



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BUILDING BRIGHT MINDS

**SCHOOL AGE CHILD CARE  
REGISTRATION & INFORMATION**

YMCA of Greater Waukesha County

# CONTACT US

## SOUTHWEST YMCA

11311 W. Howard Avenue  
Greenfield, WI 53228  
414-546-9622  
swybase@gwcymca.org



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BILLING & REGISTRATION QUESTIONS

414-635-1880  
registrar@gwcymca.org

## WEBSITE

gwcymca.org/YBASE  
(Includes programming information, parent handbook & forms)

## GET AHEAD FOR THE NEXT SCHOOL YEAR!

Register effortlessly at [GWCYMCA.ORG](https://GWCYMCA.ORG).

Act fast—applications received after August 18th may not be able to start on September 2. Apply now and ensure your spot for the upcoming school year!\*

\*Subject to availability.

# OVERVIEW

## BEFORE & AFTER SCHOOL CARE (SERVING 4K-6TH GRADE)

Our program prioritizes safety, holistic development, and academic support for children. With a focus on individual needs, we provide a safe space where kids explore interests and talents. Through choice-based activities encompassing homework, physical engagement, and passion pursuits, children gain ownership of their learning, fostering responsibility and engagement. We strive to empower kids to excel in all aspects of their lives.

## 4K WRAP CARE/EARLY LEARNING PROGRAM

Customized for 4K students at specific locations, our flexible program offers specialized learning that complements their school schedule. While before and after school care is available, enrollment is optional for eligible students. Within our nurturing environment, young learners find a focused space for growth and exploration within their educational journey.

## SCHOOL'S OUT FUN DAY (SOFD)

When school's out, keep your child in a safe, fun-filled environment! Join us at the Y for full-day child care from 7:00 AM - 6:00 PM during specific school closures. Available at all five of our fully-equipped branches, it's a day packed with activities and friendships for your child.



# LOCATIONS

## MUKWONAGO YMCA

EAST TROY SCHOOL DISTRICT  
MUKWONAGO SCHOOL DISTRICT  
WASHINGTON-CALDWELL SCHOOL DISTRICT  
WATERFORD GRADED SCHOOL DISTRICT  
245 E Wolf Run  
Mukwonago, WI 53149  
262-363-7950

## SOUTHWEST YMCA

NEW BERLIN SCHOOL DISTRICT  
11311 W Howard Ave  
Greenfield, WI 53228  
414-546-9622

## WAUKESHA YMCA

MILL CREEK ACADEMY  
WAUKESHA SCHOOL DISTRICT  
320 E Broadway  
Waukesha, WI 53186  
262-542-2557

## WEST SUBURBAN YMCA

CHRIST THE LORD LUTHERAN CHURCH & SCHOOL  
ELMBROOK SCHOOL DISTRICT  
2420 N 124th St  
Wauwatosa, WI 53226  
414-302-9622

Provider Number: 4000558914

Location Numbers:

Christ the Lord  
Lutheran Church & School 033

East Troy Schools  
Prairie View Elementary 027

Elmbrook Schools  
Brookfield Elementary 017  
Burleigh Elementary 016  
Dixon Elementary 020  
Swanson Elementary 019  
Tonawanda Elementary 018

Mill Creek Academy 029

Mukwonago Schools  
Big Bend Elementary 011  
Prairie View Elementary 010

New Berlin Schools  
Elmwood Elementary 023  
Ronald Reagan Elementary 021  
Orchard Lane Elementary 022  
Poplar Creek Elementary 024

Washington-Caldwell Elementary 028

Waterford Schools  
Evergreen Elementary 031  
Trailside Elementary 030  
Woodfield Elementary 032

Y TIME  
Waukesha YMCA 007



# 2025-2026 BEFORE & AFTER SCHOOL CARE | 4K WRAP CARE ELMWOOD & ORCHARD LANE ELEMENTARY SCHOOLS

## APPLICATION PROCEDURE

- Complete and submit the application form at [gwcymca.org](http://gwcymca.org) or drop it off at the Southwest YMCA.
  - Children under 5 need a Child Health Report by September 1, 2025. The form can be found on our website and is required prior to child start date.
  - Forms will not be accepted at the school.
  - Parents must ensure accuracy in the submitted application information. Any updates or changes must be communicated promptly.
- A non-refundable \$25 application fee per child is required at the time application is processed.
- Applications will be processed in the order they are received and are subject to each site's licensed capacity. Capacities will be posted at each location.
- Confirmation of enrollment or placement on a waitlist will be communicated within 7 business days of application.

