



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GROWING GREAT TOGETHER

## Richmond District YMCA LEAP Middle School Program

### 2018–2019 Learning Enrichment After School Program Registration Packet

#### What We Do: Helping Children to Realize Their Potential

The Y is a strong leader in Youth Development. We understand the importance of helping children realize their potential. At the LEAP YMCA Afterschool program, we are intentional about fostering Achievement, Relationships and Belonging. We incorporate a holistic approach to develop youth academically and emotionally. Youth have fun while engaging in enriching experiences that help them to build skills, develop strong friendships, and feel like they are part of something great.

#### Who We Are

Our staff are trained in CPR/First Aid, Child Abuse Prevention, and a series of Youth Development Modules. They meet weekly to plan programs that are creative and engaging with age appropriate learning objectives. Our ratio is 1:12 and all of our staff have college degrees or experience in early childhood education. We want to empower students to be leaders in their community. Our number one priority is to ensure that they have safe place to do that.

Welcome to  
the YMCA!

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Community Outreach Director  
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SSzabados@ymcasf.org

Maria Santos  
Administration Coordinator  
Billing/Financial Assistance  
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## **Administration Policy**

### **Payment Policy**

Rates are based on a set 180 days of school. Holidays and school in service days are not included. Rates are divided into 10 payments per school year. Please note that August and December are prorated at 50% • Payments are due 10 days before the first of each month for the following month of service. • Automatic Bank Draft is available and is the preferred method of payment. • We do not accept cash payment at the sites. • Checks, money orders or cashiers checks must be dropped off OR mailed to the Richmond District YMCA at 360 18th Ave, San Francisco, CA, 94121. • Parents can register, manage and schedule their own payments online. Please go to our website [www.ymcasf.org/Richmond](http://www.ymcasf.org/Richmond) and click the "Online Profile." • A \$15 Bank fee will be applied to all rejected child care auto payments. • Program fees cannot be credited or adjusted for absences, teacher work days, holidays, or vacations. • A \$25 late fee will be applied to accounts that are not paid by the 1st of each month. Participants will be automatically dropped from the program if payments are not received by the 10th of each month. • If your account becomes delinquent it will be turned over to a collection agency. • Fees are subject to change with a one-month written notice.

### **Receipts**

Please retain your receipts for tax purposes and flexible spending accounts. You can print receipts from your online account at [www.ymcasf.org/richmond](http://www.ymcasf.org/richmond). The Richmond YMCA's tax ID number is 94-0997140.

### **Late Pickup Policy**

If children are not picked up by closing time, a late fee of \$5 will be charged for every minute beyond closing time. Middle School youth are able to sign themselves out each day at the end of program.

Please sign here if your child is allowed to sign themselves out at 6:30pm and check the box on the next page.

x \_\_\_\_\_

### **Cancellations/Reduction of Days**

A 30 day written notice is required to cancel. In order for us to process your request, you must email the Community Outreach Director or Program Coordinator. Reduction of days takes effect on the 1st of the following month after written notice is provided.

### **Financial Assistance**

We never want money to be a barrier in developing youth in our community. The Richmond YMCA offers financial assistance to all families who apply and rewards are based on need and a sliding scale. Financial Assistance is available because of generous donors to our Annual Giving Campaign and we are appreciative of community support. It is important that families communicate if payment will be late or if they are in need of additional funding. The YMCA has the right to cancel financial assistance if: your payments are late; a check is returned because of insufficient funds; or false information is found on your application. Financial Assistance is valid for one school year and it is the parent's responsibility to renew financial assistance each year. Acceptance dates for applications begin May 14th for the fall. Download an application from our website at [www.ymcasf.org/richmond](http://www.ymcasf.org/richmond) or visit us at the Richmond District YMCA.

### **Behavior Guidelines**

At the time of registration, any behavioral challenges, or special physical, allergies, psychological or medical needs of your child should be identified and discussed with the director and afterschool teachers.

The YMCA of San Francisco's approach to working with children utilizes positive redirection and self-discipline. Staff work with the children using positive reinforcement, preventive measures, and programs that support children's success. Each participant in the YMCA program is expected to respect themselves, other people, and their belongings. Restorative Practices are used to build community and can help set things right when the integrity of the community is challenged by harmful behaviors. When children come together for restorative interactions they sit in circles. Circle dialogue is a fundamental element of restorative dialogue. Classroom circles support the two main goals of restorative practices: building community; and responding to harms through dialogue that sets things right. When an incident occurs, we follow these steps: 1. Talk to the child. 2. Remove child from activities, institute a cooling off period, implement Restorative Practices. 3. Call parent. 4. Insist that parent pick up child and attend mandatory meeting. 5. Put child on a behavioral agreement. 6. Suspend child from program. 7. Expel child from program.



