

Dear Prime Time Families,

Welcome to the 2009-2010 Prime Time program! We are honored and privileged to be entrusted with the care of your children. We look forward to working with you and your family.

Our goal for Prime Time is to provide children with a safe, fun, stimulating, and structured environment to spend their after-school hours. We strive to provide an environment that meets the needs of all children and the expectations of parents/guardians.

Please take a moment to read and become acquainted with the policies and procedures contained in the family handbook before your child begins Prime Time. The handbook will answer many commonly asked questions and includes a fee schedule for the entire 2009-2010 school year. We encourage you to keep your handbook in a safe place and use it as a reference throughout the year.

If at anytime you should have any questions about Prime Time, please feel free to contact me at 770-451-9622 or via e-mail at joannej@ymcaatlanta.org.

On behalf of the entire YMCA staff, I thank you for choosing the YMCA as your child care provider. We look forward to a fun filled year working with you and your children!

Sincerely,

Joanne Jourdan
Childcare Director

Quick Reference Sheet

**Cowart Family Ashford Dunwoody YMCA
3692 Ashford Dunwoody Road
Atlanta, GA 30319
office: 770-451-9622 fax: 770-451-2217**

2007/2008 PrimeTime Sites

Ashford Park	770-722-5492
Dunwoody Springs	770-722-5478
Heards Ferry	770-722-5495
High Point	770-722-5408
Ison Springs	770-722-5432
Lake Forest	770-722-5501
Montgomery	770-722-5451
Peachtree Middle	770-722-5479
Spalding	770-722-5504
Woodland	770-722-5510

Childcare Staff

Joanne Jourdan, Childcare Director

JoanneJ@ymcaatlanta.org

Executive Staff

**Donald Woodruff, Associate Executive Director
Julie Koriakin, Executive Director**

**DonaldW@ymcaatlanta.org
JulieK@ymcaatlanta.org**

Chain of Command:

Site Director → Childcare Director → Associate Executive Director → Executive Director

Billing and Payments:

All billing and payment questions and arrangements should be directed to the Registration Desk or the Childcare Director.

Metro Atlanta YMCA Child Care Mission

The mission of Metro Atlanta YMCA Child Care is to provide quality child care for all children to develop intellectually, socially, emotionally, and physically in a safe environment. Family and community involvement are strongly encouraged to support program goals. Reasonable fees are available to accommodate the entire community.

Prime Time provides a safe and nurturing environment for children to grow and develop in, by exploring their interests, talents and developing life long skills.

Please note that the YMCA Prime Time program runs in partnership with, but independent of your public school. All questions, comments or concerns regarding this program should be directed to the Cowart Family/Ashford Dunwoody YMCA.

STAFF

Each Prime Time site is staffed by a Site Director and Counselors. Each staff member is chosen for their experience, education, and love of children. The YMCA completes criminal background checks on all employees and requires them all to be trained in First Aid and CPR. As a Bright from the Start (BFTS) licensed program, our staff are required to receive 10 hours of child care training per year. While BFTS requires that we maintain a 1:25 staff to child ratio, the YMCA maintains a 1:15 staff to child ratio.

PRIME TIME HOURS

Prime Time offers after-school care during the school year (August – May), Monday – Friday on full school days and early release days from school dismissal until 6:30pm. (Early release day programs are only available to Fulton County school sites). The Cowart Family/Ashford Dunwoody YMCA is unable to provide transportation to and from the Prime Time program.

ENROLLMENT

Prime Time is offered to children ages 4-12 who attend the school in which the program is available. Enrollment may be limited due to constraints of space and staffing. Prime Time is a full-time after-school program. We are unable to accommodate part-time or drop in care. Weekly fees remain the same regardless of partial weeks. There are no refunds or pro-rating for absences, partial weeks or emergency closings. Refunds will only be given to children who can provide a doctor's note for the week(s) in which he/she was absent. We do not charge for scheduled full week closings such as Thanksgiving week, Winter Break and Spring Break.

IMMUNIZATION RECORDS

As a state licensed child care facility, we are required by the Department of Health to have a copy of the most recent immunization records for your child. Please make sure your child has received all required screenings prior to registration. For the safety of all participants and staff, children who have not received all the necessary health screenings will be asked to leave the program until their health records are up-to-date.

