

# Full Day Child Care 2020-2021

## Peninsula School District | School Based Registration

### YMCA OF PIERCE AND KITSAP COUNTIES



Return completed registration to:

- YMCA Child Care office: 3330 Kitsap Way Ste. A, Bremerton, WA 98312, Fax 360-627-9047 Email: kitsapchildcare@ymcapkc.org

GENERAL INFORMATION		
CHILD'S FIRST NAME	CHILD'S LAST NAME	FIRST DAY OF CARE (DATE):

BELOW, PLEASE SELECT THE SCHOOL YOUR CHILD WILL ATTEND IN 2020-2021.

PENINSULA SCHOOL DISTRICT	Site Hours	6:30 am- 6:30 pm
<input type="checkbox"/> Harbor Heights Elementary   4002 36 <sup>th</sup> Street NW, Gig Harbor <input type="checkbox"/> Purdy Elementary   13815 62 <sup>nd</sup> Ave NW, Gig Harbor		

DISTANCE LEARNING	
I would like the YMCA to assist my child with distance learning and I will:	<input type="checkbox"/> include the information below with my registration <input type="checkbox"/> bring the information below on the first day of care
<input type="checkbox"/> Distance learning schedule <input type="checkbox"/> Login information	

RATES   Select your schedule	
<b>WEEKLY RATE   \$200</b> <input type="checkbox"/> Monday – Friday   \$200	<b>DAILY RATE   \$45 per day*</b> <input type="checkbox"/> Mondays   \$45 per day <input type="checkbox"/> Tuesdays   \$45 per day <input type="checkbox"/> Wednesdays   \$45 per day <input type="checkbox"/> Thursdays   \$45 per day <input type="checkbox"/> Fridays   \$45 per day  <b>TOTAL WEEKLY FEES: \$ _____</b>
*You will be enrolled in the <b>specific</b> days selected above for the year. If you have a rotating schedule, you will need to attach a copy of your schedule.	
These rates apply to full day care while the school districts are operating virtually.	

PAYMENTS
<b>Each Wednesday, the fees for the next week are due.</b> If fees are not received on Wednesday: On Thursday, a \$25 late payment fee will apply. On Friday, care for the following week will be cancelled. The late payment fee plus weekly fees will be due in order to return to care.  Refer to the payment page to choose your preferred method of payment. Payments can be accepted over the phone at your child care business office. Payments can be made online at ymcapkc.org (do not make payments after 8pm). Cash or check can be dropped off at the child care business office. <b>Payments cannot be accepted at the child care site.</b>

REGISTRATION FEES	
Starting August 17, 2020	<b>\$50 Registration Fee</b> - Full registration fee applies per child
*Registration fees are per child. \$100 max per family	

FOR OFFICE USE ONLY			
DATE ACCEPTED	BY: STAFF NAME/SITE		<input type="checkbox"/> VERIFIED INFORMATION <input type="checkbox"/> CHILD CARE MEMBERSHIP
DATE ENTERED IN DAXKO	BY: STAFF NAME		
APPROVED BY PROGRAM DIRECTOR <input type="checkbox"/> Yes <input type="checkbox"/> No	PROGRAM DIRECTOR NAME	DATE APPROVED	<input type="checkbox"/> CHECKED FOR DISCOUNTS/SUBSIDIES <input type="checkbox"/> SCHEDULED PAYMENTS  <input type="checkbox"/> WELCOME LETTER <input type="checkbox"/> CHILD FILE COPIED

CHILD NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
 All fields must be completed for registration packet to be considered complete.

PARENT/GUARDIAN INFORMATION			
PARENT/GUARDIAN FULL NAME		AUTHORIZED TO PICK UP CHILD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PHYSICAL ADDRESS (no PO Box)		CITY	ZIP CODE
MAILING ADDRESS		CITY	ZIP CODE
HOME PHONE NUMBER	CELL PHONE NUMBER	WORK PHONE NUMBER	
EMAIL		RELATIONSHIP TO CHILD	
PARENT/GUARDIAN FULL NAME		AUTHORIZED TO PICK UP CHILD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PHYSICAL ADDRESS (no PO Box)		CITY	ZIP CODE
MAILING ADDRESS		CITY	ZIP CODE
HOME PHONE NUMBER	CELL PHONE NUMBER	WORK PHONE NUMBER	
EMAIL		RELATIONSHIP TO CHILD	
WHO DOES CHILD LIVE WITH? (SELECT ALL THAT APPLY) <input type="checkbox"/> PARENT(S) <input type="checkbox"/> STEPPARENT <input type="checkbox"/> GRANDPARENT(S) <input type="checkbox"/> GUARDIAN <input type="checkbox"/> OTHER			
IF APPLICABLE, WHO IS CUSTODIAL PARENT/GUARDIAN?			
IF APPLICABLE, WHO IS NOT AUTHORIZED TO PICK UP CHILD? (Must provide legal documentation with registration packet.)			

