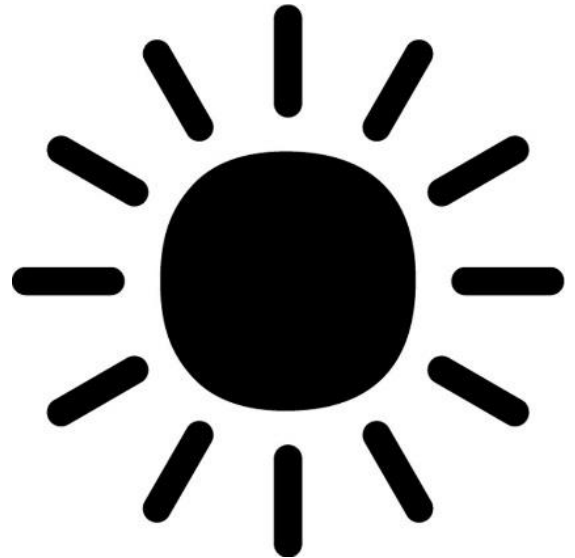




FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEARN GROW THRIVE

**Summer Uproar Parent Handbook**  
**WHITE BEAR AREA YMCA**



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### **Electronic Forms Available at:**

[http://www.ymcatwincities.org/child\\_care\\_\\_preschool/summer\\_programs/summer\\_forms\\_\\_handbook](http://www.ymcatwincities.org/child_care__preschool/summer_programs/summer_forms__handbook)

Parents / Guardians:

Thank you for enrolling your child in a Y Youth Development program.

The team members of the Y would like to welcome you to our program. Each of us hopes your youth/teen's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere where youth belong and feel empowered to make decisions, develop new interests, make new friends and have FUN!

Within these pages is what you may expect from Y Uproar Programs and what the team members expect from you in return. In order for your youth/teen's experience to be rewarding, we all need to work together. We hope this handbook is helpful. Please take the time to become familiar with the policies and procedures.

Thank you for registering your youth/teen for Y programs. We hope that this program is a wonderful experience for your youth/teen and family.

Please contact us with any further questions, we welcome your input.

Y Program Staff

## Planning For Each Day

On Monday a schedule will be sent home of what your youth/teen will be doing for the rest of the week. You will also receive daily updates as needed.

What to Bring Each Day: Make sure to label all belongings!

- Non-Perishable Lunch and 2 snacks
- Swim suit and towel
- Water Bottle
- Tennis Shoes
- Sunscreen – please apply before coming to the program
- YMCA Summer Uproar T-shirt on Field Trip Days, as will be indicated on your weekly schedule
- Dress Appropriately
- Field trip items may vary

Please do not bring:

- Electronics
- Games
- Valuables
- Money
- Guns/weapons of any kind, including toys
- Alcohol, tobacco or drugs of any kind
- We encourage youth to not bring cell phones. If youth bring cell phones to program there will be restrictions around usage during program time.

Your youth/teen will be responsible and held accountable for their belongings. This is a part of our 4 core values of Caring, Honesty, Respect, and Responsibility. The Y will not take responsibility or be held liable for lost, stolen or damaged items. Please **DO NOT** permit your youth/teen to bring items of value from home.

Weapons, tobacco, illegal substances, and alcohol of any kind are not allowed in the Y summer programs. If a youth/teen is found to have any of these things, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

# Billing and Payment Information

## Y Customer Service Center

The main responsibility of the Customer Service Center staff is to provide service to families with inquiries, registration, billing, statements, parent and child information and account updates. Please feel free to contact Customer Service with any questions. The Customer Service Center may be reached at:

### Customer Service Center

**P 612.230.9622 F 612.223.6322**

**Hours: Monday - Friday 7:00 am - 6:00 pm**

**Registration available beginning Saturday March 5, 2016**

**<http://ymcatwincities.custhelp.com>**

## Registration and Contract Tuition Fee Agreement

Registration forms must be completed in full for each child so that appropriate information is obtained. In order to expedite processing, include the \$50.00 nonrefundable registration fee per child. Please note: online registration is available for the entire summer program and will expedite your child's registration process.

