

**YWCA KIDS WORLD PROGRAM  
2024-25 SCHOOL YEAR  
KIDS WORLD PAPERWORK CHECKLIST**

- Kids World Registration Form (one registration form per child).
- Kids World Parent Handbook Sign-off Sheet
- \$75.00 per child non-refundable enrollment fee. Current Kids World accounts can pay the enrollment fee on [www.myProCare.com](http://www.myProCare.com).
- Newly enrolled in Kids World, please call the YWCA Front Desk at 607-733-5575 to process your enrollment fee. Registrations are not complete unless paid.
- Automatic Payment Authorization form (if applicable)
- Credit Card Authorization Form (if applicable)
- Financial Responsibility Contract
- Provider form (if applicable)
- Custody Papers (if applicable)

All forms must be submitted before your child is enrolled and accepted into the Kids World Program.  
Thank you!

## YWCA Kids World Program Registration

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

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

School child attends: \_\_\_\_\_

Grade Entering in Fall: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Sex:  M  F

Using Before- School Program:  Yes  No

Using After-School Program:  Yes  No

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

Days child will attend program:  M  T  W  TH  F

### SPECIAL INFORMATION:

Illness, Disabilities, Allergies: \_\_\_\_\_  
\_\_\_\_\_

Medication Taken Regularly: \_\_\_\_\_  
\_\_\_\_\_

Diet habits, activity restriction, behavior concerns: \_\_\_\_\_  
\_\_\_\_\_

I give permission to photograph my child for the program activities, for newspaper, FB, web and television releases and educational publications:  Yes  No

In case of accident, injury, or medical emergency when parents and persons designated cannot be reached, the program may authorize emergency medical treatment (i.e. take to the hospital) and grant access to my child's health records.  Yes  No

Child's Physician: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

I consent to the enrollment of the child listed above. I understand that the YWCA does not bill for this program and I agree to pay the monthly fee by the first of each month. Unpaid bills will result in your child's dismissal from our program.

Parent/Guardian Signature: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

(Mother's name)

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

Home Phone No: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

(Father's name)

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

Home Phone No: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is there a special custody situation?  N/A  yes  no  
(If yes, please provide a copy of your custody order with this form)

**List the Names of Adults** who may pick up your child from the program without a note and who are emergency contacts:

1) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

2) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

3) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_

## YWCA Kids World Program 2024-2025 School Year Registration and Fees Information

The attached application packet contains registration information for the **2024-2025 school year**. Please complete one registration form for each child. Please return the **Registration form, Direct Debit/Credit Card Form if applicable, Parent Handbook Sign-Off sheet** and **Financial Responsibility Contract** along with a \$75.00, per child, non-refundable enrollment fee to the YWCA, 211 Lake Street, Elmira, NY 14901. The enrollment fee is required at the time of enrollment. The enrollment fee is an annual fee. You can call the YWCA Front Desk at 607-733-5575 to make your enrollment payment or make payment at the Front Desk when submitting your paperwork.

**If your child receives any childcare funding, please send the acceptance letter from the Childcare Council. Childcare funding must be in place before your child can start.**

Registration forms will only be accepted by email to [kwfall@ywcaelmira.org](mailto:kwfall@ywcaelmira.org) or by bringing it into the YWCA at 211 Lake Street, Elmira, NY 14901.

***NO FAXED FORMS WILL BE ACCEPTED.***

**QUESTIONS?** Contact the YWCA Kids World Department at 607-733-5575

### **After-School Program Hours– 2:00pm – 6:00 pm**

#### **2024-25 After School Program Fees**

#### **And Full Day Fees:**

#### **After School Program Fees:**

##### **4 to 5 days per week: (Full-time)**

\$395 per month for one child (\$98.75 per week)

\$315 per month for each additional child

##### **3 days per week: (Part-time)**

\$245 per month for one child (\$61.25 per week)

\$200 per month for each additional child

#### **Full Day Program fees at the YWCA:**

##### **Time: 6:30 am – 5:30 pm**

\$50 per day for one child

\$40 per day for each additional child

#### **Before School Program Fees & Locations:**

##### **4 to 5 days per week: (Full-time)**

\$140 per month for one child (\$35.00 per week)

\$95 per month for each additional child

##### **3 days or less per week: (Part-time)**

\$85.00 per month for one child \$21.25 per week)

\$65.00 per month for each additional child.

