



**MUST HAVE TO REGISTER FOR SACC:**

☐ **Registration Forms**

☐ **Registration Fee (\$30)**

☐ **First week payment**

☐ **Immunization Records**

☐

**Parent Handbook**





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
SECTION FOR CHILD CARE REGULATION/BUREAU OF COMMUNITY FOOD & NUTRITION ASSISTANCE  
**CHILD CARE ENROLLMENT FORM**

FACILITY/PROVIDER NAME		ADMISSION DATE	DISCHARGE DATE	
CHILD'S NAME		GENDER	BIRTHDATE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)				
<b>IDENTIFYING INFORMATION</b>				
MOTHER'S/GUARDIAN'S NAME		TELEPHONE NUMBER		
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF THE SAME AS ABOVE <input type="checkbox"/>				
E-MAIL ADDRESS				
EMPLOYER OR SCHOOL		WORK/SCHOOL SCHEDULE		
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)		WORK TELEPHONE NUMBER		
FATHER'S/GUARDIAN'S NAME		TELEPHONE NUMBER		
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF THE SAME AS ABOVE <input type="checkbox"/>				
E-MAIL ADDRESS				
EMPLOYER OR SCHOOL		WORK/SCHOOL SCHEDULE		
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)		WORK TELEPHONE NUMBER		
<b>EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY (OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT IS REQUIRED.</b>				
NAME		RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)	
ADDRESS (STREET, CITY, STATE, ZIP CODE)				
NAME		RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)	
ADDRESS (STREET, CITY, STATE, ZIP CODE)				
<b>COMMENTS ON CHILD'S DEVELOPMENT (PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, &amp; INDIVIDUAL NEEDS)</b>				
CACFP REQUIREMENT	<b>RELATED CHILD</b>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No		HOW IS CHILD RELATED TO CHILD CARE PROVIDER	
	<b>CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED</b>			
	CHECK HERE WHAT DAYS THE CHILD WILL ATTEND. WILL CHILD ATTEND: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY?	WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY?	WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION INCLUDING SHIFT CHANGES
	MONDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	TUESDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	WEDNESDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	THURSDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	FRIDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	SATURDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
SUNDAY	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		