Please visit our Summer Programs web page to register. Once on the page, simply choose your program and location to register online.

## Changes to Registration

Any changes made to the original registration may be made as long as it is completed by Monday, one week **PRIOR** to the week of care. Changes made after that time will result in parents being charged the original registered week plus any additions.

If you want to add additional days after your original registration, it is best to make those changes online through "My Child Care" on your My Account home page. You may add or reduce the days needed, however, you will be charged at least a minimum of 3 days. If you need assistance with your online account login information, please contact Y Customer Service at 612-230-9622.

Please note: There will be no reduction of fees for days registered if your child does not attend program.

### **Late Payment and Return Fees**

Your child may not be able to attend the program if payment has not been received the week before care. **Payment is due by Monday the week before care.**

There will be a \$10 per child, per week late fee assessed on the Saturday before care if full payment is not received either through the online system or in the Customer Service Center by due date. Credit card payments are pulled on Tuesdays, the week prior to care.

Days added after the **change due date** are billed at your original daily rate. Example: registered for 3 days at \$120 = \$40 a day. You want to add a fourth day (this is a change to registration), the cost will be an additional \$40 for that day.

There is a \$20 return fee for returned checks and returned electronic fund transfers. We encourage

you to use our electronic funds transfer or our online payment option to ensure timely payment. If you registered online, your credit card will be used for automatic EFT payments. Forms for EFT are available at your site, on the web site, or call the Customer Service Center for further information.

### **Payment Options**

- Automated Electronic Funds Transfer (credit/debit card) •
- Personal Check
- Online Payments
- Credit/debit card over the phone
- Payment at a YMCA branch front desk

### **Late Pick Up Fees**

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per child for children in our care after program hours. Parents are held accountable for these additional fees. Late fees will be assessed with the next tuition payment. Habitual lateness or abuse of this policy could result in expulsion from the program.

### **Non Payment and Termination**

If payment is not received by the due date, your child's attendance may be stopped and you will have full responsibility for all registered days. We reserve the right to terminate a child's participation in our programming at any time.

## **Billing Adjustments**

Any billing adjustments to your fees outside of normal tuition fees will be done on a periodic basis throughout the summer. Adjustment fees include back billing for additional days/sessions attended, NSF or EFT Return fees, etc.

## **Multiple Party Payments**

In cases where multiple parties are making payments to a childcare account, the Y is **not** responsible for determining which party has the financial responsibility for specific weeks/days. A multiple party agreement form must be completed and signed by both responsible parties prior to program start. Payments will be split by percentage only for each week of program. The Y will not bill by days attended. Billing will be completed based upon weekly program registration. Both parties must be set up on automatic billing through a valid credit/debit card. EFT authorization must be on file for both parties.

## **County Subsidy and Third Party Payments**

Families who are working with a state or county agency that helps cover the cost of child care expenses must contact their caseworker about their involvement in our program. Parents using State, County or third party payments must provide a caseworker name, phone number and VU# at the time of registration. Upon receipt of the authorization, the child will be enrolled. For county subsidy, a current "Authorization of Service" must be on file with the Y. Co-payments are due in full by due date. Co-payments can be set up for payment bi-weekly or monthly prior to use. Payment arrangements are made with the Customer Service Center. Parents will be held liable for all fees not covered by an authorization. An expired authorization or failure to pay parent co-pays may result in termination of your enrollment. Claim forms must be signed and returned to the Y within 1 week of receipt, otherwise the parent may be liable for childcare fees.

## **Personal Pricing Plan**

The Y welcomes those who wish to participate and annually raise funds to help make the Personal Pricing Program possible. Personal Pricing applications must be submitted with registration forms and accompanying registration fees and/or deposits. Personal Pricing is supported in part by contributions from our Annual Support Campaign and other donors, and provides scholarships and subsidies for qualifying applicants within our available resources. Applications are available online at:

<http://www.ymcatwincities.org/about/scholarships/>

## **The Y Difference**

Uproar provides an exciting combination of spirited adventures and growth opportunities that challenge the mind and stretch the body! Exciting field trips, group activities, and local amusement and water parks are among the many fun things to do at Uproar. Staff counselors provide character development opportunities to encourage independence and responsibility.

