



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

WHERE  
**YOU**  
BELONG!

**YMCA OF MONTCLAIR**  
SCHOOL AGE CHILD CARE

# General Information For All School Districts

The YMCA of Montclair Extended Day Program is designed to provide care for children while parents are working. This program focuses on building self confidence and character. **We emphasize the Y's four core values in character development — caring, honesty, respect and responsibility - in every activity and interaction.**

## Our goals are:

- To provide a warm, caring, and safe environment under the guidance of an experienced staff.
- To provide each child the opportunity to develop their self confidence and social skills.
- To provide developmentally appropriate activities that stimulate creativity and encourage learning through fun and discovery.

## Membership

All Y programs, including the Extended Care Program, require participants to have a current Y membership. The membership entitles a child, for additional fees, to participate in programs such as the Extended Care Program. With a youth membership, a child may participate in open youth gym and swim times at no additional cost.

Membership Prices\*:  
5 years & under \$99.00/year  
6-12 years \$114.00/year  
Teen 13-17 yrs \$219.00/year

\*Membership prices are subject to change as of January 1, 2016



## Program Activities

The YMCA of Montclair Extended Care Program follows the standards of the National YMCA School Age Care Curriculum.

The core components include:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework
- Literacy
- Service Learning
- Social Competence and Conflict Resolution
- STEM



# Parent Handbook

A parent handbook with the program policies and payment schedules can be downloaded from our website ([www.montclairymca.org](http://www.montclairymca.org)). Enrollment and medical forms will be distributed at the time of registration or can be downloaded from our website. These forms must be completed and returned to the YMCA of Montclair, 25 Park Street, before a child can start the program.

## Payment Policy

The Extended Care tuition fees are based on the number of school days, broken down to ten equal monthly installments for your convenience. The fee is not based on the number of calendar days per month, and no prorating of fees is allowed. The only exception is if you enroll after the 15<sup>th</sup> of the month.

It is our policy that monthly tuition is paid in full. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. If a child is withdrawn, and that program has a waiting list, the child WILL lose his/her spot. We do not hold spaces under any circumstances.

## EARLY REGISTRATION IS RECOMMENDED SPACE IS LIMITED

For all children who need to start the program on the first day of school — registration must be completed on or before **Monday, August 24<sup>th</sup>**.

### LATE REGISTRATIONS: AUGUST 25<sup>TH</sup> — SEPTEMBER 2<sup>ND</sup>

Children registered between August 25<sup>th</sup> and September 2<sup>nd</sup> will not be permitted to start the program until Tuesday, September 8<sup>th</sup>.

Time is needed to ensure proper staff/child ratios.

**Beginning September 3<sup>rd</sup>, a waiting period of two business days is required before starting the program.**



# Bloomfield

Children will participate in the Extended Day Program at the school he or she attends during the day. This program is offered in all of the district's elementary schools: Berkeley, Brookdale, Carteret, Demarest, Early Childhood Center at Forest Glen, Fairview, Franklin, Oakview, and Watsessing.\*

## **Before School Program:**

Hours of operation are 7:30 a.m. to school opening. This program will not operate on days that schools have a delayed opening due to inclement weather or other reasons.

Fees are per child.

