

Attention Parents/Guardians 2010/2011

Please read this carefully to make sure that you understand our registration and payment policies and Vacation Clubs. In these programs we use calendars to register and calculate payment. Spaces are limited for the SACC and Vacation Club program, so making registration calendars is very important. If we do not know who is attending each week we cannot accurately staff the program. This may also lead to denial of services due to understaffing. The calendar system works as follows:

- Take a calendar from the YMCA or from your site or from the YMCA website (www.YMCAbuffaloniagara.org) and fill out a calendar for the days that your child will be attending and add it up.
- Turn it in to the YMCA with payment (payment is due for the first week minimally. See below for payment instructions.)
- **Your calendar is due the Thursday prior to the week/ month attending.**
- If you go to pick your child up from the program and they are not registered (i.e. hand written on attendance sheet) for the program that day, you will be charged a \$2.00 late fee for every day attended & not pre-registered. Initials _____ MSR _____

Payment Information:

Payments are to be made at the Niagara Falls YMCA or by phone with a credit card. **You MUST pay for the week before they start unless other arrangements have been made in advance with Susan.** This includes paying during the current week, every 2nd week or at other particular dates. Initials _____ MSR _____

Signature_____

Date_____