

FEES WILL NOT BE PRO-RATED OR REFUNDED UNDER ANY CIRCUMSTANCE

Fees payable by ACH, money orders, cashier's checks, VISA, MasterCard, American Express, or Discover



We are here 24/7 to help our diverse population with diverse challenges. The YWCA. We Help.

YWCA of Greater Memphis
766 S. Highland
Memphis, TN 38111
901-323-2211 ext. 6021 or 901-382-2294
www.memphisywca.org

CHILD CARE REGISTRATION FORM

SITE DIRECTOR'S & OFFICE USE ONLY

Registration Fee _____
Program AM _____ PM _____ Both _____
Or
DHS Parent Fee (Only) _____
TOTAL Monthly FEE _____
New _____ Renewal _____ Re-entering _____
Date Child Entered Program _____
Date of Application _____
School _____

Child's Name _____ D.O.B. _____ Race _____ Sex F _____ M _____
Last First

Email Address _____

Father's Name _____ Address _____ Phone _____

Father's Employer/Business _____ Phone _____ Race _____

Mother's Name _____ Address _____ Phone _____

Mother's Employer/Business _____ Phone _____ Race _____

My Child will be attending: Before School _____ After School _____ Both _____ Grade _____

Has your child ever participated in any YWCA program? _____ If yes, when? _____ where? _____

Emergency Contact/Pick-Up 1: Name _____ Relationship _____ Phone _____
(other than parent)

Emergency Contact/Pick-Up 2: Name _____ Relationship _____ Phone _____
(other than parent)

Updated Immunization Record Turned In at School: Yes _____ No _____ My child is allergic to _____

*My child has been diagnosed as disabled: Yes _____ No _____ If yes, what disability _____

MY CHILD HAS HAD OR CURRENTLY HAS THE FOLLOWING: (YWCA employees are not allowed to dispense any medication)

- | | | | |
|-----------------------------------|---------------------------------|--------------------------------|----------------|
| 1. _____ No Known Health Problems | 9. _____ Poliomyelitis (Polio) | 15. _____ Diabetes | 21. Medication |
| 2. _____ Asthma | (Date) _____ | 16. _____ Kidney Problems | List _____ |
| 3. _____ Allergies | 10. _____ Rheumatic Fever | 17. _____ Hemophilia (Bleeder) | _____ |
| 4. _____ Eye Problems | 11. _____ Sinus | 18. _____ Sickle Cell Anemia | _____ |
| 5. _____ Hearing Difficulties | 12. _____ Tuberculosis Contact | 19. _____ Surgery | _____ |
| 6. _____ Speech Difficulties | (Date) _____ | (Date) _____ | _____ |
| 7. _____ Heart Problems | 13. _____ Epilepsy | (Type) _____ | _____ |
| 8. _____ Emotional Difficulties | 14. _____ Seizure (Convulsions) | 20. _____ OTHER | _____ |

MY CHILD IS ABLE TO PARTICIPATE IN ALL SCHOOL ACTIVITIES: YES _____ NO _____

IF NO, SPECIFY AREA OF NON-PARTICIPATION _____

To the best of my knowledge, my child is in good health and able to participate in all activities. If my child needs immediate medical attention you have my permission to give emergency care and/or take my child to _____ Hospital and/or Dr. _____

Address _____ City/State/Zip _____ Office Phone _____

To insure the safety of your child(ren), please complete and check the following:

I, _____ will pick up my child from the YWCA Child Care Program by 6:00 p.m.

I give the following person(s) permission to pick-up my child from the YWCA:

Name _____ Phone _____ Name _____ Phone _____

The YWCA has my permission to use any photos of childcare activities in which my child may appear for promotional purposes. YES _____ NO _____

Responsible Parent(s) for Tax Purposes _____

Name _____ Address _____ Zip Code _____

I understand that violation of the Child Care Rules and Regulations could and may cause dismissal of my child from the program Yes _____ No _____

I received a Summary of Childcare Licensing Requirements and the YWCA Policy and Procedures. Yes _____ No _____

Signature of Parent _____ Date _____

*The YWCA of Greater Memphis does not exclude from participation, denial of benefits of or commit any other act of discrimination in its programs or services based on disability. However, the YWCA may not be able to service some clients that may require a specially trained nurse or employee or that require one-on-one care. Revised 4/12

