

3300 Coney Island Ave, Brooklyn NY 11235

Phone: 718-646-1444 ext 335

Fax: 718-646-0376

Dear Parents,

Welcome to a new and exciting year at the Shorefront Y After School Program!

The hours of operation are Monday through Friday from 2:30PM to 6:00PM with an extended hour option on Monday through Thursday until 7PM and Friday until 6:30PM.

Some of the activities your child/ren will be participating in at our after school program:

- Homework assistance
- Arts & crafts
- Science experiments
- Gym/sports enrichments
- Cooking
- Swimming

Attached to this letter is the After School Program registration packet.

Below is a checklist and enrollment instructions. Please go through this list carefully.

- Pages 2 - 6 registration form: please fill out, review and sign all releases**
- Page 7 Payment Authorization Form:** please complete this form if you would like us to automatically charge your credit card every month.
- Pages 8 & 9:** program calendar and program rules (please keep for future reference)
- Page 10 letter to your child's teacher.** Please give this to your child's teacher or a school official and **ask them to complete** the form on page 11.
- Page 11: Student Pick Up Form.** In order for our first pick-up day to go smoothly, we need your help! Please ask your child's teacher to complete this form and **return it to us** on the first day of school or prior to the date that your child will begin attending the After School Program.
- Medical Form:** Please submit an updated medical form to the Shorefront Y before your child starts the program. The form is valid if it is issued and dated less than a year ago. **WE WILL NOT BE ABLE TO PICK UP CHILDREN FROM SCHOOLS UNTIL WE WILL HAVE A CURRENT MEDICAL FORM ON FILE.**

Please note!!! Each school has a designated location for children that are picked up by an After School Program. Please make sure to tell your child's teacher that your child will be picked up by our counselors (for example: gym, auditorium, lobby etc...).

Please make sure to list **"Shorefront Y Staff"** on your child's **Blue Card** in order for the school to release your child to our staff member at pick up.

We look forward to a great year!

Ari Wasserman [ari@shorefronty.org](mailto:ari@shorefronty.org)  
Director of After School and Family Engagement Programs



# SHOREFRONT

YM-YWHA OF BRIGHTON - MANHATTAN BEACH, INC.

## 2018 - 2019 After School Program Registration

For office use only  
Medical Form

Date \_\_\_\_\_

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

\_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Sex: F M  
First Last

Grade \_\_\_\_\_ Classroom # \_\_\_\_\_ **School Attending:** - Please circle the school your child is attending

**PS 95 - PS 99 - PS 100 - PS 195 - PS 215 - PS 216 - PS 225 - PS 253 - PS 254 - IS 98**

If your child's school is NOT listed, please contact the director of the program.

Does your child have an IEP? (Individual Education Plan) Yes No (If Yes, please provide a copy and schedule a meeting with the ASP director)

Home Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

**HEALTH INSURANCE:** Company and Policy # \_\_\_\_\_ Doctor Name & Number \_\_\_\_\_

**Program fees are as follows:** Please circle all that apply:

Days per week→	5 Days	4 Days	Casual booking	Drop in approval
<b>PAYMENT OPTION</b>	Full week	M T W T H F (Circle 4 days)	M T W T H F (Circle days)	<b>Dates approved:</b> _____
Full school year registration fee* NOT including mini-camps	\$5,800/school year	\$5210/school year *Average* <small>(full year fee may vary depending on the days of the week registered)</small>	\$50 per day *With After School Director approval →	*Approved by: _____
<b>ADDITIONAL SERVICE: no discounts apply</b>				
Late Stay Monday-Thursday 6PM-7PM Friday until 6:30 PM			\$ 10/day (4 or 5 days/week)	

**\*\*\*All prices are calculated based on the number of school days in a year and are adjusted for holidays and other closings. Monthly fees vary depending on number of program days for each month. Winter Camps and school holiday closings are NOT INCLUDED.**

**DISCOUNTS:**

- Returning Student/Member Discount: \$50 off (If registered in ASP Program, Early Childhood or Summer Camp within the last year or with valid family membership. (Applies to full year registration. Expires September 18th.)
- Sibling Discount: 10% off (Register one child and receive 10% discount for each additional child's registration)
- Discount for U.S. Active Military or Veteran families 10% off (parent must provide proof of veteran status)

