



FOR YOUTH DEVELOPMENT®  
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FOR SOCIAL RESPONSIBILITY

May 2022

Kids Zone Families,

Enclosed you will find your Kids Zone enrollment packet. This packet includes the Kids Zone Payment Agreement Options and Payment Agreement form, Admission Information form, Emergency Information form, Credit Card Authorization form, Permission form and Parent Handbook. We have added new information to these forms so please fill them out as completely as possible. Also, we require yearly immunization record updates for each child. These can be faxed to us at 621-6212. Remember to sign and date the last page of the Parent Handbook and return with your packet.

Please keep in mind that enrollment is considered on a first come, first served basis. There is a max amount of students allowed in the program.

If you have any questions regarding anything in your packet, please contact me at 622-9622 ext. 213 or [paul@kvymca.org](mailto:paul@kvymca.org)

Upon selection for this program, I will send out more details outlining the day to day activities along with important items that your child should be plan to bring to the Y.

We look forward to being a part of your child care solution this year!

Sincerely,

Paul Sveum  
KV YMCA  
Youth Program Director & Camp Director



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**Kennebec Valley YMCA – Kids Zone  
Admission Information Form**

**\*\*Please fax a copy of immunization records - Fax # 622-9622\*\***

Today's Date \_\_\_\_\_ Child's D.O.B. \_\_/\_\_/\_\_\_\_ Start Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Guardian 1: \_\_\_\_\_ D.O.B. \_\_/\_\_/\_\_\_\_

Address \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Guardian 2: \_\_\_\_\_ D.O.B. \_\_/\_\_/\_\_\_\_

Address \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Employment \_\_\_\_\_

Employer Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Persons with legal custody must attach pertinent paper work, such as a court order, if a parent is not permitted to pick up child/ren.

**Medical Emergency Information**

Children will not under any circumstance be released to any persons without the expressed consent to do so by the child's custodial parent(s) or guardian(s).

I, \_\_\_\_\_, hereby give authorizations to the KV YMCA to obtain emergency medical treatment for my child in case of sudden illness or accident.

Hospital \_\_\_\_\_ Phone # \_\_\_\_\_

Physician \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

\*In case we cannot reach you or your alternates in an emergency, it would be helpful to have your information regarding your medical insurance.

Medical Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

**Emergency Information**

**Authorized Pick-Up List (In Addition to Guardians Listed Above)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Persons to be called in emergency if parent(s) or guardian(s) are unavailable. All emergency contacts must also be authorized to pick up.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Siblings (please give names and ages) \_\_\_\_\_

Do siblings live in the same household? \_\_\_\_\_

Has your child had group experience? Yes / No If so, when? \_\_\_\_\_

**Health History**

To be in compliance with State of Maine Licensing Rules, please provide a copy of your child's immunizations records with an updated version every time immunizations are completed.

Physical Description of Child, please provide as much detail as possible:

Body Build \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Special Identifying Marks (birthmarks, scars, etc.) \_\_\_\_\_

Any Known Allergies (medications, etc.)? \_\_\_\_\_

Has your child had or have any physical disabilities (heart, eyes, ears, kidneys, etc.)? \_\_\_\_\_

Has your child had or have any serious illnesses or medical disorders? \_\_\_\_\_

Has your child had or have any speech problems? \_\_\_\_\_

Is your child receiving counseling, guidance or physical therapy? \_\_\_\_\_

Does your child receive any medications? Yes / No

List Medications and purpose: \_\_\_\_\_

Is there anything else you would like us to know about your child or family? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**KV Kids Zone**  
**Payment Agreement Options (Augusta)**  
2022-2023

**Basic Full Time (5 days a week):**

\$290.00/month or \$145/semi-monthly

**Basic Part Time:**

3 days/week:

\$190/month or \$95/semi-monthly

2 days/week:

\$135/month or \$65.50/semi-monthly

**Add On's:**

#1 Early Release Days:

\$22/month or \$11/semi-monthly

(Includes 5 scheduled early release days)

#2 Workshop Days:

\$22.00/month or \$11.00/semi-monthly

(Includes 5 scheduled workshop days)

#3 Snow Days:

\$20.00/month or \$10.00/semi-monthly

(Includes 4 snow days)

**Everything (Full time+ snow days+ workshop days+ early release days)**

\$325/month \$162.5/Semi-monthly

\*Fees are based on days of care divided over 9.5 months, so each month's tuition is the same amount regardless of the number of days in the month.

