



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TO: **A+ FAMILIES**

FROM: **YMCA of Honolulu Childcare**

DATE: **MAY 1, 2024**

RE: **OPEN REGISTRATION, MAY 6th 8a**

The State has announced that A+ Afterschool Program registration for the school year 2024-25 will open on May 6, 2024 at 8a.

Please be aware that YMCA staff will not be onsite at schools until afterschool hours on May 6th when the A+ program starts. The YMCA cannot be responsible for registrations delivered to non-YMCA staff.

The YMCA highly recommends submitting registrations on May 6th from 8a to the start of A+ Afterschool program as follows:

1. Via Online Registrations – opening at 8a. ****We have addressed the issue from the previous year, and our online system has been upgraded****
2. Drop off manual registrations at any YMCA Branch location (see below)

Please hand deliver registrations to YMCA staff to ensure receipt. Registrations will be date and timestamped when received.

We apologize for the lateness of this communication. The YMCA was notified today that we will be the private provider for your child(ren)'s school.

Sincerely,
YMCA of Honolulu
Childcare Department

YMCA LOCATIONS

CENTRAL YMCA 401 Atkinson Blvd Honolulu, HI 96814	KAIMUKI-WAIALAE YMCA 4835 Kilauea Ave Honolulu, HI 96816	KALIHI YMCA 1335 Kalihi St Honolulu, HI 96819
MILILANI WEST OAHU YMCA 95-1190 Hikikaulia St Mililani, HI 96789	NUUANU YMCA 1441 Pali Highway Honolulu, HI 96813	WINDWARD YMCA 1200 Kailua Rd Kailua, HI 96734
	LEEWARD YMCA 94-440 Mokuola St Waipahu, HI 96797	





<https://bit.ly/3weRHJE>

Dear Parent/Guardian,

The A+ Programs were developed by the Legislature to reduce the incidence of latchkey children in the after-school hours. Therefore, all A+ programs must qualify students based on the definition of “latchkey” which refers to children who have no adult present in the home to provide after-school supervision. Parents/guardians must meet the following A+ Eligibility criteria to participate:

1. School age student (grades Kindergarten to 6 grade) attending a public elementary school with participating A+ program.
2. Parent/legal guardian(s) who participates in any of the following activities DURING A+ Operation Hours:
 - a. Employed (have a job or are self-employed)
 - b. Attend school (college, university, or other types of schools)
 - c. Engaged in job training
 - d. Work for the A+ program
3. Provide written documentation to verify employment and/or attendance in school or training programs for each parent/guardian. All documentation must verify that these activities take place during A+ Operation hours.

If your family meets these requirements, you may now register your child(ren) for the Afterschool A+ Program for school year 2024-25. 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. Students will be enrolled into the program in the order that completed registration forms are received by the YMCA of Honolulu.

Check your email frequently for correspondence from our Youth Service Center regarding any follow up questions or missing information. An immediate response to these requests are necessary to prevent delays in enrolling your child(ren).

Children may be waitlisted 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, SCHOOL NAME, and COURSE DATES/TIMES 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 be added to 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 your identity 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 1st 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 consecutive months' worth. You will be notified of your eligibility status. Please use our [Income Eligibility Estimation Calculator](#) on our website 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/month per child. However, for the school year 2024-25, the DOE will use federal funding to offset \$40/month per student in A+ fees for all latch-key families who do not qualify for the DHS income-based subsidy. This will reduce the monthly A+ fee from \$200/month to \$160/month for the 2024-25 school year. 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 the 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.

Late Pick Up Fee: There will be a \$15 late fee assessed for the first 5 minutes past the assigned pick up time and \$1 a minute thereafter. This fee is charged to cover the cost of additional employees needed for this service. Repeated late pick ups may result in the removal of the student from the program with no refund.

Please submit your completed registration online or mail to:

**YMCA of Honolulu A+
PO Box 3286
Honolulu, HI 96801**

Afterschool A+ Program Staff
YMCA of Honolulu
PH. 808-678-4292
childcare@ymcahonolulu.org

Frequently Asked Questions (FAQs)

- **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 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. <https://bit.ly/4aGkGoi>
- **How will I know if my child or children are registered?**
 - We are processing registrations in the order that we receive them. Once we have completed processing your child(ren)'s registration you will receive a separate email notification on the status of your child(ren)'s enrollment.
 - Please be sure you list a valid and regularly monitored email address on your child's registration to receive this communication.
- **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. Form is included in the registration packet or can be accessed here: <https://bit.ly/3D1dRyM>
- **Do I need to fill out an A+ Request for Accommodation Form?**
 - If your child has a disability or special needs, the district will provide reasonable modifications as is necessary to afford your child an opportunity to participate. If your child has an IEP, 504 or an aide at school during school hours, you will need to fill out the [accommodation form](#). <https://bit.ly/42jLFTE>
- **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 (1040) 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. <https://bit.ly/3h6sR77>
 - 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 **Youth Service Center** to assist your general questions.
 - Phone #: (808) 678-4292
 - Hours of Operation: Monday to Friday 8 AM to 5 PM
 - The Y has a childcare email.
 - childcare@ymcahonolulu.org
- For your safety please do NOT email confidential or personal documents by email! Please use our [Secured Site](#) <https://bit.ly/4aGkGoi>