## SCHEDULE CHANGES & WITHDRAWAL REQUESTS

- Requests for schedule changes or withdrawals must be made by completing the Change/Cancellation Form Online at [gwcymca.org](http://gwcymca.org).
- Changes in the enrollment schedule may result in forfeiture of the original spot if the program is at full capacity.
- Schedule change or withdrawal requests will be processed based on their submission order and the program capacity at each location.
- No refunds or credits will be issued for days not attended.

## TUITION PAYMENTS

- Tuition payments will automatically draft on the dates below.
  - A \$15 fee will be charged for return payments.
- No refunds will be provided.
- In case of changes made post-tuition draft before the change deadline, a credit will be issued, or additional fees will be collected as necessary.
- There are no multiple child discounts or referral bonuses.
- Changes in credit card or bank account information must be made via the payment form. YMCA membership payment changes are processed separately.

**SCHEDULE CHANGE DEADLINE**  
Mondays at noon, one week in advance.

WEEK OF CARE	TUITION DRAFT DATE	WEEK OF CARE	TUITION DRAFT DATE
Monday, September 1, 2025	Wednesday, August 20, 2025	Monday, January 26, 2026	Tuesday, January 20, 2026
Monday, September 8, 2025		Monday, February 2, 2026	
Monday, September 15, 2025	Friday, September 5, 2025	Monday, February 9, 2026	Monday, February 2, 2026
Monday, September 22, 2025		Monday, February 16, 2026	
Monday, September 29, 2025	Saturday, September 20, 2025	Monday, February 23, 2026	Friday, February 20, 2026
Monday, October 6, 2025		Monday, March 2, 2026	
Monday, October 13, 2025	Sunday, October 5, 2025	Monday, March 9, 2026	Thursday, March 5, 2026
Monday, October 20, 2025		Monday, March 16, 2026	
Monday, October 27, 2025	Monday, October 20, 2025	Monday, March 23, 2026	Friday, March 20, 2026
Monday, November 3, 2025		Monday, March 30, 2026	
Monday, November 10, 2025	Wednesday, November 5, 2025	Monday, April 6, 2026	Sunday, April 5, 2026
Monday, November 17, 2025		Monday, April 13, 2026	
Monday, November 24, 2025		Monday, April 20, 2026	
Monday, December 1, 2025	Thursday, November 20, 2025	Monday, April 27, 2026	Monday, April 20, 2026
Monday, December 8, 2025		Monday, May 4, 2026	
Monday, December 15, 2025	Friday, December 5, 2025	Monday, May 11, 2026	Tuesday, May 5, 2026
Monday, December 22, 2025		Monday, May 18, 2026	
Monday, December 29, 2025	Saturday, December 20, 2025	Monday, May 25, 2026	Wednesday, May 20, 2026
Monday, January 5, 2026		Monday, June 1, 2026	
Monday, January 12, 2026	Monday, January 5, 2026		
Monday, January 19, 2026			

\*Tuition will be prorated for days that children do not have school based on their school district calendar.

4K WRAP CARE		2 DAYS FIXED (T & TH)	3 DAYS FIXED (M, W, F)	5 DAYS
AM or PM	Weekly Tuition	\$62	\$81	\$115

BEFORE & AFTER SCHOOL CARE		1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
AM	Weekly Tuition	\$12	\$24	\$36	\$48	\$55
PM	Weekly Tuition	\$14	\$28	\$42	\$56	\$65
AM & PM	Weekly Tuition	\$26	\$52	\$78	\$104	\$120

## YMCA HOUSEHOLD MEMBERSHIP INCENTIVE

Program families are eligible to receive a reduced rate on a household membership with the YMCA of Greater Waukesha County.

Families enrolled in Before & After School Care for three or more days for either AM or PM care would receive a \$10/month incentive on membership. Families enrolled in five days of Before & After School Care for either AM or PM care would receive a \$20/month incentive membership.

