



# THE GRANITE YMCA START PROGRAM POLICIES

YMCA of Downtown Manchester

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.

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.

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

Registration Fee is not transferable and nonrefundable.

**School Age Child Care Calculations:** Your weekly tuition is based on the number of school days divided by the number of weeks during the year. The calculation results in equal weekly payments throughout the year regardless of holidays or days off for inclement weather. Please note that part-time and full-time participants are charged for all scheduled school days during the year. The full week of December, February and April vacations are not included in this calculation.

No credit will be given for days absent and tuition must be paid in full 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.

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.

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.

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.

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

This program does not allow outside food in the program unless it meets nutritional guidelines set by CACFP standards. Exceptions may be made for special occasions. Additional information regarding CACFP can be found in the START Parent/Guardian Handbook.

**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 may be responsible for the weekly fee.

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