



Child Care Registration Form

Preschool, Extended Care & Afterschool

Participant's Name:		Participant's School: (if Applicable)	
Address:		Start Date:	
City:		State:	Zip Code:
Primary Account Holder*:		Phone #:	
<small>*Primary Account Holder must be 18 years or older and can make changes to any information and is financially responsible for this participant.</small>			
Authorized User to Modify Account Information**:		Phone #:	
<small>**This person can make changes to this participant's information/account, but is NOT financially responsible.</small>			
Check the programs you are registering for. Please refer to the Youth Development guide for current fees:			
PRESCHOOL: 3/4 yrs old: <input type="checkbox"/> AM, Monday-Friday 4/5 yrs old: <input type="checkbox"/> AM, Monday-Friday Fee: _____ per month plus \$4. 50/hour for additional			
EXTENDED CHILD CARE <input type="checkbox"/> Hourly - \$4.50/ hour, billed by the quarter hour. <input type="checkbox"/> Summer Full Time (June, July & August Only) Fee: _____ per month			
PRESCHOOL FULL TIME (Preschool and full day extend child care, no preschool during the summer) 3/4 yrs old: <input type="checkbox"/> AM, Monday-Friday 4/5 yrs old: <input type="checkbox"/> AM, Monday-Friday Fee: _____ per month (This includes a YMCA family membership)			
AFTERSCHOOL OPTION 1 – Please select the days each week you will attend, 2 day minimum. <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI Fee: _____ per month, Additional days are in addition to monthly fee			
AFTERSCHOOL FULL WEEK OPTIONS <input type="checkbox"/> Option 3 (Year-round includes Day Camp, not available after September 30) Fee: _____ per month, Additional days are in addition to monthly fee			
AFTERSCHOOL OCCASIONAL USE – Dependent on space availability. Must call office before attending each day. One day minimum. No registration fee for occasional use. Fee: \$20 per day			

Rogue Valley Family YMCA

522 West Sixth Street • Medford, OR 97501 • www.rvymca.org • Phone: 541-772-6295 • Fax: 541-772-8427

STATISTICAL INFORMATION (CONFIDENTIAL) The following is for statistical purposes only and is completely voluntary.

Ethnicity:

- White/Caucasian
- Black/African American
- Native American/Alaska Native
- Asian
- Asian Indian
- Hispanic/Latino
- Hawaiian/Pacific Islander
- Other _____

Monthly Gross Income:

- \$0-\$500
- \$501-\$1000
- \$1001-\$1597
- \$1598-\$2000
- \$2001-\$2500
- \$2501-\$4021
- \$4022+

Household Status:

- Single Parent
- Dual Parent
- ___ # of people in household

Please select payment processing option:

- Electronic Automated Payment:** Charges will be processed on the first business day of the month. This includes all late fees, additional days, etc. Authorization Form must also be completed. Annual registration fee \$30.
- Monthly Payment:** Fees can be made by check, money order, credit card or cash and will be accepted at the YMCA only (payments cannot be accepted at off-site locations). Annual registration fee \$60.

Your signature below acknowledges you have read and agree to these terms and conditions:

PRESCHOOL DROP OFF TIMES: To keep disruption to a minimum during preschool programs, we ask that parents make all drop off for AM preschool by 9:05am and by 1:05pm for PM preschool.

PRESCHOOL SWIMMING ACTIVITIES: Parents should know that at times during the Preschool or Extended Care programs children will be swimming in the YMCA swimming pool, under the supervision of YMCA lifeguards.

PRESCHOOL CAMPUS WALKING PLAN: Parents should know that as a certified child care program we must share with parents how we move kids around the campus, since we use public sidewalks. Groups of children will walk to and from the YMCA Main Facility (522 West Sixth St.) and the Hoffbuhr House (219 N Oakdale). They shall be supervised by a minimum of two adults and the YMCA adult to child ratio will be maintained at all times. Adults will carry a first aid kit, roster, and children's contact information while traveling. When leaving the YMCA property, the group will turn right following the side walk around the building to Oakdale, turning left on sidewalks only. An adult shall remain in any motor vehicles driveways until all children have safely passed. Return trips will be made in reverse order.

