



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **We are pleased to welcome you to the 2019-2020 School Age Child Care Program!**

The YMCA School Age 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 childcare.

**Please complete the forms listed below and return them to the YMCA ASAP. Please note that it all paperwork needs to be in 3 business prior to your child starting at the site.**

### **1. 2019-2020 SACC Contract**

- Fill out bottom half in full
- Check the number of days your child will be attending each week.
- Sign and date bottom

### **2. Child Care Enrollment Sheet**

- Fill out entire sheet including phone numbers and addresses.
- Emergency contact(s) must be able to pick up the child within 30 minutes.
- All Physician/Medical Facility information must be filled out completely
- Authorization boxes must be checked (including the number of pet box which is noted in the parent handbook)

### **3. Health History and Emergency Care Plan Sheet**

- Two pages long (Please put N/A for any spaces that do not apply)
- Make sure to sign the second page

### **4. Transportation Permission**

- Please fill out, we need to have this on file

### **5. Alternate Arrival/Release Agreement Sheet**

- Please fill out (depending on which session they are attending) how they will get to the site in the AM and how they will get home in the PM.

### **6. Field Trip or Other Activity Notification/Permission Sheet**

- This must be filled out in case of an emergency evacuation during the SACC Program or for Field Trips during our SDO Program.
- Please put your child's name, your signature and the date signed.

### **7. Student Immunization Record Sheet**

- The top and bottom of the original page must be filled out
- Immunizations may be filled out in the middle or a copy from the doctor may be included/faxed over (920)887-9298)

### **8. Emergency Card**

- Please fill out entirely
- We will be adding a picture of the child to the back to ensure all teachers can properly identify the children.





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### 9. Bank Draft Card (optional)

- This needs to be filled out front and back
- Must be returned with a voided check or savings account verification

### 10. First Month Attendance

- These calendars will be available a week prior to the start of a new month to notify the staff of arrival and departure times

Please be aware that we will be checking ID's for the entire school year until we get to know you. There may be substitute staff at your site at any time who 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.

Each site will have a parent board where we will keep all pertinent information. We ask that you check the parent board daily. Information such as announcements, school day out flyers, calendar of events, and activities will be posted.

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 childcare providers work as a team 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 schedule changes during the day, please contact your site directly and leave a message on the voicemail, if necessary. If you have any permanent changes to your schedule, please contact the School Age Childcare Director.

We anticipate a great school year and are excited to get to know you and your children through our School Age Child Care Program!

Sincerely,

*Krystle Polenska*

Krystle Polenska  
School Age Childcare Director  
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