



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Before and After School Parents,

Welcome to the Monroe Family YMCA Before and After School Program also known as the Y Kids University 2018-2019 school year! Our staff is happy to welcome you into our environment of caring, honesty, respect, responsibility and faith. Throughout the school year, these principles will outline the further development of teamwork, self-esteem, leadership skills, social skills, personal skills, family skills, and the appreciation of diversity. Please take a moment to read this letter which includes helpful information about our program.

Upon drop off and pick up each day, your child will need to be signed in and out by a parent or authorized adult. Please have your i.d. available upon pick up. This ensures the staff is only releasing the children to those authorized to do so.

The Y follows the Healthy Eating and Physical Activity (HEPA) Standards for all of our daily activities and meals. Breakfast is offered to all participants in the morning program and all afternoon participants will receive a healthy meal. A monthly menu will be provided as well so you can plan accordingly if needed. If your child has known food allergies, please communicate this to me so reasonable accommodations can be made in advance.

Participants in this program are encouraged to bring several things each day they attend. These items include a swimsuit and towel (swim times are Mondays and Fridays 4pm-5pm), water bottle, play clothes and tennis shoes, and most importantly, a good attitude! ☺ The participants are welcome to use a locker. It is recommended a lock (combination or key) that a lock be used, but not required. If a lock is sent with your child (ren), he or she will be responsible for the maintenance of the combination or key. The Monroe Family YMCA is not responsible for missing items left in lockers.

There are several items children are asked NOT bring to Y Kids University. These items include shoes with wheels, electronic devices (including, but not limited to, cell phones, iPods, handheld gaming devices, etc.), dueling cards (such as Yu-Gi-Oh!, Pokemon, etc.) fidget spinners, dolls, stuffed animals and any other toys from home. Should unnecessary items be brought, they will be confiscated and returned to a parent upon pick up. Please note, the Monroe Family YMCA is not responsible for lost, stolen or broken items.

Please note that payment is due the Thursday prior to the week your child will be attending the before and after school program. There is a \$5/day late fee per child for every day after Thursday payment is late this includes weekends. Payments can be made over the phone, at either member service desk, or online at ymcaofmonroemembers.org. If you are paying online, please use the email address you provided on the registration paperwork. If you are interested in a "how-to" session for online payments please contact Lizzy.

Again, thank you for being part of the Monroe Family YMCA Before and After School program 2018-2019! It is my hope that this letter answers questions you may have. If you do have any additional questions, please do not hesitate to contact me.

I look forward to seeing you soon! ☺
Lizzy McLoud
Youth Development Director
734.241.2606X238
lmcloud@ymcaofmonroe.org

Before and After School

WEEKLY FEES FOR MORNING PROGRAM

Program begins at 6:00 am

FULL TIME (4-5 DAYS)

Members with Transportation	\$25 week/child
Member without Transportation	\$20 per week/child
Non-Members	\$40 per week/child

PART TIME (1-3 DAYS)

Members with Transportation	\$20 per week/child
Members without Transportation	\$15 per week/child
Non-Members	\$30 per Child

WEEKLY FEES FOR AFTERNOON PROGRAM

FULL TIME (4-5 DAYS)

Members With Transportation	\$50 per week/child
Members Without Transportation	\$45 per week/child
Non-Members	\$90 week/child

PART TIME (1-3 DAYS)

Members with Transportation	\$40 per week/child
Members without Transportation	\$35 per week/child
Non-Members	\$70 per week/child

DROP IN CARE as Space Permits

Morning	\$10 per day/child
Afternoon	\$20 per day/child

ADDITIONAL FEES:

REGISTRATION FEE

\$35 Per Child (non-refundable)

EXTEND CARE

(6:00pm-8:00pm)

Includes an additional snack

Full Time	\$15 per child
Part Time	\$10 per child

HALF DAY

Member	\$20 per child
Non-Member	\$25 per child

ARRANGED DAYS AND SCHOOL CANCELLATIONS

Member	\$45 per child
Non-Member	\$60 per child

PROGRAM PHILOSOPHY

This program is designed to provide a safe and positive learning environment for all students. Students will be provided a time for developing problem solving and team building skills in a positive and supportive environment.

