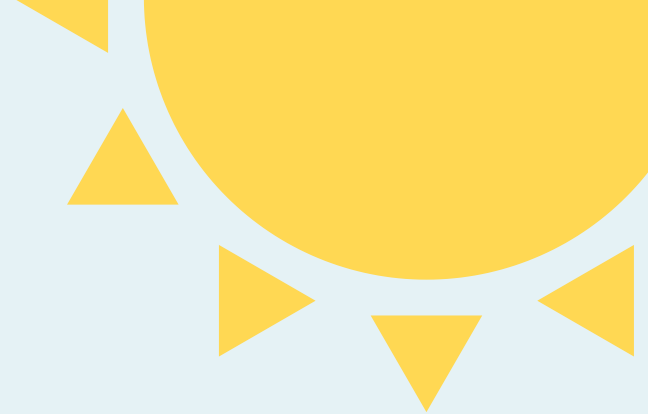


LEARNING & ATHLETICS



Dear Parents / Guardians,

Enclosed is the Learning and Athletics registration packet for the 2020-2021 school year. The registration packet will need to be fully completed prior to your child's enrollment in our program. We understand that this school year will be different for everyone. We will do our best to provide a safe and secure program for your child. After reading the registration packet, should you have any questions please contact us at wsyaapowerplant@gmail.com.

Our Learning and Athletics program is set to begin Monday, August 17, 2020. We will have a limited number of full day students. Online Registration will open on Tuesday, August 4. A one week program fee deposit will be due at the time of registration to secure your child's spot.

All of our teachers have certification and clearances. Our assistant staff and athletic instructors all have clearances too. Our over 9,000 square foot building gives children great space to learn and grow. We have a separate learning area where our teacher will oversee the students during their school day. Before and after school our athletic instructors will have a variety of activities to keep your child active and having fun until you arrive to pick your child up at the end of the day. We will also have some special days that will include movie, art project, and more.

Our full time program will open at 7 a.m. and close at 6 p.m. We will have arrival and pickup procedures in place for all parents and students including temperature checks and hand sanitizing. A more detailed outline will be sent to registered students prior to start date.



LEARNING & ATHLETICS

CHILD INFORMATION

A separate registration form MUST be completed for EACH CHILD attending.
Registration will be accepted on a first come, first serve basis. Once we reach our maximum amount of students you will be notified and put on a waiting list.
Should a spot become available we will contact you.

<hr/>	<hr/>	<hr/>
<i>Child's Name (First & Last)</i>	<i>Date of Birth</i>	<i>Gender</i>
<hr/>		
<i>Parent's Names</i>		
<hr/>		
<hr/>	<hr/>	
<i>Parent's Email Address</i>	<i>Additional Email Address</i>	
<hr/>		
<hr/>	<hr/>	
<i>Parent's Cell Phone Number</i>	<i>Parent's Cell Phone Number</i>	
<hr/>		
<hr/>	<hr/>	
<i>Parent's Daytime Phone Number</i>	<i>Parent's Daytime Phone Number</i>	

I would like to register my child for the following:

- ☐ Both AM and PM Athletics and supervised school day - \$200 per week
- ☐ PM Athletics Only, 5 days a week for 3 hours a day - \$150 per week
Hours: 2 - 5 p.m.

My child attends what school? _____

LEARNING & ATHLETICS

FEE AGREEMENT AND PAYMENT INFORMATION

STUDENT'S NAME _____

I'm registering my child/children for the following program:

☐

FULL DAY Program - Monday through Friday 7 a.m. - 6 p.m.

☐

ATHLETIC ONLY Program - Monday through Friday 2 p.m. - 5 p.m.

☐

I choose to pay Weekly. I understand payment must be received every Monday by 6 p.m. or a late charge of \$15 per day will be accessed.

WEEKLY FEE AMOUNT \$ _____

☐

I choose to pay Monthly. I understand payment is due by the 1st of the each month or a late charge of \$15 per day will be accessed.

MONTHLY FEE AMOUNT \$ _____

*Payments must be made online, or in person with cash or credit card.

We do NOT accept checks. You may also fill out an auto withdrawal form to have your payments debited weekly from your checking account

*There will be a \$30 fee for any returned payments from bank

REGISTRATION FEE

Registration fee is one week's program fee for whichever program you are registering for.

The registration fee is NON REFUNDABLE and NON TRANSFERABLE. The registration fee MINUS \$40 Yearly Program Fee will be credited to your last week of program fees. The registration fee does not apply towards you first week of the program.

