



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**TRI-TOWN YMCA**

12 North Main Street, West Hartford, CT 06107  
Tri-TownYMCA.org • 860-521-5830

Dear YMCA Family,

Thank you for choosing the Tri-Town YMCA for your learning support school enrichment needs. We are excited to welcome you and your family to our program and look forward to a great year and beyond!

The Y's focus is on youth development, healthy living, and social responsibility. At the YMCA of Greater Hartford our child development programs aim to nurture young people by providing a safe place to learn foundational skills, develop healthy, trusting relationships, and build self-confidence. While doing so, our programs follow the State of Connecticut requirements and regulations for child development programs, and collaborate with local and state organizations to offer the highest quality enrichment experiences for your child.

Please review this registration packet carefully. Complete and accurate information helps us to provide the best possible care for your child throughout the year and in the event of an emergency. If you have questions or need any additional information now or throughout the year, please feel free to call or email any of us with the contact information below.

In order to complete your registration, a \$35 will be charged upon registration per week and applied to that week. Payments will be automatically drafted the Wednesday prior for the remainder of the payment. Financial Assistance is available for all YMCA programs.

Sincerely,

Sarah Marquis  
Child Development Director

**Please check which cohort your child is in:**

Cohort 1 (last names A-K)                       Cohort 2 (last names L-Z)

**Please check what options you are requesting for child care:**

Before School  Monday     Tuesday     Wednesday     Thursday     Friday  
After School     Monday     Tuesday     Wednesday     Thursday     Friday

**Rates**

\$185 weekly

Add before care-\$27/wk

Add after care-\$45/wk

Add before and after care-\$70/wk

**Contacts**

Sarah Marquis  
Child Development Director  
860-462-6209  
Sarah.Marquis@ghymca.org

Lynne Anderson  
Business Manager  
860-521-5830  
Lynne.Anderson@ghymca.org

- Before care | 7:00-8:30  
Program hours | 8:30-4  
After care | 4:00-6:00
- A Health Assessment Record (physical) and immunization record will also be required and must be up to date per school timeline. Depending on your child's health information, additional paperwork may be needed.
- For tax purposes, our Tax ID number is # 06-0881325.

Page left blank intentionally.



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**OFFICE USE ONLY**

Enroll Date: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Withdraw Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

**2020-2021 APPLICATION FOR ENROLLMENT**

(Please write clearly and complete all spaces provided)

**CHILD INFORMATION**

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Grade in the Fall \_\_\_\_\_

Address: \_\_\_\_\_  
Street Town Zip

**ENROLLMENT INFORMATION**

Name of person(s) responsible for payment and tuition with whom financial information/issues should be discussed:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

**Parent/Legal Guardian Name:** \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Town Zip

Employer Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street Town Zip

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_ Work Hours: M T W R F \_\_\_\_\_ to \_\_\_\_\_

**Parent/Legal Guardian Name:** \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Town Zip

Employer Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street Town Zip

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_ Work Hours: M T W R F \_\_\_\_\_ to \_\_\_\_\_

**I agree that the above information is current and accurate** \_\_\_\_\_  
(parent/guardian signature)

**CHILD'S HEALTH INFORMATION**

INSURANCE: Husky #: \_\_\_\_\_ Private Insurance \_\_\_\_\_ Medicaid #: \_\_\_\_\_

Allergies: Yes  No  (if yes, list type) \_\_\_\_\_

Asthma: Yes  No  Medications required: \_\_\_\_\_

Dietary Restrictions (other than food allergies): Yes  No

If yes, explain: \_\_\_\_\_

Special Needs: Yes  No  (if yes, explain) \_\_\_\_\_

Is your child on any routine or emergency medications? Yes  No  (if yes, please provide info below)

Type: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Child's Physician's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Child's Dentist's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

---

**EMERGENCY CONTACTS/ALTERNATE PICK-UP**

I give my permission to the Greater Hartford YMCA Staff to contact and release my child to one of the following individuals listed. Please notify the center if emergency contact people will pick-up your child on any given day.

**Name** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

---

**Custody:** Yes  No

Is there a court order or restraining order in effect which limits access to your child by a parent, family member or other individual? (If yes, note that a copy of the order should be provided to the center for your child's file in order for the order to be enforced.)

**Handbook:** \_\_\_\_\_ I acknowledge that I have received and carefully read the Greater Hartford YMCA Parent Handbook

**Behavior Management:** \_\_\_\_\_ I have been provided with the opportunity to review, discuss and ask questions regarding the YMCA's Behavior Management Plan/Policy with the staff (in Parent Handbook).

**ADDITIONAL PERMISSIONS**

- To take my child for walks on the grounds of YMCA location and to participate in child development related activities and events held in the YMCA facility/on YMCA grounds or facilities including transportation in YMCA van;
- To include my child in vision, hearing, & developmental screening and assessments conducted by the staff and shared with child's pediatrician;
- To transport my child via ambulance to the nearest medical facility;
- For my child to be treated by emergency medical personnel in the event of an emergency;
- For staff that hold the appropriate certifications to administer first aid and CPR as needed;
- For staff that hold the appropriate certifications to administer non-prescription medication, topical medications, lotions and creams as per my written consent.
- To allow my child to eat all of the snack and food provided from YMCA according to USDA food guidelines; unless documented food restriction and care plan.
- To provide the following individuals and/or agencies access to my child's enrollment, health, and other information in my child's file on an as needed basis (office/classroom staff, consultants, public school personnel, emergency medical personnel, OEC, NAEYC, & DCF.)