Parent Billing Agreement

I have my child enrolled in Y Kids University Before and After school Program.

- I understand that there is a non-refundable registration fee of \$35/child .
- I understand that payment is due the Thursday the week before my child is to attend. Payments may be made online at ymcaofmonroemembers.org, in person at The Monroe Family YMCA, or over the phone by calling 734.241.2606, Option 1.
- I understand that a \$5/child per day charge will be applied to my account for each business day my payment is late (Saturdays and Sundays are considered business days).
- If I pick up my child after 6:00pm, I am responsible for the Extend Care Fees.
- If I receive payments from the Department of Human Services (OHS), I understand that I am responsible for all tuition not paid by the agency.
- I understand that credits or refunds will not be given for days/weeks missed without proof of doctor or emergency documentation.
- I understand that I am responsible for keeping my receipts for tax records. The YMCA does not send out tax statements.
- Financial Responsibility: I understand that I will be responsible for all Y Kids University tuition and any other fees which may be charged to my account (late fees, NSF fees). I understand that in the event of non-payment, the YMCA will terminate my child from the program, and refer my account to a collection agency, or may seek legal action.

Admission Policy

The YMCA admits children in grades K-6 grade without regard to race, color, creed, religion, sex, or handicap. A child is considered to be enrolled in our program only after ALL registration paperwork is complete and initial deposit has been received. The Program Director confirms the availability of space. Upon enrollment, each child must have on file current immunization record (with the school) and emergency transportation information. This includes basic enrollment and health information. Any changes to this information must be communicated to the administrator so that current information is always on file. This is for the safety of your child.

Withdrawal Policy

1. An outstanding bill-paperwork will indicate the past due amount. This must be paid within one week after it is noted (by Thursday, when payment is due), if not, the YMCA may remove the child from the program. To re-enroll will require a new deposit.
2. Disruptive or inappropriate behavior– the parent will be asked to participate in a conference with the counselor and Youth Development Director to discuss the situation. If the behavior continues, the child may be removed from the program.
3. Absenteeism– If a child does not attend for two (2) consecutive weeks, he/she may be considered withdrawn, at which time the available space may be filled by another child. For special circumstances, please notify the Youth Development Director for approval.

If for any reason, you should choose to remove your child for the program, please notify the Youth Development Director immediately.

Appropriate Behavior Policy

In the interest of maintaining an environment that is safe for all participants, volunteers, and staff in Y Kids University, before and after school care program, The Monroe Family YMCA expects that all participants will act respectfully at all times during program operation. Participants are to behave in a mature, responsible way and respect the rights and dignity of others. The participant's actions will reflect the YMCA Four Core Values:

- Participants take Responsibility for their actions.
- Participants Respect themselves, each other, camp equipment and the environment.
- Honesty will be the basis for all relationships and interactions.
- Participants will be Caring in their relationships with others.

In addition, The Monroe Family YMCA prohibits any behavior that can be construed of a sexual nature. "Sexual nature" is defined as, but not limited to, touching, suggestive speech, suggestive motions, nudity, or any other behavior that The Monroe Family YMCA Executive Director and/or Youth Development Director deems inappropriate or jeopardizes the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

Discipline Policy

Physical punishment, such as hitting or spanking, is prohibited, as is emotional or mental punishment such as shaming or threatening a child. If you as a parent feel that this is happening, please notify the supervisor and steps will be taken to correct the problem.

The Monroe Family YMCA Discipline Policy

FIRST OFFENSE: Explain to the child why his/her behavior is unacceptable (using the YMCA Character Development Values of Caring, Honesty, Respect, Responsibility and Faith whenever possible). Make positive suggestions on how to handle the problem resulting in written parent notification.

