CHILD DEVELOPMENT CENTERS

YMCA and located on select high school campuses. The Greater Wichita YMCA is the largest provider of licensed child care in south central Kansas, the staff schools-based latchkey programs (KEY Academy), 11 early childhood settings, Child Development Centers (CDC) are an offering of the Child Care and Camp Public Schools (USD 259). All CDC programs are owned and operated by the and 10 summer camp sites. For more information on other YMCA Child Care oversees child care and camp programs throughout the region including 21 branch of the Greater Wichita YMCA, working in partnership with Wichita and Camp programs contact our administrative offices.

FOR YOUTH DEVELO

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2019-2020 CDC / USD 259 LOCATIONS*:

2301 E. Douglas Avenue, Wichita, KS 67211 | 316.976.7122

EAST HIGH SCHOOL

316.973.2757 316.973.5494 316.973.1425 1220 N. Tyler Road, Wichita, KS 67212 | 316.973.6037 820 South Osage, Wichita, KS 67213 | 316.973.3635 1437 Rochester, Wichita, KS 67203 | 316.973.6337 2641 South 107th St East, Wichita, KS 67201 701 West 33rd St South, Wichita, KS 67217 **NORTHWEST HIGH SCHOOI** SOUTHEAST HIGH SCHOO 5301 N. Hillside St. Wichita, KS 67219 **HEIGHTS HIGH SCHOOL NORTH HIGH SCHOOL** SOUTH HIGH SCHOOL **WEST HIGH SCHOOL**

402 N. MARKET STREET, 2ND FLOOR, WICHITA, KS 67202 Senior Program Director: Debbie Ogle | 316.776.8242 CHILD CARE AND CAMP ADMINISTRATIVE OFFICES Branch Director: Andrea Eliot | 316.776.8241 **GREATER WICHITA YMCA**

Please direct all enrollment questions to the CDC Program Director during this time. *Child Development Center phones will not be answered during Summer Break.

Program Director: Lisa Whalen | 316.776.8256

For full Parent Policies and Information, please visit ymcawichita.org/CDC.

ymcawichita.org/CDC

ymcawichita.org/CDC

ENROLLMENT GUIDE AND FORMS PACKET 2019-2020 ACADEMIC YEAR

EVELOPMENT CHURCH IN ENTE TIME

Revised June 2019



FOR BEST RESULTS: Pull forms one at a time from the center of the booklet.

CDC ENROLLMENT

For enrollment consideration you must complete all forms in this packet for each child (one set per child) you wish to enroll. Additional copies of this packet are available at CDC sites or ymcawichita.org/cdc.

ENROLLMENT REMINDERS

- Only fully-completed Enrollment Forms will be reviewed and processed.
- Completed Enrollment Forms can only be submitted IN PERSON at the CDC site at which you want to enroll your child(ren). Forms cannot be submitted digitally (online/email), by fax or mail, nor at Greater Wichita YMCA branch locations or the Child Care and Camp Branch administrative office.
- Eligible Enrollment Forms are processed in the order in-which they are received.
- Selection for enrollment is based on available space and under priority considerations (see policy manual, available at ymcawichita. org/cdc).
- CDC staff will directly contact parents/guardians of children selected for enrollment to discuss weekly fees, finalized a required pay agreement, and to formalize the child's participation start date.
- All initial fees (required, \$25/child annual enrollment fee and the first week of non-refundable, non-transferable fees) must be paid, in-full, seven-or-more days before a child can begin program participation.

FOR BEST RESULTS: Pull forms one at a time from the center of the booklet.

