



THE GRANITE YMCA

EARLY LEARNING CENTER AND KINDERGARTEN POLICIES

YMCA of Downtown Manchester | YMCA Allard Center of Goffstown | YMCA of Strafford County
YMCA of Greater Londonderry | YMCA of the Seacoast

A child will be considered enrolled only when paperwork and payment is processed by the Y. Parents/Guardians must complete a new contract for each program cycle, school year and camp season with required additional forms and appropriate fees.

All schedule changes must be submitted two weeks prior in order to take effect.

A two week written notice must be given to the director for withdrawal from any program. Parents/Guardians will be financially responsible for those two weeks regardless of attendance.

All registrations must include completed health form and immunizations, according to state regulations. These will need to be uploaded to your CampDoc account prior to attendance.

The person(s) recognized as legal guardian(s) for this child and any other person signing this agreement is/are responsible for fulfilling all obligations of this contract.

Registration Fee is not transferable and nonrefundable.

No credit will be given for days absent and tuition must be paid in full and will not be prorated for partial weeks. Tuition for part time children is a weekly fee and will not be prorated for partial weeks. Payment in full will also be charged when the program is closed due to inclement weather.

We will be closed for the following holidays or the day the holiday is observed: New Year's Day, Martin Luther King day, Memorial Day, 4th of July, Labor Day, Veterans day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. A week's tuition will be charged to all child care participants during these weeks.

Payment is due prior to services rendered. A \$20 fee will be assessed on returned payments. Excessive returned payments may result in termination from the program.

All children must be picked up by program close. A late pickup fee of \$15 for the first 15 minutes and \$5 each additional five minutes (or increment thereof) will be charged to the account on file. Should late pickups become excessive, the director has the right to terminate services.

If your child will be absent on a scheduled day, you must inform the site. Failure to do so will result in a \$25 charge to the account on file. Should unreported absences become excessive, the director has the right to terminate services.

Parents/Guardian must immediately notify, in writing, the teachers and the office of any changes to information given in the signed contract including family changes, which may affect the child's behavior.

Strafford County and Downtown Manchester full-time preschool child care participants will be allotted two one-week vacations Monday-Friday (when payment is not required) per year. This request must be given to the director in writing no less than two weeks in advance.

Should management determine that the child or family cannot adjust to the registered program for any reason, the child will be dismissed after a two week written notice and this agreement will be terminated. A child may be dismissed immediately for any reasons determined by the director.

Prescription medications will be administered after the first 24 hour dosage has been completed. All other medication will be administered at the discretion of the director. Any medication must be in original labeled bottle and will require a medication release form. Children with prescribed epi-pens and/or inhalers MUST have a minimum of one device stored on site incase of an emergency.

No person (including parent/guardian(s) appearing to be intoxicated or under the influence of drugs) may remove a child from the program, and the program reserves the right to consult with the authorities and/or suggest alternative transportation.

Child care parents/guardians are required to supply a nutritious lunch for full day care.

Failure to comply with these policies may result in removal of the child from the program without notice or refund.

SCHEDULED PAYMENT OPTIONS

Weekly option payments are made automatically through credit card, debit card, and checking or savings account bank draft on the Saturday prior to the week of services. A signed authorization form is required for this option.

Pre-qualified state reimbursements: Proof of assistance and a completed child care provider form (1863) must be attached. Be aware that if your child does not attend the child care program for any reason, the state may not reimburse the Y and you will be responsible for the weekly fee.

Non-Discrimination Policy: Please refer to the parent/guardian handbook for our non-discrimination policy.