SPECIAL NEEDS

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs must be able to function in a 1:15 staff to child ratio. In order to best meet the needs of your child, we ask that you set-up a meeting with the Child

Care Director before enrolling your child. It is very important that parents inform of us ANY and ALL special accommodations that your child may require (i.e. dietary, medical, physical, mental, etc.)

EARLY RELEASE (FULTON COUNTY ONLY)

On scheduled early release days, Prime Time will be offered at your school location from school dismissal until 6:30 pm. An additional fee of \$5.00 will be assessed for each of these days.

UPDATED ENROLLMENT INFORMATION

Parent/guardians are required to update all information on your child's enrollment form when changes occur. This includes changes in authorized pick-ups, parent/guardian employer, addresses, phone numbers, special needs, allergies, etc.

SCHOOL HOLIDAY BREAKS/TEACHER WORK DAYS

The YMCA will provide off site care during most school breaks and teacher work days. Due to licensing requirements, we are unable to provide care for 4 year olds at Holiday Camp. Holiday Camp will be provided at the YMCA from 7:00 am - 6:30 pm. Holiday Camp requires additional registration and fee of \$25 per day per child. There will be specialty camps available for a cost of \$30 - \$35 per day. Holiday Camp days for the 2009-2010 school year are as follows:

Fulton County Holiday Camps

Friday, October 9
Wednesday, November 25
Monday - Tuesday, December 21 - 23
Monday - Tuesday, December 28 - 30
Monday, January 4
Friday, February 12
Monday, February 15
Friday, March 12
Monday-Friday, April 5 – 9

Dekalb County Holiday Camps

Monday, October 12
Wednesday, November 25
Monday-Tuesday, December 21 - 23
Monday - Tuesday, December 28 - 30
Monday, January 4
Friday, February 12
Monday, February 15
Monday-Friday, April 5 – 9

PRIME TIME CLOSINGS

Holiday Camp and Prime Time will not be held on the following dates:

Monday, September 7
Thursday – Friday, November 26-27
Wednesday - Friday, December 24 – 25
Wednesday – December 31
Thursday - January 1

Labor Day
Thanksgiving
Christmas
New Years Eve
New Years

EMERGENCY CLOSINGS

If the school closes at any time due to emergencies (i.e. weather, power failure, building emergency) Prime Time will not be provided that day. Please listen to local TV and radio stations or log onto your school website for closing announcements. When this occurs we rely on notification directly from the school. Sometimes the YMCA is informed at the last minute. Every effort will be made to contact parents/guardians via phone or email as soon as possible. Please have an alternative plan in place for these occurrences.

FEES

Prime Time fees are as follows:

\$25 Youth Program membership fee or \$35 for Family Program membership. This membership allows you to register for YMCA programs & attend special YMCA events.

The weekly fee is \$65/child. A \$5 fee will be added to Fulton County School parents' invoices for months in which there is an early release day.

FINANCIAL ASSISTANCE

The YMCA is a non-profit organization that provides financial assistance to qualifying families through generous donations made to our Partner With Youth Campaign. Please contact the YMCA for more information. The YMCA also accepts third party payment from other organizations that help families in need. The YMCA currently accepts Peach Care/DFCS payments. Contact should be made with a case worker before enrolling your child in Prime Time. Please call our Child Care Director, Joanne Jourdan, at 770-451-9622 for more information.

PAYMENT

We understand that childcare payments can get overwhelming. Please keep in mind that YMCA has to cover the direct costs of delivering this service. By paying on time you assist us in keeping the cost of child care reasonable for you and your family.

Prime Time payments are due by the **FIRST** of the month for the upcoming month. If full payment is not received by the 5th of the month your account will be considered past due. Payments not received by the 10th of the month will incur an additional \$10.00 late fee and we may refuse care for your child. When this occurs you will be contacted by the YMCA and asked to pick up your child from school. ***All accounts more than 30 days past due will automatically result in a suspension of care and will be forwarded to a collection agency.*** Your child's enrollment in any other YMCA program (i.e. Holiday Camp, Summer Camp) will not be permitted until the account is current.

