

YWCA Early Learning Center (ELC) Program Enrollment Packet 2008-2009

To enroll your child in the Early Learning Center program at 225 SW 12th, Topeka, please complete the attached enrollment forms filling in every line of each form. Please read through this packet completely. If you have questions, you may contact Margaret Lachowsky, ELC Director at 233.1750 x345. **The first week's tuition and the registration fee are due with this completed application packet prior to the first week your child attends ELC. Enrollment is final once it is confirmed by Youth Services.**

PROGRAM HOURS & FEES.....

- Hours: 6:30 AM – 5:30 PM daily Monday – Friday
- Enrollment Fee: \$25 per child **Non-refundable, due with application**
- 6 weeks – 1 year (infants): \$175.00 / weekly
- 1 yr – 2 ½ years (toddlers): \$155.00 / weekly
- Non-potty trained preschool age: \$143.00 / weekly
- 2 ½ years- school age (preschool and pre-k): \$116.00 / weekly
- HeadStart children: \$100.00 / weekly
- Part time care: \$100.00/weekly (same 3 days or 25 hours; relinquish spot if needed for full time)
- **All children must be picked up by 5:30 to avoid the \$1 per minute per child late charge.**

FEE POLICIES

1. The cost of the program remains the same whether your child attends or not. There are no refunds, make-up days, or credits for days missed, including snow days. Your fee is weekly, regardless of the number of days your child attends. **You will be billed for YWCA holidays.** See holiday listing provided.
2. If your child has a prolonged illness for two weeks or more, the fee will be reduced to half, to hold a place open and allow your child's name to remain on the active enrollment. The Director must be notified.
3. ELC is a **PRE-PAY** program. Payment is due on Friday for the upcoming week. **Failure to pay promptly may result in termination of services.**
4. Statements are sent once a month to show activity on your account. We do not send bills, as no one should have a balance. **Do not** wait for your statement to make a payment. A late fee of \$10.00 will be applied to all accounts over 14 days past due. A child may be suspended from the program if the account balance is over 21 days past due. Please feel free to contact the Director to discuss your account balance at any time.
5. A **two week written notice** must be submitted to and confirmed by the Director, Margaret Lachowsky, before terminating your child from the program. **Failure to give notice will result in continued fees.**
6. Check, cash, money order or credit cards are accepted as payment. Please write your child's name and ELC on each check. Make checks payable to the YWCA. Receipts will be written for cash payments only. Payments may be put in the lock box on the ELC office's door.

Children are accepted in the YWCA programs without regard to race, color, religion, economic background, national origin or ability. ELC is a licensed preschool program by the Kansas Department of Health and Environment and the Child and Adult Care Food Program. Breakfast, lunch, afternoon snack are provided. Parents/guardians can visit the preschool at any time and are welcome to join the activities.

Contact Margaret Lachowsky for more information at 233-1750 x 345.

Please indicate start date: _____

YWCA Early Learning Center (ELC) Program Application
6:30 AM – 5:30 PM, Monday – Friday, 2008-2009

Application **must** be completed and approved **before** your child may attend.

(Circle One) 6 weeks – 1 year 1 yr – 2 ½ yrs 2 ½ - 4 yrs 4 yrs - school age HeadStart Part time

Indicate Days of Attendance: _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri

Indicate Time of Attendance: Arrival Time: _____ Pick Up Time: _____
Meals served during care: (check all that apply) _____ Breakfast _____ Lunch _____ PM Snack

CHILD'S NAME _____

SEX _____ AGE _____ BIRTHDATE _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

CELL PHONE _____ E-MAIL ADDRESS _____

HOME ADDRESS _____ ZIP _____

PLACE OF EMPLOYMENT _____ OCCUPATION _____
BUSINESS ADDRESS _____ BUSINESS PHONE _____ EXT. _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

CELL PHONE _____ E-MAIL ADDRESS _____

HOME ADDRESS _____ ZIP _____

PLACE OF EMPLOYMENT _____ OCCUPATION _____

BUSINESS ADDRESS _____ BUSINESS PHONE _____ EXT. _____

CHILD LIVES WITH: BOTH PARENTS _____ MOTHER _____ FATHER _____ OTHER _____

SRS ASSISTANCE _____ (MUST complete the SRS contract before starting.)