PLEASE NOTE: If you are a current YMCA of Greater Waukesha County member, please email [registrar@gwcymca.org](mailto:registrar@gwcymca.org) and add the program incentive to your membership today. Once enrolled, if you change your schedule and no longer qualify for your current incentive package, the Y will readjust your membership rate to the full amount. Families must be registered for the upcoming school year to receive the membership incentive over the summer months.



# 2025-2026 APPLICATION FORM, HEALTH HISTORY & EMERGENCY CARE PLAN

PAGE 1 OF 2

YMCA of Greater Waukesha County One form per child. A new form must be filled out each year.

(ALL SECTIONS MUST BE FILLED OUT. IF SOMETHING DOES NOT APPLY, PLEASE USE N/A)

## CHILD INFORMATION

Child's First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Gender ☐ M ☐ F ☐ Other \_\_\_\_\_  
Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age (as of Sept 1, 2025) \_\_\_\_\_ Child resides with ☐ Parent/Guardian #1 ☐ Parent/Guardian #2 ☐ Both  
Are you a Y Member? ☐ Yes ☐ No If yes, Y Member Number \_\_\_\_\_ Home Branch \_\_\_\_\_

Parent/Guardian Information – Both parents must be listed. Use N/A if not applicable.

#1 Parent/Guardian First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Gender ☐ M ☐ F ☐ Other Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address (Street, City, State, Zip) \_\_\_\_\_

Preferred method of contact \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Daytime Address/Employer Name & Address \_\_\_\_\_

#2 Parent/Guardian First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Gender ☐ M ☐ F ☐ Other Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address (Street, City, State, Zip) \_\_\_\_\_

Preferred method of contact \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Daytime Address/Employer Name & Address \_\_\_\_\_

Emergency Contacts/Others Authorized to Pick Child Up One contact that is NOT a parent/guardian is required. Can add more on an Alternate Arrival/Release Form.

#1 First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home Address (Street, City, State, Zip) \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

#2 First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home Address (Street, City, State, Zip) \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

MEDICAL AND BEHAVIOR QUESTIONS These questions help us to provide the best care for your child. All information is confidential to Y Staff.

(ALL SECTIONS MUST BE FILLED OUT. IF SOMETHING DOES NOT APPLY, PLEASE USE N/A)

1. Does your child have any of the following? ☐ NONE

☐ Asthma ☐ Autism ☐ Diabetes

☐ ADD/ADHD ☐ Epilepsy/Seizures ☐ Cerebral Palsy/Motor Disorder

☐ Cognitively Disabled ☐ Dietary Restrictions \_\_\_\_\_

☐ Food/Milk Allergies \_\_\_\_\_

If child is allergic to milk, attach a statement from a medical professional indicating an acceptable alternative.

☐ Gastrointestinal or feeding concerns, including special diet and supplement \_\_\_\_\_

☐ Non-Food Allergies \_\_\_\_\_

☐ Special accommodations at school (IEP, 504, ARD)

☐ Sensory Concerns \_\_\_\_\_

☐ Status of Vision, Hearing & Speech \_\_\_\_\_

☐ Other Conditions requiring Special Care \_\_\_\_\_

2. Triggers that may cause any of the above problems (specify) \_\_\_\_\_

3. Signs or symptoms to watch for \_\_\_\_\_

4. Steps the childcare provider should follow \_\_\_\_\_

5. Identify any staff to whom you gave specialized training/ instructions \_\_\_\_\_

6. When to call parents regarding symptoms or failure to respond to treatment \_\_\_\_\_

7. When to consider that the condition requires emergency medical care or reassessment \_\_\_\_\_

8. Language(s) spoken at home \_\_\_\_\_

9. Additional Information that may be helpful to us \_\_\_\_\_

10. Emergency Numbers Complete contact information required.

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Location Address \_\_\_\_\_

11. List the MONTH, DAY AND YEAR the child received each of the following immunizations. DO NOT USE a (✓) or (x). If you do not have an immunization record for this child, contact your doctor or local health department to obtain the records.