<b>CACFP REQUIREMENT</b>	<b>CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS FACILITY</b>		
	<input type="checkbox"/> BREAKFAST <input type="checkbox"/> MORNING SNACK <input type="checkbox"/> LUNCH <input type="checkbox"/> AFTERNOON SNACK <input type="checkbox"/> SUPPER <input type="checkbox"/> EVENING SNACK <input type="checkbox"/> NONE		
	<b>CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS FACILITY</b>		
	<input type="checkbox"/> NEW YEAR'S DAY (JANUARY) <input type="checkbox"/> MEMORIAL DAY (MAY) <input type="checkbox"/> VETERANS DAY (NOVEMBER)	<input type="checkbox"/> MARTIN LUTHER KING JR.'S BIRTHDAY (JANUARY) <input type="checkbox"/> INDEPENDENCE DAY (JULY) <input type="checkbox"/> ELECTION DAY (NOVEMBER)	<input type="checkbox"/> PRESIDENT'S DAY (FEBRUARY) <input type="checkbox"/> LABOR DAY (SEPTEMBER) <input type="checkbox"/> THANKSGIVING (NOVEMBER)
<b>AUTHORIZATION FOR EMERGENCY MEDICAL CARE</b>			
I UNDERSTAND THAT I WILL BE NOTIFIED AT ONCE IN CASE OF AN EMERGENCY WITH MY CHILD, AND I WILL MAKE ARRANGEMENTS FOR MEDICAL CARE OF MY CHILD WITH THE PHYSICIAN OR HOSPITAL OF MY CHOICE.  IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENTS, OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL CARE, I AUTHORIZE			
_____ (LIST CHILDCARE FACILITY NAME HERE)			
TO CONTACT THE FOLLOWING:			
<b>PHYSICIAN OR CLINIC</b>			
NAME			TELEPHONE NUMBER
<b>PREFERRED HOSPITAL</b>			
NAME			TELEPHONE NUMBER
<b>ACKNOWLEDGMENTS</b>			
<b>A</b>	I HAVE RECEIVED A COPY OF THIS FACILITY'S POLICIES PERTAINING TO THE ADMISSION, CARE AND DISCHARGE OF CHILDREN.		PARENT/GUARDIAN INITIALS
<b>B</b>	I HAVE BEEN INFORMED THAT A COPY OF THE LICENSING RULES FOR CHILD CARE HOME OR THE LICENSING RULES FOR GROUP CHILD CARE HOMES AND CENTERS IS AVAILABLE AT THIS FACILITY FOR REVIEW		PARENT/GUARDIAN INITIALS
<b>C</b>	THE PROVIDER AND I HAVE AGREED ON A PLAN FOR CONTINUING COMMUNICATION REGARDING MY CHILD'S DEVELOPMENT, BEHAVIOR, AND INDIVIDUAL NEEDS.		PARENT/GUARDIAN INITIALS
<b>D</b>	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.		PARENT/GUARDIAN INITIALS
<b>E</b>	I UNDERSTAND THAT, BEFORE THE FIRST DAY OF ATTENDANCE BY MY CHILD, I WILL PROVIDE PROOF OF COMPLETED AGE-APPROPRIATE IMMUNIZATIONS OR EXEMPTION FROM IMMUNIZATIONS.		PARENT/GUARDIAN INITIALS
<b>F</b>	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE NOTIFIED IN ADVANCE WHEN THEY ARE PLANNED.		PARENT/GUARDIAN INITIALS
<b>G</b>	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD.		PARENT/GUARDIAN INITIALS
<b>H</b>	I HAVE BEEN INFORMED AND HAVE RECEIVED A COPY OF THE FACILITY'S SAFE SLEEP POLICY WHEN ENROLLING A CHILD LESS THAN ONE (1) YEAR OF AGE.		PARENT/GUARDIAN INITIALS
<b>I</b>	I HAVE BEEN NOTIFIED THAT I MAY REQUEST NOTICE AT INITIAL ENROLLMENT OR ANY TIME THERE AFTER WHETHER THERE ARE CHILDREN CURRENTLY ENROLLED IN OR ATTENDING THE FACILITY FOR WHOM AN IMMUNIZATION EXEMPTION HAS BEEN FILED.		PARENT/GUARDIAN INITIALS
PARENT'S/GUARDIAN'S SIGNATURE			DATE
<b>CACFP REQUIREMENT</b>	FIRST ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	SECOND ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	THIRD ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
SECTION FOR CHILD CARE REGULATION  
**PARENT'S HEALTH STATEMENT FOR SCHOOL-AGE CHILD**

SAVE

PRINT

RESET

**IDENTIFYING INFORMATION**

CHILD'S NAME

BIRTHDATE

**HEALTH STATEMENT (CHECK ONE)**

- ☐ My child is in good health, is able to participate in group care, has no special health or medical requirements.
- ☐ My child is able to participate in group care but has special health or medical requirements as listed below.

**SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQUIREMENTS**

PLEASE LIST ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHRONIC HEALTH PROBLEMS (SUCH AS ASTHMA, SEIZURES), BEHAVIORAL DISORDERS, SPECIAL NEEDS, ETC.

PARENT OR LEGAL GUARDIAN SIGNATURE

DATE



**RESET**

PRESCRIPTION MEDICATION SHALL BE IN THE ORIGINAL CONTAINER AND LABELED WITH THE CHILD'S NAME, INSTRUCTIONS, INCLUDING TIMES AND AMOUNTS FOR DOSAGES, AND THE PHYSICIAN'S NAME. ALL NON-PRESCRIPTION MEDICATION SHALL BE IN THE ORIGINAL CONTAINER AND LABELED BY THE PARENT(S) WITH THE CHILD'S NAME AND INSTRUCTIONS FOR ADMINISTRATION, INCLUDING TIMES AND AMOUNTS FOR DOSAGES. A SEPARATE FORM IS NEEDED FOR EACH MEDICATION. THIS FORM IS VALID ONLY FOR THE DATES INDICATED BELOW.