REGISTRATION CHECKLIST

Please remember that incomplete forms will not be accepted nor considered for admission. Before submitting your packet for review please ensure you:

- Completed one, full set of forms for EACH CHILD to be considered.
- Provided FULL information for parents/guardians, physicians, and emergency contacts
- Specified desired Child Development Center (CDC) site and requested start date
- Read, agree with, signed, and dated the Terms of Agreement form
- Specified hospital and emergency medical care preferences and outlined custodial information and emergency medical care authorizations and had authorization form signed by an appropriate, present witness (CCL010)
- Listed dates for and provided proof of all required immunizations and latest
 Tetanus (DPT) shot
- Clarified all applicable medical conditions on medical records form (CCL029)
- Included all requested and applicable health insurance information, as instructed
- Scheduled additional time on the day of service to complete the required payment agreement with the Greater Wichita YMCA
- Downloaded, reviewed, and are prepared to sign the CDC Program Policies and Parent Information document (available, separately, at ymcawichita.org/cdc)



AUTHORIZATION FOR EMERGENCY MEDICAL CARE

Written permission for emergency medical treatment must be on file at the facility. Consult with the local emergency medical facility to be sure this form is acceptable. Reference K.A.R. 28-4-127(b)(1)(A). School Age Programs reference K.A.R. 28-4-582(e)(2).

Name of facility exactly as stated on the lice	ense.		License #
hereby authorize		(Nam	e of individual/staff member) and/or
	(Name	of individual/staff mem	per) who is (are) representative(s) of the
bove named facility to give consent for any and	all necessary emergen	cy medical care for my c	hild or youth
	(First and Last Na	me of Child or Youth) w	hile said child or youth is in said facility's
ustody between the dates of	and	MM/DD/YYYY	
Signature of Parent or Guardian			Date Signed
		-	Date Signed
	ure if required by local	-	Date Signed
lotarization of Parent's or Guardian's signat	ure if required by local	-	
lotarization of Parent's or Guardian's signat State of Kansas County of Signed or attested before me on	ure if required by local	hospital or clinic.	
Iotarization of Parent's or Guardian's signat State of Kansas County of Signed or attested before me on	ure if required by local	hospital or clinic.	
County of Signed or attested before me on	wre if required by local bybybybybybyby	hospital or clinic.	erson
Iotarization of Parent's or Guardian's signat State of Kansas County of Signed or attested before me on	wre if required by local bybybybybybybybyby	hospital or clinic. Name of Pe	erson

List any known allergies or other information about the medical status of this child or youth pertinent in case of emergency:

ls child covered by health insurance? ☐ Yes ☐ No	
If yes, complete the following:	
Health Insurance Policy Name	Policy Number
Medical Assistance Program	Card Number
Military Medical Care I.D. Number	
If known, date of last Tetanus inoculation:	

THE MEDICAL RECORD/ASSESSMENT FORM (OR HEALTH STATUS HISTORY FORM FOR SCHOOL AGE PROGRAMS) AND THE AUTHORIZATION FOR EMERGENCY MEDICAL CARE MUST BE TAKEN TO THE EMERGENCY ROOM. BOTH FORMS MUST ALSO BE IN A VEHICLE WHEN THE CHILD OR YOUTH IS TRANSPORTED BY THE FACILITY.

CCL. 029a Rev. 3/2017

Child Health Assessment

The Child Health Assessment form is to be completed and signed by a nurse approved by KDHE to perform Child Health Assessments or a Licensed Physician. If a Physician Assistant (PA) completes the Child Health Assessment, the signature of the Licensed Physician authorizing the PA is to be included at the bottom of this form.

A Child Health Assessment, recorded on a KDHE Form or other acceptable Forms mentioned below, is required for all children including children of the provider or staff in Licensed Day Care Homes, Group Day Care Homes, Child Care Centers and Preschools. A Kan-Be-Healthy Assessment Form is a KDHE Form and is acceptable, a Physician Health Assessment Form is acceptable, and a School Health Assessment Form is acceptable for school-age children or youth. The Health Assessment Form used should be attached to the KDHE Medical Record Form (CCL. 029).