\*There will be an additional charge for added early release, workshop or snow days.

\*We do not refund for snow days not used.

\*There is an additional charge for vacation days. You will be able to register for these days a few weeks prior to the actual days. Information will be sent home with your child.

**Payment Agreement**

Childs Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ School: \_\_\_\_\_

Please fill out a Credit Card Authorization to have your monthly payment automatically drafted.

- There will be an additional charge for added early release, workshop or snow days.
- We do not refund for snow days (or any other day) not used.
- There is an additional charge for vacation days (Vacation Fun Days).
- Our Tax Id# is 01-0211811. At year's end, we will provide a receipt of total payment for tax purposes.
- All fees must be paid before services are rendered.

**The KV YMCA will process a late fee of \$5 per day for any unpaid balances.**

- The Kennebec Valley YMCA reserves the right to increase fees during this payment agreement. A 30 day written notice will be given to all enrolled families.
- The first thirty days are probationary for parent, child and center. Enrollment may be terminated at any time during this period. Parents are responsible for any fees incurred.
- Your \$50 deposit will be applied to your September tuition.

Your monthly tuition is: \$ \_\_\_\_\_

I agree to accept the above terms and conditions.

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

\_\_\_\_\_  
Program Director Date



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## KV YMCA Credit Card Authorization

I \_\_\_\_\_ will have my KV YMCA Kids Zone tuition payments automatically charged to my credit card or bank account.

Mastercard     Visa     Discover     American Express

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Checking     Savings

Account Number \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

Payment amount: \_\_\_\_\_

Draft date choice- (Please Circle) 1<sup>st</sup> of each month

15<sup>th</sup> of each month

Cardholder/ Account holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please note: A 30 day notice is required to end all draft agreements.*

Please contact Paul Sveum, with any questions or concerns at 622-9622 or [paul@kvymca.org](mailto:paul@kvymca.org)



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## Kennebec Valley YMCA Kids Zone Permission to Seek Medical Attention and Photo Release

Child's Name \_\_\_\_\_

**May**  **May not**  be administered first aid and CPR if needed.

**May**  **May not**  be taken to the hospital via ambulance in the case of an emergency.

**May**  **May not**  be photographed and videotaped for use in classrooms, training opportunities and promotional materials for the KV YMCA.

**Allergies:**  Yes  No Explain: \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Date





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# **KENNEBEC VALLEY YMCA**

## **Kids Zone Parent Handbook 2022-2023**

Welcome to the KV YMCA Child Care centers. We would like to make your family's transition into our Child Care center as smooth as possible. To assist you, we have enclosed all of our policies and procedures in this parent handbook.

### Mission Statement

Our Child Care centers are dedicated to enhancing the lives of children. We foster supportive relationships, create developmentally appropriate experiences and encourage the unique qualities of children. We welcome families who value children and appreciate the caring, educational, and professional environment we provide.

### Hours of Operation

Full Day Hours: 7:30 – 5:30 PM

After School Hours: 3:15p.m. – 5:30 PM

Scheduled Early Release Days, Workshop Days and Vacation Days: See School Calendar.

### Child Care Center Calendar

The centers will be closed on the following holidays and professional development days: (\*indicates professional development days for Kids Zone Staff)

September	Labor Day
October	Columbus Day
November	*Veteran's Day, Thanksgiving Day and day after
December	Closing at noon on Christmas Eve and closed Christmas Day Closing at noon on New Year's Eve.
January	New Year's Day *Martin Luther King Jr. Day
February	President's Day
April	*Patriot's Day
May	Memorial Day

Tuition is based on annual days of care and divided into equal payments. Tuition remains the same regardless of the number of days of care in the month.

