



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

TIME TO   
**EXPLORE**

**SEE YOU THERE!**

**School Age Child Care**  
**GREATER WICHITA YMCA**

[ymcawichita.org](http://ymcawichita.org) | [facebook.com/ymcawichita](https://facebook.com/ymcawichita)

- Daily fitness activities
- Before/after school care
- Fun Clubs on school days out
- Winter/Spring Break Camps
- Income-Based Financial Assistance Available

# TIME TO EXPLORE SEE YOU THERE!

OUR MISSION: To put Christian principles into practice through programs that promote healthy lifestyles, strong families, and positive youth development to build healthy spirit, mind and body for all, regardless of ability to pay.



"Financially as a single mom, it has been a good affordable child care, and also convenient to continue work."  
- SACC parent

"My child has had a lot of fun at after school care. As an only child, I think it's been really good for him to have kids to play with after school instead of sitting with electronics at home."  
- SACC parent

"The program allows me the peace of mind to know that my kids are well cared for while I'm at work."  
- SACC parent

## \$10 SCHOOL DAY OUT

Information about participation and registration found on p 15

## SAVE \$15

Set up automated bankdraft for weekly fees & receive \$15 off the enrollment fee

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PULL REGISTRATION FORM FROM CENTER OF BOOKLET P 8-9.



## SIDE EFFECTS OF HAVING YOUR CHILD IN SACC...

- ✓ **BEING HAPPY** because of the friendships s/he develops.
- ✓ **FEELING GOOD** because of the physical activities s/he gets to enjoy.
- ✓ **SELF CONFIDENCE** from getting homework done.
- ✓ **WELL-BEING** from practicing the Y core values of caring, honesty, respect & responsibility.

## PARENTAL SIDE EFFECTS?

- ✓ **PEACE OF MIND** because you know your child is receiving safe & quality care!
- ✓ **CONFIDENCE** because of the YMCA core values, your child feels welcomed to be themselves, and you know they are part of something great!



**SCIENCE – TECHNOLOGY –  
ENGINEERING –MATH (STEM)  
WEEKLY ACTIVITY**

STEM activities help youth build the problem solving and reflection skills needed for their unique developmental life journey. YMCA SACC participants have the opportunity to explore these types of activities each week as a part of the afterschool program.

**CHILDREN WITH SPECIAL NEEDS**

Our goal is to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all of the children and staff. Children with special physical and emotional needs will be accepted if the program is determined to be in the child’s best interest.

Families with special needs children must schedule an interview with the Child Care and Camp Branch Director prior to attendance. 316.264.1610 x5581

**PROGRAM ACTIVITIES**

YMCA SACC programs are about social growth, academic enrichment, healthy lifestyles, and positive relationships.

**HEALTHY EATING – WEEKLY ACTIVITY /  
DAILY FOOD SERVICE**

All YMCA SACC programs participate in the Child and Adult Care Food Program, (CACFP), serving nutritious breakfast and snacks daily. Kids also receive weekly activities to expand learning, from “My Plate” lessons to food tasting. Good food choices and healthy lifestyles are promoted here.

**PHYSICAL ACTIVITIES – 1 HOUR PER DAY**

Physical activity is an essential component to a healthy lifestyle. SACC participants will learn a variety of ways to get fit through physical activities during the SACC program. Kids enjoy group games, fitness routines, and/or provide opportunities for outdoor free play during each session. Children enrolled in PM only locations will have thirty minutes per day dedicated to physical activities; AM/PM location will have one full hour per day.

**ART/MUSIC – WEEKLY ACTIVITY**

Time to be creative, expressive, and even dramatic is important when developing the whole child. That’s why our SACC programs plan weekly activities around children’s interests and need for new experiences.

**CHARACTER DEVELOPMENT – WEEKLY  
ACTIVITY/DAILY PRACTICE**

At the Y, our core values — Caring, Honesty, Respect, and Responsibility — are displayed every day. We believe everyone deserves the opportunity to develop to their fullest potential and live their best lives. This includes holding ourselves to a high standard of conduct, supporting our peers, and combating bullying. Weekly activities and focus discussions are planned to support social skill development and encourage positive behaviors and interactions.