#### **Before School Program Locations:**

##### **Horseheads Central School District**

**Big Flats, Center St., Gardner Road &**

**Ridge Road Elementary Schools**

**School Cafeterias**

**Time: 6:30 am – 9:00 am**

##### **Elmira Heights School District**

##### **Before School:**

**Cohen Elementary School Cafeteria**

**Time: 6:30 am – 8:00 am**

**Kids World FULL DAYS/  
CONFERENCE DAYS/SNOW DAYS  
2024-2025**

**Kids World** is held at the **YWCA, Lake St., Elmira Site, during full day conferences, and school holidays** (i.e. Winter Recess, Spring Recess), except when the YWCA is closed for a holiday observance. Please note: There are days that only one school district may have a full day conference, and in some instances, we are unable to run those programs, if all other districts are in session. Always call to verify the day your school has off to see if we are providing a program.

**The YWCA DOES NOT HAVE KIDS WORLD ON SNOW DAYS.**

**The YWCA is closed on the following days and subject to change:**

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
July 4th	

- **The Full Day Program runs from 6:30 am to 5:30 pm.**
- Limited number of spaces are available, so please call the YWCA at 733-5575 to reserve a spot for your child as far in advance as you can. A deposit of 50% is required to hold your space. When you reserve a spot for your child to attend, you will be responsible for payment even if your child does not attend.
- The fees for the Full Day/Conference Day Program are as follows:  
\$50/day for the first child                      \$40/day for each additional child.
- A morning and afternoon snack is provided during these programs.



Attached is the 2024-25 YWCA Kids World After-School Program Parent Handbook.

Please acknowledge by signing below and return this sheet with your child's registration form.

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

**Before-school site:** \_\_\_\_\_

**After-school site:** \_\_\_\_\_

I/we have been given and read the After-school Program Parent Handbook explaining each of the policies and procedures listed below:

- Program Description
- Admission and Withdrawal Policy
- YWCA Registration/Enrollment Fee
- Monthly Fees
- Payments/Late Fees/Outstanding Balances
- Payment Assistance
- Credits/Refunds
- Cancellations
- Full Day Conferences Days and School Breaks
- Snow Delays/Snow Days
- Cancellation of All After School Activities
- Emergency Policy
- Emergency Preparedness Plan
- Authorized Persons
- Custody and Protection Orders
- Medication and Sick Policy
- Snacks
- Behavior Management
- Severe Clause/Zero Tolerance
- Conduct Policy
- Child Abuse Procedures
- Sign-Out Procedures
- Homework
- Personal Property
- Unexpected Dismissal from School
- Pick-up Policy
- Intoxication/Drug Usage
- Liability Statement

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

## KIDS WORLD AFTER-SCHOOL PARENT HANDBOOK 2024-2025

### **PROGRAM DESCRIPTION**

The YWCA Childcare Program aims to provide high quality school age care for kindergarten through sixth grade children. The program includes activities which encourage creativity, independence, responsibility, and fun.

The teaching staff prepares weekly plans which include a wide range of supervised activities. The children are involved in the planning of activities.

- . Creative expression
- . Indoor/outdoor sports and games.
- . Quiet time for homework & reading.
- . Special projects and events
- . Arts & Crafts
- . Character enrichment activities

All activities are designed to promote positive self-esteem, appreciation and respect for each child's background and culture. The Program does not discriminate on the basis of race, color, gender, religion or national origin or solely on the basis of HIV status. Every effort will be made to admit a disabled child who can benefit from the program and if reasonable modifications can be made to accommodate the child.

### **ADMISSIONS and WITHDRAWAL POLICY**

Admission is on a first-come basis. Parents are required to complete and return a registration packet prior to the child's enrollment. The following forms must be complete: Program Registration Form, Direct Debit/Credit Card Form if applicable, a signed Statement of Parent Handbook received, and a signed Financial Responsibility Contract. If your child receives any childcare funding, please send a copy of the acceptance letter from the Childcare Council. Childcare funding must be in place before your child can start and a provider form signed by the parent and the YWCA for the month that child is starting. It is crucial for you to keep us updated on any changes. (i.e. contact names, telephone numbers, child's health, etc.)