1. Tuition is paid two weeks in advance and is due on the 1<sup>st</sup> and the 15<sup>th</sup> day of every month. You may choose to make one monthly payment, but payments must be received on the 1<sup>st</sup> or 15<sup>th</sup> day prior to care received.
2. All enrolled children must pay for their two final weeks of care before starting. A two week written notice must be submitted to the child care Director/Center Supervisor when a child is withdrawn from the program. At that time, the two final weeks of care payment will be applied to your account and a final bill will be generated.
3. The YMCA does not send a bill. Tuition payment is to be made at the designated drop box in the child care center or at the Member Services desk. Your child will already be pre-registered for this program. If writing a check, please specify the child/children's first and last name on the memo line of your check.
4. Payment may be made by cash, check (made payable to the KV YMCA), money order, or credit card (MasterCard/Visa/Discover/American Express). We offer automatic withdrawal from a bank account or credit card, which is easy and convenient.

5. A LATE CHARGE of \$ 15.00 will be assessed for all payments received four days after the due date. For example if your payment was due on the 1<sup>st</sup>, a late fee would be assessed on the 5<sup>th</sup>. If payment was due on the 15<sup>th</sup>, a late fee would be assessed on the 19<sup>th</sup>.
6. In the event that your account becomes ten days overdue and you do not contact the Director, child care services will be suspended until payment is made. You will be notified by phone and mail. You may not bring your child back until your account is current.
7. Tuition for all child care programs is due regardless of absence from the program (illness, holidays, inclement weather).
8. Our Tax Id# is 01-0211811. At year's end, we will provide a receipt of total payment for tax purposes.
9. All fees must be paid before services are rendered, including late fee payments and late pick-up fees.

### Storm/Cancellation Policy

The decision to close the child care centers will be made by administration and only if weather conditions are judged to be dangerous or to cause undue hardship to the YMCA community. Parents are advised of delays or closings on local radio 92 Moose and 98.5. In the event that a center closes early, parents will be contacted by phone. All updates about facility closings can be found on our website [www.kvymca.org](http://www.kvymca.org) or by calling 622-9622.

### Admission and Payment Policies

Timely payments are necessary to ensure financial stability of our child care centers. Families are expected to adhere to the guidelines listed in your individual Payment Agreement contract.

- Your child must visit the child care center prior to enrollment.
- Admission forms and up-to-date immunization records must be completed and given to the child care center Director/Center Supervisor prior to enrollment.

### Drop Off and Pick Up

Please walk with your child into his/her classroom as morning communication between staff and families is important for a successful day.

If someone new is going to be picking up your child/ren please ask them to bring a photo ID. We will not release children to anyone who does not appear on your Authorized Pick-up list and does not show proper identification. Please wash you and your child's hands upon entering the classrooms. This will help us combat the spread of illness in our centers.

### Augusta Campus:

Upon arrival and pick up, please sign your child into and out of their classroom on the sign-in/out sheet. This allows us to keep an accurate count of who is in each classroom at all times.

### Late Fee:

Our centers close at 5:30p.m. While we understand that emergencies occur, we ask that you pick up by closing time. In the event of an emergency, we request that you call the center. After 5:30 p.m. a late fee of \$5.00 will be charged until 5:35 p.m. and \$1.00 per minute thereafter. After three late pick-ups, the fee will increase to \$2.00 per minute and you may endanger your child's slot in the program.

### **Changes to enrollment**

Any family wishing to change their child's enrollment days must give a request two weeks in advance in writing prior to the director. The director will decide if this request can or cannot be met depending on the classroom enrollment.

