

# YWCA of the Greater Triangle

## After School Program Policies and Procedures

It is important that the YWCA of the Greater Triangle know that each child's parents/guardians understand and accept the policies on the following issues. Please read the policies listed, **initial each one**, and sign your name at the bottom of this form to indicate your understanding and acceptance.

1. **FIELD TRIPS** – A parent's signature on this form permits the child to leave the YWCA program site for scheduled activities under supervision of the YWCA staff. Parents will receive advanced notification of all off-site activities, the duration of the activity and method of transportation.
2. **PHOTOGRAPHY WAIVER** – By signing this form, parents permit the YWCA of the Greater Triangle or an acting agent to photograph their child for program purposes. Should individual children be identified by name or quoted, a release will be requested for that specific instance.
3. **SPECIAL CONCERNS** – Prior to the time of registration, any behavioral problems or special physical, emotional, psychological or medication needs of your child must be identified and discussed with a Youth Services Coordinator.
4. **ADMINISTRATION OF MEDICATION** – YWCA staff will administer medication only when directed in writing by the child's parent or guardian. All prescription medication must be in the original container and accompanied by doctor's instruction for dosage and frequency.
5. **MEDICAL TREATMENT** – In the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and the YWCA may take appropriate action in the best interest of the child.
6. **IMMUNIZATION RECORDS** – For all children not enrolled in Wake County Public Schools the YWCA requires a copy of your child's current immunization record with a doctor's signature. **The YWCA cannot accept a participant, who is not enrolled in school, without an immunization record.**
7. **DISCIPLINE POLICY** – Parents are required to read and sign the **Behavior Management and Discipline Policy** form. Registration will not be processed until the form is signed.
8. **ACCIDENT INSURANCE** – Families are responsible for their own accident insurance when participating in YWCA of the Greater Triangle programs.
9. **PAYMENT POLICY** – By signing this form, parents indicate that they have received and understand policies concerning payment and refunds. Participants may not register for a new program until outstanding balances are paid.
10. **LOST ITEMS** – I understand the YWCA of the Greater Triangle is not responsible for any personal items lost or stolen during YWCA school-age programs.
11. **AFTERSCHOOL HANDBOOK** – By signing this form, parents indicate that they have received, read, fully understand, and are in agreement with the contents found in the 2007-2008 After School Care Handbook.

I understand and agree to the 11 policies and procedures as stated above.

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

Date \_\_\_\_\_

