

MAGDALENA ECKE FAMILY YMCA
Childcare Attendance Agreement

Required Sign In and Out Procedures

- It is a requirement to sign the child(ren) in for AM care and out for PM care daily.
- Drop Off and Pick Up persons will need to legibly sign their full name and note the exact time on the sign in and out sheets.* Failure to do so can result in your child's termination from the program.
- Please keep current authorized or unauthorized pick up persons with the Site Supervisor. This information can be located at the bottom of your child's sign in and out sheet.
- Pick up persons are required to escort their child(ren) to and from the YMCA childcare program center.

Authorized Persons for Pick Up

For your protection, only authorized persons may pick up your child(ren). Your authorized pick up persons are located on the bottom of the child's sign in and out sheets.

To add persons to your children's sign in and out sheets a request will have to be submitted in writing. Please include the following information: the person's full legal name, their phone number and their relationship to the child.

All staff members are required to ask for photo identification of all persons picking up your child(ren) that they do not recognize. Always be prepared to show your picture identification when picking up child(ren) from our programs.

Unauthorized Persons for Pick Up

Any unauthorized persons must have a restraining order/court order on file at the site. In addition all child custody papers and visitation schedules must be on file at the site. Without a court order stating otherwise we are legally required to allow children to go with either parent.

Daily Absences

If your child is going to be absent from the program it is very important that you contact the Site Supervisor to notify them of your child(ren)'s absence. Please leave us a message if necessary. In the event that you do not notify us of your child's absence we will attempt to contact you to verify the absence. Repeated failure to report your child absences may result in their termination from our program.

Extracurricular Activities

If your child participates in any extracurricular activities on campus, where they will be out of our program for a period of time, you will need to notify the Site Supervisor of these activities in writing. Please include the following information: Days and times, expected arrival to our program, type of activity and authorized escorts to and from the activity. The YMCA will not release your child from the program without the above information.

Late Pick Up

In the event a parent should pick up their child after the 6:00pm closing time a late fee will be assessed. We charge \$15 for any portion of the first 15 minutes the child is in our care and \$1 for every minute after 6:15pm.

Parents who have not notified the Childcare Site that they will be late can expect the following to occur:

1. For the child's safety we will attempt to make contact with all authorized guardians and pick up persons on the child medical release card.
2. In the event that no authorized guardians or pick up persons can be reached within 30 minutes the local police department will be notified. Your child will be taken into their custody.
3. If a child is continually picked up late from our program actions such as dismissal from our program may be necessary.

*This is a Title 22 California State Licensing regulation and requirement.

Parent/Guardian Signature

Date

