# Child Care 2020-2021
South Kitsap 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

## CHILD INFORMATION
<table>
<thead>
<tr>
<th>CHILD’S FIRST NAME</th>
<th>CHILD’S LAST NAME</th>
<th>Date new schedule takes effect:</th>
</tr>
</thead>
</table>

## GRADE:
Select your Learning Model:
- Remote Learning Model
- Online Learning Model

Please list the school at which your child is registered for in the South Kitsap School District:
- East Port Orchard Elementary 6 am – 6pm
- Manchester Elementary 6 am – 6pm*
- Sunnyslope Elementary 6 am – 6pm (Additional location)

My child is enrolled in:
- AM in-person classes
- PM in-person classes

## SOUTH KITSAP SCHOOL DISTRICT

### KINDERGARTEN – GRADE 1 | BEFORE AND AFTER SCHOOL CARE

**AM & PM Care** (6am – 6pm)
- **Full time** (3-5 days) $200
  - Includes full day care Wednesday
- **Part time** (1-2 days) $88
  - Does not include Wednesday

**Fee $__________**

**AM Only Care** (From open until start of school)

**PM Only Care** (From release of school until close)

**Full Day Wednesday Care** (From Open to Close)

**Total Weekly Fees $__________**

### FULL DAY CARE

**WEEKLY RATE | $200**
- Monday – Friday | $200

**DAILY RATE | $45 per day**
- Mondays | $45 per day
- Tuesdays | $45 per day
- Wednesdays | $45 per day
- Thursdays | $45 per day
- Fridays | $45 per day

**TOTAL WEEKLY FEES: $__________**

*You will be enrolled in the specific days selected above for the year. If you have a rotating schedule, you will need to attach a copy of your schedule.

### Rotating Schedules:
If you have a rotating schedule, you will need to attach a copy of your schedule.

## REGISTRATION FEES

$50 Registration Fee - per child | $100 max per family  Registration fees are non-refundable and non-transferable.

## FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>DATE ACCEPTED</th>
<th>BY: STAFF NAME/SITE</th>
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<tbody>
<tr>
<td>DATE ENTERED IN DAXKO</td>
<td>BY: STAFF NAME</td>
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<tr>
<td>APPROVED BY PROGRAM DIRECTOR</td>
<td>PROGRAM DIRECTOR NAME</td>
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<td>DATE APPROVED</td>
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<tr>
<td>VERIFIED INFORMATION</td>
<td>CHILD CARE MEMBERSHIP</td>
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<td>CHECKED FOR DISCOUNTS/SUBSIDIES</td>
<td>SCHEDULED PAYMENTS</td>
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<td>WELCOME LETTER</td>
<td>CHILD FILE COPIED</td>
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## PARENT/GUARDIAN INFORMATION

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<tr>
<th>PARENT/GUARDIAN FULL NAME</th>
<th>AUTHORIZED TO PICK UP CHILD?</th>
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**WHO DOES CHILD LIVE WITH? (SELECT ALL THAT APPLY)**

- Parent(s)
- Stepparent
- Grandparent(s)
- Guardian
- 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.)

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<th>EMERGENCY CONTACT FULL NAME</th>
<th>RELATIONSHIP TO CHILD</th>
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<td>authorized to pick up child</td>
<td>Yes</td>
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<td>authorized to pick up child</td>
<td>Yes</td>
<td>No</td>
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<td>CHILD’S INFORMATION (One form per child)</td>
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<tr>
<td>CHILD’S FIRST NAME</td>
<td>CHILD’S LAST NAME</td>
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<td>DATE OF BIRTH</td>
<td>AGE</td>
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<td>GRADE (FALL 2020)</td>
<td>GENDER</td>
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OPERATIONS/CHRONIC ILLNESSES

DATE OF LAST MEDICAL EXAM/PHYSICAL | DATE OF LAST DENTAL EXAM

ALLERGIES TO FOOD OR DRUGS
☐ No ☐ Yes: List allergies and fill out Individual Care Plan form at site with any other necessary medical information

DIETARY MODIFICATIONS
☐ No ☐ Yes: List dietary modifications and fill out Individual Care Plan form at site with any other necessary medical information

PHYSICAL, EMOTIONAL, PSYCHOLOGICAL, OR BEHAVIORAL NEEDS/CONSIDERATIONS
☐ No ☐ Yes: List needs/considerations and fill out Plan of Success form at site with any other necessary medical information

DOES YOUR CHILD TAKE ANY MEDICATIONS ON A REGULAR BASIS?
☐ No ☐ Yes: List medications and dosages below

<table>
<thead>
<tr>
<th>Medication:</th>
<th>Dosage:</th>
<th>Reason/Diagnosis:</th>
<th>Administer daily by staff?</th>
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<td>☐ No ☐ Yes*</td>
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<td>☐ No ☐ Yes*</td>
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* Yes: Fill out medical authorization form at site and turn in with medication in original prescription container

MEDICAL CONTACT INFORMATION
(If child has no medical or dental provider, parent/guardian must provide a written plan for medical or dental injury or incident.)

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<th>FAMILY DENTIST</th>
<th>PRIMARY PHONE NUMBER</th>
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<td>ADDRESS</td>
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<th>FAMILY PHYSICIAN</th>
<th>PRIMARY PHONE NUMBER</th>
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<td>ADDRESS</td>
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<tr>
<th>HOSPITAL OF CHOICE</th>
<th>PRIMARY PHONE NUMBER</th>
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<tbody>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
</tr>
</tbody>
</table>
CHILD NAME: [Name]

BIRTHDATE: [Date]

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

To print with Immunization Information Affixed: Ask all your healthcare providers office enter's Imunization into the WA Immunization Information System (Washington's statewide database). It they do ask them to print the CIS from the ISS and your children's immunization information.