SUMMARY OF CHILD CARE RULES AND REGULATIONS

INTRODUCTION

The YWCA Before and After School Child Care Program offers affordable quality care and learning experiences to enrich the lives of children. Children are accepted on a full-time basis and fees are established for full-time commitment. Fees will be collected each month, August – May. **Fees will not be pro-rated or refunded under any circumstances.**

REGISTRATION / MONTHLY PAYMENT SCHEDULE / TERMINATION FEES

1. Registration forms must be completed on the school registration day or before the 5th day of the month. Children may not enter the program without a completed and signed registration form and first month's fees. Registration/fee payment will not be accepted at any school site after the 5th day of each month (if the 5th day of the month falls on a weekend, payments are due by the Friday before the 5th). After the 5th day of each month, registration/fee payment must be completed at 766 South Highland between the hours of 9:00 a.m. – 3:00 p.m. Please call 323-2211 ext. 6021 for an appointment. **Please do not mail any payments.**
2. There is a non-refundable registration fee per child payable at the time of registration. **This non-refundable registration fee will be charged each time the child drops from the program and re-enters during the school year.**
3. **All accounts are to be paid in full monthly** by money order, cashiers' check, VISA, MasterCard, American Express, Discover, or (ACH-debited from your checking account). All accounts are considered past due after the 5th day of each month. Past due accounts will be assessed a \$10.00 per child late fee beginning on the sixth day of the month.

CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED

- * **Re-Entry: If payment has not been received by the 10th day of the month, the child(ren) will be terminated from the program and a re-entry fee of \$50.00 per family, plus child care payment and late fees must be paid by the parents to re-enter the program. A re-entry slip will be given at 766 South Highland.**
4. It is the responsibility of parents to keep their receipts for tax and other purposes.

POLICIES

1. The YWCA reserves the right to terminate childcare services at any time due to **behavioral problems (zero tolerance), non-payment of fees, late fees, late pick-up, parents divorce disputes, custody disputes, etc.** However, if a parent wishes to withdraw a child from the program, parent must call or submit a signed drop form to the Site Director.

Zero Tolerance – The YWCA has a zero tolerance rule regarding weapons and defined behavior problems. Under the zero tolerance rule, a child or children will be immediately terminated and the parent(s) will be notified if weapons are found in association with the child or either of the following behaviors is observed:

- a. Hitting, fighting, harassment, bullying or taunting by a child against another child
 - b. Racial remarks or slurs
 - c. Striking or attempting to strike a YWCA Childcare Employee
 - d. Walking away from supervised activities without prior permission
 - e. Profanity
 - f. Causing bodily harm to another child or employee
 - g. Insubordination (talking back and disobedience)
 - h. Confrontational language by parent to another student or staff
2. Parents must come inside to sign their child(ren) in daily. The YWCA will not be responsible for a child before opening time. (See Site Director) Parents who leave their child(ren) at the site unsupervised before the program opens will be asked to withdraw their child(ren).
 3. Parents must come inside to sign their child(ren) out daily. If a parent is late picking up the child(ren) (after 6:00 p.m.), a \$2.00 per minute/per child late fee will be assessed. Parent or person picking up child must sign the late pick-up invoice form. Parents who are habitually late (3 times) in pick-up, will cause child care services to be terminated.
 4. The YWCA will not be responsible for any personal items the child brings to the program such as logo jackets, toys, electronic games, I-Pods/MP-3 players, cellular phones, cameras, dolls, jewelry, etc. Therefore, do not allow your child(ren) to bring any of the aforementioned items.
 5. **The After School Childcare Program will not be open if the school(s) closes early due to an emergency daytime situation or if the school(s) is scheduled for half-day. In such situations, it is the responsibility of the parent(s) to pick-up the child(ren) at the time school closes. When all schools are closed in the district, the Child care program will be closed in that district.**
 6. **Suspected child abuse or neglect will be reported to the Administration of Child Protective Services, also children will not be released to anyone that will place the child at risk, example: intoxicated, using abusive language, signs of drug use, etc.**
 7. **I understand that the YWCA will not be responsible for diapering, administering medicines, restraining students, monitoring blood sugar levels, suctioning breathing tubes, or any other special needs that may require a trained employee or one-on-one care.**

By signing this form I understand that violation of the Child Care Rules and Regulations could and may cause dismissal of my child(ren) from the program.