EMERGENCY CONTACTS (Local contacts only, must be different than parent/guardians listed above. Minimum of three emergency contacts required. Child will not be released unless they are listed below. Contacts must be at least 14 years old and must be able to provide photo identification.)		
EMERGENCY CONTACT FULL NAME	RELATIONSHIP TO CHILD	
PHYSICAL ADDRESS (no PO Box)	CITY	ZIP CODE
CONTACT PHONE NUMBER	AUTHORIZED TO PICK UP CHILD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT FULL NAME	RELATIONSHIP TO CHILD	
PHYSICAL ADDRESS (no PO Box)	CITY	ZIP CODE
CONTACT PHONE NUMBER	AUTHORIZED TO PICK UP CHILD? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT FULL NAME	RELATIONSHIP TO CHILD	
PHYSICAL ADDRESS (no PO Box)	CITY	ZIP CODE

CHILD NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

All fields must be completed for registration packet to be considered complete.

<b>CONTACT PHONE NUMBER</b>		<b>AUTHORIZED TO PICK UP CHILD?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CHILD'S INFORMATION</b> (One form per child)			
<b>CHILD'S FIRST NAME</b>		<b>CHILD'S LAST NAME</b>	
<b>DATE OF BIRTH</b>	<b>AGE</b>	<b>GRADE (FALL 2020)</b>	<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>HEIGHT</b>	<b>WEIGHT</b>	<b>EYE COLOR</b>	<b>HAIR COLOR</b>
<b>OPERATIONS/CHRONIC ILLNESSES</b>			
<b>DATE OF LAST MEDICAL EXAM/PHYSICAL</b>		<b>DATE OF LAST DENTAL EXAM</b>	
<b>ALLERGIES TO FOOD OR DRUGS</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: List allergies and fill out Individual Care Plan form at site with any other necessary medical information			
<b>DIETARY MODIFICATIONS</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: List dietary modifications and fill out Individual Care Plan form at site with any other necessary medical information			
<b>PHYSICAL, EMOTIONAL, PSYCHOLOGICAL, OR BEHAVIORAL NEEDS/CONSIDERATIONS</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: List needs/considerations and fill out Plan of Success form at site with any other necessary medical information			
<b>DOES YOUR CHILD TAKE ANY MEDICATIONS ON A REGULAR BASIS?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: List medications and dosages below			
<b>Medication:</b>	<b>Dosage:</b>	<b>Reason/Diagnosis:</b>	<b>Administer daily by staff?</b>
			<input type="checkbox"/> No <input type="checkbox"/> Yes*
			<input type="checkbox"/> No <input type="checkbox"/> Yes*
			<input type="checkbox"/> No <input type="checkbox"/> Yes*
* Yes: Fill out medical authorization form at site and turn in with medication in original prescription container			
<b>MEDICAL CONTACT INFORMATION</b> (If child has no medical or dental provider, parent/guardian must provide a written plan for medical or dental injury or incident.)			
<b>FAMILY DENTIST</b>		<b>PRIMARY PHONE NUMBER</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP CODE</b>	
<b>FAMILY PHYSICIAN</b>		<b>PRIMARY PHONE NUMBER</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP CODE</b>	
<b>HOSPITAL OF CHOICE</b>		<b>PRIMARY PHONE NUMBER</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP CODE</b>	



# Certificate of Immunization Status (CIS)

For Kindergarten-12<sup>th</sup> Grade / Child Care Entry

**Office Use Only:**  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signed Cert. of Exemption on file? ☐ Yes ☐ No

Please print. See back for instructions on how to fill out this form or get it printed from the Washington Immunization Information System.

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Birthdate (MM/DD/YY): \_\_\_\_\_ Sex: \_\_\_\_\_

I give permission to my child's school to share immunization information with the Immunization Information System to help the school maintain my child's school record.

I certify that the information provided on this form is correct and verifiable.

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

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

Required for School and Child Care/Preschool	Date	Date	Date	Date	Date	Date
• Required Only for Child Care/Preschool	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
<b>Required Vaccines for School or Child Care Entry</b>						
♦ DTaP / DT (Diphtheria, Tetanus, Pertussis)						
♦ Tdap (Tetanus, Diphtheria, Pertussis)						
♦ Td (Tetanus, Diphtheria)						
♦ Hepatitis B □ 2-dose schedule used between ages 11-15						
♦ Hib ( <i>Haemophilus influenzae</i> type b)						
♦ IPV / OPV (Polio)						
♦ MMR (Measles, Mumps, Rubella)						
• PCV / PPSV (Pneumococcal)						
♦ Varicella (Chickenpox) □ History of disease verified by IIS						
<b>Recommended Vaccines (Not Required for School or Child Care Entry)</b>						
Flu (Influenza)						
Hepatitis A						
HPV (Human Papillomavirus)						
MCV / MPSV (Meningococcal)						
MenB (Meningococcal)						
Rotavirus						

**Documentation of Disease Immunity**  
*Healthcare provider use only*

If the child named in this CIS has a history of Varicella (Chickenpox) or can show immunity by blood test (titer) it **MUST** be verified by a healthcare provider

I certify that the child named on this CIS has:

☐ a verified history of Varicella (Chickenpox).

