



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

## BAFY KIDS' CLUB 2012-2013

Please complete all blanks on this form. Incomplete enrollment forms cannot be accepted.

Child's Name \_\_\_\_\_ Nickname (if any) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

School currently attending (if applicable) \_\_\_\_\_ Grade Entering \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

To better serve you please provide us with your email address \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Name of Medical Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Emergency contacts of two people in the event that we cannot reach either parent.

1. \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Other authorized persons for pickup \_\_\_\_\_

Persons NOT authorized for pickup \_\_\_\_\_

School and Child Care Centers previously attended \_\_\_\_\_

Are there any special needs, medical conditions, birthmarks, or allergies of which we should be aware?

What are the symptoms and action to be taken (if any)? \_\_\_\_\_

Site Location (Please Circle)

**Bedford Y (Bedford Elementary, Primary, Thaxton, Montvale Students Bussed to Y)**

**Goodview Elementary**

**New London Academy**

**Otter River Elementary**

**Stewartsville Elementary**

**Thomas Jefferson Elementary (Forest Students bused to TJ)**

**According to the minimum standards put forth by the state of Virginia, we are unable to care for your child until all required paperwork is submitted.**

# YMCA Children's Code of Conduct

The rules outlined in the Children's Code of Conduct are based upon the Y Core Values.  
**I understand that I am expected to demonstrate these values EVERY DAY.**

## Caring

I will:

- Keep my hands and feet to myself
- Play gently so I won't hurt anyone
- Not call other people names
- Not use profanity
- Never bully another child or adult

## Honesty

I will:

- Play games and sports fairly
- Be honest about my actions

## Respect

I will:

- Address my counselors and parents with respect
- Not interrupt my counselors when they are speaking to another person
- Be quiet when my counselor asks
- Be respectful of Y/School games, equipment and property
- Understand that the counselors are in charge and will listen to their instructions

## Responsibility

I will:

- Sit safely in my chair
- Not sit or stand on chairs or tables
- Clean up after myself if my parent is waiting
- Not play with or throw rocks or dirt
- Throw away all of my trash and the trash around me

## Faith

I will:

- Believe in myself
- Believe in the goodness of others
- Always do my best in all that I do

I promise to follow this code of conduct.

Child's Signature

Date

-----FOR OFFICE USE ONLY-----

Administrator of Center Signature	
Place of Birth	Date of Birth
Birth Certificate Number	Date Issued
Date Child Entered Care	Date Child Withdrew From Care

Proof of child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placement agency, record from public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

# Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read this information and sign below.

- I understand that payment is due by 6 p.m. on Monday the week of service and two weeks of non-payment will result in suspension of child care.
- I understand that my child must be picked up by 6 p.m. I will be charged \$10 for each 10-minute interval past 6 p.m.
- I understand that I am not to leave my child at the program site unless a Y Child Care staff member or volunteer is there to receive and supervise my child.
- I understand that it is my responsibility to sign my child in upon arrival in the morning and sign my child out before leaving in the afternoon. **There is a sign-in/sign-out sheet available as you enter the program. There must be an exchange of responsibility from one adult to another; not from a child to staff. All persons signing children in/out must be at least 18 years of age; the Y cannot release minors to minors.** (See other pick-up provisions in handbook.)
- I understand that my child will not be allowed to leave the program with an unauthorized person. **Any person authorized to pick up my child must be listed on this form. Authorization by telephone will not be accepted.**
- I understand that Y staff and volunteers are not allowed to baby-sit or transport children at any time outside the Y facilities and programs. **If a violation of this policy is discovered, the Y will take immediate disciplinary action toward staff & volunteers.**
- I understand that state law mandates the Y to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

## Infection Control Policy Parent Agreement & Release of Liability:

I have read and understand the Infection Control Policy located in the Parent Handbook, and I agree to abide by it for the protection of my child as well as the other children and staff members at the Bedford Area Family YMCA Child Care Site.

In consideration of the permission granted to my child by the Bedford Area Family YMCA of Bedford, Virginia, to participate in the child care program, I/we hereby release the Bedford Area Family YMCA, it's agents, and employees, from all action, causes of action, damages, claims or demands which I, my heirs, executors, administrators, or assigns may have against the Bedford Area Family YMCA and other described parties for all personal injuries (known or unknown), has/have or may occur by participating in the child care program.

I have read and understand the Parent Statement of Understanding regarding Y policies and procedures.

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Parent/Guardian Signature

Date

I am aware that the Y Parent Handbook is available to me via the website and have read it.

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Parent/Guardian Signature

Date

I have provided a copy of my child's physical, immunization records, and birth certificate along with this form.