**HOMEWORK SUPPORT – 4 DAYS A WEEK**

The Y Afterschool staff is available to help your children with daily homework, often opening up evening time at home for family time. Afternoon sessions include up to 30 minutes of homework time Monday through Thursday.

**QUALITY STAFF**

Site directors and group leaders are trained in:

- Child Development/School Age Activities
- CPR/First Aid
- Signs & Symptoms of Childhood Illness & Abuse

**PROGRAM LICENSING**

All YMCA SACC programs are licensed by the Kansas Department of Health and Environment (KDHE) and contract with DCF to accept Third Party payments.

**PARENT INVOLVEMENT**

Parents/Guardians are welcome to visit SACC at ANY time. We welcome your advice, participation, and support. Ask your Site Director about upcoming program and parent activities

**PROGRAM QUESTIONS/CONCERNS**

The YMCA encourages communication between families, staff, and children. If you have a question or concern, contact your site director or call 264.1610 ext 8243. ALL SACC locations are assigned a cellular phone for emergencies. These phones remain on site at all times. Staff check phones at the beginning and end of each program session. Please feel free to leave a message at any time.



## ARRIVAL & DEPARTURE

The YMCA pick-up system is designed to protect your child. It is the parent/guardian's responsibility to provide the staff with a listing of authorized persons for pick-up (see registration form).

- **Each child must be accompanied to the program area and signed in and out daily by a parent/guardian or authorized adult. Failure to do so is grounds for dismissal.**
- A Parent and/or guardian is required to sign with a **FULL SIGNATURE** at the end of each week to verify attendance. YMCA Staff are not responsible for children that have not been signed in by a parent or guardian.
- It is the parent/guardian's responsibility to notify the site director of an absence.
- Only authorized persons may sign out a child. No child will be released to an unauthorized adult. Changes to your authorized pick-up list must be provided in writing. **Be prepared to show ID on a daily basis.**
- Should an adult appear to be under the influence of alcohol or drugs when attempting to pick up a child, staff will take necessary emergency action for the protection of the child and family.
- It is the parent/guardian's responsibility to notify the child's school office and teacher of his/her enrollment at YMCA SACC.

## WHAT TO WEAR/BRING TO SACC

**Clothing** – It is suggested that your child bring an extra change of clothing on days they

“dress up” for school. Closed-toed shoes are recommended.

**No Personal Items** –We request that all personal items, food, and toys (such as electronic games and radios) be left at home. The YMCA is not responsible for lost or stolen items.

**Lost and Found** – All unclaimed items will be held for 2 weeks following the session when the item was found, and if left unclaimed, will be donated to a charity.

## MEDICATION

If your child requires medication, please set medication intervals so that medication may be administered prior to or after SACC.

Children are not allowed to administer medication to themselves; including cough drops. For emergency medicine, please note the following:

- A Medication Authorization Form must be completed and signed by the parent or guardian in order for **any** medication, prescription and over-the-counter, to be administered. Forms are available on-site.
- Medications to be administered must be brought **directly to YMCA staff** in its original prescription labeled container. The label must clearly identify child's name, doctor's name, date, prescription name and dosage.
- Over-the-counter medications must be in the original container and labeled with the child's name.

# ENROLLMENT PROCEDURES

## 1 GETTING STARTED

- Visit [ymcawichita.org/kdheforms](http://ymcawichita.org/kdheforms)
  - Login using your e-mail address and password. Select the child you wish to enroll.
  - First time user: follow the online instructions to login and/or set up a new account.
  - Forgot password? Select “forgot password link” and enter your email address. Password instructions will be emailed to you.
  - Forgot the email address your Y account is linked to? Please call or visit any Greater Wichita YMCA location for assistance.

