



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SHAWNEE MISSION SCHOOL DISTRICT PRESCHOOL PROGRAM ENROLLMENT 2018-2019

**Program Hours of Operation: 7 a.m.-6 p.m.**

## PRESCHOOL AND PRE-K PROGRAMS

Full-day YMCA Preschool and half-day Pre-K options available (\*must qualify through Shawnee Mission School District to register.)

We offer care at the following schools:

- |  |   |
|--|---|
| <p><b>Full-Day or Half-Day Preschool</b></p> <ul style="list-style-type: none"> <li>• Highlands</li> <li>• Santa Fe Trail</li> </ul> | <p><b>Half-Day Preschool</b></p> <ul style="list-style-type: none"> <li>• Apache</li> <li>• Bluejacket Flint</li> <li>• Roesland</li> </ul> |
|--|---|

## Enrollment Information

### Ways to Enroll

Walk-In	Youth Development Services 8205 W 108th Terrace, Suite 120 Overland Park, KS 66210
Mail-In	YMCA of Greater Kansas City 3100 Broadway, Suite 1020 Kansas City, MO 64111
Fax	816.931.1847

### Weekly Fees

Program	Time Options	Fee
Full-Day Preschool	7 a.m.-6 p.m.	\$175.00
Half-Day A.M. Preschool	7-11 a.m.	\$110.00
Half-Day P.M. Preschool	11 a.m.-3:15 p.m.	\$110.00
After Preschool Care	3:15-6 p.m.	\$75.00
Drop-Ins	Based on availability. Call Youth Development Services at 913.345.9622 for availability and rates.	
Registration Fee	\$75.00	

\* Preschool enrollments need to be submitted through walk-in, mail-in or fax.

\*\*Families enrolled in Shawnee Mission School District part-day Pre-K programs at Apache, Bluejacket Flint and Roesland are given enrollment preference for Y half-day preschool programs at those sites. Please include a copy of your Pre-K enrollment letter from the school district when enrolling.

### **Program Information**

- At the time of enrollment, the registration fee **plus** the first week of payment is due.
- Payments are due weekly and can be paid by electronic draft, online or by check/money order at your school to the YMCA staff.
- Programs are licensed and participate in the child care state subsidy program.
- Financial assistance is available for those who qualify (based on availability.)
- Fees are based on enrollment and not on attendance. Fees are **not** pro-rated based on the number of days in a week.
- Registrations for future start dates require payment for all weeks up to the start date.
- Changes to enrollment are based on availability and are required in writing one business week prior to the effective date of the change.
- Withdrawing from the program requires one week's notice in writing on the Change/Drop Request form.
- Because we are committed to protecting your privacy, email registrations and email payment information are not accepted.

### **Discipline Policy**

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehaviors and conflicts. We acknowledge good behaviors. We respond to misbehaviors and conflicts in an appropriate manner. We have zero-tolerance for violence and bullying; we follow the school or district policy in which the programs is held. We have the right to suspend or expel children from our programs if they or their families threaten the safety or interfere with the sustainability of a quality program. When misbehaviors occur, we will redirect behaviors, discuss the situation, and suggest a more appropriate course of action. We will also develop a guidance plan and when necessary, meet with families to resolve the misbehavior. If inappropriate behavior continues, it might be necessary to implement consequences such as loss of privilege or a brief separation from the group. If timeout is used, it will be no longer than 1 minute per year of age. Group timeouts are prohibited by the Y.

### **Program and Administrative Fees**

- A late payment fee of \$20 is charged if your payment is received after the due date.
- A late pickup fee of \$1 is charged per minute per child. Late pickup fees are due when your child is picked up.
- Administrative Fee for enrollment changes: \$25 per request.
- Reenrollment Fee (if your child leaves the programs and returns in the same school year): \$25.

For more information, visit [KansasCityYMCA.org/YClub](http://KansasCityYMCA.org/YClub). For program information, call Youth Development Services at 913.345.9622 or for account information, call the YDS Support Line at 816.360.3390.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SHAWNEE MISSION SCHOOL DISTRICT PRESCHOOL PROGRAM ENROLLMENT 2018-2019

For Office Use Only:

Customer ID	
Signature	Date Processed

Please type or print neatly and complete all sections. Incomplete or illegible registration forms will not be processed.

Participant Information			
Child's Name		Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address			
City	State	Zip	
Primary Guardian Name			
Employer			
Primary Phone		Mobile Phone	
Email			
Secondary Guardian Name			
Employer			
Primary Phone		Mobile Phone	
Email			

Enrollment Information	
Program:	<input type="checkbox"/> Full-Day Preschool \$175 (Highlands and Santa Fe Trail) <input type="checkbox"/> Part-Day Preschool \$110 (Available at all sites. Check all options that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> A.M. Preschool (7-11 a.m.)</li> <li><input type="checkbox"/> P.M. Preschool (11 a.m.-3:15 p.m.)</li> <li><input type="checkbox"/> After Preschool Care (3:15-6 p.m.) - \$75</li> </ul>
Location:	<input type="checkbox"/> Apache <input type="checkbox"/> Roesland <input type="checkbox"/> Bluejacket Flint <input type="checkbox"/> Santa Fe Trail <input type="checkbox"/> Highlands
<p>• Full-time care is 4 to 5 set days per week.</p>	

### OUR MISSION

The YMCA of Greater Kansas City, founded on Christian principles, is a charitable organization with an inclusive environment committed to enriching the quality of family, spiritual, social, mental and physical well-being. A UNITED WAY AGENCY

Child's Name \_\_\_\_\_  
Last Name First Name

### Payment Information

**PAYER INFORMATION:** A person, other than the primary guardian may pay for the weekly payments. If the person who will be responsible for payments is different than the primary guardian please complete this section. Each account may have one payer. **Splitting balances between multiple parties is not available.**

Payer Name		Payer Phone Number
Address		
City	State	Zip

### Y CLUB WEEKLY PAYMENT OPTIONS

Pay by check/money order at site weekly on Monday one week prior       Draft by credit card/checking account weekly on Sunday

**For automatic drafts please select one of the following account options**

Please draft from my card information below       Please draft from my attached VOIDED checking account information

**Registration fee and first week's tuition amount \$ \_\_\_\_\_**

**(Registration WILL NOT be processed without payment. Cash not accepted.)**

### YMCA Annual Campaign

Included is an additional amount to contribute to another youth's participation in Y Club who might not be able to participate without our donation. \$ \_\_\_\_\_

Check # \_\_\_\_\_       Visa       MasterCard       Discover       American Express

Card Account # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date \_\_\_\_\_  
month/year

I understand that the registration fee is non-refundable and non-transferable, except for medical reasons, in which case a doctor's note must accompany a refund or transfer request. I understand that my child may not attend the Y program until the Emergency Information Packet, which includes Enrollment Form, Health History Form and Authorization for Emergency Medical Care Form, is completed and provided to the Y Club at the school they will be attending.

I acknowledge that I have read the Y Club Before and After School Program information sheet.

Payer Signature \_\_\_\_\_ Date \_\_\_\_\_

### WAYS TO ENROLL

Because we are committed to your privacy, we do not accept registration forms or payments via email.

#### WALK-IN

Youth Development Services  
8205 W 108th Terrace, Suite 120  
Overland Park, KS 66210  
Phone: 913.345.9622

#### MAIL-IN

YMCA of Greater Kansas City  
3100 Broadway, Suite 1020  
Kansas City, MO 64111  
Support Line: 816.360.3390

#### FAX

816.931.1847