



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF METROPOLITAN LOS ANGELES CHILD CARE BEFORE/AFTER SCHOOL RECREATIONAL ENRICHMENT DISTANCE LEARNING & DAY CAMP PROGRAMS

Enrollment Packet: 3rd Edition (Published September 3, 2020; supersedes any previous editions)

This enrollment packet is for the following programs:

School Year Programs:

Licensed Before & After School Care
Before/After School Recreational Enrichment Club
Distance Learning Child Care
Distance Learning Support Programs

School Break Programs:

Summer Break Day Camp & Specialty/Sports Camp
Summer Break Child Care
Fall, Winter, Spring Break Day Camp
Fall, Winter, Spring Break Child Care
Teen & Middle School Day Camp



www.ymcaLA.org

YMCA OF METROPOLITAN LOS ANGELES

WELCOME TO THE Y!

The Y nurtures the potential of every child and teen by supporting their unique youth development journey through holistic programming. From cradle to career, the Y provides all youth with the tools and resources they need to succeed in life. With so many demands on today's families and the increased focus on early brain development, families need all the support they can get to nurture their child's potential. Our programs focus on holistically nurturing child development by providing a safe and healthy place for children to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the Y values of caring, honesty, respect and responsibility. YMCA Youth Development programs share one thing: they are about discovery. Children have the opportunity to explore nature, find their talents, try new activities, gain independence and make lasting friendships and memories. And, of course, they have a lot of fun too!

Prior to enrollment, please read the following statements and reminders. By enrolling in this program, the parent, guardian or authorized representative acknowledges that they have read and understood the following:

Definition of Terms

CCLD: California Department of Social Services Community Care Licensing Division

ACA: American Camp Association

YMCA School-Age Programs Categories & Types

Category: School Year Programs: A program that **typically** runs continuously, from a specific start date to a specific end date, throughout a single school year, such as a before and after school child care program or distance learning child care/support program. Program fees are generally charged once or twice per month on the 2nd & 16th of the month **or** every other week, based on fee schedule.

- **Type: Licensed Before & After School Child Care:** A YMCA program that takes place in a licensed child care facility, that is licensed to operate by CCLD. For this program type, the program typically operates either before school or after school or both.
- **Type: Before School/After School Recreational Enrichment:** A YMCA program that is not licensed by CCLD and does not operate in a licensed child care facility, per CA Health & Safety Code 1596.793 for the operation of licensed-exempt recreational enrichment programs. For this program type, the YMCA will offer either a before school or an after school program; not both.
- **Type: Distance Learning Child Care:** A YMCA program that takes place in a licensed child care facility, that is licensed to operate by CCLD. For this program type, the program provides child care and distance learning support.
- **Type: Distance Learning Support Program:** A YMCA program that is not licensed by CCLD and does not operate in a licensed child care facility, per CA Health & Safety Code 1596.793 for the operation of licensed-exempt recreational enrichment programs. For this program type, the program provides recreation, enrichment and distance learning support.

Category: School Break Programs: A program that typically runs weekly when school is not in session, during the fall, winter, spring and summer intersession breaks, such as a day camp. Program fees are generally charged on a weekly basis for individual enrollees.

- **Type: Day Camp (Summer, Fall, Winter, Spring breaks)/Specialty & Sports Day Camp/Teen & Middle School Day Camp:** A YMCA program that operates as an organized camp. In most cases, these programs are accredited by the ACA. Day Camp programs are not licensed by CCLD and do not operate in a licensed child care facility, per CA Health & Safety Code 18897-1 8897.7 for the operation of organized camp programs.
- **Type: Summer Break Child Care:** A YMCA "Day Camp" program that takes place in a licensed child care facility, that is licensed to operate by CCLD. In some cases, these programs are also accredited by the ACA.
- **Type: Fall, Winter & Spring Break Child Care:** A YMCA "Day Camp" program that takes place during school intermissions. These programs take place in a licensed child care facility, that is licensed CCLD. In some cases, these programs are also accredited by the ACA.

YMCA programs may operate under multiple program types at the same site. This includes programs that operate as a licensed child care facility during school days/individual days when there is no school and then transition to operate as an organized day camp under ACA during the fall, winter, spring and summer breaks. Program offerings vary by YMCA branch & program site. **It is the responsibility of the parent, guardian or authorized representative to select a program & understand the program type being offered.** For more information on a specific program, please contact the YMCA branch or program site or, email the YMCA at ChildCare@ymcaLA.org.

Photo of Child in Case of an Emergency

The YMCA requires that the parent, guardian or authorized representative provide a color photo of their child as a part of the registration process. This is for the safety of the child and will be included in the program Emergency Binder, kept at the program site. Parents, guardians or authorized representatives may email the YMCA their child's photo with their enrollment packet to ChildCare@ymcaLA.org or bring the photo on the child's first day of program

Emergency Kits & Supplies

Every child in a YMCA child care, day camp, specialty camp, and/or before/after school enrichment program is required to have an Emergency Kit at the program site. Emergency Kits may be obtained, as follows: (1) Purchase an Emergency Kit from the YMCA, if stock is available, (2) purchase an Emergency Kit from a retailer, such as Amazon.com, SOS Survival Product or the American Red Cross Online Store or (3) make a homemade Emergency Kit. The Emergency Kit must contain the following: 1 food bar that is at least 2,400 calories (additional bars may be included), 6 water pouches (enough for 3 days), 1 emergency blanket or Mylar blanket, 1 light stick, 9 wet wipes, and, if applicable, two days of medication. Homemade Emergency Kits must be placed in one large Ziploc bag with the child's name clearly labeled. For School Year Programs, such as a before/after school program, children must have an Emergency Kit by their 30th calendar day of enrollment. For School Break Programs, such as a day camp, children must have an Emergency Kit on their third day of program. Information on how to purchase an Emergency Kit will be provided at the Check-In Station.

The signature of the below listed parent, guardian or authorized representative confirms that they have read, understood and agreed to the above policies and procedures for enrollment in the YMCA program.

Name of Child being enrolled in YMCA program:

Printed Name of Parent/Guardian/Authorized Representative:

Signature of Parent/Guardian/Authorized Representative:

Date:

FOR OFFICE USE ONLY

Date of Admission:

Last Date of Enrollment:

YMCA OF METROPOLITAN LOS ANGELES

CONFIDENTIAL IDENTIFICATION & EMERGENCY INFORMATION

Basic Information					
Child's name (first, middle, last)			Gender		Birth date (m/d/y)
Home address (include apt #, city & zip code)				Home phone # ()	
Name of school child is/will attend:			Classroom #: (if known/applicable)		Grade in Fall:
1 st parent/guardian/authorized representative name:				Does this person live in the home with the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home address (if different from child)				Home phone # (if different) ()	
E-mail address:				Cell phone # ()	
Employer name & address				Business phone # ()	
Occupation & Title					
2 nd parent/guardian/authorized representative name:				Does this person live in the home with the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home address (if different from child)				Home phone # (if different) ()	
E-mail address:				Cell phone # ()	
Employer name & address				Business phone # ()	
Occupation & Title					
Person responsible for the child:			Home phone # (if different) ()		Business phone # ()
Emergency Contacts/List of Persons Authorized to pick-up child from the facility					
Names of additional persons who may be called in an emergency and/or who are authorized to take the child from the program. Child will not be allowed to leave with any other person without written authorization from parent, guardian or authorized representative.					
Name	Phone #	Address	Relationship to child	Authorized Contact Type	
				Pick-up	Emergency
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
Time child will be picked-up:					
Restricted Pick-Up: The following individuals are RESTRICTED from signing out my child due to a court-issued restraining order (a certified copy of the official documentation must be kept in the child's YMCA file)					
Name:			Name:		
Relationship to Child:			Relationship to Child:		
3 rd Party Funding, if applicable:					
Name of Provider:		Case Manager:		Phone number: ()	
Physician & Dentist to be called in Emergency & Medical Insurance Information (this information is required)					
Physician Name & Address		Medical Plan & Number:		Phone number: ()	
Dentist Name & Address		Medical Plan & Number:		Phone number: ()	
Is the child covered by family medical/hospital insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Insurance Company:		Subscriber: (if applicable)		Policy Number:	
If physician cannot be reached, what action should be taken? <input type="checkbox"/> Call emergency hospital <input type="checkbox"/> Other: _____					
Printed Name of Parent/Guardian/Authorized Representative:		Signature of Parent/Guardian/Authorized Representative:		Date:	

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CONFIDENTIAL CHILD'S PREADMISSION HEALTH HISTORY: PARENT/GUARDIAN/AUTHORIZED REPRESENTATIVE REPORT