## 2 KDHE FORMS - AVAILABLE 6/28/17

- To complete or update the forms required by the State of Kansas, you will need the following information:
  - **PERSONAL/FAMILY INFORMATION**  
Name, address, email, phone numbers and employer contact information for parents/guardians (one parent/guardian must reside with the child)
  - **EMERGENCY CONTACTS/PICK-UP**  
Name, address, phone numbers for authorized emergency contacts/pick-up  
Physician contact/address information  
Health insurance information
  - **MEDICAL HISTORY**  
Details on allergies, medications, medical surgeries, and other conditions  
Immunization records

**This completes the online portion of SACC enrollment.**

## 3 REGISTER FOR SACC - AVAILABLE 7/5/17

Remove and complete the Registration Form found in the center of this guide, and bring it to any Greater Wichita YMCA location to register for SACC beginning 7/5/17. (registration for this program is not available for completion online or at your school site).

### PLEASE NOTE:

- The KDHE forms required by the state of Kansas **MUST** be completed online **BEFORE** registering for SACC at any YMCA location.
- Registration must be completed by **10:00pm** on the Wednesday before the week of the program.
- First week tuition is due upon registration and cannot be bankdraft.
- Documentation of 3rd Party Assistance is required at registration. (i.e. foster care payment agreement)

## NEED HELP?

General: [jon@ymcawichita.org](mailto:jon@ymcawichita.org)

Online Enrollment: [ccenrollhelp@ymcawichita.org](mailto:ccenrollhelp@ymcawichita.org)



## ENROLLMENT FEE

A \$30 annual enrollment fee is due at registration for each child participating in the SACC program. This fee is **NONREFUNDABLE** and **NONTRANSFERABLE**.

## INCOME-BASED PRICING IS AVAILABLE.

Applications are available at any YMCA location, or online at [ymcawichita.org](http://ymcawichita.org). Please allow **10 business days** for processing your application (see page 6 for more information). **Membership & Childcare require separate applications.**

## WEEKLY FEE PAYMENT

The weekly payment amount indicated on the back of this page is due on the **MONDAY** of the week of service. Failure to make payments in this fashion may result in dismissal from the program.

A \$10 late payment fee will be applied for each week that a payment is late. All returned drafts/checks will be assessed a \$10 returned item charge, in addition to applicable late/bank fees. A money order may be required for future payments.

Accounts must be current to participate in School Day Out Fun Clubs.

# 2017-2018 YMCA SACC REGISTRATION FORM

**Must present in person at any YMCA location, not at SACC sites.  
ONE FORM PER CHILD EACH SCHOOL YEAR.**

Additional forms available at any YMCA location or online at [ymcawichita.org](http://ymcawichita.org).

PARTICIPANT'S NAME \_\_\_\_\_

ID# \_\_\_\_\_

**SCHOOL DAY OUT FUN CLUB PARTICIPANT ONLY**  
(See page 14 or SDO flyer for additional information)

## SCHEDULE OF SERVICE

Start Date:	Anticipated Times	2017-2018 Weekly Fees								
		S	M	Tu	W	Th	F			
Before School (Breakfast served)	Arrival:									
	Departure:	School Starts								
After School (Snack served)	Arrival:	School Ends								
	Departure:									
SACC Session Before AND After School (Breakfast & snack served)	Arrival:									
	Departure:									

**Total Weekly Payment** (due each **Monday** for the week of service, payable by: Bankdraft Money Order MasterCard Visa) \$ \_\_\_\_\_

**I have been awarded financial assistance from the Child Care and Camp Branch of the YMCA.**

## PAYMENT DUE AT REGISTRATION

	2017-2018 SACC/SDO
<b>Enrollment Fee</b> (A \$30 enrollment fee is due per child each school year. This fee is NONREFUNDABLE and NONTRANSFERABLE.)	\$ _____
<b>First week of tuition payment is due upon enrollment (cannot be bankdraft)</b>	\$ _____
<b>SDO payment</b> (fee is NONREFUNDABLE)	\$ _____
<b>TOTAL PAYMENT &amp; FEES due at registration</b> , payable today by: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	\$ _____

**IMPORTANT:** Please retain a copy of this form & payment receipt. Weekly fees are based on the above schedule. Fees will not be prorated for absences, in-service days, conferences, holidays or school cancellations. (See complete SACC billing information, payment methods and policies on pages 6-7, 13.)

