

Check-in Process—

1. Participants dropped off by their parents cannot be dropped off before 2:50pm.
2. All participants will check in with a staff member and then go to the youth-only locker rooms in which they are assigned a locker for the quarter. Children store their belongings and change for programs (if needed). We do not provide a lock, but one can be brought from home.
3. Please note: Both girls and boys locker rooms have changing stalls and are monitored by staff. No adults, except for YMCA staff, are allowed in youth locker rooms.
4. After changing, kids meet in their designated program area with coaches. They can eat their snack during this time while waiting for programs to start.

Pick-up— All children must be picked up before 5:45pm.

1. Pickup passes are available at the front desk now.
2. We cannot take notes for early pickup or phone calls for early pick up. If you arrive early to pick up your child, please see the front desk. Please expect at least a 20-minute wait.
3. **Late fees—**Pick up is over at 5:45pm. All children must be picked up by 5:45pm. **If you are late the fees will go as follows: \$15 at 5:46pm and an extra \$5 for every 5 minutes after 5:45pm.** This will be billed to you via mail or email. If you are late more than three times, your child may be removed from programs. In the event parents are running late please call and notify the front desk. They will get the message to our administrative staff.