

**Embarcadero YMCA - 2016-2017 Before School Program  
Harvey Milk Civil Rights Academy**



**Student Name:** \_\_\_\_\_ (First) \_\_\_\_\_ (Last)

**APPLICATION CHECKLIST**

Please use the following checklist to ensure you have completed all application components. **Incomplete application (including applications without payment or completed financial assistance application) cannot be processed.**

\*

**SECTION 1: Student/Guardian Information**

- Student information (section A)
- Legal guardian information (section B)
- Pick up & emergency contact information (section C)
- Student and parent/guardian contract (section D)
- About your student (section E)

**SECTION 2: Additional Required Information**

- Attendance & lunch options (section F)
- Special enrichments/skills building (section G)
- Liability Waiver (legal guardian must print/sign name & print child's name)

**SECTION 3: Payment\* & Financial Assistance**

- \$500 total for the entire year - \$250 due in August and \$250 due in January (payable to Embarcadero YMCA)
- OR**
- Financial assistance application with 2 sets of income verification documents attached

*\*The average cost of Before care can range from \$1000-1500 per year. The Embarcadero YMCA is charging a \$500 registration fee for a 10 month program to cover remaining expenses not covered through funding.*

**All payments are due in full prior to the start of the first day of program,. Anyone with a balance due will not be permitted to participate until payment is taken care of. Award/Acceptance letters will be issued within 2 weeks of submission.**

**OFFICE USE ONLY**

**Site Coordinators:**

Reviewed By: \_\_\_\_\_ Date Application Submitted: \_\_\_\_\_

COMPLETE Liability Waiver (legal guardian prints and signs name, and writes in child's name): \_\_\_\_\_

Check One: \$ \_\_\_\_\_ Payment Attached **OR** \_\_\_\_\_ COMPLETE FA Application w/ Supporting Documents

**Director/Admin Specialist:**

Financial Assistance Award: \_\_\_\_\_ ADA Site: \_\_\_\_\_



**Embarcadero YMCA - 2016-2017 Before School Program  
Harvey Milk Civil Rights Academy  
Registration Form**



**SECTION A: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Gender:  M  F  
(First) (Last)

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_ School: \_\_\_\_\_

Please list any allergies or medications your child take. Please provide detailed instructions:

Is there anything else we should know about your child (medical/social concerns)?

**SECTION B: LEGAL GAURDIAN INFORMATION**

Guardian Name : \_\_\_\_\_ Gender:  M  F  
(First) (Last)

Address: \_\_\_\_\_  
(Address) (City) (State) (Zip code)

Primary Phone #: \_\_\_\_\_ Additional Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Guardian Name : \_\_\_\_\_ Gender:  M  F  
(First) (Last)

Additional Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**SECTION C: PICK UP & EMERGENCY CONTACT INFORMATION**

The names below should be additional people who can pick up your child from camp and contacted in an emergency. Do not list guardian information below. Guardians will be contacted first in an emergency.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

## SECTION D: STUDENT CONTRACT

Please read over this section carefully with your child:

I, \_\_\_\_\_ (student name), understand & agree to meet the following requirements of the summer program

- I will make sure to be signed in everyday by a parent/guardian.
- I will be in a supervised area at all times and never leave the site alone.
- I will follow Before School Program rules and directions from staff members.
- I will be respectful to the adults and other students.
- I will not engage in bullying, name calling, or in any other inappropriate interactions with peers. I understand that this is not tolerated in the Embarcadero YMCA Before School Program .
- I will use words to solve conflicts or ask an adult for help. I will never use violence to solve a problem.
- I will leave electronics at home and get permission from a staff member before using my cell phone.
- I will take care of our school building and equipment as well as clean up after myself.
- I will participate in all activities, clubs and enrichments with an open mind.

### I understand that if I break these rules:

1st - I will receive a warning.

2nd - If the behavior happens again I will accept the appropriate consequences for the rule(s) I have broken.

3rd - If I continue to break the rules my parent/guardian will be contacted.

4th - If my behavior doesn't improve after my parent/guardian has been contacted I may be sent home or suspended.

- If I engage in a physical altercation I may be suspended from program (the severity of the situation will determine if suspension is necessary).
- If I am suspended from program, a restorative meeting with my parent/guardian must happen before I am allowed to return to the program.