## TERMS OF AGREEMENT

(Your signature confirms your agreement with the following terms):

- I/We understand that a minimum \$10 late pick-up fee will be charged for each child picked up after the scheduled closing time, and an additional \$1 per minute fee will be assessed after the first ten minutes. This late pick up fee must be paid before the child(ren) can return to the program. If a child is not picked up by 7:00pm and no attempt has been made by the parent/guardian to contact the site director or YMCA, 911 will be called. Chronic late pick up is grounds for dismissal from the SACC program.
- I/We understand that written notice of intent to exit the program must be given to the SACC Site Director a MINIMUM OF TWO WEEKS IN ADVANCE. If adequate notice is not given, I/we understand that two weeks of full payment will be billed to my/our account even though my/our child is not in attendance. If I/we choose to return to the program, I/we understand availability is not guaranteed.
- I/We the below signed person/parent(s) having legal custody/legal guardianship of said minor, give permission for said minor to attend any YMCA program activities supervised by authorized YMCA staff. Said minor is physically able and mentally prepared to participate in all activities, including nutrition and wellness curriculum.
- I release the Greater Wichita YMCA, its staff, and participating school districts from all claims of injury which may be sustained by enrolled child while participating in any YMCA-sponsored activity, whether caused by the negligence of the YMCA or otherwise. If medical attention is required, I give my permission for such medical care.
- I/We do hereby authorize the YMCA and YMCA staff to transport said minor in YMCA bus, van, car, staff car or other vehicle to/from the site for daily transportation and/or field trips, emergency care, etc.
- I/We do hereby grant permission for photos and/or videos of my/our child to be used by the YMCA for promotional purposes. I/We understand that I/we will receive no compensation for such use.
- I/We understand fully and will abide by the YMCA's policy concerning drop-off and pick-up of children. I/We shall be prepared DAILY to present photo ID to on-site staff to determine my/our identity as authorized persons to pick up my/our child. Further, I/We shall inform others who are authorized to call for our child to present photo ID when picking up my/our child.
- I/We understand that in the event of withdrawal from the program, my/our child's records are available to me/us upon my/our request.
- I/We have read and understand all SACC program policies and procedures set forth by the YMCA in its SACC Enrollment Handbook. I/We shall abide by said policies/procedures and will review these with my/our child. I/We support the YMCA in its enforcement of these policies/procedures. I/We understand that the YMCA reserves the right to dismiss any participant who fails to adhere to YMCA SACC Rules and Regulations.
- I/We agree to pay the above stated weekly fees by each Monday during my/our child's enrollment in the SACC program. Failure to make timely payments may result in dismissal from the program. A \$10 late payment fee will be applied for each week that a payment is late. All returned drafts/checks will be assessed a \$10 return item charge, in addition to applicable late/bank fees. A money order may be required for future payments. I/We understand that accounts must be current to participate in School Day Out Fun Clubs.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only:

Date rec'd: \_\_\_\_\_  
Time rec'd: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

## Special Instructions:

## PROGRAM BANKDRAFT PLAN

The weekly program draft amount indicated above will be deducted from my (check one)

- Checking Account
  - Savings Account
- for the YMCA SACC Program.

The bankdraft payment plan is a continuous program, however is not designed to exceed the program's end date of \_\_\_\_\_.

If I wish to exit the SACC program and/or discontinue the weekly draft before the above date, I understand that the YMCA must be NOTIFIED IN WRITING TWO (2) WEEKS PRIOR TO THE FINAL DRAFT. Initials: \_\_\_\_\_

Send notice to [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)

- Program rates are subject to change and you will be notified in writing prior to any program adjustments.
- I will notify the YMCA of any change in my bank, account, phone number or home address.
- I understand that, should any transfer not be honored by my bank for any reason, I am responsible for that payment, PLUS any service fees assessed by the YMCA. This is in addition to any service fees assessed by my bank. I also understand that I/my family will be denied access to the SACC program until the balance due is paid.
- A voided check is attached for bank information.

**Accept my signature below as authorization to begin drafting the indicated account.**

Check One:

- \_\_\_ Parent
- \_\_\_ Legal Guardian
- \_\_\_ Person w/ legal custody



**SUMMER DAY CAMP** (completed K-16 yrs)

At the Y's summer day camps, every day is an adventure filled with fun and shared with friends. For parents, camps are reliable, affordable and convenient, with hours to accommodate their work schedules.