**Two weeks' written notice is required if you wish to withdraw your child from the program. Failure to provide a 2-week notice will result in continued payment.**

### **REGISTRATION/ENROLLMENT FEE**

A \$ 75.00 non-refundable registration/enrollment fee is required at the time of enrollment for the Kids World before school or after-school program, and or summer enrichment program. The enrollment fee is an annual fee. You can call the YWCA Front Desk at 607-733-5575 to make your enrollment payment or make payment at the Front Desk when submitting your paperwork.

## **MONTHLY FEES**

Monthly fees are based on the 180 full days children attend school (excluding: holidays, conference days, and school breaks) and then divided into 10 equal monthly payments for the school year of (September-June). Each month you pay 1/10<sup>th</sup> of your total before and after school program bill, regardless of the number of school days occurring in that month. The YWCA does not give credits for holidays, conference days, snow days, illnesses or family vacations taken during school days. Fees are subject to change with two weeks' notice. A fee schedule is given at the time of enrollment. There is an extra charge for the full day/half day/holiday programs. **There is a 5% discount if you use a bank draft method of payment off the total tuition price is granted when paying the tuition in full and in advance for the school year.**

## **PAYMENTS/LATE FEES/OUTSTANDING BALANCES**

You may pay your tuition online and enrollment fee via our online option [www.myprocare.com](http://www.myprocare.com) or by check, cash, and money order. Newly enrolled in Kids World, please call the YWCA Front Desk at 607-733-5575 to process your enrollment fee. Payments are due on the 1<sup>st</sup> of each month.

For your convenience, also included in this packet is an Authorization Agreement form for ACH and Credit Card. If you choose to use these payment options, please return the form with your child's registration. Kids World registration is on a first-come first-serve basis.

Checks returned to the YWCA for insufficient funds will result in a charge of \$35.

**A late fee of \$35 will be assessed for payments not received by the first of each month.**

Outstanding balances will result in an inability to register for future programs and if payment is not received by the 15<sup>th</sup> of the month, your child will be withdrawn from the Kids World Program until the balance is paid in full.

**YWCA STAFF CANNOT ACCEPT PAYMENTS AT SITES.**

Please contact the Kids World Billing Department if a receipt is needed for employer reimbursement programs.

**A new authorization agreement forms for both ACH and credit card must be completed for each school year. Your form on file does not carry over from program to program.**

Special arrangements for payments may be made by calling the Kids World Billing Department. Payments in arrears at 30 days will be turned over to our collection agency.

## **PAYMENT ASSISTANCE**

***Governor Hochul has increased income guidelines for childcare funding to help working families with childcare needs. Please check our website at [www.ywcaelmira.org](http://www.ywcaelmira.org) to see income guidelines and application or by calling the Chemung County Childcare Council at 607-734-3941.***

## **CREDITS/REFUNDS**

Refunds or credit will be given if cancellation is required. Refunds will not be processed unless two weeks' written notice is given to the Kids World Billing Department. Refunds are prorated on the remaining program days in the month.

## **CANCELLATIONS**

We must have a minimum number of participants to operate our program and reserve the right to cancel any program due to low enrollment. To avoid cancellations, we will make every effort to accommodate parents wishing to enroll their child and may combine programs that are not full. If we cancel a program, we will contact you at least two weeks in advance to inform you.

## **\*\*FULL DAY CONFERENCE DAYS and SCHOOL BREAKS\*\***

Full Days will be held at the YWCA if we are open on those specific days. Flyers will be posted at the sign in/sign out table. You must sign up your child for the days off you need care at the YWCA two weeks in advance by calling the Front Desk at 733-5575 and placing your child's name on the list. At that time ½ deposit is required to hold your spot. The remainder is due on the last day your child attends.

## **SNOW DELAYS/SNOW DAYS**

The YWCA **does not** provide Kids World on **AM snow delays** or **snow days**. If the School Districts call for a **Two-Hour Delay due to early morning weather conditions**, there will be no morning KIDS WORLD program held at the school. **No program is available at the YWCA when there is a two-hour delay or a snow day**. Children are to report to school in two hours from their original opening time on **snow delays**. (Parents need to check with their individual school districts as to what time school will open)

## **CANCELLATION OF ALL AFTER-SCHOOL ACTIVITIES IN THE SCHOOL DISTRICTS:**

When a school district cancels all after-school/evening activities due to weather conditions, **The Kids World Program will still be held at your child's school as scheduled until 5:30 at the YWCA location and 6:00 pm at all the school locations**. The school will dismiss your child to the Kids World Program. In the event the weather becomes worse, the Kids World Site Supervisor will notify parents and ask if their child can be picked up earlier. This is for the safety of everyone.

