



Dear Parent/Guardian,

It is time to register your child for the Afterschool A+ Program for school year 2022-23. The Y is looking forward to being the program provider for your child's after-school (A+) program.

The A+ program starts on the first day of school. For Kindergartners, the A+ program starts on their first full day of school. **Please turn in your completed registration before the end of May 2022 to ensure sufficient staffing is in place for the upcoming school year.** Newly hired A+ staff must complete and clear the criminal background fingerprinting process which can take up to two months. Students will be accepted into the program in the order that completed registration forms are received by the YMCA of Honolulu. Children may be wait listed due to site capacity or staffing limits. **Once the registration process is completed; you will be notified of your child's start date via a confirmation email.**

Listed below are the **REQUIRED** forms that must be filled out completely and signed. Incomplete forms will delay your child's admission into the A+ program:

- 1. After-School Plus (A+) Program Registration Form:** (Must be submitted each school year): Complete one form per family.
  - Parents/Guardians must be working; provide employer's name, address, phone number and work schedule.
  - If parents/guardians are attending school during the afterschool hours, a schedule of courses for the semester with the NAME OF THE STUDENT AND SCHOOL NAME PRINTED ON THE SCHEDULE must be submitted with your registration form.
  - If parents/guardians are self-employed, a copy of your GE tax license and one of the following must be submitted: income tax return for the past year including the Schedule C, or a voided business check. This is required for each school year.
  - Individuals listed as Authorized Pick-up must be 18 years or older. Please note that individuals you list on your registration form will replace any names we already have on file.
- 2. After-School Plus (A+) Program Registration Agreement Form:** Submit one per family. Please read carefully, initial each line, sign and date

3. **A+ Program Emergency Form:** Submit one form **per child**. Additional forms may be requested. An ID number for each parent/guardian (e.g. mother, father) must be provided on the top right corner of Emergency Form. This is used to verify identification should you need to make an over-the-phone change to an Authorized Pick up.
4. **Waiver and Release of Liability Agreement for Youth Programs Form:** Please review and sign our waiver and photo release form.

#### **OPTIONAL FORMS**

1. **Electronic Funds Transfer (EFT) Draft Authorization:** We accept all major credit cards, checking and savings accounts. There's no additional fee for this service. EFT auto drafts will be processed on the 1<sup>st</sup> day of each month. The first month's auto draft will be processed on the first day of A+ program.
2. **Application for Subsidized Monthly (A+ Program) Form (if applicable):** Complete this information **only if you are applying for subsidized program fee**. See List of Acceptable Income Documentation and attach your documents to the registration form. If you will be providing paystubs as proof of income, please provide the most recent months' worth. You will be notified of your eligibility status. DHS updated their Income Eligibility Table effective 11/1/2021. Please use our [online calculator](#) to check if your family may qualify.

#### **A+ Fees:**

**Program Fee:** The monthly fee is determined by the State of Hawaii Department of Education and is currently \$200 per child. This fee is due on the 1st program day of each month. Your first month's program fee will be due on the first A+ program day.

**Late Payment Fee:** A late fee of \$5 for each school day a payment is overdue will be charged. If payment is not received on or before the 5th program day of the month, your child will be terminated from program. You may re-enroll your child if all outstanding fees and the reinstatement fee of \$25 are paid. (Example: \$200 program fee + \$20 late fee + \$25 reinstatement fee = \$245). **To avoid late fees, please sign up for Electronic Funds Transfer.**

**Service Fee:** A \$25 service fee will be charged for any checks returned by your financial institution or for declined credit card payments.

Please submit your completed registration online or mail to:

YMCA of Honolulu A+  
P.O. Box 3286  
Honolulu, HI 96801

Afterschool A+ Program Staff  
YMCA of Honolulu  
p. 808-678-4296  
childcare@ymcahonolulu.org

## **Frequently Asked Questions (FAQs)**

- **When should I submit the A+ Registration?**
  - You should submit your registration before the end of May 2022. Staffing will be estimated by the total number of registrations received by May.
- **How can I submit confidential or personal documents?**
  - The Y has a [Secured Site](#) for uploading any confidential supporting documents. It is a quick and easy process.
- **What is the best way to submit the A+ Registration?**
  - The quickest way to turn in your completed registration is via our secure [online registration](#)
  - Registrations received via mail or in person may experience delays in processing.
- **How will I know if my child or children are registered?**
  - Once the registration process is completed; you will be notified of your child's start date via a confirmation email by June 30, 2022. Please be sure you list a valid email address on your child's registration to receive this communication. If you do not hear from us by June 30, 2022, please contact us via email [childcare@ymcahonolulu.org](mailto:childcare@ymcahonolulu.org).
- **How can I avoid paying late fees?**
  - Auto EFT Draft: For your convenience, the Y provides a FREE Auto pay service. It is the best way to avoid late payment fees! You can pay by credit card or by savings or checking account.
- **Do I need to fill out an A+ Request for Accommodation Form?**
  - Fill out an A+ Request for Accommodation form ONLY if your child cannot participate in the A+ Program without special assistance in a normal group setting.
- **How do I know if I am an Independent Contractor and why is that considered self-employed?**
  - If you do NOT receive a W-2 at the end of the calendar year from your employer.
  - You receive a 1099 form from the company you work with.
  - Similar to self-employed parents, Independent contractors can usually make their own schedules and need to verify their working status.
  - Please submit a copy of your GE tax license and a copy of either 1) income tax return including your Schedule C or 2) printed business checking account.
- **Can I access my Y account online?**
  - Yes! You can [access your Y account](#). All you need is the email address that we have on file for your family and your password.
  - If you don't remember your password, use the [Forgot your password](#) link to reset.
- **What can I do on my online Y account?**
  - You can change personal information, make Online Payments, access Online Receipts and annual Tax Receipts, and view transactions including your family's A+ enrollment status.
- **If I have any questions or concerns, who can I contact?**
  - The Y has a convenient **Service Center** to assist your general questions.
    - Phone #: (808) 678-4296
    - Hours of Operation: Monday to Friday 8 AM to 5 PM
  - The Y has a childcare email.
    - [childcare@ymcahonolulu.org](mailto:childcare@ymcahonolulu.org)
- For your safety please do NOT email confidential or personal documents by email! Please use our [Secured Site](#).