## **Before School Program Fees:**

\$155.00/month

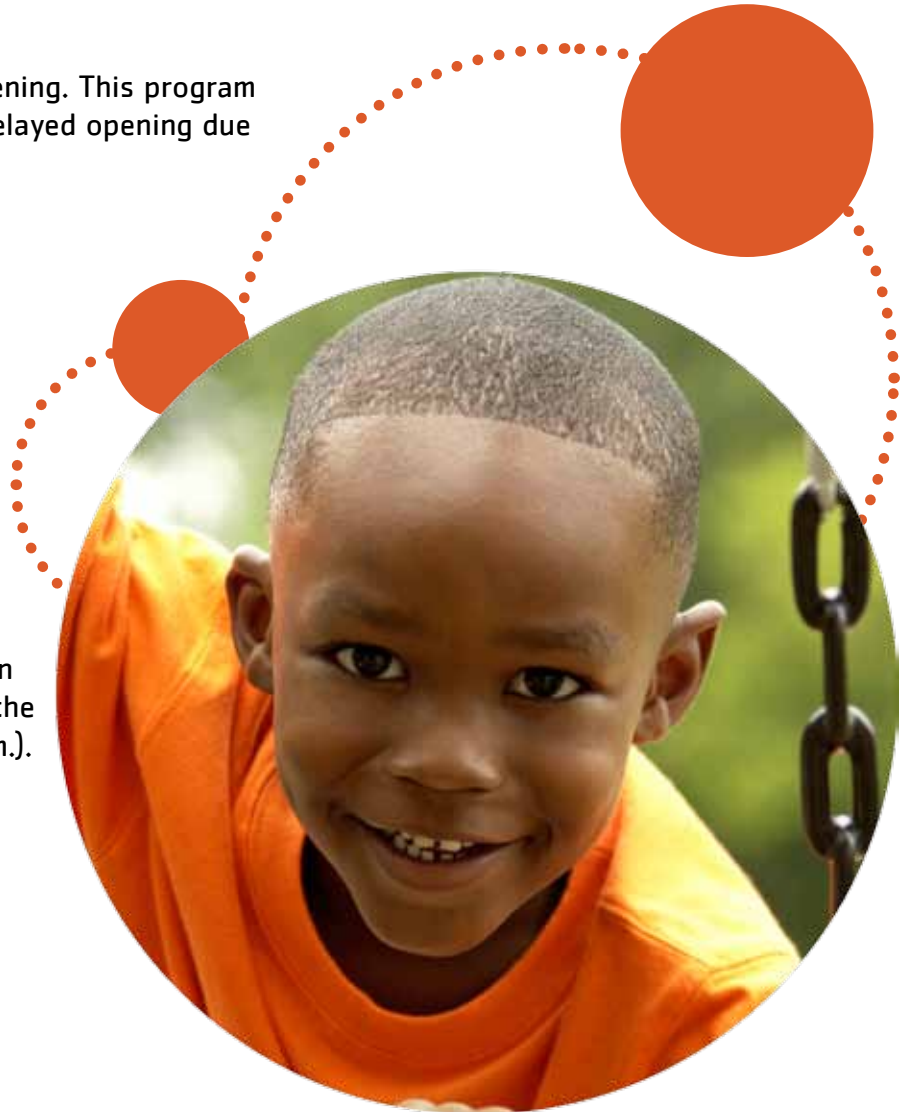
Children can come any number of days in a month for one price per month.

## **After School Program:**

Program begins at school dismissal and children are to be picked up by 6:30 p.m. On half days the program will begin at dismissal time (12:30 p.m.).

## **Monthly Tuition Schedule:**

#Days/Week	Fee
1	\$130
2	\$210
3	\$260
4	\$280
5	\$300



**\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2015. If a school has not reached the minimum enrollment number for the Before and/or After School Program, the program(s) will not be held at that school during the 2015-2016 school year.**

# Cedar Grove

Children will participate in the Extended Day Program at the school he or she attends during the day. This program is offered in all of the district's schools: North End, South End and Cedar Grove Memorial Middle School.\*

## After School Program:

Program begins at school dismissal and children are to be picked up by 6:30 p.m. On half days the program will begin at dismissal time (12:30 p.m.).

## Monthly Tuition Schedule:

#Days/Week	Fee
1	\$130
2	\$230
3	\$265
4	\$285
5	\$305

## Punch Card Drop-in Service:

This service is intended to assist families who may need an extended day for their child on an irregular basis.

## Punch Card Tuition Schedule:

#Punches	Fee
5	\$145
10	\$255

**\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2015. If a school has not reached the minimum enrollment number for the After School Program, the program will not be held at that school during the 2015-2016 school year.**





# Montclair

Children will participate in the Extended Day Program at the school he or she attends during the day. This program is offered in all of the district's schools: Bradford, Edgemont, Glenfield, Hillside, Mt. Hebron, Nishuane, Northeast, Renaissance, The Charles H. Bullock School, and Watchung.

## **Before School Program:**

This program is offered in all of the district's elementary schools. Hours of operation are 7:30 a.m. to school opening. When Montclair schools call a delayed opening due to inclement weather, the Before School Program will have a two hour delay and will begin at 9:30 a.m.

Fees listed below are per child.

## **Before School Program Fees:**

\$150.00/month

Children can come any number of days in a month for one price per month.

## **After School Program:**

Program begins at school dismissal and children are to be picked up by 6:30 p.m. On half days the program will begin at dismissal time. (Times vary according to schools.)