Child's Name		Date (of Birth	
First	Last			
Health history and medical information pertinent to routin (describe, if any):	ne child care and er	nergencies	Do you see health supe	this child for regular ervision:
None			Yes	No No
Allergies to food or medicine (describe, if any):				11-11
None				
List current medications (if any):				
None				

Length/Height:IN/CM %	ILE	Weight: LB/KG %ILE
Physical Examination	🗸 If Normal	If Abnormal - Comments
Head/Ears/Eyes/Nose/Throat		
Teeth		
Cardio/Respiratory		
Abdomen/GI		
Genitalia/Breasts		
Extremities/Joints/Back/Chest		
Skin/Lymph Nodes		
Neurologic & Developmental		
Screening Tests	Screening Date	Note Here if Results are Pending or Abnormal
Lead		
Anemia (HGB/HCT)		
Urinalysis (UA)		
Hearing		
Vision		
Health Problems or Special Needs, Recom	mended Treatment/	Medications/Special Care (Attach additional sheets if necessary)
🗌 None		
Cianatura of Licensond Dhusiaian on Nurse	annual for Child II	ealth Assessments Date
Signature of Licensed Physician or Nurse	approved for Child H	
Print the Name of the Individual Signing A	Above	Phone Number
Address		City Zip Code

History of Immunizations

Required for all children in child care facilities, including the provider's own children. A Kansas Certificate of Immunizations (KCI) may be substituted for this form and attached to the completed Medical Record.

Child's Name:		Date of Birth:	
First	Last		MM/DD/YYYY

Section I. For a recommended schedule of immunizations, refer to the current schedule published by the Advisory Committee on Immunization Practices (ACIP).

Vaccine	Record the Month. Day and Year that each Dose of Vaccine was Received			Received		
	1 st	2 nd	3 rd	4 th	5 th	6 th
Diphtheria, Tetanus, Pertussis (DTaP)						
Poliomyelitis (IPV/OPV)						
Measles, Mumps, Rubella (MMR)						
Hepatitis B (HepB)						
Varicella (VAR)			Hx of Disease: Physician Signa		Date of	^f Illness:
Hemophilus Influenzae Type B (Hib)						
Pneumococcal Conjugate (PCV)						
Hepatitis A (HepA)						
Rotavirus **Recommended <8 mo of age; not required						
Influenza(Flu) ** Recommended annually >6 mo of age; not required						

Section II.

Complete this section only if your child is exempted from the law requiring immunizations [K.S.A. 65-508(g)].

The following two options are the ONLY exemptions allowed by law. Please check either (A) or (B) below and complete as required:
(A) Certification from licensed physician stating that immunization would endanger child's life: Exempt from following immunizations:
DTaP/DTTdap/TDPertussis OnlyPolioMMRHepAHepBHib PCVVaricellaOther
Physician's Signature (required):Date:

Section III.

Parent/Guardian Signature:_____

Date:___

Kansas Department of Health and Environment Bureau of Family Health Child Care Licensing Program 1000 SW Jackson, Suite 200 Topeka, KS 66612-1274 Phone (785) 296-1270 Fax (785) 559-4244 Website: www.kdheks.gov/kidsnet



MEDICAL RECORD FOR ALL CHILDREN IN CHILD CARE FACILITIES, INCLUDING PROVIDER'S OWN CHILDREN

Parents are to complete the Medical Record and the History of Immunizations for each child in licensed child care facilities. The Medical Record, History of Immunizations, and Child Health Assessment are transferable when the child moves to another licensed child care facility.