### **Program Goals**

- Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.
- Help each child develop relationships with others and learn to work together in a cooperative manner.
- Involve and serve parents and families in significant ways that build upon their strengths.
- Use curriculum that supports youth-centered and youth-led activities.
- Create an environment where team members are partners with parents and other caregivers, working together to help youth grow up healthy, happy and strong.

## **Curriculum and Character Development**

### **Y Uproar Curriculum**

As with any Y program, the Y Uproar curriculum is centered in the Y mission and program goals. Second only to relationships, a well-planned curriculum will help to define a youth/teen's experience in a Y program. The Y Summer Uproar program is unique. Curriculum is developed around these eight core components:

- Leadership development
- Team building
- Character and Asset development
- Social and personal development
- Family and community involvement
- Fitness and nutrition
- Life skills
- Diversity and Global Awareness

### **Y Character Development**

At the Y, character development and values are a part of who we are. We reinforce the values you teach at home. The Y is committed to embracing and demonstrating character through the modeling and practicing of the four core values: caring, honesty, respect and responsibility. Our goal is to inspire the people we serve to believe in and act on these positive values.

## **General Program Information**

### **Team Member Selection and Training**

Staff are selected based on their education and experience working with youth/teen. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety for youth. All Y staff must complete a background check before working in the program. Our staff are experienced and caring, trained in working with youth and program safety including First Aid, CPR, and child abuse prevention.

### **Parent and Volunteer Participation**

Parents are encouraged to participate in the program with their youth/teen, there are several opportunities throughout the summer. Parents are welcome on field trips as well as program activities. There are many opportunities for parents to volunteer within the program, such as helping at a community service project, get involved in a team building activity, sharing information about your career and educational background, and teaching life skills workshops with the children. Please see your Site Director/Coordinator for more details – volunteering will require prior planning and approval. Parent volunteers will not be allowed to supervise other youth/teen in the program unless they have completed the volunteer process.

### **USDA Child and Adult Care Food Program**

Y Summer Programs that provide meals and snacks follow the meal guidelines of the Child and Adult Care Food Program. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, nationality origin, sex, age, or disability.

To file a complaint:

#### **USDA, Director, Civil Rights**

Room 326-W, Whitten Building

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Call TDD: 202 720 6382 or voice: 800 795 3272.

USDA is an equal opportunity provider and employer.

All treats brought in to the Y child care program must be store bought. Please check with program team members for food sensitivities prior to bringing in treats.

### **Program Access**

The Y is committed to the policy that all persons should have equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. The Y will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the Y if your youth/teen has any special needs requiring any accommodations.

### **Accommodation Process**

Consideration is given to the individual needs of every youth/teen and the ability of the program to meet those needs. Please inform the Y during the enrollment process if you or your youth/teen requires any special accommodation. It is helpful for a smooth program transition to have a conference prior to enrollment. This information enables the Y to better meet your needs or those of your youth/teen, within available resources, and to the extent reasonable. All staff that will be working with a youth/teen with special needs will be informed of how to care for or meet those needs in a timely fashion through a meeting or written notification.



## Safe Boundary Information

1. The Y restricts staff from providing child care services off site for families they meet through their employment at the Y. This includes nanny services and babysitting.
2. Your youth/teen should not receive personal gifts from individual staff members.
3. Staff and volunteers are not permitted to individually transport program participants in their personal vehicles.
4. One youth/teen will not be alone with one staff member outside the hearing or vision of others.
5. The Y limits outside contact between staff and program participants.

### Data Privacy

The Y complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with the Y team members.

### Parent Communication

Parents are encouraged to communicate openly with Y staff about the program and their youth/teen. Staff will make an effort to communicate with parents/guardians on a daily basis about upcoming activities, youth/teen's behavior, or any program changes. A parent may request a conference with the Site Director/Coordinator at a mutually convenient time to discuss his/her youth/teen's overall development. Y staff may also request a meeting with a parent.