Plus, Y campers discover new things each day as they build confidence through activities that encourage personal growth & the development of strong values. Activities include:

- sports
- S.T.E.M.
- creative arts
- games
- team building
- character development
- nutritional education

**YMCA CAMP HYDE** +10 additional locations

**CAMP GUIDES** are available at Y locations or [ymcawichita.org](http://ymcawichita.org) starting each February. Income-based financial assistance is available.

**FEES:** Vary, based on camp activities

Questions? Call 316.264.1610 ext. 8243 or email Jon McReynolds at [jon@ymcawichita.org](mailto:jon@ymcawichita.org).

**EARLY LEARNING AND CHILD DEVELOPMENT CENTERS** (2 wks - K eligibility)

The Y offers trusted, quality, licensed child care at the Andover, East & South YMCAs year-round and in nine area high schools during the school year.

In our programs, every project is designed to activate your child's imagination. We focus on creating a nurturing environment where making friends, learning, physical activity and exploring interests are the top priority. Meanwhile, you have peace of mind that your kids are safe and in a positive environment where core values such as caring, honesty, respect and responsibility are used to reinforce the character foundation you've already established. Visit [ymcawichita.org](http://ymcawichita.org) for a complete list of locations.

Income-based financial assistance is available. Confidential applications are available online or at any YMCA location. KDHE licensed & NAEYC accredited, DCF contracted

Andover YMCA Early Learning Center  
1115 E US Highway 54 | 316.448.1060

East YMCA Early Learning Center  
9333 E Douglas | 316.685.2059



A toddler develops a trusting, positive relationship with caregivers in her child care program and overcomes her shyness around new people. This is how the Y helps strengthen our community.

South YMCA Early Learning Center  
3405 S Meridian | 316.942.9782

YMCA/USD 259 Child Development Centers  
Call for locations | 316.264.1610 x8256

**MINOR INJURIES**

Minor injuries will be treated as needed, including cleansing and applying band-aids or ice packs. Parents/guardians will be notified upon pick-up and an incident report is completed.

**MAJOR INJURIES**

In the event of a major injury, staff will make the emergency contacts necessary to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. Parents/Guardians will be contacted immediately. If a child is taken to the hospital and if sufficient staff is available, a YMCA staff person will accompany the child until the parent or emergency contact arrives.

**ILLNESS/ABSENCES**

- It is the parent/guardian's responsibility to notify the site if your child is ill or will not attend the program.
- If a child arrives ill, or becomes ill at a SACC program, the parent or another authorized individual will be notified immediately and must pick up the child within one hour.
- Sick children will be isolated as necessary and monitored.
- Please notify the YMCA should your child contract a communicable disease so we may notify other participants (individual will not be named).
- If a child is sent home with a communicable disease, the child will not be re-admitted until he/she is no longer contagious and has been symptom free for 24 hours. If your child is sent home with a temperature, he or she may not return to program for 24 hours or until the child's temperature is normal without medication. A doctor's notice may be required prior to the child's return.

**BEHAVIOR EXPECTATIONS**

The YMCA believes in positive discipline based on our core values of respect, responsibility, caring, and honesty. Children and adults are to follow program/school rules and expectations for conduct at all times. The SACC program environment is one in which children are both encouraged and supported in social interactions while also being held accountable for their actions and choices.

The staff works hard to acknowledge positive behavior, provide close supervision, and plan a variety of activities to keep children engaged in positive play. We also recognize that occasionally discipline issues will arise. Staff use conflict resolution techniques, verbal reminders of expectations/rules, redirection, and in some situations may ask a child to sit out when behavior is aggressive and/or it appears that the child needs a cooling off period. YMCA SACC programs also enforce and follow all school/building rules.