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## Youth/Family Information

Student Name \_\_\_\_\_ Gender  M  F  Other Birthdate \_\_\_\_\_

Home Address \_\_\_\_\_

Current School (2017-18 school year) \_\_\_\_\_ Entering Grade \_\_\_\_\_

Parent/Guardian E-mail \_\_\_\_\_

List allergies \_\_\_\_\_

Medications your child takes \_\_\_\_\_  
\_\_\_\_\_

Anything else we should know about your child \_\_\_\_\_  
\_\_\_\_\_

Family Doctor \_\_\_\_\_ Doctor's Phone \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

**Parent/Guardian #1 (emergency contact & authorized to pick-up child):**

Name \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

**Parent/Guardian #2 (emergency contact & authorized to pick-up child):**

Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

**Additional authorized pick-ups/emergency contacts:**

Pick-Up #1 Name \_\_\_\_\_ Pick-Up #1 Phone \_\_\_\_\_

Pick-Up #2 Name \_\_\_\_\_ Pick-Up #2 Phone \_\_\_\_\_

**Please check this box if your child can sign themselves out at the end of the day.**



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LEAP is two programs in one, offering both Enrichment Classes and Study Hall. Students can sign up for one day up to five days a week, depending on their interests/needs on each day. Enrollment is based on a semester long sessions, however payments are monthly.

*Enrichment Classes are held from 3:45pm–5pm, Brain Break from 5pm– 5:30pm and Study Hall (homework support ) from 5:30pm — 6:30pm*

*\*program begins with a healthy afternoon snack*

**First Semester Daily Enrichment Choices (2nd Semester will adapt to youth choices)**

<b>Monday</b>	Outdoor Sports	STEAM
<b>Tuesday</b>	Journalism	Tinkering
<b>Wednesday</b>	Culinary Arts	Tech Careers
<b>Thursday</b>	Multimedia Arts	Y Future Leaders
<b>Friday</b>	Culinary Arts	Neighborhood Explorers

**Enrichment Class Descriptions:**

**Outdoor Sports;** Get outdoors and get moving! Youth choose which outdoor sports they want to participate in each week. From Kickball to dodgeball to capture the flag, get pumped for some healthy competition.

**STEAM;** Science, technology, engineering, arts and mathematics; every week will be a different invention, explosion or creation!

**Journalism;** Zines, comics, photography, yearbooks, and blogs, website design and more!

**Tinkering;** build your own robot or drone over the course of the semester (opportunities to enter them in makers fairs)

**Culinary Arts;** Take your taste buds to the next level as you create innovative and healthy recipes for you and your peers

**Tech Careers;** Explore the world of technology careers, visit local tech companies and meet their staff as well as learn how to 3D print and code

**Multimedia Arts;** Pottery, photography, web design, painting, jewelry making and all other traditional arts and crafts

**Y Future Leaders;** Embrace the Y's vision of social responsibility as we plan and execute stewardship and service learning projects around the city.

**Neighborhood Explorers;** A field trip every Friday! Youth decide where they want to explore, whether it's a walk in the park or a day at the beach either way it'll be an adventure.

\*\*\* Option to add Friday Night Teen Center 6:30pm –9:30pm a **free** Field Trip Every Friday Night – dinner included



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**LEAP Middle School Program (transportation included from Roosevelt and Presidio Middle Schools)**  
*-Please select number of days per week, and specify days.*

\_\_\_\_\_ # of days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**Facility Membership**

- 5 Days/Week - \$225/month
- 4 Days/Week - \$200/month
- 3 Days/Week - \$175/month
- 2 Days/Week - \$150/month
- 1 Day/Week - \$100/month

**Program Membership**

- 5 Days/Week - \$270/month
- 4 Days/Week - \$240/month
- 3 Days/Week - \$210/month
- 2 Days/Week - \$180/month
- 1 Day/Week - \$120/month

**Transportation (check the box if you'd like your child to receive transportation to LEAP)**

- Pick up from Presidio Middle School at 3:30pm
- Pick up from Roosevelt Middle School at 3:40pm

\*Need Transportation from another school? Let us know! If there are enough youth we'll arrange a shuttle.

**Summary of Required Payment**

**Are you applying for Financial Assistance** \_\_\_ Yes \_\_\_ No

The Richmond District YMCA offers financial assistance to the extent possible. Grants are based on need, as we never want money to be a barrier for Youth Development. Financial Assistance is available because of generous donors to our Annual Giving Campaign. The YMCA has the right to cancel financial assistance if: your payments are late; a check is returned because of insufficient funds; or false information is found on your application. It is the parent's responsibility to renew financial assistance, which is never retroactive. To apply please visit or membership desk or contact Maria Santos at 415-666-9613 or Msantos@ymcasf.org.

**How would you like to pay?**

Pay by check monthly

Schedule payments with existing account on file. Please specify last 4 digits on card \_\_\_\_\_ (If card is not on file, please go online to enter payment method or come to the Richmond District branch)

**A NEW WAY TO MANAGE PAYMENTS:** For your protection, we will no longer accept credit card information written in registration packets. To add or manage a billing method, visit [www.ymcasf.org/register\\_online](http://www.ymcasf.org/register_online) or come into the branch.