



Dear Parents,

We are excited that you are registering your child for the 2023 YMCA Summer Day Camp at Chatham Heights Baptist Church. We are asking everyone to please plan to register early in order to obtain a limited spot. Summer Day Camp will take place for 11 weeks. If you do not sign up for 8 out of the 11 weeks you will be placed on the waiting list until we know we have available space. Once the Summer YMCA Day Camp is full we will have a waiting list for campers. We hope this letter will answer many of your questions about the enrollment process.

The 2023 YMCA Summer Day Camp registration will be by appointment only. In efforts to be more mindful of everyone's time, this summer you can choose from one of the following options:

- Schedule an appointment at your convenience beginning **Thursday, April 20th 2023;** appointments will take place at the Martinsville YMCA only!
- You may schedule an appointment any week day from 8:00 am to 4:00 pm (except May 2nd-7th); if you need to schedule at a later time please contact Courtney Hairston at Courtney@martinsvilleymca.com or Julie Lacy at Julie@martinsvilleymca.com.
- Please note that **all previous childcare bills must be current or paid in full upon registering.**
- At the time of enrollment you will receive a folder full of very important information; please be certain to read and review everything included in it, as it contains valuable information.

A drop-in Question & Answer Session will be held on **Friday, May 26th, 2023** between the hours of 9:00-4:00 at the Martinsville Y: (If you need to schedule another day please contact the Child Care Office)

- Drop-off the required camp supplies
- Pay any necessary fees
- Ask any question that you may have regarding camp
- Registration will NOT be available on this date

The enrollment process is detailed for you below. Please feel free to contact the Child Care Office at 276-632-6427 ext. 1010 or email courtney@martinsvilleymca.com should you have any questions.

The weekly fee for Y Summer Day Camp is \$130 a week for YMCA non-members and \$120 a week for YMCA members. We do offer a multiple child discount (please see chart on reverse side)! This fee includes a morning snack, lunch (during the SFSP dates), afternoon snack, and daily activities! **Parents MUST pay a non-refundable \$50.00 registration fee, as well as a non-refundable \$5.00 deposit for each week that they register for (see chart on reverse side) at the time of registration regardless if you are covered by social services or not;** the \$5.00 per week deposit will be automatically deducted from your fee each week. **Parents are responsible for paying for all weeks that they commit to.** The deadline to change any weekly commitments is Friday, May 19th, 2023; week changes WILL NOT be allowed after this date and will be charged the full rate.

To Enroll Your Child for the 2023 YMCA Summer Day Camp:

- Complete the Registration Form; every line must be filled in or marked "N/A" for Not Applicable
- Schedule an appointment to register at the Martinsville YMCA by calling 276-632-6427 between the hours of 8:00am & 5:00 p.m.
- Attend your scheduled appointment with all forms necessary
- Pay the \$50.00 per family Registration/Supply Fee
- Pay the \$5.00 per week deposit, this includes any Financial Assistance or Social Service Participants
- At the time of registration you must provide the following documents:
 - Current immunization record, signed by a physician or Health Department official
 - A copy of the most recent physical exam
 - A copy of your child's Legal Birth Certificate
 - If an epi-pin, inhaler, or medications are needed on-site, please see us for additional paperwork.
 - **We will not be able to enroll your child without all three of these documents;** this is a Virginia State Licensed Child Care Standard
- Carefully read the payment contract, payment policy and parent handbook so that you are aware of all policies, procedures and of your obligations
- Make plans to stop by on **Friday, May 26th** between the hours of 9:00 & 4:00 to drop-off the required supplies and to have any questions answered that you might have.

**Payment Due at Registration
(Registration Fee + \$5.00 Weekly Deposit)**

The \$5.00 deposit will be deducted from your regular weekly fee; \$130.00 weekly will be charged to your account after the deposit is paid

Weeks Enrolled	1 Child	2 Children	3 Children	4 Children
1	\$55	\$60	\$65	\$70
2	\$60	\$70	\$80	\$90
3	\$65	\$80	\$95	\$110
4	\$70	\$90	\$110	\$130
5	\$75	\$100	\$125	\$150
6	\$80	\$110	\$140	\$170
7	\$85	\$120	\$155	\$190
8	\$90	\$130	\$170	\$210
9	\$95	\$140	\$185	\$230
10	\$100	\$150	\$200	\$250
11	\$105	\$160	\$215	\$270

Multiple Child Discount Chart

Number of children	1	2	3	4
Weekly fee per child *please note that your \$5.00 deposit will be deducted from your weekly payment*	\$130 (non-member) \$120 (member)	\$130 1 st child (non) \$120 2 nd child (non) \$120 1st child (member) (member) \$110 2nd child (member)	\$130 1st child (non) \$120 2nd child (non) \$120 3rd child (non) \$120 1st child (member) \$110 2nd child (member) \$110 3rd child (member)	\$130 1st (non) \$120 2nd (non) \$120 3rd (non) \$120 4th (non) \$120 1st (member) \$110 2nd (member) \$110 3rd (member) \$110 4th (member)
Total weekly fee due	\$130 non-member \$120 member	\$250 non-member \$230 member	\$370 non-member \$340 member	\$490 non-member \$450 member

