



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Lebanon Valley Family YMCA SACC Programs

Enclosed is the SACC Program registration packet for the 2018–2019 school year! The enclosed registration packet will need to be fully completed prior to your child's enrollment in our program. All of our locations are licensed through the Department of Human Services and these forms are necessary to meet regulations and to better provide a safe and secure program for your child. Below is the page-by-page guide to help you in completing this process.

- ❖ **"Child Information"** form and **"Agreement"**. Please complete the information regarding your child, the program that they will be attending and the fees associated. Please sign and date the "Agreement" form. If your child has or will be receiving an IEP, we ask that you include a copy so our staff can provide a better experience for your child. A separate packet is need for each child you are registering.
- ❖ **"Emergency Contact" Form**. Every space **MUST** be filled in. The Department of Human Services requires that all addresses include town and zip code. For any blanks that do not apply, simply put "N/A". A separate signature is required for "Obtaining Emergency Medical Care", and "Administration of Minor First Aid". Also, your signature is required on the "Signature-Parent/Guardian" line above the boxes at the bottom. Please leave the boxes at the bottom blank, as it will be completed during our review period.
- ❖ **"Child Pick up Authorization"** form. Please state your name, and your child's care location at the top. Make sure to write all children's name on the left side of the paper. All Authorized pick up persons should be placed on the right. Please complete the bottom half with the needed information.
- ❖ **"Behavior Policy"**, **"Parent Statement of Understanding"**, and **"Getting to Know You"**. Please read each form and complete information, check appropriate boxes and sign each form.
- ❖ **"Child Health Assessment."** This **MUST** be completed and signed by a physician or a CRNP. This is the **ONLY** form not due before enrollment. However, we **MUST** have it returned within **30** days of your child's start date in the program.
- ❖ **"Alternate Arrangements"** this form must be completed for all children in SACC including those with morning only contracts. These forms are given to the school office.
- ❖ **"Automatic Payment Plan."** This form is **optional**. If you are interested in signing up for our automatic payment plan, simply complete the information and sign and date to authorize automatic draft of your bank account.

Attached, to the registration packet, is the Parent Handbook. Please read this handbook as it contains important information and updates to the program structure, activities and our rate sheet.

Once completed you may email your completed registration packet to childcare@lebanonymca.org. For families not utilizing email you may bring your completed registration to the Child Care Services Administrative Assistant at 250 N. 8th Street.

Thank you for choosing the Lebanon Valley Family YMCA for your child care needs!