Child's Medical Information											
Does the child take prescribed medications? (If yes, additional forms are required) <input type="checkbox"/> Yes <input type="checkbox"/> No						If child takes prescribed medications, which kind? Any side effects? (If yes, a permission to medicate form is required. We only accept prescription medical in original container)					
Date of child's last Tetanus Booster:				Date of last exam/physical:							
Child's Past Illnesses Check illnesses that child has had or currently has & specify approximate dates of illnesses. Check N/A if illness does not apply.											
	Date	N/A		Date	N/A		Date	N/A		Date	N/A
Diabetes			Epilepsy			Hay Fever			Ashtma		
Chicken Pox			Rheumatic Fever			Whooping Cough			Mumps		
Poliomyelitis			3-Day Measels (Rubeola)			10-Day Measels (Rubella)			COVID-19		
Child's Health Assessment by Parent, Guardian or Authorized Representative											
Please specify any other serious or severe illnesses or accidents:						Does child have frequent colds? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many in the last year?					
List any allergies staff should be aware of (food, medications, environmental, etc.): Describe the allergic reaction :											
DIET PATTERN: What does the child usually eat and what hours: Breakfast: _____ Eating hours: _____ Lunch: _____ Eating hours: _____ Dinner: _____ Eating hours: _____						Any food dislikes? Any eating problems?					
Does the child require medical services? If yes, please contact ChildCare@ymcaLA.org BEFORE enrolling. <input type="checkbox"/> Yes <input type="checkbox"/> No (Example of Medical Services: Epi-Pen or Epi-Pen Jr, inhaler/nebulizer, testing/monitoring blood glucose levels, Glucagon administration, etc.).											
Evaluation of child's health:											
Is/was the child under regular doctor's supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of doctor:						Program Restrictions (Check One):					
Does child have allergic reaction to sunscreen? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind?						<input type="checkbox"/> I have reviewed the program activities of the program and feel that my child can participate without restriction					
Does the child have any special problems/fears/needs? (explain) <input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> I have reviewed the program and activities of the program and feel that my child can participate with the following restrictions or adaptations (please describe below).					
Does child have any special device(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind?						Any program activities from which the child should be exempted or limited from, for health reasons:					
Does child have any special device(s) at home? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind?						Please review our Reasonable Accommodation Acknowledgement in our Admissions Agreement What did the YMCA forget to ask? Please provide any additional information about the child's health that is important or that may affect the child's ability to fully participate in the program.					
Does the child have any special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain?											
Has the child has group play experience? <input type="checkbox"/> Yes <input type="checkbox"/> No											
How does the child get along with family, siblings and other children?											
What is the plan for care when the child is ill?											
Evaluation of child's personality:											
Reason for joining this program:											
Mental, Emotional, and Social Health: Check "Yes" or "No" for each statement. Has the child:											
<ul style="list-style-type: none"> • Ever been treated for attention deficit disorder (ADD) or attention deficit/hyperactivity disorder (AD/HD)? <input type="checkbox"/> Yes <input type="checkbox"/> No • Ever been treated for emotional or behavioral difficulties or an eating disorder? <input type="checkbox"/> Yes <input type="checkbox"/> No • During the past 12 months, seen a professional to address mental/emotional health concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No • Had a significant life event that continues to affect the child's life, such as, history of abuse, death of a loved one, family change, adoption, foster care, new sibling, survived a disaster, others) <input type="checkbox"/> Yes <input type="checkbox"/> No 											
Please explain "Yes" answers here: The YMCA may contact the parent, guardian or authorized representative for more information											
Name of Child being enrolled in YMCA program:											
Printed Name of Parent/Guardian/Authorized Representative:				Signature of Parent/Guardian/Authorized Representative:				Date:			

YMCA OF METROPOLITAN LOS ANGELES

HEALTH & SAFETY ACKNOWLEDGEMENTS & AUTHORIZATIONS

Multijurisdictional Authorization and Release for Medical and Dental Treatment

IMPORTANT: This section must be completed for attendance.

The undersigned, as the parent or parents, or legal guardian or legal guardians, of the above-named person, a minor (the "minor"), hereby authorize the YMCA of Metropolitan Los Angeles and its authorized directors and leaders (collectively the "YMCA") to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care (collectively "medical care") to be rendered to the minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the laws of the state or other jurisdiction in which medical care is sought, and to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care (collectively "dental care") to be rendered to the minor by a dentist licensed under the laws of the state or other jurisdiction in which dental care is sought. For the purpose of medical care or dental care obtained in the State of California, this authorization is given pursuant to the provisions of Section 25.8 of the California Civil code, as amended. For the purpose of medical care or dental care obtained outside of California, this authorization is given with the intent that any consent given pursuant to this authorization shall be the consent of each of the undersigned.

It is understood that if time and circumstances reasonably permit, the YMCA will endeavor, but is not required, to communicate with at least one of the undersigned prior to the rendering of medical care or dental care for which consent is given pursuant to this authorization. The undersigned understand and agree that YMCA shall not be legally or financially liable for any claim arising from any medical care or dental care provided pursuant to this authorization. The undersigned hereby agree to indemnify and to hold YMCA harmless from any claim made by or on behalf of said minor arising out of any medical care or dental care provided pursuant to this authorization.

This authorization is given to the YMCA for use in conjunction with any event operated by the YMCA, and shall be valid until revoked in writing by the undersigned or any of them.

*If for religious reasons the parent, guardian or authorized representative cannot sign this, a legal waiver must be signed for attendance.

Child Health Statement Acknowledgement

At YMCA programs, physical activity is a regular part of the daily scheduled activities. By enrolling in this program, the parent, guardian or authorized representative acknowledges that their child is in excellent physical health and has no restrictions (with the exception of what is listed on the previous page, under "special consideration") from strenuous activity. If a parent, guardian or authorized representative has questions regarding their child's health, it is the parent, guardian or authorized representatives' obligation to seek professional medical advice and to inform the YMCA of any restrictions on their child's activities. The YMCA is a group-centered program with one adult YMCA staff member assigned to every group. Group sizes range from 10-20 children, depending on the program type and age/grade of the child. The YMCA does not provide any one-to-one assistance services.

Health-Related Services for Incidental Medical Services

Children who require incidental medical services, such as an Epi-Pen or Epi-Pen Jr, inhaler/nebulizer, testing/monitoring blood glucose levels, gastrostomy tube care/feeding, the administering of glucagon, Ileostomy bag care/emptying, the administering of prescription and over-the-counter medications, etc., are required to submit additional paperwork to the YMCA. A YMCA Health-Related Services form must be completed by the parent, guardian or authorized representative and the child's physician, **prior to the child's first day of program**. All request for Health-Related Services are subject to review and approval and may require additional consultation between the YMCA, the parent, guardian, authorized representative and/or the child's physician before consideration for approval. Does the child require any of the following incidental medical services? If yes, please email ChildCare@ymcalA.org for the required forms.

<input type="checkbox"/> Epi-Pen/Epi=Pen Jr.	<input type="checkbox"/> Testing/Monitoring Blood Glucose	<input type="checkbox"/> Gastrostomy Care	<input type="checkbox"/> Glucagon Administration	<input type="checkbox"/> Medication
<input type="checkbox"/> Inhaler/Neulizer		<input type="checkbox"/> Ileostomy Bag Care		<input type="checkbox"/> N/A

Sunscreen Utilization Permission Form

The YMCA requires written approval or instructions from the parent, guardian or authorized representative prior to administering non-prescription medication to children in YMCA programs. **Sunscreen is considered a non-prescription medication.** The parent, guardian or authorized representative must check one of the following three boxes:

- ☐ In the event that I forget to send sunscreen with my child on a particular day, I approve of the YMCA to provide my child with sunscreen of SPF 30 or higher.
- ☐ I will provide a specific type of sunscreen to be utilized for my child. Please do not apply other sunscreen products.
- ☐ Please do not provide my child with sunscreen. I do not want my child to use or be provided any applied sunscreen products.

YMCA programs keep a limited supply of sunscreen available at the program facility to provide to children on days when they may forget their personal sunscreen bottles. In the summer months (April-September), parents, guardians or authorized representatives are required to send Sunscreen each day with their child.

The signature of the undersigned parent, guardian or authorized representative confirms that they have read, understood and agreed to the above acknowledgements, consents and authorizations for enrollment in the YMCA program.

Name of Child being enrolled in YMCA program:

Printed Name of Parent/Guardian/Authorized Representative:

Signature of Parent/Guardian/Authorized Representative:

Date:

YMCA OF METROPOLITAN LOS ANGELES

PHOTO & VIDEO/AUDIO RECORDING RELEASE

PLEASE PRINT

I _____ am **eighteen years of age or older**, and if not, then my Mother/Father/Legal Guardian has also signed below under my signature.

With regard to my participation in activities sponsored by or related to any activity in which I participate in any way sponsored by the National Council of Young Men's Christian Associations of the United States of America, and to any YMCA of the USA Association, including the Young Men's Christian Association of Metropolitan Los Angeles (collectively, "YMCA"), I hereby give my permission and consent, now and for all time (without any further compensation, claim or demand by me) to the YMCA, and to advertising agencies, agents, entities and third parties collaborating with the YMCA and their representatives, if any, (the "Organizations") to make, reproduce, edit, broadcast or rebroadcast any video, film, or digital footage and other sound track recordings, or photo reproductions of my image or voice in any form, and my narrative account of my experience with YMCA activities ("Materials") for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any further compensation to me. I may or may not be identified by name in such reproductions. However, I shall not be stated by name to have endorsed any particular commercial products or commercial services without my express written permission.

I further agree to the following:

- Any Materials created subject to this Release shall belong to the YMCA as its property, with full right of disposition of them without my oral or written permission.
- The Materials will not be subject to any obligation of confidentiality and may be shared with and used by the Organizations, as well as with any third parties as the YMCA may elect.
- The YMCA shall not be liable for any claim arising from the use or disclosure to a third party of any of the Materials.
- The YMCA shall exclusively own all known or later existing rights to the Materials worldwide and shall be entitled to the unrestricted use of the Materials for any purpose without compensation to me or the provider of the Materials.

AGREEMENT AND CONSENT

I have read and understood the contents of this Release. I agree that my consent to this Release is irrevocable. I hereby voluntarily release and discharge the YMCA and the Organizations and their representatives from any and all claims arising out of or relating to or in connection with the uses and reproductions of my image and voice and my narrative account as described herein. I understand that the term "YMCA" in this Release specifically includes the YMCA of Metropolitan Los Angeles.

Signature: _____ Date: ____/____/____ Age: _____

Email Address: _____ Phone: _____ Cell Phone: _____

Address: _____

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I am the Mother/Father/Legal Guardian of (please print) _____. I have read and understand the contents of this Release and hereby voluntarily consent to this Release on behalf of my minor child.

