



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

WHERE FUN MEETS FRIENDSHIP

**WELCOME PACKET 2011-2012
Camp Venture Tracking Out Program**

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WELCOME TO CAMP VENTURE!

Hello Camp Venture Families! We are so excited to welcome many of you back for another wonderful year together! For our newest members to the Camp Venture family, we are excited to have the opportunity to get to know each of you and are anticipating an absolutely outstanding year together. This year, tracking out is blessed to have the opportunity to serve children from many different elementary schools throughout the North Raleigh community. As usual there are many exciting things planned for the year ahead and we cannot wait for the fun to begin!

Camp Venture is an extremely special place, filled with lots of love, laughter, enthusiasm and fun! It is our goal to provide the best possible camp experience for you and your child. We are constantly striving to raise the bar for our program and continually looking for ways to improve. As a family, we want you to know that we recognize that each of our children is very special and precious. We deeply value and feel blessed to have the opportunity to play, learn, laugh and grow with your children each day!

While we want to provide you and your child with the best possible experience, we also recognize we cannot do this without your support and encouragement. Thank you for entrusting us with your child each day. YMCA staff take this trust very seriously and it means more than we could possibly say. Please know that we want to hear from you if you have any questions, concerns or comments. Do not hesitate to contact us and we will be sure to help in any way that we possibly can!

Sincerely,

Camp Venture Tracking Out Leadership Staff

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 ID; cards will only be issued to those on the pick-up list. You must present a picture ID 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 there after. 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. We call all parents of absent children. If you receive a phone call, it is a courtesy to you and a safeguard for your child. If you are able, please call us to let us know ahead of time if your child will be absent or late at **845-3881**.

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.

MEDICAL INFORMATION

Our staff cannot administer medicine during program hours to any camper without the following:

- A completed and signed Medication Form.
- A written and dated note from your physician for any over the counter medicine.
- All prescription medication must be kept in the original pharmacy container in which it was received. The container should include the doctor's name, name of medication, procedures for use, and the child's name.
- Any medication must be checked in at the program office by the parent/guardian.

Please note: If your child has an epi-pen or an inhaler, these items must also be accompanied with a completed medication form and checked in at the program office.

Also 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 & 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.

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, for the most recent updates.

MISSION OF THE YMCA: To put Christian principles into practice through programs that build healthy SPIRIT, MIND & BODY

BEHAVIORAL GUIDELINES

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:

1. Safety First
2. Listen and follow directions
3. Try everything and do your best
4. Do what's right
5. Have fun

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 Week") 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 & EXPLUSION

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. For a full description of our behavior policy, please see registration forms available online. However, the Y encourages appropriate language, cooperation, respect to staff and facilities, positive attitudes, staying in program areas, and participation in all activities. Please take time to review these with your children as 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.

THE CAMP EXPERIENCE

CAMP HOURS

Camp hours are Monday-Friday from 7:00 a.m. until 6:00 p.m. During the afternoon hours, students who attend Brassfield, Green and Sycamore Creek Elementary Schools will be transported to their elementary schools to participate in the After School program until 6:00pm. You do not have to be registered separately for the After School program as your child will automatically be covered for the afternoon hours during his/her track outs.

In the mornings, please do not allow your child to walk into the building alone. We will have staff outside ready to greet you and your child and help your child get inside safely at the start of the program.

ARRIVAL AT THE Y

Drop-Off Procedures: Rides In will be from 7:00am until 9:00am. To drop off at the A.E. Finley YMCA, please follow the posted directional signs to the Rides In area which is at the rear of the main building. During seasons of warm weather, you will drop off in the circle. During seasons of cold weather or when it is raining, you will pull all the way around the circle and drop off at the back door of the building. At all times, there will be a counselor outside who will help your child out of the car and welcome them to the program. Please do not bring your child to the front of the building.

Late Check In: After 9:00am, please park and walk your child to the Youth Programs Office (located in the brown building beside the playground) to sign your child in. On days when your child has a field trip scheduled, please drop off prior to 9:00 to ensure their participation.

WHAT TO BRING TO CAMP

What to Wear: Campers should come dressed in comfortable clothes that CAN get dirty. SNEAKERS only, please no open-toed shoes, sandals, heelies, or flip-flops. A bathing suit and a towel will be needed on swimming days if your child wishes to go swimming. Camper's things should be in a backpack. Please mark all clothing, belongings, and backpack clearly with your child's name as it helps in returning lost items.

Sunscreen: Children should have sunscreen applied at home every morning before camp. Please send a bottle of sunscreen with your campers name on it to camp each day. Campers will be reminded to reapply sunscreen as needed. If your child needs assistance applying sunscreen, please be sure to let the office know as you will need to fill out a medication form. We ask that campers do not share sunscreen with other campers.