TYPE OF VACCINE	1st Dose M/D/Y	2nd Dose M/D/Y	3rd Dose M/D/Y	4th Dose M/D/Y	5th Dose M/D/Y
Diphtheria-Tetanus-Pertussis Specify <input type="checkbox"/> DTP <input type="checkbox"/> DTaP <input type="checkbox"/> DT					
Polio (IPV)					
Hib (Haemophilus Influenzae Type B)					
Pneumococcal Conjugate Vaccine (PCV)					
Hepatitis B					
Measles-Mumps-Rubella (MMR)					
Varicella (chickenpox) vaccine					

☐ My child does not meet all immunization requirements. These requirements can only be waived if a properly signed health, religious, or personal conviction waiver is filed with the YMCA. Forms available at [gwcymca.org](http://gwcymca.org).

12. Is your child currently taking any medications? ☐ Yes ☐ No

If yes, what kind and purpose \_\_\_\_\_

Does Y Staff need to administer medications? ☐ Yes ☐ No

☐ I understand that if medication needs to be administered during YMCA programming, an Authorization to Administer Medication Form MUST be completed and medication must be brought to camp on your child's first day. Form is available at [gwcymca.org](http://gwcymca.org).

13. Sunscreen/Insect Repellent (When provided by a parent, each bottle must be labeled.)

☐ I authorize the YMCA to apply sunscreen to my child.

☐ I authorize the YMCA to allow my child to self-apply sunscreen.

☐ My child may use sunscreen provided by the YMCA if theirs runs out or is missing (Generic SPF 30 or higher).

☐ If no, will only allow my child to use the sunscreen provided by parent:

Brand Name \_\_\_\_\_ Strength \_\_\_\_\_

☐ I authorize the YMCA to apply insect repellent to my child.

☐ I authorize the YMCA to allow my child to self-apply insect repellent.

☐ My child may use insect repellent provided by the YMCA if theirs runs out or is missing (Generic 25% Deet).

☐ If no, I will only allow my child to use the repellent provided by parent:

Brand Name \_\_\_\_\_ Strength \_\_\_\_\_



Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School Name \_\_\_\_\_

Child's Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## BEFORE &amp; AFTER SCHOOL (Please indicate your child's schedule)

	M	T	W	Th	F
AM   6:30-8:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM   3:15-6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4K WRAP CARE (Please indicate your child's schedule)

	2 Days (T & TH)	3 Days (M/W/F)	5 Days
AM   8:15-11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM   11:15-3:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AN INITIAL NON-REFUNDABLE PAYMENT OF \$25 IS REQUIRED UPON  
SUBMISSION OF YOUR APPLICATION FOR SELECTED PROGRAMS.

- ☐ I RECEIVE YMCA FINANCIAL ASSISTANCE  
I understand I am responsible for any payment balance not covered by financial assistance.
- ☐ I RECEIVE CHILD CARE BENEFITS (WISCONSIN SHARES).  
I understand that I am responsible for payments that are not covered (co-pays) and must set up an auto payment for any co-pays required of me. An authorization letter must be submitted with this registration form.

I authorize the YMCA of Greater Waukesha County to add fees for additional time added to my child's schedule, including early releases, to my regular payment using the payment method on file.

\_\_\_\_\_  
Initial

## SOUTHWEST YMCA SCHOOL'S OUT FUN DAYS

- |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Mon, Oct 13 | <input type="checkbox"/> Mon, Dec 29 | <input type="checkbox"/> Tue, Mar 31 |
| <input type="checkbox"/> Fri, Oct 24 | <input type="checkbox"/> Tue, Dec 30 | <input type="checkbox"/> Wed, Apr 1  |
| <input type="checkbox"/> Mon, Nov 24 | <input type="checkbox"/> Fri, Jan 2  | <input type="checkbox"/> Thu, Apr 2  |
| <input type="checkbox"/> Tue, Nov 25 | <input type="checkbox"/> Mon, Jan 19 | <input type="checkbox"/> Fri, Apr 3  |
| <input type="checkbox"/> Wed, Nov 26 | <input type="checkbox"/> Fri, Jan 30 | <input type="checkbox"/> Fri, May 1  |
| <input type="checkbox"/> Mon, Dec 22 | <input type="checkbox"/> Mon, Feb 16 |                                      |
| <input type="checkbox"/> Tue, Dec 23 | <input type="checkbox"/> Fri, Mar 13 |                                      |
| <input type="checkbox"/> Fri, Dec 26 | <input type="checkbox"/> Mon, Mar 30 |                                      |

## SWIM ABILITY

- ☐ Beginner ☐ Intermediate ☐ Advanced

## REGISTRATIONS

Registrations must be received NO LATER than 2 business days prior to program date(s) chosen. All information requested (front and back) must be completed. Children cannot attend unless all information is completed. Registration Forms can be completed online at [gwcymca.org/SOFD](http://gwcymca.org/SOFD), emailed to the Registrar, or at the business desk.