2023 YMCA Summer Day Camp Registration Form

COMPLETE THIS ENTIRE FORM
Every Line MUST be filled or marked "N/A" for Not Applicable

Last Name _____ First Name _____ Nickname _____ Middle Int. _____

Address (911 Physical Address) _____ City _____ State _____ Zip Code _____ Phone Number _____

Please check if you have no address or are homeless (Please note if you are homeless and do not have documentation of immunizations the center must receive documents within 90days)

E-mail address: _____ Child's Shirt Size (Y or A) _____

Male Female

_____ / _____
Date of Birth

_____ / _____
Age

_____ / _____
Grade & School attending as of August 2023

Last School Attended: _____ Previous Child Care Provider: _____

NAME OF LEGAL GUARDIANS	ADDRESS (must provide a 911 address: street, city, state, & zip)	HOME & CELL #	WORK #	EMPLOYER
Name: <input type="checkbox"/> Mother <input type="checkbox"/> Step-Mother <input type="checkbox"/> Other				
Name: <input type="checkbox"/> Father <input type="checkbox"/> Step-Father <input type="checkbox"/> Other				

Please provide 2 Emergency Contacts for when legal custodians may NOT be reached
Requires 2 Emergency Contacts that ARE NOT legal custodians

EMERGENCY CONTACT PERSON	ADDRESS (must provide a 911 address: street, city, state, & zip)	HOME & CELL #	WORK #	RELATIONSHIP
Name:				
Name:				

At time of registration, you must list all persons authorized to pick up your child. It is imperative that all persons who are authorized to pick up your child (including parents) be listed here. **Only persons 18 years or older can pick-up children.** A valid ID will be required when picking up children.

Authorized to Pick Up:	Relationship to Child:	Authorized to Pick Up:	Relationship to Child:
1)		4)	
2)		5)	
3)		6)	

Please list anyone NOT authorized to pick up your child
(biological parents CAN NOT be listed unless the appropriate legal/custody papers are provided):

NOT Authorized to Pick Up: Child:	Relationship to	NOT Authorized to Pick Up:	Relationship to Child:
1)		4)	
2)		5)	
3)		6)	

Date Entered Care: _____ Date Left Care: _____

Last Name of Child

First Name of Child

MEDICAL INFORMATION

Every line must be complete or marked "N/A"

Child's Physicians (**list the specific doctor that your child sees**): _____

Physician's Phone Number: _____

Does child have medical/hospital insurance? yes no

Insurance Carrier and Policy or Group # _____

Does your child have asthma? yes no

Will you be providing an inhaler for emergency use at the YMCA? yes* no

****If yes, you MUST have a Medical Consent Form completed by your child's physician and provide the prescribed medication before your child can begin care at any YMCA Child Care Program. You may also be asked to provide a Asthma Action Medical Care Plan for your child depending on the medical condition.***

Please indicate if your child is allergic to any of the following:

insect toxins foods dietary restriction other No Known Allergies

Please list the particular allergy and explain the severity of the allergy: _____

Is this a diagnosed allergy/dietary restriction or parent preferred? Diagnosed* Parent Preferred

****For ALL diagnosed allergies or dietary restrictions you MUST have a Action Medical Plan completed by your child's physician before your child can begin care at any YMCA Child Care Program. Please note: If Allergy or Dietary Restriction is listed on the child's physical it will be considered diagnosed and will require a Action Medical Plan completed by your child's physician before your child can begin care at any YMCA Child Care Program.***

Will you be providing a prescribed Epipen for this allergy? yes* no

****If yes, you MUST have a Medical Consent Form completed by your child's physician and provide the prescribed medication before your child can begin care at any YMCA Child Care Program. You may also be asked to provide a Action Medical Plan for your child depending on the medical condition.***

Please indicate any other pertinent information about your child's medical history, chronic physical problems, pertinent developmental information and/or special needs: _____

****The YMCA will ONLY administer emergency prescription medications (insulin, inhalers, epipens, etc.).**

SKIN ONITMENTS

(sunscreen only, the YMCA will NOT apply diaper ointment or insect repellent unless deemed medically necessary by a doctor)

I give the YMCA Staff permission to apply sunscreen to my child. (Sunscreen with SPF of at least 15 must be provided by parent) yes no

Please list the type of sunscreen that you will provide for your child (ex. BananaBoat, Waterbabies): _____

Please indicate if your child has ever had any adverse reations to skin ointments: _____

SWIMMING SKILLS

Can your child swim? yes no

Can your child swim in water above his/her head without a floatation device? yes no

Please mark one of the following boxes:

I give permission for my child to swim I **DO NOT** want my child to swim

2023 YMCA Summer Day Camp Registration Form

Last Name of Child

First Name of Child

MEDIA COVERAGE

Occasionally pictures of the children attending YMCA Child Care Programs may appear in media publications (newspaper articles, television news stories, social media outlets, websites, etc.) highlighting special events that have taken place in our programs. Please indicate below if you grant permission for the YMCA to use any photographs, motion pictures or other recording of programs for legitimate purposes.