SECOND OFFENSE: If the behavioral problem continues, consequences of the FIRST OFFENSE, the parents will be notified immediately and it will be requested they work with the child to correct the problem.

THIRD OFFENSE: If the problem continues, consequences of the FIRST TWO OFFENSES resulting in suspension from the program for three (3) up to five (5) days based on the severity of the situation. The Executive Director and/or Youth Development Director judge the severity of the situation.

FOURTH OFFENSE: Child is removed from the program.

Any of the offences may be enforced immediately, based on the severity of the situation. The Executive Director and/or Youth Development Director judge the severity of the situation. This policy has been put in effect to secure the safety of the children and counselors.

Children's Violence Policy

If a child becomes violent toward another child or adult, resulting in a serious injury, therefore compromising the safety of that child or adult and the other children, the YMCA will take action in the following ways:

FIRST OFFENSE: Parents are notified and the child is sent home immediately for the remainder of the day; the child may return on the next scheduled day.

SECOND OFFENSE: Consequences of the FIRST OFFENSE and the child is suspended for three (3) days.

THIRD OFFENSE: The child's enrollment is terminated immediately.

In the case of severe violence with severe injury, the THIRD OFFENSE consequence will be enforced (the director judges severity of violence and injury).

This policy has been put in effect to secure the safety of the children and counselors.

Weapons Policy

In the interest of maintaining an environment that is safe and free of violence for all participants in Y Kids University, before and after school program, The Monroe Family YMCA prohibits the presence or use of weapons. "Weapons" is defined as, but not limited to, handguns, firearms, explosives, knives, or any other instrument that The Monroe Family YMCA Executive Director and/or Youth Development Director deems threatening to the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

Food Policy

□ The YMCA will provide breakfast and healthy snack to be served family-style every Y Kids University is in session. All of our meals and snacks will follow the guidelines put in place by HEPA, Healthy Eating and Physical Activity, Standards.

□ Monthly menus will be provided.

Outside foods and beverages are not permitted to enter the program unless it is an arranged half day, full day, or school cancellation.

Child Placement Contract

1. The YMCA shall develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.
2. The YMCA will implement a developmentally appropriate program which shall include all of the following areas:
 - A. Physical development, including large and small muscle activities.
 - B. Social development, including communication skills.
 - C. Emotional development, including positive self-concept.
3. The YMCA shall provide the following activities daily for Day Camp:
 - A. Quiet and Active.
 - B. Individual, small group, and large group.
 - C. Large and small muscle.
 - D. Not less than 30 minutes of developmentally appropriate emergent literacy activities.
4. The YMCA shall prepare for the week a daily guide relating to the program and each age group. The guide will be available to parents.
5. The YMCA shall keep the Licensing Notebook accessible to all parents during regular business hours.
 - A. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - B. Licensing inspection and special investigation reports from at least the past 2 years are available on the child are licensing website at www.michigan.gov/michildcare.
4. The YMCA shall permit parents to visit the program for the purpose of observing their child(ren) at all times.
5. Outdoor play will be provided, weather permitting.
6. A parent handbook will be given to each parent upon enrollment in accordance with licensing guidelines. This handbook will contain the criteria for admission and withdrawal; schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided; fee policy; discipline policy; food service policy; program philosophy; typical daily routine; parent notification plan for accidents, injuries, illnesses; exclusion policy for child illness and notice regarding the licensing notebook.



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**BEFORE and AFTER SCHOOL
REGISTRATION-Y KIDS UNIVERSITY**

Please check one of the following:
 YMCA Member
 Non-Member

Please circle the grade your child will be in during the 2018-2019 school year.

