

YMCA of the East Bay
2010-2011 CHILD CARE REGISTRATION/CONTRACT

Enrollment Begin Date: ____/____/____ School Attending: _____
 Child's Full Name: _____ School Year: 2010-2011
 Birthdate: ____/____/____ Gender: M / F Grade in September: _____
 Mother/Guardian Name: _____ Father/Guardian Name: _____
 Address: _____ Address: _____
 City: _____ Zip: _____ City: _____ Zip: _____
 Phone #: (Day) _____ (Night) _____ Phone #: (Day) _____ (Night) _____
 Email: _____ Email: _____
 Employer: _____ Employer: _____
 Title/Position: _____ Title/Position: _____
 Does your child have special needs? Yes No If yes, please describe: _____

SCHOOL YEAR OPTION (10 monthly payments) Please check or circle the plan you are selecting.
 This option includes ALL school days, holiday care and early release days*. (See parent handbook for details)

Creekside Middle School		2 Days / Mth	3 Days / Mth	4 Days / Mth	5 Days / Mth
<input type="checkbox"/> AM & PM Plan	7:00 – 8:30 am and 3:00 – 6:00 pm	\$185.00	\$238.00	\$269.00	\$301.00
<input type="checkbox"/> AM Only Plan	7:00 – 8:30 am	\$100.00	\$121.00	\$143.00	\$164.00
<input type="checkbox"/> PM Only Plan	3:00 – 6:00 pm	\$153.00	\$185.00	\$216.00	\$239.00

Payment Options (check one)

<input type="checkbox"/> Monthly Payments Due 20 th of month prior to service	<input type="checkbox"/> Electronic Funds Transfer ____ 1 st prior to service or ____ 15 th prior to service	<input type="checkbox"/> Electronic Funds Transfer ____ 1 st prior to service or ____ 15 th prior to service
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I authorize my bank/credit card provider to honor pre-authorized drafts drawn by the YMCA on my account for membership, childcare, programs or contributions. I understand a voided check must be attached to my application to draft from a checking account/copy of the top portion of my bank statement to draft from a savings account/ or presentation of my MasterCard or VISA to draft from a Credit Card. It is my understanding that the YMCA will draft my account continuously thru the membership or program end date. If I wish to terminate service, I understand that I must submit a cancellation notice 30 days prior to my electronic draft, but until the YMCA is in receipt of my written notice, I am responsible for monthly child care dues.

 Signature of Depositor (as appears on account) Date Account # / Visa / Master Card # Exp Date

I understand that I am responsible for paying the following fees.
 Membership Fee (\$35) Registration Fee (\$40) Tuition Plan Rate \$ _____ **Total payment: \$ _____**

I have read, understand and agree to the tuition and payment policy of the YMCA of the East Bay Child Care Centers, the Admissions Agreement and the Parent Handbook. I understand all mail or walk-in fees are due on the 20th of the month prior to attending and if received after the 25th of the month, a **\$40** late fee will be assessed (per family). And if payment is not received by the 1st, childcare services may be suspended. A two-week advance written notice is required for any program change or withdrawal. There will be no refund without such notice. The parent who registers the child in the program is the parent of record and is responsible for full payment. If I have special arrangement with another parent to pay part of the childcare, it is my responsibility to collect that payment. **I also understand that my registration fee and membership are non-refundable.**

 Parent/Guardian Signature (responsible for payment)
Eden Area YMCA, 951 Palisade; Hayward, CA 94542
Phone: 510-247-8284 Fax: 510-581-9351 www.ymcaeastbay.org



Financial Assistance % _____
3 rd Party Name _____
Pro-rate Amount \$ _____
Approval Received _____
Staff Initial _____
Employee Yes / No

For office use only: Processed by: _____ Date: _____

YMCA of the East Bay School-Age Child Care Payment Contract

YMCA of the East Bay School-Age Child Care is a licensed program for school-aged children. As hours vary between locations, please check your center's schedule.