**YMCA DISCIPLINARY PROCEDURES**

- Minor behavioral issues will be shared as needed with families verbally and/or in writing.
- Chronic behavioral issues or behaviors that are re-occurring without resolution will be documented on a behavioral report and provided to the family.
- Bullying, swearing, abusive language or physical violence will not be tolerated and may result in a one to three day suspension. Chronic issues with these types of behavior may result in a mandatory parent/staff conference and/or termination of services.
- The following unacceptable behaviors are grounds for immediate and/or indefinite suspension/termination of services:
  - Endangering the health and or safety of self or others
  - Striking a staff member or volunteer (hitting, kicking, etc.)
  - Stealing or damaging school, YMCA, or personal property
  - Leaving the program area or boundaries set by SACC Staff without permission and/or running from staff
  - Refusing to follow program rules and/or comply with SACC staff requests/directions
  - Repeated disruption of the program
  - Any behavior that compromises the program ratio and/or requires 1:1 supervision frequently or for long periods
  - Using profanity, vulgarity or obscene language
  - Acting in lewd manner
- Immediate suspension will occur if a child threatens to bring, or is in possession of any weapon and/or controlled substance including but not limited to: guns, knives, firecrackers, tobacco, drugs, or alcohol. Threats to harm an adult or child using these weapons or controlled substances are also grounds for immediate suspension. Children suspended for these reasons will not be able to return to the program until the family and child meet with the school and YMCA staff for consultation and may be permanently suspended from ALL YMCA programs.

The YMCA reserves the right to suspend and/or terminate services without notice based on the severity and/or frequency of behavioral issues as deemed necessary for the safety of the staff, volunteers, and/or other participants.





## ENROLLMENT

- \$30 non-refundable enrollment fee is required each school year for each child in the SACC Program.
- Choose bankdraft and receive ½ off the enrollment fee.
- Enrollment fee must be paid at time of registration.

## WEEKLY FEES

- Children can be enrolled in am only, pm only, or both. **Unless otherwise noted, children must attend the school in which the program is located.**
- Weekly fees are due in **advance** on Monday of each week.
- Weekly fees are based on the most number of days enrolled; fees will not fluctuate week to week.
- **Children enrolled for 1-3 days per week must have regularly scheduled days.**
- Discounted rates are available to YMCA members. Please note: Children **MUST** be on the membership to receive the discount. Rates are based on membership status at the time of enrollment. Please notify the child care accounting clerk if your membership status changes.
- First weeks fee are **DUE UPON REGISTRATION.**
- Full weekly fees are charged regardless of attendance.
- Fees will **NOT** be prorated for school in-service days.
- Fees will **NOT** be prorated on the following holidays: Labor Day, Memorial Day
- **NO** fees will be charged for weeks when school is out a full week.
- Fees for students enrolled at the 4-5 days rate will be prorated as applicable; 1st and last week of school, Thanksgiving week, and partial weeks during winter break.
- Fees for students enrolled at the 1-3 days rate will not be prorated.

## LATE PICK-UP

- A minimum fee of \$10.00 will be charged for each child picked up after 6:00 PM.
- An additional fee of \$1.00 per minute is charged each minute after 6:10 PM.
- **Late pick-up fees must be paid before children can return to the program.**
- YMCA staff are required to notify their direct supervisor and call 911 if any child is left at SACC location after 7:00 PM.
- Chronic late pick-up will result in termination of services.
- Late pick up fees **MUST BE PAID AT SITE** by check or money order. These charges cannot be paid on-line or at a branch.

WEEKLY FEES		1-3 days/wk		4-5 days/wk	
		M	CP	M	CP
LATCHKEY	Before School	\$40	\$45	\$45	\$50
	After School	\$40	\$45	\$45	\$50
	Before AND After School	\$55	\$60	\$65	\$70

M= YMCA Member | CP= Community Participant

## CLOSURES

- The YMCA SACC programs will close if:
- School is canceled.
  - School closes early other than scheduled early release days.
  - Fees will not be refunded as a result of school closures.

## DAYS AND HOURS

- All SACC locations open at 6:30 AM.
- PM sessions begin when school lets out including early release days.
- For a fee of \$10.00, and based on available space, children enrolled in AM ONLY may be able to attend on early release days. Otherwise children must be picked up when the school day ends. See your SACC Site Director for availability.
- ALL SACC locations close at 6:00 PM; late fees apply after 6:01 PM.

