

Highland Site B/A Programs Policies

Drop-Off and Pick-Up: The Before School program opens at 6:30am, it is recommended to arrive before 7:10am to avoid the car rider line. All parents need to be present during sign-in, no child should be sent inside without a parent or guardian there. The After-school program begins at 3:00pm and ends at 6:00pm. A \$1 per minute/per child fee will be charged after 6:00pm.

Parents are not permitted to park in the drop off/pick up zone, they will need to park in appropriate spots. **Parents are also not permitted to pick up their child before 4pm, parents will need to sign their child out via the school before school dismissal if 4pm is too late.**

Attendance and Dates: Our Before and After School Programs follow the Harnett County School Calendar. Any holidays or inclement weather days that the schools are closed, the YMCA programs will be closed as well. This means that if the schools issue a "No After School Activity" announcement, then we will not provide transportation nor have staff on site. The YMCA After School Programs will be cancelled in compliance with the Harnett County School District's direction. We do provide care on Teacher Workdays for an additional \$30; hours are from 8:00am-3:00pm. There are no additional fees for Early Release Days, and we provide transportation and care until 6:00pm. We will not hold any Spring or Winter Break Camps this year. Each program registrant is allowed two vacation weeks per school year outside of the Harnett County school breaks.

Authorized Pick-up List and Updates: Everyone should be sure to bring their IDs for check-out. It is HIGHLY encouraged to check who is on your authorized pick-up list, as some forget to list themselves or other family members that are on their Y membership account. No names will automatically be included in this list. The Site Lead or front desk will have to contact the Primary Member if anyone who is not on the list attempts to sign a child out. The child will remain in our care until they are reached.

Cancellation Policies: All youth programs have a 7-day cancellation policy in place. Please be sure to request all cancellations via email.

Medication and Allergies: **We are a NUT-FREE facility**, so all nut products will be thrown away if found, and continuous infractions can result in removal from our programs. All medications will be kept safe, but we will need doctors' directions and a label for everything.

Behavior and Rules: All counselors will practice positive behavior skills when addressing mild behavior issues. All children should understand that the Y will not tolerate any sort of violence, bullying, or behavior issues that can present danger to any child or counselor. **If a child is not able to follow our rules or is unable to listen, act appropriately, or remain calm when faced with issues or disagreements, then the parent will be required to pick them up when contacted.** If negative behavior issues continue, the child may be removed from our program. The Y's goal is both fun and safety! **We do not allow electronic devices such as cell phones and apple watches, they need to stay home or remain in their backpacks.** All computers and tablets may only be used during homework time for schoolwork/activities. All children must wear close toe shoes and shorts under any dresses or skirts as we will have a rotation of physical activities.

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Illness/sickness: A child should remain at home with a fever of 100° or greater. **The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).** This 24-hour period includes symptoms of all sicknesses.