K 1st 2nd 3rd 4th 5th 6th

Today's Date: _____ School: _____ Date your child will start care: _____

Child's Name: _____

_____ Male _____ Female Age: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian #1 Name: _____

Relation to child: _____ Home Phone: _____

Work place: _____ Work Address: _____

Work Hours: _____ Work Phone: _____

Cell/Other Number: _____ Address (if different than above) _____

Email: _____

*To be used for online payments and Y Kids University correspondence.

Parent/Guardian #2 Name: _____

Relation to child: _____ Home Phone: _____

Work place: _____ Work Address: _____

Work Hours: _____ Work Phone: _____

Cell/Other Number: _____ Address (if different than above) _____

Email: _____

Emergency Contact Name: _____

Relation to child: _____ Home Phone: _____

Work place: _____ Work Address: _____

Work Hours: _____ Work Phone: _____

Cell/Other Number: _____ Address (if different than above) _____

Persons authorized to pick up your child besides above:

Name	Phone #	Relation to child	Birthdate

Name	Phone #	Relation to child	Birthdate

Name	Phone #	Relation to child	Birthdate

Before and After School Care

WEEKLY FEES FOR MORNING PROGRAM

Program begins at 6:00 am

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FULL TIME (4-5 DAYS)

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EXTEND CARE

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Includes an additional snack

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HALF DAY

Member	\$20 per child
Non-Member	\$25 per child

ARRANGED DAYS AND SCHOOL CANCELLATIONS

Member	\$45 per child
Non-Member	\$60 per child

Parent Billing Agreement

I have my child enrolled in The Before and After School Program Y Kids University.

- I understand that there is a non-refundable registration fee of \$35/child .
- I understand that payment is due the Thursday the week before my child is to attend. Payments may be made online at ymcaofmonroemembers.org, in person at The Monroe Family YMCA, or over the phone by calling 734.241.2606, Option 1.
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- If I pick up my child after 6:00pm, I am responsible for the Extend Care Fees.
- If I receive payments from the Department of Human Services (DHS), I understand that I am responsible for all tuition not paid by the agency.
- I understand that credits or refunds will not be given for days/weeks missed without proof of doctor or emergency documentation.
- I understand that I am responsible for keeping my receipts for tax records. The YMCA does not send out tax statements.
- Financial Responsibility: I understand that I will be responsible for all Y Kids University tuition and any other fees which may be charged to my account (late fees, NSF fees). I understand that in the event of non-payment, the YMCA will terminate my child from the program, and refer my account to a collection agency, or may seek legal action.

I have read and understand the above information of the YMCA's Parent Billing Agreement.

Parent/Guardian signature: _____ Date: _____

(Over, please)

Medical Information

Child's Physician: _____ Phone Number: _____ Address: _____

Hospital preferred for emergency treatment: _____

Health Insurance Policy Name & Number (write "none" if you do not have insurance): _____

Allergies: _____

Special Concerns: _____

Will the YMCA need to administer medication to your child? YES/NO (Please circle one)

If YES, permission slips are available from the director.

My child, _____, is in overall good health and should have no problems with daily activities at the YMCA.

Parent/Guardian signature: _____ Date: _____

Parent Consent/ Authorization

I _____ **authorize** _____ **do not authorize** the YMCA to transport my child, whether by bus, YMCA mini-bus, or by walking.

I _____ **give** _____ **do not give** permission for promotional photographs to be taken of my child.

I _____ **give** _____ **do not give** permission for my child to swim at the YMCA or any YMCA function.

I _____ **give** _____ **do not give** permission for the YMCA to apply sunscreen and/or bug spray to my child.

ALL SUNSCREEN AND BUG SPRAY MUST BE PROVIDED BY THE PARENT/GUARDIAN IN ORDER FOR THE YMCA STAFF TO APPLY IT TO YOUR CHILD.

I understand that the YMCA shall not be responsible for any personal injuries or losses sustained to my child while on YMCA premises or as a result of a YMCA sponsored activity. I further agree to indemnify and save harmless the YMCA from any claims or demands arising out of such injuries or losses.

