

REGISTRATION AND PAYMENT INFORMATION

REGISTRATION

At the time of registration, a one-month deposit is required. This deposit will be used toward the final Kids Club payment in June. It does not pay for September! The one-month deposit will be applied as your payment for your last month in the program if the Program Director is notified at least 30 days prior to leaving the Kids Club Program. *Please note that your tuition for Kids Club is based on the 180 days of school, and then equally split across the 10-month school year.*

All forms can be found on our website. Once you are registered you will receive an email from PlayerSpace with the subject: ACTION REQUIRED to fill out all required paperwork. Keep in mind we have limited space at each site depending on our state licensing capacity.

The following items must be completed and on file on the PlayerSpace Website before your child can begin the program:

- Medical Health History Form
- Minor Participation Waiver
- Informed Consent Form
- Program Statements of Understanding
- Parent Receipt of Information:
 - Discipline & Expulsion Policy
 - Communicable Disease
 - Positive Discipline Policy
 - Expulsion Policy
- Authorize Pick Up List with Current Photos
- Parental Information Statement
- Food Allergy Action Plan – As Needed
- Asthma Action Plan – As needed
- Credit Card Authorization Form – Optional

PAYMENT INFORMATION

Kids Club payments are due on the 1st of each month. A four-day grace period will be given but payments received or postmarked after the 5th of the month will be charged a late fee of \$10 unless prior arrangements have been made with the Kids Club bookkeeper. If payment and late fee do not reach the YMCA by the 10th of the month, your child/children will no longer be able to attend the program until payment is received. Three late payments will result in termination of the program. The YMCA does not send a monthly bill; it is your responsibility to send payments into the YMCA on schedule.

If you need to arrange a more suitable payment schedule, please do not hesitate to contact the Kids Club bookkeeper. Do not wait until you receive a late notice to set up a new payment schedule. Receipts will be sent to you via email. If you would prefer to make your payment at the YMCA, the Front Desk may take your payment.

CREDIT CARD DRAFT: We can offer a convenient option for paying your child's tuition for the Kids Club Program. Credit card drafting is available on all the same credit cards we currently accept (Visa, Master Card, Discover, and American Express) and can be set up for the entire school year using the contract provided in this mailing. Once your draft header is set up in our system, we do all the work. No more

remembering to send a check for the month or logging in to pay online, which also means no risk of late fees. However, please remember that if you change credit card information or credit card companies once the draft system is in place, you must notify the bookkeeper before the 25th of the month. All denied credit cards accrue a \$25 processing fee. Receipts for families using the draft system will be sent via email once your credit card had been charged.

If you need documentation for income tax purposes, please use your monthly receipts; the YMCA Kids Club does not issue any further documentation for this purpose.

Our tax Id number is 22-155-9438

SCHEDULE CHANGES / DROPPING PROGRAM

If at any time you need to make schedule changes or remove your child from the program, you must do so in writing by emailing the Program Director at shannonb@lhymca.com. You must give a **minimum of 30 days' notice** and be mindful that requests can only be accommodated if there is enough space at the site. We make changes once per month on the first of the month.

Credits or refunds will not be given for days missed because of illness, family vacations, and school closings due to inclement weather, or COVID. Credits or refunds will also not be given for suspensions from the program.