I understand that I must sign this contract in order to be admitted into the program. I also understand that by signing this contract I am agreeing to adhere to the rules .

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## SECTION E: ABOUT YOUR STUDENT

This section asks you for information that is required by one of our funders. The below information will in no way determine your student's status in the program or be used for any purpose other than program evaluation.

### Student Race/Ethnicity (select one):

- |   |  |
|---|--|
| <input type="checkbox"/> African American                 | <input type="checkbox"/> Middle Eastern-Arab               |
| <input type="checkbox"/> Black-Other (specify):           | <input type="checkbox"/> Middle Eastern-Iranian            |
| <input type="checkbox"/> Asian-Chinese                    | <input type="checkbox"/> Middle Eastern-Other (specify):   |
| <input type="checkbox"/> Asian-Filipino                   | <input type="checkbox"/> Native American                   |
| <input type="checkbox"/> Asian-Indian                     | <input type="checkbox"/> Native Alaskan                    |
| <input type="checkbox"/> Asian-Japanese                   | <input type="checkbox"/> Pacific Islander-Guamanian        |
| <input type="checkbox"/> Asian-Korean                     | <input type="checkbox"/> Pacific Islander-Hawaiian         |
| <input type="checkbox"/> Asian-Laotian                    | <input type="checkbox"/> Pacific Islander-Tongan           |
| <input type="checkbox"/> Asian-Thai                       | <input type="checkbox"/> Pacific Islander-Samoan           |
| <input type="checkbox"/> Asian-Vietnamese                 | <input type="checkbox"/> Pacific Islander-Other (specify): |
| <input type="checkbox"/> Asian-Other (specify):           |  |
| <input type="checkbox"/> Hispanic/Latino/Mexican American | <input type="checkbox"/> White/European American           |
| <input type="checkbox"/> Hispanic/Latino-Central American | <input type="checkbox"/> Other White (specify):            |
| <input type="checkbox"/> Hispanic/Latino-South American   |  |
| <input type="checkbox"/> Hispanic/Latino-Caribbean        | <input type="checkbox"/> Multiracial/Multiethnic           |
| <input type="checkbox"/> Hispanic/Latino-Other (specify): | <input type="checkbox"/> Other (specify):                  |

### Home Language (select one):

- |  |  |
|--|--|
| <input type="checkbox"/> English             | <input type="checkbox"/> Mandarin                  |
| <input type="checkbox"/> Spanish             | <input type="checkbox"/> Samoan                    |
| <input type="checkbox"/> Cantonese           | <input type="checkbox"/> Tagalog                   |
| <input type="checkbox"/> Russian             | <input type="checkbox"/> Toisharese                |
| <input type="checkbox"/> Japanese            | <input type="checkbox"/> Vietnamese                |
| <input type="checkbox"/> Khmer/<br>Cambodian | <input type="checkbox"/> Arabic                    |
| <input type="checkbox"/> Korean              | <input type="checkbox"/> American Sign<br>Language |
| <input type="checkbox"/> Laotian             |  |
| <input type="checkbox"/> Other (specify):    |  |

### Student English Fluency (select one):

- Fluent  
 Somewhat Fluent  
 Not Fluent

## SECTION G: SPECIAL ENRICHMENTS/SKILLS BUILDING

The 2016-2017 Before School Program at Harvey Milk Civil Right Academy will offer special enrichments and skills building for all participants every Tuesday and Thursday. Additionally, we will be offering special fun Friday options for students to enjoy! **Please go to your child's grade group below and rank your child's activity preferences from 1 to 3 (with 1 being their top choice), as well as, selecting one Fun Friday group you would like your child to be apart of. Please see page 7 for special enrichments/skills building and Fun Friday activity descriptions.**

Please note: There are two main groups K-2 and 3-5. Each special enrichment/Skills building will consist of no more than 15 students in each group, except on Fun Fridays. Fun Friday's will consist of two activities per age group. Placement is based on a first come, first served basis. We will make every effort to put your child in their 1st or 2nd choice but please understand that placement is based on availability. Special Enrichments/Skills Building are semester based.

