

# Before and After School Child Care 2025/2026 Paperwork Checklist

- ☐ Registration
  - Make sure to indicate AM, PM, or Both
  - Make sure Billing/Payment Information are filled out
- ☐ Child Enrollment & Health Information Form
- ☐ General Permission
- ☐ Permission to Pick-Up
- ☐ Child Care Agreement

- All forms must be turned in to [Kathy.Joiner@LakotaYMCA.com](mailto:Kathy.Joiner@LakotaYMCA.com) yearly. Emailing the forms will not hold your spot. A confirmation email will be sent once paperwork is processed and spot is secured.

Email Lindsay Miller, Child Care Director with any questions at [Lindsay.Miller@LakotaYMCA.com](mailto:Lindsay.Miller@LakotaYMCA.com)

## REGISTRATION FORM for Before and After School 2025-2026

### Student Information (please print legibly or type)

PROGRAM START DATE: \_\_\_\_\_

\_\_\_\_ LAKOTA FAMILY YMCA MEMBER (student must be member)      \_\_\_\_ NON-MEMBER

STUDENTS FIRST NAME: \_\_\_\_\_ STUDENTS LAST NAME: \_\_\_\_\_

STUDENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ GENDER (check one)      Male      Female

### GRADE FOR 2025/2026 SCHOOL YEAR (check one)

K-AM      K-Full Day      1st      2nd      3rd      4th      5th      6th

### PROGRAM DESIRED (check one)

AM ONLY      PM ONLY      BOTH AM/PM

### SCHOOL YOUR CHILD WILL BE ATTENDING (check one)

\_\_\_\_ Adena      \_\_\_\_ Cherokee      \_\_\_\_ Creekside      \_\_\_\_ Endeavor      \_\_\_\_ Freedom  
\_\_\_\_ Heritage      \_\_\_\_ Hopewell      \_\_\_\_ Independence      \_\_\_\_ Liberty      \_\_\_\_ Shawnee  
\_\_\_\_ Union      \_\_\_\_ Van Gorden      \_\_\_\_ Woodland      \_\_\_\_ Wyandot

### BILLING INFORMATION: PARENT(S)/GUARDIAN(S) INFORMATION

<p>PARENT/GUARDIAN 1:</p> <p>NAME: _____</p> <p>RELATIONSHIP TO CHILD: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____ ZIP CODE: _____</p> <p>*PRIMARY NUMBER: _____</p> <p>SECONDARY NUMBER: _____</p> <p>*EMAIL: _____</p>	<p>PARENT/GUARDIAN 1:</p> <p>NAME: _____</p> <p>RELATIONSHIP TO CHILD: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____ ZIP CODE: _____</p> <p>*PRIMARY NUMBER: _____</p> <p>SECONDARY NUMBER: _____</p> <p>*EMAIL: _____</p>
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Office Use ONLY: GIVE COPY TO PARTICIPANT

Registration Paid on Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_\_

Staff Member Receiving: \_\_\_\_\_ Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_ School: \_\_\_\_\_ AM PM Both

**PAYMENT INFORMATION** (If using multiple payment options, both credit cards need to be available at time of registration or it will not be completed. We will collect an imprint of all credit cards.)

Card 1:	Visa	MasterCard	Discover	AMEX
CARD HOLDER NAME: _____				
CREDIT CARD NUMBER( if not on file ) _____			EXP DATE: _____	
STREET NUMBER: _____		ZIP CODE: _____	% OF CHARGES TO THIS CARD (E, 100%, or 50%): _____	
SIGNATURE: _____				

Card 2:	Visa	MasterCard	Discover	AMEX
CARD HOLDER NAME: _____				
CREDIT CARD NUMBER( if not on file ) _____			EXP DATE: _____	
STREET NUMBER: _____		ZIP CODE: _____	% OF CHARGES TO THIS CARD (E, 100%, or 50%): _____	
SIGNATURE: _____				

- Who is the Primary Responsible Parent/Guardian for Billing?: \_\_\_\_\_
- Do you need your Child Care Split between Parents/Guardians: \_\_\_\_\_  
If yes, please verify how your bill needs split: \_\_\_\_\_  
*\*Note: if one credit card does not process, the full payment will be taken out of the other credit card.*

## Fees, Billing Policies and Procedures

**Fees:** This is a FULL-TIME service whether you use it or not. We prorate on Lakota School Districts calendar and calamity days. Snow Days will be accumulated to one credit the last month of school. If you withdraw before this, it is your responsibility to remind billing of your credit due.

**Non-Refundable Registration Fee: \$55**

**Member Rates:** AM ONLY: \$64 PM ONLY: \$83 BOTH AM & PM: \$99

**Non-Member Rates:** AM ONLY: \$79 PM ONLY: \$99 BOTH AM & PM: \$130

### Payments:

- Credit Card(s) MUST be on file with the Lakota Family YMCA. It is your responsibility to keep this information up to date with the Lakota Family YMCA. You can not register without a valid credit card.
- By registering for this program you authorize any and all child care related fees to be charged to your credit card.
- Payments will be deducted from your account on the Friday prior to the week registered.
- Withdrawal forms must be received 1 week prior to the withdrawal date
- There will be no balances on accounts carried over from week to week.

