

### ENROLLMENT

- Completed Y BASE registration form and payment for the one-time registration fee must be submitted prior to the registration deadline for the 2 week session the participant would like to attend.
  - Registration forms & fees can be submitted to the Waukesha Y Business Desk or via email at: registrar@gwcymca.org.
  - Registration fees for emailed registrations will be charged to the credit card listed on registration form.
  - Parents must keep the information on all forms updated and notify us immediately of changes.
- Program availability varies based on the site's licensed capacity.

### ENROLLMENT SCHEDULES

- Program runs in 2 week sessions (see chart below).
- Enrollment is for entire 2 week session chosen.
  - Number of days chosen for PM care must be consistent for both weeks of the 2 week session.
  - Specific days chosen for the 2 week session must be submitted by the registration & change deadline for the session.
- No refunds or credits will be issued for days not attended.

### ACTIONS REQUIRED FOR ENROLLMENT

- Completed Y TIME registration form
- \$50.00 registration fee
- Completed payment authorization form
- Immunization record
- Dates of requested programming
- School's Out Fun Days (held at the Waukesha Y) must be added to your schedule by dropping off a completed SOFD enrollment form and payment to the Business Office or registrar@gwcymca.org.

### SCHEDULE CHANGES & PROGRAM WITHDRAWAL

- If you wish to make a change to your child's schedule, written notice is required prior to the registration & change deadline.
- Notice of withdrawal is required in writing to the Registrar by the registration & change deadline. Verbal notice is not acceptable.
- No refunds or credits will be issued for days not attended.

### TUITION PAYMENTS

- Program fees include all scheduled school days and early release days per the Waukesha School District Calendar.
- Early release days for the 2023-2024 school year are Oct. 25, Feb. 15 & May 24
- 178 scheduled school days are used to generate the annual program tuition. Tuition fees are then divided into 20 equal and consecutive payments during the school year. Due to the tuition draft payment schedule, at times the billing cycle will not directly correlate with the dates of program attendance (winter and spring break).
- Payments will be drafted on the tuition draft date, prior to service.
- Returned charges will result in a \$15 fee.
- No refunds will be given.
- It is your responsibility to notify us of any change in your bank account or credit card information.
- There are no multiple child discounts or referral bonuses.

### FINANCIAL ASSISTANCE & WI SHARES

- Families may apply for YMCA financial assistance for programs such as Y TIME. Application forms and information are available at the Waukesha Y or gwcymca.org.
- The Y TIME program is licensed by DCF and accepts WI Shares Child Care Assistance. Contact the WI Shares office for approval, as you must have authorization before we can register your child for Y TIME.
  - Waukesha County Contact: 1-888-947-6583
  - Provider Number: 4000558914
  - Waukesha YMCA Location Number: 007

2 WEEK ENROLLMENT SESSION		REGISTRATION & CHANGE DEADLINE	TUITION DRAFT DATE
September 4 - September 15, 2023		Wednesday, August 23, 2023	Wednesday, August 30, 2023
September 18 - September 29, 2023		Wednesday, September 6, 2023	Wednesday, September 13, 2023
October 2 - October 13, 2023		Wednesday, September 20, 2023	Wednesday, September 27, 2023
October 16 - October 27, 2023		Wednesday, October 4, 2023	Wednesday, October 11, 2023
October 30 - November 10, 2023		Wednesday, October 18, 2023	Wednesday, October 25, 2023
November 13 - November 24, 2023		Wednesday, November 1, 2023	Wednesday, November 8, 2023
November 27 - December 8, 2023		Wednesday, November 15, 2023	Wednesday, November 22, 2023
December 11 - December 22, 2023		Wednesday, November 29, 2023	Wednesday, December 6, 2023
December 25 - January 5, 2024		Wednesday, December 13, 2023	Wednesday, December 20, 2023
January 8 - January 19, 2024		Wednesday, December 27, 2023	Wednesday, January 3, 2024
January 22 - February 2, 2024		Wednesday, January 10, 2024	Wednesday, January 17, 2024
February 5 - February 16, 2024		Wednesday, January 24, 2024	Wednesday, January 31, 2024
February 19 - March 1, 2024		Wednesday, February 7, 2024	Wednesday, February 14, 2024
March 4 - March 15, 2024		Wednesday, February 21, 2024	Wednesday, February 28, 2024
March 18 - March 29, 2024		Wednesday, March 6, 2024	Wednesday, March 13, 2024
April 1 - April 12, 2024		Wednesday, March 20, 2024	Wednesday, March 27, 2024
April 15 - April 26, 2024		Wednesday, April 3, 2024	Wednesday, April 10, 2024
April 29 - May 10, 2024		Wednesday, April 17, 2024	Wednesday, April 24, 2024
May 13 - May 24, 2024		Wednesday, May 1, 2024	Wednesday, May 8, 2024
May 27 - June 7, 2024		Wednesday, May 15, 2024	Wednesday, May 22, 2024