### KINDERGARTEN ,1ST and 2ND GRADE ONLY

Skills Building / Special Enrichments—Tuesday and Thursday Only

Choice # \_\_\_\_\_  
Lego Building and  
Superhero  
Creating

Choice # \_\_\_\_\_  
Arts and Crafts

Choice # \_\_\_\_\_  
Tag and Team  
Building

Fun Friday Options—Friday Only

Choice # \_\_\_\_\_  
Outdoor Fun

Choice # \_\_\_\_\_  
Creative  
Expressions

### 3RD, 4TH and 5TH GRADE ONLY

Skills Building / Special Enrichments—Tuesday and Thursday Only

Choice # \_\_\_\_\_  
Pottery

Choice # \_\_\_\_\_  
The Art of  
Cooking and  
Story Telling

Choice # \_\_\_\_\_  
World of Sports

Fun Friday options—Friday Only

Choice # \_\_\_\_\_  
Outdoor Fun

Choice # \_\_\_\_\_  
Creative  
Expressions

## **YMCA of San Francisco Membership Application Release and Waiver of Liability and Indemnity Agreement**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgment that such premises and all facilities and equipment therein and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releases or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

4. THE UNDERSIGNED HEREBY GIVES PERMISSION for the YMCA of San Francisco, or any of its branches, to use any photographs or video footage taken of the undersigned and/or the undersigned's children participating in YMCA of San Francisco activities for future YMCA promotional purposes, including without limitation, media materials, promotional print pieces, promotional video pieces, social media platforms and Web sites of the YMCA of San Francisco and its affiliate branches, without additional release or authorization.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

**Signature of applicant/parent:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Print name of applicant/parent:** \_\_\_\_\_

**Signature of co-applicant/parent:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Print name of co-applicant /parent:** \_\_\_\_\_

**Print name(s) of child(ren) in program:** \_\_\_\_\_



Membership ID: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
If approved, assistance valid through:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

## Financial Assistance Application YMCA OF SAN FRANCISCO

All information is confidential, Completion of this application does not guarantee approval, (Please allow up to two weeks for processing)

### PRIMARY ADULT

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you receive income?  Yes  No Email Address: \_\_\_\_\_

Are you currently a YMCA Member?  Yes  No If yes, what kind of member?  Facility  Program

### SECONDARY ADULT

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Does this person receive income?  Yes  No Email Address: \_\_\_\_\_

### ADDITIONAL FAMILY MEMBERS

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of adults over 18 in your home: \_\_\_\_\_ Number of children under 18 in your home: \_\_\_\_\_

### TYPE OF FINANCIAL ASSISTANCE

(Applicants may choose program and/or membership categories)

#### PROGRAM

Program Name: \_\_\_\_\_ Participant Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Participant Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Participant Name: \_\_\_\_\_

#### MEMBERSHIP

Membership Type: \_\_\_\_\_ Billing Cycle:  Monthly\*  Semi-Annual  Annual

**NOTE:** If assistance is not renewed by its expiration date, members on a monthly\* billing cycle will be charged the full membership rate.



### HOUSEHOLD MONTHLY INCOME

1. Please attach photocopies of qualifying documents from at least two of the four options below:  
(Feel free to black out social security numbers and account numbers)

- Current federal tax return for ALL applicants applying for assistance,
- Two of the most recent pay stubs from primary and secondary adult (if applicable), or a letter from your employer(s) on company letterhead stating your monthly gross income,
- Disbursement voucher for AFDC and SSI recipients,
- Proof of income or assistance you currently receive for:  
Unemployment; \$\_\_\_\_\_ Disability; \$\_\_\_\_\_ Child Support/Alimony; \$\_\_\_\_\_  
Pension/Retirement; \$\_\_\_\_\_ Other; \$\_\_\_\_\_

2. Are you receiving any other financial assistance?  Yes  No

If yes, please describe: \_\_\_\_\_

3. Are there any other factors that we should take in consideration in evaluating your need for assistance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How should we contact you regarding the status of your application (choose one):

- Email  Phone call  Letter

Supporting documents will not be returned, so please enclose photocopies,  
Each application is reviewed and approved independently, If there are changes in your income, please notify YMCA,

