

KIDS' KORNER REGISTRATION

ENROLLMENT OF CHILDREN

The YMCA Kids' Korner Before and After School Programs are licensed by the State of Connecticut Office of Early

Childhood for school age care. We enroll children entering kindergarten through fifth grade at our Middletown,

Portland, Regional District 13, and Cromwell Programs. Each child entering the center **must have an up to date Health Assessment Record, signed and dated by his/her pediatrician, including current immunization documentation.** Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority. There is no provisional enrollment period for Kids' Korner programs.

MEMBERSHIP REQUIREMENTS

All participants in the YMCA Kids' Korner program must be Middlesex YMCA members. Several types of memberships are available. For specific information about membership, contact the YMCA at (860) 347-6907.

- Individual Program Membership is available for \$70.00 per calendar year.
- Family Program Membership is available for \$120.00 per calendar year.
- Kids' Korner families can also choose a monthly fee of \$7.00 a month for an individual program membership or \$12.00 a month for a family program membership. The membership will be valid on a month-to-month basis. Once a child leaves the program the membership becomes invalid.
- There is a \$10.00 **one-time** enrollment fee for new members.

Program Memberships entitles members to participate in YMCA programs and use of the facility with payment of a daily usage fee.

Full Facility Individual and/or Family Membership are available on the monthly draft plan. This membership category provides unlimited use of the YMCA facilities without a daily usage fee and with reduced rates for classes.

Portland & Cromwell

After 8/14/2025, no changes to enrollment will be accepted to your child's schedule until October 1st. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October 1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.

Middletown

After 8/14/20245 no changes to enrollment will be accepted to your child's schedule until October 1st. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October 1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.

Durham/Middlefield

After 8/14/2025, no changes to enrollment will be accepted to your child's schedule until October 1st. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October 1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.

Security Deposit

A security deposit equal to two week's tuition is required at the time of registration, as well as, proof of membership. The security deposit is applied towards your child's final two weeks in the program. A credit or refund of the security deposit will occur when a written notice of withdrawal is received at least two weeks in advance and tuition has been paid in full. When account balances are in arrears, the security deposit will be credited towards the outstanding balance.

Financial Aid – Open Doors Program

The YMCA is committed to providing Open Door Assistance to eligible families. Our funding, however, is limited. The YMCA adheres to strict guidelines to assure that those families that are most in need receive support and that our limited funding reaches as many eligible families as possible. All families receiving Open Doors Funding will also be required to apply for Care4Kids.

Kids' Korner Financial Assistance Policy

1. Financial Assistance will be granted to families on a first come, and first serve basis.
2. The YMCA will begin to limit assistance once available funds have been allocated.
3. Families who do not need childcare services will be given a temporary award of assistance if funds are available at the time of registration. This award of assistance will be determined month to month based on the availability of funds.
4. All families eligible for Care4Kids must apply or risk the loss of Open Doors Assistance.

Once 75% of the Financial Assistance Funds have been allocated, eligibility will be prioritized as follows:

1. Families who have maintained a Care4Kids child care certificate.
2. Families who have child care needs because all adults in the household are working during the hours that care is provided.
3. Families who meet the income guidelines and have extenuating circumstances.
4. Families with more than one child enrolled in childcare.

Funding Limits:

1. Families will be enrolled for the school year on a first come, first serve basis.
2. Families who leave the program during the school year will be re-enrolled in the assistance program if funds are available.
3. Families who are removed from the Care 4 Kids program will receive additional financial assistance if funds are available.
4. Assistance for the vacation programs will be given on a first come, first serve basis and will be limited. Families must be enrolled in the Kids' Korner Program and have a childcare account in good standing to be eligible for assistance for a vacation program.
5. Families whose income eligibility changes during the school year will only be eligible for additional assistance if funding is available.

6. Changes in assistance level will begin once a completed and approved application is submitted. The YMCA reserves the right to change the level of assistance and request a new application at any time if funding becomes limited or a family's eligibility changes.

Financial assistance is available on a first come first serve basis for families with a gross income of less than \$100,000.00. Contact our Kids' Korner Financial Aid department to apply at (860) 343-6245. *ALL families receiving open doors must also apply for Care4Kids.* Our financial assistance money comes from Care4Kids', Peach Pit, Annual Giving and the YMCA.

Sibling Discount

The YMCA offers a sibling discount. Sibling discounts cannot be used for siblings living in separate households in which separate parties pay for the childcare bill.

Billing Policies and Procedures

- Your first tuition bill will be emailed to the email address on file by August 18th. Future bills will be emailed to address on file with your child's account by the 18th of the month.
- Bi-Weekly tuition is due every other Monday.
- The Bi-Weekly tuition cost is your daily fee multiplied by the number of days your child is registered for that month. Kids' Korner follows the school calendar.
- Tuition must be paid in full payment period. A notice of termination will be sent on the 24th of the month if tuition has not been paid in full. If the YMCA does not receive full tuition payment by the last day of the month, your child's enrollment will be suspended from our Kids' Korner program. You will then have ten business days to pay your account in full. If the YMCA does not receive full payment within ten business days of the end of the payment period, the YMCA will terminate your child's enrollment in our Kids' Korner program. If your child is terminated from our program, your security deposit will be applied to your outstanding balance and an updated bill will be sent to you.
- If you are terminated from our Kids' Korner program due to non-payment you will forfeit your child's spot in our program. The YMCA will not accept your child's registration into any other YMCA program (swimming lessons, camps, vacation days,) until full payment has been made on your Kids' Korner balance. If full payment has been made and you wish to re-register, you will need to put down a new security deposit.
- Half days or late opening are covered for those children who are registered at an additional cost of \$8.00 each. This fee will not be waived if a child registered for that day does not attend. We are not able to add any additional children to these days.
- There are no credits for child absences or vacations.
- Late pick up fees will be added when appropriate.
- Parents are invoiced for all payment periods of the school year at the time of registration. If there is a school closure due to inclement weather, you will still be charged for this in the month it occurred. However, you will not pay for the additional days added to the end of the school year. You will only be charged to the original last day of school.
- To withdraw or change enrollment:
- After August 14th, no changes to enrollment will be accepted to your child's schedule until October 1st for Middletown, Portland, Regional District 13, and Cromwell families. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October

1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.

- There is no provisional enrollment period. A two-week written notice is needed to make any changes to schedules or cancellation of the program.
 - The security deposit, which you paid with your child's registration, will be credited to your charges for the last two weeks in the program.
 - You will be responsible for payment of any collection fees incurred by the Middlesex YMCA should your account become delinquent.
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- Payments can be made the following ways:
 - Online on your child's account at www.midymca.org.
 - Through a credit card monthly draft. This draft is completed on the 1st of each month.
 - Over the phone by calling the billing department at (860) 343-6245 or the Welcome Center at (860) 343-6201.
 - The site by check. Checks are made out to Kids' Korner or the Middlesex YMCA.
 - The Middlesex YMCA's Welcome Center. Please save your receipt.
 - Mailing in payment (Middlesex YMCA, 99 Union Street Middletown, CT 06457)

If you have any billing questions, please call our Child Care Financial Manager at (860) 343-6245.