**TERMS OF ENROLLMENT**

1. ASP fees are charged on monthly basis. First month payment is due upon date of registration. The last payment must be made no later than May 31, 2019. Payment must be made prior to the first of the month to avoid a late charge. A **\$300.00** deposit will be added to the initial payment, this amount will be credited towards your June 2019 payment.
2. The \$300 deposit is non-refundable in case of early cancellation of enrollment for any reason prior to end of school year.
3. In case of early cancellation, please notify the ASP office in writing, no later than the 20<sup>th</sup> of any month preceding the month of cancellation, (i.e. to stop attending in February, notify the office by January 20<sup>th</sup>). Failure to do so will result in a charge of the monthly payment with no refund.
4. There will be a **\$25** fee for any change of program days. (i.e. switching from 5 days a week to 4 days, or switching pick-up days)
5. Balance of payment is due no later than the first of every month. You may authorize the Shorefront Y to charge your credit card on the first of each month by submitting the attached Payment Authorization Form at the time of registrations. **Late payment charge is \$25.**
6. Late payments may result in discontinuation of services and forfeiture of enrollment (your child is at risk of not being picked up from school).
7. **ASP fees are calculated based on the number of school days in a year and are adjusted due to holidays and other closings. NO FURTHER ADJUSTMENTS WILL BE MADE.**
8. There is a **\$35** fee for any bounced checks and a **\$5** fee for declined credit card.
9. Please keep in mind that there is a late pick up fee if your child is not picked-up on time. The fee is \$20 for the first 10 minutes lateness, and \$1/minute if you are more than 10 minutes late. This amount will be billed to your account.
10. The "Y" will not be responsible for damage or loss of personal property.
11. Cost of trips and special events are NOT included in the After School Program fees.
12. I understand that Shorefront Y reserves the right to suspend or terminate a child's enrollment due to unacceptable behavior issues.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



Child(ren)'s Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

**Photo Release**

I hereby grant permission, without reservation, to the Shorefront YM-YWHA and the United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc, ("UJA-Federation"), and those authorized by the Shorefront YM-YWHA and UJA-Federation, to take photographs and to make recording of me and my child and to use them in original or modified form in all media now or hereafter known, with or without my or my child's name or information about me or my child, for the promotion, public education, and/or fundraising activities of both organizations. I understand and agree that I am entitled to receive no compensation for the above.

I release The Shorefront YM-YWHA and UJA-Federation its officer, director, agents, employees, independent contractor, licensees and assignees from all claims that I now have or in the future may have relation to the above.

I agree that The Shorefront YM-YWHA and UJA-Federation will be the sole owners of all tangible rights in the above mentioned photographs and recording, will full power of disposition.

I am the parent or guardian of the minor named above, and I hereby consent to the foregoing on behalf of the minor and myself.

Signature \_\_\_\_\_

**Administration of Medicine/Medical Release Agreement**

The medical form is due before the start of the program, no child will be allowed to start before a complete medical form is on file. Based on Office of Children and Family Services regulations, our staff CAN NOT administer medication at any time. If your child needs to take medication during After School Program hours, YOU must make other arrangements. Students may not carry their own or other medication to the program. Students are permitted to store an inhaler for asthma at the site, provided inhaler is in original box with instructions. I, give my permission for my child to receive whatever emergency medical care that may be deemed needed by Shorefront Y After School Program personnel for the treatment of any injury that may be incurred while in the program's activities or swimming on premises or elsewhere. I understand Shorefront Y After School Program will make effort to contact myself or my emergency contact before or immediately after such emergency treatment is rendered.

Signature \_\_\_\_\_

**Activity/ Trip & Transportation Release**

I hereby grant permission, without reservation for my child to participate in all activities and attend all trips with the Shorefront Y After School Program.

As parent/guardian of the above named child/children, I hereby release the Shorefront Y After School Program from all liability arising out of his/her transportation on the school bus from the school to the Shorefront Y After School Program and throughout all the extra curriculum activities, including trips.

