



YMCA OF THE GREATER TRI-CITIES

YMCA Member Summer Day Camp Registration Form 2024

Member | \$195/week
Community | \$205/week

This registration form needs to be returned to the YMCA office; it cannot be accepted at child care sites. Completed forms can be turned into the office in person, emailed or faxed.

You can email the form to: childcare@ymcatricities.org or Fax to 509-374-9278. If you choose to email or fax the form, a phone conversation will follow to confirm registration and collect payment.

Child's Name (First & Last) _____ Current Age _____ DOB ____/____/____

Has your child completed Kindergarten? Yes No
State licensing requires children to have completed Kindergarten in order to attend Summer Camp.

What swim level is your child?
 Beginner: Red - stays in the 3ft. pool.
 Intermediate: Yellow - can go into the shallow end of the big pool.
 Advanced: Green - Is able to swim in the deep end and go off the diving board.

We are doing a tie-dye T-shirt project week 3. Please indicate your child T-shirt Size:
YS YM YL AS AM

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
INSTRUCTIONS: Please indicate ALL weeks your child will be attending	June 17-21	June 24-28	July 1-5 (Closed July 4 th)	July 8-12	July 15-19	July 22-26	July 29- Aug 2	Aug 5-9	Aug 12-16	Aug 19-23
Amon Creek Elementary										
Canyon View Elementary										
Fuerza Elementary										
Lincoln Elementary										

Specialty Camps (Completed Grades 3-5) \$225/week 8:30a-4:00p (fee not covered by DSHS)

- July 15-19 | Lego Robotics | Grades 3-5 | Drop off and pick up from Ridge View Elementary
- July 22-26 | Capture the Moment! | Grades 3-5 | Drop off and pick up from Ridge View Elementary
- July 29- Aug 2 | To The Moon! | Grades 3-5 | Drop off and pick up from Ridge View Elementary

Please see reverse side for policies and signatures

PAYMENT & REFUND POLICIES

<i>Initial here</i>	A non-transferrable, non-refundable deposit of \$40 per child, per week will reserve their space at camp for the weeks they will attend. This fee is due at the time of registration.
<i>Initial here</i>	Final payment must be received at the YMCA office no later than the Monday prior to the start of each session your child will attend. If payments are not received by the due date, your session will be cancelled and deposit will be forfeited. A \$20 fee will be assessed for any returned/declined payment transactions.
<i>Initial here</i>	YMCA reserves the right to withdraw your child from all future programs until past due balance is paid in full or payment arrangements have been made with YMCA office.
<i>Initial here</i>	Summer Day Camp programs operate from 6:30am-6:00pm. Late fees will be charged for arrivals after 6:00pm at the rate of \$2 per minute (\$10 minimum per child). Staff use the clock on the iPad where the program operates for "official" time. Late fees will be reflected on your account. Repeated tardiness will result in termination from our program.
<i>Initial here</i>	Credit will not be issued for days that were missed by your child.
<i>Initial here</i>	For cancellations, we require notice no later than the Monday prior to the start of the session to be eligible for a refund (less deposit). Deposits are non-refundable.

CAMP POLICIES

<i>Initial here</i>	I understand that the YMCA and campers will be using hand sanitizer and/or hand wipes with alcohol as a supplement to hand washing when running water and soap are unavailable. All hands will be washed or sanitized before eating and after toilet use.
<i>Initial here</i>	I authorize the YMCA to share information about my child with professionals such as social workers, teachers, counselors, etc. Additionally, I authorize these professionals to share information with the YMCA.
<i>Initial here</i>	I understand that I am responsible for providing my child with sunscreen labeled with my child's name for use during camp hours.
<i>Initial here</i>	I hereby authorize the YMCA to apply sunscreen/lotion (to be provided by the parent/legal guardian) to my child for protection against the sun's harmful rays as deemed appropriate by the YMCA staff.
<i>Initial here</i>	I hereby give my child permission to participate in all activities at YMCA camp, including the use of a portable wading pool.
<i>Initial here</i>	I hereby authorize the YMCA to transport my child to and from specified field trips throughout the duration of summer camp including the use of public transportation. I also give my child permission to attend all YMCA field trips, including public pools, parks, and movies rated G or PG.
<i>Initial here</i>	I verify that all contact information is up to date including but not limited to name, phone, address, emergency information, immunization record and additional authorized pick-up.