Signature of Mother / Father / Legal Guardian: _____ Date: _____

Email Address: _____

Phone: _____ Cell Phone: _____

Address: _____

YMCA OF METROPOLITAN LOS ANGELES

ADMISSIONS AGREEMENT

Please read each statement below and initial in each box:	
<input type="checkbox"/>	Definition of Terms used below: CCLD: State of California Department of Social Services Community Care Licensing Division. ACA: American Camp Association.
<input type="checkbox"/>	For program types Licensed Before & After School Child Care, Distance Learning Child Care, Fall, Winter & Spring Break Child Care & Summer Break Child Care: I acknowledge that I have received the following documents and information, as required by CCLD: Parents Right (LIC 995), Personal Rights (LIC 613A), Program Handbook, Caregiver Background Check Process (LIC 995E), and Acknowledgment of Receipt of Licensing Reports, if applicable, located in the Enrollment Packet and/or Appendix of the Program Handbook. I have also received a copy of the YMCA Fee Schedule (available only online for certain program types).
<input type="checkbox"/>	I acknowledge that I have reviewed the YMCA of Metropolitan Los Angeles Summary of Program COVID-19 safety precautions. I understand that by participating in a YMCA program, I agree to be READILY available to pick-up my child from the program site, within one-hour or less. Parents, guardians and authorized representatives must ensure that all the necessary arrangements are made to ensure that someone is able to pick-up the child within one hour or less, upon notification that the child is sick. Failure to do so may result in the child and family's immediate dismissal from the program.
<input type="checkbox"/>	I understand that it is vital that the YMCA is provided with correct and current contact information for my child, myself, and any other parents, guardians and authorized representatives, connected to my child. By participating in this YMCA program, I agree to be READILY AVAILABLE and able to pick-up my child from the YMCA program site, upon notification from the YMCA that my child is sick or ill or that my child is showing signs/symptoms of sickness or illness. I understand that the YMCA defines READILY AVAILABLE as being able to pick-up my child from the YMCA program site within one hour or less; no exceptions. I understand that I must ensure that I have made all the necessary arrangements for emergency pick-up, including a back-up plan, should I be contacted suddenly by the YMCA to pick-up my child from the YMCA program site. The back-up plan must include other adults and authorized individuals who can be READILY AVAILABLE to pick-up my child from the YMCA program site. If understand that if I fail to pick-up my child within one hour or less, upon notification from the YMCA that my child is sick or ill or that my child is showing signs/symptoms of sickness or illness, my child and family will be immediately dismissed from the YMCA program. Given the serious nature of the COVID-19 pandemic, I understand that my possible inability to leave work, lack of transportation or any other excuse that may arise that prevents me from getting to the YMCA program site within one hour or less, is not acceptable.
<input type="checkbox"/>	I have read and agree to the following statements regarding the transportation of my child while in YMCA programs (if applicable): It is the YMCA's goal that while transporting children, they are safe at all times. In order for the YMCA to do this, the basic safety rules listed below must be followed: <ul style="list-style-type: none"> • Stay seated at all times while in the vehicle. • Properly wear seat belt at all times when equipped. • Refrain from eating and or drinking while in the vehicle. • Use a low voice while in the vehicle. • Keep all body parts inside the vehicle at all times. • Adhere to driver's directions. In the event that a child endangers him/her self or others by not adhering to one or more of the above stated basic safety rules, you should expect the following consequences, as determined by the YMCA Director of the program and YMCA Branch Leadership: <ul style="list-style-type: none"> • Parent conference (virtually or via conference call, unless safe enough to be held in-person). • Suspension from transportation the following day. • Suspension from transportation for one (1) week. • Transportation privilege terminated. We do not typically take off-site field trips, via bus in School Year Programs. Transportation is typically provided in School Break Programs only. Children whose transportation privileges have been suspended or terminated, may not be able to continue attending the program. You may provide alternative transportation at the approval and discretion of the YMCA Director of the program and YMCA Branch Leadership. There are no alternative programs for children who have lost their transportation privileges. If the program will be off-site for the day, you would be responsible for your child's care for that day.
<input type="checkbox"/>	I understand the YMCA staff members and volunteers are not permitted to babysit, transport or relate to children/participants anytime outside of the YMCA program.
<input type="checkbox"/>	I understand that I am not allowed to leave my child at the YMCA program site unless there are two YMCA staff members present to receive and supervise my child. I understand that YMCA staff members will refuse to accept my child if there is not a 2nd YMCA staff member present, as our YMCA staff members are not permitted to be alone with one single child. I understand that when the YMCA offers a full-day School Year or School Break Program, such as pupil-free child care or day camp, children must be signed into the program no later than 9:30am, unless prior arrangements were made with the YMCA Director of the program. I also understand that if the program includes special visitors, special program activities and/or early field trip departures, these activities may be scheduled before 9:30am. I understand that I am responsible to check the activity schedule and ensure that my child is at the program site on time.

<input type="checkbox"/>	<p>At the Y, we believe our strength is in the diversity of our YMCA staff members, volunteers, members and participants. We work proactively and collaboratively every day to build organizational and individual capacity towards providing the most inclusive and welcoming experience for every individual we serve and engage. In that regard, the Y complies with all federal, state and local equal employment opportunity/non-discrimination laws.</p> <p>Ensuring ADA compliance is the law, and inclusion is critical to our strategy and impact. If you, or any of your family members who are participating in a program or an activity, have any type of special medical need (such as, a disability or a medical condition, including life threatening/severe allergies or other medical and/or dietary restrictions) that requires an accommodation, may impact the program experience, or requires additional YMCA staff member training and/or YMCA staff member supervision, please inform the YMCA Director of the program or YMCA Branch Leadership, prior to your participation in such activity.</p> <p>In order for some reasonable accommodations to be provided, current documentation from a qualified individual knowledgeable about the disability or medical condition may need to be submitted. After receiving the request for the accommodation, a YMCA staff member will engage in an interactive dialogue with you or the relevant family member to explore potential reasonable accommodations.</p>
<input type="checkbox"/>	<p>I acknowledge that I have read the following statement: I am solely responsible for determining if my child is physically fit for the activities provided for children in YMCA programs. It is always advisable, especially if your child has an illness, injury or impairment, to consult a physician before undertaking any active recreational or child care program. It is my responsibility to contact the YMCA should I need to submit a request for accommodations for my child (see above).</p>
<input type="checkbox"/>	<p>I understand that if my child requires one-to-one services while in the YMCA program (such as a child who is assisted by a one-to-one aide while in school/during the school day), I must set-up a conference call with the YMCA Director of the program or the program leadership team, prior to my child's first day, to determine the level of my child's needs and to help the YMCA better understand the strategies and techniques needed to help my child be successful in the YMCA program. I understand that the YMCA does not accept, nor take any financial responsibilities in securing a one-to-one aide for my child. I understand that, if requested, the YMCA will assist me by referring me to agencies and organizations that provide one-to-one services and personnel. I understand that the YMCA is a group-centered program. In the event that I need to secure a one-to-one aide for my child, I understand that the YMCA has an intake process to screen one-to-one personnel members from an outside agency or organization, and that the process for the YMCA to screen and clear such personnel can take up to 30 days. I understand that my cooperation with the YMCA and the agency or organization providing one-to-one services personnel, is a partnership that will be mutually beneficial to my child and I, upon completion of the YMCA intake process. I understand that it is essential that I provide the YMCA with all pertinent information about my child's needs from the outset of my child's enrollment and that a continuing bond of trust and mutual partnership exists, between the YMCA and myself, for the benefit of my child. Therefore, I acknowledge my obligation to disclose significant medical, physical, or behavioral issues at the time of my child's enrollment and on an ongoing basis, as needed.</p>
<input type="checkbox"/>	<p>I understand that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, for my child's safety, YMCA staff members may have no recourse but to contact the local police or sheriff.</p>
<input type="checkbox"/>	<p>I understand that all YMCA staff members are mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.</p>
<input type="checkbox"/>	<p>I understand that Law Enforcement personnel may request the information listed in my file and may interview my child, if necessary. For program types Licensed Before & After School Child Care, Distance Learning Child Care, Fall, Winter & Spring Break Child Care & Summer Break Child Care: I understand that, per California's Title 22, my child's file is available for review by the Department of Social Services and representatives from these agencies may interview my child without prior parental, guardian or authorized representative permission.</p>
<input type="checkbox"/>	<p>I acknowledge that I have read and understood the YMCA Program Philosophy on Child Guidance and Discipline, found in the most recent edition of the Program Handbook.</p>
<input type="checkbox"/>	<p>I understand that the YMCA may terminate my child's enrollment for any of the following reasons, including, but not limited to:</p> <ul style="list-style-type: none"> • Emergency names and phone numbers are incorrect. • Parent is late picking up child after program closes. • Non-payment, late payment or returned item, such as non-sufficient funds • Failure to adhere to the sign in and out policy. • Failure to notify the YMCA that the child is absent. • Child leaving the program site without authorized permission. • Behavior that is continually disruptive or dangerous to others and/or self. • Behavior that is disruptive to property and/or refusal to replace said property. • Any single incident that is deemed by the YMCA of Metropolitan Los Angeles and YMCA Branch Leadership to be dangerous, harmful or disruptive. • Harassment, violent behavior or threat of such behaviors against a YMCA staff member or other member by parent/guardian or persons associated with the child (family member, family friend, etc.). <p>I understand that the type of consequence imposed will vary depending upon the circumstances. Each case will be evaluated on a case-by-case basis, looking at a variety of factors, including, but not limited to, the type, nature and severity of the behavior or event, whether this was an isolated event or a series of events and/or whether this is a first violation or a repeat violation. The type of discipline imposed will be at the sole discretion of YMCA Branch Leadership.</p>