AFTERSCHOOL IS A COME AND GO PROGRAM: Your child may come and go at any time before closure.

PERSONAL TOYS & ELECTRONICS: All personal toys and electronics are to be left at home unless brought for a specific activity such as sharing time.

MONTHLY PAYMENTS: Full payment is due by the 1st business day of each month. Failure to remit full payment by the 5th will result in a discontinuation of services (aka: Program Lock-out). Refunds and/or credits will not be granted for days missed due to absences and/or vacations. A \$25.00 fee will be assessed for all returned payments.

CHANGES/CANCELLATIONS: In order to assure processing, 14 day's notice is required for changes or cancellations and fees remain the same unless 2 week notice is given in writing to the YMCA. For changes or cancellations please contact the YMCA Office at 541-772-6295 ext.105. Changes cannot be made at the program site.

LATE PICK-UP: Late fees will be charged for each child staying after the scheduled closing time. Failure to pay may result in termination. Late fees are as follows: \$15 per child for the first 15 minutes. Each minute following the first 15, is \$1 per minute per child. Chronically late pick-ups will be grounds for dismissal from the program. If no one can be reached by 1 hour after closing, the police will be called to escort your children to Protective Services for child abandonment.

THIRD PARTY PAYMENTS: The YMCA accepts third party payments, (i.e. DHS), once written verification is received from the third party. Fees accrued prior to the effective date, uncovered portions, and vouchers not signed in a timely manner, are the responsibility of the parent or guardian.

CONFIRMATION: I have read the policies, terms and conditions as stated above and agree. I hereby agree for myself, my child, our respective heirs and legal representatives, to release, indemnify, and hold the YMCA and its officers, directors, board members, employees, volunteers and agents ("releasees") harmless from any and all claims and causes of action of any nature, whether caused by the alleged negligence of the releasees or otherwise, which I or my child may now or hereafter have against the releasees which may at any time arise as a result of any act or thing occurring in or arising out of my or my child's participation.

Primary Account Holder Signature: _____ **Date:** _____

Office Use Only:

Registration Fee _____ Staff Initials: _____
Total Paid at Registration _____ Date: _____

YMCA Health Form

FOR CAMP PROGRAMS:

Please bring this completed form with you on your first day of camp.

Rogue Valley Family YMCA, 522 West Sixth Street, Medford, OR 97501

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The information on this form is not part of the participant or staff acceptance process, but is gathered in an effort to assist us in identifying appropriate care, when needed. The YMCA Health Form must be filled out by the parents/guardians of minors or by adults themselves. An updated YMCA Health Form is required at the start of participation, annually and at the start of the summer camp season.

Participant's Name: _____ **Birth Date:** _____ **Grade:** _____ **Sex:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Participant's School: _____ **E-mail:** _____

Primary Account Holder*: _____ **Phone #:** _____

*Account Holder must be 18 years or older and can make changes to any information and is financially responsible for this participant

Authorized User to Modify Account Information:** _____ **Phone #:** _____

This person can make changes to this participant's information/account, but is **not financially responsible.

Authorized Pick-Up(s): Authorized Pick-ups are in addition to the above listed adults. Must be 16 years or older and authorized to pick-up.

Pick-up 1: _____ **Phone #:** _____ **Pick-up 2:** _____ **Phone #:** _____

Pick-up 3: _____ **Phone #:** _____ **Pick-up 4:** _____ **Phone #:** _____

Pick-up 5: _____ **Phone #:** _____ **Pick-up 6:** _____ **Phone #:** _____

Pick-up 7: _____ **Phone #:** _____ **Pick-up 8:** _____ **Phone #:** _____

Allergies: Please be specific (i.e. Pick-up, airborne, ingested) and describe reaction (i.e. swelling, rash, death)

Has your child ever been stung by a bee? YES NO

Food (please specify): _____

Poison Oak: _____

Medications: _____

Other: _____

Dietary Restrictions: Please be as specific as possible so we can offer alternatives when possible. If alternatives are hard to determine then parents/guardians may be asked to furnish required foods.

