



Dear Prospect Hill Academy Families,

Thank you for your interest in the Y@PHA Out-of-School Time Program. Enclosed is the registration form and the enrollment packet, both of which need to be completed. Please be sure to fill out every line. If the answer is "none" or "no one", please be sure to note that on the enrollment packet. Please make sure you are signing ll lines that ask for a parent signature and date.

Feel free to bring the completed materials to the Y@PHA OST Offices at the Franklin Street or Webster Avenue locations while school is in session. During the summer and school year, the packets can be brought directly to the Somerville YMCA, emailed to Michelle or Lan at the email addresses below, or faxed to 617-628-2234. You can also call the Somerville YMCA at 617-625-5050 for assistance with the registration process.

Once your packet has been reviewed, the Y@PHA team will be in touch regarding deposits and payment options. Registration is first come, first served with priority given to families seeking full time (5 day) care.

Please note: A deposit of one week's tuition in addition to the payment for the first week of care, is due in advance in order to secure a spot for your child. Payment is due no later than Fridays for the following week of care. Families who are two weeks or more behind in payments risk termination from the program. Please see Parent Handbook for the complete financial policy information.

Please contact the Y@PHA team with any questions:

Michelle Quinlan – Y@PHA Program Administrator
mquinlan@somervilleymca.org
(781)434-8227

David King – Y@PHA Webster Site Director
dking@somervilleymca.org
(781)434-8184

Lancy Joseph-Y@PHA Franklin Site Director
ljoseph@somervilleymca.org
781-434-8345

All voucher, and billing questions:
Lan Nguyen-Child Care Registrar
lnguyen@somervilleymca.org
617-625-5050

We look forward to having your family as a part of the Y@PHA



2020-2021 School Year Registration Form

Child's name: _____ Date of Birth: _____

Grade for 2020-2021 year: _____ School: Webster or Franklin

Parent/guardian: _____

Phone number: _____ email: _____

Parent/Guardian 2: _____

Phone number: _____ email: _____

First Day of School for PHA is September 8, 2020

Date you wish your child to start the program: _____*

The program cost is: 5 Days-\$120., 4 Days -\$105., 3 Days-\$85., and 2 Days- \$65.

Priority is given to families requesting 5 days. Tuition is subject to change with 60 days written notice

Do you currently have a state issued voucher? Yes No

Please check off the days you are interested in having your child attend.

5 days: (Monday-Friday)

4 days: Monday Tuesday Wednesday Thursday Friday

3 days: Monday Tuesday Wednesday Thursday Friday

2 days: Monday Tuesday Wednesday Thursday Friday

I understand that a 2-week notice is required should I choose to remove my child from the program. _____ (please initial)

**A deposit of one week's tuition in addition to the payment for the first week of care, is due in advance in order to secure a spot for your child. Payment is due no later than Fridays for the following week of care. Families who are two weeks or more behind in payments risk termination from the program. Please see Parent Handbook for the complete financial policy information.*

Parent/Guardian Signature: _____ Date: _____

Office use: Date received: _____

Date entered into system: _____

SOMERVILLE Y@PHA-OST
CHILD'S INFORMATION FORM 11.05 (3) (b) (1)

Child's Name: _____ Date of Birth: _____
Home Address: _____ Age: _____
City & Zip Code: _____
School/OST Site: Webster Ave. or Franklin St. Address: _____
Current grade: _____ Grade entering in September 2020: _____

Is there documentation of a physical exam, immunization record, and lead screening on file at child's school?
Yes: _____ No: _____

List below any special limitations or concerns your child may have including dietary restrictions, allergies, chronic health conditions: **(If none, please write none)** _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Skin Color: _____ Sex: _____
Identifying Marks: _____
Other info on your child _____

PARENT/GUARDIAN INFORMATION:

Is second Parent/guardian authorized to pick up Child?
Yes _____ No _____

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Relationship to Child: _____ Relationship to Child: _____