SIGNATURE: _____

DATE: _____

TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE AGENCIES

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at: <https://www.tn.gov/humanservices/for-families/child-care-services.html>

Ownership, Organization, and Administration

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Children's Records
 - ✓ Written consent for emergency medical care.
 - ✓ Written plan stating to whom the child shall be released.
 - ✓ Written transportation agreement between parent and the center regarding daily transportation.
 - ✓ Daily attendance that includes time in and time out for each child.
 - ✓ Prior written permission of parent for each off-site activity.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator / director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and

have a physical exam prior to beginning duties.

- Volunteers cannot be counted to meet the adult:child ratios and shall never be left alone with children.

Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.

Record Keeping

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life-threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released.
- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to

SIGNATURE: _____

DATE: _____

or infant feeders to children with normal eating abilities unless written authorization from doctor.

- ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
- ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
- ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
- ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00 a.m. and have not had breakfast at home. (Not required if received at school)
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

Equipment for Children

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own

bedding.

- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

Program, Language and Literacy

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play educators shall be alert for signs of weather related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.

SIGNATURE: _____

DATE: _____

White Copy - YWCA

Yellow - Parent

and during summer vacation.

Group Home Ratio and Group Size Chart:

Number of Children	Ages of Children	Educators Required
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	No more than twelve (12) children three (3) years of age or older	1
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Up to nine (9) children under three (3) years of age; and no more than four (4) present under two (2) years of age	2
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Ten (10) or more under three (3) years of age	3

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group child care home, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in an official capacity in a program sponsored or recognized by the Department.
- An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

Specific Requirements For Child Care Centers

- Adult: child ratios must be maintained at all times.
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- **Child Care Ratio and Group Size Charts**

Age of Children	Adult:Child Ratio	Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years	1:13	20
5 years	1:16	20
School-age (Kindergarten and above)	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 years – 4 years	1:8	16
2 ½ years – 3 years	1:9	18
2 ½ years – 5 years	1:11	20
2 ½ years – 12 years	1:10	10
3 years – 5 years	1:13	22
4 years – 5 years	1:16	24
5 years – 12 years	1:20	No max

Revised November 2018

Ratio Chart first/last hour and one-half (½) of each day only:

Age of Children	Adult: Child Ratio	Maximum Group Size
2 ½ years – 5 years	1:10	10
3 years – 12 years	1:15	15
4 years – 12 years	1:20	20

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall never be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult:child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child's belongings.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record-keeping for the child, communication, general interaction with and routine care of the child.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

Specific Requirements For Drop-In Child Care Centers

- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Ongoing training required in specific health and safety topics.
- Each educator who is used to meet the minimum required

Page 5 of 6

SIGNATURE: _____

DATE: _____

White Copy - YWCA

Yellow - Parent

INDEMNITY CONTRACT AND RELEASE

This is to certify that I/we, _____, individually and as a parent/participant/volunteer or natural guardian of my daughter/son, _____, a minor, for and in consideration of the Childcare/Employment and Training Program/AWS Program/Central Administrative Services or any related YWCA activity indemnify and hold harmless the YWCA, its officers, agents and employees from and against any and all liability, damage, loss, costs and expense which may accrue to or be sustained by the YWCA, its officers, agents or employees on account of any claim, suit or action made or brought against the YWCA, its officers, agents or employees for the injury to myself or my child sustained while myself or said child is in the care of the YWCA, except for the gross negligence and willful misconduct of the YWCA or its employees acting within the scope of their employment.

I waive all rights to make a claim or file suit against the YWCA for and relieve the YWCA from all liability or responsibility of any kind arising from such damage, loss, costs or expense.

(PLEASE DATE AND SIGN WHERE APPLICABLE)

Date: _____	Mother _____
Date: _____	Father _____
Date: _____	Volunteer _____
Date: _____	Program Participant _____
Date: _____	Natural/Legal Guardian _____

White- YWCA Program

Yellow- Site
Location _____
School _____

**ASSUMPTION OF RISK AND RELEASE FOR
ACTIVITIES HELD ON PROPERTY OF THE
SHELBY COUNTY BOARD OF EDUCATION**

In consideration of my child/ward being permitted to participate in the After School Day Care Activity Program conducted by the YMCA/YWCA at _____
(Name of school)

I, as parent and guardian of the participating child, do hereby agree to assume all the risks and responsibilities relative thereto.

I hereby represent to the Shelby County Board of Education that the child is capable of participating in this activity and understand that participants are strongly encouraged to consult a physician prior to any participation.