PARENT STATEMENT OF UNDERSTANDING For the safety and protection of your child, please read the following information:

<i>Initial here</i>	CHECKING CHILD IN AND OUT OF PROGRAM <ul style="list-style-type: none"> PHOTO ID IS REQUIRED AT TIME OF PICK UP TO VERIFY IDENTITY. Children will not be released to anyone without authorization from a parent/guardian, exceptions; school administrators, counselors, or teachers (will stay on site). ALL additional authorized pick-ups need to be added to KidKiosk Parent Portal. Children are required to be signed in and out of the program each day by a legal parent/guardian or authorized pick-up listed in KidKiosk. I understand that by utilizing KidKiosk, I am authorizing my child to be checked in and out of care.
<i>Initial here</i>	I understand I am not to leave my child at the YMCA site unless a YMCA staff is there to receive & supervise my child.
<i>Initial here</i>	I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do.
<i>Initial here</i>	I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol staff may have no recourse but to contact the police.
<i>Initial here</i>	I understand as a mandated reporter, YMCA staff are required to report any suspected case of child abuse or neglect to the proper authorities for investigation.
<i>Initial here</i>	I understand I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I will monitor volunteer/staff interactions with my child and ask specific questions about program activities and volunteer/staff relationships with my child.
<i>Initial here</i>	I understand for the safety of my child, staff may not relate to my child outside of approved YMCA activities. YMCA staff are not permitted to have contact with participants they met through employment with the YMCA (baby-sitting, birthday parties, sleep-over, etc.). Any exceptions must be approved in advance by the Executive Director. Immediate disciplinary action will be taken by the YMCA toward staff/volunteers if this procedure is not followed.

I have read and initialed the above information and I fully understand all policies of YMCA Summer Day Camps. By signing below, I acknowledge I have read and understand all YMCA Policies as listed above and in the Parent Handbook.

CHILDNAME _____

PARENT/GUARDIAN SIGNATURE _____

PRINT NAME _____ DATE _____



SCHOOL-AGE CHILD CARE | ENROLLMENT PACKET

2023-2024 SCHOOL YEAR

For more information, visit www.ymcatricities.org

KEEP THIS PAGE FOR YOUR RECORDS. PLEASE NOTE PRICES HAVE CHANGED FROM THE PREVIOUS SCHOOL YEAR.

WHAT YOU WILL NEED WITH YOU TO REGISTER

- Insurance/medical information
- Immunization records (must be fully transferred to required state immunization form provided in this packet)
- Child(ren)'s physician & dentist, name, date of last visit, address and contact number
- Emergency contact information (other than parent/guardian)
 - Name, address, Email, phone #, work#
- DSHS families: authorization is required at time of registration
 - Call the YMCA office to find out program site provider number
 - Call DSHS to become authorized
 - Contact the YMCA to confirm we've received your authorization

WEBTIME

Webtime is the online platform to access your child's YMCA account. Webtime will allow you to conveniently log in to your child's account using the primary parent/guardian's email provided at time of registration. With Webtime, you're able pay your child care bill, register for sports and community events, update contact information, complete waivers and more! Once you have registered your child for School-Age Child Care, our system automatically creates a Webtime account for you. Simply enter the primary parent/guardian email and click "forgot password". Your new password will be sent automatically.

KID KIOSK

YMCA sites currently use KidKiosk to keep attendance.

