

Dear Families,

Each of you wants the best for your children. Each of you shares the common goal of filling your children's lives with the types of experiences that will prepare them for the future. We understand the significance of your decision to send your child to our YMCA. The YMCA of the Triangle has always been the largest provider of track-out programs in Wake County. We are also the largest provider of after school care for both traditional and year-round schools. We have been providing care for children in Wake County for over twenty years and we have learned what it takes to run safe programs where your child can grow in spirit, mind, and body.

We are here because we love children and believe that by creating a unique environment in which every child is valued, we strengthen your family and our community. Each member of our staff shares these values – from the huddle counselors to the administrative staff to the grounds crew and lifeguards. Here at the A.E. Finley YMCA, it is our goal to build the campers up on a week-to-week, day-to-day, moment-to-moment basis. We want to catch the kids doing things right so that they do more and more of the right things, fewer of the wrong things, and even do some extraordinary things.

We carefully structure our programs to keep children busy. Your child will be learning new skills and having a great time while we keep a steady stream of fun, child-like enthusiasm flowing all year long.

We are excited about working with you and your child! Let's get ready for a great year!

Sincerely,

Yo Sobha  
Associate Branch Director-Youth Programs  
A.E. Finley YMCA

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Dear Brassfield Families,

Welcome to Brassfield After School. We are so excited that you have decided to take the step and enroll your child in our outstanding YMCA program!

Each day is a new adventure at our Brassfield After School! We structure all of our program to keep the children constantly moving, learning, and exploring their world around them. Each day we do a variety of different games, cheers, clinics, arts and crafts, sports, team building activities, and most of all FUN! We instill the YMCA core values of caring, respect, responsibility, honesty, and faith in God in your children through character development, devotions, and good sportsmanship. Here at Brassfield After School, it is our goal to build our campers up and make them stronger role models in their schools, homes, and communities.

If you have any questions, comments, or concerns please feel free to contact me. I am here to help you and your family have a wonderful time at the YMCA.

I am excited about working with you and your child! Let's get ready for a great year!

Sincerely,

**Katherine Vance**

Director, Brassfield After School  
katherine.vance@ymcatriangle.org  
845-3830

# Daily Logistics

## **Pick-Up Cards:**

All parents/guardians will be issued a pick-up card either at orientation or on the first day your child attends a YMCA program. This card acts like a photo i.d.; cards will only be issued to those on the pick-up list. You must present a picture i.d. in order to receive your pick-up card. All returning campers will be issued new cards as the cards change colors each year.

## **Late Fees:**

Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 10 minutes and an additional \$1 for every minute thereafter. Late fees are to be paid at the time of pick-up. Cash or checks made payable to the YMCA are acceptable forms of payment.

## **Absences:**

If your child is sick or unable to attend the program, please contact your program's office prior to the start of the program on that day. This is extremely important and we really appreciate your communication!

## **Parent Visits:**

Please feel free to stop by any time during program hours. Parents and other visitors are always welcome at any of our YMCA programs. For the safety of our campers, a visitor's pass must be obtained from the program's office before being allowed to tour the program.

## **Contacting Us:**

If you have any questions, concerns, or suggestions regarding your child's day or the operations of our programs in general, we would be happy to speak with you. Please do not hesitate to call us. Contact information is listed on the Fact Sheet at the end of this packet.

## **Inclement Weather Policy**

If schools are **closed**, because of inclement weather all off-site YMCA youth programs are closed.

Note: If schools are closed for an extended period of time the YMCA will make every effort to provide care for children in our Tracking Out program as weather and facilities permit. If we are able to open, we will only be able to serve children already registered for Tracking Out for that day. This service will be determined on a daily basis and will only occur if the facility can be opened and the staff can safely get to work. It is the parent's responsibility to check the YMCA website, to determine if we will operate. We may run on an abbreviated schedule.

If schools are **delayed**, all morning off-site YMCA programs are delayed by the same amount of time (i.e. if school starts 2 hours late, early arrivals will start 2 hours late). This also applies to on-site YMCA programs (on-site early arrivals and Tracking Out) UNLESS we are able to safely open the YMCA facility earlier than the school delay. If we are able to open our facility and our staff are able to get to work safely, we may open Tracking Out earlier than the WCPSS delay. Please check the website each morning. We will update the website no later than 6:00am on inclement weather days. If there is no update, then we will be starting Tracking Out on a normal schedule.

If schools **release early** because of inclement weather, the YMCA program will be closed. YMCA transportation will not pick up students from schools. Parent's must pick up students from schools themselves. The Tracking Out program will not transport children back to the school sites. All Tracking Out children must be picked up from the YMCA immediately. This only applies to unscheduled early release days when school is suspended due to the threat of severe weather conditions.

No refunds are given due to inclement weather.

Visit our website, [www.ymcatriangle.org](http://www.ymcatriangle.org), for the most recent updates.

# **Medical/ Emergency Information**

If medications need to be given during program hours, please review the policies below. **Our staff cannot administer medicine to any camper without the following:**

- A completed and signed “Medication Form” which is on the next page of this packet.
- A written and dated note from your physician for ANY over the counter medicine.

All prescription medication must be kept in the actual container in which it was received from the pharmacy. The container should include the prescribing doctor’s name, name of medication, procedures for use, and the child’s name. Any medication sent to a YMCA program must be checked in at the program office by the parent/guardian.

If your child has an epi-pen or an inhaler, these items must also be checked in at the program office and a medication form must be filled out.