<input type="checkbox"/>	I understand that program participation requires that my account is in good standing with all balances current. This includes program fees and membership dues (if applicable). Non-payment of program fees and/or membership dues, will result in my child not being allowed to participate in the program and could result in legal referral with the additional costs to myself, until the balance is paid and current. I further understand that there is an administrative processing fee for any payment returned by my bank or credit account and for late payments.
<input type="checkbox"/>	I understand that the YMCA and YMCA staff members will not become involved in custodial disputes between parents and/or legal guardians. All custody, visitation and/or restraining orders must come to the YMCA from the courts and be signed by a judge. The YMCA staff member's responsibility is to provide a safe environment for children.
<input type="checkbox"/>	I acknowledge that I have read the YMCA's Financial Policies Agreement and will comply with the guidelines, policies and procedures listed therein.
<input type="checkbox"/>	I understand that I must inform the YMCA fifteen (15) days in advance of any changes to my name, address, telephone number or payment information. Failure to provide the YMCA with current information may result in termination from the program. I am personally responsible for any payments not processed by my financial institution and/or the YMCA.
<input type="checkbox"/>	<p>I understand that the YMCA is not responsible for lost, stolen or damaged personal items that my child or I may bring to the YMCA program site, including on designated theme or share days. All personal items brought to the YMCA program site, by my child or myself, are at our own risk. I understand that I must mark all of my child's belongings (i.e., lunch boxes, jackets, coats) and be sure to check my child's backpack and cubby at the end of each day. I understand, as a safety precaution during the COVID-19 pandemic, my child should leave non-essential personal items at home. I understand that all items brought to program by my child must fit in to one bag or backpack. I understand that I must consult with the YMCA Director of the program before bringing additional items to the program, from home.</p> <p>I understand that gaming devices and cellular phones are not permitted at the YMCA program site, except under special circumstances or when it is programmatically appropriate, as determined and announced by the YMCA Director of the program. For safety reasons around COVID-19, I understand that the YMCA will not maintain a lost and found. Found items will be stored at the YMCA for up to two weeks. When possible, found items will be returned to me, if I claim them. I understand that if the found item(s) are not claimed within two weeks, the YMCA will donate the found item(s) and give them away. For my child's safety, I understand that they must wear closed-toe and closed-heel shoes at all times, including on pool/aquatic field trips (water shoes are highly recommended).</p>
<input type="checkbox"/>	<p>I understand that food service will be provided as follows, based on the program type:</p> <ul style="list-style-type: none"> Licensed Before & After School Child Care, Distance Learning Child Care, Fall, Winter & Spring Break Child Care, Summer Break Child Care: The program will provide an AM and PM snack. Snacks will be served individually and will include two food groups. A snack menu will be posted. Children will need to bring their own sack lunch to the program. Before School/After School Enrichment, Day Camp, Distance Learning Support Programs: Children will need to bring their own AM and PM snack and their own sack lunch to the program. <p>YMCA staff members cannot heat food for children. Some YMCA branches and program sites participate in a free meal program and may provide snacks, breakfast, lunch and/or supper. The availability of free meal programs will vary by YMCA branch and program site.</p>
<input type="checkbox"/>	<p>By signing below, I acknowledge the following:</p> <ol style="list-style-type: none"> 1. I have received the most recent Program Handbook, relevant to the program that I have enrolled my child. 2. I have read the Program Handbook, in its entirety. 3. I have understood the Program Handbook, in its entirety. 4. I have accepted all policies, procedures and guidelines listed within the Program Handbook and enrollment materials. 5. I will comply with all policies, procedures and guidelines listed within the Program Handbook and enrollment materials. 6. I take responsibility for ensuring that I have the most recent Program Handbook that is relevant to the program that I have enrolled my child. If I am unsure, I will email the YMCA at ChildCare@ymcaLA.org to ensure that I have the most recent and relevant Program Handbook. <p>By signing below, I acknowledge that the above six (6) statements are true. In addition, I agree that this Enrollment Packet may be signed by me, electronically.</p>
Please note, due to COVID-19 and the uncertainties of how the 2020-21 school year will be structured, the YMCA reserves the right to modify, eliminate, reduce or postpone policies, procedures and guidelines, in this document. If such action is necessary, the YMCA will amend this document prior to opening enrollment.	
Name of Child being enrolled in YMCA program:	
Printed Name of Parent/Guardian/Authorized Representative:	Signature of Parent/Guardian/Authorized Representative:
Date:	

YMCA OF METROPOLITAN LOS ANGELES

FINANCIAL POLICIES AGREEMENT

Definition of Terms used below

CCLD: State of California Department of Social Services Community Care Licensing Division.

ACA: American Camp Association.

School-Age Program Categories & Types

Category: School Year Programs: A program that **typically** runs continuously, from a specific start date to a specific end date, throughout a single school year, such as a before and after school child care program or distance learning child care/support program. Program fees are generally charged once or twice per month on the 2nd & 16th of the month **or** every other week, based on fee schedule.

- **Type: Licensed Before & After School Child Care:** A YMCA program that takes place in a licensed child care facility, that is licensed to operate by CCLD. For this program type, the program typically operates either before school or after school or both.
- **Type: Before School/After School Recreational Enrichment:** A YMCA program that is not licensed by CCLD and does not operate in a licensed child care facility, per CA Health & Safety Code 1596.793 for the operation of licensed-exempt recreational enrichment programs. For this program type, the YMCA will offer either a before school or an after school program; not both.
- **Type: Distance Learning Child Care:** A YMCA program that takes place in a licensed child care facility, that is licensed to operate by CCLD. For this program type, the program provides child care and distance learning support.
- **Type: Distance Learning Support Program:** A YMCA program that is not licensed by CCLD and does not operate in a licensed child care facility, per CA Health & Safety Code 1596.793 for the operation of licensed-exempt recreational enrichment programs. For this program type, the program provides recreation, enrichment and distance learning support.

Category: School Break Programs: A program that typically runs weekly when school is not in session, during the fall, winter, spring and summer intersession breaks, such as a day camp. Program fees are generally charged on a weekly basis for individual enrollees.

- **Type: Day Camp (Summer, Fall, Winter, Spring breaks)/Specialty & Sports Day Camp/Teen & Middle School Day Camp:** A YMCA program that operates as an organized camp. In most cases, these programs are accredited by the ACA. Day Camp programs are not licensed by CCLD and do not operate in a licensed child care facility, per CA Health & Safety Code 18897-1 8897.7 for the operation of organized camp programs.
- **Type: Summer Break Child Care:** A YMCA "Day Camp" program that takes place in a licensed child care facility, that is licensed to operate by CCLD. In some cases, these programs are also accredited by the ACA.
- **Type: Fall, Winter & Spring Break Child Care:** A YMCA "Day Camp" program that takes place during school intermissions. These programs take place in a licensed child care facility, that is licensed CCLD. In some cases, these programs are also accredited by the ACA.

YMCA programs may operate under multiple program types at the same site. This includes programs that operate as a licensed child care facility during school days/individual days when there is no school and then transition to operate as an organized day camp under ACA during the fall, winter, spring and summer breaks. Program offerings vary by YMCA branch and program site. **It is the responsibility of the parent, guardian or authorized representative to select a program and understand the program type being offered.** For more information on a specific program, please contact the YMCA branch or email the YMCA at ChildCare@ymcalA.org.

How to Pay & Register

All registration must be completed online at www.ymcalA.org, and then by clicking **REGISTRATION** in the top right corner of the webpage. Once registration is open, enrollment is on a first-come, first serve basis, while space is available. Enrollment windows may provide for priority registration to YMCA members and/or returning program families. Enrollment cannot be done in-person. The YMCA cannot accept in-person payments, except under specific circumstances and at the discretion of the YMCA Branch Leadership.

Registration Fees: There are no one-time pre-program and/or annual registration fees for any of the YMCA program types listed above.

Spaces: Spaces are limited in YMCA programs. The YMCA cannot hold or reserve spaces in any program. Online registration remains open until the program is full.

School District Restrictions on Program Eligibility: All YMCA programs on school campuses maintain a strong relationship with school districts, superintendents, administrators and principals. Some partnership agreements provided to the YMCA and the school district may require that all participants in the YMCA program be students of that same district. If this is the case, it will be noted on the program's fee schedule.

Registration Questions: For questions, comments or concerns about payments, usernames and passwords, please contact ChildCareAccounting@ymcalA.org.

Payment Plan

School Year Payment Plan(s):

- **For licensed before and after school programs, before/after school recreational enrichment programs:** Payments are made through a recurring electronic funds transfer (EFT) or automatic transfer service (ATS), using the credit card, debit account, checking or savings account provided by the parent, guardian or authorized representative at

the time of online enrollment. Payments are drafted by the YMCA on the 2nd of each month, or twice each month on the 2nd and the 16th. A voided check is no longer required or requested to set-up a payment plan. A \$25 NSF (non-sufficient funds) service fee will be applied to each returned item, such as a declined credit card, non-sufficient funds (NSF), etc. If the EFT or ATS draft is returned and the balance is not paid within 2-days, the child will be removed from the roster and the parent, guardian or authorized representative will be responsible for their child's care. The child's space in the program will be forfeited and the child will be removed from the program roster. After paying the \$25 NSF service fee and the program balance, the parent, guardian or authorized representative may re-enroll their child in to the program, if space is available. **There is a 2-day grace period for the balance and service fee to be paid. After this time, the child will be removed from the program roster and their space forfeited to the next child on the waiting list. If EFT or ATS drafts continue to be returned, the YMCA, at its discretion, may choose not to honor the grace period, and immediately terminate program services.**

- **For distance learning child care programs and distance learning support programs:** Payments are made through a recurring electronic funds transfer (EFT) or automatic transfer service (ATS), using the credit card, debit account, checking or savings account provided by the parent, guardian or authorized representative at the time of online enrollment. Payments are drafted by the YMCA every other week, on every other Sunday. The payment covers two weeks of programming. Some YMCA branches may require an additional week of payment at the time of enrollment, based on the number of weeks offered in the program. A voided check is no longer required or requested to set-up a payment plan. A \$25 NSF (non-sufficient funds) service fee will be applied to each returned item, such as a declined credit card, non-sufficient funds (NSF), etc. If the EFT or ATS draft is returned and the balance is not paid within 2-days, the child will be removed from the roster and the parent, guardian or authorized representative will be responsible for their child's care. The child's space in the program will be forfeited and the child will be removed from the program roster. After paying the \$25 NSF service fee and the program balance, the parent, guardian or authorized representative may re-enroll their child in to the program, if space is available. **There is a 2-day grace period for the balance and service fee to be paid. After this time, the child will be removed from the program roster and their space forfeited to the next child on the waiting list. If EFT or ATS drafts continue to be returned, the YMCA, at its discretion, may choose not to honor the grace period, and immediately terminate program services.**

School Break Payment Plan(s): There are three options to pay (options can be done in combination): (1) register online and pay, week-by-week, pending space availability, (2) register online and pay in full for all desired weekly sessions, or (3) register online and pay for the **child's first session of program, in full**, and then place a \$20 non-refundable deposit on any remaining desired program sessions, to reserve a space (beginning 2021). The program session must then be paid, in full, via a pre-set electronic funds transfer (EFT) or automatic transfer service (ATS), by the Monday prior to the start of the weekly session. If the EFT or ATS draft is returned a \$25 NSF service fee will be applied for each returned item and the deposit for that weekly session will be forfeited; the child's reserved space on the program roster will be removed. After paying the \$25 NSF service fee, the parent, guardian or authorized representative may re-enroll their child in to the program weekly session, if space is available. **Please note that the option to place deposits is for summer School Break Programs only. For fall, winter and spring break School Year Programs, payment is due in full at the time of enrollment.** All deposits paid towards a weekly program session are non-refundable, non-transferrable and cannot be used as a program credit.

