



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

WHERE FUN MEETS FRIENDSHIP

**WELCOME PACKET 2011-2012
Sycamore Creek Early Arrivals Program**

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WELCOME TO SYCAMORE CREEK!

I am so excited to have the opportunity to work with you and your children! It is my personal 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 Sycamore Creek, and we strive to strengthen relationships between children, parents, and our staff.

Our days will be spent playing games and making friends! Our small but mighty staff focus on positive reinforcement and our program is designed to encourage your child to be the best they can be. I am excited to have this opportunity to work with your family and I am looking forward to a great year ahead. Although Sycamore Creek Early Arrivals is a short program we have pack a ton of fun in one hour! If you ever have any questions, comments or concerns about the care your child or our program, please don't hesitate to contact me! Thanks and get ready for a great year at Sycamore Creek Early Arrivals!

Sincerely,

Katherine Vance
 Youth Director

919-845-3830 (office)
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WEEKLY SCHEDULE

Each day the kids participate in various activities. From 7:00am until 7:45am the kids have the opportunity to choose their activity from a variety of choices. Some choices are legos, coloring, marble makers, board games, or cards. From 7:45am-8:00am the staff lead the kids in an active game. Below is a guide to the type of games we will be playing each day.

Monday—Dodgeball Game
 Tuesday—Tag Game
 Wednesday -Circle Game
 Thursday— Ball Game
 Friday—Camper Choice

MORNING DROP-OFF

Drop off for Sycamore Creek After School is a little tricky. Please follow the coordinated times and locations below.

- 7:00am-7:35am drop off at the Leesville Rd. bus lane. A staff member will come out and unload your child from the car.
- 7:35am—8:00am (bell rings) at front of school in carpool lane. Please walk your child down to the gym and check them in with a Y staff member.

Please note that after 7:35am the Leesville Rd. bus lane is used only for buses. By request of the school please do not drop off your child in the bus lane after 7:35am.

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, for

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.