Billing takes place twice a month, on the 1st and the 15th. Payment is accepted in the form of a check, credit/debit card, cash, or money order. You may mail payments to the Cowart Family/Ashford Dunwoody YMCA at 3692 Ashford Dunwoody Road, Atlanta GA 30319; you may pay in person at the registration at 770-451-9622. Registration hours are Monday – Friday 9:00 am - 8:00 pm and Saturday 9:00 am – 2:00 pm.

AUTOMATIC CREDIT CARD DRAFT

In order to meet the needs of working families, we are offering automatic credit card draft at no additional cost to you. To enroll in automatic credit card draft, complete the attached form and return it to the Cowart Family/Ashford Dunwoody YMCA. Once your account is activated we will begin drafting your payments. You will have 3 options: You may draft on the 1st of the month, the 15th of the month, or have half drafted on the 1st and half on the 15th.

PAYMENT WILL NOT BE ACCEPTED AT YOUR SCHOOL!

RETURNED CHECKS

If a check is returned for insufficient funds, you will be notified by a Check Care Representative or a YMCA childcare program staff person. There is a \$37 returned check fee. After two returned checks, we will only accept payment in the form of cash, money order or credit card.

PAYMENT SCHEDULE:

FULTON COUNTY PAYMENT SCHEDULE:

August	4 Weeks	\$260	08/10/09-09/04/09
September	4 Weeks	\$265	09/07/09-10/02/09
October	4 Weeks	\$265	10/05/09-10/30/09
November	4 Weeks	\$265	11/02/09-11/20/09
December	2 Weeks	\$130	11/30/09-12/18/09
January	4 Weeks	\$260	01/04/10-01/29/10
February	4 Weeks	\$265	02/01/10-02/26/10
March	5 Weeks	\$330	03/01/10-04/02/10
April	3 Weeks	\$195	04/05/10-04/30/10
May	3 Weeks	\$195	05/03/10-05/21/10

DEKALB COUNTY PAYMENT SCHEDULE:

August	4 Weeks	\$260	08/10/09-09/04/09
September	4 Weeks	\$260	09/07/09-10/02/09
October	4 Weeks	\$260	10/05/09-10/30/09
November	4 Weeks	\$260	11/02/09-11/20/09
December	2 Weeks	\$130	11/30/09-12/18/09
January	4 Weeks	\$260	01/04/10-01/29/10
February	4 Weeks	\$260	02/01/10-02/26/10
March	5 Weeks	\$325	03/01/10-04/02/10
April	3 Weeks	\$195	04/05/10-04/30/10
May	3 Weeks	\$195	05/03/10-05/21/10

PAYMENT ARRANGMENTS

Exceptions can be made if for some reason it is impossible for you to adhere to our regular payment schedule. You may request an accommodation by speaking with our Childcare Director. If you fail to adhere to an agreed upon payment arrangement, we reserve the right to deny any future requests. All payment arrangements are subject to the approval of the Childcare Director.

WITHDRAWALS

We require written notification one week prior to all withdrawals. *You are responsible for all payments prior to withdrawal.* Withdrawal forms are available at each site, at the YMCA or on our website: cay.ymcaatlanta.org. You may return the completed form to the YMCA via regular mail, fax (770-451-2217) or e-mail our Childcare Director, Joanne Jourdan, at JoanneJ@ymcaatlanta.org. Due to enrollment demands we are unable to hold spots for children. Once a child is withdrawn you may only re-enroll if space is available.

PROGRAM COMPONENTS

Prime Time provides a safe, nurturing and stimulating environment that encourages the development of the whole child; intellectually, socially, emotionally and physically. Activities are designed to expose children to new experiences and to allow them to explore their interests and talents.

The uniqueness of the staff and children at each site allows for diversity and variety in the curriculum. Although the curriculum may differ from site to site, the structure and type of activities will remain the same. At each site children will participate in: arts & crafts, physical activities, team building and character development activities, homework, snack, large group, small group, and individualized activities. Children will also participate in service learning activities such as cooking, drama, music, and/or other enrichment activities.