NSF: Such non-sufficient fees will be the maximum amount permitted by law and will include applicable taxes.

Returned Items: If 3 items are returned from your credit card, debit account or checking account, participation in YMCA programs may be terminated.

Multiple Payers: Parents, guardians or authorized representatives wishing to split payments between multiple payers, must contact ChildCareAccounting@ymcaLA.org to discuss further and to sign a Multiple Payer Agreement Form.

Account Discrepancies: Any account discrepancies must be brought to the YMCA's attention within 60 days of appearing on the account holder's financial statement(s). After 60 days, the account holder(s) waives their right to dispute such discrepancies.

Bills, Invoices, Receipts: The YMCA no longer provides bills or invoices for program payments, as all program payments are now submitted online and via an ATS or EFT. When financial institutions honor such debits by charging the parent, guardian or authorized representatives account, this constitutes a receipt of payment. The account holder(s) may download receipts, invoices and tax letters from their online portal on the YMCA website or can request those documents by email at ChildCareAccounting@ymcaLA.org.

Please note, due to COVID-19 and the uncertainties of how the 2020-21 school year will be structured, the YMCA reserves the right to modify, eliminate, reduce or postpone this Payment Plan. If such action is necessary, the YMCA will amend the Payment Plan.

Payment Schedule/Fee Schedule

School Year Programs: There are three types of payment schedules for School Year Programs. When enrolling, please read the program options and fee schedule to determine the payment schedule for the program:

1. **School Year Payment Schedule(s):** The program options under this schedule are based on 11 months of program, from the first day of school to the last day of school. Typically, the program fee for the school year is averaged and then divided into 10 even monthly payments. Program fees for the months of August and June (or the month of May) **may** be prorated, based on the start and end dates of the school year (this will vary by YMCA branch and program site and by school district). The School Year Payment Schedule includes all school year day camps/child care School Break Programs (if applicable to your school district: winter, spring and fall break), limited holidays, some pupil-free days and all early dismissals. School Year Payment Schedules do **not** include summer break day camp/summer break child care programs.

Examples of program types that could offer School Year Payment Schedule options: **Licensed Before & After School Child Care, Before School/After School Recreational Enrichment.**

2. **Recreational Enrichment Payment Schedule(s):** The program options under this schedule are paid monthly, from the first month of school to the last month of school. Some months may be prorated, based on the number of days in that month (this will vary by YMCA branch and program site and by school district). The monthly fee is based on an average of 21 days of program within a month. Programs on a Recreational Enrichment Payment Schedule only operates on the days when school is in session. Programs on a Recreational Enrichment Payment Schedule do not include school break day camps, holiday care, and pupil-free days. Programming for care during school breaks day camps, holidays and pupil-free days may be offered at the same or a different program site, with separate enrollment and program fees. Examples of program types that could offer Recreational Enrichment Payment Schedule options: **Before School/After School Recreational Enrichment.**
3. **Distance Learning Payment Schedule(s):** Distance Learning child care and support programs are offered by the YMCA in response to COVID-19 and the closure of school campuses for on-campus learning. The program options under this schedule are based on the advertised start and end date of the program. The advertised start and end date of the program may or may not be the first and last day of school. The Distance Learning Payment Schedule covers two weeks of programming, unless other-wise stated on the program's fee schedule. Payments are due every other week, on every other Sunday. At the time of enrollment, and initial payment for the first two weeks is due (some YMCA branches and program sites may require the initial payment to be for the first three weeks). Some weeks may be prorated if the YMCA program is not operating on a particular day. The Distance Learning Payment Schedule includes all school year day camps/child care School Break Programs (if applicable to your school district: winter, spring and fall break), limited holidays and some pupil-free days, **that take place within the start and end dates of the program, only. Please note:** Some programs that fall under the Distance Learning Payment Schedule end on the Friday before the start of the winter school break. If this is the case, it will be noted on the program fee schedule. In this scenario, if the YMCA branch provides a winter break program, that program will fall under the Individual Enrollment Payment Schedule, and families can enroll separately and individually for the week(s) that they need (see below). Examples of program types that could offer a Distance Learning Payment Schedule options: **Distance Learning Child Care, Distance Learning Support Programs.**

All payments for School Year Programs are made through a recurring electronic funds transfer (EFT) or automatic transfer service (ATS), charged once or twice a month or every other week (see details above), using the credit card, debit account, checking or savings account provided by the parent, guardian or authorized representative at the time of online enrollment.

Parents, guardians and authorized representatives should refer to the YMCA program's specific fee schedule and program options form to learn about the specific payment schedule for each program. This section is designed to give parent, guardians and authorized representatives an example of what kind of payment schedules they may need to expect, however, it is the program's specific fee schedule that provides details on the program's exact payment schedule.

There is no opt-out for day camp and/or full-day programs that are covered within the Payment Schedule. The YMCA will not provide any credits, refunds or transfers for non-usage or non-attendance of any day camp programs or full-day child care programs offered within the Payment Schedule.

School Break Programs: There is one type of payment schedule for School Break Programs:

1. **Individual Enrollment Payment Schedule:** If School Break Programs are offered, such as a day camp program, and the child is not enrolled in a School Year Payment Schedule program or Distance Learning Payment Schedule, where school break programs may be included (see details above), parents, guardians or authorized representatives may enroll their children in these programs, pending space availability. Enrollment may be completed in one of the three ways (or in combination), listed above in the Payment Plan section under "School Break Payment Plan(s)". Examples of program types that could offer Individual Enrollment Payment Schedule options: **Day Camp (Summer, Fall, Winter, Spring)/Specialty & Sports Day Camp/Teen & Middle School Day Camp, Summer Break Child Care, Fall, Winter & Spring Break Child Care.**

All payments for School Break Programs are made through an electronic funds transfer (EFT) or pre-set, non-recurring automatic transfer service (ATS), charged based on one or more of the three payment plans options for School Break Programs (see School Break Payment Plan(s) above), using the credit card, debit account, checking or savings account provided by the parent, guardian or authorized representative at the time of online enrollment.

For the 2020-21 School Year, the YMCA will not offer any Year-Round or Continuous Programs.

Prorating:

School Year Programs

- Program fees for the months of August and June (or the month of May) may be prorated, based on the start and end dates of the school year and/or the start and end dates of the program (this will vary by YMCA branch and program site and by school district).
- If space is available and the child is enrolled to start after the first program day of the month, the system will automatically prorate the program fee for the child's first month (see Enrolling for a Future Start Date, below).

- **Distance Learning Programs may be prorated, if a child is enrolled after the start of the program week or session.**

School Break Programs

- There is no prorating for any School Break Programs, such as day camp. Parents, guardians and authorized representatives should expect to be charged for the full week, regardless of when the child starts attending the program for that week.

Enrolling for a Future Start Date: Prior to the start of a School Year or School Break program, enrollment will remain open until the program is full. For School Year Programs under the School Year Payment Plan and Recreational Enrichment Payment Plan, parents, guardians or authorized representatives are not permitted to self-reserve program spaces, by enrolling with a start date more than 3 program days in the future. For example, if it is November 1 and the child will start the program December 15, the child may not be enrolled until December 12 or after. This ensures that the space remains open, should another child want to start November 2. The YMCA will monitor online registration and start dates and immediately cancel and refund any enrollments that do not follow the guidelines listed in this paragraph. For School Year Programs under the Distance Learning Payment Plan, there are two possible scenarios that will happen at the time of enrollment: (1) if enrolling the child before the first day of program, the system will automatically enroll the child to start on the first day of program; (2) if enrolling the child after the program has already started, the system will automatically enroll the child to start on the current day (or, if it is the weekend, the forthcoming weekday) and for all future days of program. The system does not have the flexibility to allow parents to select a future start date. Unfortunately, in this scenario, the YMCA is unable to hold any spaces. The parent, guardian or authorized representative wishing to enroll for a future start date will have to wait until that date to enroll, pending space availability.

Program Options:

School Year Programs: Program options may vary by YMCA branch and program site.

- **School Year Payment Schedule and Recreational Enrichment Payment Schedule:**
 - **5 Days a Week/Monthly:** Allows the child to attend program Monday – Friday on each day of program operation.
 - **3 Days a Week/Monthly:** Allows the child to attend program Monday – Friday **for 3 days or less, per week**, during each week of program operation.
- **Distance Learning Payment Schedule:** For Distance Learning Child Care and Support Programs, YMCA branches and program sites may offer different program options. This will vary by YMCA branch and program site and by school district. Possible program options include:
 - **5 Days a Week, Full-Day:** Allows the child to attend program Monday – Friday on each day of program operation, for the full-day.
 - **3 Days a Week, Full-Day:** Allows the child to attend program Monday – Friday **for 3 days or less, per week**, during each week of program operation, for the full-day.
 - **5 Days a Week, Half-Day:** Allows the child to attend program Monday – Friday on each day of program operation, for half the day (AM session or PM session).
 - **3 Days a Week, Half-Day:** Allows the child to attend program Monday – Friday **for 3 days or less, per week**, during each week of program operation, for half the day (AM session or PM session).
 - **All payments for programs on the Distance Learning Payment Schedule are paid every two weeks, on every other Sunday, with an initial payment due at the time of registration.**

School Break Programs

- **5 Days a Week:** Allows the child to attend program Monday – Friday on each day of program operation, for the week.
- **3 Days a Week:** Allows the child to attend program Monday – Friday **for 3 days or less, per week** during each week of program operation, for the week.

Not all YMCA branches and program sites provide a 3-Day a Week Program Option. Some YMCA branches and program sites have pre-set the 3 weekdays or require the parent, guardian or authorized representative to pre-set the 3 weekdays. Some YMCA's make 3-Day a Week Option available only during mid-school year, should spaces be available.

Please note, due to COVID-19 and the uncertainties of how the 2020-21 school year will be structured, the YMCA reserves the right to modify, eliminate, reduce or postpone this Payment Schedule. If such action is necessary, the YMCA will amend the Payment Schedule.