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Parent/Guardian Signature

Date

My child has attended the Bedford YMCA Child Care Program before. Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please give date last attended. \_\_\_\_\_

# Vehicle Conduct Rules

## Transportation

Children must follow these basic rules while being transported. Transportation is a privilege and should be treated that way. A parent will be notified and asked to discuss proper behavior with his/her child when the first infraction occurs. If there is a second infraction, all transportation services will be denied for a minimum of two days.

1. No fighting, swearing or abusive behavior
2. Children must remain seated properly with seat belts on at all times (when available on vehicle)
3. Children can not have any part of his/her body out of the vehicle
4. No eating or drinking in the vehicle
5. Potentially dangerous actions will not be tolerated

# Pool Rules

## Swimming

The following rules are in place to ensure your child's safety while enjoying a fun swim experience.

1. No rough horseplay, running, pushing or dunking will be allowed
2. No abusive language
3. The lifeguard has the right to dismiss anyone who is careless or a danger to others
4. No food or drinks are allowed in the pool area
5. No unauthorized flotation device
6. Follow the instructions of the Y staff at all times

1. My child has permission to be transported by a Y vehicle and to participate in all Y program activities and related field trips.
2. My child has permission to participate in swimming activities. Please provide a detailed statement regarding your child's swimming skills (Mandatory Licensing regulation 560.8)  

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3. The center agrees to notify the parent/guardian whenever the child becomes ill. The parent/guardian agrees to pick up the child within 30 minutes of receiving the call that your child is ill. (A temperature of over 100°F, recurrent vomiting/diarrhea or a communicable disease would require exclusion from the Y.)
4. The parent/guardian authorizes the center to obtain immediate care if any emergency occurs when she/he cannot be located immediately. I understand that in an emergency, my child might be transported in a private vehicle.
5. The parent authorizes the application of sunscreen for their child by Y staff. (Please note any adverse reaction to sunscreen of which you may be aware.)
6. The parent authorizes the application of insect repellent for their child by Y staff. (Please note any adverse reaction to sunscreen of which you may be aware.)
7. The parent agrees to inform the Y Child Care staff/director with 24 hours of the next business day if their child or any other immediate household member has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

By signing below, you are authorizing all of the above.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Model Release (Optional)

I hereby consent to the use of my dependent's photographs in any printed material for promotions of the Bedford Area Family YMCA.

In-house only

Publications

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

BEDFORD AREA FAMILY YMCA  
BAFY KIDS' CLUB  
CREDIT CARD PAYMENT AUTHORIZATION



Dear Parent/Guardian,

We are able to accept child care payments by credit card. This payment can be deducted monthly or as a one-time payment. Please fill out the information below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Circle Card Type: VISA Master Card Discover AMEX

Account Number: \_\_\_\_\_

CID Number (3 digit security code): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Amount to be deducted per month: \_\_\_\_\_ One-time payment: \_\_\_\_\_

Childs' Name: \_\_\_\_\_

Child Care Site: \_\_\_\_\_

I hereby authorize the Bedford Area Family YMCA to debit automatically the indicated account for the purpose of child care payments to the Bedford Area Family YMCA. I acknowledge that I will notify the Y of any changes to my credit card or bank account.

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

# Bedford Area Family YMCA

## BAFY Kids' Club

### School Year 2012-2013



When the Bedford County Schools are closed due to Holidays and Teacher Workdays/Professional Development the satellite sites located throughout the Bedford County Schools will also be closed. The Bedford Area Family YMCA in Bedford offers childcare during such days. Below is a list of scheduled days when schools are closed for the 2012-2013 school year.

September 3	Labor Day	YMCA is CLOSED
October 22	Teacher Planning Day	Fun Day
November 6	Election Day	Fun Day
November 19, 20, 21	Thanksgiving Break	Turkey Camp
November 23	Day after Thanksgiving	<b>NO FUN DAY</b>
December 24-28	Winter Holiday	<b>NO FUN DAYS</b>
December 31	New Year's Eve	YMCA is CLOSED
January 1	New Year's Day	YMCA is CLOSED
January 2-4	Winter Holiday	Happy New Year Camp
January 18	Teacher Planning Day	Fun Day
January 21	Martin Luther King, Jr. Day	Fun Day
February 8	P/T Conferences	Fun Day
March 25	Teacher Planning Day	Fun Day
March 29	Possible Student/Teacher Holiday	Fun Day
April 1-5	Spring Break	Spring Break Camp
May 24	Possible Student/Teacher Holiday	Fun Day
May 27	Memorial Day Holiday	YMCA is CLOSED
June 6-7	School has ended	NO FUN DAYS (to prepare for Summer Camp)

June 10-14                      YMCA Summer Day Camp Begins

FUN DAYS are an additional cost of \$30 (Financial Assistance is available for these days as well). Reservations are preferred but as long as your child is in the BAFY Kids' Club drop-ins are welcome.