## **EMERGENCY POLICY**

In the event of a State of Emergency, during the hours your child(ren) is in our Kids World Program, please be advised that the staff in our Kids World Program will remain with your child(ren) until you or an authorized pick-up person are able to pick them up. All sites have a well-defined plan for emergency and fire evacuation. We conduct drills each month.

## **EMERGENCY PREPAREDNESS PLAN**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, and severe thunderstorms, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic shelter in place drills are conducted at sites. In the event of a gas leak, your child will be relocated, and you will be notified immediately to come and get him/her. The YWCA has a plan in place for how to handle and respond to hostile or dangerous situations. At all times, we will place an emphasis on keeping your child safe. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so you and our staff may get home safely. If we need to evacuate from the YWCA to a different location, we will attempt to contact all parents (depending on phone service availability). There will also be a sign posted at the front door entrance to notify parents and guardians of the evacuation location the YWCA Kid's World Fall Program moved to.



## **AUTHORIZED PERSONS**

Please keep an updated list on file at the YWCA of persons who are authorized to pick up your child, their relationship and phone number(s). We cannot release your child to someone who is not listed. Advise all authorized persons to have appropriate photo identification. All persons picking your child must be at least 17 years of age and have proper photo identification. All children must be properly signed out.

## **CUSTODY and PROTECTIVE ORDERS**

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick-up roster. It is up to the custodial parent to make necessary changes to the child's pick-up roster when appropriate. It is helpful to the YWCA to have a divorce/court decree or separation document in your child's file so we can have a better understanding of their situation. Custody and protection orders must be on file with the YWCA Kids World Department to be **enforced**.

## **MEDICATIONS and SICK POLICY**

The YWCA does not administer medications in our after-school program other than over the counter topical ointments. However, we will allow parent/guardian to come and administer medication to their child if the medicine is not left in the after-school program.

Therefore, please try to arrange your child's medication schedule so that the school nurse can administer the medication.

If your child becomes ill while participating in our program, you will be contacted and asked to come and pick up your child from the program.

***If your child has a severe allergy that requires an epi-pen. An epi pen will need to be provided with a doctor's note, to be stored at the Kid's World Program Site for your children.***

## **SNACKS**

The YWCA will provide a nutritional snack during the before school and after school programs.

If your child attends Kids World at the YWCA during school breaks and/or conference days, breakfast and snacks will be provided. Lunch is not provided; Parents will need to provide a bag lunch.

## **BEHAVIOR MANAGEMENT**

Staff help children learn problem solving skills, self-confidence and positive values and patterns of behavior. Positive guidance and reinforcement are stressed to promote desirable behavior. **Corporal punishment is not allowed**. If a child consistently displays unacceptable behavior or repeatedly fails to respond to instructions, the following will happen:

1. We will talk to the child
2. Redirect child
3. Parent conference
4. Suspension
5. Removal from the Program

## **SEVERE CLAUSE-ZERO TOLERANCE**

When the health, welfare and safety of other children are at stake, the YWCA reserves the right to terminate childcare services immediately and we will contact you to come pick up your child. Possible reasons for termination of child from services include but are not limited to:

- Inappropriate behavior considered to be harmful to your child, staff, or other
- Incident reports resulting from inappropriate behavior
- Overdue fees or excessive tardiness in picking up your child.
- Problems that cannot be solved after repeated attempts (in these cases refunds for unused services will not be given)

## **CONDUCT POLICY**

Conduct policies have been developed to deal with situations in which a child's behavior poses a threat to their emotional/physical well-being of other children in the program.

- **Consistent arguing with staff and intentionally not following directions.**
- **Stealing or defacing another child's personal property**
- **Refusing to remain with group in designated areas**
- **Making verbal or physical threats or action against another person, including abusive/vulgar language, sexual, obscene gestures, and fighting.**

If the problem persists and the incident is deemed serious, with no significant changes in their behavior, it is at the discretion of the program director, that the parent will be notified, and the child will be terminated immediately from the program.