Holiday Closures & Site Mergers

The YMCA Program will be closed on the following holidays:

New Year's Day	President's Day	Memorial Day	Fourth of July	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day	MLK Day	Veteran's Day

If the legal holiday falls on the weekend, the holiday is observed the day before or after. Example: If the holiday falls on Saturday, the holiday is observed on Friday. If the holiday falls on a Sunday, the holiday is observed on a Monday.

Modified Day Schedule: If the program is open on New Year's Eve and/or Christmas Eve, YMCA programs will close at 1:00 pm, unless the program site notes otherwise. If New Year's Eve and Christmas Eve fall on a Saturday or Sunday, the 1 pm closure time will be honored on the prior Friday.

Closed for Staff Development: The YMCA program may be closed for 1-3 weekdays on the last week of summer for School Break Programs and/or 1-3 weekdays prior to the first day of school for School Year Programs. This will vary by YMCA branch and program site.

School Year Full-Day Programs: The availability of full-day programs during limited holidays and some pupil-free days will vary by YMCA branch and program type. **These programs are included in all School Year Payment Schedules and most Distance Learning Payment Schedules and are limited to children who are already enrolled in a School Year Program option. The YMCA does not offer any single-day, drop-in or “pay-for-the-day” program options.**

District Calendars: Each YMCA program site follows one or more school district calendars. The YMCA is not able to provide programs that accommodate all school districts in the area. It is the responsibility of the parent, guardian or authorized representative to check with the YMCA to see if their program covers the child’s school district (specifically independent school districts and/or unaffiliated or independent charter school calendars).

Program Mergers: The YMCA reserves the right to merge similar School Year and School Break Program types, due to low enrollment, pupil-free days, school holidays when the program is operating or other factors. It is the parent, guardian or authorized representative’s responsibility to understand that program sites may merge, and any inconvenience or displeasure caused by the merger is not grounds for the YMCA to issue a refund or a credit.

Emergency Closures: The YMCA reserves the right to close a program site early or for the day, in the event of an emergency, program change, natural disaster or any other reason deemed appropriate by the YMCA. If the program site or facility hosting the program closes for the day or closes early, the YMCA program will not be provided. Parents need to listen to local TV and radio stations for closing announcements. Parents will be contacted and are required to pick up their children or make arrangements for an authorized adult to come and pick up their child in case of program closure due to emergencies. The YMCA does not provide refunds or credits for emergency closings, unless the closure is due to a National Emergency.

“Responsible” and “Billing” Parties

The enrolling parent, guardian or authorized representative is responsible for all fees related to their child’s participation in the program. This includes families that receive assistance through 3rd Party Providers (DFCS, CCRC, Crystal Stairs, Connections for Children, MOAF, Pathways, etc.) and have co-pays and family fees. Upon request, the YMCA is able to send account statements to a “billing” party other than the account holder(s), upon written notification by the account holder(s); however, the account holder(s) remains responsible for payment of all fees due.

Late Pick-Up

A late pick-up fee of \$10.00 per every 15 minutes will be charged beginning at the first minute after program closure, for all children picked up from the program late. The \$10.00 late pick-up fee is per every 15-minute increment and is per family, not per child (in this instance, family is defined as residing in the same household). The late pick-up fee will be assessed, as follows, in the example below. Please note that closing times may vary from YMCA branch and program site. The example below is for a program that closes at 6:00pm. The payment structure below is applied based on the time the program or program option actually closes.

Parents, guardians or authorized representatives who have or have not notified the YMCA program site that they will be late, can expect the following late pick-up fees to be charged, based on the time that they arrive to the program site:

- Arrive between 6:01pm and 6:15pm, \$10 late fee will be assessed
- Arrive between 6:16pm and 6:30pm, an additional \$10 late fee will be assessed, for a total of \$20
- Arrive between 6:31pm and 6:45pm, an additional \$10 late fee will be assessed, for a total of \$30.
- Arrive between 6:46pm and 7:00pm, an additional \$10 late fee will be assessed, for a total of \$40.
- Arrive between 7:01pm and 7:15pm, an additional \$10 late fee will be assessed, for a total of \$50.

Parents, guardians or authorized representatives who have not notified the program that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members:

- 6:00pm: Program closes.
- 6:05pm: YMCA Staff member in charge begins calling parent, guardian or authorized representative work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment packet will be called.
- 6:15pm: YMCA Staff member in charge contacts local authorities to determine if any problem related to the parent, guardian or authorized representative has been reported. The YMCA Director of the program or program leadership team is contacted and apprised of the situation.
- 6:45pm: If the child has not been picked up by this time and the YMCA has not received communication from the parent, guardian or authorized representative, he or she will be turned over to the Sheriff’s Department (or local Police) and DCFS will be contacted.

This timeline is designed to show an example of what actions a YMCA program could take in the event that a child is not pick-up from the program site at closing and the parent, guardian or authorized representative has not communicated with the YMCA. At the discretion of the YMCA Director of the program, steps may be expedited or skipped.

At late pick-up, parents, guardians or authorized representatives are required to sign and date the YMCA of Metropolitan Los Angeles Program Late Pick-Up Form. **All late fees must be paid online before the child returns the next program day.** Once the parent, guardian or authorized representative has paid the late fee online, the system will send an email to the YMCA Director of the program notifying them that the fee has been paid and that the child may resume program. Instructions on how to pay the late fee online can be found on the back of the late pick-up form. The parent, guardian or authorized representative who registers the child must have an email on file with the YMCA to access the online portal. YMCA members who have forgotten their password can enter their email and select "forgot my password". This will prompt the system to send the user a new password via email. System users who need additional assistance logging in and accessing their account may email ChildCare@ymcaLA.org for assistance or a password reset. The YMCA cannot accept any payments at any program site, with the exception of the YMCA branch. Please contact the YMCA at ChildCare@ymcaLA.org immediately if a YMCA staff member accepts a cash payment on-site at the program site.

Failure to pay late fees before the next program day and/or three late pick-ups within a rolling 30 calendar days for School Year Programs and rolling 14 calendar days for School Break Programs, may result in termination of child's enrollment in program. If a child is terminated from the program due to a late pick-up termination, the YMCA will not issue any credits, refunds or transfers of any kind for any fees paid.

Absences, Attendance, Changes and Cancellations

Absence Allowance:

- **School Year Programs:**
 - **School Year Payment Schedule and Recreational Enrichment Payment Schedule:** For programs under the School Year Payment Schedule and Recreational Enrichment Payment Schedule, a leave allowance is built into the program fee structure for absences that may take place during the school year or session. The YMCA does not provide a credit if the absence allowance is not used. There is no penalty for exceeding the absence allowance.
 - **Distance Learning Payment Schedule:** For programs under the Distance Learning Payment Schedule, a leave allowance is not built into the program fee structure. The program fees are set for each session and are only adjusted if a child is registered mid-session, via a prorate.
- **School Break Programs:** For programs under the School Break Payment Schedule, a leave allowance is not built into the program fee structure. The program fees are set for each session. Late registration/mid-session registration is not prorated.

The YMCA does not provide credits or make-ups for program days missed. There are no adjustments in program fees for absences, non-participation or emergency closings (with the exception of a National Emergency), once the child is registered and enrolled in the program. The frequency and occurrence of the child's attendance has no bearing on the monthly or bi-monthly program fees. Program fees cover the YMCA's direct operating expenses (i.e., staffing, materials, activity fees, etc.). All of these must be available to each child in program. When a child is enrolled in a YMCA program, the YMCA is reserving space, time, staffing, and provisions, for the child, whether or not the child attends.

Calling in to Verify Absences (for YMCA programs where the child is received into the YMCA program from the school): For YMCA programs where the YMCA receives the child from the school, such as an after school program and some distance learning programs where the child spends the first part of the day at school and then is transitioned to the YMCA program after school, the YMCA will need to verify the absence of the child. If the parent, guardian or authorized representative knows that the child will be absent from school and the YMCA program for the day, the absence needs to be called in to the YMCA program site on each day where the child is expected to be in the YMCA program. This allows for the YMCA to verify that the child should not be expected in the program for that day. Absences need to be called or emailed to the YMCA Director of the program by the beginning of the day, **no later than 9:30am**. Each YMCA program site is equipped with voicemail and email. For children who will be absent for an extended period of time (more than 2 days), due to vacation, scheduled time away, etc., the parent, guardian or authorized representative should notify the YMCA Director of the program in advance. If the YMCA program expects to receive the child after school, and the child is not present, the YMCA will contact the child's school teacher, the school office, the parent, guardian or authorized individual to verify that the child was truly absent for the day. This procedure usually takes place within 15-20 minutes of the end of school. Should the YMCA obtain an absent verification from the child's school teacher or the school office, no further attempts will be made to contact the parent, guardian or authorized representative to verify the absence. Failure to contact the YMCA program site to notify the YMCA of a child's absence may result in a \$5 Absence Not Called-In Charge.

Calling in Absences (for YMCA programs where the child is dropped-off to the YMCA program by a parent, guardian or authorized representative): Because children are signed into the program via check-in by a parent, guardian or authorized representative drop-off, YMCA staff members will not contact parents to verify absences. If children do not attend for the day, they will be marked as absent.

Changes & Cancellations:

- **School Year Programs:** A 15-day written request is required for all program changes and cancellations. Without proper written request, the change or cancellation will be denied or applied to the next qualifying payment within the schedule; the subsequent ATS or EFT charge will draft, as scheduled. YMCA School Year Programs are continuous, from the first day of the program until the last day of program and monthly, bi-monthly and/or weekly charges will resume until the program has ended or the parent, guardian or authorized representative has emailed a 15-day written request for cancellation.
- **School Break Programs:** A written request is required for all program changes, cancellations and refund requests. Without proper written request, the change, cancellation or refund request will be denied. For School Break Programs,

such as a day camp, the deadline to submit a written request for a cancellation, change or refund is the **Monday prior to the start of each School Break Program weekly session**. YMCA School Break Programs are charged based on the weekly sessions that the parent, guardian or authorized individual selected at the time of online enrollment and it is therefore their responsibility to ensure that any request for cancellations, changes or refunds is submitted by the deadline.

Written Request: All written requests must be submitted to ChildCareAccounting@ymcaLA.org. A written request to the YMCA Director of the program is not sufficient, as it is not the YMCA Director of the program's responsibility to submit a written request on behalf of a parent, guardian or authorized representative. Physical forms are no longer provided. Any outstanding balances will be due at the time of cancellation. The parent, guardian or authorized representative is liable for any program fees that the YMCA may incur in its effort to collect any remaining balances.

