



Dear Prospective Participants,

Thank you for your interest in the YMCA PreSchool. Enclosed you will find our Pre-registration information and application for the 2017-2018 school year.

Our program includes 2 age appropriate classrooms, gymnastics and swimming lessons during the school year, an enthusiastic, caring staff and a teacher to child ratio of 1:9 or better. We offer two options for enrollment, school year program (September to June, \*does NOT include school vacation weeks, holiday care or summer program) and extended year (September thru August, \*includes all vacation weeks, holiday care and 9 week summer program). We do open enrollment on a first-come-first-serve basis throughout the year if space is available in our program.

Please fill out the enclosed pre-registration forms and return it to the YMCA with a Non-refundable \$50.00 pre-registration fee. Enrollment is on a first come, first serve basis. We do accept Mass. Child Care Vouchers and have a limited amount of YMCA sliding fee scale (25% max.) funding available. Upon acceptance to our program, you will receive an acceptance letter that will outline the steps necessary to secure your child's space.

We are looking forward to meeting you and your child. Please do not hesitate to call or email me with any questions or concerns.

(413) 773-3646 ext. 431 (Lisa's direct office extension);

(413) 773-3646 ext. 425 (classroom extension);

Lisa's email: [ljackson@ymcaingreenfield.org](mailto:ljackson@ymcaingreenfield.org)

Sincerely,

Lisa Jackson,  
Early Education Director  
YMCA Preschool

## 2017-2018 YMCA Preschool Tuition Fees

	<u>Members</u>	<u>Program Associates*</u>
M-F-8:30-3:30	\$40.50/day	\$43.50/day
M/W/F-8:30-3:30	\$41.50/day	\$44.50/day
T/Th-8:30-3:30	\$42.50/day	\$45.50/day
Early care-6:30-8:30/Late care-3:30-5:30	\$5.00/hour (1 hour minimum)	

\*Program Associates membership: an additional one time yearly fee will apply\*

### Yearly options

1. Extended year program-August 31, 2017 thru August 17, 2018\*\*  
**(includes all vacation weeks, holiday care, and 9 week summer program)**

**\*\*Free Family Silver Membership for those registering for  
The 5 day-extended year program.**

2. School year program- August 31, 2017 thru June 15, 2018  
**(does NOT include vacation weeks, holiday care or summer program)**
3. Summer program-June 18, 2018 thru August 17, 2018

-Closed only one full week per year- Y Shut Down week –August 20-24, 2018 plus 3 additional days for classroom setup. Please refer to the Preschool calendar.

-Tuition is based on a child's weekly planned schedule of attendance as established at registration and is divided into 10 or 12 equal monthly payments depending on length of school year chosen.

## **2017-2018 YMCA PreSchool Pre-Registration Information**

There is a \$50.00 non-refundable application fee due with your child's application. Please complete all Pre-Registration forms and attach your application fee and send or bring it in to the YMCA @ 451 Main Street, Greenfield, MA 01301.

Upon your child's acceptance into our program, you will receive an acceptance letter that will outline the steps necessary to secure your child's space. Enrollment forms, parent handbook, tuition contract, and other paperwork will be sent at a latter date.

Our Rainbow Room serves children ages 2.9 – 3.11 and the Explorer Classroom serves kids ages 4 - 5. There are a limited number of voucher slots available. YMCA Financial Aid is also available on a limited basis. Returning students have 1<sup>st</sup> priority for the slots.

### **Tuition/Payments**

Monthly tuition payments must be paid at least 1 month in advance. Example: Your September's tuition is due by August 10<sup>th</sup>.

### **Enrollment Deposit**

Once your child is accepted in our program an initial non-refundable\* deposit is due. This deposit will be 25% of your monthly tuition rate (minimum of \$150.00) and is due within two weeks of receiving your acceptance letter. This amount will be subtracted from your **LAST** month's tuition payment. This deposit will be forfeited if you break your tuition contract early and your child does not complete the full program you registered for.

### **Late Payments**

If your monthly payment is late, you will be charged an additional **\$10 per day late fee** after the 15<sup>th</sup> of each month. Monthly payments are due on the 10<sup>th</sup> of the month for the following month's tuition (with a 5-day grace period).

### **Tuition Contracts & Refunds**

Tuition contracts must be signed by the parent(s). Your contract will be written for either School year or Extended year. You must give at least a 4-week notice if you are terminating the contract. This 4-week notice must be paid as your regular tuition amount. The initial deposit of the annual fee will be kept for terminating the contract. **IF** staff decides that the school does not fit your child's needs, you will be refunded the initial deposit and any other money pre-paid.

### **Late Pick-ups**

In case of late pick-up, there will be a \$5.00 charge for the first 5 minutes and \$1.00 for each minute after that. Children will remain at the YMCA until pick-up has been made or alternate arrangements have been made between parent and director.

### **NSF**

There is a \$15 additional charge for any checks that are returned for non-sufficient funds.

\*Non-refundable terms apply to those who decide to not use our program once a child is accepted.  
**IF** a child is NOT accepted into our program, then we will refund the whole initial deposit.

**2017-2018 YMCA PreSchool  
Agreement/Termination Information**

The guidelines below outline an agreement on the part of parents or guardians with children enrolled in the Greenfield YMCA PreSchool and the YMCA organization.

