



*AYS enriches the learning and well-being of children  
in a safe, caring and fun environment outside of the school day.*

# Registration Packet

Dear Parent,

Thank you for choosing AYS to provide a safe, quality before- and/or after-school environment for your child .

Included in this packet are instructions to help you in completing the registration forms. If you have any questions, please feel free to call our office at (317) 283-3817.

We look forward to a great school year with you and your child!

Sincerely,  
AYS, Inc.

## **Included in this packet:**

### **Registration Checklist**

Follow this checklist to help you through the registration process.

### **General Information Brochure**

This provides information that is specific to your township/school district. Information includes Hours, Site Locations, Days of Operation, and Rate Information.

### **Registration Form**

Includes child and parent information such as address, parent information, pick-up authorization and special needs information.

*This form must be included with registration.*

### **Parent Orientation**

A list of AYS policies and procedures that must be initialed by the parent to signify agreement.

*This form must be included with registration.*

### **Health Record**

Includes information such as medical and immunization history.

*This form must be included with registration.*



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## Registration Checklist

**Follow this checklist to help you through the registration process.**

	<p><b>General Information Brochure</b> Select attendance options. Determine registration fee (rates increase on August 1st).</p>
	<p><b>Registration Form</b> Form must be complete to be processed. Remember to print clearly and include the AYS program name for easier processing.</p>
	<p><b>Parent Orientation</b> Read and initial each statement.</p>
	<p><b>Health Record</b> Fill in completely along with shot records in space provided.</p>
	<p><b>Credit/Debit Card Payment Authorization Forms</b> If you wish to pay by Credit / Debit card, please fill out a credit authorization form. This form can be downloaded from our website on the registration page.</p>
	<p><b>Special Needs Forms</b> Complete any necessary special needs form per child. All special needs forms can be downloaded from our website on the registration page.</p>
	<p><b>Include Payment</b> Please include registration fee + first week's fee, per child. (Child is NOT registered until both registration and first week's fees are paid).</p>
	<p><b>Mail Registration to AYS</b> Mail all completed forms, registration fee and first week's deposit (per child) to:</p> <p><b>AYS, Inc. Attn: Fall Registration 4755 Kingsway Drive Suite 300 Indianapolis, IN 46205</b></p>

AYS, a non-profit, grassroots agency, operates before- and after-school, kindergarten wrap-around, early childhood, and summer camps in five central Indiana counties. In addition to a safe place for students in the out-of-school hours, AYS programs offer homework time, enrichment activities, and physical fitness.

**AYS, Inc. is a member of:**

Indiana YouthPRO Association

National Afterschool Association

Indiana Association for the Education of Young Children

National Association for the Education of Young Children

Diversity Roundtable of Central Indiana

Community Councils

Children's Coalition of Indiana

Afterschool Coalition of Indianapolis

**AYS, Inc. works in association with:**

Indianapolis Public Schools

Children's Bureau

Child Care Answers

*No child shall be denied admission on the basis of race, color, religion, sex, national origin, or ability.*

## Contact Information

#70

317-397-8004

#84

317-226-4284

#91

317-226-4291

#106

317-397-7995

### Registration Hotline

317-803-3134 x40

[www.ayskids.org/registration.html](http://www.ayskids.org/registration.html)

### **AYS Mission**

*AYS enriches the learning and well-being of children in a safe, caring and fun environment outside of the school day.*

AYS, Inc.

4755 Kingsway Dr., Ste. 300  
Indianapolis, IN 46205

(317) 283-3817

[www.ayskids.org](http://www.ayskids.org)

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## AYS-IPS School-Age Programs General Information Brochure



AYS, Inc.-

Quality programs for children  
in Central Indiana



 AYS, Inc. and Indianapolis Public Schools are working together to provide an activities program before and after school. This program provides creative, recreational and physical activities, as well as enrichment and homework opportunities.