Lunch/Snacks: Please send your child to camp with a healthy lunch, two snacks, and a beverage in a hard plastic cooler that is clearly marked with your child's full name. Please do NOT send candy, gum, soda, glass containers or items requiring refrigeration or microwaving.

*Please send your child to camp with lots of water!

What NOT to Bring: Please **do not** allow your child to bring toys or any items of monetary or sentimental value to camp. This includes such distractions as CD players and I-pods, game boys, trading cards, and water guns. We cannot be responsible for loss, theft, or breakage of such items. NO cell phones, please! Campers can use/ be reached via the office phone if necessary. Please let your child know that he/she cannot use a cell phone while at camp.

A TYPICAL DAY AT CAMP

Daily Schedule: The schedule below gives some information as far as what a typical day at Camp Venture is like. Every time your child tracks out, camp will have a different theme. This theme is incorporated in a variety of ways and will influence huddle names, fieldtrips, activities and special events such as Wacky Wednesday and Freaky Friday!

Rides In: During Rides In kids are able to hang out with their friends playing board games and other quiet games or play a game in the gym.

Morning Assembly: Morning assembly sets our tone for the day! Assemblies are action packed with cheers, songs, skits and camper/counselor challenges!

Morning Activity: On Monday, Wednesday and Friday mornings, campers will have activities with each of our coordinators (including Sports, Wellness and Arts & Humanities.) On the other mornings, campers will participate in activities with their huddles or have the opportunity to attend their weekly fieldtrip.

Snack: Make sure to pack two snacks everyday: one for morning snack and one for afternoon snack at after school!

Lunch: Make sure to pack a healthy and hearty lunch for each day!

Devotion: During devotion time, counselors focus on the YMCA's character traits (caring, respect, responsibility, honesty and faith in God).

Afternoon Activities: On Tuesday and Thursday afternoons, campers will have the opportunity to swim and do an activity with their huddle. On the other afternoons, campers will participate in activities with their huddles or participate in our skill development program.

Closing Assembly/Bus Time: Similar to rides in, during bus time campers play quiet games or play in the gym until it is time for them to continue the fun at afterschool!

EARLY CHECK OUT

Between the hours of 9:00am and 3:00pm, please park and walk to the Youth Programs Office where you will sign your child out. If you would like to pick up your child early, we can have them ready and waiting for you if you either send a note or call our office.

Beginning at 3:00, children will start being transported to various afterschool programs. Please consult your monthly newsletter to find out what time your child's bus leaves the YMCA and therefore will need to be picked up at that location.

Children remaining on-site at the YMCA will need to be checked out from the Youth Program Office after 3:00pm. Those parents who have chosen the early pick up option may pick up their children from the Youth Programs Office anytime before 3:30pm.

RIDES OUT

Rides Out will take place between 5:00 and 6:00pm at each of the After School sites.

For students who attend Brassfield, Green or Sycamore Creek Elementary Schools parents will pick up their children at the elementary school sites.

Directions are listed on the following page for each individual site.

For students attending all other schools, parents will pick up here at the A. E. Finley YMCA.

PICKING UP YOUR CHILD

AFTER SCHOOL LOCATIONS & PROCEDURES AT THE A.E. FINLEY YMCA

If you are picking your **elementary age child** up before 5:00pm at the A.E. Finley YMCA, you will go to the Youth Programs Office. If you are coming between 5:00 and 6:00pm to pick up your child, please follow the directional signs for After School Rides Out that will lead you behind the main building. You will drive into the Rides Out circle located behind the main YMCA building and counselors will be there to escort your child to your car.

If you are picking your **middle school age child** up before 5:00pm, you will go to the Youth Programs Office. If you are coming between 5:00 and 6:00pm to pick up your child, you will need to follow the signs for MASH Rides In/Out. During the warmer months, MASH Rides In/Out is usually at the Thunderdome which is the small shelter behind the outdoor pool house. During the colder months, the MASH Rides In/Out will be at the Outdoor Pool House.

If you ever have any question as to where Rides In/Out will be, please call the MASH Office at 815-1230.

AT BRASSFIELD ELEMENTARY SCHOOL

If you are picking up your child at Brassfield Elementary in the afternoons while your child is Tracked Out, you will be able to pick up anytime between 4:15 and 6:00pm. If you would like to pick up before 5:00pm, you will need to come inside the school to the YMCA office (located in the school cafeteria) to pick up your child. If you are going to pick up your child between 5:00 and 6:00pm, follow the posted signs for After School Rides Out which will be located behind the school building in the bus loop. Counselors will be outside to assist your child in getting to the car.