(PROPER NAME OF MEDICATION)

CHILD'S FULL NAME	DATE MEDICATION TAKEN FROM	UNTIL
DOSAGE	TIME(S) OF DAY	
POSSIBLE SIDE EFFECTS		
SIGNATURE OF PARENT(S) OR GUARDIAN		DATE

[illegible]



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES (MDHSS)  
COMMUNITY FOOD AND NUTRITION ASSISTANCE – CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**CACFP ENROLLMENT FORM FOR CHILD CARE CENTERS**

**NOTE: DEPARTMENT OF HEALTH AND SENIOR SERVICES OFFICIALS OR A SPONSORING ORGANIZATION REPRESENTATIVE MAY CONTACT YOU TO VERIFY INFORMATION.**

CHILD'S FULL NAME		DATE OF BIRTH	
PARENT OR GUARDIAN NAME		STREET ADDRESS	
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER ( )
NAME OF CHILD CARE CENTER			PHONE NUMBER ( )
CENTER CONTACT PERSON'S NAME		CHILD'S DATE OF ENROLLMENT (FIRST DATE ATTENDING THIS CENTER)	

IN THIS COLUMN, CHECK THE DAYS YOUR CHILD USUALLY ATTENDS DAY CARE !!	WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY?	WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY?	WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION.
	CIRCLE AM OR PM	CIRCLE AM OR PM	
MON	AM PM	AM PM	
TUES	AM PM	AM PM	
WED	AM PM	AM PM	
THURS	AM PM	AM PM	
FRI	AM PM	AM PM	
SAT	AM PM	AM PM	
SUN	AM PM	AM PM	

**CHECK WHEN YOUR CHILD IS IN CARE AT THIS CENTER**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> FULL DAY CARE        | <input type="checkbox"/> BEFORE SCHOOL CARE           | <input type="checkbox"/> EVENING CARE   |
| <input type="checkbox"/> HALF DAY – MORNING   | <input type="checkbox"/> AFTER SCHOOL CARE            | <input type="checkbox"/> OVERNIGHT CARE |
| <input type="checkbox"/> HALF DAY – AFTERNOON | <input type="checkbox"/> BEFORE AND AFTER SCHOOL CARE |   |

**CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS CENTER**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> BREAKFAST     | <input type="checkbox"/> LUNCH           | <input type="checkbox"/> SUPPER        |
| <input type="checkbox"/> MORNING SNACK | <input type="checkbox"/> AFTERNOON SNACK | <input type="checkbox"/> EVENING SNACK |

**CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS CENTER**

- |  |  |
|--|--|
| <input type="checkbox"/> NEW YEARS DAY (JANUARY 1)               | <input type="checkbox"/> INDEPENDENCE DAY (JULY 4)   |
| <input type="checkbox"/> MARTIN LUTHER KING'S BIRTHDAY (JANUARY) | <input type="checkbox"/> LABOR DAY (SEPTEMBER)       |
| <input type="checkbox"/> PRESIDENT'S DAY (FEBRUARY)              | <input type="checkbox"/> THANKSGIVING DAY (NOVEMBER) |
| <input type="checkbox"/> MEMORIAL DAY (MAY)                      | <input type="checkbox"/> CHRISTMAS DAY (DECEMBER 25) |

SIGNATURE OF PARENT OR GUARDIAN	DATE
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**ANNUAL UPDATES: THE PARENT OR GUARDIAN SIGNING THIS FORM CERTIFIES THAT THE ENROLLMENT INFORMATION IS CORRECT. IF INFORMATION HAS CHANGED, THE PARENT OR GUARDIAN HAS WRITTEN THE APPROPRIATE CHANGES ON THE FORM AND INITIALED THE CHANGE. IF THERE ARE MANY CHANGES, PLEASE COMPLETE A NEW FORM.**

FIRST ANNUAL UPDATE	PARENT SIGNATURE	DATE
SECOND ANNUAL UPDATE	PARENT SIGNATURE	DATE
THIRD ANNUAL UPDATE	PARENT SIGNATURE	DATE





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)  
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  
**INCOME ELIGIBILITY FORM FOR CHILD CARE CENTERS**

To apply for free or reduced-price meal eligibility benefits for your child(ren), please fill out this form and return it to the child care center.

**PART 1: CHILDREN ENROLLED AT THE CHILD CARE CENTER**

Complete information below for children enrolled at the center. If child(ren) are receiving Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamp) or Temporary Assistance (formerly AFDC, now funded by TANF), complete Parts 1, 3, and 4 only. Complete Parts 1, 2, 3, and 4 if you did not provide a SNAP case number or Temporary Assistance case number **for all of the children listed in Part 1.**

NAME (first and last)	FOSTER CHILD	BIRTH DATE	SNAP CASE NUMBER	TEMPORARY ASSISTANCE CASE NUMBER
		/ /		
		/ /		
		/ /		
		/ /		

**PART 2: HOUSEHOLD AND INCOME INFORMATION**

List all members of the household not including the children listed in Part 1. Indicate source and amount of current monthly gross income for all members of the household before deductions, such as taxes and social security. Where there are wage earners and self-employed adults, the income of the wage earner cannot be offset by the business losses of the self-employed adult. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income. Irregular self-employed income may be averaged over the prior 12 months. Foster children may be eligible regardless of household income. Contact the center for more information.