HOMework

The YMCA's Prime Time staff understands the increasing demands on working families. As an organization committed to building strong kids, strong families and strong communities, we believe that it is important for our Prime Time program to provide an opportunity for children to work on homework during program hours. Time will be allotted and a quiet area will be provided daily for the completion of homework. The Prime Time staff will be available to assist children with homework but are unable to provide one-on-one assistance for extended periods of time. It is the responsibility of your child to know their homework assignments and to bring all necessary books, papers etc. to Prime Time. Children are not allowed to return to their classrooms during Prime Time hours.

The YMCA uses the U.S Department of Education recommendations for the amount of homework children should do a day when developing daily schedules. The U.S DOE recommendations are as follows:

1st-3rd - up to 20 minutes
4th-6th - 20-40 minutes
7th-9th - up to 2hours

The YMCA will provide homework contracts if needed. These contracts outline your expectations of your child to complete homework during Prime Time hours. This contract will need to be signed by the parent, child, and Site Director.

OUTSIDE PLAY

We are licensed by the Bright from the Start (BFTS) and are required by law to take all the children outside daily for at least 30 minutes. During inclement weather the children will not go outside but will participate in physical activity inside.

SNACKS

Your child will be provided with a USDA approved snack daily. This snack includes items from 2 basic food groups. If your child has allergies or dietary restrictions, please let your Site Director know so we can provide alternative snacks.

CHARACTER DEVELOPMENT

The YMCA teaches, models, and integrates our four core values of Caring, Honesty, Respect, and Responsibility into all our programs. In the Prime Time program you will see these values as part of the rules, modeled by both staff and children and incorporated into the daily curriculum. Children will learn

the meaning of and be encouraged to display and recognize these values in themselves and other people.

CHILD GUIDANCE

Our Prime Time program is designed for children to grow and learn. We believe that discipline should be a learning experience not a humiliating or punitive one.

Our goal is to be proactive and preventive in our discipline procedures. Preventive discipline involves clear expectations and consequences, consistency, redirection, humor, follow-through, and positive reinforcement.

The following steps will be taken when behavior expectations have not been met:

1. Verbal warning and explanation of why the behavior is inappropriate
2. Withdrawal from activity
3. Verbal communication between parent and staff
4. If behavior is repeated child will have a 1 to 3 day suspension
5. If behavior persists, suspension for 1 week and written contract will be drawn up with the child. The parent/guardian and child will be required to meet with the Site Director and/or Child Care Director before returning
6. If contract is broken or if prolonged disruptive, violent or unsafe behavior continues, dismissal from Prime Time may result

Steps 1-3 may be omitted if Child Care Director deems the behavior is serious and/or the child is a danger to themselves and/or others.

STAFF & FAMILY COMMUNICATION

FAMILY ORIENTATION

Our goal is to make the transition into Prime Time for both children and their families a smooth one.. We will hold a parents meeting at the beginning of the school year to review policies and procedures and to answer any questions parents may have. If you are entering Prime Time during the school year we welcome you and your child to visit the program before entering. Once you have enrolled, the Site Director will give you a brief orientation to the site, schedule, procedures and staff.

COMMUNICATION

Regular communication between you and our staff is essential in order to provide high quality care and meet the needs of your children and family. Prime Time staff will distribute a monthly newsletter outlining program happenings, events and dates to remember. In addition, you will receive a quarterly newsletter from the Child Care Director and/or Child Care Coordinator. On occasion you will receive reminder inserts in your monthly bills or letters about changes in policies.

In addition to the written communication you will receive from the YMCA, we encourage all families to communicate regularly with the Prime Time staff to assure we are meeting your children's needs and your expectations. It is important to keep the staff informed on any changes occurring in your child's life that may affect their behavior or mood. These changes may include, moving, hospitalization of a family member, physical changes, separation or divorce, long term illnesses, death in the family, or issues with school. Each site is provided with a mailbox at the school as well as a site cell phone. Parents are welcome to use either the mailbox or cell phone to communicate with the Prime Time staff.

Meetings and conferences with the Prime Time staff are sometimes necessary to best meet the needs of your child. These meetings can be initiated by you or the YMCA. If you are interested in having a conference please see your Site Director to set this up. We encourage you to address concerns and make suggestions directly to your Site Director. If you feel that your concerns or suggestions have not been addressed or you need support in addressing them, please feel free to contact Joanne Jourdan, Childcare Director at 770-451-9622 or via email joannej@ymcaatlanta.org. We encourage you to share your positive feedback directly with the Prime Time staff **and** with the Childcare Director. Remember that the YMCA is responsible for the Primetime program, not your school. Any issues brought to the attention of school administrators will only be referred back to the YMCA. We ask that you give us the opportunity to address your questions or concerns before contacting school administration. The YMCA will confer with your school principal on a regular basis and on your behalf when necessary.

