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 2:30 PM 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
Director of After School and Family Engagement Programs
2019 - 2020 After School Program Registration

Child’s Name ___________________________ First ___________ Last ___________

Birth Date _______/_____/______ Age ________ Sex: F M

Grade ___________ Classroom # ___________ School Attending: - Please circle the school your child is attending


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:

<table>
<thead>
<tr>
<th>Days per week</th>
<th>5 Days</th>
<th>4 Days</th>
<th>3 Days</th>
<th>Casual Booking (1 or 2 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT OPTION</td>
<td>Full week</td>
<td>M T W TH F (Circle 4 days)</td>
<td>M T W TH F (Circle 3 days)</td>
<td>M T W TH F (Circle days)</td>
</tr>
<tr>
<td>Full school year registration fee* NOT including mini-camps</td>
<td>$5,800/school year</td>
<td>$5,143/school year <em>Average</em> (full year fee may vary depending on the days of the week registered)</td>
<td>$4,446/school year <em>Average</em> (full year fee may vary depending on the days of the week registered)</td>
<td>$50 per day *With After School Director approval →</td>
</tr>
</tbody>
</table>

ADDITIONAL SERVICE: no discounts apply

Late Stay Monday-Thursday 6PM-7PM Friday until 6:30 PM $15/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 25th.)
- 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, 2020. 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 2020 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 20th of any month preceding the month of cancellation, (i.e. to stop attending in February, notify the office by January 20th). 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 $25 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’s Name

<table>
<thead>
<tr>
<th>Parent Information:</th>
<th>Cell Phone</th>
<th>Work Phone</th>
<th>E-mail address required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father’s Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Marital Status:  □ Married  □ Single  □ Partner Relationship  □ Separated  □ Divorced  □ Widowed

<table>
<thead>
<tr>
<th>Emergency Contacts (other than parents):</th>
<th>Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Pickups* (other than parents):</th>
<th>Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Your child will NOT be allowed to leave with a person whose name is not listed above. Please list ALL persons allowed to pick up your child from program. Siblings under age of 16 will NOT be allowed to pick up the child.

Has your child ever attended any after school program?  Yes □ No □ If Yes When? ______ Where? ______________________

How did you find out about our After School Program?

□ Friend (please specify) ____________________________ □ Newspaper (please specify) ____________________________

□ Flyer  □ Child’s school  □ Email from the Shorefront Y  □ Shorefront Y website  □ Social media  □ at the Shorefront Y

□ Other (please specify) ____________________________

New participant(s):  □ Yes  □ No, this will be my child’s ______ year at the Shorefront Y After School Program

OTHER CHILDREN IN THE FAMILY:

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Birth Date</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em><strong><strong>/</strong></strong></em>/____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Programs attending at Shorefront Y  □ Preschool  □ LKSA  □ Sports (specify)  Others (specify)

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Birth Date</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em><strong><strong>/</strong></strong></em>/____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Programs attending at Shorefront Y  □ Preschool  □ LKSA  □ Sports (specify)  Others (specify)
Child(ren)’s Name ____________________________________________  Relationship to Child ______________________________

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 2019-2020 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:

- □ Hispanic/Latino
- □ Black/African
- □ Asian
- □ White-Caucasian
- □ Other _____________

- □ Jewish Observant
- □ Jewish
- □ Christian
- □ Muslim
- □ 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)

<table>
<thead>
<tr>
<th>ASP Fee</th>
<th>Late Stay</th>
<th>Total</th>
<th>Discounts</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>+ $</td>
<td>$</td>
<td>- $</td>
<td>$</td>
</tr>
</tbody>
</table>

Payment Plan

<table>
<thead>
<tr>
<th>Installment Amount</th>
<th>Amount Paid</th>
<th>Receipt #</th>
<th>Payment Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 $</td>
<td>$</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 $</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 $________

www.shorefronty.org * 3300 Coney Island Ave. * Phone 718.646.1444 * Fax 718.646.0376
2019-2020
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 at 3 PM

SEPTEMBER 30 – OCTOBER 1
(CLOSED)
Rosh Hashana

OCTOBER 8
No Late Stay - Pick up at 5 PM

OCTOBER 9 (CLOSED)
Yom Kippur

OCTOBER 14 & 15 (CLOSED)
Sukkot

OCTOBER 21 & 22 (CLOSED)
Shemini Atzeret and Simchat Torah

NOVEMBER 5 (REGISTER FOR HOLIDAY CAMP)*
Election Day NO After School

NOVEMBER 11 (REGISTER FOR HOLIDAY CAMP)* NO AFTER SCHOOL
Veterans Day

NOVEMBER 13 OR 14 TBA
Half Day - Parent-Teacher Conference
NO Bus Pick up 1/2 Day Mini Camp

NOVEMBER 28-29 (CLOSED)
Thanksgiving Recess

* On the 31st, Pickup by 3 PM

JANUARY 1 (CLOSED)
New Year's Day

JANUARY 20 (REGISTER FOR HOLIDAY CAMP)*
NO AFTER SCHOOL
Dr. Martin Luther King Jr. Day*

FEBRUARY 17 - 21 (REGISTER FOR WINTER CAMP)* NO AFTER SCHOOL
Midwinter Recess

MARCH 4 OR 5 TBA
Half Day - Parent-Teacher Conference
No Bus Pick up 1/2 day Mini Camp
NO AFTER SCHOOL

APRIL 9- APRIL 17 (CLOSED)
Spring Recess/Passover Break

MAY 25 (CLOSED)
Memorial Day

MAY 28 & 29 (CLOSED)
Shavuot

JUNE 6 (REGISTER FOR HOLIDAY CAMP)* NO AFTER SCHOOL
Chancellors Day

JUNE 9 (REGISTER FOR HOLIDAY CAMP)* NO AFTER SCHOOL
June Clerical Day

JUNE 26
Last day of After School Program 1/2 day with Bus Pick up
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
347-689-1814
Fax 718-646-0376
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 ________________________________