Child's First Day	in Child Care_			Name of Child	Care Facility		
Child's Name				Date of Birth		C	Gender
	First	Last			MM/DD/Y		M/F
Pare	ent/Guardian	Information		Parent	t/Guardian I	nformation	
Name				Name			
Home Address_				Home Address			
	Street	City	Zip Code		Street	City	Zip Code
Home Phone Nu	ımber			Home Phone N	umber		
Work Address				Work Address_			
	Street	City	Zip Code		Street	City	•
Work Phone Nu	mber			Work Phone Nu	Imber		
Cell Phone Num	ber			Cell Phone Num	nber		
E-mail Address	<u></u>			E-mail Address			
Best way to con	tact			Best way to con	ntact		
				emergency. Incl			
Child's Physician	۱			Phone Number			
Child's Dentist_				Phone Number			
Hospital Prefere	nce (for emerge	encies)					
				medications for y der?No			bhen, cough
Emergency Med Allerg Asthm	lical Care form (lies na	<u>CCL. 010</u> .	Frequent sore Speech, Visual		le information	on Authorizatio Ear Ach Diabete	ies
Epilep If yes answered	osy/Seizures to any above,		Other additional infor	mation			
Have there beer	n major change	s at home that i	night affect yo	our child in care?	No`	Yes, as follows:	
Please provide a	additional inform	nation or specia	l instructions t	hat will help the p	person caring f	for your child.	

1

Date:

GREATER WICHITA YMCA CHILD DEVELOPMENT CENTER (CDC) 2019-2020 REGISTRATION/ENROLLMENT FORM (CONT.)

	-	
IRST EMERGENCY CONTACT FIRST AND LAST NAME	RELATIONSHIP TO PARTICIPANT	PRIMARY PHONE#
		() -
TREET ADDRESS, STATE, ZIP CODE		SECONDARY DAYTIME PHONE#
	_	() -
ECOND EMERGENCY CONTACT FIRST AND LAST NAME	RELATIONSHIP TO PARTICIPANT	PRIMARY PHONE#
		() -
TREET ADDRESS, STATE, ZIP CODE		SECONDARY DAYTIME PHONE#
		() -
HIRD EMERGENCY CONTACT FIRST AND LAST NAME	RELATIONSHIP TO PARTICIPANT	PRIMARY PHONE#
		() -
TREET ADDRESS, STATE, ZIP CODE		SECONDARY DAYTIME PHONE#

TERMS OF AGREEMENT

FIRST AND LAST NAME

STAFF INITIALS:

Your signature confirms your agreement with the following:

1. I/We understand that a minimum **\$10** late pick-up fee will be charged for each child picked up after the scheduled CDC closing time, and an additional \$1 per minute fee will be assessed after the first ten minutes. All outsanding balances, including late fees, must be paid in full before a participant may return to the CDC. If a child is not picked up by 7PM and no attempt has been made by the parent/guardian to contact CDC program staff, Greater Wichita YMCA (YMCA) policy requires the notification of program site supervisors as well as police and/or child protective services (9-1-1). Chronic late pick-up is grounds for suspension or dismissal from CDC services.

RELATIONSHIP TO PARTICIPANT

- 2. I/we understand that, per KDHE regulations, a child cannot attend a CDC for more than ten (10) hours/day. 3. I/We understand that written notice of intent to exit the program must be given to the CDC 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 Greater Wichita YMCA program activities supervised by authorized CDC and/or Greater Wichita YMCA staff. Said minor is physically able and mentally prepared to participate in all activities, including nutrition and wellness curriculum.
- 5. I release the Greater Wichita YMCA and its staff from all claims of injury which may be sustained by enrolled child while participating in any Greater Wichita YMCA-sponsored activity, whether caused by the negligence of the Greater Wichita YMCA or otherwise. If medical attention is required, I give my permission for such medical care.
- I/We do hereby grant permission for photos and/or videos of my/our child to be used by the Greater Wichita YMCA for promotional purposes. I/We understand that I/we will receive no compensation for such use. 6
- I/We understand fully and will abide by the Greater Wichita YMCA's policy concerning drop-off and pick-up of 7 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 CDC program, my/our partcipant's records are available 8. upon request.
- I/We have read and understand the Greater Wichita YMCA CDC Program Parent Information and all CDC 9. program policies and procedures set forth by the Greater Wichita YMCA. I/We shall abide by said policies/ procedures. I/We support the Greater Wichita YMCA in its enforcement of these policies/procedures. I/We understand that the Greater Wichita YMCA reserves the right to dismiss any participant who fails to adhere to Greater Wichita YMCA CDC policies/procedures.
- 10. I/We agree to pay the first week of the above stated weekly fees prior to enrollment and will pay the above stated weekly rates for weekly services by 10PM Monday on the week prior to paid services. for the entirety of my/our child's enrollment in the CDC program.