Parents/guardians are asked to complete surveys twice a year. The surveys allow us the opportunity to see how well we are meeting your needs and expectations and the opportunity to make necessary changes. Although the surveys are distributed two times per year we welcome and encourage your feedback at anytime.

PARENT INVOLVEMENT

Research has found parent/family involvement in after school programs is a key component to quality after school care. There are many ways for families to be involved in Prime Time and the YMCA.

As parents, you are always welcome to visit the program at anytime. Here are some ideas on how to become more formally involved in Prime Time:

- ❖ write/type monthly Prime Time newsletter
- ❖ translate Prime Time newsletter/communication
- ❖ assist Site Director in organizing a service learning (community service) project
- ❖ share a skill, hobby, recipe, career or family or cultural tradition at the program
- ❖ read to a group of children
- ❖ help organize Prime Time family events

Ways to be involved with the YMCA

- ❖ Participate in the YMCA's annual Partner with Youth Campaign. This is our annual campaign involving YMCA members, staff, board, and volunteers working together to raise money to give all families an opportunity to participate in YMCA programs. All money raised from the Partner with Youth campaign is used to provide scholarships for families to participate in youth sports,

aquatic programs, Prime Time, Teen Center/Leaders Club, Summer Camp, and Karate. 100% of the money raised is used for scholarships in our community.

- ❖ Coach youth sports at the YMCA
- ❖ Work with your family on a volunteer project at/for/with the YMCA
- ❖ Assist at YMCA special events, i.e. Fall Fest, Santa's secret workshop, Easter Egg Hunt

PRIME TIME FAMILY ADVISORY COUNCIL

The Cowart Family Ashford Dunwoody YMCA's Family Advisory Council provides families with the opportunity to share their vision of Prime Time and to provide input into policies, procedures and program quality. Parents/families from each site are welcome to participate. For more information and to participate please contact Joanne Jourdan, Child Care Director.

PICTURES & VIDEOS

Periodically, the YMCA takes pictures and/or videos of children and activities for newsletters, promotion of programs in brochures or presentations, and/or for use at family events. If you do not want your child's picture used please complete the enclosed refusal form and return it to your Site Director.

HEALTH & SAFETY POLICIES

ATTENDANCE

Once registered, your child will be expected at Primetime daily. Prime Time staff will take attendance within the first 10 minutes of the program. Staffs are required to account for the whereabouts of all children before moving onto the next activity. **It is imperative that you communicate with the staff when your child will not be in attendance.** You may send a note and have it placed in the Prime Time mailbox at your school you may leave a message on the voicemail or tell the staff member in person the day before. Parents must leave a voicemail message for Prime Time if their child will not be in school due to illness etc. If a child does not show up to Prime Time the following steps will be taken:

1. Staff will check with the school and child's teacher to determine if they know the whereabouts of the child.
2. Staff will immediately call parents to find the whereabouts of the child. If parents cannot be reached we will contact all emergency contacts.
3. If we are unable to reach anyone, the police will be notified.

Please help us avoid all these steps by communicating to our staff when your child will not be attending Prime Time.

CUSTODY CONCERNS

If there is a parent/guardian who is not authorized to pick up your child, it is the registering parents responsibility to provide the YMCA with the most current court documents acknowledging this. The YMCA will always abide by the legal documents provided. The YMCA's role is to provide quality care for your child and not to take sides in matters concerning custody. If the parent/guardians are unable to settle disputes relating to childcare amicably, we reserve the right to remove the child from the program.

BEFORE-SCHOOL ATTENDANCE

Parent/guardian or a responsible adult over the age of 18 must escort and sign your child into the before-school program daily. We are unable to accept children into the program who have not been signed in by an adult.