INCOME BASED ON (CHECK ONE)

☐ YEARLY ☐ MONTHLY ☐ 2 X A MONTH ☐ EVERY 2 WEEKS ☐ WEEKLY

HOUSEHOLD MEMBERS	GROSS WAGES	WELFARE, CHILD SUPPORT, ALIMONY	PENSIONS, RETIREMENT, SOCIAL SECURITY	OTHER

**PART 3: RACIAL ETHNIC INFORMATION** (You are not required to answer this section)

Are you of Hispanic or Latino origin? ☐ YES ☐ NO

What is your race? (Select one or more)

AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART 4: SIGNATURE**

I hereby certify that all information provided is correct. I understand that this information is being given in connection with the receipt of federal funds, that institution officials may verify information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal laws.

SIGNATURE OF ADULT FAMILY MEMBER	SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY) XXX-XX-	DATE / /
PRINTED NAME OF ADULT	ADDRESS	PHONE NUMBER ( ) -

Section 9 of the National School Lunch Act requires that, unless your children's SNAP or Temporary Assistance case number is provided, you must include the last four digits of a social security number of the adult household member signing the application or indicate that the household member signing the application does not possess a social security number. Provision of the last four digits of a social security number is not mandatory, but if the last four digits of a social security number are not provided or an indication is not made that the signer has none, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the accuracy of information stated on the application. These verification efforts may be carried out through program reviews and investigations, and may include contacting employers to determine income, contacting a SNAP or welfare office to determine current certification for receipt of SNAP or Temporary Assistance benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to provide the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

**FOR CENTER USE ONLY**

TOTAL HOUSEHOLD SIZE:	INCOME:	INCOME BASED ON (CHECK ONE):	SNAP (Food Stamp)	TEMPORARY ASSISTANCE
		YEAR MONTH 2 X A MONTH EVERY 2 WEEKS WEEKLY	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Eligibility Determination: ☐ Free ☐ Reduced ☐ Paid

SIGNATURE OF CENTER REPRESENTATIVE	DATE
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# SCHOOL AGE CHILD CARE PROGRAM

## FEE SCHEDULE

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School Attending: \_\_\_\_\_

<b>Please Check One</b>	✓	<b>Part Time (1-2 Days) Members</b>	✓	<b>Part Time (1-2 Days) Community Participant</b>	✓	<b>Full Time (3 Days or more) Members</b>	✓	<b>Full Time (3 Days or more) Community Participant</b>
<b>Before School</b>		<b>\$24.00</b>		<b>\$36.00</b>		<b>\$30.00</b>		<b>\$42.00</b>
<b>After School</b>		<b>\$30.00</b>		<b>\$46.00</b>		<b>\$38.00</b>		<b>\$53.00</b>
<b>Before &amp; After School</b>		<b>\$45.00</b>		<b>\$67.00</b>		<b>\$56.00</b>		<b>\$84.00</b>

### Payment Terms:

- Registration Fee: \$30 per family, due at registration, along with first week's tuition.
- Weekly fees are paid on Wednesday by electronic funds transfer (EFT) from a specified checking/savings account, credit or debit card for the following week of service. Should any EFT or charge not be honored, the Y will attempt to redraft the payment. If the EFT or charge is not honored on the redraft, another form of payment must be provided, plus a \$10 service charge.
- Failure to notify the Y a week in advance of any changes to your child's schedule or enrollment will result in the bank draft being processed the Wednesday prior. No refunds will be issued.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# ACCOUNT ACCESS AUTHORIZATION

I authorize the following to have access to my child(ren)'s account in the event that the named person(s) is paying the account. I understand by listing the person(s), that they will have access to the account balance for my child(ren). If a person has not been authorized, information about my child(ren)'s account should not be provided.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## EXTRA CURRICULAR ACTIVITIES

I give my permission for my child \_\_\_\_\_, to participate in  
Name of Child

\_\_\_\_\_. The program will run from \_\_\_\_\_  
Name of Program Start Date

to \_\_\_\_\_, and they will meet every \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
End Date Day of the Week Start Time End Time

\_\_\_\_\_ My child WILL return to the School Age Child Care program after the activity.