1. The YMCA School-Age Child Care program Parent Handbook serves as a part of this Admission Agreement. Please understand that it is your responsibility to read and understand the policies set forth in the Parent Handbook.
2. A basic annual membership fee of \$35/\$60 is required for enrollment in all YMCA programs. A \$40/child registration fee is due upon both enrollment and re-enrollment.
3. An Electronic Funds Transfer (EFT) may be automatically drafted from your bank account (checking, savings, credit card) on the 1st of the month prior to service or the 15th of the month prior to service. If your credit card is declined or bank draft is rejected, a \$25 service charge will be applied to your account. For ACH (Bank) returns, eCashFlow will attempt to collect your payment along with the \$25 service charge.
4. Be sure your member number or your child's full name and school are on all payments. Postdated checks are not accepted.
5. Questions regarding fees, plan changes, payments, etc. should be directed to the local business office at 951 Palisade St; Hayward, Ca 94542; (510) 247-8286.
6. **A late fee of \$50** (limited to \$50 per family) will be assessed for payments received after the 25th. After the last day of the prior month of service, if payment has not been received, childcare services may be suspended. Returned checks are considered late payments and a \$25 fee will be assessed. Checks that have been returned on two different occasions will require that all future payments must be in the form of a money order or cashier's check for a year.
7. Financial assistance is available for families that qualify. Funds are limited and are based on a first-come, first-served basis. Contact your local business office more information.
8. Tuition is based on a 5-day/wk enrollment **NOT** attendance. There are no adjustments for non-attendance, partial week attendance or personal vacations. Sites with low enrollment may be considered at Program Director's discretion with a monthly penalty fee of 5% assessed. Initial prorates will be considered for registrations beginning after the second Monday of respective month. Children signed up for partial week care can **ONLY** attend Holiday Care on their "normal" attendance days. Drops/ Cancellations that occur after April 1, 2007 will be required to pay a early withdrawal fee based on the attendance plan of up to 50% of your monthly plan.
9. Refund conditions: Refunds/prorates cannot be granted for absences due to illness or vacation. When you enroll, you are reserving time, space, staffing and provisions, whether or not your child attends. Refunds will be given for overpayment of fee or paid time after your two-week cancellation notice has elapsed. Refunds will not be given if your child is suspended or terminated from the program.
10. Information for holiday camps and summer day camps will be available 30 days prior to the holidays and summer. All participants must continue to complete registrations for holiday camps so that staffing, fieldtrips, supplies etc. can be arranged.
11. Please understand that by signing this contract you authorize your child's participation in any/all swimming or field trip activity planned as part of the program. We will notify you in advance of these plans.
12. The YMCA will provide a 30 day written notice in advance of fee changes or operational hours.
13. We periodically take pictures of participants in YMCA programs/activities. Please understand that these pictures may be displayed, used in fliers, brochures, videos, or other YMCA promotional material. If you prefer your child's picture not be used in any of the above, please inform the YMCA Shannon Brown, Executive Director in writing.
14. Additional Services: At times, the YMCA will provide additional services to children in the childcare centers. These services may take the form of a food program, youth sports league, enrichment course, or similar program.
15. The Department or Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The license shall make provisions for private interviews with any children or staff members and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement. (Community Care Licensing- Department of Social Services 510- 622-2602)
16. The YMCA may terminate this contract if the program does not meet the needs of the children, if payments are not made as agreed, children or parent do not follow the YMCA Child Care Policies, including YMCA Behavior Standards or there are three (3) or more late pick-ups.
17. The YMCA of the East Bay is a non-profit organization. Our Federal Tax ID # is 94-1156317.

CHILD CARE FEE PAYMENT SCHEDULE

Payment #1	August 20, 2010
Payment #2	September 20, 2010
Payment #3	October 20, 2010
Payment #4	November 20, 2010
Payment #5	December 20, 2010
Payment #6	January 20, 2011
Payment #7	February 20, 2011
Payment #8	March 20, 2011
Payment #9	April 20, 2011
Payment #10	May 20, 2011

Payments are based on 180 school days and 20 holidays days. Your monthly tuition rate is figured by the annual cost of your child's plan divided into 10 equal payments. Therefore, early withdrawal (April 1) from the program may require you to pay a penalty fee of up to 50% of your attendance plan.

A late fee of \$50 (limited to \$50 per family) will be assessed for payments received after the 25th. After the last day of the prior month of service, if payment has not been received, child care services may be suspended. Returned checks are considered late payments and a \$25 fee will be assessed. Checks that have been returned on two different occasions will require that all future payments must be in the form of a money order or cashier's check for a year.