



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

YMCA OF THE TRIANGLE  
INFORMATION FORM

2019 Summer  
2019 – 2020 School Year

FOR OFFICE USE ONLY

Child's full name

Payor #

Program

Child #

## FAMILY INFORMATION

Check the box of the Parent/Guardian the YMCA should contact for billing and questions.

☐ Parent/Guardian's name \_\_\_\_\_ ☐ Male ☐ Female  
Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone # \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell Phone # \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell  
Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Email \_\_\_\_\_  
☐ Need flexible spending receipt Legal name for receipt \_\_\_\_\_

☐ Parent/Guardian's name \_\_\_\_\_ ☐ Male ☐ Female  
Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone # \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell Phone # \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell  
Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Email (must be different from above Parent/Guardian email) \_\_\_\_\_  
☐ Need flexible spending receipt Legal name for receipt \_\_\_\_\_

**Custodial rights - If parents are separated or divorced, custodial rights are:** ☐ Joint or ☐ Sole

- If sole custody, please designate appropriate Parent/Guardian name: \_\_\_\_\_.
- If joint custody, both parents must provide written consent for all names on the Emergency Contacts and Authorized Pick Ups list. Names listed below require approval by both parents.
- If relevant court order(s) exist regarding custody, provide a current signed copy of court order(s) with your application.

\_\_\_\_\_ Initial here, indicating you understand the above policy requirements.

## CHILD'S INFORMATION

Child's name (first/middle/last) \_\_\_\_\_ Name called \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
☐ Male ☐ Female Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade (as of Aug. 31, 2019) \_\_\_\_\_  
School \_\_\_\_\_ Track # \_\_\_\_\_

Every child has unique needs; we can serve your family better when we know those needs. The Y is an inclusive, welcoming space dedicated to serving children and families in a way to meet your needs. Your child's success at the Y is our top priority; therefore, if you have a request or a medical need, please contact us so we can work together to create the best experience for your child.

**Check all that apply to your child or check "None" for those that don't apply:**

☐ Medication (type and schedule) \_\_\_\_\_ ☐ None  
☐ Emotionally, behaviorally, intellectually or physically challenged (explain) \_\_\_\_\_ ☐ None  
\_\_\_\_\_  
☐ Allergies (type) \_\_\_\_\_ ☐ None  
☐ Special circumstances (see back page and provide additional information if necessary)/Requests \_\_\_\_\_  
\_\_\_\_\_ ☐ None

## CHILD'S ADDITIONAL EMERGENCY CONTACTS & AUTHORIZED PICK UPS

Please list the individuals who may be contacted in the event of an emergency if parents/guardians cannot be reached. Check to indicate who is authorized to pick up your child. In the case of joint custody, both parents must provide written consent for all names added to/removed from the Emergency Contacts and Authorized Pick Ups list.

|   |  |
|---|--|
| Name _____  | Relationship to child _____                    |
| Phone # _____ <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell | <input type="checkbox"/> Authorized to Pick Up |
| Name _____  | Relationship to child _____                    |
| Phone # _____ <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell | <input type="checkbox"/> Authorized to Pick Up |
| Name _____  | Relationship to child _____                    |
| Phone # _____ <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell | <input type="checkbox"/> Authorized to Pick Up |
| Name _____  | Relationship to child _____                    |
| Phone # _____ <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell | <input type="checkbox"/> Authorized to Pick Up |

# PROGRAM POLICIES

Please read each of the following policies and sign on the next page to indicate your understanding of these policies. Policies are subject to all applicable laws.

## WAIVERS/PERMISSIONS

1. **Field Trips** – I permit my child to leave the YMCA on authorized trips under the supervision of the YMCA staff.
2. **Photography/Audio** – I give the YMCA of the Triangle Area, Inc. ("YMCA") and its employees and agents permission to use for any lawful purpose my and/or my child's likeness, image, voice and/or appearance as such may be embodied in any pictures, drawings, renderings, photographs, video recordings, audiotapes, digital images or the like, with the understanding that the YMCA will not publish my child's name. I agree that the YMCA has complete ownership of such pictures, etc., including but not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements and any promotional or educational materials in any medium now known or later developed, including but not limited to the internet, television, radio, newspapers, magazines, social media sites (e.g., Facebook, Twitter, Flickr, Instagram, blogs, etc.), and/or YMCA audio, print or internet publications. I also agree that the YMCA has permission to release such pictures, etc. to the news media. I acknowledge that I will not receive any compensation or remuneration for the use of such pictures, etc. I understand that once such pictures, etc. are published to the media or on the internet, or are otherwise published, they may be used in publications and/or on websites outside of YMCA control.
3. **Transportation** – I understand and agree that for YMCA programs providing transportation for my child 1) to a YMCA program from home, 2) home from a YMCA program or, 3) from his/her school to a YMCA program, the YMCA of the Triangle Area's liability for my child begins when the child boards a YMCA vehicle and ends when the child exits the vehicle. Under some circumstances, YMCA liability will continue if my child is exiting the YMCA vehicle to participate in a YMCA program. Pickup and drop off points will be determined prior to my child attending the program for which he/she is registered. If YMCA staff encounters circumstances that they perceive as dangerous at the location where my child is scheduled to exit a YMCA vehicle, my child will not be permitted to exit.
4. **Teen Programs Communication Policy** – I hereby give permission for my teenager to communicate via email, web-based communication (such as Facebook) and phone (including cell phone text messages and images) with YMCA staff and volunteer advisors. I understand that my child and the staff and volunteer advisors may be communicating about YMCA program information and other information while not supervised by YMCA personnel. I release and hold harmless the YMCA from any legal claims or liability related to such communications via email, web-based communication and phone.