☐ laboratory evidence of immunity (titer) to disease(s) marked below. **Lab report(s) for titers MUST also be attached.**

<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Mumps	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Polio	_____
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Rubella	_____
<input type="checkbox"/> Hib	<input type="checkbox"/> Tetanus	_____
<input type="checkbox"/> Measles	<input type="checkbox"/> Varicella	_____

Licensed healthcare provider signature \_\_\_\_\_ Date \_\_\_\_\_  
 (MD, DO, ND, PA, ARNP)

Printed Name \_\_\_\_\_

**To print with immunization information filled in:** Ask if your healthcare provider's office enters immunizations into the WA Immunization Information System (Washington's statewide database). If they do, ask them to print the CIS from the IIS and your child's immunization information will fill in automatically. You can also print a CIS at home by signing up and logging into MyIR at <https://wa.myir.net>. If your provider doesn't use the IIS, email or call the Department of Health to get a copy of your child's CIS: [waisrecords@doh.wa.gov](mailto:waisrecords@doh.wa.gov) or 1-866-397-0337.

**PARENT/GUARDIAN GUIDE ACKNOWLEDGEMENT****READ AND INITIAL EACH STATEMENT**

INITIAL I understand that I can find the Parent/Guardian Guide online at [ymcapkc.org/childcare](http://ymcapkc.org/childcare) and I am responsible for reading it.

INITIAL I recognize participants are expected to follow all safety instructions, remain in areas designated by staff, and refrain from behavior harmful to oneself or others. I understand that failure to adhere to program and behavior policies could be cause for participant's dismissal without refund of program fees. Please refer to Parent/Guardian Guide for clarification.

**STATEMENT OF UNDERSTANDING, PERMISSION, AND COMPLIANCE**

INITIAL I am aware and I approve of my child having an opportunity to participate in program activities, which may involve a degree of risk, and I hereby release the YMCA of Pierce and Kitsap Counties from any and all responsibility and liability of any nature resulting from my child's participation in YMCA activities and transportation as required.

INITIAL In the event my child is injured, I give YMCA first-aid and CPR-certified staff the authority to provide basic first-aid and CPR as the situation requires including splinter removal, if necessary, and/or if they become seriously ill or injured and I cannot be reached.

INITIAL I authorize any emergency transportation, hospitalization, x-ray, medical, dental, and/or emergency surgical treatment advisable by the circumstances by any member of the medical staff of the medical facility.

INITIAL I understand it is my responsibility to provide my own accident and health insurance while participating in all YMCA activities, and that the YMCA does not provide any health or accident coverage for its participants.

INITIAL I understand I can request a health care plan that includes the child care disaster plan, from the business office and am responsible for reading it.

INITIAL I grant permission for photographs/videos, which include my child in YMCA records, program projects, marketing, and public relations to be used in media releases and benefit the center to be taken.

INITIAL Staff have permission to administer hand sanitizer to participants.

INITIAL **Acknowledgement of 2020-2021 Attendance policy:**  
The YMCA Child Care branch is committed to the safety of students and staff. We will adhere to the Department of Health Guidelines regarding smaller staff to student ratios. Group sizes will not exceed 10 individuals per licensed room within the school building. There will be registration limits and expected waitlists at our sites. Due to the implementation of capacity limits for safety, spaces are extremely limited and we know the need is still high within our community. **For these reasons, the YMCA Child Care branch will disenroll any participants that have not attended and no refunds will be provided for lack of attendance. All participants who are registered for care are expected to attend weekly.** Attendance will be monitored closely and students who do not attend will have future weeks removed from their accounts. By initialing, I acknowledge my understanding of the YMCA Child Care branch 2020-2021 attendance policy.

INITIAL **Acknowledgement of COVID-19 risks:**

I understand that an outbreak of the COVID-19 virus has occurred in the State of Washington and that the virus is novel and may cause known, unknown, foreseen, and unforeseeable risks. I understand that the virus poses health risks to those who contract it and to those who come into contact with individuals who have contracted it. I understand that the virus may pose a higher risk to certain individuals such as those who are immunocompromised, have chronic medical conditions, are pregnant, and in older adults. I understand that the virus may cause illness and symptoms including fever, cough, shortness of breath, mild to severe respiratory illness, and death. I understand that childcare facilities are currently allowed to continue to operate during the COVID-19 outbreak, but that the virus is highly contagious and cannot be eliminated from the childcare environment. I certify that I am the parent and/or legal guardian of the above-named child, that I accept and agree to be bound by the requirements for continued childcare above, and give permission for my child to continue to participate in childcare with the childcare provider and at the facility stated above. I release all and hold the YMCA/District harmless of all claims that may arise out of or in connection with this Consent and Agreement to Continue Childcare and/or related in any way to COVID-19.