I give permission to the Monroe Family YMCA, licensed by the Department of Consumer and Industries Services, to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care. I understand that in the event of injury, I will be contacted first and this waiver will only be needed if my emergency person or I can not be reached.

Parent/Guardian signature: _____ Date: _____

School-Age Physical Form

If your child is in school, we do not need a physical signed by a physician, only the form signed by a parent/guardian (below). A copy of your child's immunization records is not necessary, as they are on file with your child's school. All children not enrolled in school need a physical signed by a physician and an immunization record.

By signing below, I affirm that to the best of my knowledge, my school-age child, _____, is in good health.

_____ Immunization record attached (if required)

Activity restrictions (if any): _____

Parent/Guardian signature: _____ Date: _____

(over, please)

Admission Policy

The YMCA admits children between the ages of 5-12 years without regard to race, color, creed, religion, sex, or handicap. A child is considered to be enrolled in our program only after ALL registration paperwork is complete and initial deposit has been received. The Program Director confirms the availability of space. Upon enrollment, each child must have on file current immunization record (with the school) and emergency transportation information. This includes basic enrollment and health information. Any changes to this information must be communicated to the administrator so that current information is always on file. This is for the safety of your child.

Parent/Guardian signature: _____ Date: _____

Withdrawal Policy

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3. Absenteeism- If a child does not attend for two (2) consecutive weeks, he/she may be considered withdrawn, at which time the available space may be filled by another child. For special circumstances, please notify the Youth Development Director for approval.

If for any reason, you should choose to remove your child for the program, please notify the Youth Development Director immediately.

Parent/Guardian signature: _____ Date: _____

Appropriate Behavior Policy

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- Participants take **Responsibility** for their actions.
- Participants **Respect** themselves, each other, camp equipment and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- Participants will be **Caring** in their relationships with others.

In addition, The Monroe Family YMCA prohibits any behavior that can be construed of a sexual nature. "Sexual nature" is defined as, but not limited to, touching, suggestive speech, suggestive motions, nudity, or any other behavior that The Monroe Family YMCA Executive Director and/or Youth Development Director deems inappropriate or jeopardizes the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

I have read and understand the above information of The Monroe Family YMCA's Appropriate Behavior Policy.

Parent/Guardian signature: _____ Date: _____

Discipline Policy

Physical punishment, such as hitting or spanking, is prohibited, as is emotional or mental punishment such as shaming or threatening a child. If you as a parent feel that this is happening, please notify the supervisor and steps will be taken to correct the problem.

The Monroe Family YMCA Discipline Policy

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FOURTH OFFENSE: Child is removed from the program.

Any of the offences may be enforced immediately, based on the severity of the situation. The Executive Director and/or Youth Development Director judge the severity of the situation. This policy has been put in effect to secure the safety of the children and counselors.

I have read and understand the above information of the Monroe Family YMCA's Discipline Policy.

Parent/Guardian signature: _____

Date: _____

Children's Violence Policy

If a child becomes violent toward another child or adult, resulting in a serious injury, therefore compromising the safety of that child or adult and the other children, the YMCA will take action in the following ways:

FIRST OFFENSE: Parents are notified and the child is sent home immediately for the remainder of the day; the child may return on the next scheduled day.

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THIRD OFFENSE: The child's enrollment is terminated immediately.

- In the case of severe violence with severe injury, the THIRD OFFENSE consequence will be enforced (the director judges severity of violence and injury).
- This policy has been put in effect to secure the safety of the children and counselors.

I have read and understand the above information of the Monroe Family YMCA's Children's Violence Policy.

Parent/Guardian signature: _____

Date: _____

Weapons Policy

In the interest of maintaining an environment that is safe and free of violence for all participants in Y Kids University, before and afterschool program, The Monroe Family YMCA prohibits the presence or use of weapons. "Weapons" is defined as, but not limited to, handguns, firearms, explosives, knives, or any other instrument that The Monroe Family YMCA Executive Director and/or Youth Development Director deems threatening to the safety of program participants.