I hereby recognize the risks of illness and injury inherent in any activity based program, and the child's participating upon the express agreement and understanding that I do for myself, the child, my heirs, and personal representatives agree to defend, hold harmless, indemnify, release and forever discharge Shelby County Board of Education, its respective officers, agents, representatives and employees from and against any and all rights, claims, demands, and actions or causes of action, including attorney's fees and court costs on account of damage to personal property, personal injury, or death which may result from the child's participation in the after school hours activity.

I further recognize and understand that the YMCA/YWCA itself as a "Christian Association" and that _____ is "public property"
(Name of school)

as defined by applicable Constitutional provisions regarding separation of church and state. I understand that while the Shelby County Board of Education has been assured that the Day Care Program will be operated without religious overtones, participation by my child in the program is purely voluntary, conducted for my benefit, as well as that of the child, and that Shelby County Board of Education has nothing to do with the curriculum.

By my signature below, I hereby confirm my understanding of this release statement holding Shelby County Board of Education harmless, and acknowledge that they do not carry health and accident insurance to cover participants of this program and that participants are strongly encouraged to obtain full insurance coverage prior to participation in the Program.

Signature Parent/Guardian

Date

(Name of Child)

Age

THIS FORM MAY BE DUPLICATED IF NECESSARY



Tennessee Department of Human Services
Influenza Information Notification Form

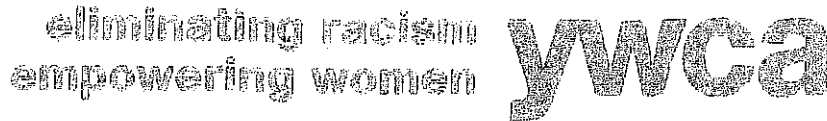
PUBLIC CHAPTER 687 requires the Department of Human Services and the Department of Health to work together to educate parents of children in child care agencies regarding the importance of immunizing their children against influenza. The Department of Human Services works with child care agencies to ensure that this information is distributed annually to parents in August or September.

I/We acknowledge that we have received information on the importance of immunizing children against influenza.

Signature of Parent or Legal Guardian: _____ Date: _____

Signature of Parent or Legal Guardian: _____ Date: _____

Signature of Agency Representative: _____ Date: _____



To whom it may concern:

I give my son/daughter _____ permission to:
Name

- ____ Help teachers before or after school.
- ____ Participate in before or after school activities not supervised by the YWCA (CLUE, choir, basketball, chess, cheerleading, drama, tutoring, and _____).
Name of activity

I understand while participating in these activities, the YWCA will not be responsible for the above named student until he/she is checked back into the program by an adult.

Parent's Signature: _____

Parents Name (Please Print): _____

Date: _____

ONE - TIME PAYMENT (FILL OUT EACH MONTH IF PAYING BY CREDIT CARD)

*Please fill out completely. Failure to do so could result in a delay of processing and late fees.

Credit Card Authorization

PAYMENT TYPE AND INFORMATION

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Amount: \$ _____

Purpose: Childcare Payment

Child(ren): _____ ID# _____

I (we) hereby authorize The YWCA of Greater Memphis to initiate a charge entry to my (our) VISA, MasterCard, or America Express account indicated below.

FULL Name (Cardholder) _____

Street Address _____

City _____ State _____ Zip _____

Contact Telephone Number _____

Credit Card Number _____

Expiration Date _____ School _____

SIGNATURE – My signature certifies that this is a one-time transaction only. This is not a recurring authorization.

Name (please print) _____

Signature _____

Date _____

For Office Use:

ID Number: _____

School: _____

Cancellation: _____

**The YWCA of Greater Memphis Authorization Agreement
For Preauthorized Payments (Debits)**

I (we) hereby authorize, The YWCA of Greater Memphis, hereinafter called COMPANY to initiate debit entries to my (our) checking/savings account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same such account.

Depository Name: _____

City: _____ State: _____ Zip: _____

Transit/ABA Number: _____

Account Number: _____

Checking _____ Savings _____ Amount: \$ _____

****All accounts will be debited on the 5th day of each month**
Or the next Business day if the 5th falls on the weekend.**

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have 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.

Name: _____
(Please print or type)

Child (ren) Name: _____

Signed: _____

School Name: _____

Date: _____

Effective Date: _____

****Please attach a VOIDED check****



United Way
of the Mid-South