### **Scholarships**

The KV YMCA strives to serve all residents of the community within our available resources. Every effort will be made to accommodate all who wish to participate in our child care centers. If your family is experiencing economic hardship, please see the Child Care Director for assistance.

### **Pluralism**

The KV YMCA child care centers are deeply committed to the provisions of programs and services, which are enriched through the admissions of children of any ethnic origin, culture and/or religion. We promote acceptance, while valuing differences. Integral to the curriculum are activities involving sensitivity to gender, disabilities, culture, and ethnicity.

### **Meals**

Healthy snacks are provided for the children once they get off the bus. Families need to provide all meals on full day care days. The following items are considered safety hazards and may not be sent to the center; soda, hard candy, gum and glass items. If items of this nature come to the center, they will be left in your child's cubby to be taken home at the end of the day.

### **Birthdays**

We will acknowledge each child's birthday during circle time. Parents are welcome, but should not feel obligated, to bring a healthy snack to share with their child's classmates. We ask that sweets and party favors are saved for parties at home.

### **Clothing**

We request that all families bring a labeled full set of clothing (socks, underwear, pants, shirt and shoes) to leave in your child's cubby. Shoes or appropriate slippers must be worn in the classroom at all times. All children experience outside time everyday unless there is extreme weather conditions. We ask that you provide the necessary items to keep your child comfortable for play both inside and outside. Children ages 3 and above are able to participate in the YMCA swim program. If your child participates in our swim classes you will need to provide a bathing suit, towel and easy to slide on and off swim shoes (flip flops, crocs, etc,) on swim days.

### **Parent Involvement**

We encourage parents to visit, volunteer and become actively involved in our child care center. A variety of communication techniques, such as newsletters and parent meetings are in place to keep parents informed. Parent/teacher conferences will be held to discuss your child's progress. Parents are also encouraged to participate in our Parent Advisory Committee meetings. We always welcome volunteers to help enrich our program. We also appreciate any donations of lightly used books, toys or supplies. Wish lists or center needs lists may be posted on parent boards throughout the year for families interested in making donations.

## **Illness Policy**

Illness is always an issue in child care settings. While we understand the needs of parents, we must protect children and staff from the spread of contagious illnesses. Your child should be well enough to be able to participate in all of our programs' activities, as we are unable to provide for sick children. For protection of all children and staff and to meet state licensing requirements, your child must be kept home and will be sent home, if she/he displays any of the following symptoms:

- an elevated temperature (101°)
- diarrhea, vomiting
- an unexplained rash
- discharging eyes, nose or ears
- continuous coughing

If a child is sent home from the center for any of these reasons, she/he will be unable to return until the symptoms have been gone for 24 hours (without medication), except with permission from the Child Care Director. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If your child has been exposed to a contagious disease, details should be reported to the center. Strep throat, viral illness, measles, mumps, chicken pox, fifth disease, scarlet fever, conjunctivitis, diarrhea, head lice (we have a "no nit" policy) and impetigo, are among those categorized as "highly contagious". Should your child contract Chicken Pox we require a one week absence. Additionally, sores must be scabbed over and dry prior to her/his return.

Please keep in mind these are guidelines. If the Child Care Director believes your child cannot fully participate in the program, you will be notified and you must pick up your child within an hour of the request. A doctor's note may need to be provided before your child can return.

## **Medication Policy**

Children requiring prescription medication during child care hours will receive it only on receipt of a written order from a physician (this may include a written label on the medication). We will administer medication only if it is not possible for all doses to be given at home.

- Parents are required to fill out a medication form before any medication will be administered.
- All medications will be handed to the teacher upon arrival. (It is unsafe to leave it in your child's backpack or cubby space).
- All medications must be in the original container and be labeled with the child's name, the medication name, the amount to be given and the time it should be administered.
- The child care center will not administer the first dosage of any medication.
- Non-prescription medication must be accompanied by a written, dated non-prescription medication form.
- Non-prescription medications will not be administered for more than three consecutive days before a physician's order must accompany the parental request.
- Parents must take home all medications that are not currently being administered.
- Medication that has expired will not be administered and will be thrown away.