Home Address: _____ Home Address: _____

Email: _____ Email: _____

Home Telephone #: _____ Home Telephone #: _____

Cell Phone #: _____ Cell Phone #: _____

Bus. Name: _____ Bus. Name: _____

Bus. Address: _____ Bus. Address: _____

Telephone #: _____ Telephone #: _____

Hours at Work: _____ Hours at Work: _____

Parent/Guardian Signature

Date

FOR CENTER USE ONLY:

Date of Admission: _____ Age at Admission: _____ End Date: _____

Number of Days: 5 Days 4 Days 3 Days 2 Days

Days of Week: Monday Tuesday Wednesday Thursday Friday

Payment Type: Private Voucher Begin: _____ End: _____ Other: _____

Payment Rate: Daily Rate: _____ Weekly Rate: _____

**SOMERVILLE Y@PHA-OST PROGRAM
FIRST AID AND EMERGENCY MEDICAL CARE
AUTHORIZATION AND CONSENT FORM 11.05 (3) (b) 3**

Child's Name: _____ Date of Birth: _____ Age: _____

I understand the staff in the Y@PHA-OST program are trained in the basics of first aid and I authorize them to give my child first aid when appropriate. My child attends: **(Please circle name of school/OST site):** Webster Franklin

I understand that every effort will be made to contact me in the event of any emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to Somerville Hospital.

Child's Physician's Name: _____
Address: _____
Phone Number: _____

Child's Identifying Information (required by the EEC Regulations) and/or current picture (if available).

Eye Color _____ Hair Color _____ Sex _____
Height _____ Weight _____ Skin Color _____
Identifying Marks _____

Child's Allergies: **(if none, write none)** _____
Chronic Health Conditions: **(if none, write none)** _____
Dietary Restrictions: **(if none, write none)** _____

Parent(s) Name: _____ Phone (h): _____
Hours at Work: _____ Phone (w): _____

Parent(s) Name: _____ Phone (h): _____
Hours at Work: _____ Phone (w): _____

Emergency Contacts (In order to be contacted) are authorized to pick up children.

Name: _____ Address: _____
Relationship to Child: _____ Phone # _____

Name: _____ Address: _____
Relationship to Child: _____ Phone # _____

Name: _____ Address: _____
Relationship to Child: _____ Phone # _____

Health Insurance Coverage: _____
Policy # _____

Parent/Guardian Signature

Date

This permission form is valid for one program year.

SOMERVILLE Y@PHA-OST PROGRAM

OFF-SITE ACTIVITIES PERMISSION FORM

School/OST Program: **(Please circle one):** Webster Franklin

CHILD'S NAME: _____

I give permission for my child to participate in all of the activities located at the following off-site facilities:

- Apple Cinemas
- Assembly Row
- Ball Square Bowling Alley
- Beaver Brook
- Blue Hills Reservation
- Burlington Cinemas
- Capitol Theater
- Central Hill Park
- Children's Museum
- Chunky's Movie Theater
- Community Growing Center
- Conway Park
- Corbett-McKenna Park
- Cummings School Playground
- Danehy Park
- Davis Square
- Dilboy Field
- Ecotarium
- Esplanade Association
- Farrington Nature Linc
- Flatbreads/Sacco Bowl Haven
- Foss Park
- Latta Brothers Memorial Pool
- Franklin Park Zoo
- Fun World
- George's Island
- Gore Street Park
- Hoyt-Sullivan Park
- Honey Pot Hill Orchards
- Kennedy Pool
- Laser Quest
- Lincoln Park
- Lynn Woods
- Monster Mini Golf
- Museum of Science, Boston
- New England Aquarium
- North Point Park
- Nunziato Field
- Oxford Street Park, Cambridge
- Perry Park
- Plymouth Plantation
- Powderhouse Park
- Prospect Hill Park
- Revere Cinemas
- Roger Williams Park Zoo
- Roller World
- Ryan's Amusement
- Salem Willows
- SCAT
- Skyline Park, Arlington
- Somerville DCR Ice Skating Rink
- Somerville Public Library
- Somerville Theatre
- Somerville YMCA
- Southwick Zoo
- Spectacle Island
- Stage Fort Park
- Stone Zoo
- Townline bowling
- Trum Field
- Twin City Plaza, Cambridge
- War memorial pool
- Wheelock Family Theatre
- Winter Hill Community School Playground
- Woburn Bowl-a-Drome
- Woburn Cinemas

I also acknowledge that without prior notification my child may visit one or more of the above sites and not be back to the Y@PHA-OST program until 5:30PM. I further realize it is my responsibility to contact the Y@PHA-OST program by 9:00AM if it is necessary for my child to be picked up before 5:30PM.