3rd Party Providers

The YMCA is happy to accept payments from any approved state or county agency or foundations. The contract for any 3rd Party Providers is between that agency and the child's parent, guardian or authorized representative. The parent, guardian or authorized representative is responsible to contact a 3rd Party Provider and complete all intake requirements with them. Once approved, the YMCA will work with the family and the 3rd Party Provider to enroll the child, if space is available.

Parents, guardians or authorized representatives wanting to enroll a child using a 3rd Party Provider must first contact the YMCA at ChildCareAccounting@ymcaLA.org to begin the process of enrolling the child. Once the 3rd Party Provider funding is confirmed and approved by the YMCA, the YMCA will guide you on the next steps to enroll online (please do not enroll online until the YMCA has approved the 3rd Party Provider contract, as the online portal will charge the family the full fee). If a 3rd Party Provider Case Manager wishes to speak to the YMCA, they should email the YMCA at ChildCareAccounting@ymcaLA.org.

Parents, guardians or authorized representatives are responsible for all fees related to their child's participation in any program type. Each YMCA branch and program site is unique in its relationships with 3rd Party Providers. It should not be assumed that all YMCA branches and program sites accept all 3rd Party Providers. It is the responsibility of the parent, guardian or authorized representative to work with the YMCA, in partnership with their 3rd Party Provider, to ensure that the YMCA can accept the funding contract. If the 3rd Party Provider fails to reimburse the YMCA or provides the YMCA with a partial reimbursement, the parent, guardian or authorized representative is responsible to promptly pay the unpaid program fee balance to the YMCA. Failure to do so may result in the child's termination from the program.

Parents, guardians or authorized representatives must adhere to the following:

- Set up a payment plan and payment schedule, with the YMCA, for any recurring family fee portion of program fees not paid by the 3rd Party Provider.
- Set up a payment plan and payment schedule, with the YMCA, for any unpaid balances that were not reimbursed to the YMCA by the 3rd Party Provider.
- If the 3rd Party Provider does not provide monthly 3rd Party timesheets directly to the YMCA (either by mail or online portal), the parent, guardian or authorized representative is responsible to pick-up the 3rd Party timesheets from the 3rd Party Provider and deliver them to the YMCA. Failure to do so may result in the family being responsible for the payment of program fees
- Before the YMCA works with any family, the family must provide completed paperwork from their 3rd Party Provider to the YMCA with all applicable information and signatures complete. This can also be provided to the YMCA by an agent or case worker of the 3rd Party Provider.
- The parent, guardian or authorized representative must sign the 3rd Party timesheet at the end of each day, accurately inputting time and providing signatures, where needed. Entering inaccurate times, falsifying any documents or failure to sign and complete the forms, may result in the termination of program services. Full signatures are required. 3rd Party timesheets may never be taken from the YMCA program site except by an authorized YMCA staff member. The YMCA will submit completed 3rd Party timesheets at the end of each must. The parent, guardian or authorized representative is responsible to ensure that the 3rd Party Timesheet is complete so that the YMCA can submit it by the deadline.
- If applicable, children on a variable 3rd Party contract must submit additional documentation, as required (i.e., Variable Schedule Calendar, work attendance records, etc.). **Not all YMCA branches and program sites accept variable contracts.**
- Parents, guardians or authorized representatives must notate the child's absences on the 3rd Party timesheets and provide a reason for the absence, if required. Some 3rd Party Providers also require a doctor's note. If, due to absences, the 3rd Party Provider does not reimburse the YMCA the full program fee, the parent, guardian or authorized representative is responsible for the unpaid balance.
- When cancelling from a program, the parent, guardian or authorized representative is responsible to inform the YMCA by written request, 15-days prior to the child's last day. If the 3rd Party Provider terminates its contract with the child and the child continues to attend, the parent, guardian or authorized representative will be responsible for the unpaid balance.
- If needed, the parent, guardian or authorized representative is encouraged to apply for YMCA Financial Assistance to cover a family fee or other program fees. Financial Assistance is given to the extent possible, based on available funds. To apply or for more information, email us at FA@ymcaLA.org.
- The YMCA will only accept the child based on the start date provided to the YMCA, in writing, by the 3rd Party Provider. If the YMCA accepts the 3rd Party Provider terms, the YMCA will follow all approved days and times. The YMCA is required to inform the 3rd Party Provider if the child is absent and not attending during the approved days and hours.
- The YMCA cannot backdate enrollment or attendance. If a parent, guardian or authorized representative wishes for the child to start before approval, they may pay the program fee and be reimbursed by the YMCA, pending approval from the 3rd Party Provider. Reimbursements can take up to 2 weeks to process.

The YMCA cannot act on behalf of the parent, guardian, authorized representative or child with any 3rd Party Provider; this includes negotiating on the family's behalf. The YMCA can assist in coordinating efforts to complete required documentation and paperwork. The YMCA partners with 3rd Party Providers, but is a separate entity and business. The parent, guardian or authorized representative must work directly with their 3rd Party Provider.

The relationships between the YMCA and 3rd Party Providers will vary by YMCA branch and program site. Not all 3rd Party Providers are accepted at each YMCA branch and program site. Parents, guardians and authorized representatives should work with the YMCA Director of the program, to see what options are available.

Program Cancellation

COVID-19 has presented some unique challenges. As the YMCA works to revive its child care, before/after school, recreational enrichment, distance learning and day camp programs, it is important that YMCA programs remain viable so that the programs can continue to operate. The YMCA reserves the right to close and cancel any program that is not meeting its minimum enrollment requirements. If a program to close, either temporarily or permanently, the YMCA will make every attempt to notify the parent, guardian or authorized representative as soon as possible so that other arrangements can be made.

Availability of Subsidies

Financial Assistance: YMCA of Metropolitan Los Angeles membership and programs are open to everyone who desires to participate. Financial assistance, to the extent possible, is made available through the generosity of community donors. Financial assistance is based on need. Applications for consideration are available via e-mail by request to FA@ymcaLA.org and should be submitted as soon as possible, as awards are granted to qualifying families on a first come, first serve basis. If a family has been awarded financial assistance, when enrolling, the online registration system will deduct the financial assistance discount from the balance.

When applying for financial assistance, parents, guardians and/or authorized representatives should wait until they receive notification of approval or denial, before registering online. If a parent, guardian or authorized representative enrolls their child prior to notification of a financial assistance award, the discount will be applied to future enrollments in programs. The YMCA will **not** go back and provide refunds or credits for a week or month of programming that was already paid in full.

3rd Party Providers: See above

District Sponsored Subsidies: Some YMCA programs are subsidized by the local school district. In order to ensure that the school district can process subsidy payments to the YMCA, families must adhere to the following:

- For district sponsored subsidies, children are expected to attend the program every day, except when sick/ill or other COVID-19 program exceptions are met and when the program is closed. Attendance will be recorded each day and submitted to the district to certify the subsidy payment from the district to the YMCA.
- By signing below, the parent, guardian and/or authorized representative authorizes and approves for the YMCA to share program attendance records with the school district subsidizing the YMCA program, for their child or children, for the purpose of certifying the subsidy so that the correct reimbursement can be provided to the YMCA from the school district. Attendance records from the YMCA to the school district may include the full-name of the child, the full name of the parent, guardian or authorized representative, the household's full address, the household phone numbers, the child's or children's date of birth and a listing or daily attendance as either present or absent.
- Failure to adhere to these policies and those listed in the YMCA Program Handbook, may result in the YMCA not receiving the full subsidy reimbursement from the school district. If this occurs, the parent, guardian or authorized representative would be responsible for the unpaid fees by the district, to the YMCA.
- For district sponsored subsidies, the district is the billing party, however, the parent, guardian and/or authorized representative is the responsible party; therefore, any payments not paid to the YMCA by the billing party (the district), fall to the responsible party (the parent, guardian and/or authorized representative).

Program Discounts: Due to COVID-19, program discounts are currently on hold and are not being offered at this time. The YMCA will update this handbook when these discounts become available again. Families needing financial help, are encouraged to apply for financial assistance. We apologize for the inconvenience.

YMCA Staff member discounts, program discounts and Third-Party Funds cannot be applied online through the YMCA system. YMCA staff members, parents, guardians or authorized representatives who may qualify for one of these discounts should contact the YMCA at ChildCareAccounting@ymcaLA.org for assistance with enrolling.

Additional Information

Changes in Program Fees: The YMCA Board of Managers may, at their discretion, adjust the monthly or weekly School Year Program and/or School Break Program fees applicable to any program option. In such cases, parents, guardians and authorized representatives will be given notice 30-days prior to such a change.

Unpaid Balances: The YMCA may use any banking account on file, that has been provided by the account holder(s), to reimburse the YMCA for any unpaid account balances.

Program Handbook & Financial Policies Agreement

For a full listing of YMCA School-Age Program policies, procedures and guidelines, please download the most recent edition of our Program Handbook at www.ymcaLA.org. By signing below, the parent, guardian and/or authorized representative acknowledges receipt of the relevant and program specific YMCA of Metropolitan Los Angeles Program Handbook and Financial Policies Agreement. The parent, guardian and/or authorized representative agrees to abide by the rules, policies, procedures, guidelines and standards contained in the Program Handbook and Financial Policies Agreement as they are a condition of their family's program participation. The parent, guardian and/or authorized representative agrees that this Program Handbook and Financial Policies Agreement supersedes and replaces any inconsistent policies or procedures and all prior manuals and handbooks. It is the intent of the Program Handbook and Financial Policies Agreement to give the parent, guardian and/or authorized representative some idea as to the policies to which they will be subject and it is not a complete manual. The parent, guardian and/or authorized representative agrees that the YMCA of Metropolitan Los Angeles has the right to modify, amend, or withdraw any and all of the policies and procedures described in this Program Handbook and Financial Policies Agreement at any time, with or without cause. The parent, guardian and/or authorized representative agrees that this Acknowledgment Form and the YMCA Enrollment Packet (and the pages within) may be signed by the parent, guardian and/or authorized representative electronically.