EMERGENCY CONTACTS/AUTHORIZED PICK UP PEOPLE: PLEASE LIST AT LEAST 2 PEOPLE, IN ORDER OF PREFERENCE, OTHER THAN PARENTS, WHO LIVE IN THE TOPEKA AREA. Please assure a complete mailing address is provided. Use additional sheet if necessary.

NAME _____ HOME # _____ WORK # _____

ADDRESS _____ CELL# _____

NAME _____ HOME # _____ WORK # _____

ADDRESS _____ CELL# _____

CHILDREN ARE ACCEPTED IN YWCA PROGRAMS WITHOUT REGARD TO RACE, COLOR, RELIGION, ECONOMIC BACKGROUND, NATIONAL ORIGIN or ABILITY.

YWCA Early Learning Center: 225 SW 12TH Street , Topeka KS 66612 785/233-1750
Member Agency United Way of Greater Topeka

YWCA CHILDCARE PROGRAMS EDUCATIONAL IN NATURE AND ARE LICENSED BY THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT.

FINANCIAL AGREEMENT: TERMS AND CONDITIONS

YWCA Early Learning Center Program

Registration Fee: \$25.00 *Non Refundable* (must accompany the completed application)

Weekly Rates: (Circle One)

\$175.00	6 weeks – 1 year
\$155.00	1 year – 2 ½ years
\$143.00	Non-potty trained preschoolers
\$116.00	2 ½ years – school age (preschool and pre-k)
\$100.00	HeadStart _____ to _____ (beginning date) (ending date)
\$100.00	Part time (same 3 days or 25 hours; relinquish spot if needed for full time)

Late Pick Up Charge: \$1 per minute per child past 5:30 PM

Late Payment Charge: \$10 if not paid by 14th of each month with possible suspension after 21 days past due.

Agreement: I desire to enroll my child, _____,
in the YWCA Early Learning Center Program.

Notice: All children’s records are kept confidential and will not be shared with anyone except parent or guardian. If you receive SRS assistance and have questions, you may contact Margaret at 233.1750 x345.

Termination: A written two-week notice is required for termination. Tuition will be charged two weeks after written notice of termination is received. This notice must be given to YWCA, 225 SW 12th Street, Topeka, KS 66612, attn: Margaret Lachowsky, Director.

Tuition agreement: I agree to pay the tuition as stated above. I understand tuition is due every Friday for the up coming week. I understand if I fail to pay my tuition and my account balance is over 14 days past due, a \$10 late fee will be charged to my account and my child (ren) may be suspended from care until payment is received. I agree to pay any late fees assessed. I understand that there will be no credits issued for absences due to illness or other causes. Any charges not covered by SRS will be my responsibility. I assume personal and individual responsibility for all charges. I have read, understood, and agree to these terms and conditions.

SRS Families: Submit a signed SRS contract prior to starting the ELC program. Any charges not covered by SRS will be the responsibility of the parent/guardian.

Signature of Responsible Party

Date

YWCA Early Learning Center Information Sheet

- What activities interest your child most?
- Are there any limitations, conditions, or special information that the ELC staff should be aware of concerning your child?
- Please indicate how you heard about the YWCA ELC Program:

Statistical Information

The United Way and other organizations that provide operating funds for this program require that certain statistics be kept. These statistics help us justify the need for this program to those who would support it. This information will be kept confidential. Please complete the section below by circling your answer.

- Age Profile: 6 weeks – 1 year
 1 yr – 2 1/2 years
 2 ½ years - 4 years
 4 years – school age
- Gender Profile: Female Male
- Racial Profile: Black/African American Hispanic/Latino American Indian
 White Asian Alaskan Native Other _____
- Income Profile: Below Poverty Level At Poverty Level All Others

*Poverty Level is defined as: \$13,200 for a family of 2; \$16,600 for a family of 3; \$20,000 for a family of 4.

I GIVE MY PERMISSION FOR MY CHILD TO: (CHECK & SIGN BELOW)

- _____ HAVE PICTURES TAKEN FOR PROMOTION OF YWCA PROGRAMMING
- _____ USE MY CHILD'S ARTWORK FOR PROMOTION OF YWCA PROGRAMMING
- _____ ALLOW YWCA ELC STAFF TO APPLY SUNSCREEN TO MY CHILD
- _____ PARTICIPATE IN INTERGENERATIONAL ACTIVITIES

SIGNATURE OF PARENT OR GUARDIAN

DATE