### ACKNOWLEDGEMENT

I acknowledge by my signature below that all of the information on this form is accurate and complete, I agree to provide additional documentation to verify need if requested, If awarded assistance, my scholarship is valid for one year and the award amount may vary from program to program, I am aware that on-time payments are required for participation, I acknowledge it is my responsibility to renew my application once it expires,

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

YMCA financial assistance is made available through donations, grants, and association earned income,

### FOR OFFICE USE ONLY

Reviewed by: \_\_\_\_\_

Approved  Denied (reason): \_\_\_\_\_

Award %; Membership; \_\_\_\_\_ Program; \_\_\_\_\_

Date applicant was notified: \_\_\_/\_\_\_/\_\_\_ Applicant response:  Accepted  Declined



**Please keep the  
following  
documents for your  
personal records  
(pages 5-7)**

## Before School Program Activity Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Reading / Writing	Skills Building/ Special Enrichment Days	Math/ S.T.E.M	Skills Building/ Special Enrichment Days	Fun Friday

*\*Please note: Every last Friday of the month will be our community feast*

## Before School Program Schedule

### Academic Power Hour - Monday and Wednesday Only

7:30—Drop-off / Sign-in  
 7:40—7:45 - Morning Announcements/ Breakout groups  
 7:45—9:00 - Reading/Writing or Math/ S.T.E.M  
 9:00—9:15 - Community Circle/ Share outs  
 9:15—Yard for morning circle

### Skills Building/Special Enrichment Schedule - Tuesday and Thursday Only

7:30—Drop-off / Sign-in  
 7:40—7:45 - Morning Announcements/ Breakout groups  
 7:45—9:00 - Skills Building/Special Enrichment groups  
 9:00—9:15 - Community Circle/ Share outs  
 9:15—Yard for morning circle

### Fun Friday - Friday Only

7:30—Drop-off / Sign-in  
 7:40—7:45 - Morning Announcements/ Breakout groups  
 7:45—9:00 - Fun Friday groups

**Academic Power hour** - Aligning with the academic school day, students will participate in activities that not only fosters their energy, but stimulates their mind. Each week/month students will focus on a specific academic topic that will challenge them in developing the skills needed to think outside of the box. Our students will feel empowered in the classroom to try creative approaches to solve problems and have critical discussions in work groups that enrich their minds. Students will be transformed in our Academic Power Hour and leave our program feeling energized, focused, and ready to learn throughout the school day.

**Skills Building/Special Enrichment Days** - Students will have the opportunity to explore and further develop a specialized skill or interest 2 days a week. Within each specialized group, students will feel confident when speaking and create meaningful relationships with their peers. Our goal is to have students explore new opportunities and gain knowledge of different learning avenues that focus on positive social interactions, empowerment, and investment in personal growth. We encourage our students to try new activities that have the potential to help them grown , learn, and be successful together.

**Fun Friday**— On this particular day, all students are in for a wild experience that sparks their creativity and goofiness. Students will be split up into two different groups and given a chance to build group synergy and accomplish tasks together. Students will alternate groups each week to become well rounded individuals and develop vital skills for future interactions. In our Expressions Group, students work to create an environment that allows expression of thoughts, feelings, and emotions through the power of art. Alternatively, our Power of Play Group advocates for all participants to learn new group games that fosters the skills needed in teamwork, cooperation, and building a healthy community.

**Caring Community Cookout**— During this monthly event, students and their families are invited to collectively get together and share a meal that is centered on group share outs, highlights, and community building. As a program, we all sit down together to enjoy each other's company over a delicious and healthy breakfast meal provided by the YMCA. This is our chance to bond and build those deeper connections with the communities that we serve and have students exemplify their learned skills and demonstrate what it means to contribute to our society in a meaningful way. Students will have the opportunity to display their newly gained skills and speak about how these learning experiences will help their personal growth in the future and foster their investment in being a positive role model in our community.

## SPECIAL ENRICHMENTS / SKILLS BUILDING DESCRIPTIONS

Please look over the following descriptions to assist your child in ranking their special enrichments/skills building preference (see page 4).