**Hours:** 7:00 AM—6:00 PM (excluding school hours)

**Site Locations:** IPS #70, #84, #91 and #106. See director or call AYS at 317-283-3817 for details.

**Opportunities:** Cooperative games, snacks, sports, table games, music time, reading, homework, arts & crafts, clubs

**Staff to Child Ratios:** 1:12 to 1:15 for school-aged programs; 1:10 for kindergarten-aged programs

**Staff:** All staff members are drug tested, have background checks, first aid certified, and meet training requirements each year. There is at least one CPR certified staff member present at each site.



**Each child must be registered each year** in order to attend the program. The child is **NOT** considered registered until the first week's fees and registration fee(s) are paid. Visit [www.ayskids.org](http://www.ayskids.org) for registration forms.

**Registration Fee:**

\$40.00 for one child, \$60 for multiple children by July 31  
 \$60.00 for one child, \$90 for multiple children on August 1  
 (NON-REFUNDABLE)

**The Prepaid Pass** is designed for families needing the program *occasionally*. Card will be charged according to attendance.

**Prepaid Pass** \$200.00

**Financial assistance** may be available, and is based on the government funding guidelines. **ANY FAMILY CURRENTLY ON OR SEEKING FINANCIAL ASSISTANCE MUST REGISTER AT THE AYS MAIN OFFICE.** Call 317-283-3817 for more information.

**Weekly Rates—for 2011-2012 school year**

<b>AM &amp; PM</b>	1 Child	\$68.00
	2 Children	\$129.20
<b>AM Only</b>	1 Child	\$42.00
	2 Children	\$79.80
<b>PM Only</b>	1 Child	\$53.00
	2 Children	\$100.70

Monthly rates and other payment options are available. Ask your director for more details.

**Visa and Mastercard** are now accepted through the AYS main office for monthly and semester payment plans. Call AYS main office at 317-283-3817 for this service.

\*Information is subject to change. Revised 04/11

**MAKING A DIFFERENCE**

AYS strives to deliver quality programs to the central Indiana community that align with Indiana Academic Standards and incorporate a variety of enrichment opportunities.

**Days of Operation:** All regular school days, conference days, fall recesses, flex days, and 1/2 days. AYS reserves the right to close programs over breaks due to low enrollment. *Closed Labor Day, Memorial Day, Thanksgiving Break, Christmas, New Year's, President's Day, Martin Luther King Day, and the last Friday before summer break begins.* Winter, Spring, and Summer break locations to be announced. Morning programs run with a minimum of 10 children daily.

Weekly fees include non-school days, half days, AM delays and snow days. Part-time fees include all additional AYS time, if child is attending on a regularly scheduled day. Part-time space is limited and requires pre-approval through the main office. A different fee applies to Winter, Spring and Summer Breaks.

**Snacks and Drinks:** Juice or milk and a nutritious snack will be served each morning and afternoon. On days that school is not in session, but AYS is open, each child must bring a sack lunch. AYS participates in the Child and Adult Care Food Program. There will be no discrimination in the course of snack service.

**Share Your Story:** Tell us how AYS has impacted your life and the life of your child at [www.ayskids.org](http://www.ayskids.org).

# Family Registration Form - 2011-2012



**A registration fee per family is required with enrollment.**

If guardian or emergency contact information varies among children, please use a separate form for each child. Otherwise, one form is sufficient with copies for each Program Site (if more than one).

## **PARENT/GUARDIAN #1 (Payment Contact/Primary Payer)**

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Pager/Cell: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_ (Internal use only)  
 Business Name/Address: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Mark all that apply:  Child lives with  Emergency Contact  Authorized pickup

## **PARENT/GUARDIAN #2**

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Pager/Cell: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_ (Internal use only)  
 Business Name/Address: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Mark all that apply:  Child lives with  Emergency Contact  Authorized pickup

## **1st Child**

Last _____ First _____ MI _____ Birthdate: ____ / ____ / ____ Ethnicity: <input type="checkbox"/> Af.Am. <input type="checkbox"/> Asian <input type="checkbox"/> Cauc. <input type="checkbox"/> Hisp. <input type="checkbox"/> Multi Racial <input type="checkbox"/> Other Teacher _____ Grade in Fall ____ Gender M F Who has legal custody of the child and what is the relationship _____ Custody Agreement Y N If Y, please provide copy.	AYS Program Site
--	------------------

