



## **Before School, After School and Track Out Programs**

**2021 – 2022**

Welcome to the Town of Holly Springs Before School, After School and Track Out programs. Our qualified staff and volunteers are committed to providing a safe, educational, recreational, and nurturing environment for the Before School, After School and Track Out students. It is our mission to provide the youth in our community with quality, safe and nurturing programming to discover their abilities and talents through age appropriate educational and recreational activities.

### PROGRAMS LOCATION

W.E. Hunt Recreation Center 919-557-9600 301 Stinson Ave, P.O. Box 8 Holly Springs NC 27540

### PHONE NUMBERS

1. Julie Tew 919-557-9603, Before School Coordinator/Recreation Program Manager
2. Shanna Blue, 919-567-4728, After School and Track Out Coordinator/Recreation Program Specialist

### DATES

The After School program will operate all school year long. The Track Out program will operate from August 23, 2021 - June 10, 2022. Summer Camp is available from June until August. The programs will operate on Early Release days and select Teacher Workdays as part of the registration fee. Federal Holidays and School Holidays are NOT included unless otherwise specified.

### HOURS OF OPERATION

The Before School program will operate from 7 am to 9 am. The After School program will operate from 3 pm to 6 pm. The Track Out program will operate from 7 am to 6 pm. Teacher Workdays will follow the Track Out program operating hours. On Early Release days, the After School program will operate from 12:30 pm to 6 pm. Transportation is only provided for Holly Springs Schools.

### REGISTRATION

Registrations will be accepted on a first come, first serve basis. In the event that the program fills up, participants will be placed on a waiting list and notified only if space becomes available. A completed

Before School/After School/Track Out registration application is required for all participants at the time of registration. Applications for online registrations must be submitted prior to the participant's attendance in the program.

#### AMERICAN WITH DISABILITIES ACT

Regarding children with disabilities, as defined by the American Disabilities Act (ADA), all programs welcome enrollment of such children and understand the requirements of the ADA and implements and makes reasonable accommodations for such children.

#### FEES

There is a one-time \$30 **non-refundable** registration fee for each program. Cash, checks, and all major credit cards are accepted. You may register or make payments at any of the Parks and Recreation facilities or online at [www.reconnect.us](http://www.reconnect.us). Resident status is defined as living within the municipal town limits of Holly Springs. To qualify for the \$5 additional child discount, you must register all children during a single transaction. There will be no partial payments.

**After School** resident fees for traditional schools are \$120 per month for the first child and \$115 per month for each additional child. After School non-resident fees for traditional schools are \$180 per month for the first child and \$175 per month for each additional child. After School resident fees for year-round schools are \$120 per session. Non-resident fees for year-round schools are \$180 per session.

**Before School** resident fees are \$100 for Before School only and \$190 for both Before and After School. Before School non-residents fees are \$150 for Before School only and \$285 for both Before and After School.

**Track Out** resident fees are \$150 per week or \$400 per session. Non-resident fees are \$225 per week or \$600 per session. Payments must be made prior to attendance.

#### LATE PAYMENT FEES

A \$1 late fee will be added EACH DAY including the day of payment, if paying after the first (1st), unless the 1st falls on a holiday or weekend. If the fee plus late fees are not paid by the fifteenth (15th) of the month, the registrant's status in the After School program will become inactive. Staff will not provide transportation or care for the child until all fees have been paid.

#### ABSENCES

The full payment as listed is due regardless of absences, including sick days, personal days, funerals, doctor appointments or holidays. If you need to make any adjustments to your schedule you must give a two-week written notice. You can email this notice to [shanna.blue@hollyspringsnc.gov](mailto:shanna.blue@hollyspringsnc.gov).

### AGE REQUIREMENTS

Participants must be between the ages of five and thirteen at the time of registration, enrolled in grades Kindergarten through eighth.

### STAFF RATIOS

We will maintain staff to student ratios of one staff member per 15 participants (1:15). This will ensure the safety of the staff and students in the program.

### STAFF QUALIFICATIONS

All staff members are certified in CPR and First Aid. Lead Counselors are responsible for transporting participants. They have passed a criminal background check and drug screening. All Lead Counselors have a minimum of a high school diploma and experience working with children. Assistant Counselors have passed a criminal background check and drug screening. They have experience working with children.

### FOOD

We will provide one snack during the day. Track Out participants are required to bring a lunch and one snack. Snacks and drinks are not available for purchase. Water is available. All food brought into the program to be served for birthday celebrations must be store bought and prepackaged with labeled ingredient information. Due to allergy concerns, homemade food items are not accepted.

### DRESS CODE

Participants should wear appropriate clothing and athletic shoes to participate in recreational or athletic activities each day. Parents will be contacted if participants are dressed inappropriately. Unacceptable attire includes sandals or flip-flops, shirts with spaghetti straps, clothing that displays drugs, alcohol, tobacco, sexual or gang reference, bikinis or speedo briefs, excessively loose pants or shirts, revealing clothing, and jewelry.