**Certificate of Immunization Status (CIS)**

**Date: [Date]**

**Signature: [Signature]**

**Child's Last Name: [Last Name]**

**First Name: [First Name]**

**Middle Initial: [Middle Initial]**

**Birthdate (MM/DD/YY): [Birthdate]**

**Sex: [Sex]**

**Parent/Guardian Signature Required: [Signature]**

**Printed: [Printed]**

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.

For Kindergarten-12th Grade / Child Care Entry

To print this form, go to fill out and print from the Washington Immunization Information System.
CHILD NAME: ___________________ BIRTHDATE: ___________________ All fields must be completed for registration packet to be considered complete.

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 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.

Acknowledgement of 2020-2021 Attendance policy:
The YMCA Child Care branch is committed to the safety of students and staff. 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.

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: ___________________
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
  - [ ] No

- Branch of Military:
  - [ ] N/A
  - [ ] Army
  - [ ] Air Force
  - [ ] Navy
  - [ ] Marines
  - [ ] Coast Guard
  - [ ] National Guard
  - [ ] DOD Civilian

- Would 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  
  - [ ] Use card on file
  - [ ] Use new card:
    - [ ] Visa
    - [ ] MasterCard
    - [ ] American Express
    - [ ] Discover
  - [ ] 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

  I understand fees are due weekly each Wednesday. 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. **There will be a $25 cancellation fee for any cancellation that is not made by this deadline.**

Signature ____________________________ Date ____________________________
All fields must be completed for registration packet to be considered complete.
Child and Adult Care Food Program
ENROLLMENT/INCOME-ELIGIBILITY APPLICATION

PART 1 – CHILDREN’S INFORMATION
Required for all children in care.

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Birthdate</th>
<th>Age</th>
<th>Circle Normal Days/Print Normal Hours of Care</th>
<th>Circle Meals and Snacks Normally Received</th>
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<tbody>
<tr>
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<td>Sun Mon Tu Wed Th Fri Sat</td>
<td>Breakfast A.M. Snack Lunch P.M. Snack Supper Eve. Snack</td>
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<td>Normal Hours to to</td>
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INCOME ELIGIBILITY
Please check the boxes that apply to help determine the other parts of this form to complete:

☐ A family member in our household receives benefits from Basic Food, TANF, or FDPIR. (Please complete Part 2 and 5.)
☐ One or more of the children in Part 1 is a foster child. (Please complete Part 3 and 5.)
☐ My child(ren) may qualify for Free/Reduced-Price meals based on household income. (Please complete Part 4 and 5.)
☐ My child(ren) will not qualify for Free/Reduced-Price meals. (Please complete Part 5 only.)

PART 2 – HOUSEHOLD MEMBER RECEIVING BASIC FOOD/TANF/FDPIR—
Any household member receiving benefits can establish eligibility for all children in the household.

<table>
<thead>
<tr>
<th>Case Number or Identification Number</th>
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</table>

PART 3 – FOSTER CHILDREN—List the names of any children listed in Part 1 who are foster children.

PART 4 – TOTAL HOUSEHOLD GROSS INCOME FROM LAST MONTH—Not required if you have reported a case number in Part 2.

List names (First and Last) of everyone in your household, including foster children

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PART 5 – SIGNATURE AND CERTIFICATION—REQUIRED

The adult household member who fills out the application must sign below. If Part 4 is completed, the adult signing the form must also list the last four digits of his/her Social Security Number (SSN) or check the box if no SSN. See Privacy Act Statement on the back of this page.

If you have listed a case number in Part 2 or are applying on behalf of a foster child, or have checked the box that your child(ren) will not qualify for Free/Reduced-Price meals, the last four digits of the SSN is not needed.

“I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal Funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.”

Signature of Adult: __________________________
Today’s Date: __________________________
Print Name of Adult Signing: __________________________
Social Security Number (SSN) (last four digits): XXY-XX
Check if no SSN: ______
Address: __________________________
City/State/Zip Code: __________________________
Daytime Phone: __________________________

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PART 6 – CHILDREN’S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

We are required to ask for information about your children’s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children’s eligibility for receiving meals during care.

Ethnicity (check one): □ Hispanic or Latino □ Not Hispanic or Latino

Race (check one or more): □ American Indian or Alaskan Native □ Asian □ Black or African American □ Multi-Racial □ Native Hawaiian or Pacific Islander □ White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Basic Food, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410

FAX: 202-690-7442
EMAIL: program.intake@usda.gov

*Only use this address if you are filing a complaint of discrimination.

This institution is an equal opportunity provider.

DO NOT FILL OUT - CENTER USE ONLY

□ Child(ren) are categorically free based on Basic Food/TANF/FDPIR.

□ Foster child(ren) have been identified on this form and qualify for the free category.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

□ Child(ren) on this form who are not categorically eligible qualify as follows:

Check one: □ Free □ Reduced-Price □ Above-Scale

Total Income: $ ________

□ Annual □ Monthly □ Twice Per Month

□ Every Two Weeks □ Weekly

Signature of Institution’s Representative ___________ Today’s Date ___________

NOT VALID WITHOUT SIGNATURE AND DATE.

EIEA Effective Date: If the institution is using the parent/guardian signature date as the effective date, the form must have been signed by the institution representative within the same month the parent signed the form or the immediately following month. If the institution representative does not evaluate and sign the EIEA within these guidelines, the institution representative’s signature date must be used as the effective date.