## **CHILD ABUSE PROCEDURES**

The YWCA staff is mandated by the New York State Office of Children & Family Services to report suspected child abuse or child neglect. Staff reports to the Director regarding suspected family abuse or neglect issues; the Staff reports to the Department of Social Services and the Office of Children & Family Services. The program is not required to notify families of these reports.

## **\*\*\*SIGN-IN, SIGN-OUT PROCEDURE - NEW (Please read)\*\*\***

As part of the new school year, all parents/legal guardians or individuals on the child's registration that is responsible for picking up the child from the Kid's World program will need to download the ProCare Mobile app onto their phone. This will be used to sign in and sign out your child each day.

Only the child's parent or legal guardian is allowed to add or remove names from your child's pickup list. All individuals picking up your child must be at least 17 years of age and have proper Identification. All children must be properly signed out via the ProCare Mobile App or scanning the QR code at the Kid's World site.

Once your child is registered for the Kid's World before school or after school programs, each parent will receive an invitation from ProCare to activate their unique parent identification number (PIN) that will be used for signing in/out your child(ren) through our ProCare Mobile App. Any additional approved people that will be picking up will also receive a code (identification will still be required upon pick up).

## **HOMEWORK**

Each weekday, we provide a quiet area for children to do their homework. While we encourage children to do their homework, it is not mandatory. We are there to help, but we do not provide extensive one-on-one. We cannot guarantee the completion of your child's homework.

## **PERSONAL PROPERTY**

To foster a more active and social approach to the before and after school program, the **YWCA does not permit electronic items (iPads, cell phones, watches, hand-held gaming devices, etc..)**. The YWCA is not responsible for lost or stolen devices. To prevent confusion over issues of ownership, we recommend labelling all your child's personal belongings with their name.

## **UNEXPECTED DISMISSAL FROM SCHOOL – NON-WEATHER RELATED**

Occasionally, school is dismissed unexpectedly early due to mechanical failure such as a water main break, failure in the heating system, or other unforeseen circumstances. Students should know where they are to go, without having to call home, if the school is dismissed early for any reason. Please make sure that you have submitted the emergency information form to your child's classroom teacher. If you still want your child to attend Kids World, then your child will be bused from their school to be housed at the YWCA Elmira for Kids World until pick up time at 6:00 pm. You will have to pick your child up at the Elmira YWCA. This does not include closure due to weather.

## **PICK-UP POLICY**

***Pick-up time is 5:30 pm at the YWCA location and 6:00 for all school locations, or your designated pick-up time as per Childcare Council. Any child that is picked up after 5:30, or after your designated pick-up time will incur a late fee of \$5 per child for every 1 minute after 5:30 pm, or after your designated pick-up time. At the designated closing time, the Teacher will begin to make attempts to locate the parent(s) at home and work. If parents are unable to be reached, the Teacher will contact the emergency numbers listed on the child's application.***

If no contact has been made with the parent(s) or emergency people **after the scheduled closing time of the program, the Teacher will contact the Director.** The Director will then call the local police non-emergency number and ask for assistance in locating the parents. **Repeated late pick-up WILL result in your child(ren) termination from the program.**

## **INTOXICATION/DRUG USAGE:**

Your child's safety is our priority. At times we are forced to make judgment decisions concerning their safety. If a YWCA staff member has reason to believe that the individual picking the child up is intoxicated or show signs of drug use, the child will not be released. An individual on your child's pick-up list will be contacted at that time and the child will be released upon their arrival. If those efforts fail, the local children's protective services will be contacted. If the parent, who is suspected of being intoxicated or impaired due to drug usage, becomes unruly or out of control the local police will be contacted.

## **Liability Statement**

I, the undersigned, as the parent/guardian of the said child(ren) listed, give permission for my child to participate in the YWCA Kids World Program and assume full responsibility for all risk of injury which may result from my child's participation in activities during the Kids World Program.