## PROGRAM POLICIES

5. **Babysitting Policy** – The YMCA strives to employ the very best staff possible in all of our programs. During staff time off or after they are no longer employed with the YMCA, these persons are private citizens and are no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgement of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.
6. **Indemnity** – I understand that YMCA activities have inherent risks, and I hereby assume all risks and hazards incident to my participation/my child's participation in all YMCA activities, and recreation activities provided by third party vendors. I further waive, release, absolve, indemnify and agree to hold harmless the YMCA and its employees, organizers, volunteers, vendors, supervisors, officers, directors, participants, coaches and referees, as well as all persons or parents transporting participants to and from activities, from any legal claims, liabilities, damages and costs for any physical injury or damage to my personal property sustained during my use of YMCA property and/or my participation/my child's participation in any YMCA activities.
7. **Personal Items** – I understand that the YMCA is not responsible for any personal items lost or stolen at our programs.
8. **Inclement Weather** – I understand that programs may not be available when school is closed due to inclement weather. Please refer to the YMCA website for the most up to date information.
9. **Toilet Training** – Children age 3 and older need to be toilet-trained.
10. **Sex Offender Registry** – North Carolina law prohibits sex offenders from accessing YMCA of the Triangle programs and facilities. In compliance with this law and in order to ensure the safety of our children, we regularly compare our membership and participant database to the National Registry of Convicted Sex Offenders and terminate the membership, programs, and/or access rights of anyone registered.

## PAYMENT POLICIES

I understand that I may not register my child for a new program until outstanding balances due on past programs at any branch of the YMCA of the Triangle Area are paid.

11. **Returned Customer Payments** – The YMCA will attempt to collect all returned outstanding payments until they are paid in full. All returned drafts or checks are subject to a \$25 collection fee. If two drafts are returned within six months, draft privileges may be revoked and all fees must be paid in advance. If your draft is returned, it will be resubmitted on the YMCA's next draft date. Your financial institution may charge a fee for each unsuccessful draft attempt. The YMCA will not reimburse bank fees due to draft attempts. If credit or debit card payments are rejected, it is your responsibility to contact your YMCA branch or Customer Service Center to resolve payment issues.
12. **Cancellations** – In order to cancel a youth program, the YMCA must receive a written notice two weeks prior to the start of the program. The cancellation notice is required to stop automated payments. If canceling before the program has started, you will be charged the nonrefundable registration fee/deposit. If canceling after the program has begun, you will be charged for the two weeks cancellation notice period.
13. **Drafts** – Your automatic withdrawal date will normally be the 1st, 9th, 17th or 24th of each month. IMPORTANT: If your draft date falls on a weekend or bank holiday, you will be drafted the following business day. It is your responsibility to notify your YMCA branch or the Customer Service Center to update your payment information.
14. **Child Care Program Pricing** – The number of service days varies in each month based on the school calendar. For your convenience, YMCA annual program fee is spread evenly across your child's enrollment period, with the monthly installment amount due each month being the same for easy budgeting. Refunds are calculated based on the number of service days. If the number of service days used exceeds the amount paid, you will be charged the difference. If you have overpaid, a refund will be issued.
15. **Refunds** – If canceling before the program has started, you will be charged the nonrefundable registration fee/deposit. If canceling after the program has begun, you will be charged for the two week cancellation period. If a refund is due, the refund will first be applied to any past due balances (program fees, membership dues, etc.). YMCA registration fees and/or deposits are nonrefundable. All refunds are issued to the original form of payment. Refunds are issued within two weeks of cancellation date. Not attending the program does not entitle you to a refund. When you enroll your child, you are reserving space, time, and staffing whether or not your child attends the program.

