

Summer Daze 2017 Registration Procedures & Checklist

Thank you for choosing the YWCA for your summer childcare needs.

To register, ALL components must be completed and turned in to the YWCA Front Desk at the same time.

Space is limited. Please complete your registration as soon as possible.

Before you register:

- **Choose a location: Highland Elementary School or the YWCA building**
The YWCA site will be serving **ONLY** children entering 1st grade or higher in the fall.
The Highland Elementary location will be serving all ages, 4-12.
- **Choose method of payment** –The amount you pay at the time you sign up may range from zero to \$120.00 (for one child for all 9 weeks) depending on your method of payment.
 - a. **Regular price** of \$110 a week for YWCA members / \$140 a week for nonmembers.
 - b. You might qualify to use a **YWCA financial assistance** to reduce your weekly cost by 33% or 66%, based on household income and size. You must apply for financial aid specifically for Summer Daze and the application must be made after March 13, 2017. The financial aid **approval process takes one or two business days** upon receipt of completed Financial Assistance application with income documentation.
 - c. Payment by a **third party** such as DHS or Head Start. **We must have written notification of coverage** before the time of registration. If you are using DHS funding, please read the Guidelines for Families with DHS Funding on the back of this sheet.

To register, you must have: *(All components must be completed and turned in at the same time.)*

1. **Completed Summer Daze Information Form** *(white, folded, four-side information packet)*
2. **Immunization Form** – 8 ½ x 11 Iowa-Approved form. This needs to be the most recent information, signed by your doctor.
3. **Physical Form** – (needed **only for children age 4**) Copy of most recent physical, with a date of a year or less from the registration date and signed by the doctor.
4. **Membership** – To pay the lower member price, the child needs a current YWCA membership - \$15.00 for a full year. A scholarship would reduce that cost to \$10.05 or \$5.10. Membership is not required for those with DHS or Head Start Wraparound authorization.
5. **Registration Fee** - \$15.00 non-refundable. Maximum of two registration fees per household. Maximum of one registration fee per household, if you have a YWCA scholarship or DHS funding. No registration fee is required for those with Head Start authorization.
6. **Deposits** – The amount of deposit depends on method of payment and number of weeks you want to reserve. \$10 per week at full price, \$6.70 per week at 33% off, \$3.40 per week at 66% off. The deposit will be taken off the fee for each week. For example, if you pay a \$10.00 deposit, you will owe the balance of \$100.00 for the week, due the Thursday prior to the week. No deposit is required for those with DHS or Head Start authorization.

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Guidelines for Families Receiving DHS Funding

Summer Daze is designed to meet the needs of families requiring a full week of care. Please do not enroll for this program if you only need, or are approved for sporadic days of service.

Summer Daze is reserved and paid for by the week. Participants that receive DHS funding and attending less than a full week will be given 2 options:

- 1) Pay out of pocket the difference between what we can bill DHS for and the cost of a week of Summer Daze
Or
- 2) Withdraw from Summer Daze realizing that the structure does not best meet your family needs.

This policy refers to general schedules, and is not meant to include non attendance due to illness or other unpredictable situations. This of course does not apply to documented instances of extended illness or family emergency; if these situations arise please contact the YWCA Child Care Director immediately.

Your child's spot in the program is not guaranteed until:

1. The YWCA receives written notification from DHS that a contract for service is in place. We understand that receiving the written paperwork from DHS can sometimes be a lengthy process.
2. Your DHS certification must be current at the time you enroll. If that certificate expires before Summer Daze begins or at any time during program coverage, it must be renewed by the expiration date or your Summer Daze registration will be suspended with no guarantee of getting the spots back.
3. You have paid the \$15 registration fee. DHS typically does not cover this expense.
4. You must also complete and return a Child Care Information Form, an Immunization Record and a Physical with a date of one year or less from the registration date (only for those age 4) at the time of registration.

If there is co-pay involved with the DHS contract, the co-pay is the responsibility of the parent or guardian. The co-pay total must be paid at the YWCA by Thursday at noon of the following week.

At the time of registration, you will be asked to reserve the weeks in which you will need service. Any changes to that reserved schedule must be given to the Front Office at least one week in advance. Because the program is often full with a waiting list, it is very important that you let us know if your child will not be attending during a specific week.

The YWCA is required to submit parent-signed attendance sheets to DHS each month to verify service. We ask your cooperation in getting these forms signed in a timely manner. The attendance sheets will be complete and ready to sign by the 5th of each month.

Please feel free to call Rachel Scott or Mindy Sternhagen at 319-234-7589 with any questions, comments, or concerns.