Signature \_\_\_\_\_

**Waiver of Liability**

The Shorefront YM-YWHA provides service for children during the 2018-2019 school year. Our staff is trained to provide the maximum level of protection for your child while in our care. Even with all of these safeguards, injuries can occur. As a parent or legal guardian of the above named student, I fully understand the risks involved in my child's participation in all of the program activities. To the best of my knowledge, my child has no medical conditions, which would conflict with his/her participating in the Shorefront Y After School Program educational, sport and recreation programs. I further agree to waive the right to press legal charges against Shorefront YM-YWHA in those instances where any of the above have not clearly demonstrated negligence leading to injury of the above named student.

Signature \_\_\_\_\_

**Swimming Consent**

I, the parent or guardian of the minor named above, give permission for my child to go swimming in the Shorefront YM-YWHA pool for the duration of their attendance in the Shorefront Y After School Program.

Signature \_\_\_\_\_

Climbing Wall Consent

I, the parent or guardian of the minor \_\_\_\_\_, give permission for my child to participate in the climbing wall unit activity at the Shorefront Y.

Signature \_\_\_\_\_

Special Needs

We make every effort to accommodate the children we serve in our programs. If your child has an IEP (Individual Educational Plan), please speak to the director of the program before registering in order to assure the best experience for your child in the After School Program. Please understand that if you do not provide the most recent copy of your child's IEP at the time of registration, and will not communicate your child's unique needs to the Shorefront Y ASP management, we reserve the right to terminate after school services for your child.

Signature \_\_\_\_\_

Communication with School

I, the parent or guardian of the minor named above, give permission to the Shorefront Y staff to communicate with my child's school and teachers.

Signature \_\_\_\_\_

Parent Agreement

The Shorefront YM-YWHA will not be responsible for any lost, stolen, or damaged property. The Shorefront YM-YWHA reserves the right to use all pictures taken for publicity purposes. The Shorefront YM-YWHA reserves the right to terminate the program for any participant who exhibits serious and persistent behavioral pattern and may pose a risk to him/herself and/or others. The Program Director will be in communication with families of any child exhibiting problematic behaviors. **No refund will be issued for termination due to behavioral issues.** The Shorefront YM-YWHA reserves the right to suspend and/or expel any child/children who are caught breaking any of the program rules. **NO refund will be given if a child is expelled from the Shorefront Y After School Program.**

**Each participant of the Shorefront Y After School Program is expected to:**

- Follow the program's rules.
- Be prepared each day to do homework.
- Respect the beliefs, rights and property of other participants.
- Resolve conflicts peacefully without fighting or name calling.
- Be respectful and courteous to all Shorefront Y staff and students.
- Never leave/walk away from the group.
- Address all issues with staff if a problem were to arise.
- Take proper care of all Shorefront Y rooms, the contents of the rooms, and all property belonging to the After School Program.

**Parents / guardians of a child in the Shorefront YM-YWHA After School Program are expected to:**

Review your child's homework.  
Talk with the Program Director/ upper staff about your child's behavior issues and address them at home with your child.  
To follow recommendations made by the Program Director concerning your child's development.  
Be on time every day to pick up your child at dismissal time. Please keep in mind that there is a late fee if your child is not picked-up on time. Late fee is \$20 for the first 10 minutes lateness, and \$1/minute if you are more than 10 minutes late. This amount will be billed to your account.  
**Children are not allowed to bring in electronic games, iPods, cell phones or any other type of electronic game or any other types of toys. We strongly encourage all students to leave all valuables at home. These items will be confiscated.**

I understand that the Shorefront Y After School Program has a strictly Kosher food policy as well as a Nut Aware policy. Any food that is brought in for the groups such as birthday party celebrations or any shared treats must be approved in advance by the Program Director. The food must be kosher and nut free.

