



# Enrollment Agreement

Child's Name \_\_\_\_\_ Date of Birth\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please read and **initial** your understanding of the following and sign below:

\_\_\_\_ I have received the Waynesboro Area YMCA Youth Development Family Handbook and am responsible for reading and abiding by the policies and procedures as set forth by the YMCA. I also understand that I forfeit the privilege of child care if all policies are not followed.

\_\_\_\_ I authorize the exchange of information between the Waynesboro Area School District and the Waynesboro Area Youth Development Director, including written and verbal communication, about my child for the purpose of creating better quality care for all children participating in any Youth Development Program.

\_\_\_\_ I understand that I am responsible for ensuring my child is signed in and out of the facility by an authorized adult (18+ years old) on a daily basis and that I may be asked to present a pictured government ID for verification.

\_\_\_\_ I understand that, after completing registration (meaning that all forms in this packet have been completely filled out and returned), if there is space available in the program, it will take one week before my child can begin attending the program.

\_\_\_\_ I understand that cancellations and withdrawals from the program are required in writing 2 weeks prior to my child's last day in the program. Failure to do so will result in financial responsibility for payment. No refunds are given.

\_\_\_\_ Weekly payments are made via Electronic Funds Transfer (EFT) on the Friday prior to the week of services given. Notification of enrollment changes or withdrawals must be made in writing 2 weeks prior to my billing date via EFT or Enrollment Change Request form. I understand that it is my responsibility to notify the Youth Development Office of any changes.

\_\_\_\_ A \$1.00 per minute fee will be assessed for late pick-ups past the program closing time. Late fees will automatically be charged to your account and must be paid within 7 days of the date when the late pick up occurred.

\_\_\_\_ YMCA staff and volunteers are not allowed to baby-sit, transport, or otherwise be present with participants outside of YMCA programs.

\_\_\_\_ The YMCA, our staff and volunteers are mandated by the state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.

\_\_\_\_ Should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the safety of the child, staff may have no recourse but to contact the police.

\_\_\_\_ The YMCA, our staff, and volunteers will not become involved in any custodial disputes between parents/guardians. Request for documents in relation to your child's participation in the program must be made in writing from the court.

\_\_\_\_ The YMCA may immediately terminate my child's enrollment for any of the following reasons, including but not limited to:

- Emergency names and phone numbers are incorrect.
- Parent/guardian is late picking up their child after the program closes on multiple occasions or single excessive occasion.
- Non-payment, late-payment, or NSF payment of program fees.
- Failure to adhere to the sign-in or sign-out procedures.
- Failure to notify the YMCA that your child will be absent (after school programs).
- Behavior that is continually disruptive or dangerous to others, themselves, or staff.
- Behavior that is destructive to property.
- Any single incident that is deemed by the Program Director to be dangerous, harmful or disruptive.
- Failure to adhere to the parent/guardian code of conduct.
- Involving YMCA staff in custodial disputes.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_