- KidKiosk PIN
 - All authorized individuals will be issued a 4-digit PIN. This PIN is specifically linked to each person's email. ALL authorized persons dropping off AND picking up will be responsible for using their own PIN and electronic signature to check a child IN and OUT. *This PIN may not be shared.*
- KidKiosk Parent Portal
 - Only the primary parent/guardian's email is authorized to log into KidKiosk's Parent Portal using their email as the username and the 4-digit PIN as the password. To access the Parent Portal, go to KidKiosk.com and click "login" then select the "Parent Tab" to log in.
 - The Parent Portal allows the parent to add/change check in and out authorizations. Any additional people that are needing to be authorized to check in/out a child will have to be added by the primary parent/guardian in KidKiosk.
 - **Requesting to have multiple accounts for your child(ren) will result in a \$50 charge per additional account.**

PARENT/GUARDIAN ROLES

What does it mean to be the primary parent/guardian?

- The primary parent/guardian will have access to WebTime and KidKiosk. Only the primary parent/guardian's email will be used to log into and access these programs.
- The primary and secondary parent/guardian will receive notification emails when another authorized person checks a child in and out.
- If parents are co-parenting, we recommend using a primary email that both parents have access to. Please keep in mind that the secondary parent/guardian must have their own email to receive their own personalized PIN.

What does it mean to be the secondary parent/guardian?

- The secondary parent/guardian will be able to access WebTime BUT ONLY if the primary parent share's their account log in information.
- The secondary parent/guardian will be added to KidKiosk and receive their personalized PIN via the email they provided during registration.
- The secondary parent/guardian will receive notification emails when another authorized person checks a child in and out.

YMCA OFFICE LOCATION & WEBSITE

RICHLAND YMCA
1234 Columbia Park Trail
Richland, WA 99352
(509) 374-1908

YMCA WEBSITE
www.ymcatricities.org

Submitting Child Care Registrations Via Email

1. Options:
 - a. Fill out the PDF, electronically sign, and submit via email at childcare@ymcatricities.org
 - b. Print out registration packet, fill out ALL forms completely, and submit via email at childcare@ymcatricities.org. Department of Health Certificate of Immunization (CIS) form must be filled out upon submission, otherwise your child's registration will not be processed.
 - c. Print out registration packet, fill out ALL forms completely, lay each form on a flat surface, take clear photos of each page separately, and submit all pictures via email at childcare@ymcatricities.org
 - d. You may also Fax registration packet to 509-374-9278 (if faxing, please call our office or email to confirm your fax was received)
2. Once we have received your registration forms via email, we will email you confirmation that we have received your registration.
3. Once you receive a confirmation email, we will follow up with a phone call to collect payment over the phone and complete the registration process.
4. *If going through DSHS, our office must receive an authorization via email from DSHS before we can process your registration. For DSHS authorization instructions follow this link: https://ymcatricities.org/wp-content/uploads/2021/07/REVISED-DSHS-Instructions_06-30-21.pdf*

The YMCA & Washington State licensing requires all documents included in the registration packet be completed prior to accepting a child into any licensed program. In the spaces below, write 'N/A' if not applicable.

How did you find out about this program? Word of Mouth School Website Brochure Current Y Participant Other: _____

CHILD'S INFORMATION

Legal First Name	M	Legal Last Name	Preferred Name	Date of Birth	Age	Gender
Address			Apt	City	State	Zip

PRIMARY PARENT OR GUARDIAN

Legal First Name	Legal Last Name	Date of Birth	Does Child Live With You?
Address (If same as child, write 'same as child')		Apt	City
		State	Zip
Primary Number	Cell Phone	Work Phone	Employer
Email <small>Must provide valid email. This primary Email is used for KidKiosk, Webtime and communication purposes</small>			

SECONDARY PARENT OR GUARDIAN CHECK THIS BOX FOR A SEPARATE ACCOUNT FOR THE SECONDARY PARENT

Legal First Name	Legal Last Name	Date of Birth	Does Child Live With You?
Address (If same as child, write 'same as child')		Apt	City
		State	Zip
Primary Number	Cell Phone	Work Phone	Employer
Email <small>Must provide valid email. Email is used for KidKiosk and communication purposes</small>			

Additional authorized persons dropping off AND picking up MUST be added to KidKiosk at kidkiosk.com

EMERGENCY & INSURANCE INFORMATION

Emergency Contact (not parent/physician)	Address	Phone Number	Work Number
Email <small>We do not share or sell your information.</small>			

If no physician or dentist, you must provide the YMCA with a written plan of action in the event of an emergency.