SIGNATURE (Parent, Legal Guardian, Legal Custodian)

1	1
DAT	E

PRIMARY PHONE#

IMPORTANT: Retain a copy of this enrollment form and receipt of payment. Weekly fees are based on the above schedule. Fees will not be prorated for absences, in-service days, or unscheduled closures. Find full list of policies, billing information, payment methods and more at ymcawichita.org/cdc.

FOR OFFICE USE ONLY

DATE RECEIVED / /	GWYMCA ENROLLMENT FORM	CACFP ENROLLMENT / IEF
TIME RECEIVED : AM / PM	GWYMCA PAYMENT AGREEMENT KDHE HEALTH ASSESSMENT	COMPLETE IMMUNIZATION RECORDS (EXEMPT DOCUMENTS) AUTHORIZATION FOR EMERGENCY MEDICAL CARE
STAFF INITIALS:	KDHE MEDICAL RECORD FOR CHILDREN	-

OFFICE USE ONLY PARTICIPANT'S NAME -

ID# .

access to site / partici Note that legal docum	als that ARE NOT allowed pant INCLUDING pick-up. entation may be required for Site Director for details.
FIRST AND LAST NAME	
RELATIONSHIP TO PARTIC	IPANT
() -	
PHONE#	
FIRST AND LAST NAME	
RELATIONSHIP TO PARTIC	IPANT
() -	

The (stated) CDC weekly fee amount indicated above will be automatically deducted (drafted) from/charged to my (check one) as part of an ongoing, continuous payment plan.

BANK ACCOUNT (Checking, Savings) **CARD** (Credit. Debit)

This AutoDraft payment plan is a continuous program.

STATEMENTS OF UNDERSTANDING

I UNDERSTAND THAT:

- If I wish to exit the CDC program and/or discontinue the agreed weekly draft amount before the program's end date (above), I must notify the Greater Wichita YMCA IN WRITING (CHILDCARE@ YMCAWICHITA.ORG) TWO (2) WEEKS PRIOR TO THE FINAL DRAFT.
- EFFECTIVE JUNE 1, 2019 Weekly payment, of the agreed amount, is due by **10PM** on the Monday of the week prior to paid services.
- Any/all late payment will result in a \$10 fee. Any/all returned/payment refused checks or drafts
- will carry a \$20 fee. Should any transfer/AutoDraft not be honored
- by my provided financial institution/card issuer for any reason I am responsible for that payment PLUS any/all applicable service fees assessed.
- Children will be denied access to CDC sites/services until any/all balance(s) due are paid.
- Consistent or ongoing late payment or payment issues may result in a required alternative payment method or schedule or suspension or termination of CDC services.
- CDC rates are subject to change and I will be notified, in writing, prior to fee adjustments.
- It is my responsibility to notify the Greater Wichita YMCA of any changes to my aboveprovided payment method prior to the next weekly AutoDraft of fees.
- It is my responsibility to notify the Greater Wichita YMCA of any changes to my address, phone number, email address, or other provided contact information.
- My Credit card information may be updated with "Account Updater Services" offered by Card Networks.
- The voided check provided with this enrollment form, if applicable, is for information purposes only.

PARENT/GUARDIAN/CUSTODIAN INITIALS:

п Accept my signature below as authorization to begin weekly AutoDrafting of indicated fees.