I have completed the form to the best of my knowledge and fully accept the terms of enrollment

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

**Demographic/Religious Affiliation Questions:**

In order to be considered for many funding sources, the Shorefront Y must collect and maintain demographic information on the families we serve. Responding to the following is optional. If you choose to answer you will be helping us greatly to be responsive to our funders:

- |  |   |
|--|---|
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Jewish Observant |
| <input type="checkbox"/> Black/African   | <input type="checkbox"/> Jewish           |
| <input type="checkbox"/> Asian           | <input type="checkbox"/> Christian        |
| <input type="checkbox"/> White-Caucasian | <input type="checkbox"/> Muslim           |
| <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____      |

**For Office use only:**

**Methods of payment:**

\_\_\_\_\_ Automatic payment by credit card on the first of each month (attached credit Payment Authorization Form must be completed and returned with this packet)

ASP Fee	+	Late Stay	=	Total	-	Discounts	=	AMOUNT DUE
\$		\$		\$		\$		\$

Payment Plan					
	Installment Amount	Amount Paid	Receipt #	Payment Date	Comments
1	\$	\$			
2	\$	\$			
3	\$	\$			
4	\$	\$			
5	\$	\$			
6	\$	\$			
7	\$	\$			
8	\$	\$	3		
9	\$	\$			
10	\$	\$			
11	\$	\$			
12	\$	\$			

**Payment Authorization Form**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Participant(s) \_\_\_\_\_

Membership     Adult Fitness     Children's Classes     Swim Team     After School Program  
 LKSA     Preschool     Summer Camp     Winter/Holiday Camp     Special Needs  
 Program  
 Other \_\_\_\_\_

Total Program Fee \$ \_\_\_\_\_

Installment Plan: Amount \$ \_\_\_\_\_ # of Months \_\_\_\_\_

**Billing Information**

Cardholder's Name \_\_\_\_\_

Billing Address \_\_\_\_\_ Apt \_\_\_\_\_

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

Visa     Master Card     Discover     American Express

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_ Security Code # \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

If I am faxing this form, please treat this fax as a copy of my signature on file. I understand that by signing this form I give authorization to the Shorefront YM-YWHA to charge my credit card for the above charges and agree to abide by the policies of the Shorefront YM-YWHA.

Make a difference by supporting the charitable mission and programs at the Shorefront Y.

Would you like to make a tax-deductible donation?

- \$300                       \$150                       \$36
- \$250                       \$100                       \$18
- \$200                       \$50                         Other \$\_\_\_\_\_



PLEASE KEEP THIS PAGE FOR YOUR REFERENCE



# 2018-2019 AFTER SCHOOL PROGRAM CALENDAR

*\*As a current After School Program participant, Holiday Camp programs will be available to you at a highly reduced rate with pre-registration.*



## SEPTEMBER 5

First day of school - No kindergarten bus pickup, drop off at the Shorefront Y



## SEPTEMBER 10-11 (CLOSED)

Rosh Hashana



## SEPTEMBER 18

No Late Stay - Pick up at 5 PM



## SEPTEMBER 19 (CLOSED)

Yom Kippur



## SEPTEMBER 24-25 (CLOSED)

Sukkot



## OCTOBER 1-2 (CLOSED)

Shemini Atzeret and Simchat Torah



## OCTOBER 8 (REGISTER FOR HOLIDAY CAMP)\*

Columbus Day



## NOVEMBER 6 (REGISTER FOR HOLIDAY CAMP)\*

Election Day



## NOVEMBER 12 (REGISTER FOR HOLIDAY CAMP)\*

Veterans Day



## NOVEMBER 15

Half Day - Parent-Teacher Conference



## NOVEMBER 22- 23 (CLOSED)

Thanksgiving Recess



## DECEMBER 24-31 (REGISTER FOR WINTER CAMP)\*

Winter Recess



## JANUARY 1 (CLOSED)

New Year's Day



## JANUARY 21 (REGISTER FOR HOLIDAY CAMP)\*

Dr. Martin Luther King Jr. Day\*



## FEBRUARY 5 (REGISTER FOR HOLIDAY CAMP)\*

Lunar New Year



## FEBRUARY 18 - 22 (REGISTER FOR WINTER CAMP)\*

Midwinter Recess



## MARCH 14

Half Day - Parent-Teacher Conference



## APRIL 19 - APRIL 26 (CLOSED)

Spring Recess/Passover Break



## MAY 27 (CLOSED)

Memorial Day



## JUNE 4 (REGISTER FOR HOLIDAY CAMP)\*

Eid al-Fitr



## JUNE 6 (REGISTER FOR HOLIDAY CAMP)\*

Anniversary Day



## JUNE 10 (CLOSED)

Shavuot



## JUNE 11 (REGISTER FOR HOLIDAY CAMP)\*

June Clerical Day



## JUNE 26

Last day of After School Program



PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

**Program Rules/Expectations**

The Shorefront YM-YWHA will not be responsible for any lost, stolen, or damaged property.