No red meat No poultry No seafood No dairy products

No eggs No pork Other: _____

Insurance Information: If you carry family insurance, please complete this section. The Rogue Valley Family YMCA does not provide insurance.

Name of Insurance Company: _____ **Policy Number:** _____

Participant's Medical Professionals:

Name of Doctor: _____ Phone: _____

Name of Dentist: _____ Phone: _____

Name of Orthodontist: _____ Phone: _____

Helpful Information: Provide any additional information about the participant's behavior, physical, emotional, or mental health.

Health History: Check all applicable boxes and provide dates of condition(s). Attach extra sheets with additional information and/or protocols for treatments as needed. The intent for collecting the information below is to provide the YMCA personnel with a background needed to provide appropriate care. Please keep a copy of this form for your records. Please provide complete information so the YMCA personal will be aware of your needs.

- Heart defect/disease _____
- Convulsions/seizures _____
- Therapy/Counseling _____
- Chicken pox _____
- Asthma _____
- Psychiatric treatment _____
- ADD/ADHD _____
- Ear infections _____
- Diabetes _____
- Hypertension/high blood pressure _____
- Mumps _____
- Measles _____
- Bedwetting _____
- Skin conditions _____
- Sleepwalking _____
- Frequent headaches _____
- Back problems _____
- Unconsciousness/passed out _____
- Chronic or recurring illnesses _____
- Chest pain during or after exercise _____
- Wears glasses/Pick-ups _____
- Hepatitis A, B or C _____
- Head injuries _____
- Eating disorder _____
- Uses orthodontic appliance _____
- Surgeries or recent illnesses _____
- Recent head lice _____
- Other (explain below) _____

Immunizations: Are all immunizations up to date? Yes No Date of last tetanus shot (if known): _____

Physical limitations: Please list any limitations and reasons for all listed limitations.

Non-prescription medications: Which of the following over-the-counter medications is the YMCA authorized to use as needed. In State Certified Child Care programs only sunscreen may be used.

- Acetaminophen (i.e. Tylenol) Ibuprofen (i.e. Advil) Antihistamine (i.e. Benadryl)
- Hydrocortizone cream Sunscreen Calamine/Caladryl Lotion (for insect bites, poison oak)

Medications: Please list all medications (including over-the counter or nonprescription drugs taken on a routine basis) that you are sending with your child. Medications must be in **ORIGINAL CONTAINERS** (if a prescription medication, child's name must be listed on the bottle) with specific instructions for proper dispensing. Send enough medication to last the entire length of the program. Over-the-counter and nonprescription drugs need to be labeled with child's name. Any medications sent to the program without written instructions will not be administered. Attach additional pages as needed.

Participant takes **NO** medications on a routine basis **AND NO** medications have been sent with this person.

Participant takes medications as follows:

Medication 1: _____ Used for: _____
Amount/dosage: _____ Time Taken: _____

Medication 2: _____ Used for: _____
Amount/dosage: _____ Time Taken: _____

Please identify any medications taken during the school year that child does not take during the summer:

RELEASE, WAIVER AND INDEMNITY AGREEMENT: I understand that the YMCA assumes no responsibility for injuries or illness that I may sustain as a result of my physical condition or resulting from my participation. I give permission to the medical service provider selected by the YMCA personnel to render medical treatment deemed necessary and appropriate. Payment of any resulting medical, hospital or related costs and expenses must be paid by me or my insurance. I hereby agree for myself, my child, our respective heirs, assigns and legal representatives, to release, indemnify, and hold the YMCA and its officers, directors, board members, employees, volunteers and agents ("releasees") harmless from any and all claims and causes of action of any nature, whether caused by the alleged negligence of the releasees or otherwise, which I or my child may now or hereafter have against the releasees which may at any time arise as a result of any act or thing occurring in or arising out of my or my child's participation. I authorize the YMCA staff, volunteers or their designee to render first aid services or call an ambulance or provide emergency transport services to my child or myself. I authorize the YMCA to have and use photographs, audio, and/or video of the applicant as may be needed for its public relations programs. **I have read and understand this waiver.**

Check here if you do not want your child's image used in promotional materials

Primary Account Holder / Guardian Signature: _____ Date: _____