AT GREEN ELEMENTARY SCHOOL

If you are picking up your child at Green Elementary in the afternoons while your child is Tracked Out, you will be able to pick up anytime between 3:30 and 6:00pm. If you would like to pick up before 5:00pm, you will need to come to the YMCA office (located in a trailer off Snelling Dr.) to pick up your child. If you are going to pick up your child between 5:00 and 6:00pm, follow the posted signs for After School Rides Out which will be located in the carpool circle at the school. Counselors will be outside to assist your child in getting to the car.

AT SYCAMORE CREEK ELEMENTARY SCHOOL

If you are picking up your child at Sycamore Creek Elementary in the afternoons while your child is Tracked Out, you will be able to pick up anytime between 3:15 and 6:00pm. If you would like to pick up before 5:15pm, you will need to come inside the school to the YMCA office located in the cafeteria to pick up your child. If you are going to pick up your child between 5:15 and 6:00pm, follow the posted signs for After School Rides Out. Counselors will be outside to assist your child in getting to the car.

PLEASE NOTE: A PICK-UP CARD OR PHOTO ID WILL ALWAYS BE REQUIRED TO PICK UP YOUR CHILD.

IMPORTANT TRANSPORTATION INFORMATION DURING THE MONTHS OF JUNE, JULY & AUGUST

During the traditional school summer months, ALL campers registered for 4 break care will be attending Finley Day Camp at the A.E. Finley YMCA.

ALL parents will drop off and pick up their children at their assigned camp, not at their elementary schools. There will be no transportation to or from the elementary schools.

SWIM BAND POLICY

To ensure water safety, campers will take a swim test on the first day of the session or on his/her first day attending the program. Color-coded swim bands will be used to enable life guards to differentiate swimmers of different abilities. Even if your child has attended a YMCA program prior to this summer, he/she will still be required to take a swim test on his/her first day of camp.

If your child has already taken a swim test at the Finley YMCA, we have recorded the color swim band he/she received in our computer system. As campers take swim tests this summer, we will update our computer system. Each camper who does not already have a swim band will be issued a new band on his/her first day of camp. If your camper already has a swim band, we ask that you send that band to camp with the child. If a camper misplaces a swim band at any time during the summer, he/she must purchase a new swim band for \$3.00. The camper will not need to re-test at this point because we will have each child's swim band color recorded in our computer system. We will not allow campers to borrow swim bands if they forget or misplace their bands. If a camper does not have a band on swim day, he/she will either need to pay \$3.00 to purchase a new one or he/she will be required to swim in the shallow area of the pool.

There are two different swim band colors that your child can test for. A yellow band can be earned by freestyle (face in

There are two different swim band colors that your child can test for. A yellow band can be earned by freestyle (face in water and arms out of water) swimming half of the length of the pool and treading water for 30 seconds. Earning a yellow band allows a child to swim in the shallow area or the middle area (4-5feet) of the pool. Each area is clearly marked.

A black swim band can be earned by freestyle swimming the entire length of the pool and treading water for 30 seconds. Earning a black band allows a child to swim anywhere in the pool. The life guards will administer all swim tests. If a life guard does not feel like a child is a strong enough swimmer to receive a swim band, then the life guard will prompt the child to keep practicing and try again at a later date.

Children in grades K-2 who do not pass a swim test or who do not wish to take a swim test will be required to wear a YMCA life vest and will swim in the shallow area of the pool only. Children in grades 3-8 who do not pass a swim test or who do not wish to take a swim test will be required to swim in the shallow end of the pool only.

CAMP SEAFARER

We're going on a three-day camp adventure, and we hope your child will join us!

All tracks will go to Camp Seafarer on the North Carolina coast. We'll sleep in cabins, eat in the dining hall, and have a blast on the land and sea. Campers will be well-supervised by our Tracking Out staff and highly-trained Camp Seafarer counselors and lifeguards.

The cost of this excursion is included in our 4-Break pricing. Others may attend for an additional cost of \$84, as long as they are registered for the week of the trip. Camp Seafarer has been a popular YMCA overnight camp for two generations, and we think your child will love this experience!

Grades: 2 – 8

Cost (4-Break): no additional fee

Cost (1-week session): \$84 in addition to session fee

Dates:

Track 1: September 20—22, 2011

Track 2: May 15—17, 2012

Track 3: May 1– 3, 2012

Track 4: April 3-5, 2012

This trip is optional for Tracking Out participants.

Those who do not attend will have a regular week of Tracking Out at the Y.

CONTACT INFORMATION

Camp Venture Office: (919)845-3881



Senior Youth Director:
Kim Moser
(919) 845-3872
Kim.Moser@ymcatriangle.org



Track One and Track Three Director:
Brooke Currie
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Tracking Out Administrative Assistant:
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Track Two and Four Director:
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