Please note, due to COVID-19 and the uncertainties of how the 2020-21 school year will be structured, the YMCA reserves the right to modify, eliminate, reduce or postpone policies, procedures and guidelines, in this document. If such action is necessary, the YMCA will amend this document.

Name of Child being enrolled in YMCA program:

Printed Name of Parent/Guardian/Authorized Representative:

Signature of Parent/Guardian/Authorized Representative:

Date:

YMCA OF METROPOLITAN LOS ANGELES

ASSUMPTION OF RISK, RELEASE & WAIVER OF LIABILITY AND ARBITRATION AGREEMENT

FOR CHILD CARE PARENTS

In consideration for being permitted to utilize the facilities, services, and programs of the YMCA of Metropolitan Los Angeles ("YMCA") (or for my children to so participate) for any purpose, including, but not limited to, observation or use of facilities, property (which, for sake of clarity, includes, but is not limited to, parking lots and each parking lot's entrances and exits), or equipment, or participation in any YMCA program, or any program affiliated with the YMCA, the undersigned, on behalf of himself or herself and such participating children and any personal representatives, heirs, and next of kin (hereinafter referred to as "the undersigned") hereby acknowledges, agrees and represents that he or she has inspected, or immediately upon entering or participating will inspect, and carefully consider such facilities, property and equipment, and/or the affiliated program. It is further warranted that such entry into and/or onto the YMCA for observation or use of any facilities, property, or equipment, or participation in such affiliated program constitutes an acknowledgement that such premises, property, and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

The undersigned agrees that, by entering or using the facilities, property or equipment, or participating in any YMCA program or any program affiliated with the YMCA, the undersigned and anyone with the undersigned, including children, will comply with all rules and procedures established by the YMCA.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, OBSERVATION OR USE OF FACILITIES, PROPERTY, OR EQUIPMENT, OR PARTICIPATION IN ANY YMCA PROGRAM, OR ANY PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED, ON HIS OR HER BEHALF AND ON BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, volunteers and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all personal representatives, assigns, heirs, and next of kin of the undersigned for any loss or damage, and any claim or demands on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence, active or passive, of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein, or participating in any YMCA program or a program affiliated with the YMCA.

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS the releasees, and each of them, from any loss, liability, damages or costs they may incur, whether caused by the negligence, active or passive, of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA. The undersigned understands and agrees that the YMCA does not provide insurance to cover the undersigned or such children in the event they suffer injury, death, property loss, theft or damage of any sort upon, or about the premises or any facilities or equipment therein or participating in any YMCA program or a program affiliated with the YMCA.

The undersigned hereby acknowledges that the YMCA does not have its own medical facility and that sometimes visitors with medical or alternative health care training may offer help or advice. The undersigned agrees and understands that, if the undersigned chooses to accept their help, they are acting entirely on their own initiative and not on behalf of, or under the direction of, the YMCA, which shall not be liable for any action or inaction on their part.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR, AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence, active or passive, of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any YMCA program, or a program affiliated with the YMCA. In this regard, the undersigned specifically recognizes that activities involving physical activity, including sports and health activities, are inherently risky and may result in harm to the participant.

Health: Members and any accompanying children, guests or participants will be temperature screened and will not be permitted to enter the YMCA and/or participate in any YMCA programs if the individual's temperature is 100.4 degrees Fahrenheit or higher and/or if the individual exhibits any of the symptoms identified by the Centers for Disease Control and Prevention ("CDC") as being associated with COVID-19, or related illness, including, but not limited to, cough, shortness of breath or difficulty breathing, chills, sore throat or new loss of taste or smell. Any individual who refuses to be temperature screened will not be permitted to utilize the facilities, services and/or programs of the YMCA (other than any exclusively online services and programs).

Initials: _____

In addition, the undersigned acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including in Southern California. In accordance with the most recent guidance and protocols issued by the CDC, the California Department of Public Health, and the Los Angeles County Department of Public Health (together, the "Public Health Agencies") for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of the YMCA (other than any exclusively online services and programs) within 14 days after (i) returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice; (ii) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice; or (iii) exposure to any person who has a suspected or confirmed case of COVID-19. The CDC Travel Health Notices list is updated regularly. The undersigned agrees to check the CDC Travel Health Notices list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) prior to utilizing the facilities, services, and/or programs of the YMCA, on a daily basis if necessary. The undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children, guest or participants are permitted to visit or utilize the facilities, services and/or programs of the YMCA (other than any exclusively online services and programs) for 14 days if he/she/they: (i) are currently experiencing, or have experienced, symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath; or (ii) has/have a suspected, diagnosed or confirmed case of COVID-19. The undersigned agrees to notify the YMCA immediately if he/she/they believe(s) that any of the foregoing access/use restrictions may apply.

The YMCA has taken certain steps to implement recommended guidance and protocols issued by the Public Health Agencies for slowing the transmission of COVID-19, including, without limitation, the screenings/access/use restrictions set forth above. The undersigned acknowledges and agrees that the YMCA may revise its procedures at any time, including, but not limited to, those based on updated recommended guidance and protocols issued by the CDC and the Public Health Agencies, and further agrees to comply with the YMCA's revised procedures prior to utilizing the facilities, services, and programs of the YMCA. The undersigned further acknowledges and agrees that, due to the nature of the facilities, services, and programs offered by the YMCA, appropriate social distancing is not always possible. However, the undersigned agrees that he/she/they will attempt to observe these regulations at all times. The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of the YMCA and acknowledges that use thereof by the undersigned and/or such participating children may, despite the YMCA's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability and/or death.

Photo & Video Waiver/Consent: The undersigned gives permission to the YMCA to use the undersigned's picture/video or other likeness or a picture/video or other likeness of the undersigned's children for any purpose, including, but not limited to, general marketing and publicity, social media presence and/or campaign or other promotional materials.

Initials: _____

ARBITRATION

The parties agree that any and all disputes, claims, or controversies arising out, of or relating to, the use by the undersigned or such children while in, about, or upon the premises of the YMCA and/or while using the premises, property, or any facilities or equipment thereon, or participating in any program affiliated with the YMCA, shall be submitted to the Judicial Arbitration and Mediation Services ("JAMS") for final and binding arbitration.

The undersigned, on his or her own behalf, and on behalf of the undersigned's children, hereby waive their constitutional right to have any such dispute, claim, or controversy decided in a court of law before a jury, and instead is accepting the use of arbitration, except as California law provides for judicial review of arbitration proceedings. If the undersigned attempts to circumvent this arbitration clause by filing a lawsuit in a court of law, the undersigned shall pay the YMCA all costs, expenses, attorney's fees, and related expenditures incurred as a result of the filing of any such lawsuit. Further, if the undersigned files a lawsuit in a court of law, the undersigned hereby waives his or her right to recover any monetary damages in that forum, and instead promises to indemnify the non-filing party for any monetary damages that may be awarded against it.

The parties agree that this ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND ARBITRATION AGREEMENT may be used as evidence to bar claims in the arbitration and/or in any related proceeding, including court. Either party may commence arbitration by providing JAMS and the other party a written request for arbitration, setting forth the subject of the dispute, a summary of the relevant facts, and the relief requested. The request for arbitration must be submitted to JAMS and the other party within the applicable statute of limitations and, if not, the dispute, claim or controversy is waived.

The arbitration shall be administered by JAMS pursuant to the Streamlined Arbitration Rules and Procedure, which may be found at www.jamsadr.com. The parties may file a motion for summary judgment of summary adjudication, except that the motion shall be scheduled at least 30 days before the arbitration hearing, notice of motion and supporting papers shall be served on the other party to the arbitration at least 30 days before the time appointed for the motion hearing, the opposition to the motion shall be served and filed not less than 14 days preceding the hearing date, and any reply papers shall be served and filed by the moving party not less than 4 days preceding the hearing date. The arbitrator shall issue a signed opinion setting forth the essential findings and conclusions on which the decision to grant or deny the motion is based.

Following the arbitration hearing, the arbitrator shall issue a signed opinion and award setting forth the essential findings and conclusions on which the award is based. The opinion and award shall decide all issues submitted and be final and binding to the fullest extent permitted by law. To the extent not expressly waived in this Agreement, the arbitrator shall only award those remedies in law or equity requested by the parties and that the arbitrator determines are supported by credible and relevant evidence presented.

To the extent permitted by applicable law, the fees and expenses of the arbitrator shall be split equally between the parties. Further, each party shall bear its own attorney's fees and costs. If the initiating party does not pay its share of the arbitrator's fees and expenses within 30 days of receipt of an invoice from JAMS, the arbitration will be dismissed, with prejudice. The prevailing party in any arbitration and in any court proceeding to confirm or modify an arbitration award shall be entitled to recovery of actual and reasonable costs of suit, including attorney's fees.

THE UNDERSIGNED further expressly agrees that this AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect and that any portion held to be invalid may be severed.

Initials: _____

THE UNDERSIGNED HAS CAREFULLY READ AND VOLUNTARILY SIGNS THIS AGREEMENT AND FURTHER AGREES THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE. I AM AWARE THAT THIS IS AN AGREEMENT RE: ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND I KNOW THAT I AM GIVING UP VALUABLE RIGHTS. I ALSO UNDERSTAND THAT THAT THIS AGREEMENT CONTAINS AN ARBITRATION PROVISION, AND I EXPRESSLY AGREE TO IT, INCLUDING RELINQUISHING MY CONSTITUTIONAL RIGHTS, AND THOSE RIGHTS OF MY MINOR CHILDREN, TO A JURY OR COURT TRIAL. I ALSO UNDERSTAND THAT THIS AGREEMENT IS MADE ON BEHALF OF MY MINOR CHILD(REN) AND/OR LEGAL WARDS AND I HAVE FULL AUTHORITY TO SIGN THIS AGREEMENT ON BEHALF OF SUCH MINOR(S).

I HAVE READ AND UNDERSTAND THE TERMS OF THIS RELEASE. I AGREE THAT THIS FORM MAY BE SIGNED ELECTRONICALLY.

Printed Name

Date

Signature of Applicant/Guardian

Name(s) and Birthdate(s) of Child(ren) in Child Care Program(s)

Name Date of Birth

Name Date of Birth

Name Date of Birth

Name Date of Birth

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

**CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS**

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

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(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

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