Failure to abide by this policy will result in the immediate removal of the program.

I have read and understand the above information of The Monroe Family YMCA's Weapon Policy.

Parent/Guardian signature: _____

Date: _____

Food Policy

- The YMCA will provide breakfast and healthy snack to be served family-style every Y Kids University is in session. All of our meals and snacks will follow the guidelines put in place by HEPA, Healthy Eating and Physical Activity, Standards.
- Monthly menus will be provided.

Outside foods and beverages are not permitted to enter the program unless it is an arranged half day, full day, or school cancellation.

Parent/Guardian signature: _____ Date: _____

Child Placement Contract

Child's Name: _____ Date of Birth: _____

1. The YMCA shall develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.
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5. The YMCA shall keep the Licensing Notebook accessible to all parents during regular business hours.
 - A. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - B. Licensing inspection and special investigation reports from at least the past 2 years are available on the child are licensing website at **www.michigan.gov/michildcare**.
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5. Outdoor play will be provided, weather permitting.
6. A parent handbook will be given to each parent upon enrollment in accordance with licensing guidelines This handbook will contain the criteria for admission and withdrawal; schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided; fee policy; discipline policy; food service policy; program philosophy; typical daily routine; parent notification plan for accidents, injuries, illnesses; exclusion policy for child illness and notice regarding the licensing notebook.

Parent/Guardian signature: _____ Date: _____

Program Director signature: _____ Date: _____

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by The Monroe Family YMCA
Name of Child Care Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.



**FOR YOUTH DEVELOPMENT
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The following protocols and procedures for photo/video/audio release forms apply to all departments at Y-USA. Staff should follow these protocols and procedures when capturing photos and videos for use in marketing communications collateral. Often when Y-USA shares photos/videos/audio with partners or donors for their use, we have to sign a release stating that we are absolutely certain we could produce a release for any and all persons in the photo/video/audio. This is one of many reasons why having signed releases is critical.

When and how to use a photo/video/audio release form:

1. Anyone who is identifiable in a photo or video must sign a release form.
2. Anyone who is participating in an audio recording must sign a release form.
3. All Y-USA staff must use the approved Y-USA photo/video/audio form (attached below).
4. YMCAs typically have members and participants sign a photo/video release form, but a local Y's release is NOT valid for Y-USA use.
5. Onsite signage stating that filming is taking place (e.g., "We are filming here today....") is not legal protection. Anyone who is identifiable must sign a release form.
6. In addition to signing a release form, participants should receive a clear explanation as to what they're signing so Y-USA's intentions for the photos/videos/audio are clear. In other words, explain that even though filming is taking place in Providence, their photo may be used on a poster in Seattle. We are a national organization, and the photos/videos/audio we're acquiring will be used nationally.

Where and how to store photo/video/audio release form:

1. All signed releases must be scanned and saved to the I drive at this location: Everyone-> Photo-Video-Auto Releases.
2. File folder names should clearly indicate the location of photo shoot, Y-USA department and date. For example, San Diego_TLD_Sept 2009.
3. Departments should continue to manage hard copy storage of signed photo releases.

YMCA OF THE USA

101 N Wacker Drive, Chicago IL 60606
P 800 872 9622 F 312 977 9063 ymca.net



**FOR YOUTH DEVELOPMENT
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PHOTO AND VIDEO/AUDIO RECORDING RELEASE

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA) , I hereby give my permission and consent, now and for all time, to YMCA of the USA and collaborating third parties to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities, for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience during said activities, I authorize, according to this Release, shall belong to YMCA of the USA and collaborating third parties. Therefore, they will have full right of disposition of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities;
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities will not be subject to any obligation of confidentiality and may be shared with and used by YMCA of the USA and collaborating third parties;
- YMCA of the USA and collaborating third parties collaborating shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience; and
- YMCA of the USA and collaborating third parties shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge YMCA of the USA and collaborating third parties from any and all claims in connection with the uses and reproductions, any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience as described herein.