**FIRST DATE OF ATTENDANCE (REQUIRED) \_\_\_\_ / \_\_\_\_ / \_\_\_\_**  
**ENTER ATTENDANCE PLAN BELOW IN APPLICABLE BOX (REQUIRED)**

SCHOOL AGE AND ALL-DAY KINDERGARTEN	
FULL TIME (5 DAYS)	PART TIME (3 DAYS OR LESS)
AM&PM _____	AM&PM _____
AM Only _____	AM Only _____
PM Only _____	PM Only _____
Days Attending: M T W TH F	
Emergency Only ____	

HALF-DAY KINDERGARTEN/EARLY CHILDHOOD		
HALF-DAY KINDERGARTEN	AYS SCHEDULE	EARLY CHILDHOOD
SCHOOL SCHEDULE (circle one)	(check one)	(check one)
AM	Over 4 hours _____	Over 4 hours _____
PM	Under 4 hours _____	Under 4 hours _____
(Attend AYS before and after KG) (Attend AYS after AM KG or before PM KG)		

Are there any special needs to consider? If so, a special needs **INTAKE FORM** is required with registration.

ADD or ADHD _____	Autism _____	Hearing or Visually Impaired _____	IEP (Individual Education Plan) _____
Allergies _____	Diabetes _____	Learning Disabilities _____	Behavior Management Plan _____
Asthma _____	Epilepsy _____	Physical Disabilities _____	Other _____

## **2nd Child**

Last _____ First _____ MI _____ Birthdate: ____ / ____ / ____ Ethnicity: <input type="checkbox"/> Af.Am. <input type="checkbox"/> Asian <input type="checkbox"/> Cauc. <input type="checkbox"/> Hisp. <input type="checkbox"/> Multi Racial <input type="checkbox"/> Other Teacher _____ Grade in Fall ____ Gender M F Who has legal custody of the child and what is the relationship _____ Custody Agreement Y N If Y, please provide copy.	AYS Program Site
--	------------------

**FIRST DATE OF ATTENDANCE (REQUIRED) \_\_\_\_ / \_\_\_\_ / \_\_\_\_**  
**ENTER ATTENDANCE PLAN BELOW IN APPLICABLE BOX (REQUIRED)**

SCHOOL AGE AND ALL-DAY KINDERGARTEN	
FULL TIME (5 DAYS)	PART TIME (3 DAYS OR LESS)
AM&PM _____	AM&PM _____
AM Only _____	AM Only _____
PM Only _____	PM Only _____
Days Attending: M T W TH F	
Emergency Only ____	

HALF-DAY KINDERGARTEN/EARLY CHILDHOOD		
HALF-DAY KINDERGARTEN	AYS SCHEDULE	EARLY CHILDHOOD
SCHOOL SCHEDULE (circle one)	(check one)	(check one)
AM	Over 4 hours _____	Over 4 hours _____
PM	Under 4 hours _____	Under 4 hours _____
(Attend AYS before and after KG) (Attend AYS after AM KG or before PM KG)		

Are there any special needs to consider? If so, a special needs **INTAKE FORM** is required with registration.

ADD or ADHD _____	Autism _____	Hearing or Visually Impaired _____	IEP (Individual Education Plan) _____
Allergies _____	Diabetes _____	Learning Disabilities _____	Behavior Management Plan _____
Asthma _____	Epilepsy _____	Physical Disabilities _____	Other _____

For more children, complete additional form with all child information and parent name only.

**EMERGENCY NUMBERS-- ANY CHANGES MUST BE IN WRITING.** ID will be required to pick up.

Give two local people who can be reached during program hours if a parent or guardian is not available **(required)**.

Name / Relationship to child: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name / Relationship to child: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Additional people authorized to pick up your child (optional).

1) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

2) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**INSURANCE/MEDICAL INFORMATION**

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Physician Phone # ( ) \_\_\_\_\_

Name of Dentist \_\_\_\_\_ Dentist Phone # ( ) \_\_\_\_\_

**MARKETING/PUBLIC RELATIONS**

If new, how did you hear about AYS? Referral \_\_\_\_\_ Web \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

I would like to help someone less fortunate attend AYS who might otherwise be unable to participate. My tax-deductible gift added to my registration fee is: \$10 \_\_\_\_\_ \$25 \_\_\_\_\_ \$50 \_\_\_\_\_ \$100 \_\_\_\_\_ Other \_\_\_\_\_

**PAYMENT METHOD (\*\* Additional form required for credit card payments - see Program Director, web site, or call the AYS office)**

Credit card payment	<input type="checkbox"/>	CCDF Voucher (prior approval needed)	<input type="checkbox"/>	(Call AYS office)
Check/Money Order at site (NO CASH)	<input type="checkbox"/>	Other Funding	<input type="checkbox"/>	(Call AYS office)
		Prepaid drop-in pass	<input type="checkbox"/>	(Occasional use only)

**ENROLLMENT TERMS**

\_\_\_\_\_ For the school year, I agree to pay \$ \_\_\_\_\_ (circle one) weekly/monthly/semester/prepaid pass.

Initial (If you need assistance in calculating your fee, please contact your Program Director or the AYS Office).

\_\_\_\_\_ I agree to pay the **Friday in advance** of service based on my plan (or first of month or semester if applicable)

Initial regardless of actual attendance.

\_\_\_\_\_ I agree to adhere to AYS policies outlined in the Parent Handbook (available on-line).  Hard copy of handbook needed.

Initial

\_\_\_\_\_ I give permission for AYS and my child(ren)'s school to share educational, behavioral and other pertinent information regarding my child(ren) with AYS.

Initial

\_\_\_\_\_ I give permission for my child(ren) to be included in any promotional/media resources related to AYS and/or the school.

Initial

\_\_\_\_\_ If I cannot be contacted in the event of emergency, I give permission to AYS staff to secure emergency medical treatment for my child(ren).

Initial

\_\_\_\_\_ A **two week notice** is required for program withdrawal and reduction in hours attending. An increase in hours attending can be made immediately (if space permits as approved by Program Director).

Initial

**After Sept. 1, a \$15 fee will be charged for each attendance plan change at time of request.**

\_\_\_\_\_ Costs to collect delinquent fees (i.e. collection agency fees, court fees, attorney fees) will be paid by me. Delinquent accounts will be handled by the AYS main office.

Initial

\_\_\_\_\_ If applicable, I give permission for my child(ren) to be transported from \_\_\_\_\_ school to the AYS program site and agree to pay the fee related to this service.

Initial

I certify that I am the parent or legal guardian of this child(ren) and I have the legal authority to make the representations and grant the authorizations contained herein. I also understand and agree to the financial obligations and enrollment terms as outlined above.

**X** \_\_\_\_\_  
Signature of Parent or Legal Guardian Relationship to Child

**X** \_\_\_\_\_  
Printed Name

Child(ren) Names \_\_\_\_\_ Date **X** / / \_\_\_\_\_

AYS STAFF USE ONLY - FINANCE		
	Initials	Date
Received by Finance	_____	_____
Entered in parent database	_____	_____
Confirmation to parent	_____	_____
Copy to applicable programs	_____	_____



AYS STAFF USE ONLY - PROGRAM	
Date: ___/___/___	Amt. Received: _____
Registration Fee: Check # _____	M.O. # _____
1st Wk. Deposit: Check # _____	M.O. # _____
Handbook Distributed: Y N	
Separate Credit Card Agreement (NO CARD #'S ON THIS FORM):	Y N
Orientation Checklist: Y N	
AYS Staff Initials: _____	



# Parent Orientation Checklist

Welcome to AYS:

\_\_\_\_\_ I have completed all of the paperwork needed to register my child, including all  
Initial special needs and medication forms.

\_\_\_\_\_ AYS opens at \_\_\_\_\_ and closes at 6:00PM. There is \$1.00 per minute late fee  
Initial after 6:00PM according to the AYS clock. This is paid directly to the staff member, not included with regular fees.

\_\_\_\_\_ I can consult my Parent Handbook, the site Director, or AYS administration with  
Initial any questions or concerns about the program.