The Shorefront YM-YWHA reserves the right to use all pictures taken for publicity purposes.

The Shorefront YM-YWHA reserves the right to terminate the program for any participant who exhibits serious and persistent behavioral pattern and may pose a risk to him/herself and/or others. The Program Director will be in communication with families of any child exhibiting problematic behaviors. **No refund will be issued for termination due to behavioral issues.**

The Shorefront YM-YWHA reserves the right to suspend and/or expel any child/children who are caught breaking any of the program rules. **NO refund will be given if a child is expelled from the Shorefront Y After School Program.**

**Each participant of the Shorefront Y After School Program is expected to:**

- Follow the program's rules.
- Be prepared each day to do homework.
- Respect the beliefs, rights and property of other participants.
- Resolve conflicts peacefully without fighting or name calling.
- Be respectful and courteous to all Shorefront Y staff and students.
- Never leave/walk away from the group.
- Address all issues with staff if a problem were to arise.
- Take proper care of all Shorefront Y rooms, the contents of the rooms, and all property belonging to the After School Program.

**Parents / guardians of a child in the Shorefront YM-YWHA After School Program are expected to:**

Review your child's homework.

Talk with the Program Director/ upper staff about your child's behavior issues and address them at home with your child.

To follow recommendations made by the Program Director concerning your child's development.

Be on time every day to pick up your child at dismissal time. Please keep in mind that there is a late fee if your child is not picked-up on time. Late fee is \$15 for the first 10 minutes lateness, and \$1/minute if you are more than 10 minutes late. This amount will be billed to your account.

- **Children are not allowed to bring in electronic games, iPods, cell phones or any other type of electronic game or any other types of toys. We strongly encourage all students to leave all valuables at home. These items will be confiscated.**
- I understand that the Shorefront Y After School Program has a strictly Kosher food policy as well as a Nut Aware policy. Any food that is brought in for the groups such as birthday party celebrations or any shared treats must be approved in advance by the Program Director. The food must be kosher and nut free.



Dear Teacher(s):

We are pleased to inform you that your student \_\_\_\_\_ is starting to attend the Shorefront YM-YWHA After School Program located at 3300 Coney Island Ave on \_\_\_/\_\_\_/\_\_\_.

Our main goal is to ensure the safety of each child. The children will be bussed in from each school. All children enrolled in the program will be picked up by a designated staff member from Shorefront Y. Keeping the students' safety in mind, we are asking all homeroom teachers to provide the Shorefront YM-YWHA staff with the exact dismissal time and designated location of the child in the school after dismissal (Please provide an indoor pick up location).

Please fill out the attached form and return it to your student's parent, please keep our contact information in case you need to reach us.

Thank you very much for your cooperation and we look forward to working with you.

If you have any questions or concerns please feel free to contact us at the number listed below.

Sincerely,

After School Program

3300 Coney Island Ave

Brooklyn, NY 11235

Main Line 718-646-1444 ext 335

Fax 718-646-0376





3300 Coney Island Ave, Brooklyn NY 11235

Phone: 718-646-1444 ext. 335

Fax: 718-646-03

### STUDENT PICK UP FORM

Name of student \_\_\_\_\_ Grade \_\_\_\_\_

Name of school \_\_\_\_\_

School address \_\_\_\_\_ Phone \_\_\_\_\_

Teacher's name \_\_\_\_\_ Phone \_\_\_\_\_ Classroom \_\_\_\_\_

E-mail address \_\_\_\_\_

Time of pick-up \_\_\_\_\_

Designated pick-up location for after school programs \_\_\_\_\_

Special directions \_\_\_\_\_



