## Check-in Process—

- 1. Participants who are transported from school to the YMCA will need to be signed up for a program prior to practice. For information on this, please reply or email Mathew Fuller at <a href="mathew@athensymca.org">mathew@athensymca.org</a>.
- 2. Participants dropped off by their parents cannot be dropped off before 4:40pm.
- 3. All participants will check in with a staff member and then go to the Big Gym where they will meet with other participants and their coaches.

## **Pick-up**— All children must be picked up before 6:40pm.

- 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. Participants must be checked out by a parent or authorized personnel. No one can walk home or ride home via Uber, Lyft, bicycle, or any other transportation method unless parent or authorized personnel is present.
- 4. Late fees—Pick up is over at 6:40pm. All children must be picked up by 6:40pm. If you are late the fees will go as follows: \$15 at 6:41pm and an extra \$5 for every 5 minutes after 6:40pm. 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.