### FIELD TRIPS AND TRANSPORTATION

Parental consent for field trip transportation is required at the time of registration. Parents will be notified of trips details and other permission requirements prior to all field trips. Verbal parental consent for field trip participation will not be accepted. Participants are transported in 15 passenger vans owned by the Town of Holly Springs. If a student arrives to the program site after the scheduled departure for a field trip, it is the responsibility of the parent or guardian to transport the student to the field trip location.

### PHOTOGRAPHY/VIDEO WAIVER

For marketing purposes, staff may elect to take photos or video footage during program participation. Parental consent is required prior to the publication of any film or photography.

### SICK CHILDREN

If a participant is not feeling well enough to participate in the Before School, After School or Track Out program, the student is encouraged to stay home. Any child that exhibits the following symptoms within a 24 hour period is not permitted to attend the program:

- Temperature over 100
- Vomiting
- Diarrhea
- Eye irritation
- Sore Throat
- Rash

If a participant becomes sick while attending the program, a parent will be contacted and asked to pick up the child. If the parent or guardian cannot be reached, the emergency contact will be contacted. The participant may not return to the program within 24 hours without a doctor's note.

### **COVID-19**

All participants are required to self-monitor and conduct self-assessment screenings for any signs of any sickness or COVID-19 related symptoms prior to attending the CARE program. Temperature checks are encouraged. Any individual experiencing symptoms such as fever, cough, shortness of breath, loss of taste, vomiting, nausea, congestion, sore throat, headache, or any contagious condition should stay home.

Participants or staff members exhibiting COVID-19 symptoms will be isolated from other participants and required to go home as soon as possible. Individuals who are sick or believe they might be sick will be excluded from the Hunt Center until they can answer YES to the following questions:

- ✓ Has it been at least 10 days since you first had symptoms?
- ✓ Have you been without fever for three days (72 hours) without any medication for fever?
- ✓ Has it been three days (72) hours since your symptoms have improved?

### MEDICATION

Medications will not be administered without a completed medication form. Parents may submit medications and completed forms to the Program Coordinator.

### PICK-UP

Authorized pick up for individuals other than parents or guardians must be submitted in writing to the Program Coordinator. Picture ID will be required for pick up.

Pick up after the program has ended will result in a late charge of \$10 for every fifteen (15) minute period. Late fees **MUST** be paid prior to the next day of attending the program. You may pay late pick up fees at the front desk of the Hunt Center during registration hours.

#### REFUND and CANCELLATION POLICY

All refund requests must be submitted in writing and addressed to the appropriate Programs Manager at least 14 days prior to the start date of the program. Request letter should state reason for refund. Refunds requested less than 14 days prior to the program in which the participant is enrolled will not be refunded. Refunds will not be issued for the \$30 pre-registration fee.

#### PERSONAL ITEMS

Holly Springs Parks and Recreation is not responsible for any personal items lost, damaged or stolen at our programs. This includes personal clothing, toys, electronics of any type, and any other items.

Electronic devices that are used for the purposes of remote learning are permitted. Other electronic devices not used for remote learning are discouraged (cell phones, MP3 players, gaming devices, etc.). Staff reserves the right to confiscate electronic devices if issues arise.

Participants may have the opportunity to bring in items (toys, books, etc.) from home. If you choose to allow your participant to bring in items from home, Holly Springs Parks and Recreation does not assume any responsibility for lost, stolen, broken or confiscated items. Staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner.

Items that are not appropriate include, but are not limited to:

- Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant).
- Any item that can be used to harass or intimidate another participant.
- Any item that causes disruption to scheduled activities.

Confiscated items will be returned to the parent/guardian at the end of the day.

#### BEHAVIOR MANAGEMENT

Hunt Center CARE staff are committed to encouraging behavior with methods that do not humiliate or degrade participants. The following is a guide for use in correcting disruptive behavior in participants.

**STEP 1:** Warning/Reminders – Point out undesired behavior and redirect the participant, explaining consequences if disruptive behavior continues.

**Step 2:** Time Out or Withdrawal of Privileges – Provide an opportunity for down time to allow the participant to discuss behavior away from the group and activity.

**STEP 3:** Note to Parent – Staff will document participant's behavior and actions taken to redirect. Staff will explain program expectations and give suggestions for behavior management.

**STEP 4:** Continued negative behavior will result in expulsion from the program. CARE staff may dismiss any participant who is harmful or threatening to the well-being of other children or staff.

Parents may be asked to speak with program staff to discuss ways to help guide their child toward positive behavior. Staff reserve the right to dismiss any child from the program who is harmful or threatening to the wellbeing of the participants and staff.

Adults, including Staff and Parents of children in the program, are not allowed to make any threatening comments or gestures to any child in the program. If a parent of a child is verbally or physically threatening to any child in the program, the adult will be asked to leave, and further action will be taken.