RELEASING CHILDREN FROM THE PROGRAM

All children must be signed out daily by an authorized adult over the age of 18. Prime Time will only release children to their parents or those persons listed on their enrollment form as an authorized pick-up. All additions and changes to authorized pick-ups must be in writing.

All unfamiliar individuals picking up a child will be asked to show picture ID. We will not release a child to anyone who can not be properly identified.

LATE PICK-UP FEE & PROCEDURE

Please understand that our Prime Time staffs are all part-time employees and may work additional jobs, attend school and have families of their own. When you are late it prevents staff members from attending to their own responsibilities. More importantly, not being picked up on time can be very upsetting to a child. This can often make them feel forgotten and neglected.

All children must be picked up no later than 6:30 PM. Any child who has not been picked up by 6:30 will automatically be charged a \$5.00 late fee and \$5.00 for each additional 15 minutes thereafter. For example, if a child is picked up at 6:45 the late fee is \$10.00 at 7:00 the late fee is \$15.00. Your account will be billed for the appropriate amount of time.

If a child has not been picked up by 6:45 the Site Director will call emergency contacts.

If by 7:00 PM the child has not been picked and we have not heard from a parent/guardian we will call the local police and/or DFCS to help us locate an authorized person to pick-up the child or for DFCS to take the child into their care. Please keep contact information updated so we know who to call.

Please help us avoid these steps and pick-up your child on time or make arrangements for someone else to pick-up your child before 6:30. Please program the Site cell phone number into your cell phone, and call if you are running late. You will still be assessed a late fee even if you call in advance. If a child is picked up late more than 3 times, the child can incur a 1 to 3 day suspension. If late pick-ups occur after we have suspended the child, we reserve the right to remove the child from the program.

DISTRIBUTION OF MEDICATION

If your child must receive medication during Prime Time hours, you must provide written authorization. The authorization must include: date, child's name, name of medication, prescription

number, if any; dosage, date and time to be dispensed and parent/guardian signature. All medication must be in its original container. The YMCA Prime Time staff will keep a written verification log of date, time, and staff member who administered the medication and any adverse reactions. For your convenience, we have attached a medication authorization form. All medication, including inhalers, cough drops, ointments, etc., must be kept locked in a cabinet or in the possession of a staff member.

CHILDREN WITH SPECIAL NEEDS:

If your child has special medical needs, allergies, etc., the YMCA reserves the right to require an 'official' care plan from a licensed medical doctor.

SICK CHILDREN

Child with communicable diseases such as, but not limited to, conjunctivitis (pinkeye), pediculosis (head lice), scabies, ring worm, chicken pox, strep throat etc. or with a fever of 101 degrees or higher and any another contagious symptom, such as, but not limited to, a rash, diarrhea, sore throat, or discolored mucus will not be allowed to attend or remain at Prime Time. If a child becomes ill during Prime Time we will contact parents/guardians to pick-up the child. We utilize the State of Georgia Bright from the Start communicable disease chart as our guide when determining whether a child may stay in care, when he/she must leave, and when he/she are able to return.

Parents will be notified when a communicable disease has been introduced into the program. We ask that parents notify the Prime Time staff immediately if your child contracts a communicable disease.

ACCIDENTS & INJURIES

Although we take every effort to keep the children in Prime Time safe at all times, accidents and injuries are a normal part of childhood. Should your child become injured during Prime Time the following steps will be taken:

Minor injury (scraps, bumps, bruises etc.) will be cleaned off with soap and water and treated with band-aid or ice pack as needed. You will be notified at pick-up time of the injury.

Head injuries- due to the possible implications of head injuries we will treat all head injuries as severe. The staff will monitor the child for signs of a concussion and will provide ice if needed. Parents/guardians will be notified immediately of a head injury.

More severe injuries- If a child should suffer a more severe injury, we will attempt to contact a parent/guardian before seeking professional medical attention. If we are unable to reach a parent/guardian we will call emergency contacts. If these steps are unsuccessful we will seek professional medical attention and continue our attempt to reach parents.

Emergencies- If a child should need immediate medical attention we will contact 911, parents/guardians and the YMCA. The child will be transported by ambulance and accompanied by the Site Director. If we are unable to reach parent/guardians, we will contact the child's physician, emergency contacts and continue to attempt to reach parents/guardians. The paramedics will either take the child to Northside Hospital or Scottish Rite. We will immediately notify the parent of the hospital to which the child is being transported to.