### Program Surveys

As a parent or guardian of a Y participant, you will receive a program survey to let us know the program's strengths and areas for improvement. Please take time to complete and return it to us. The surveys help us do a better job. We encourage regular informal conversations and phone calls with the Y team members.

### Parent Grievance Procedure

If you have a grievance regarding this program:

1. Immediately set up an appropriate time to discuss it with the youth/teen's program staff.
2. If it is not resolved, discuss it with the Site Director.
3. If it is still not resolved, discuss it with the Program Director.

We want to address any concerns or questions you or your youth/teen might have regarding the program. Please encourage your youth/teen to speak directly to any staff in the program about issues or areas they are uncomfortable with, so we can address them in a timely manner.

### Program Rules

All children, team members and parents should be following the four core values of the Y: caring, honesty, respect and responsibility.

In addition to following the values, program rules are:

1. Follow directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Stay with the group

The overall safety of all youth/teens in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or program staff.

## **UPROAR BEHAVIOR GUIDELINES PROCEDURES**

The YMCA strives to maintain a positive approach to managing youth's behavior at all times, using the YMCA core values of caring, honesty, respect and responsibility. The approach also includes:

- Establishing and enforcing clear and consistent limits and expectations for appropriate behavior.
- Through various techniques including:
  - o role modeling
  - o distraction/redirection
  - o adjusting the environment
  - o cooperative problem solving
  - o removal from the activity/area as a last resort

When a participant does not follow the behavior guidelines, we will take the following action steps:

1. Staff will redirect the participant to more appropriate behavior.
2. If inappropriate behavior continues, the participant will be reminded of behavior guidelines and rules and the participant will be asked to decide on action steps to correct his/her behavior.
3. Staff will document the situation, the inappropriate behavior and action taken. Parents will be notified.
4. If the situation is not resolved and inappropriate behavior continues, as a final action step, the participant may be dismissed from the program.

**We reserve the right to bypass the above behavior steps at any time and remove a youth from our care for reasons of safety.**

To encourage positive choices our staff will:

- Protect the safety of the youth/teen and staff by establishing clear expectations/boundaries and creating a safe environment
- Provide immediate and directly related consequences for a youth/teen's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage youth/teen in cooperative problem solving
- Model appropriate behaviors with youth/teen

### **Parent/Guardian Code of Conduct**

To ensure that Y Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Y Programs represented in a positive manner at all times. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

1. Parents/Guardians will conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect and responsibility.
2. Parents/Guardians must refrain from foul language at all times, while at a Y program location.
3. Parents/Guardians will not show or exhibit derogatory conduct toward any Y staff, participants, or other parents/guardians.
4. The misuse of drugs or alcohol at a Y location will be prohibited.
5. Parents/Guardians will not be allowed to take pictures/video of other participants or Y Progra

## Person Authorized to pick up your youth/teen

The safety of all youth/teen in Y programs is of primary importance. At the time of enrollment, the Y must be provided with emergency contact names and phone numbers of persons authorized to pick up their youth/teen. For your protection, only persons authorized in writing by the parents and are 18 years of age or older may pick up your youth/teen. If you have any questions or concerns about this please contact the Site Director/Coordinator.

Any authorized person who is picking up the youth/teen from the Y program must have available proper photo identification and may be checked by Y staff. This procedure helps to ensure the safety of your youth/teen. We require that all parents/guardians follow this policy. Failure to comply will result in dismissal from the Y program. The Y staff will ask to see a photo ID for all persons picking up participants. Staff may vary, please be prepared to show your photo ID daily.

You must inform the Y staff in advance, in writing, if someone OTHER THAN a parent/guardian or authorized person is to pick up your youth/teen. No phone authorizations will be accepted. In emergency situations, an exception may be made if the staffs are able to call back to a previously provided number on the emergency forms to verify that it was the parent/guardian that made the call.

If there is a court ordered custody agreement, the Y is legally bound to respect the wishes of the legal document. It is the responsibility of the guardian who holds legal custody to provide the Y with a certified copy of the most recent court order. This copy must be on file with the Y and updated by the custodial parent when necessary.

