



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Welcome to our Y-Kids Before and After School Program!

The YMCA Y-Kids Before and After School Program follows the State of Wisconsin Group Childcare Licensing Guidelines. Enclosed are the forms we are **required** to keep on file and current for all children in our program. These forms will also be used when a child attends School's Out Program or Winter/Spring Break Camp at the YMCA. All forms need to be completed.

Please complete the following documents:

- ▼ Emergency Card (Yellow)
  - ▶ Please fill out entirely.
- ▼ Enrollment Contract
  - ▶ Fill out entirely.
  - ▶ This contract will determine how you will be billed.
- ▼ General Information
  - ▶ Fill out entirely including phone numbers and addresses.
  - ▶ Emergency Contact(s) must be able to pick up the child within 30 minutes.
  - ▶ All Physical/Medical Facility information must be filled out completely.
  - ▶ Authorization boxes must be checked (including pet policy which is noted in the parent handbook).
- ▼ Health History & Emergency Care Plan
- ▼ Alternate Arrival/Release Agreement
  - ▶ This section gives us permission to release your child to the school and to have them enter into our care without you on the premises.
- ▼ Authorization to Draw EFT or Credit Card
  - ▶ We require automatic payments for our program. This section is required unless you receive child care assistance from a 3<sup>rd</sup> party.
- ▼ Child Care Immunization Records (Choose one of 3 ways to complete)
  - ▶ Complete the form included: The top and bottom of the original page must be filled out.
  - ▶ Have a copy of your child's records faxed over from your doctor's office.
    - Our fax number: **920-887-9298**
  - ▶ Go to: <https://www.dhfs.wisconsin.gov/pr/clientSearch.do?language=en>
    - Enter your child's first and last name, SSN, and date of birth.
    - Print and send to us.

Thank you for completing all the forms to the best of your ability! The information you provide help us to better keep your children safe!

Please be aware that we will be checking IDs for the entire school year until we get to know you. There may be substitute staff at your site at any time that may not know you; therefore, you must bring your identification with you every day. Anyone picking up your child must have a picture ID and have his or her name listed on the bottom of your child's emergency card. We are unable to release a child to any person not listed on the emergency card unless we have written authorization from the parent/guardian.



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Each site will have a parent board where we will keep all pertinent information. If you have any questions regarding program policies and procedures, please ask. Information such as announcements, flyers for our School's Out program, calendar of events, and daily activities will be kept in this binder.

Each site will follow a behavior plan specific to that site. Please take time to ask any questions at your site about this plan and how your child is doing so that the children understand its importance. We believe that parents and staff are a team working together to raise healthy children. We ask that you remind your children of the rules at our site and support us in enforcing them.

If you have questions or changes of schedule during the day, please contact your site directly and leave a message if necessary. If you have any permanent changes to your schedule, you must contact the Child Care Director to have this changed to your billing.

We anticipate a great year and are excited to get to know you and your child(ren) through our Y-Kids Before & After School Program!

Sincerely,

Ellie Moore  
Associate Executive Director  
emoore@theydc.org  
920-887-8811 ext 104