



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE INLAND NORTHWEST CONTINUOUS CURRICULUM SCHOOL REGISTRATION SCHOOL AGE PROGRAM 2016-2017

This registration form together with signed Payment Policies & Procedures on reverse side/page 1 and payment for all first month's fees are due **7 days** prior to the first day of attendance. A receipt will be emailed for confirmation.

INFORMATION					Page 2
1 Child's First Name	MI	Last	<input type="checkbox"/> M <input type="checkbox"/> F	Date Of Birth	Grade
2 Child's First Name	MI	Last	<input type="checkbox"/> M <input type="checkbox"/> F	Date Of Birth	Grade
Address			City	State	Zip
Home Phone		Email			
Parent's Name		Work Phone	Cell Phone		
Parent's Name		Work Phone	Cell Phone		
Emergency Contact			Phone		

FEES		
School:	Start Date	End Date
CCS		
<p>Non-Refundable Registration Fee: \$30/child (Waived for Premier Y Members) Due with registration. 15% discount off the monthly fees of equal or lesser value for each additional child from the same family. Please ✓ ALL programs needed:</p>		
<p>MONTHLY SESSIONS</p> <p><input type="checkbox"/> AM only (6:30AM to start of school) \$125 (Y Member \$115)</p> <p><input type="checkbox"/> PM only (2:20-6:00PM) \$253 (Y Member \$243)</p> <p><input type="checkbox"/> AM & PM \$378 (Y Member \$358)</p>	<p>DAILY PM, or AM Late Start Days</p> <p><input type="checkbox"/> 5-Visit Package \$ 85 (Y Member \$ 80)</p>	<p>Office Use Only</p> <p>REG: _____</p> <p>F/A: _____</p> <p>2nd Child Discount Name(s): _____</p> <p>_____</p> <p>_____</p>
<p>NOTE: Monthly registrations are active and billed until changed or cancelled in writing to the Y Corporate Business Office. Due by 27th of month prior. This registration is for 2016-2017 SCHOOL DAYS only and does not include winter, spring and summer breaks; one-day holidays; learning improvement/curriculum days or any other no school days. Separate registration and fees are required if a School's Out Program is offered.</p>		

PAYMENT INFORMATION	
Primary Parent responsible for payments—Full Name:	
Signature	Date
Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	
Card Number	EXP \$ Name on Card (Print)
Signature	Date
Set up auto draft for monthly payments on the 1st of each month: (Monthly registrations only -- no drafts for 5-visit Pkgs.) <input type="checkbox"/> No <input type="checkbox"/> YES Initials:	

2ND PARENT BILLING (Only offered at time of registration) We will bill a 2nd parent for their portion of the payment for childcare.				
Parent Name	Date Of Birth	Phone		
Address	City	State	Zip	
Email	Signature			
Card Number	EXP \$ Name on Card (Print)			
Signature	Date			
Set up auto draft for monthly payments on the 1st of each month: (Only works if both parents sign up for it.) <input type="checkbox"/> No <input type="checkbox"/> YES Initials:				

Date Received: _____ **Staff Initials:** _____ **Amount Paid: \$** _____ In OVER 01PAID
 Scanned to Business Office Date: _____ Staff Initials: _____ **Staff Initials:** _____ **Date Registered:** _____



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YMCA OF THE INLAND NORTHWEST CONTINUOUS CURRICULUM SCHOOL PROGRAM PAYMENT POLICIES & PROCEDURES 2016-2017

REGISTRATION

A non-refundable registration fee of \$30/per child will be collected at time of enrollment but is waived for Premier Y Family Members and is paid by DSHS for DSHS participants. **Child Info Packets** must be completed and turned in at the school Y-site.

PAYMENT POLICY

- Payments are due in full 7 days prior to the first day of attendance or your child may not attend. A confirmation receipt is emailed.
- Billing is based on either Monthly fee or Daily 5-visit Package fee.
- Monthly billing is from the 1st of the month to the last day of the month.
- Billing statements for the monthly billing are not mailed each month, however, a reminder email is sent on the 1st.
- Monthly billing is active and billed until changed or cancelled in writing to the Business Office by 27th of month prior.
- 5-visit Packages are to be purchased in advance of attending the program and are useable throughout the school year.
- Payments with Non-Sufficient Funds are subject to a \$20 NSF Fee.
- Non-payment for services may be sent to collections.

PAYMENT OPTIONS

- Automatic monthly debit or credit card payments on the 1st of each month. (This option is not available for 5-visit Packages.)
- Pay online at ymcaspokane.org.
- Call **509 777 YMCA (9622)** Monday – Friday, 7am - 7pm, and make payment over the phone with a debit or credit card.
- Drop off payment at the front desk/reception center of any Spokane YMCA facility during business hours:
Monday – Saturday, 8am - 8pm. Sunday, 10am - 7pm.
- Mail to the YMCA Business Office at: 1126 N Monroe – Spokane, WA 99201
- Drop off payment at the YMCA Business Office: Monday – Friday, 8:30am – 4:30pm.

LATE PAYMENT POLICY

- A \$20 late fee will be applied to each monthly account not paid in full by the 10th of each month.
- All accounts with balance dues after the 15th of the month will result in suspension until payment is made in full.
- Suspended accounts may be inactivated and re-registration with payment for next month will be required at time of re-registration.
- Failure to pay your bills will result in loss of care and accounts may be sent to collections.
- A \$5 late fee will be added for each 5-visit Package not paid in full before the child attends.

LATE PICK UP FEES

A fee of \$10 per child is due for every 10 minutes your child is picked up after 6:00 PM. No prorating.

CANCELLATION OR PROGRAM CHANGE POLICY

- Written notice from the parent on or before the 27th of the month prior must be received to our Business Office in order to change or inactivate billing and registration. Written notice can be hand written or emailed.
- Refunds are subject to a \$5 processing fee.
- 5-visit Packages are non-refundable.

FINANCIAL ASSISTANCE

YMCA Financial Assistance is available to qualifying families and is sponsored by the YMCA Annual Campaign and United Way. Applications are available online at www.ymcaspokane.org, at a Y facility or at the Corporate Business Office. Financial Assistance will not apply until after your application is approved. Applications can take up to two weeks to process.

PHONE EXTENSIONS & EMAILS — 509 777 YMCA (9622)

Valley School-Age Program Director: Heather Irmer, ext. 208. hirmer@ymcaspokane.org

Business Office: Courtney Hare ext. 445. chare@ymcaspokane.org

I have read, understand and agree to the above policies:

Parent Signature _____ Date _____

Print Parent Name _____

CHILD'S NAME(S):