☐

CASH AMOUNT PAID: _____

☐

CREDIT CARD AMOUNT PAID: _____

CREDIT CARD # _____

EXP DATE: _____

SEC. CODE: _____

CARDHOLDER SIGNATURE _____

DATE _____

LEARNING & ATHLETICS

CHILD SAFETY INFORMATION

The following information is important for the safety and protection of your child. Please read the information, sign and return.

- I understand the Learning & Athletics staff and volunteers are not allowed to transport children at any time. Immediate disciplinary action will be taken by WSYAA toward staff or volunteers if discovered.
- I understand I am NOT allowed to leave my child or children at the facility unless a WSYAA staff or volunteer is present.
- I understand that I or an authorized person is required to sign my child or children in or out every day.
- I understand that my child will not be allowed to leave our facility with an unauthorized person. Any person authorized to pick up my child, including older siblings or relatives, must be listed with WSYAA and must be at least 16 years of age. Any other arrangements must be made by calling the WSYAA office to inform them of a change. All persons picking up a child or children will be asked to show a valid Photo ID.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.
- I understand that the WSYAA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities.
-

LEARNING & ATHLETICS

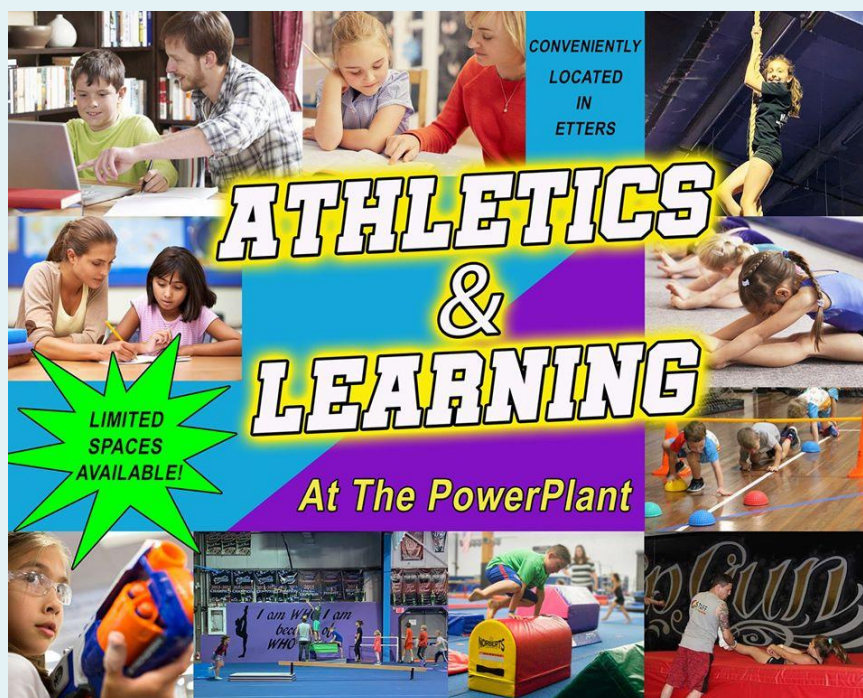
REGULATIONS AND PROCEDURES

- We require a two week WRITTEN notice for termination from all of our full day programs.
- Program fees that become 7 days overdue, will result in your child/children will be terminated from the program.
- In the event that we require to take your account to a collection agency, you will be fully responsible for all collection costs, court costs, and attorney fees.
- Proper identification is required for ANY person picking up your child who is unknown to our staff. No one under the age of 16 will be allowed to pick up a child.
- A late fee of \$1.00 per minute will be assessed for every minute after 6:00 p.m.

_____ I have received and read the WSYAA parent handbook.

Parent Signature

Date



WSYAA

LEARNING & ATHLETICS

PARENT HANDBOOK

2020-2021

450 Fishing Creek Road
Etters, PA 17319
www.westshoreyouthathleticinc.com
Email: wsyaapowerplant@gmail.com

Welcome to the Learning and Athletics at the WSYAA PowerPlant. The handbook will explain our policies and procedures for our programs. Should you have any questions please feel free to contact us. The West Shore Youth Athletic Association is a 501c3 non profit youth sports organization located in Etters, PA. We offer a variety of programs for area youth including recreation cheerleading, tumbling classes, ninja training, nerf wars and much more. Additional information on WSYAA can be found on our web site or by contacting us.

GENERAL INFORMATION

Hours of Operation: Our full day programs start at 7 a.m. and end at 6:00 p.m.

Arrival and Pick Up: Every child entering and exiting the facility must be accompanied by a parent or guardian. Parents or Guardians are REQUIRED to sign their children in and/or out EACH day. In addition, parents are required to PERSONALLY INFORM a staff person should they not be picking up their child.