If you will be giving your youth/teen permission to ride his/her bike or walk to/from the program, a **Child Release Waiver** will need to be completed and on file with the Y.

## Required Sign-in / Out Procedure

You must sign your child in every morning and out every afternoon. The sign-in/out sheet must be filled in every day with your FULL signature and time of drop-off or pickup if the electronic sign in and out system is not utilized by your site location. Parents or authorized individuals must accompany their youth/teen into the program. Most programs are using an electronic sign in and out system. If your program is using an electronic system you will receive a PIN from the Customer Service Center. You will utilize this PIN to electronically Check in and Check out your child. If you are new to this system, please ask site staff for assistance.

Any authorized person who is picking up a youth/teen from the Y program must have proper **photo identification** available which may be checked by Y staff. This procedure helps to ensure the safety of your youth/teen. We require that all parents/guardians follow this policy. Failure to comply will result in dismissal from the Y program. Staff may vary, please be prepared to show your photo ID daily.

## Electronic Check In / Check Out

Simply choose the appropriate button on the screen



Key in the first youth/teen's PIN number and click Continue. Choose the Program and Session and click on Check In. Please ensure your child's name and age appear correctly on the screen when using the electronic system.

## Accidents

If your youth/teen has a minor injury, the Y staff will perform First Aid if necessary and notify you when you pick up your youth/teen.

If a serious injury should occur, the Y staff will perform First Aid and notify you to pick up your youth/teen immediately and let you determine if you should take your youth/teen to the doctor or dentist.

In case of an emergency the Y staff will:

1. Call 911, perform immediate First Aid, and contact you. After 911 have been called, it is then up to the emergency response team to decide what actions will be taken.
2. A staff will accompany the youth/teen (when allowed) to the hospital and stay until the parent/guardian arrives if emergency medical transportation is required.

If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

## Exclusion of Sick Youth/teen

For the health and safety of all youth/teen in our programs, please do not send your youth/teen to Y summer programs if they are ill. Please notify us if she/he will not be attending.

Youth/teen are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever – If over 101 orally, or accompanied by other symptoms such as behavioral change, diarrhea, undiagnosed rash or vomiting
- Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing
- Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores
- Rash- If cause of rash is not known
- Eye drainage
- Unusual skin color

- Bacterial infection (such as strep throat)
- Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)
- Head lice – presence of lice or lice eggs (“nits”)

Youth/teen must be free from these symptoms for at least 24 hours before returning to the Y and any contagious illness should be cleared by a doctor. Parents/Guardians must notify the Site Director/Coordinator if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the Y will notify other participants in writing, including cause and symptoms.

### **Sending your Youth/teen home due to illness or injury**

If a youth/teen exhibits any of these illnesses while in the program, the youth/teen will be separated from the group and the parent/guardian will be called to come and pick up the youth/teen. If a parent or guardian cannot be reached; the emergency contacts will be called. Staff will continue to assess the youth/teen’s condition. Because we are looking out for your youth/teen’s best interests, you or another authorized adult must pick up your youth/teen *within one hour of being contacted*. If the staffs feel that your youth/teen’s condition warrants emergency medical attention, or if necessary, the local emergency resource will be notified.

### **Administering Sunscreen and Medication**

We ask the parents to ensure sunscreen is on before youth/teen come to any of our summer programs as the participants will spend some of their time outside.

We will remind participants to put on sunscreen periodically throughout the day and will monitor them as they apply it.

For medical and safety reasons, YMCA team members do not administer insulin shots, Diastat or other medications requiring similar procedures. Our staff will work with parents/guardians, the youth/teen and the youth’s medical providers to explore other reasonable accommodations to permit the youth/teen to enjoy our programs to the fullest extent possible.

Youth/teen are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- Name of medication and youth/teen’s name
- Date of original issue
- Directions for use
- Prescription number and expiration date
- Name and address of licensed pharmacy issuing the medication
- Physician’s name
- Dosage and duration

The Medication Permission form must be completed by the parent or guardian and on file at the Y before any medication is dispensed – including non-prescription. Please return the form to the Y before your first scheduled day or the start of medication.