Signature: _____

Date: _____

Printed Name: _____

Age: _____

Address: _____

I am the Mother/Father/Legal Guardian of _____ (child's name). For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

Signature of Mother/Father/Legal Guardian: _____



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Parents,

During our Before and After School program, the participants are given the opportunity to swim on Mondays and Fridays from 4:00pm-5:00pm. Before swimming, every child is required to take a swim test, and is given a swim band corresponding to her/his level.

The levels are:

RED- Inexperienced swimmer. Red swimmers may only swim in the shallow end of the pool and are required to wear a life jacket. (Life jackets are available to borrow at the YMCA). Please note, any swimmer who does not have the ability to touch the bottom of the pool while having her/his head completely above the water will be required to wear a life jacket.

YELLOW-Inexperienced swimmer. Yellow swimmers may only swim in the shallow end of the pool, but are able to touch the bottom of the pool with the ability to have her/his head completely above the water.

GREEN-Experienced swimmer. Green swimmers may swim in both the shallow and deep ends of the pool. Green swimmers must be able to easily swim the length of the pool back and forth (on both her/his stomach and back), touch the bottom of the deep end and swim back up, and tread water for 60 seconds. They must have a "buddy swimmer" to swim in the deep end.

Please note, any child who is under the age of 7 years old, or chooses not to take the swim test will automatically be considered an inexperienced swimmer. The level determined by the Y Kids U Staff and/or Aquatic Staff will be the final decision. Participants will be given the opportunity to retest on Mondays.

Please take a moment to answer the questions on the back of this sheet regarding your child's swimming ability.

Thank you for your time,

Lizzy McCloud
Youth Development Director
(734)241-2606 X 238
lmcloud@ymcaofmonroe.org

Swim Survey

Child's name _____ Child's age _____

1. How experienced of a swimmer is your child?

No experience Little experience Moderate experience Much experience

Comments: _____

2. How comfortable is your child in a large group swimming setting?

Not at all comfortable Moderately comfortable Very comfortable

Comments: _____

3. Is your child able to touch the bottom in the shallow end (4 feet deep) while keeping his or her head above the water? *Please note: any child who is unable to touch the bottom will be required to wear a life jacket (YMCA will provide).*

Yes No

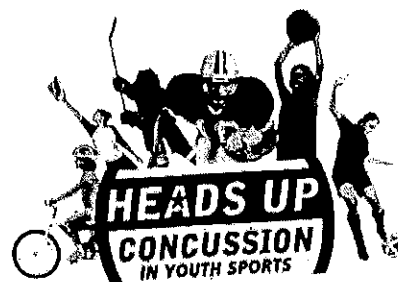
Comments: _____

4. How comfortable is your child putting his or her head underwater?

Not at all comfortable Moderately comfortable Very comfortable

Comments: _____

5. Specific instructions and/or requests *(i.e. automatically make red, must wear a life jacket, etc.)*



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF

Appears dazed or stunned
 Is confused about assignment or position
 Forgets an instruction
 Is unsure of game, score, or opponent
 Moves clumsily
 Answers questions slowly
 Loses consciousness (*even briefly*)
 Shows mood, behavior, or personality changes
 Can't recall events *prior* to hit or fall
 Can't recall events *after* hit or fall

SYMPTOMS REPORTED BY ATHLETES

Headache or "pressure" in head
 Nausea or vomiting
 Balance problems or dizziness
 Double or blurry vision
 Sensitivity to light
 Sensitivity to noise
 Feeling sluggish, hazy, foggy, or groggy
 Concentration or memory problems
 Confusion
 Just not "feeling right" or "feeling down"

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date