

Highland B/A Programs Policies

Drop-Off and Pick-Up: The Before School program opens at 6:30am. All parents need to be present during sign-in, no child should be sent inside without a parent or guardian there.

The Afterschool program begins at 3:00pm and ends at 6:00pm. A \$1 per minute/per child fee will be charged after 6:00pm.

Transportation: **All parents are responsible for contacting the school and ensuring proper transportation information is confirmed.** Parents will need to contact Highland Middle School to confirm that they plan to transport your child to Highland Elementary.

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, but all children will need to understand that **the Y will not tolerate any sort of violence, bullying, or meltdowns that can result in danger to the child and/or campers and counselors.** 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 behavior issues are continuous then the child may be required to leave our program.

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.

Attendance and Dates: Our School Programs follow the Harnett County School Calendar, so any holidays or inclement weather days that they are closed, we will be as well. The only exceptions are Teacher Workdays, which will be priced at \$25 for care from 8:00am-3:00pm. Early release days do not cost extra, we still provide transportation and care. We will not hold any Winter or Spring Break Camps this year.

For Teacher Workdays, registration will open at least a week prior, and you will need to register for it online or at the front desk, we will not accept same day drop-offs as we will need to have ample time to staff appropriately and plan fun activities. These days will be held at the YMCA regardless of which school your child attends and spots may be limited.