## PAYMENT AND FEES

**Members: \$42/day. Program Participant: \$55/day.**

The balance of tuition is due by auto withdrawal 5 days before the date of program. Third Party Payment (Waukesha Y Only): I understand if my child's tuition is paid or assisted by a third party, it is ultimately my responsibility for all payments and balances due. In addition, if I do not properly withdrawal my child from the program within 7 days I will be responsible for the payment.

## PARTICIPANT INITIATED PROGRAM CANCELLATION

If you withdraw from a School's Out Fun Day at least two business days prior to the date enrolled, a YGWC credit will be issued minus a \$5 transaction fee. No refund will be issued. No YMCA of Greater Waukesha County credit or refund will be issued if your child does not attend a School's Out Fun Day.

## YMCA INITIATED PROGRAM CANCELLATION

If the Y cancels a program you are enrolled in, you may transfer to another program, receive a full refund, or be issued a YGWC credit. A minimum of six participants per scheduled date is required in order for each School's Out Fun Day to run.

## MEDIA RELEASE

By checking "Yes," I as the parent/guardian, give consent for YGWC to capture pictures, videos, and audio of the participant during YMCA programs for promotional and informational purposes. Please note that should you decide to revoke this consent at any time, it will not apply to any previously captured content. ☐ Yes ☐ No

## PAYMENT AUTHORIZATION AGREEMENT

Applications will not be processed unless it is accompanied by a non-refundable payment of \$25 and a Payment Authorization Form. I understand that the draft to my account/charge to my credit card will take place twice per month. It is my responsibility to check my bank statement/credit card statement and report any discrepancies to the Registrar within 10 days of the draft in question. I understand that I am financially responsible for all payments. Should my draft amount not be honored by my financial institution for any reason, I agree to be responsible for that payment plus a \$15 service charge assessed by the YMCA. If full payment is not made, I agree to pay for all extra fees incurred for the collection of funds. I understand that it is my responsibility to notify the YMCA of Greater Waukesha County of any change in my bank account or credit card information, including the expiration date, and those changes must be submitted in writing at least 10 days in advance of the billing date. I understand that no refunds are given.

## PARENT/GUARDIAN AUTHORIZATION

- I approve this application and certify that the applicant is capable of such an experience.
- I grant permission for the applicant to participate in all planned activities and out of site trips by walking, van, or bus (when applicable).
- I hereby give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately. I authorize the YMCA staff/volunteers to administer first-aid. Prudent attempts will be made to contact the parent/guardian immediately.
- I agree to release the YMCA of Greater Waukesha County from any liability for the risk of illness, accidents or injury.
- This agreement will remain in effect until the program has ended, the YMCA of Greater Waukesha County receives a written notice of cancellation from me, or until I submit a new Payment Authorization Form to the YMCA of Greater Waukesha County.
- The YMCA is not responsible for lost, stolen, or damaged personal items.
- I understand that there are no pets on location.
- I understand that if my child requires alternative arrival or release, I will complete a separate form with updated information on it.
- I understand that failure to complete all mandatory forms will result in a forfeited spot in Y programming. No exceptions.
- I am required to give a two-week written notice for a permanent schedule change and/or withdrawal which affects the number of days my child will attend the Y programming.
- I understand fees are established based on schedule, not attendance, and that I am responsible for all fees.
- I understand program fees must be paid bi-weekly and in advance of the service.
- I understand that in signing this form that I agree to adhere to all policies and procedures listed in the parent handbook available online.

\_\_\_\_\_  
Initial

Parent/Guardian Signature

Date

OFFICE USE ONLY

DATE RECEIVED

TIME RECEIVED

STAFF INITIALS