**AUTHORIZATION AGREEMENT FOR DIRECT DEBITS – Fixed Amount/Date  
2024-25 school year**

Company

Name YWCA Elmira and the Twin Tiers Child's Name: \_\_\_\_\_

I (we) hereby authorize YWCA Elmira and the Twin Tiers, hereinafter called COMPANY, to initiate debit entries to

My (our) [ ] Checking Account/ [ ] Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name \_\_\_\_\_

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

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Amount Authorized \_\_\_\_\_ Check One: [ ] Monthly, or [ ] Bi-Weekly (5<sup>th</sup> and 20<sup>th</sup>)

Monthly Only: Check One: [ ] 5<sup>th</sup> or [ ] 20<sup>th</sup>

Start Date \_\_\_\_\_

Please include payments for full day conference days/school breaks/holidays when using the program at the YWCA.  
\_\_\_\_yes \_\_\_\_no

I understand that should the regularly scheduled debit date fall on a weekend or Federal holiday; the debit shall occur on the following banking date.

I understand that a new Authorization Agreement form for Direct Debits must be completed each school year.

This authorization is to remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Parent/Guardian Name: \_\_\_\_\_

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: ALL DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGNATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

## Credit Card Authorization Form YWCA Kids World Program

I hereby authorize the YWCA of Elmira to charge my credit card and keep my credit card on file for the Kids World Program Fees during the 2024-25 school year. I understand that a “new” authorization form must be completed each school year and a separate form must be provided if I enroll my child in the “summer program”.

Please charge my credit card for full day conference days/school breaks/holidays when using the program at the YWCA. \_\_\_yes \_\_\_no.

I agree to the credit card transactions on the 15<sup>th</sup> of every month.

I understand that I must notify the Kids World Dept. if I no longer wish to use my credit card on file for payments.

Child's Name: \_\_\_\_\_  
First Name Last Name

Amount to be charged: \$ \_\_\_\_\_

Credit Card:  Visa  MasterCard  Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit security code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_  
First Name Last Name

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_  
Home# Work# Cell #

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Financial Responsibility Contract:

The following is a contract between the YWCA of Elmira & the Twin Tiers and the financially responsible parent/guardian of the herein listed child, to provide licensed childcare services in the form of Before or After School Programs, and/or Full Days/Half Days and Summer Programs, in accordance with terms and conditions outlined in this document and the Parent Handbook.

#### Fees & Rates:

I agree to pay the monthly/weekly rate as outlined in the Kids World Registration Packet based on the program my child attends, and upon the days I have indicated I want my child enrolled, regardless of their attendance.

I agree that this rate may be subject to change without notice.

If applicable, I agree to make on time payments until a childcare subsidy case is approved and verified by the YWCA if any are submitted.

All fees are billed based upon enrollment; NOT based on actual attendance. There is no discount or reduction in scheduled fees for absences.

#### Payment Agreement

I agree to make payment in full regardless of my child(ren)'s attendance.

I agree to pay the yearly enrollment fee for my child(ren) to attend Kids World.

I understand a late fee will be charged in the amount of \$35.00 per month that my payment is late.

I understand that if my account is more than one month delinquent, my child(ren)'s spot in the program will be terminated and my account will continue to accrue late payment fees until my account is paid in full or turned over to a collections agency.

#### Forms of Payment:

I understand that the following payment methods are accepted for payment of program fees:

- Check - made payable to: YWCA ELMIRA.
- Online Payments: Payment accepted online through our parent portal Procure.com ([www.myProCare.com](http://www.myProCare.com)) If new to Kids World, this option will not be available until your child's registration is processed.
- Credit Card payments: Mastercard, Visa, Discover
- Auto/Debit Card payments



My information below indicates my acknowledgement that I accept all terms and conditions outlined in this document and the Parent Handbook.

I acknowledge that the information below will be used by the YWCA to maintain financial accounting for my child in this program and may be used in the collections process should my account become delinquent.

**Child's Name:** \_\_\_\_\_  
\_\_\_\_\_

My signature below signifies my financial responsibility for the herein named child and acknowledges that I will be held financially responsible to YWCA Elmira for the services of the Kids World Program.

**\*Required – Primary Financially Responsible Parent/Guardian:**

_____	_____	_____
<b>*Parent/Guardian Name</b>	<b>*Parent/Guardian *Social Security Number *(REQUIRED)*</b>	<b>*Parent/Guardian *Date of Birth</b>
_____	_____	_____
<b>Parent/Guardian Signature</b>		<b>Date</b>