As a part of registration you will be asked to complete various forms including the "EMERGENCY CONTACT/PARENTAL CONSENT FORM." You must list any additional persons to whom your child may be released to. Please be advised any person(s) you place on the form is authorized to pick up your child unless you inform WSYAA in writing that you wish to make changes to that list. A court order must be on file with WSYAA if a biological parent or legal guardian is NOT permitted to pick up your child. If you would like us to release your child to someone who is NOT on the pick up list, we will need the request in writing or by phone prior to your child being picked up. Should you call us with such a request, we reserve the right to call you back to verify the information for your child's safety. Proper PHOTO Identification is required for any person picking up your child who is unknown to our staff.

Emergency Information: Please be sure you inform WSYAA of any changes such as home address, phone number, work number, email insurance, and person(s) to whom your child is allowed to be released to. This information is very important so that we can contact you when necessary. WSYAA staff will ask you to update this approximately every 6 months.

STAFF: All of our staff must meet certain requirements before working at the WSYAA PowerPlant. Each person must be cleared through the PA State Police and Child Line systems. Staff members are routinely trained and certified in a variety of safety programs. Please be aware that all of our staff are MANDATED to report any suspected child abuse.

Food and Snacks: Our full day programs include a mid morning snack, after snack and lunch. We do not serve breakfast, however, children are permitted to bring food and drink with them to eat before school begins. Should your child be bringing their own lunch, please make sure if they are bringing breakfast or snacks that they are kept separate from their lunch.

Belongings: Please be sure that all belongings are LABELED with child's name. Please also bring a change of clothing that we may keep in case of an accident. Please be aware that WSYAA is not responsible for lost or stolen items.

Drop Off and Pick Up Procedures: Every child must be signed in and out of our program daily. This must be done by the parent/guardian and NOT by the child or staff. The time will also be recorded.

Payments: All payments must be made in person or online. We accept CASH or credit cards we do NOT accept checks. Payments must be made by their due date or late fees will be applied. Accounts that become 7 days or more past due will result in your child being removed from the program.

Should you have a financial difficulty and cannot afford to pay your fee, please contact us at wsyaapowerplant@gmail.com. We will do our best to work with you on a payment plan. In the event that we are required to take your account to a collection agency, you will be fully responsible for all collection costs, court costs, and attorney fees. In addition you will NOT be permitted to return to our program in the future.

Weather Delays and Closings:

In the event of inclement weather or natural disaster our program may be cancelled. It will be at the discretion of the WSYAA Executive Director to determine if our program will be open.

Closings will be posted on our facebook page and web site. We will also send mass message using our BAND app. Normal weekly/monthly charges will apply for inclement weather or natural disaster related closings.

School Holidays and In-Service Days:

Athletic Programs will be available on most days. We will have a minimum of 25 kids are required for full day programs to operate. The cost for School holidays and In-Service days is \$50 per day. Parents must supply a packed lunch on these days. Registration for these days will be offered on a first come, first service basis. The following is a list of days in with WSYAA PowerPlant DO NOT operate:

Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day.

From time to time there could be an additional date in which our programs will not be available. We will give you plenty of advance should this happen.

Late Pick Up Policy:

Our facility program is open until 6:00 p.m. If you know that you will be late, it is YOUR responsibility to make arrangements for someone to pick up your child. You will be billed \$1.00 per minute for each minute that you are late according to our facility clock. Being late on a consistent basis may result in your child's termination from the program.

The WSYAA PowerPlant can be contacted by email: wsyaapowerplant@gmail.com or by phone 717-215-2482.

Health Information:

Every child in our full day program must have a current physical on file with WSYAA. All immunizations must be up to date unless the form is accompanied by a written medical excuse. We must be advised in advance of any health problems, behavior disorders or dietary needs. The health of children enrolled in our program is important to us. We can NOT provide care for children that have shown any of the following symptoms:

Fever of 100 degrees or higher (temperature checks will be done when children arrive)

Constant runny nose that is yellow or green in color

Inflamed eyes, pink eye or other infection

Any untreated, contagious or persistent illness

Rash or other contagious skin condition

Diarrhea

Vomiting

It is our policy that a child who has shown signs of the above symptoms cannot return to care for 24 hours AFTER the child has had last shown symptoms.

Medication Policy:

The WSYAA staff will administer prescription drugs to the children in our before or after school programs PROVIDED that the medication is submitted in it's original container and must have a prescription label with the child's name on it. It must include the times the medication is to be given along with the dosage the child is to receive.

The WSYAA staff will not administer over the counter medication.