then divided into 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, absent days, holidays or family vacations taken during school days.
- Payments returned NSF for any reason will be re-posted electronically and you will be charged a \$25 processing fee.
- If you are late in picking up your child(ren) \$1.00 per minute late fee will be applied to your account.
- You may disenroll with a 3/0-day prior written notice. This notice must be turned into the YMCA.

**DUE DATES/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 childcare 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, attach a Financial Assistance form, and provide proof of income.

We accept DES. Please list your caseworker's name \_\_\_\_\_

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**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:

Name(s):
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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:	<b>No</b>	<b>Yes</b>
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	<b>No</b>	<b>Yes</b>
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	<b>No</b>	<b>Yes</b>
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:	<b>No</b>	<b>Yes</b>
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
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PARENT/GUARDIAN COMPLETING THIS FORM	WHAT IS YOUR PREFERRED METHOD OF COMMUNICATION?
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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

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# 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.