1. The parents/guardians will read and comply with all written policies of the school. The YMCA will make all policies available either prior to the start of a child in the school, or upon request.
2. A parent/guardian shall furnish all medical and emergency information before the child attends one day of the school.
3. A parent/guardian or designated representative of their parents shall not send the child to the school if he/she is ill or has a temperature as outlined in our health care policy. All contagious illnesses a child contracts must be reported to the Early Education Director or Classroom Teacher.
4. If it is determined during the day that their child is sick or has a temperature, the parent will be notified and it is their responsibility to have their child picked up from the school within a 30 minute time period.
5. Parents/guardians shall notify the school staff when someone other than those named on the child's emergency information sheet will be picking up their child.
6. The parents/guardians shall see that their child is dressed appropriately and have adequate outdoor clothing.
7. The parent/guardian shall notify the school of a child's absence on any regularly enrolled day.
8. The parent/guardian will assist the staff in handling any behavior problems or other concerns in order to best service their child by being open to discussions and conferences with the staff.
9. The parent/guardian will provide the child with a healthy and appropriate lunch for their child.
10. The Parent/guardian must give at least a 4-week notice if you are terminating the contract. This 4-week notice must be paid as your regular tuition amount.

**THIS AGREEMENT SHALL BE TERMINATED IF ANY ONE OR MORE OF THE FOLLOWING OCCUR:**

1. The school year has come to an end.
2. Serious illness of your child, preventing school attendance.
3. **The parent/guardian allows their account to become delinquent by more than one month.**
4. Failure of the parents/guardians to honor the obligations listed in this Agreement or in any rules, regulations or manuals or announcements provided by the school.
5. The Early Education Director and staff determine that it is not in the best interest of your child, the school or other children enrolled to have your child in attendance due to dangerous, disruptive, inappropriate behavior.
6. A two-week probationary period will be given to any child who exhibits inappropriate behavior that continues beyond or in spite of the normal disciplinary routines of the school. Parents/ guardians will be notified and a parent/teacher conference requested. Both child and parent/guardian understand that if in the 2-week period the identified behavior is still present the child will be terminated as agreed upon in the parent/teacher conference. See Program Behavior Management Policy for more information on dealing with behavioral problems.
7. Failure of the child's parents/guardians to cooperate with the school in situations deemed serious enough to warrant termination.
8. If a child is dismissed it will be done in an appropriate way that he/she will understand.

I/We have read, understand, and agree with all the information contained in the agreement/termination information page.

X \_\_\_\_\_  
Parent/Guardian Signature I                      Date

X \_\_\_\_\_  
Parent/Guardian Signature II                      Date

## 2017-2018 YMCA PreSchool Pre-Registration Form

**Please return this completed pre-registration form along with your \$50 non-refundable pre-registration fee.**

This pre-register form puts your child on a wait list and they will be enrolled as soon as space is available. Additional official paperwork will be sent to you when their start day is determined. All additional paperwork will need to be completed before the child's first day.

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Male\_\_ Female\_\_

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

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Email \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Business Name \_\_\_\_\_ Business Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Times at Work \_\_\_\_\_ Times at Work \_\_\_\_\_

**\*Start Date (if available)** \_\_\_\_\_

Previous school/day care experience \_\_\_\_\_

### **Siblings**

Name \_\_\_\_\_ Age \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School Attending \_\_\_\_\_

Does your child have any special needs, medical conditions or allergies? \_\_\_\_\_

\_\_\_\_\_

Please indicate with whom the child lives:

both parents \_\_\_\_\_ mother \_\_\_\_\_ father \_\_\_\_\_ guardian \_\_\_\_\_ other \_\_\_\_\_

I/We have read and understand all the information on the YMCA PreSchool Pre-Registration information pages.

X \_\_\_\_\_  
Parent/Guardian Signature I Date

X \_\_\_\_\_  
Parent/Guardian Signature II Date

## Enrollment Options

\*Enrollment Option # \_\_\_\_ \*Y Membership Type \_\_\_\_ \*Rainbow Room (2.9 - 3.11 years old) \_\_\_\_

\*Explorer's Room (4 - 5 years old) \_\_\_\_

1. M thru F

2. M, W, F

3. Tu, Th

A. Facility Member (Gold, Silver, Family)

B. Youth Program Associate

### \*Funding:

YMCA Financial Aid (25% max.) \_\_\_\_\_ Voucher Day Care \_\_\_\_\_ Self Pay \_\_\_\_\_ Staff \_\_\_\_\_

### \*Length of Day Desired:

Regular School Day (8:30 a.m. to 3:30 p.m.) \_\_\_\_\_

Early Care (6:30 to 8:30 a.m.) \_\_\_\_\_ Times Needed \_\_\_\_\_

Late Care (3:30 to 5:30 p.m.) \_\_\_\_\_ Times Needed \_\_\_\_\_

### \*Length of School Year:

School Year \_\_\_\_\_ August 31, 2017 to June 15, 2018 (**\*does NOT include vacation week, holiday care or summer program, but can be added later for an extra fee**)

Extended Year \_\_\_\_\_ August 31, 2017 to August 17, 2018 (**\*includes all vacation weeks, holiday care and 9 week summer program**)

**SNOW DAY REGISTRATION FORM**

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

In the event that Greenfield Public School system cancels school due to inclement weather is it a necessity that you have care on that day? **Please keep in mind that per our snow day policy, our hours of operation are limited to 6:30 - 5:00.**

Yes \_\_\_\_\_ No \_\_\_\_\_

What time do you absolutely need care for (please check off all that apply)?

**8:30 – 3:30 only** \_\_\_\_\_

**Early Care available 6:30 - 8:30** \_\_\_\_\_

**Late Care available only 3:30 - 5:00** \_\_\_\_\_

**Please note that in the case of a snow day, we highly recommend that you make the attempt to arrange to pick up earlier rather than later to ensure that you and your child, as well as our staff arrive home safely.**

It is important that we know in advance so that we may staff our classroom appropriately for the day.