**Credit Card Declines:** Credit cards may decline up to 3 times with no additional fees. The 4th time and all other declines there after will be charged a \$15.00 fee.

*\*Compromised credit cards will be waived a declined fee until it becomes abused.*

**Multiple Card Changes:** You will be able to change your credit card up to 3 times with no additional fees. The 4th time and all other request to change a credit card there after will be charged a \$15.00 fee.

*\*Compromised credit cards will be waived a declined fee until it becomes abused.*

**Late Fee:** A \$30 late fee per child will be accessed to your account(s) if we do not receive your payment by Monday at 8:00am the week you will attend. Your child(ren) will not be permitted to use our services until account is paid in full.

I have read and understand the above policy and procedures:

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

Ohio Department of Job and Family Services  
**CHILD ENROLLMENT AND HEALTH INFORMATION  
 FOR CHILD CARE**

**This form shall be completed prior to the child's first day of attendance and updated annually and as needed.**

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code		Home Telephone Number	
Parent/Guardian Name #1			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State		Zip
Email Address (if applicable)			Cell Phone (if applicable)		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email Where can you be reached while your child is in this program/home?					
Parent/Guardian Name #2			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State		Zip
Email Address (if applicable)			Cell Phone		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email Where can you be reached while your child is in this program/home?					
<b>Emergency Contacts:</b> Parents <del>cannot be listed</del> as emergency contacts. List the name of <u>at least one person</u> who can be contacted in the event of an emergency or illness <b>if you cannot be reached</b> . Any person listed should be able to assist in contacting you. At least one person listed must be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name			Name		
City		State	City		State
Telephone Number		Relationship to Child	Telephone Number		Relationship to Child
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State	Telephone Number		



Child's Name

List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff or **medical personnel** in an emergency situation.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as fears or ways that your child prefers to be comforted.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as eating or sleeping habits.

☐ Not applicable

List any additional information about your child that would be useful for staff to know, such as special routines, or behavior needs.

☐ Not applicable

Child's Name

**Diapering Statement**

Is your child toilet trained? ☐ Yes (If yes, skip to Emergency Transportation Authorization section)

☐ No (If no, fill out the following:)

The program's policy is to check diapers every \_\_\_\_ hours. Please indicate if you want your child's diaper checked according to the program's policy or another:

☐ I agree with the program's schedule

☐ I do not agree, please check my child's diaper every \_\_\_\_ hours.

**Emergency Transportation Authorization**

<b>Give <u>Permission</u> to Transport</b>		<b>OR</b>  <b>Do not sign both</b>	<b><u>Do Not Give Permission</u> to Transport</b>	
Program or Home Name <b>Lakota Family YMCA</b>			Program or Home Name <b>Lakota Family YMCA</b>	
<b>has permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.			<b>does not have permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:	
Parent's Signature	Date		Parent's Signature	Date

**Acknowledgement of Policies and Procedures**

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. ☐ Yes ☐ No (check one)

This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.

Parent/Guardian Signature(s)

Date

Administrator/Designee Signature

Date

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.

Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

**Note:**

This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15, 5101:2-13-15, and 5101:2-14-04. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.



# LAKOTA FAMILY YMCA

## CHILD CARE AGREEMENT

I agree to the following statements regarding the Before and After School Child Care program ran by the Lakota Family YMCA.

- This is a full time service whether you use it or not. There is no vacation time granted in this program. Prorates will occur based on the Lakota School District calendar and calamity days.
- Payments for service will be deducted from your account on the Friday prior to the week of service.
- I understand that if I do withdrawal my child I must pay the \$55 registration fee to re-enroll in the program.
- A \$30 late fee per child will be assessed to you account if we do not receive payment by Monday at 8:00am the week of service. Your child(ren) will not be permitted to use our services until the account is paid in full.

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

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

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

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





# LAKOTA FAMILY YMCA

## CHILD CARE GENERAL PERMISSION FORM

- I hereby grant permission for my child to:
  - Use all indoor/outdoor play equipment and participate in all activities at the center.
  - Be included in pictures, media print, electronic media and evaluations connected with any of the other child care programs.
  - Participate in field trips taken by the center. Prior information will be given to the parent/guardian about the trip.
- I hereby grant permission for the Child Care Director, Site Administrator or Camp Arrowhead Directors to take whatever steps that may be necessary to obtain emergency medical/dental care if warranted as stated on the Health Enrollment Form.
- I understand that all expenses incurred in obtaining medical/dental treatment are my responsibility and not the Lakota Family YMCA's.
- I understand that the Lakota Family YMCA is not responsible for anything that happens as a result of false information given by the parent/guardian at the time of enrollment.
- I understand the Lakota Family YMCA will not assume responsibility for a child who has not been signed in upon arrival or signed out when they depart for the day. I understand that the person dropping off and/or picking up must be 16 years of age or older and on the Permission to Pick Up Form.

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

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

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

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



# LAKOTA FAMILY YMCA

## CHILD CARE PERMISSION TO PICK UP

I give permission for the following people to pick up my child,

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from the Lakota Family YMCA Child Care Programs. I understand that the person picking up my child must be at least 16 years of age or older. They may also be asked for identification when picking up my child.

- Please make us aware of any custody issues.
- Please let us know right away if there are any changes to the above list.

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NAME	RELATION TO CHILD	PHONE NUMBER

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

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

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