Please note that if your child attends multiple YMCA programs (i.e. summer camp, SOS, after school, Tracking Out), we ask that you please provide a signed medication form and an original container of your child’s medicine to each program that your child attends. We are not able to move medications between programs/sites nor are we able to allow campers to transport medications between programs/sites.

## **Illness and Emergency Procedures:**

If a camper becomes ill during the program day and is unable to participate in activities, the parent/guardian will be notified. If a camper is hurt, a member of the staff or an authorized person will administer immediate first aid. If the situation should require immediate medical attention, the program director or a member of the staff will attempt to contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact person will be called. The program director or another staff member will call the designated physician and/ or local emergency unit for treatment and/ or transportation to a hospital. A staff member will accompany the camper to the hospital and stay until the parent/ guardian arrives and signs the camper into his/her custody.

# **Behavioral Guidelines/ Policies**

## **YMCA Rules:**

To ensure that our programs are safe, pleasant, and fun-filled for all children and staff, our basic YMCA rules are clearly communicated and consistently enforced. They include:

- Safety First
- Listen and Follow Directions
- Try Everything and Give Your Best
- Do What is Right
- Have Fun

## **An Emphasis on the Positive:**

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. Our counselors are trained to be constantly on the look out for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include (but are not limited to): verbal praise, a high-five or hug, and/ or program wide recognition (for example, being named “Camper of the Day” and “Honor Camper”). As often as possible counselors will share incidents or positive behavior with parents.

## **YMCA-Home Partnership:**

Sometimes families have specific concerns regarding their child’s behavior or are working in the home and school to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with the Program Director if you have concerns or if you would like for us to support any work that you are doing at home or school with your child. We will be happy to include your child’s counselor(s) in a discussion regarding specific approaches or concerns.

## **Suspension/Expulsion:**

While it is our hope that these procedures and a strong YMCA-home partnership will promote positive behavior (and minimize behavioral problems), serious and/or chronic disciplinary problems can occur. In these cases, suspension or expulsion may be necessary.

The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, and weapons possession. Campers found in violation of this rule will be sent home immediately.

If your child is suspended from one YMCA program, he/she will not be allowed to attend any YMCA program for the duration of the suspension.

# Brassfield After School 2010-2011

**Location of Program** – The Brassfield After School program is run out of the Multi-Purpose room and Cafeteria at Brassfield Elementary. To pick up at Brassfield After School in the afternoons, please follow the signs for the YMCA After School Program that will lead you to the bus loop behind the school building. Our Program Office is located at the far end of the cafeteria.

**Site Program Number:** (919) 749-1698

**Hours of Operation:** Brassfield After School operates from 3:45-6:00 pm each day.

## **Daily Schedule:**

<b>3:45- 4:00</b>	<b>Snacks and Devotion</b>
<b>4:00- 4:15</b>	<b>Awesome Assemblies</b>
<b>4:15 – 5:15</b>	<b>Huddle Activities</b>
<b>5:15 – 6:00</b>	<b>Rides Out Activities</b>

*\* The Tracking Out bus should arrive at Brassfield by 4:00 pm each day.*

**Types Of Activities:** Each day is a new adventure at Brassfield After School. During the week your child will participate in a variety of activities such as assemblies, devotions, games (both indoor and out), and skill building clinics. Each day the children will have new experiences that will teach them new skills and build their character. Some examples of activities that we will do on a regular basis are:

- Dodgeball Games
- Sports Games (basketball, soccer, kickball, football etc.)
- Arts & Crafts
- Outdoor Games (Capture the Flag, Camouflage etc.)

**Homework Club:** At Brassfield we offer all children an opportunity to complete their homework each day. Homework Club is offered Monday- Thursday beginning at 4:00pm and ends at 5:00pm; this allows all campers to participate for up to a full hour each day.

## **YMCA Rules for Success**

1. Safety First
2. Listen and Follow Directions
3. Try Everything and Do Your Best
4. Do What's Right
5. Have Fun

**What to bring** – Please bring a healthy snack and a good attitude to After School. During the winter months we do continue to play outside everyday so a coat is preferred.

**Lost & Found:** At Brassfield we store our Lost & Found on the hanging racks located outside the back entrance of the school. Please feel free to come browse the lost items at anytime. We encourage you to write your child's name on all of their items. This allows us to help each child to take responsibility for their belongings.

**Program Absences:** If your child will not be attending after school, please call the Brassfield office at (919) 749-1698 to let us know. This allows us to maintain the safest possible environment for all program participants.

**Rides In and Rides Out Times and Locations** - To pick up at Brassfield Elementary in the afternoons, please follow the signs for the YMCA After School Program that will lead you to the bus loop behind the school building. If you would like to pick up before 5:00pm, you will need to come inside the school to the YMCA office (located at the end of the cafeteria) to pick up your child. There is a door that leads directly into the back of the cafeteria and there are parking spaces right outside the door. Before 5:00, please park in these spaces and come inside the back door to the cafeteria. Please remember to bring your pick-up card or picture I.D. with you.

If you are going to pick up your child between 5:00 and 6:00pm, you can remain in your car and follow the posted signs for After School Rides Out, which will be located behind the school building in the bus loop. A member of the Brassfield After School leadership staff will be outside to assist your child in getting to the car. Please have your pick-up card or picture I.D. ready to show upon pick-up.

**Info About How parents can be involved** – Please let us know if you would like to be involved in our program. We always need volunteers to help tutor in our homework program or coach our many different sports leagues. If you have questions about how to get involved please contact Katherine Vance.

**Director Contact Info** – Katherine Vance  
Katherine.vance@ymcatriangle.org  
845-3830