

**Session and Payment Dates for 2009-2010**

Session Month	# of weeks	Session Dates
September	4	August 24 - September 18, 2009
October	4	September 21 - October 16, 2009
November	4	October 19 - November 13, 2009
December	4	November 16 - December 18, 2009
January	4	January 5 - January 29 2010
February	4	February 1- 26, 2010
March	4	March 1-12 & March 22-April 2, 2010
April	4	April 5 - April 30, 2010
May	4	May 3 - 27, 2010

**PLEASE NOTE: There is no charge for the following weeks November 23-27, 2009; December 21, 2009 - January 1, 2010 and March 15-19, 2010**

**Accounting Policies**

Your first child care payment will be due on the day your child starts the program. In the following months all fees are due on the 1<sup>st</sup> day of each month, with a late payment fee of \$30.00 charged after the 5<sup>th</sup> of each month. **Payment not be received by the 15<sup>th</sup> of the month, will result in suspension of child care services care will only begin again when the FULL payment and late fees are received. Special Payment Agreements** can be made with the child care director for additional or different payment dates these arrangements need to be made at the time of enrollment. Nonpayment, consistent late payments, a consistent outstanding balance and/or defaulting on Special Payment Agreements may result in suspension of care, loss of funding, and/or loss of your child's space in the program. There is a **late pick up fee of \$1.00 per minute** after the closing time of 6:00 p.m.

**Payments are accepted** only at the YMCA International Services Office which is open Monday-Friday 8:30 a.m. -5:00 p.m. You may also mail payments to the YMCA to be received by the 1<sup>st</sup> of the month. For your convenience pre-printed mailing envelopes will be available during the after school hours. Please note the mailing address is 6300 Westpark #600, Houston, Texas 77057. **Make all checks/money orders payable to the YMCA International Services.** Be sure to include your child (ren)'s name on the check or money order to ensure proper credit to your account. There is a \$30.00 return check fee. Always include Drivers License or I.D. Number on all checks. **NO PAYMENTS ARE ACCPETED AT THE SCHOOL BY YMCA STAFF OR THE DIRECTOR**

**Refunds or credits** are not given for vacation or occasional absences. We ask all children to be responsible for their own belongings and to not bring toys or items from home, so the YMCA is not responsible for and will not reimburse or credit for lost, damaged or stolen clothing, toys, school supplies or other items.

**Full day care** during in-service/Holidays will be at Weekley, Westland, & Trotter YMCA's. We encourage you to make separate arrangements with those centers; you must pre-register separately from YMCA International and pay the additional fees for full day care.

**I have read, understand and agree to abide by and follow the accounting policies above.**

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

~~~~~OFFICE USE ONLY~~~~~	
Child/ren(s) first day was _____	Family pays\$ _____ monthly or special agreement plan (attached)
Family is:      CASE Funded      or      Full Fee	

**Information for Parent (s) Guardian(s) Responsible for Paying Account  
COMPLETE THIS FORM ENTIRELY**

**First Parent/Guardian Responsible for Payment**

**Second Parent/Guardian Responsible for Payment**

Full Name	Custodial Parent?		Custodial Parent?	
	Yes	No	Yes	No
Relation to Child				
Texas D.L./I.D. #				
Home Address				
City & Zip Code				
Home Phone #				
Place of Employment				
Work Address				
Work Phone #				
Cellular or Pager#				
E-mail Address				

**Children's Information**

Child's Full Name	Date of Birth	Circle Sex	School Grade	Circle Ethnicity			
		Male Female		African American	Caucasian Other	Asian	Hispanic
		Male Female		African American	Caucasian Other	Asian	Hispanic
		Male Female		African American	Caucasian Other	Asian	Hispanic
		Male Female		African American	Caucasian Other	Asian	Hispanic
		Male Female		African American	Caucasian Other	Asian	Hispanic