



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

# **WHERE FUN MEETS FRIENDSHIP**

**WELCOME PACKET 2011-2012  
Hilburn Early Arrivals Program**

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# WELCOME TO HILBURN EARLY ARRIVALS!

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 mornings will be spent playing games, making friends, 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 their very best with praise, hugs and high-fives. I am excited to have this opportunity to work with your family and I am looking forward to a great year ahead. Sean Scott will be on-site each morning as Site Coordinator. Sean has worked for the Y for a number of years and is super pumped to be at early arrivals each day with your children. I am also very excited to have Sean hanging out with your kids each morning in a safe and fun environment. Although Hilburn Early Arrivals is a short program we pack a ton of fun in to it! 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 Sean or myself- We value your feedback!

Sincerely,

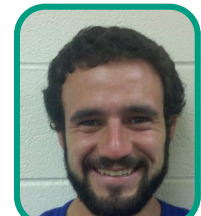


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## WEEKLY SCHEDULE

Each day the kids participate in various activities. From 7:00am until 8:30am the kids have the opportunity to build relationship and play with their friends. A counselor will be facilitating a game in the gym while quiet games and coloring will be out in the lobby between the gym and cafeteria. At 8:25am the York kids will line up and will depart at 8:30am. From 8:30am to 8:45am the Hilburn kids will play a quick game, participate in trivia, or hang out with their friends until the bell rings at 8:45am. At that time they will be released to their classrooms.

## MORNING DROP-OFF

Drop off for Hilburn Early Arrivals is as follows. From 7:00am-8:30am drop off in the carpool lane. A staff member will come out and unload your child from the car. Please note that after 8:30am the carpool lane is being used by the school. By request of the school please do not drop off your child in the bus lane after 8:30am.

At 8:25am the York kid will line up to for their short bus ride over to York. If your child is a York kid, please be sure to have your child at Hilburn by 8:25am.

If you have any questions please email me at call me at 919-845-3830 or email me at [katherine.vance@ymcatriangle.org](mailto:katherine.vance@ymcatriangle.org)

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

## 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](http://www.ymcatriangle.org), for the most recent updates.

## 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.