### **Youth/Teen’s Basic Needs**

In order to grow and learn, all youth/teen have basic needs including safety, good nutrition, shelter, medical attention, clean clothes, appropriate discipline, and love. Parents/guardians who are having difficulty providing for a youth/teen’s emotional or physical needs are encouraged to ask for help. Our staff can help parents/guardians find community resources. If a parent/guardian is unable or unwilling to meet a youth/teen’s needs or if there is suspicion of physical, emotional, or sexual abuse, team members are mandated by the State of Minnesota to file a report with the Child Protection Agency.

### **Transportation of Youth/Teen**

By completing the registration process for Y summer care programs you are giving written authorization from the parent/guardian to transport the youth/teen to and from the site, when transportation is provided for a field trip or off site programming. Some field trips may be walking field trips. Field trip information is available at your site. Buses will not wait for late participants and programs will not offer alternative care. Please watch for field trip information and departure times at your site.

## YMCA MEDICATION FORM

(This form is not necessary for Bug Repellant Lotion or Sun Screen)

**NOTE: YMCA Program staff cannot administer medication (prescription or over-the-counter) unless this form is completed and signed.**

**Prescription Medications:** must be signed by a parent or guardian and physician (the prescription bottle serves as the physician's signature. All prescriptions must be in the original container.

Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor. The YMCA will retain the medication for the duration of the session and return any unused medication at the end of each session.

**Over-the-counter Medications:** to be signed only by parent or guardian, however physician information is still necessary.

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Medicine: \_\_\_\_\_ Dosage: \_\_\_\_\_

Method of Administering (i.e., injection, inhaler, etc.) \_\_\_\_\_

Does Medication require refrigeration?  YES  NO

Diagnosis: \_\_\_\_\_ Is Condition Contagious?  YES  NO

Dates to be administered:

From \_\_\_\_\_ To \_\_\_\_\_ Time(s): \_\_\_\_\_

(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PHYSICIAN'S Signature** \_\_\_\_\_

(for prescribed medications NOT in original prescription bottle)

Physician's Business Address: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_ Pharmacy Phone: \_\_\_\_\_

Prescription #: \_\_\_\_\_

**Valid for one week at a time for the length of prescription as stated by physician,  
e.g.: antibiotic 10 days, unless otherwise stated by physician.**

**We will not administer any medication without this completed form.**

Name of Child: _____ Date Received: _____					
Medicine received: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
Time to be given: <b>AM</b>					
Staff Sig.					
Time to be given: <b>PM</b>					
Staff Sig.					

**YMCA OF THE GREATER TWIN CITIES**

**CHILD RELEASE WAIVER**

The YMCA of the Greater Twin Cities conducts a sign-in and sign-out procedure with all children participating in YMCA programs in order to ensure to the extent reasonably possible that all children have a safe and secure experience. Adults authorized by each parent are expected to sign-out and return children from the YMCA program to their home.

I am requesting that my child be released from the YMCA program without adult supervision and be allowed to travel to his/her destination (whether by walking, biking or other) on his/her own. I understand that the YMCA cannot be responsible for my child's care or safety once he/she leaves the YMCA program site. There are various dangers that exist between the YMCA and my child's destination including among others vehicular traffic, being lost or abducted, environmental hazards and injury from unsupervised activities. I also understand that the YMCA has not investigated or made any evaluation of the circumstances regarding the reasonableness of my plan for my child reaching his/her destination, including among others my child's maturity and the location of his/her destination in relation to the YMCA.

I request that my child be released on his/her own responsibility at the end of the regular program time (typically 4:00). I understand the risks and agree to indemnify and hold harmless the YMCA of the Greater Twin Cities from any and all responsibility and liability for my child after his/her departure from the YMCA program.

The YMCA is not responsible for youth until they are signed in to the program daily or after they are signed out of the program daily.

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

**Program Name** \_\_\_\_\_

**Session/Dates Attending** \_\_\_\_\_

**Earliest time youth should leave the program each day** \_\_\_\_\_

**YMCA Branch** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_ **Phone contact** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_