



2024 – 2025 Parent Handbook

Before School, After School and Track Out Programs

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.

PROGRAM LOCATION

W.E. Hunt Recreation Center
301 Stinson Ave, Holly Springs, NC 27540
Front Desk: 919-557-9600

PROGRAM CONTACT

Shanna Blue, Recreation Program Specialist
Email: shanna.blue@hollyspringsnc.gov
Office: 919-567-4728

DATES

The After School program will operate all school year long. The Track Out program will operate from August 19, 2024 - June 6, 2025. Summer Camp is available from June until August. The programs will operate on Scheduled 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 7:30 am to 9 am. The After School program will operate from 3 pm to 6 pm. The Track Out program will operate from 7:30 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 select 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 CARE Program Student Information 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.

AMERICANS 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 hollyspringsnc.gov/register. 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 \$144 per month for the first child and \$139 per month for each additional child. After School non-resident fees for traditional schools are \$216 per month for the first child and \$211 per month for each additional child. After School resident fees for year-round schools are \$144 per session. Non-resident fees for year-round schools are \$216 per session.
- **Before School** resident fees are \$117 for Before School only and \$227 for both Before and After School. Before School non-residents fees are \$176 for Before School only and \$341 for both Before and After School.
- **Track Out** resident fees are \$175 per week or \$453 per session. Non-resident fees are \$262 per week or \$680 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.

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

- **Lead Counselors:** Are responsible for driving the vans on any outing, and they have successfully passed a criminal background check and a drug screening. They have a minimum of a high school diploma and have experience working with children.
- **Assistant Counselors:** They must have experience working with children, be mature and responsible, and have successfully passed a criminal background check and a drug screening.
- **STAFF MEMBERS ARE CERTIFIED IN CPR AND FIRST AID**

Food

During the Hunt Center CARE program students must bring a lunch and **TWO** snacks. After School CARE students must bring **ONE** snack. There are no drinks available for purchase. Water is available, please provide a reusable water bottle.

Birthdays and Celebrations: All food brought into the program to be served to the students must be store-bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted into our program.

DRESS CODE

Students should wear appropriate clothing and athletic shoes to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring the appropriate clothing or will be required to pick up the student. **Unacceptable attire:** 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.

CHILDCARE VAN RULES AND ETIQUETTE

As part of maintaining a safe, clean and respectful environment for all children and staff during before-school, after-school, and track out transportation, we kindly ask that you speak to your child(ren) about the following rules for the childcare van.

- Please refrain from eating or leaving trash on the van.
- Avoid any actions that could cause damage to the vehicle.
- Children must remain seated at all times with seatbelt safely fastened.
- Avoid overly loud noises as they can be distracting to the driver.
- Children should not kick the seat in front of them or sit in a manner which is not forward-facing.
- Children should not tamper with seatbelts, overhead lights or side panels.
- Laptops should remain stowed during transport.
- Please treat the van and other passengers with care and respect.
- Children ages 5-7 are required to sit in our town-provided booster seats.

PHOTOGRAPHY/VIDEO WAIVER

Pictures or videos of your child may be taken while participating in Town activities and may be used by the Town for program publicity. These images and videos may be used, but not limited to, in the HURRAHS Program Book, the Summer Camp Book, the Parks and Recreation Facebook page, the Town website, or Town social media.

If you do not want your student photographed or filmed please email Nicolas Ziccardi, Marketing and Special Events Assistant, at nicolas.ziccardi@hollyspringsnc.gov. The Town will make reasonable efforts to avoid access to, or remove, any images or recordings of the opted-out student.

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 Recreation Program Specialist.

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 of all students.

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.

INCLEMENT WEATHER

In the event of inclement weather, please stay safe and refer to the following policies. You can also call the Parks & Recreation Weather Hotline at: (919) 557-2939, pressing 1 first, then pressing 4 for Hunt Center cancellations.

Track Out CARE: Holly Springs Parks & Recreation will make decisions about program cancellations based on the severity of weather conditions and the safety of facilities. Track Out Camp will remain open from 7:30am – 6:00pm unless the Hunt Center is closed for safety reasons. If the Hunt Center closes after you've dropped off your child(ren), parents/guardians

will be notified and asked to pick up their children as soon as safety allows. You will be notified of closures through our standard communication channels including email and updates on our website and social media platforms as well as the phone number above. If inclement weather occurs during program operations, our staff are trained on emergency weather preparedness and will take shelter with the students until the severe weather threat has passed.

Before and After CARE Programs:

- **School Closure:** If your student's school is closed, the Hunt Center's Before and After CARE Programs will also be closed. Parents and guardians should not drop off their children when the program is closed. Notification of closure will arrive through our standard communication channels including email and updates on our website and social media platforms.
- **Delayed Start:** Before School CARE will open at the regular time, 7:30am, and we will transport students to school in accordance with the delayed schedule. For example, if schools have a 2-hour delay, we will depart the Hunt Center at 10:30am rather than our usual 8:30am.
- **Unscheduled Early Release:** If your child's school closes early due to severe weather, the Hunt Center After School CARE program will not operate for that school.

Please ensure that your emergency contact information is up-to-date on the Student Information Form (sent via email) and in WebTrac (hollyspringsnc.gov/register) so you can receive timely notifications. The safety of our participants and staff is our top priority.

REFUND and CANCELLATION POLICY

All refund requests must be submitted in writing and addressed to the appropriate Programs Specialist 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.