\_\_\_\_\_ My child WILL NOT return to the School Age Child Care program after the activity.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# SCHOOL AGE CHILD CARE BANK DRAFT FORM

School name: \_\_\_\_\_

First Name	MI	Last Name	M/F	Birth Date
Telephone	Cell	Email		

## Billing Address

Street	City	State	Zip
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## Payment Terms & Conditions

■ In order to provide for convenient School Age Child Care payments to the YMCA of St. Joseph, we authorize electronic funds transfer (EFT) from this specified checking/savings account, credit or debit card. We will provide a one week written notice for any changes to our account. Please Initial \_\_\_\_\_

■ Should any EFT or charge not be honored, we understand that the Y will attempt to redraft the payment. If the EFT or charge is not honored on the redraft, we will be required provide another form of payment plus a \$10 service charge. Please Initial \_\_\_\_\_

**Failure to notify the Y a week in advance of any changes to your child's schedule or enrollment will result in the bank draft being processed the Wednesday prior. No refunds will be issued.**  
Please Initial \_\_\_\_\_

## Payment Options

Electronic Funds Transfer (EFT):      \$ \_\_\_\_\_ . \_\_\_\_\_      beginning (MMYY)      \_\_\_\_\_

A. ☐ Checking ☐ Savings      Bank Name: \_\_\_\_\_  
Account Number      \_\_\_\_\_      Please attach a voided check  
Routing Number      \_\_\_\_\_

B. Debit/Credit Card: ☐ Visa    ☐ MC    ☐ Discover    ☐ AMEX

\_\_\_\_\_      Expire Date      \_\_\_\_\_

**I have read and agree to all terms of the YMCA payment terms and conditions.**

Signature of Responsible Party	Date
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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF ST. JOSEPH THIRD PARTY

**This form must be signed and submitted at time of registration.**

The YMCA of St. Joseph accepts payment from DFS (Division of Family Services)/Voc Rehab. It is important that you read the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third party funding. This agreement is **REQUIRED** for all families who are subsidized by DFS/Voc Rehab, Third Party agencies, or other individuals. Please read the following carefully.

As a parent or legal guardian of **(child's name)**, I understand and agree to the following:

- I am responsible for payment of the **full weekly tuition fee, due every Wednesday (paid by EFT) for the following week of service**, until official notice of DFS/Voc Rehab qualification is received. I have read the **Parent Handbook and Fee Schedule**, including payment policies, and understand that I am responsible for any fees not covered by DFS/Voc Rehab or third party, **including the \$30 per family registration fee.**
- Initially I am responsible for **payment at the full fee for any care I use that is not authorized by DFS/Voc Rehab.**  
This includes, but is not limited to:
  1. Any care that occurs before or after the dates authorized by DFS/Voc Rehab.
  2. Care used on days/times not authorized by DFS/Voc Rehab.
  3. Late pick-up fees
  4. Late payment fees
  5. **ANY** other fees as indicated in YMCA documents including the Parent Handbook.
- I will **contact DFS/Voc Rehab and the YMCA immediately, in writing, if my situation changes (employment status, hours of work or enrollment in school, class schedule, custody issues, living arrangements, change of address).**
- I will provide my caseworker with documentation at least **two weeks before my contract expiration date.** This gives your caseworker time to process your information and provide a new authorization to the Y before your current contract expires.
- Cancellation/Expiration of DFS/Voc Rehab funds **does not automatically cancel or change** my childcare with the YMCA. **I am responsible for completing change/cancellation forms** according to YMCA policies. **If your DFS/Voc Rehab expires, you will be charged as a full paying family** until the Y receives a change/cancellation form.
- I understand that **YMCA financial assistance may be available** if I have applied, but do not qualify for DFS/Voc Rehab. Financial assistance **is not retroactive.**
- **I understand that failure to make payments as scheduled can/will result in termination of my care and will result in lack of DFS/Voc Rehab benefits for future providers. Failure to pay all fees in a timely manner may result in disenrollment from the program and your account being sent to collection.**

Expiration Date:

\_\_\_\_\_

Weekly Amount due from parent

\$ \_\_\_\_\_

Child's Name:

\_\_\_\_\_

Program Location:

\_\_\_\_\_

Parent/Guardian Name *(please print)*:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

### DVN Numbers

- **Eugene Field** – 000177017
- **Hyde** – 001800028
- **Parkway** – 001800073
- **Pershing** – 001800082
- **Pickett** – 001993231
- **Oak Grove** – 002487385



**YMCA OF ST. JOSEPH, MO**

**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. YMCA of St. Joseph, MO has put in place preventative measures to reduce the spread of COVID-19; however, YMCA of St. Joseph, MO **cannot guarantee that you will not become infected with COVID-19**. Further, participation could increase your risk of contracting COVID-19.