OTHER EMERGENCIES

Each site has developed emergency procedures for fire, tornado, lock down situations, and other emergency situations. These plans are practiced monthly and posted at each site for review.

SUSPECTED CHILD ABUSE AND NEGLECT

As professional child care providers we are mandated by law to report any suspicions of child abuse or neglect. Staff will report all suspicions directly to the Child Care Director prior to calling the State of Georgia Department of Human Resources, Child Protection Agency (DFCS), to file a report. Parents will be notified if such a call is made by the YMCA unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you as a parent/guardian have any concerns regarding the treatment of your child by a staff member, you should notify the Child Care Director immediately.

YMCA STAFF AS BABYSITTERS

Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: babysitting or inviting children to their homes, transporting them in their own vehicles) puts both themselves and the YMCA at risk and it is thoroughly discouraged by the YMCA. Staff also understands that all parent packets discourage parents from using YMCA staff for babysitting.

PICTURES & VIDEOS

Periodically, the YMCA takes pictures and/or videos of children and activities for newsletters, for the promotion of programs in brochures or presentations, and/or for use at family events. If you **do not** want your child's picture to be used, please complete the enclosed refusal form and return it to your Site Director.

Photographs/Video REFUSAL SLIP

I do not wish to have my child photographed or videotaped during the Prime Time program, including Holiday Camps.

Child's Name

Signature of Parent/Guardian

DATE

Please turn this form to your Site Director

PRIME TIME AUTHORIZATION FOR MEDICATION

Child's Name: _____

Name of Medication: _____

Prescription Number: _____

Time Medication is to be Given: _____

Amount of Medication to be Given: _____

Dates to be Given: _____

Signature of (parent/Guardian) _____ **Date**

For Staff Use Only

Date	Time Given	Amount	Adverse Reactions	Administered By

If noticeable adverse reaction to medication what action was taken? Please describe

PRIME TIME WITHDRAWAL NOTICE

We require written notification one week prior to all withdrawals. You are responsible for all payments prior to withdrawal. You may notify us in writing, via mail or by fax at 770-451-2217. If you wish to re-enroll your child, you must pay two weeks of care prior to attendance.

My child, _____, will be withdrawing from Prime Time at
_____ (School Name)

effective _____ (Day of week and date).

Please contact me at the following address & phone number:

Name: _____

Address: _____

Phone number: _____

Reason for withdrawal: _____

Parent Signature: _____

Date: _____

******This sheet must be turned into the YMCA or your Site Director one week in advance of the withdrawal******

DEKALB COUNTY AUTO PAY ENROLLMENT

We are pleased to offer an automatic payment draft service to you at no additional cost. Our automatic draft service can save you time, postage and ensure that your payment is made on time. The Cowart Family Ashford Dunwoody YMCA will work directly with your financial service provider to keep you advised of your Before and After school billing through a monthly statement. This statement will notify you of the amount of your monthly Before and After school bill, the amount to be deducted from your account (total billing amount) and the date the payment will be deducted (due date). Your financial service provider will also advise you through your monthly statement of all draft payments.

Paying by automatic draft is particularly convenient for people who travel, those who have multiple accounts to manage or anyone with a hectic schedule. Paying by automatic draft lets the Cowart Family Ashford Dunwoody YMCA and your financial service provider do this work for you.

Enrolling in our "Automatic Processing through Credit Card Draft" is easy. Just complete and sign the authorization form below and return to Cowart Family Ashford Dunwoody YMCA. (You may also return it along with your bill in the enclosed envelope.) After you return these to us, your account will be active and all subsequent bill payments will be automatically deducted from your credit card account between the 1st and the 5th of the month. You may enroll in, change accounts, or stop paying by automatic draft anytime by providing the YMCA with a 30 day written notice of cancellation.

For additional information or if you have questions about the automatic payment method, please call the YMCA at 770-451-9622, Monday – Friday, 9:00 AM – 5:00 PM.