RELATIONSHIP (CHECK ONE):

Parent ____Legal Guardian ____Legal Custodian

SPECIAL INSTRUCTIONS

STAFF SIGNATURE

DATE

FIND MORE INFORMATION, ENROLLMENT FORMS, AND MORE AT YMCAWICHITA.ORG/CDC

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GREATER WICHITA YMCA CHILD DEVELOPMENT CENTER (CDC) 2019-2020 REGISTRATION/ENROLLMENT FORM

IMPORTANT REGISTRATION/ENROLLMENT NOTES

- A. \$25 ENROLLMENT FEE, FIRST WEEK OF STATED WEEKLY FEES, and COMPLETED REGISTRATION FORM is
- required no less than seven (7) days prior to anticipated start date. B. ALL enrollment forms, including CACFP (food program) enrollment and Greater Wichita YMCA payment agreement must be complete and submitted to the appropriate CDC Site Director by 5PM Monday one full week prior to your desired/anticipated start date. Incomplete forms will not be accepted and will delay consideration/start date. All complete applicants are processed in the order they are received.
- C. Families that have been awarded Greater Wichita YMCA Income-Based Financial Assistance (IBFA) must provide a copy of the award letter (email) to the director before discount can be applied.
- D. You MUST complete this form, separately and in its entirety, for each child you wish to register/enroll.

I have been awarded Greater Wichita YMCA C hild Care and Camp Branch Income-Based Financial Assistance (IBFA)*.

PARTICIPANT NAME ID# CDC SITE FOR ENROLLMENT EAST H.S. SOUTH H.S. HEIGHTS H.S. SOUTHEAST H.S. **O**NORTH H.S. 🗍 WEST H.S. NORTHWEST H.S. INITAL PAYMENT MADE YES NO Check/Money Order CHECK #

Rate Reduction

_%

OFFICE USE ONLY

PAYMENT DUE AT ENROLLMENT/REGISTRATION	
ANNUAL ENROLLMENT FEE (\$25/Child/Year fee is NON-REFUNDABLE and NON-TRANSFERABLE)	\$25
WEEKLY FEE / TUITION (ONGOING Fees Payable by Cash, Check/Money Order, Credit/Debit Card, or AutoDraft)	\$
TOTAL INITIAL PAYMENT (ENROLLMENT FEE + FIRST WEEK'S FEES / TUITION) (Initial Payment CANNOT be paid by Card or AutoDraft)	\$

PARTICIPANT INFORMATION	ENROLLMENT DATE / / 0 IN START DATE / / 0 TO	DDDLER OFATHER ONLY RE-SCHOOL EGAL GUARDIAN	
PARENT/GUARDIAN INFORMATION	PRIMARY PARENT/GUARDIAN FIRST AND LAST NAME STREET ADDRESS, STATE, ZIP CODE (if different from participant information) NAME OF (mark one) Employer School Training STREET ADDRESS, STATE, ZIP CODE OF EMPLOYER/SCHOOL/TRAINING MARITAL STATUS AND CUSTODIAL ARRANGEMENT(S) SECONDAY PARENT/GUARDIAN FIRST AND LAST NAME STREET ADDRESS, STATE, ZIP CODE (if different from participant information) NAME OF (mark one) Employer School Training STREET ADDRESS, STATE, ZIP CODE OF EMPLOYER/SCHOOL/TRAINING		
SIBLINGS	Please list participant's siblings (name, relationship, current ages). Additiona SIBLING #1 FIRST AND LAST NAME SIBLING #2 FIRST AND LAST NAME	I sibling information can be listed on back of page. RELATIONSHIP TO PARTICIPANT AGE RELATIONSHIP TO PARTICIPANT AGE	

* To ensure access to Child Care and Camp programs, regardless of ability to pay, the Greater Wichita YMCA provides income-based financial assistance (scholarships/reduced rates) for Child Care and Camp participation to those who qualify. Separate from membership or other program assistance qualification, IBFA for Child Care and Camp services does not guarantee enrollment or placement. Confidential applications for assistance are available at ymcawichita.org/assistance or at any Greater Wichita YMCA branch locations. Contact Child Care Accounts for more information.

FOR OFFICE USE ONLY							
RATE	SELF	DCF	FOSTER CARE				
KBB	FCBG	1114					

REV062719