Please mark on of the following boxes:

- I give permission for my child's picture to appear in the media
- I **DO NOT** wish for my child's picture to appear in the media

Approval, Agreements and Release of Liability

- I am the parent/guardian of the above named child and give my permission for the child to participate in the YMCA Child Care Program and it's activities which may include (but are not limited to) outdoor play, sports skills, swimming at another facility, and weekly field trips. I give my permission for the child to ride the YMCA bus to and from field trips.
- I hereby release the Family YMCA of Martinsville & Henry Co., and all establishments where field trips are conducted, including but not limited to the Family YMCA of Martinsville & Henry Co., from any responsibility or liability for injury to the above named child, while participating in a YMCA program. In authorizing this, I acknowledge that I am aware of the risks and that I have adequate insurance to protect my child in the event of an injury. I understand that this authorization to allow my child to participate in YMCA programs, is a waiver of all claims that I, my child, or other family members, or my insurance carrier would have against the Family YMCA of Martinsville & Henry Co., its board, employees, program leaders, or volunteers.
- The YMCA agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian must arrange to have the child picked up as soon as possible if requested. Parent/guardian agrees to inform the YMCA within 24 hours if any member of the immediate household develops any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which MUST be reported immediately.
- **EMERGENCY AUTHORIZATION:** I hereby give permission to the medical personnel selected by the YMCA to order X-rays, routine tests and treatment for my child, and **in the event that I cannot be reached in an emergency**, I hereby give permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and order injection and/or anesthesia and/or surgery for my child named above. This form may be photocopied.
- The YMCA Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:
 - Immediate evacuation-Children are evacuated to a safe area near the center in the event of a fire, etc
 - Shelter-in-place/lockdown - sudden occurrences, weather, or hazardous materials in the area may dictate that taking cover inside the center is the best immediate response.
 - Relocation Total evacuation of the center may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at:

Martinsville YMCA located at 3 Starling Avenue Martinsville, VA 24112.

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited. In your child's record at this center are the names of persons you have authorized to pick up your child if you not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child. In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures or would like to view our Emergency Preparedness and Response Plan, please let us know.

Signature of Parent or Legal Guardian _____ Date _____

PARENT OR GUARDIAN MUST READ, INITIAL, AND COMPLY WITH EACH OF THE FOLLOWING:

_____ I understand that I am fully responsible for reading the **Parent Handbook, Payment Contract** and **Payment Policy**.

_____ I am aware of my financial obligations to the YMCA according to the Payment Contract.

_____ I understand that my child can be terminated from the program without warning for any type of violent behavior (see parent handbook for Discipline Policy) and/or parents failure to make weekly payments.

_____ I understand that I have to pay the **non-refundable** \$50.00 registration fee before my child is considered registered for this program.

2023 YMCA Summer Day Camp Registration Form

Weekly Registration

Please check the weeks that your child will be attending Summer Day Camp. If you cannot commit to 8 out of the 11 weeks you will be placed on a waiting list. Please note that you are responsible for paying for each week that you sign-up for. You are committing to the entire week, daily rates are not available!!

Week	Attending	Week	Attending
#1 May 30 - June 2 *Closed on Memorial Day*	<input type="checkbox"/>	#6 July 3 - July 7 *Closed on 4th of July*	<input type="checkbox"/>
#2 June 5 - June 9	<input type="checkbox"/>	#7 July 10 - July 14	<input type="checkbox"/>
#3 June 12 - June 16	<input type="checkbox"/>	#8 July 17 - July 21	<input type="checkbox"/>
#4 June 19- June 23	<input type="checkbox"/>	#9 July 24 - July 28	<input type="checkbox"/>
#5 June 26 - June 30	<input type="checkbox"/>	#10 July 31 - August 4	<input type="checkbox"/>
#11 August 7 - August 11	<input type="checkbox"/>		

Office Use ONLY
Identity Verification

If proof of identity is required and a copy is not kept, please fill out the following:

Place of Birth & Birth Date:	Birth Certificate Number:	Date Issued:
Other Form of Proof:	Date Documentation Viewed:	Person Viewing Documentation:

Proof of child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician, or midwife record), passport, copy of the placement agreement or other proof of the child's identity for a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented or child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfer responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation or viewing this information must be maintained for each child.

Date of notification of Local Law-Enforcement Agency _____
(when required proof of identity is not provided):