

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 Families,**

Thank you for choosing the YMCA as your after school childcare provider. Green YMCA after school has a long-standing tradition of excellence in the North Raleigh community. We were the first A.E. Finley after school program to go year round and have been serving children, families, and youth for over 10 years at Green Elementary.

Being a part of the YMCA is more of a lifestyle than just an experience. Our YMCA's vision, "To build caring communities that create opportunities for life-changing relationships" has been a driving force within our after school program and how it views relationships between the school, families, and children it serves. We want to welcome you to our Green After School family. It's an experience that can be as enriching as you make it.

Our YMCA after school team has an eye for quality. We have high expectations in all aspects of your child's experience which include, but are not limited to; hiring, training, and evaluating quality staff while programming, scheduling, and leading dynamic activities. We love children and we know that you, above all others, love your children. While emphasizing our core character traits of Respect, Responsibility, Honesty, Caring, and Faith we look forward to the opportunity to help your children grow into the adults they will one day be.

Get excited for a great year at after school!

**Meredith Cox**

**Green After School Director**

# 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 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 at (919)418-9622. 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 available at the program office.
- A written and dated note from your physician for ANY over the counter medicine.

All prescription medication must be kept in the original 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 Youth Rules For Success:**

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 & Follow Directions
3. Try Everything & Do Your Best
4. Do What's Right
5. 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 Week" and receiving "Character Coins"). 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.

# Green After School 2010-2011

**Green Program Location:** Green After School is based out of the Green Elementary gym and outdoor recreation space. The after school office is located in a trailer off Snelling Dr.

**Site Program Number:** (919) 418 – 9622

**Hours of Operation:** Green After School operates from 2:30-6:00 pm each day.

**Typical Daily Schedule:**

<b>2:30- 3:30</b>	<b>Check- In &amp; Assembly/Devotion</b>
<b>3:30- 4:00</b>	<b>Snack &amp; Playground (eXcel)</b>
<b>4:00 – 5:00</b>	<b>Huddle Activities (eXcel)</b>
<b>5:00 – 6:00</b>	<b>Rides Out Activities</b>

*\* The Tracking Out bus should arrive at Green by 3:30pm each day.*

*\* The Brooks bus should arrive at Green by 4:00 each day.*

**eXcel Program (Homework):**

Green After School offers a homework program Monday through Thursday from 3:15-5:00pm. We provide a quiet space for kids to complete their homework with the assistance of our eXcel counselor as well as make available a variety of supplies and teaching aids. Participation in this program is voluntary based on the needs of the child or parent.

**Types Of Activities:** At Green we play a wide variety of games and activities. During our huddle activity time campers will have the opportunity to participate high-energy games, skill development clinics (focusing on art, sports and wellness), service projects and much more. Some examples of activities that we will do on a regular basis are:

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

**What To Bring:** We play lots of high energy games- please make sure your kids are dressed appropriately with athletic shoes. Please make sure clothes are also weather appropriate- with coats, gloves and hats as necessary! Send your child with an extra snack designated for the afternoon and a water bottle marked clearly with your child's name.

**Incentive System:** We always want to reinforce good behavior in our program! We give out Camper of the Week awards to kids that have done an awesome job in their huddle. As well, at Green After School all kids are able to earn “character coins” to spend at our after school store. Character coins that represent each of our character traits (red-caring, yellow-respect, green- responsibility, blue-honesty, purple- faith) are worth \$1, silver coins are worth \$5, and gold coins are worth \$10! Kids will have lots of opportunities to earn these coins to buy fun prizes like temporary tattoos, jewelry, slime and more!

**Rides-Out:** Rides-Out is located in the circle of Snelling Dr during warm months, and in colder months in front of the trailer. If you are going to pick up your child between 5:00 and 6:00pm, you can stay in your car and a member of the Green 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 the counselors upon pick-up.

**Early Pick-Up:** If you would like to pick up before 5:00 pm, you will need to come inside the trailer to the Green office and our office manager will be available to help you pick up your child. Please remember to bring your pick-up card or picture i.d. with you.

**Lost & Found:** At Green we store our Lost & Found on a hanging rack inside our office trailer. Please feel free to come browse our lost items at anytime, but also take note that we clean out our lost & found at the end of each track. 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 Green office at (919) 418-9622 to let us know. This allows us to maintain the safest possible environment for all program participants.

**Get Involved!** We love parent volunteers- if you’d like to be on our parent committee, let us know! Parent volunteers will be utilized for special events and as consultants on how we can better improve our program.

## **Contact Information:**

Meredith Cox  
Youth Director, A.E. Finley YMCA  
Green After School Program  
Track Four, Camp Venture  
Meredith.Cox@ymcatriangle.org (919)845-3862  
Green After School Program Phone: (919)418-9622