## MEDICAL TREATMENT POLICIES

16. **Accident Insurance** – Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site.
17. **Medication** – The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. Medications must be in original containers with written instructions for dispensing. Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of the medication. If a doctor has given this written permission, a copy must be provided to the YMCA. A parent or guardian must give the medication to program staff. Notice: With respect to giving injections to children participating in its programs, the YMCA will comply fully with the requirements of the Americans With Disabilities Act. For those children who require injections, or who have other special medical needs, the YMCA will consider all requests for reasonable modifications to its program, including meeting with the parent(s) or guardian(s) of such children to discuss such modifications, and strive to develop a mutually acceptable plan designed to address the medical circumstances of each individual child, provided that the requested accommodation does not amount to a fundamental alteration of its program. Medication will not be transported when children travel between their school site and the YMCA program.
18. **Bloodborne Pathogen Exposure** – I understand that, while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye) from another child, the YMCA will contact the parents of both children. They will explain what has occurred, and provide the name of the attending physician of the source child to parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member. I have read and agree with the statement and specifically authorize the YMCA to release the name and telephone number of my child's physician and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or to any staff member who experiences such an exposure from my child.
19. **Emergency** – In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, the YMCA will contact emergency medical personnel and, pending their arrival, take those actions that are in the YMCA's judgement to be in the best interests of the child.

# BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

At the YMCA of the Triangle, our behavior expectations and discipline procedures are based on our core values of caring, honesty, respect, responsibility and faith. We believe in creating a safe, secure and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help them learn from their mistakes.

The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values and addressing challenging behaviors.

**The YMCA of the Triangle youth programs use six simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our campers and staff and to create a positive environment for all. These rules are:**

1. Listen and follow directions.
2. Do what's right.
3. Keep your hands, feet and body to yourself.
4. Try everything and do your best.
5. Be an upstander. If you see something, say something.
6. Be safe and have fun!

**All youth are expected to follow the rules established by the YMCA for the safety of all campers in the program. Your cooperation and support help ensure that all campers have a safe and fun experience.**

**The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to their overall development. Staff shall use positive discipline, which shall include the following:**

1. Communicate to youth using positive statements.
2. Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts.
3. Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the expected behavior.

## Special Accommodations

Everyone who attends YMCA programs has unique needs. We are better when we take time to find out what those needs are, build empathy and understanding, and respond to individuals appropriately. The YMCA offers inclusive, welcoming programs dedicated to serving those needs in the best way possible. Because every person is unique, we address each request individually.

Your child's success and safety in our programs are our top priorities; therefore, we respectfully ask parents and caregivers to inform the YMCA, prior to the start of the program, of any special needs which may require special accommodations, so we can work together to support your child in reaching their full potential.

**Please initial, indicating you have read and understand the above:**

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

\_\_\_\_\_  
Date

**I have read, understand and agree with all of the policies as stated in this document and I have discussed the expectations of behavior with my child/ward. I understand that the YMCA has the authority to revoke my child's right to participate in YMCA programs for behavior which is not in keeping with the mission of the YMCA or for failing to follow the policies/procedures of the YMCA. My signature below indicates that I agree to adhere to all policies, procedures and the mission of the YMCA.**

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

\_\_\_\_\_  
Date

The parent/guardian signing above represents by executing this document that he or she has the full authority to give permission for the minor child to participate in this program and intends unconditionally for the YMCA of the Triangle to rely upon this representation for all purposes related to the program.

**There are times when restrictions may be necessary, and will most likely be directly linked to the health, safety or well-being of the child or others. The YMCA staff does not use corporal punishment under any circumstance. In the event of a youth harming themselves, another youth, or an adult, staff may physically restrain the youth to ensure safety.**

**The YMCA does not allow the following behaviors including but not limited to:**

1. Any action that could threaten the physical or emotional safety of the youth, other youth or staff. Prohibited conduct may include, but is not limited to: abusive jokes, insults, slurs, threats, name calling or intimidation.
2. Destructive behavior.
3. Behavior that is a violation of personal boundaries or is of a habitual nature and negatively impacts the program, and/or safety and enjoyment of others.
4. Behavior that is of a sexual nature.

**Some behaviors could result in immediate suspension or dismissal.**

## YMCA Discipline Procedures

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your Youth Director to set up a conference.

1. Conversation between staff and youth to discuss behavior and reset expectations.
2. Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
3. Staff will communicate with parent/guardian if/when youth is not following established YMCA rules. This communication may be at Rides Out, over the phone or via a parent conference.
4. If positive discipline and redirection are ineffective in changing the youth's behavior, the Youth Director may suspend the youth. Length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of suspension.
5. If the youth continues to have challenges after a suspension, the Youth Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
6. If suspensions nor a behavior plan are effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the program for disciplinary reasons could result in permanent removal from all YMCA programs.