### KINDERGARTEN, 1ST and 2nd GRADE DESCRIPTIONS

**Lego Building and Superheroes Creating** — Look! It's a bird! It's a plane! No, it's Harvey Milk Superheroes and Lego creators! Participants will have a blast as they become their favorite hero, or creating a new hero of their own. Participants will also have a chance to build models and express their creativity and imagination using our massive collection of LEGOs. Rather it be fighting evil, designing their cool super hero capes and costumes or LEGO-themed crafts, LEGO-themed games, and building contests, all participant will have the opportunity to put their creativity and building ingenuity to the test.

**Arts and Crafts**—For the participant that loves to draw, sketch, and get their hand on Play-Doh! Campers will get the basic drawing skills, basic sculpting skills with Play-Doh, and many other artistic skills needed to turn a blank sheet of paper into a masterfully created work of art. Through practice in these various styles of artistic expression, campers will gain skills, memories, and a passion for art that could last a lifetime.

**Tag and Team Building**— Through tag and other skill building games, participants will learn and understand the power of play! Through laughter and skills building, participants will further develop the skill needed while playing in a group, not to mention the awesome games they will learn!

### 3RD, 4TH & 5TH GRADE DESCRIPTIONS

**Pottery**—For Participants that love to make beautiful work of art, but also love getting their hands dirty while doing it! Participants will express themselves through many the variations of 3-dimensional art while also learning and appreciating the art of clay.

**World of Sports**— Basketball, soccer, tennis, you name it, we are doing it! Participants will experience drills, scrimmages, other games and team building activities to enhance their skills. Participants will learn about good sportsmanship, the importance of teamwork, and develop new skills from various sports.

**The Art of Cooking and Story Telling** —Participants will have an opportunity to put their imaginations, as well as, the artistic and culinary talents to the test. Participants will have the opportunity to create healthy stories and a healthy snack to go along with it! Each participant will be able to create and share recipes and gain the culinary skills to make these tasty treats a delicious reality.

### OUTDOOR FUN AND CREATIVE EXPERSSION DESCRIPTIONS

**Outdoor Fun**— Also know as the Power of Play Group participants will learn new group games that fosters the skills needed in teamwork, cooperation, and building a healthy community. We will also work with the students to plan ahead on some activities they would like to see happens on these Fridays.

**Creative Expression**— In our Expressions Group, students work to create an environment that allows expression of thoughts, feelings, and emotions through the power of art. Through Various activities such as dance, jewelry making, friend portraits and much more! The opportunities for these participants are endless! We will also work with the students to plan ahead on some activities they would like to see happens on these Fridays.

**When does Sign-in begin?**

Sign in begins each day at 7:30am. Program will run until 9:15am each morning. At 9:15 all participants will be released to the yard to prepare for morning circle or to the cafeteria for school breakfast.

**What is my Before School Program balance and what are my payment options?**

The total cost for the YMCA Before School Program is \$500 (\$250 dollars per semester). Payment is due with your application for the 1st semester and December 1st for the second semester. Your check/money order amount should be attached to your registration packet. Please make your check/money order payable to: Embarcadero YMCA. Please write your child's name on the check/money order's memo line.

**Is financial assistance available?**

Yes. Financial assistance is based on income eligibility and available funds. Please complete our financial assistance application and include 2 sets of income verification documentation. Incomplete applications cannot be processed. All supporting documents must be submitted with your registration packet for processing. After your financial assistance application has been processed you will receive a letter with your award amount and remaining Before School Program balance. All remaining camp balances due prior to the start of the program.

Please contact Sarah Millett at [Smillett@ymcasf.org](mailto:Smillett@ymcasf.org) or (415) 615-1315 for further details. Please note that financial assistance takes up to 2 weeks to process. We encourage families to apply early!

**Who do I submit my application to?**

You can either submit your applications to the following people : The school Secretary or your school Site Coordinator. In the event you have any questions regarding your child application, please connect with Community Programs Director Shiante Lewis at 415-615-1304 or [Slewis@ymcasf.org](mailto:Slewis@ymcasf.org)

**What is your cancelation policy?**

No credits or refunds will be given after the first 14 days of the start of the program for which you are registering for. If you wish to make a change or cancel your registration PRIOR to the 14 day deadline, you may receive a check or credit card refund. Please allow two weeks for processing.

For any other questions, please contact Shiante Lewis, Community Programs Director at 415-615-1304 or [Slewis@ymcasf.org](mailto:Slewis@ymcasf.org)