### Toys From Home

Please refrain from bringing in personal toys. We provide a wide range of activities, toys and games for your child/ren to explore while they are in our care. (It is ok to bring in a cuddling toy for rest time.)

### Injury Policy

Slight injuries will receive first aid attention from a YMCA staff member. Parents will be informed of all injuries with an Accident/Incident report. If an emergency should occur, we will make every attempt to notify you or an emergency contact, but will administer and procure treatment at the nearest hospital if necessary.

### Child Abuse & Prevention Policy

To provide the highest quality care for your family, the following procedure is in place to ensure the well-being of all children in the child care center. We are mandated reporters of child abuse and will report suspected child abuse and neglect to the Department of Health and Human Services. The specific Program Directors are always available and should be your first point of contact regarding any suspected abuse. As part of the child care center procedures, all child care staff under-go background checks and receive child abuse prevention training.

### Kid Zone Discipline Standards

1. Children will be treated with respect and dignity.
2. Children will assist staff in writing the rules for the group.
3. Staff will review the rules as needed with the group and individually.

When children are not following the rules, the following procedure is to be followed  
1·2·3 Magic Strategy

1. Children for a first time offense of a minor discipline problem are given a 1 meaning warning. Staff does not have to discuss the problem at this time unless the child does not understand the warning. Staff can also redirect the child to another more appropriate activity.
2. Second offense is a 2 and a time out activity. Staff can discuss the problem with the child when necessary. Children can be given an automatic 2 for more serious discipline problems such as poor sports, swearing, and disrespect.
3. Children who continue to misbehave will get a 3. A 3 will be a loss of privilege and a conversation with parents. A 3 would also be given immediately for hitting or swearing at staff, and hurting other children. Staff will discuss the situation with the child once the child is calm and staff can dedicate private time to the child. Staff should have the child go through the problem solving steps to determine how he/she can respond appropriately the next time the situation presents itself.
4. Staff should inform the parent when the behavior reaches level 3 or if the behavior is ongoing and/or the behavior is getting worse.
5. When staff speak with the parent about an incident or a behavior concern the child should be present and should be allowed to share with the parent what happened.
6. The discussion should be done in private.

## Suspension Policy

1. There will be a meeting with the parents to develop a specific behavioral contract. The behavioral contract will address specific behavioral expectations, consequences, terms for suspension and expulsion. Staff, child, and parents must sign the contract.
2. Staff will meet to determine what environmental factors could be altered to prevent and redirect behavior. Resources and training will be made available if determined necessary.
3. Ongoing meetings with parents.
4. Documentation of all steps taken and relevant behavioral assessment in the program.
5. Determination if a child will be terminated is based on terms of the behavioral contract.

The YMCA reserves the right to terminate without notice when the safety of children or staff is threatened by the attendance of a child.

## Dismissal of a Child

Parents will be required to remove a child from the YMCA Kid Zone program if:

- The child is a danger to him/herself, to the other children in the program, or to the staff.
- The parents refuse to follow the YMCA policies as described in this handbook.
- The child cannot adapt in a manner that will encourage healthy growth and development, or whose needs cannot be met with the resources available to the program.
- If a special request for the care of a child is made that:
  - Cannot be met with the available resources
  - Is not consistent with the policies or program philosophy of the YMCA.

The first thirty days are probationary for the center, parent, and child. Enrollment may be terminated at any time during this period. Parents are responsible for any fees incurred.

The KV YMCA Learning Center reserves the right to withdraw a family from the program because of chronic neglect of policies and procedures.

## Kids Zone Parent Handbook Agreement

I \_\_\_\_\_ have read, understand and agree to abide by the Kennebec Valley YMCA Learning Center Parent Handbook.

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Parent Signature

Date

---

Director Signature

Date