## CONFIDENTIALITY

All family records are confidential. Only authorized staff and regulatory agencies have access to files. No information will be released to any other person or agency without the parent/guardian's written permission.

## FINANCIAL ASSISTANCE

Scholarships are available for those who qualify. Approval for assistance does not guarantee enrollment or placement.

- Child Care and Membership require separate applications or assistance.
- Applications are available online and at any YMCA location or SACC site.
- Incomplete applications cannot be processed.
- Completed applications can be turned in at your SACC program or mailed to the Child Care and Camping administrative offices at:  
Greater Wichita YMCA  
Child Care and Camp  
402 N Market  
Wichita, Kansas 67202
- Fees not covered by financial assistance are the responsibility of the parent/guardian.
- Please allow 10 business days for processing.
- Question about financial assistance can be directed to [childcarescholarship@ymcawichita.org](mailto:childcarescholarship@ymcawichita.org)

## SACC BILLING INFORMATION

- SACC Site Directors are provided balance due reports **ONLY** and **DO NOT** have access to account details.
- Fees not covered by financial assistance, DCF, and/or other 3rd party agencies are the sole responsibility of the parent/guardian.
- In the event that your account becomes past due, SACC services will be suspended until the account is current; weekly fees will continue to accrue.
- Accounts must be current for children to participate in School Day Out Fun Clubs.
- ALL YMCA SACC programs contract with DCF and most foster care agencies. Documentation from the 3rd party agency is due upon **registration**, if fee adjustments are needed.

## PAYMENTS

- Weekly fees are due in advance on Monday of each week.
- Payment options included:
  - **Bankdraft (save \$15.00 on enrollment fee!).**
  - **Online at [ymcawichita.org](http://ymcawichita.org) (Visa/MC/Discover only).**
  - **At any YMCA location (Visa/MC/Discover, check, or money order).**
  - **By mail, please ensure child's full name and SACC location appear on the check and allow sufficient time, late fees will apply for checks received after the due date. Make checks payable to the Greater Wichita YMCA / Child Care & Camp and send to:**

Greater Wichita YMCA  
Child Care Accounting  
402 N Market, Wichita, Kansas 67202

- **NO CASH PLEASE.**
- **DCF EBT payment coupons payable at any YMCA or your SACC site.**
- **Payments will not be accepted at the SACC site with the exception of EBT payment coupons**
- **\$10 Late Fees** apply to accounts not paid in advance, on Monday the week of service.
- All returned drafts/checks will be assessed a \$10.00 returned item charge, in addition to any applicable late fees. Future payments may be requested by money order or credit card.
- DCF payments must be made through the EBT call in system / procedure. On-line and on-site processing is not available for YMCA participants. Payment coupons can be obtained at any branch and/or from your SACC Site Director. Payments can be made weekly or monthly. Monthly payments must be received no later than the 5th of the month. To calculate your fees for the month simply count Monday's in the month and multiply times the YMCA fee listed on your payment agreement. Parent / guardians are responsible for any fees

## BILLING QUESTIONS?

All billing questions should be directed to the YMCA Child Care Accounting clerk at [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)

- not covered by DCF. These out of pocket expenses can be paid throughout the month, please ensure you payment schedule does not allow the account to become delinquent as late fees apply to ALL accounts including DCF funded participants and failure to pay weekly fees on time may result in suspension of services.
- For families with other 3rd party financial assistance, including foster care agencies, please ensure you understand all requirements and restriction put forth by the 3rd party agency. This agreement is with you and the agency, not the agency and the YMCA. The family is responsible for all required forms and documentation as required by their 3rd party agency. ALL fees not covered by the agency are the responsibility of the family. Please note that the YMCA charges a flat weekly rate due regardless of attendance. It is the families responsibility to communicate this with the agency and determine what the agency will cover. Families must estimate monthly 3rd party payments and plan ahead for out of pocket expenses. Please contact child care accounts at [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org) for regular updates on your account. Your site director will not have records of 3rd party payments.