Child's Physician or Name of Facility	Address	Phone Number
Child's Dentist or Name of Facility	Address	Phone Number

It is the responsibility of every individual, their parent or legal guardian, to provide their own accident and health coverage while participating in all YMCA activities. The YMCA of the Greater Tri-Cities does not provide any accident or health coverage for its participants.

Medical Insurance Company	Policy Number
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SPECIFIC MEDICAL, BEHAVIORAL OR DEVELOPMENTAL NEEDS

Date of Last Physical/Doctor Visit		Date of Last Dentist Visit
Parents have the obligation to disclose significant, medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. Due to the large group format of our program, we are unable to provide one-on-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues and certain personal care needs customarily provided to other children. Depending upon your child's need, additional paperwork and a meeting with a YMCA Director may be required prior to your child's start to ensure your child can best be accommodated. Failure to share information that identifies your child's special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. In the space below, write "none" if none.		
Dietary Modifications/Allergy	Chronic/Recurring Illness	Operations/Serious Injury
Physical Disability	Developmental Delays	Behavioral Disorder
Does your child attend a special needs class? If yes, please specify. <input type="checkbox"/> YES <input type="checkbox"/> NO		
Does your child have an IEP (Individualized Education Program) through the school district? If yes, please provide a copy of the IEP for the YMCA at registration. <input type="checkbox"/> YES <input type="checkbox"/> NO		
Medication - Does your child take regular medication? If yes, please specify. <input type="checkbox"/> YES <input type="checkbox"/> NO		
A completed Medical Authorizations Form is required for each school year when children will be taking medication during program hours (including no school days, holidays and vacation break weeks).		Medical Authorization Form is completed for the 2023-2024 school year? <input type="checkbox"/> YES <input type="checkbox"/> NO

YMCA POLICIES

Everyone is Welcome: The YMCA is a membership organization open to all people.

Financial Assistance: If you cannot afford the full cost of a program or membership, please ask for a confidential scholarship application. Financial assistance, to the extent possible, is available to those in need.

Personal Safety Discussions: Staff will engage children in discussions to help them understand how they can set their own personal safety & touching limits. These discussions will emphasize respect, set the ground rules for appropriate behavior, & encourage children to tell if someone touches them in a way that makes them feel uncomfortable. The YMCA respects the rights of the individuals it serves.

GENERAL AUTHORIZATIONS

Participation
I give permission for my child to participate in all activities, including field trips, swimming, movies rated G or PG, and to be transported as authorized by the YMCA or authorized provider. I give permission for the YMCA to use any pictures of my child for future promotional purposes.

Photo Release
The applicant hereby gives permission for the YMCA of the Greater Tri Cities to use, without limitation or obligation, photographs or other media that may include the members' image or voice to promote or interpret YMCA programs.

If there is a reason why you would prefer not to have your child photographed, please explain below. This does not alter or negate the photo release; however, the Y will attempt to avoid including your child in any photos. _____

Medical Treatment: I hereby give permission for my child to be given cardiopulmonary resuscitation (CPR) and first aid treatment by a qualified staff member of the YMCA. In the event I cannot be contacted, I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I further consent to the disclosure of health information and to the medical, surgical and hospital care treatment and procedures (including, but not limited to, administration of necessary anesthetics, tests, x-ray examinations, transfusions, injections, drugs) to be performed for my child by a licensed physician or hospital selected by the YMCA director when deemed immediately necessary or advisable by the physician to safeguard my child's health. *I prefer my child be taken to:

TRIOS HEALTH LOURDES MEDICAL CENTER KADLEC REGIONAL MEDICAL CENTER

*The hospital utilized will be based on location at the time of emergency.