## **Monthly Tuition Schedule:**

<b>#Days/Week</b>	<b>Fee</b>
1	\$140
2	\$205
3	\$235
4	\$255
5	\$270



# Verona

Children will participate in the Extended Day Program at the school he or she attends during the day. This program is offered in all of the district's schools: Brookdale Avenue, Forest Avenue, F. N. Brown, Laning Avenue, and H.B. Whitehorne.\*

## Before School Program:

This program is offered in all of the district's elementary schools. Hours of operation are 7:30 a.m. to school opening. This program will not operate on days that schools have a delayed opening due to inclement weather or other reasons. Fees are per child.

### Before School Program Fees:

\$150.00/month

Children can come any number of days in a month for one price per month.

## Extended Kindergarten Program:

Children will participate in the Extended Kindergarten Program at the school he or she attends during the day. This program is offered in all of the district's elementary schools. Program begins at school dismissal time (12:30 p.m.) and children are to be picked up by 2:45 p.m.

### Monthly Tuition Schedule:

#Days/Week	Fee
1	\$130
2	\$205
3	\$255
4	\$275
5	\$295

**PARENTS, IF YOU NEED ADDITIONAL CARE (BEYOND 2:45 P.M.), YOU MUST SIGN UP FOR THE AFTER SCHOOL PROGRAM AS WELL. (SEE BELOW)**

## After School Program:

This program is offered in all of the district's schools. Program begins at school dismissal and children are to be picked up by 6:00 p.m. On half days the program will begin at dismissal time (12:30 p.m.).

### Monthly Tuition Schedule:

#Days/Week	Fee
1	\$130
2	\$230
3	\$265
4	\$285
5	\$305

## Punch Card Drop-in Service:

This service is intended to assist families who may need an extended day for their child on an irregular basis.

### Punch Card Tuition Schedule:

#Punches	Fee
5	\$145
10	\$255



**\* Each school must meet the minimum enrollment requirement of 10 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2015. If a school has not reached the minimum enrollment number for the Before and/or After School Program, the program(s) will not be held at that school during the 2015-2016 school year.**

**WHERE  
YOU  
BELONG!**





**(return this form/optional)**

## **MONTCLAIR EXTENDED CARE PROGRAM E-PAY INFORMATION**

We are happy to offer the option of paying tuition for the Extended Care Program through a monthly E-Pay plan. By utilizing this system, payments will be automatically deducted from your checking account or credit card on a monthly basis.

### **HOW DOES THE SYSTEM WORK?**

1. You must leave a down payment equal to one month's tuition by the 1<sup>st</sup> of the month, and authorize the YMCA to charge your account directly for monthly payments.
2. On the 10<sup>th</sup> of the month, the YMCA will charge your account for the current month's tuition.
3. Your account will be charged each month until June 10<sup>th</sup>.

### **WHAT WILL WE NEED FROM YOU?**

To draft from a Checking Account:

1. "Pre-Authorized Monthly E-Pay Agreement Form" (Extended Care Program)
2. A blank, voided check from your account.
3. An initial down payment equal to one month's tuition.

To draft from a Credit Card:

1. "Pre-Authorized Monthly E-Pay Agreement Form" (Extended Care Program)
2. Credit Card number and expiration date from Visa, Master Card or American Express.
3. An initial down payment equal to one month's tuition.

### **GENERAL INFORMATION:**

1. If a payment is not honored from either your bank or credit card for any reason, the Montclair YMCA imposes a \$20.00 Service Charge, in addition to any fees that your bank may charge. The E-Pay will be stopped for future payments and any outstanding child care balances must be cleared up before we can set up the account for automatic payments again.
2. If fees are continually unavailable from your account and payment falls behind, participants will not be allowed to continue in the program.
3. If we do not receive schedule changes by the 20<sup>th</sup> of the month, you will incur your originally scheduled tuition charge for the following month.
4. If your child withdraws from the program at any time during the school year, we must be notified by the 20<sup>th</sup> of the month or next month's tuition will be charged. Payments must be up-to-date at the time of withdrawal.

In order to take full advantage of this payment plan, we must receive your child's registration form, one month's payment (for September) and authorization by September 1<sup>st</sup>. We will begin charging your account on October 10<sup>th</sup> for October's Tuition.

You may take advantage of this payment plan at any time during the year provided we have the one month's tuition up front and your E-Pay information by the first of the month. Automatic deductions will then begin on the 10<sup>th</sup> of the following month.