INITIAL With my signature below, I agree to the policies outlined in this form and the Parent Handbook Guide information, including cancellations (due to unpaid tuition and behavior) and refund policies.

**PARENT/GUARDIAN SIGNATURE****DATE**

Completion of registration packet, immunization form, USDA eligibility form, and the registration fee/full payment for the month officially enrolls your child in the YMCA Child Care program. Your child will begin child care two business days following completed registration and payment processing. It is your responsibility to update all information in this form as needed. The Y is open to all, regardless of gender, race, age, background, income, or physical or mental ability. Financial Assistance is available.

CHILD NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
All fields must be completed for registration packet to be considered complete.

CHILD NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

All fields must be completed for registration packet to be considered complete.

**PAYMENT POLICIES AND PROCEDURES****ANNUAL HOUSEHOLD INCOME** (Please select from the choices below)
☐ Less than \$15,000    ☐ Less than \$30,000    ☐ Less than \$45,000    ☐ Less than \$60,000    ☐ More than \$60,000
**CHILD'S ETHNICITY/RACE**
☐ Asian/Pacific Islander    ☐ Native American    ☐ African-American    ☐ Hispanic    ☐ Caucasian    ☐ Other \_\_\_\_\_
**MILITARY INFORMATION**Is your child a military dependent?    ☐ Yes    ☐ NoBranch of Military:    ☐ N/A    ☐ Army    ☐ Air Force    ☐ Navy    ☐ Marines    ☐ Coast Guard    ☐ National Guard    ☐ DOD CivilianWould you like information on a NACCRRA application?    ☐ Yes    ☐ No**HOW DID YOU HEAR ABOUT OUR PROGRAM?** (Check all that apply)
☐ Website    ☐ Facebook    ☐ I'm a YMCA Child Care participant    ☐ Friend    ☐ YMCA Branch    ☐ Mailer    ☐ Other
☐ Private Pay☐ State Pay

DCYF/DSHS Authorization must be received directly from State in order to register.

Contact the Child Care office to get provider # for school

**PAYMENT METHOD AND BILLING****FEES – Fees are due weekly each Wednesday prior to week****PRIMARY PERSON RESPONSIBLE FOR PAYMENTS**

Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Child's Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_

**SECONDARY PERSON RESPONSIBLE FOR PAYMENTS** (Additional form required with account information)

Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_

**PAYMENT OPTIONS: (Select One)**☐ **Auto Draft using Debit or Credit Card | Auto draft applies weekly, Wednesday prior to the start of each week of care.**☐ Use card on file☐ Use new card:    ☐ Visa    ☐ MasterCard    ☐ American Express    ☐ Discover

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Number \_\_\_\_\_ Verification Code \_\_\_\_\_

☐ I choose **NOT** to auto draft. I understand my payment is expected by the Wednesday prior to the start of each week or I am responsible for a late fee of \$25 and a suspension of care will apply if my payment is late.**STATEMENT OF UNDERSTANDING** (Please read and initial each statement below)

INITIAL	I understand payment expectations and have chosen my payment method. I agree to abide by all policies in place, including that any changes must be in writing direct to YMCA Child Care. I understand failure to uphold my payment arrangements will result in cancelation of registration from the program
INITIAL	I have included all information as requested above, and if there is a secondary responsible party, it is my responsibility to have this form duplicated and submitted to that party for their acceptance of payment policies and procedures.
INITIAL	<b>I understand fees are due weekly each Wednesday.</b> If fees are not received, On Thursday, a \$25 late payment fee will apply. On Friday, care for the following week will be cancelled. The late payment fee plus weekly fees will be due in order to return to care.
INITIAL	I understand that if the payment is not able to be collected at the weekly draft, a \$30 NSF/processing fee will automatically be added to the account.
INITIAL	I understand that if I am receiving assistance from a Third Party Provider, it is my responsibility to begin the process with a caseworker or call center. I understand I may not be able to register or have my child attend child care until authorization is received in writing from the state. I understand that Third Party Provider reviews must be made on time to continue child care and full payment is expected without authorization until matter is resolved.
INITIAL	I understand to cancel a week of care; you must do so in writing before close of business on Monday, one week prior to the start of the week you wish to cancel. <b>There will be a \$25 cancellation fee for any cancellation that is not made by this deadline.</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_