Property Loss: I understand that the YMCA is not responsible for personal property lost, damaged or stolen while participating in these activities.

Insurance: I understand it is my responsibility to provide for my child's accident and health coverage while participating in these programs and I further understand that the YMCA does not provide this coverage.

Release from Liability: Recognizing that the YMCA will do its best to ensure a safe experience, I understand that accidents may occur both from my child's participation in program activities and from transportation to and from the program. I agree to assume these risks. By signing below, I release the YMCA of the Greater Tri-Cities, its employees, volunteers, independent contractors, directors, members or guests from all liability based on any damage, loss or injury whether it is the result of ordinary negligence or otherwise, caused to my child or to me from participation in YMCA programs.

I HAVE READ & UNDERSTAND THE ABOVE INFORMATION AND HAVE COMPLETED THIS FORM TO THE BEST OF MY ABILITY.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

YMCA OFFICE LOCATION & WEBSITE

RICHLAND YMCA 1234 Columbia Park Trail Richland, WA 99352	(509) 374-1908	YMCA WEBSITE www.ymcatricities.org
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Certificate of Immunization Status (CIS)

Reviewed by: _____	Date: _____
Signed COE on File? <input type="radio"/> Yes <input type="radio"/> No	

Please print. See back for instructions on how to fill out this form or get it printed from the Washington State Immunization Information System.

Child's Last Name:	First Name:	Middle Initial:	Birthdate (MM/DD/YYYY):
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I give permission to my child's school/child care to add immunization information into the Immunization Information System to help the school maintain my child's record.	Conditional Status Only: I acknowledge that my child is entering school/child care in conditional status. For my child to remain in school, I must provide required documentation of immunization by established deadlines. See back for guidance on conditional status.
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X _____ Parent/Guardian Signature Date	X _____ Parent/Guardian Signature Required if Starting in Conditional Status Date
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▲ Required for School ● Required Child Care/Preschool	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
Required Vaccines for School or Child Care Entry						
●▲ DTaP (Diphtheria, Tetanus, Pertussis)						
▲ Tdap (Tetanus, Diphtheria, Pertussis) (grade 7+)						
●▲ DT or Td (Tetanus, Diphtheria)						
●▲ Hepatitis B						
● Hib (<i>Haemophilus influenzae type b</i>)						
●▲ IPV (Polio) (any combination of IPV/OPV)						
●▲ OPV (Polio)						
●▲ MMR (Measles, Mumps, Rubella)						
● PCV/PPSV (Pneumococcal)						
●▲ Varicella (Chickenpox) □ History of disease verified by IIS						
Recommended Vaccines (Not Required for School or Child Care Entry)						
COVID-19						
Flu (Influenza)						
Hepatitis A						
HPV (Human Papillomavirus)						
MCV/MPSV (Meningococcal Disease types A, C, W, Y)						
MenB (Meningococcal Disease type B)						
Rotavirus						

I certify that the information provided on this form is correct and verifiable.	Health Care Provider or School Official Name: _____ Signature: _____ Date: _____ If verified by school or child care staff the medical immunization records must be attached to this document.
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Instructions for completing the Certificate of Immunization Status (CIS): Print the from the Immunization Information System (IIS) or fill it in by hand.

To print with the immunization information filled in:

Ask if your health care provider's office enters immunizations into the WA Immunization Information System (Washington's statewide registry). If they do, ask them to print the CIS from the IIS and your child's immunization information will fill in automatically. You can also print a CIS at home by signing up and logging into MyIR at <https://wa.myir.net>. If your provider doesn't use the IIS, email or call the Department of Health to get a copy of your child's CIS: waisrecords@doh.wa.gov or 1-866-397-0337.