**My signature below grants the Greater Hartford YMCA staff permission to the above approvals.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**YMCA OF GREATER HARTFORD  
RELEASE and WAIVER OF LIABILITY and INDEMNITY and PHOTO/TALENT RELEASE AGREEMENT**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities, or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself, or on behalf of a minor child under age 18, and for any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, inspected and carefully considered, or will immediately upon entering and/or participating, inspect and carefully consider, such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA constitutes an acknowledgement that that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, **THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING ON HIS OR HER BEHALF AND/OR BEHALF OF HIS/HER CHILDREN OR GUESTS** (herein referred to as "the undersigned"):

1. MEMBER CONDUCT I agree to abide by all rules and regulations of the YMCA of Metropolitan Hartford (hereafter "YMCA"), and I understand that failure to act in accordance with the rules may result in expulsion from the YMCA and cancellation of membership.
2. INSURANCE I understand that the YMCA does not provide any accident or health insurance for its members or participants and it is my responsibility to provide such coverage.
3. PROPERTY LOSS I understand that the YMCA is not responsible for personal property lost, damaged, or stolen while using YMCA facilities or participating in YMCA programs.
4. ASSUME FULL RESPONSIBILITY I hereby assume full responsibility for and risk of bodily injury, death, or property damage while in about or upon the premises of the YMCA and/or while using the premises, or any facilities or equipment thereon or participating in any program affiliated with the YMCA.
5. PHOTO/TALENT RELEASE I hereby irrevocably release, consent and allow the YMCA and its agents to use my photograph, likeness, voice, as it pertains to my participation with the YMCA, in any manner for promotional efforts without expectation of any reimbursement for its use. (My initials here revoke photo/talent release\_\_\_\_\_).
6. RELEASE, WAIVE, DISCHARGES I hereby release, waive, discharge and covenant not to sue the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or loss of property while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
7. INDEMNIFY AND SAVE AND HOLD HARMLESS I hereby agree to indemnify and save and hold harmless the releases from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA.
8. MEDICAL RELEASE I authorize the YMCA, as my agent, to give consent to medical treatment by a licensed physician or hospital when such treatment is deemed necessary by the physician, and I am unable to give such consent. I authorize a qualified YMCA staff member to administer CPR or first aid if necessary. I understand that it may be necessary for me to provide a release form from my physician regarding my current health status.
9. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Connecticut and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.
10. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AND PHOTO/TALENT RELEASE AGREEMENT, and further agrees that no oral representations, statement, or inducement apart from the foregoing written agreement have been made. I HAVE READ THIS RELEASE.

Date: \_\_\_\_\_ Printed Name of Participant \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Participant or Parent/Guardian \_\_\_\_\_

Page left blank intentionally.

**YMCA of Greater Hartford Electronic Payment Form**  
**One week of tuition is a required non-refundable deposit at the time of enrollment**

Billing Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

**TERMS AND CONDITIONS**

It is my complete understanding that if I terminate my child's enrollment I must submit a letter in writing canceling my Electronic Payment giving the YMCA **TWO (2) weeks written notice** prior to my child's withdrawal date. I understand that paying under the Electronic Payment method, I am subject to fee increases periodically by the Board of Directors, and the YMCA may adjust the monthly rate applicable to my child's enrollment category. I will be notified 30 days in advance of any increases. I understand that the monthly debit to my account is a continual draft for ten (10) months equal to the school calendar. Should any pre-authorized electronic payment not be honored by my financial institution when received, I agree that the payment is to be made by me in the amount of said payment, and I agree that I am responsible for that payment plus a service charge (contact your branch for current fees). This service charge does not include possible fees imposed by my financial institution. I understand that if two electronic payments are rejected my child's enrollment will be terminated.

I, the undersigned, have read and agree to the above Terms and Conditions.

Parent/Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ELECTRONIC FUNDS TRANSFER (EFT) OR CREDIT CARD AUTHORIZATION**

I authorize the YMCA of Greater Hartford to debit my account as indicated below on a monthly basis. Should any preauthorized EFT or Credit Card payment not be honored by my financial institution at the time of the draft, I understand and agree to the YMCA re-submitting, at their discretion, the request for payment.

**CREDIT/DEBIT CARD**

Card Type:  Visa  MasterCard  AMEX  Discover Expiration Date: \_\_\_\_\_

Name on Card (print) \_\_\_\_\_

Card Number \_\_\_\_\_

I agree the monthly payment amount debited will be \$ \_\_\_\_\_ and will draft on the 1st day of each month.

My first draft will begin on \_\_\_\_\_ (date).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**EFT**

Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Name on Account (print) \_\_\_\_\_

Checking Account  Savings Account

Routing Number (9 digits) \_\_\_\_\_ Account Number \_\_\_\_\_

I agree the monthly payment amount debited will be \$ \_\_\_\_\_ and will draft on the 1st day of each month.

My first draft will begin on \_\_\_\_\_ (date).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:** Deposit Payment \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_  
Form Entered by \_\_\_\_\_ Date Entered \_\_\_\_\_  
System Account # \_\_\_\_\_