



Dear Prospective Participants,

Thank you for your interest in the YMCA PreSchool. Enclosed you will find our Pre-registration information and application for the 2018-2019 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. Customizable schedules are possible at the discretion of the Director's approval.

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

Sincerely,

Lisa Jackson,
Early Education Director
YMCA Preschool

2018-2019 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 1st 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 10th.

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 15th of each month. Monthly payments are due on the 10th 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.

2018-2019 YMCA Preschool Tuition Fees

| | <u>Members</u> | <u>Non-Members</u> |
|--------------|----------------|--------------------|
| M-F Option | \$43.35/day | \$47.55/day |
| M/W/F Option | \$45.45/day | \$49.65/day |
| Tu/Th Option | \$46.50/day | \$50.70/day |

Customizable schedules are possible at the discretion of the Director's approval

Pricing Options Above are for 8:30 am to 3:30 pm Only

**Early care-6:30-8:30/Late care-3:30-5:30 will be an additional \$5.50/hour
(30 minute minimum)**

Yearly options

1. Extended year program-August 30, 2018 thru August 16, 2019**
(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 30, 2018 thru June 14, 2019
(does NOT include vacation weeks, holiday care or summer program)
3. Summer program-June 17, 2019 thru August 16, 2019

-Closed only one full week per year- Y Shut Down week –August 19-23, 2019 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.

2018-2019 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 Room (4 - 5 years old) _____

Enrollment Options

Membership Type

1. M-F _____

A. Member

2. M/W/F _____

B. Non-Member

3. Tu/Th _____

4. Other _____ *(Please specify request –2 day minimum - customized schedules subject to Director’s approval)*

*Funding:

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

*Length of Day Desired (Please be as specific as possible about the time you need):

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 30, 2018 to June 14, 2019 (***does NOT include vacation week, holiday care or summer program, but can be added later for an extra fee**)

Extended Year _____ August 30, 2018 to August 16, 2019 (***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.

**2018-2019 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. Parent/guardian shall furnish all medical and emergency information before 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