COWART FAMILY ASHFORD DUNWOODY YMCA

3692 Ashford Dunwoody Road

Atlanta, GA 30319

Phone: 770-451-9622 Fax: 770-451-2217

Please Print:

Child's Name: _____ Parent's Name: _____ School Name: _____

Name on Card: _____ E-mail: _____

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

Home Phone: _____ Work Phone: _____

Credit Card: Visa Master Card Discover

Credit Card #: _____ - _____ - _____ - _____ Expiration: _____ / _____
(Month) (Year)

I authorize the Cowart Family Ashford Dunwoody YMCA to debit / charge the account listed above for the payment amounts listed below in the payment schedule on the 1st business day of each month as indicated. I do not hold the YMCA accountable or responsible for any financial fees or charges associated with my financial service provider when conducting this transaction.

Signature on Card: _____ Date: _____

PROGRAM MONTH	PROGRAM DATES	PAYMENT AMOUNT	PAYMENT DUE	PROGRAM MONTH	PROGRAM DATES	PAYMENT AMOUNT	PAYMENT DUE
August	8/10 – 9/04	\$ 260.00	Upon Enrollment	January	1/4 – 1/29	\$ 260.00	Jan. 1 st
September	9/7 – 10/2	\$ 260.00	Sept. 1 st	February	2/1 – 2/26	\$ 260.00	Feb. 1 st
October	10/5 – 10/30	\$ 260.00	Oct. 1 st	March	3/1 – 4/2	\$ 325.00	Mar. 1 st
November	11/2 – 11/20	\$ 260.00	Nov. 2 nd	April	4/5 – 4/30	\$ 195.00	Apr. 1 st
December	11/30 – 12/18	\$ 130.00	Dec. 1 st	May	5/3 – 5/21	\$ 195.00	May 3 rd

FULTON COUNTY AUTO PAY ENROLLMENT

We are pleased to offer an automatic payment draft service to you at no additional cost. Our automatic draft service can save you time, postage and ensure that your payment is made on time. The Cowart Family Ashford Dunwoody YMCA will work directly with your financial service provider to keep you advised of your Before and After school billing through a monthly statement. This statement will notify you of the amount of your monthly Before and After school bill, the amount to be deducted from your account (total billing amount) and the date the payment will be deducted (due date). Your financial service provider will also advise you through your monthly statement of all draft payments.

Paying by automatic draft is particularly convenient for people who travel, those who have multiple accounts to manage or anyone with a hectic schedule. Paying by automatic draft lets the Cowart Family Ashford Dunwoody YMCA and your financial service provider do this work for you.

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COWART FAMILY ASHFORD DUNWOODY YMCA
3692 Ashford Dunwoody Road
Atlanta, GA 30319
Phone: 770-451-9622 Fax: 770-451-2217

Please Print:

Child's Name: _____ Parent's Name: _____ School Name: _____

Name on Card: _____ E-mail: _____

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

Home Phone: _____ Work Phone: _____

Credit Card: _____ Visa _____ Master Card _____ Discover

Credit Card #: _____ - _____ - _____ - _____ Expiration: _____ / _____
(Month) (Year)

I authorize the Cowart Family Ashford Dunwoody YMCA to debit / charge the account listed above for the payment amounts listed below in the payment schedule on the 1st business day of each month as indicated. I do not hold the YMCA accountable or responsible for any financial fees or charges associated with my financial service provider when conducting this transaction.

Signature on Card: _____ Date: _____

PROGRAM MONTH	PROGRAM DATES	PAYMENT AMOUNT	PAYMENT DUE	PROGRAM MONTH	PROGRAM DATES	PAYMENT AMOUNT	PAYMENT DUE
August	8/10 – 9/04	\$ 260.00	Upon Enrollment	January	1/4 – 1/29	\$ 260.00	Jan. 1 st
September	9/7 – 10/2	\$ 265.00	Sept. 1 st	February	2/1 – 2/26	\$ 265.00	Feb. 1 st
October	10/5 – 10/30	\$ 265.00	Oct. 1 st	March	3/1 – 4/2	\$ 330.00	Mar. 1 st
November	11/2 – 11/20	\$ 265.00	Nov. 2 nd	April	4/5 – 4/30	\$ 195.00	Apr. 1 st
December	11/30 – 12/18	\$ 130.00	Dec. 1 st	May	5/3 – 5/21	\$ 195.00	May 3 rd