**READ CAREFULLY BEFORE SIGNING – INITIAL EACH PARAGRAPH**

\_\_\_ INITIALS By signing this agreement, I **acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability, and death.** I understand that the risk of becoming exposed to or infected by COVID-19 at YMCA of St. Joseph, MO may result from the actions, omissions, or negligence of myself and others, including, but not limited to, YMCA of St. Joseph, MO's employees, volunteers, and program participants and their families.

\_\_\_ INITIALS I **voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation at YMCA of St. Joseph, MO.** On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless YMCA of St. Joseph, MO, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of YMCA of St. Joseph, MO, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation at YMCA of St. Joseph, MO.

\_\_\_ INITIALS I represent that I have adequate insurance to cover any injury or illness I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or illness myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.

\_\_\_ INITIALS In the event that I file a lawsuit, I agree to do so in the state where YMCA of St. Joseph, MO is located, and I further agree that the substantive law of that state shall apply. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

\_\_\_ INITIALS By signing this document, I agree that if I am exposed or infected by COVID-19 during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

\_\_\_ INITIALS I **have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing.** Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. I **have read and understood this document and I agree to be bound by its terms.**

\_\_\_ INITIALS If I have signed a separate general waiver of liability connected to my participation at YMCA of St. Joseph, MO, I agree that the terms of that waiver are wholly incorporated into this document and that the terms of this document are incorporated into the separate general waiver.

\_\_\_ INITIALS ***I agree that I will practice safe social distancing and clean hygiene during my participation at YMCA of St. Joseph, MO.***

Signature\_\_\_\_\_Print Name\_\_\_\_\_Telephone (\_\_\_\_)\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_Date\_\_\_\_\_

**PARENT OR GUARDIAN ADDITIONAL AGREEMENT**

YMCA of St. Joseph, MO **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

**PARENT OR GUARDIAN ADDITIONAL AGREEMENT(Must be completed for participants under the age of 18)**



YMCA of St. Joseph  
PO Box 999  
St. Joseph, MO 64502  
816-671-YMCA  
[www.stjoymca.org](http://www.stjoymca.org)

## CHANGE FORM SCHOOL AGE CHILD CARE PROGRAM

Child's Name: \_\_\_\_\_  
School Attending: \_\_\_\_\_

Birthdate: \_\_\_\_\_

### REGULAR MONTHLY SCHEDULE CHANGE

IMPORTANT!!!! One Week Notice must be given.

- ☐ **Change** my child's enrollment for  
the remainder of the school year:  
**Effective Date:**

\_\_\_\_\_

Please elaborate below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### New Schedule

##### Current Schedule

- ☐ Before School  
☐ After School  
☐ Before & After School

##### New Schedule

- ☐ Before School  
☐ After School  
☐ Before & After School

### DISENROLL - ONE-WEEK NOTICE

- ☐ **Disenroll** my child for the remainder of the school year:  
*(My child will be disenrolled from all childcare programs in which they are currently enrolled unless otherwise noted.)*

Last Attendance Date: \_\_\_\_\_

### SIGNATURE REQUIRED

I understand that the changes above may affect my payment amount. The new amount will continue to be charged automatically by electronic funds transfer (EFT), credit or debit card on file at the YMCA.

Responsible Party Name: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return form to one of the following:

1. Hand deliver to: Site Director
2. Email to: [jryan@stjoymca.org](mailto:jryan@stjoymca.org) or  
[hhirter@stjoymca.org](mailto:hhirter@stjoymca.org)
4. Mail to: PO Box 999, St. Joseph, MO 64502

OFFICE USE ONLY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### **Acknowledgement of Receipt of YMCA School Age Child Care Parent Handbook**

I acknowledge I have received a copy of the YMCA School Age Child Care Parent Handbook. I agree to abide by the policies and procedures outlined in this handbook.

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Parent's Signature

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Date