Y TIME TUITION			1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
PM Care	MEMBERS	BI-WEEKLY TOTAL	\$32	\$60	\$84	\$104	\$120
	PROGRAM PARTICIPANTS	BI-WEEKLY TOTAL	\$48	\$90	\$126	\$156	\$180

### WAUKESHA YMCA

320 E. Broadway, Waukesha  
gwcymca.org/YBASE-Waukesha

### PROGRAMMING INFORMATION

ybasewaukesha@gwcymca.org  
262-542-2557

### REGISTRATION & PAYMENT

registrar@gwcymca.org  
414-635-1880

# SCHOOL'S OUT FUN DAYS & EARLY RELEASE DAYS



## WAUKESHA YMCA

320 E. Broadway, Waukesha

The YMCA of Greater Waukesha County, offers safe, quality care at the Y for your child when their school is closed. Children ages 4-12 can join us for fun games, sports, swimming, arts & crafts, and so much more! Please bring a water bottle, a bag lunch, swimsuit, and towel.

Cost is \$40 for YMCA members and \$50 for program participants. School's Out Fun Days are a separate expense from Y BASE and cannot be drafted. Payment in full must be received at time of registration in order to be registered. School's Out Fun Days for Y TIME participants are eligible for state assistance.

To register for School's Out Fun Days, complete the School's Out Fun Day Enrollment Form and email it to the Registrar.

### SCHOOL'S OUT FUN DAYS

Thursday, 10/26/2023  
Friday, 10/27/2023  
Wednesday, 11/22/2023  
Tuesday, 12/26/2023  
Wednesday, 12/27/2023

Thursday, 12/28/2023  
Friday, 12/29/2023  
Monday, 1/15/2024  
Monday, 1/22/2024  
Friday, 2/16/2024  
Monday, 3/25/2024

Tuesday, 3/26/2024  
Wednesday, 3/27/2024  
Thursday, 3/28/2024  
Friday, 3/29/2024  
Monday, 4/1/2024

### EARLY RELEASE DAYS

The YMCA offers half-day care on scheduled early release days per the Waukesha School District Calendar. Early release days are included in bi-weekly fees. Register by completing a Y Time registration form and emailing it to [registrar@gwcymca.org](mailto:registrar@gwcymca.org)

#### 2023-2024 Early Release Days

- Wednesday, October 25, 2023
- Thursday, February 15, 2024
- Friday, May 24, 2024

### EMERGENCY SCHOOL CLOSINGS

Y BASE and Y TIME are closed when your child's school closes due to inclement weather. School's Out Fun Days may be offered, but only at the YMCA. If your child was scheduled for care on that day, you will be given a \$15 credit towards the cost of a School's Out Fun Day. You must register your child and pay the one day fee.

#### WAUKESHA YMCA

320 E. Broadway, Waukesha  
[gwcymca.org/YBASE-Waukesha](http://gwcymca.org/YBASE-Waukesha)

#### PROGRAMMING INFORMATION

[ybasewaukesha@gwcymca.org](mailto:ybasewaukesha@gwcymca.org)  
262-542-2557

#### REGISTRATION & PAYMENT

[registrar@gwcymca.org](mailto:registrar@gwcymca.org)  
414-635-1880