If you are interested in this service, please fill out the enclosed form. If you have any questions, please call Shirley Gravely at (973) 415-6106.

**(return this form/optional)**

YMCA of Montclair  
25 Park Street  
Montclair, New Jersey 07042  
(973) 744-3400

**PRE-AUTHORIZED MONTHLY E-PAY PLAN  
EXTENDED CARE PROGRAM AGREEMENT**

E-Pay is a monthly payment plan that authorizes payments to be deducted directly from your checking account or credit card.

**Please fill in: (Please print)**

Town/School/Child(ren): \_\_\_\_\_

Sponsor/Billable Party: \_\_\_\_\_

I understand that my account will be charged on the 10<sup>th</sup> of the month for the current month's tuition. E-Pay charges will continue through June 10<sup>th</sup>.

**To Be Completed by YMCA Staff:**

Initial Payment Received: \$ \_\_\_\_\_ Monthly Charge: \$ \_\_\_\_\_  
(One month)

Representing Tuition for Month of: \_\_\_\_\_

**Please select ONLY ONE of the following options:**

**1. Checking Account Information:**

**A voided check must accompany this application:**

Bank Name: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Bank Transit Number: \_\_\_\_\_  
(nine digit number preceding account number)

**2. Credit Card Information:**

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CVV Code (3 or 4 digit on back of card) \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ \_\_ Visa \_\_ MasterCard \_\_ American Express \_\_ Discover

I understand that the above program fee will be paid from the account listed above on the 10<sup>th</sup> of every month. Should any draft not be honored by either my bank or credit card for any reason, I realize that I am still responsible for that payment plus a \$20 Service Charge applied by the YMCA. This is in addition to any service fee my bank may charge. Any additional charges, such as late pick-ups, will also be deducted directly from my account.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (Please print:) \_\_\_\_\_

# Registration Form

## YMCA of Montclair Extended Care Programs

To register for the YMCA of Montclair Extended Care Programs, mail completed registration form and first month's tuition (checks payable to the YMCA of Montclair) to:

YMCA of Montclair • Attn: Lisa Aulisi • 25 Park Street • Montclair, NJ 07042

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Apartment # \_\_\_\_\_ Town \_\_\_\_\_ Zip Code \_\_\_\_\_

School \_\_\_\_\_ Grade entering in September 2015 \_\_\_\_\_

Child's date of birth \_\_\_\_\_ Gender M F

Name of Parent/Guardian responsible for tuition payment \_\_\_\_\_

Billing Address \_\_\_\_\_

Apartment # \_\_\_\_\_ Town \_\_\_\_\_ Zip Code \_\_\_\_\_

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

E-mail address \_\_\_\_\_

Please check the programs for which you wish to register your child. Be sure to read the information page for your child's school district in this brochure.

<b>Before Care</b> (if applicable in your district)	<b>Extended Kindergarten</b> (Verona Only)	<b>After Care</b>	<b>Membership</b>
\$ _____ 1st month	\$ _____ 1st month	\$ _____ 1st month	Check one
	<input type="checkbox"/> 5 days	<input type="checkbox"/> 5 days	<input type="checkbox"/> \$99 (5 yrs. & under)
	<input type="checkbox"/> 4 days	<input type="checkbox"/> 4 days	<input type="checkbox"/> \$114 (6-12 yrs.)
	<input type="checkbox"/> 3 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> \$219 teen(13-17 yrs.)
	<input type="checkbox"/> 2 days	<input type="checkbox"/> 2 days	<b>*Membership prices are subject to change as of January 1, 2016</b>
	<input type="checkbox"/> 1 day	<input type="checkbox"/> 1 day	
	Circle days: M T W R F	Circle days: M T W R F	
\$ _____	\$ _____	\$ _____	\$ _____
Before Care	Extended Kindergarten	After Care	Membership

**Total amount enclosed \$** \_\_\_\_\_

**Refund Policy: If you cancel your registration, a processing fee of \$30.00 will be deducted from the amount being refunded.**

I agree to complete and return all necessary paperwork sent to me by the YMCA of Montclair for this program at least two business days prior to my child starting the program.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only

Start Date \_\_\_\_\_

Parent packet received \_\_\_\_\_





**YMCA OF MONTCLAIR**  
**25 Park Street**  
**Montclair, NJ 07042**  
**T: 973.744.3400**  
**F: 973.744.1917**

**[www.montclairymca.org](http://www.montclairymca.org)**