

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

Dear Camp Venture Parents & Families,

Hello Tracking Out! I am so excited to welcome many of you back for another wonderful year together! For our newest members to the Tracking Out family, please know how excited I am to have the opportunity to get to know each of you and that I am 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!

Tracking Out 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 tracking out family, I 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 our 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. My staff and I take this trust very seriously and it means more than we could possibly say. Please know that I want to hear from you if you have any questions, concerns or comments. Do not hesitate to contact me and I will be sure to help in any way that I possibly can. Thanks you for everything and get ready for a great year filled with fun and excitement!

Warmest Blessing,

Kim Moser

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Director of Year Round Schools
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To put Christian principles into practice through programs that build healthy mind, body and spirit for all.

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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. 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, 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 actual 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 Rules:

1. Safety First
2. Listen and Follow Directions
3. Try Everything and Do Your Best
4. Do What's Right
5. Have Fun

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.

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 Day" and "Honor Camper"). 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.

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 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 encourage 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 Venture Tracking Out

Tracking Out 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, Leesville, 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.

Drop-Off Procedures:

At the A.E. Finley YMCA

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.

At Leesville Elementary School

Rides In at Leesville will be from 7:00am until 8:20am. Drop off will be in the bus loop in front of the Elementary School. A YMCA staff member will be outside to help your child out of the car. The bus to Track Out will leave Leesville Elementary at 8:20am. If you are running late you will need to drop off at the A.E. Finley YMCA.

Late Check In

After 9:00am, please park and walk your child to the Youth Programs Office located in the brown building between the outdoor pool and the playground where you will sign your child in.

Pick-Up Procedures:

Early Check Out

Between the hours of 9:00am and 3:00pm, please park and walk to the Youth Programs Office located in the brown building between the outdoor pool and the playground where you will sign your child out. You will need a pick-up card or photo identification to sign out your child. 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 2:30, 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 Finley Good Times Afterschool office (located right beside the Camp Venture office in the Youth Programs Office building) after 3:00pm. Those parents who have chosen the early pick up option may pick up their children from the Tracking Out office anytime before 3:30pm.

Rides Out

Rides Out will take place between 5:15 and 6:00pm at each of the After School sites. For students who attend Brassfield, Green, Leesville, or Sycamore Creek Elementary Schools parents will pick up their children at the elementary school sites. Directions are listed below for each individual site. For students attending all other schools, parents will pick up here at the A. E. Finley YMCA. Elementary school and middle school pick-up are in two different locations. Directions are listed below for each.

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 which is the small brown building located between the playground and the outdoor pool. Please remember to bring a picture i.d. or your pick-up card when you come in to pick up your child.

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 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.

If you are picking your **middle school age child** up before 5:00pm, you will go to the Youth Programs Office which is the small brown building located between the playground and the outdoor pool. Please remember to bring a picture i.d. or your pick-up card when you come in to pick up your child.

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 5:15pm, you will need to come inside the school to the YMCA office (located in the hallway outside the Multi-Purpose

Room) to pick up your child. Please remember to bring your pick-up card or picture i.d. with you.

If you are going to pick up your child between 5:15 and 6:00pm, you can stay in your car and 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. Please have your pick-up card or picture i.d. ready to show the counselors upon pick-up.

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 5:15pm, you will need to come to the YMCA office (located in Trailer 6) to pick up your child. Please remember to bring your pick-up card or picture i.d. with you.

If you are going to pick up your child between 5:15 and 6:00pm, you can stay in your car and 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. Please have your pick-up card or picture i.d. ready to show the counselors upon pick-up.

At Leesville Elementary School:

If you are picking up your child at Leesville 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 5:15pm, you will need to come inside the school to the YMCA office (located in the breezeway outside the Multi-Purpose Room) to pick up your child. Please remember to bring your pick-up card or picture i.d. with you.

If you are going to pick up your child between 5:15 and 6:00pm, you can stay in your car and follow the posted signs for After School Rides Out. Counselors 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.

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 to pick up your child. Please remember to bring your pick-up card or picture i.d. with you.

If you are going to pick up your child between 5:15 and 6:00pm, you can stay in your car and follow the posted signs for After School Rides Out. Counselors 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.

Important Information Regarding Transportation

During the Months of June, July, and August:

Anyone registered for the 4 break care package, please read this carefully...

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.**

This applies to the following dates for the 2010-2011 school year:

Track 1: June 13-30, 2010

Track 3: August 2 – 20, 2010

Track 4: July 9-30 2010

A Typical Day at Camp Venture

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 (every Wednesday is a different dress up day- all kids are encouraged to dress up according to the theme of the day designated in your newsletter!) and Freaky Friday (every Friday there is a different special event in the morning that may include special guests or activities!)

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!

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

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*.

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 (YMCA 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. coordinators 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!

* If your child is going on a field trip or swimming, you will be notified in the Camp Venture newsletter which will be e-mailed to each family the week prior to camp. Every age group will not swim everyday. We will let you know which days your child will be swimming so that you can send a swim suit and towel. We will swim in the indoor pool at the YMCA. Please see the section in the parent manual labeled "Swim Band Policy" for information about how we determine each child's swimming ability.

What to Bring to Camp Venture

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.

Tracking Out Contact Info

Camp Venture Office Number: 919-845-3881

Director of Year Round School Programs & Tracking Out:

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