



YMCA OF SNOHOMISH COUNTY POLICIES FOR CHILD CARE PROGRAM

Updated 3/9/17

(Please initial)

PAYMENT:

I agree to pay the monthly Child Care Fees no later than the last day of the month preceding care. I understand care will be suspended and a late fee of \$30 will be assessed if payment is not made on time. I understand that returned checks or drafts will be assessed a \$30 NSF processing fee that will be debited directly from my account. Other fees (e.g. late-pick up and occasional care) will be charged to my account. Child Care will be suspended when fees are left unpaid by the end of the month.

(Please initial)

REFUNDS/CREDITS/CHANGES:

A written request using the YMCA Child Care Change Request Form is required 15 days in advance to request credit for vacations (when eligible), changes in care or payment method, or withdrawal from the program. Refunds and credits will not be issued without 15 days prior notice. Refunds for Break or Summer Programs with early withdrawal from School-Year and Year Round Options will not be issued. See Parent Handbook for refund policy details.

(Please initial)

I HAVE READ AND UNDERSTAND THE NO TOLERANCE POLICY OUTLINED BELOW:

The following will NOT be tolerated in our child care programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA property
- Offensive conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

Failure to follow this code of conduct will result in disciplinary action, which may include a one-to-three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program.

(Please initial)

I HAVE READ AND UNDERSTAND THE SNACK, MEAL PLAN AND LUNCHES POLICY

I understand that if I would like to provide alternative for my child during snack times (e.g. food from home, extra food from their packed lunch) for dietary, health or other reasons I will ask for a YMCA Parent Meal Plan Agreement (WAC 170-297-7525- Parent or Guardian provided food).

(Please initial)

I HAVE READ AND UNDERSTAND THE PEANUT AND TREE NUT POLICY OF YMCA CHILD CARE PROGRAMS

To help the YMCA create a safe environment for children with life-threatening nut allergies, you will be asked to refrain from sending your child with food containing peanuts or tree nuts and/or foods manufactured in a plant that processes nuts.

(Please initial)

YMCA staff has my permission to discuss my child with school personnel for the purpose of collaboration with homework support and review records related to behavior and/or individual care/education plans pertaining to my child for the purpose of collaboration, consistency, and my child's success in the YMCA program and in school.

AGREEMENT: I have read and initialed the above information and fully understand all the policies of the YMCA's Child Care Programs.	
Child's Name: _____	
Parent/Guardian Signature: _____	Date: _____

Date Rec'd: _____	Rec'd By: _____	ICP: <input type="checkbox"/> No <input type="checkbox"/> Yes – PD Approval: _____	RSO Completed: / /	Initials: _____	Site (Transport): _____
Site Called: _____	Sent to AO Billing: _____	Fwd to CC Dept on: _____	Filed: _____	Start Date: _____	End Date: _____