## ENROLLMENT CHANGES AND CANCELLATION

- Changes to children's enrollment, including adding or reducing days and session changes require a **ONE WEEK** written notice.
  - **Request to change and/or add enrollment days will be granted based on availability.**
  - All requests must be made on site, ask your Site Director for applicable forms.
- If you no longer need SACC services and wish to drop the program, a **TWO WEEK** written notice is required.
  - Fees are charged regardless of attendance; charges will continue to accrue until notice is received and two week period ends.
  - Requests to cancel services should be done on-site or by contacting the YMCA Child Care Accounting Clerk at [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org). **YMCA locations are unable to process cancellations.**
  - Based on availability, children can return to the program as long as accounts are paid in full. To re-enroll, contact [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org) a minimum of **7 days** prior to requested return date.

# WHERE FUN & FRIENDS MEET



## SCHOOL DAY OUT FUN CLUBS

The YMCA offers Fun Clubs for elementary school students when school is not in session, excluding major holidays. Participants are not required to attend a regular SACC program, however, online KDHE forms must be completed, and a registration form must be received three (3) business days prior to attendance, for all participants.

Spots fill up quickly, enroll early and make Fun Clubs the place to be for your child. Registrations will be processed in the order received.

- Discount rates are offered as a courtesy to current SACC participants and YMCA family memberships.
- **PRE-REGISTRATION IS REQUIRED** three (3) business days prior to attendance. (minimum of 10 participants required)

### SCHOOL DAY OUT FUN CLUB FEES\*

(Due upon registration, SDO fees are non-refundable.)

Regular SACC Participant..... \$10 per child  
(in addition to regular fees, no prorating will apply)

District Teachers or YMCA Member: .... \$25 per child  
Community Participant: ..... \$35 per child

\*SACC locations are contracted with DCF for Third Party payments.



## WHEN SCHOOL IS OUT... THE Y IS IN!

Students will experience fun and adventure at our YMCA Spring or Winter Break Fun Clubs. Over the school break, kids can play games, take field trips and make new friends at the Y. Plus, parents can have peace of mind that their child is in a safe and supervised environment.

Fees are non-refundable and charged regardless of attendance. To avoid charges written notice must be provided to the child care accounts office no less than one week prior to the session. Send notice to [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org).

### WINTER & SPRING BREAK FUN CLUB FEES:

Per Child, any participant 1-3 days / \$60 4-5 days / \$100

(regular SACC fees do not apply for SACC participants attending winter or spring break Fun Club)

REGISTRATION FORMS [YMCAWICHITA.ORG/SDO](http://YMCAWICHITA.ORG/SDO) | any YMCA location | any SACC site



## SCHOOL AGE CHILD CARE – Before & After School

Enrollment is available to students in kindergarten thru age 12 attending the following schools:

### ANDOVER (All sites AM/PM)

Cottonwood, Martin, Meadowlark, Prairie Creek,  
Sunflower and Wheatland Elementary schools

### AUGUSTA (All sites PM only)

\*Augusta United Methodist Church  
Serving: Ewalt, Garfield, Lincoln, and Robinson  
Elementary schools

### CIRCLE (All sites PM only)

Benton, Greenwich, Oil Hill Elementary schools  
and Towanda Primary

### EL DORADO (PM only)

\*Grandview Elementary  
Also serves Jefferson, Lincoln, Skelly, and Washington

### GODDARD (All sites AM/PM)

Apollo, Clark-Davidson, Explorer,  
Amelia Earhart (Also serves \*Oak Street)

### MAIZE (All sites AM/PM)

Central, Pray-Woodman, South,  
Maize Elementary (Also serves \*Vermillion)

### RENWICK

St. Marks (AM/PM)  
Andale and Garden Plain (PM only)

### VALLEY CENTER (All sites AM/PM)

Abilene, West and Wheatland Elementary schools  
WICHITA (Sites at Elementary schools)  
Beech (AM/PM), Caldwell (PM only),  
Gardiner and Ortiz (AM only)



**Unless otherwise noted, children must attend the school in which the program is located.**

\*Transportation is provided by the school district. Parents are responsible for requesting and scheduling transportation with schools directly.



YMCA, 402 N. MARKET  
WICHITA, KS 67202

