



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

WHERE FUN MEETS FRIENDSHIP

**WELCOME PACKET 2011-2012
Hilburn After School Program**

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WELCOME TO HILBURN AFTER SCHOOL!

I am so excited to have the opportunity to work with you and your children! It is our mission to run the highest quality youth program, a program that focuses on safety, enrichment, fun, and strong relationships.

For our returning families, I want to thank you so much for choosing us to help care for your children and support your family again this year. To our new families, we want to welcome you to what we hope will be the first of many years together. Quality relationships are at the core of the YMCA at Hilburn, and we strive to strengthen relationships between children, parents, and our staff.

Our days will be spent playing games, making friends, learning various skills, and focusing on character development- all while growing as an individual each day! Our staff focus on positive reinforcement and our program is designed to encourage your child to be there very best with praise, hugs, high-fives, and incentive programs. I am excited to have this opportunity to work with your family and I am looking forward to a great year ahead. Cathy Dalton will be on-site as site coordinator everyday. She is an outstanding leader and I am very excited to have her leading our Hilburn After School program. If you ever have any questions, comments or concerns about the care your child is receiving at the Y, please don't hesitate to contact either of us- we value your feedback!

Sincerely,



Katherine Vance
Youth Director

919-845-3830 (office)
Katherine.Vance@ymcatriangle.org

Cathy Dalton
Site Coordinator

919-815-1242 (Hilburn Cell)



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

Our program closes at 6pm. 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 815-1242.

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 for all.

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 AFTER SCHOOL EXPERIENCE

ARRIVAL AT THE Y

All children from Hilburn Elementary are checked in at the Cafeteria beginning at 3:45pm each day. Children are considered late if they arrive after 3:30pm. If you are notified of your child(ren) being late, please encourage them to walk directly to the YMCA each day.

Children from Jeffrey’s Grove, York, and Lynn Road are dropped off by the YMCA bus between 4:15pm and 4:25pm.

PICK UP AT THE Y

The Hilburn After School office is located in the lobby between the Gym and Cafeteria (enter through door closest to the gym).

Prior to 5:15pm, please come to our office to sign out your child. Between 5:15 and 6:00pm, we offer curbside pick-up where a staff person will escort your child to your car. Rides out is in the front of the building in the carpool line.

YMCA pickup cards or photo ID are always required at the time of pick up.

WHAT TO BRING

What to Wear

Please make sure your child wears weather appropriate clothing, including a coat in winter months. Mark all clothing, belongings, and backpack clearly with your child’s name as it helps in returning lost items.

Snack

Please send your child to after school with a healthy snack and a water bottle. Please do not send candy, gum, soda, glass containers or items requiring refrigeration or microwaving.

What NOT to Bring

Please do not allow your child to bring toys or any items of monetary or sentimental value to after school. This includes electronics, trading cards, and water guns. We cannot be responsible for loss, theft, or breakage of such items.

DAILY SCHEDULE

Arrival & Check-In

Hilburn kids arrive at approximately 3:45pm. They will check-in and play a game while waiting for the other children to arrive on Y busses. Jeffrey’s Grove, Lynn Road, and York Elementary’s will arrive via Y bus around 4:15pm.

Snack Time

Kids will eat snack from 4:15-4:30pm. Please be sure to send a healthy snack and drink for your child to enjoy during this time.

Assembly

During this time we sing songs, participate in camper & counselor challenges, do cheers, make announcements, and give out awards such as Camper of the Week!

Activity Time (4:30-5:15pm)

Kids are split up into huddles by age and play group games that focus on skill development and character development. Activities include choices (kids pick an activity that interests them), clinics (multi-day cumulative activities that focus on a particular subject). Past clinics have included: art, drama, dance, cooking, sports, service, and wellness, among others.

Rides Out (5:15-6:00pm)