\_\_\_\_\_ I will not send a sick child to the program. Please consult the AYS Sick Policy handout.  
Initial Any medication (prescription and non-prescription) given at the program requires written permission.

\_\_\_\_\_ I will notify AYS if my child will not be attending the program on his/her regularly  
Initial scheduled day.

\_\_\_\_\_ My child will be signed in/out each day by an authorized person. This is an individual  
Initial who is listed on the registration form. A picture ID will be required.

\_\_\_\_\_ I will notify AYS of any changes such as: address, phone, custody, pick-up list or  
Initial something else that concerns my child.

\_\_\_\_\_ I realize payments are **due Friday** for the following week and payments are  
Initial due regardless of attendance. No cash please. Payments will NOT be adjusted due to illness or holidays/school closings. Winter, Spring, and Summer break fees are charged separately.

\_\_\_\_\_ If applying for financial assistance, I understand that full rates must be paid until  
Initial the application is complete and approved by the AYS Finance Office.

\_\_\_\_\_ I will give a two week written notice if withdrawing my child from the program.  
Initial

\_\_\_\_\_ After Sept. 1, a \$15 fee will be charged for each attendance plan change at time of  
Initial request. A two week notice is required if reducing number of days attended. An increase in days attended can be made immediately (if space permits as approved by the Program Director).

\_\_\_\_\_ Voucher Families Only: I agree to swipe in and out daily and comply with all  
Initial voucher requirements.

\_\_\_\_\_ **\*\*Early Childhood only: I will provide a change of clothes for my child. (Don't forget  
Initial the child's name on all items.)**

**I HAVE READ AND AGREE TO THE POLICIES AND PROCEDURES LISTED ABOVE:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date



AYS, INC

HEALTH RECORD

Child's Name \_\_\_\_\_ Birth Date: \_\_\_\_\_

Program: \_\_\_\_\_

MEDICAL HISTORY

Child's Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of most recent physical: \_\_\_\_\_ Age of child at time of physical: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_ Blood type, if known: \_\_\_\_\_

Local Hospital preference: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Membership #: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does your child have any allergies: YES / NO Explain, if yes: \_\_\_\_\_

Does your child have any diagnosed health conditions: YES / NO Explain, if yes: \_\_\_\_\_

Are there any special routines prescribed by your child's doctor that should be included in AYS' plans for your child's activities? YES / NO Explain, if yes: \_\_\_\_\_

Are there any modifications of normal activities that would be necessary to protect your child and his / her classmates? YES / NO Explain, if yes: \_\_\_\_\_

Does your child take any medication(s) every day? YES / NO If yes, list name and dosage of medication(s), time given, & purpose of medication(s). \*\*\*See Below\*\*\* \_\_\_\_\_

\*\*\*A form must be on file each year for any medication, either prescription or non-prescription, to be administered during the AYS program. Prescription medication requires a doctor's signature to be administered by AYS personnel.\*\*\*

(Over)

Rev. 02/04
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Child's name \_\_\_\_\_ Program \_\_\_\_\_

HISTORY OF IMMUNIZATIONS & TEST (indicates month / day / year)

	1	2	3
Hepatitis B			

	1	2	3	4
Hib				

	1	2	3	4	5
DTP/DTaP					

	1	2	3	4
Polio				

	1	2	3	4
Pneumococcal Conjugate/ Pevnar/ PCV/ PCV 7				

	1	2
Measles		

	1	2
Mumps		

	1	2
Rubella		

	1	2
Varicella		

\*\*If your child has had chickenpox, he/she does not need the vaccine.

Please provide us with the date (month & year) of the infection along with your signature:

Date of chickenpox infection: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

NOTE: To be considered adequately immunized, a child of age twenty-four months should have received 3 Hepatitis B vaccinations, 4 DTP vaccinations, 3 Polio vaccinations, 3-4 Hib vaccinations, 4 PCV vaccinations, 1 vaccination against Measles, Mumps, and Rubella, and 1 Varicella vaccination.

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

ADDITIONAL NOTES AND INSTRUCTIONS

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