Parent/Guardian Signature

Date

This permission form is valid for one program year.

SOMERVILLE Y@PHA-OST PROGRAM
TRANSPORTATION PLAN 11.05 (9) (B) & ALTERNATIVE TRANSPORTATION PLAN

Child's Name: _____

School (Please Circle One) **Webster** **Franklin**

My Child will **arrive** at the program by (please check all that apply):

_____ Y@PHA Webster staff supervised walk, grades K, 1st

_____ Y@PHA Webster walk to room location, grades 2nd, 3rd _____ Walk to location (**Franklin location**)

_____ Parent/guardian drop off (*vacation/summer*)

_____ Other: _____

My child will **depart** from the program by:

_____ Supervised departure (see list below)

_____ Unsupervised departure*

During vacation weeks and full day summer programming, parents/guardians are responsible for walking their child into the program and signing them in. **Please initial:** _____

**Children must be at least 9 years old for unsupervised departure, and an addition form must be filled out.*

List names of Parents/Guardians authorized to pick up child: _____

I give my permission for my child to be released from the program at the end of the day as stated above and/or I give my permission to the following people to receive my child at the end of the day. **(If no one is authorized, please indicate below by writing "NO ONE")**. (If more space is needed please use other side).

1. Name _____ Relationship _____

 Address _____ Phone _____

2. Name _____ Relationship _____

 Address _____ Phone _____

3. Name _____ Relationship _____

 Address _____ Phone _____

Any other transportation requests must be stated in writing and maintained in the Child's File or the above plan must be implemented.

Parent/Guardian

Date

This permission form is valid for one program year.

Revised 1/2020

**SOMERVILLE Y@ PHA-OST PROGRAM
AUTHORIZATION/PERMISSION FORM**

Child's Name: _____

ORAL HEALTH PERMISSION

Do you wish to have your child participate in tooth brushing while in care at the Somerville Y@PHA-OST program?
If so, please supply a toothbrush and toothpaste. YES _____ NO _____

MEDIA PERMISSION

I give permission for my child's name, photograph, video or likeness, to be used by the Somerville Y@ PHA-OST for public relations purposes, publications or reports. YES _____ NO _____

YMCA SWIMMING POOL PERMISSION

I give permission for my child to use the Somerville YMCA swimming pool. YES _____ NO _____

SUNSCREEN PERMISSION

I will provide my child with sunscreen. If my child arrives at the Y@PHA-OST without sunscreen, on that day, I give the Somerville YMCA permission to provide sunscreen (Sunscreen SPF30) to my child. YES _____ NO _____

PERMISSION TO SPEAK

I authorize Y@PHA Directors to speak with my child's pediatrician, nurse, therapist, school teacher/principal, counselors, the Department of Children & Families, social worker, psychiatrist, or psychologist. I will be informed by Y@PHA prior to any contact. YES _____ NO _____

INDIVIDUALIZED EDUCATION PROGRAM

I authorize the Y@PHA Directors to have a copy of my child's IEP in order to better support him/her in the program. YES _____ NO _____

CHILDREN AGE 7 OR OLDER

I give permission for my child, age 7 or older, to participate in activities within the approved indoor space without constant visual supervision by the group leader. The group leader will be aware of the child's location, monitor the child's activity at regular intervals, be readily available to assist as needed, and will be able to respond immediately to an emergency situation. Examples include playing a game in the hallway, walking to homeroom to get homework, taking a break in the hallway, getting a drink, or walking to the bathroom alone. YES _____
NO _____ **Parent initials:** _____

Parent/Guardian

Date

This permission form is valid for one program year.