To fill out the form by hand:

1. Print your child's name and birthdate, and sign your name where indicated on page one.
2. Write the date of each vaccine dose received in the date columns (as MM/DD/YY). If your child receives a combination vaccine (one shot that protects against several diseases), use the Reference Guides below to record each vaccine correctly. For example, record Pediarix under Diphtheria, Tetanus, Pertussis as DTaP, Hepatitis B as Hep B, and Polio as IPV.
3. If your child had chickenpox (varicella) disease and not the vaccine, a health care provider must verify chickenpox disease to meet school requirements.
 - If your health care provider can verify that your child had chickenpox, ask your provider to check the box in the Documentation of Disease Immunity section and sign the form.
 - If school staff access the IIS and see verification that your child had chickenpox, they will check the box under Varicella in the vaccines section.
4. If your child can show positive immunity by blood test (titer), have your health care provider check the boxes for the appropriate disease in the Documentation of Disease Immunity section, and sign and date the form. You must provide lab reports with this CIS.
5. Provide proof of medically verified records, following the guidelines below.

Acceptable Medical Records

All vaccination records must be medically verified. Examples include:

- A Certificate of Immunization Status (CIS) form printed with the vaccination dates from the Washington State Immunization Information System (IIS), MyIR, or another state's IIS.
- A completed hardcopy CIS with a health care provider validation signature.
- A completed hardcopy CIS with attached vaccination records printed from a health care provider's electronic health record with a health care provider signature or stamp. The school administrator, nurse, or designee must verify the dates on the CIS have been accurately transcribed and provide a signature on the form.

Conditional Status

Children can enter and stay in school or child care in conditional status if they are catching up on required vaccines for school or child care entry. (Vaccine series doses are spread out among minimum intervals, so some children may have to wait a period of time before finishing their vaccinations. This means they may enter school while waiting for their next required vaccine dose). To enter school or child care in conditional status, a child must have all the vaccine doses they are eligible to receive before starting school or child care.

Students in conditional status may remain in school while waiting for the minimum valid date of the next vaccine dose plus another 30 days time to turn in documentation of vaccination. If a student is catching up on multiple vaccines, conditional status continues in a similar manner until all of the required vaccines are complete.

If the 30-day conditional period expires and documentation has not been given to the school or child care, then the student must be excluded from further attendance, per RCW 28A.210.120. Valid documentation includes evidence of immunity to the disease in question, medical records showing vaccination, or a completed certificate of exemption (COE) form.

Reference guide for vaccine trade names in alphabetical order For updated list, visit <https://www.cdc.gov/vaccines/terms/usvaccines.html>

Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine
ActHIB	Hib	Fluarix	Flu	Havrix	Hep A	Menveo	Meningococcal	Rotarix	Rotavirus (RV1)
Adacel	Tdap	Flucelvax	Flu	Hiberix	Hib	Pediarix	DTaP + Hep B + IPV	RotaTeq	Rotavirus (PV5)
Afluria	Flu	FluLaval	Flu	HibTITER	Hib	PedvaxHIB	Hib	Tenivac	Td
Bexsero	MenB	FluMist	Flu	Ipol	IPV	Pentacel	DTaP + Hib +IPV	Trumenba	MenB
Boostrix	Tdap	Fluvirin	Flu	Infanrix	DTaP	Pneumovax	PPSV	Twinrix	Hep A + Hep B
Cervarix	2vHPV	Fluzone	Flu	Kinrix	DTaP + IPV	Prevnar	PCV	Vaqa	Hep A
Daptacel	DTaP	Gardasil	4vHPV	Menactra	MCV or MCV4	ProQuad	MMR + Varicella	Varivax	Varicella
Engerix-B	Hep B	Gardasil 9	9vHPV	Menomune	MPSV4	Recombivax HB	Hep B		

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).

DOH 348-013 June 2021