



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

## YMCA of the Triangle

# Summer & School Programs PARENT MANUAL

This manual will help you and your child plan for a fun and exciting season with the YMCA. The information presented applies to all YMCA of the Triangle summer and school programs. Please read the manual carefully, so your child is prepared to participate and has appropriate expectations.

## YMCA/PARENT COMMUNICATION

### Updates

YMCA staff will provide you with periodic updates about your child's participation in YMCA programs to encourage conversation about your child's experience at the YMCA. We will strive to communicate effectively about our programs through newsletters, posted signs about upcoming events, email and staff communication during Rides In/Out. If you have questions, please feel free to contact your camp/program director.

### When are written notes required?

Parents should write a note in instances of:

- Absence
- Late arrival
- Early pickup
- Pickup by someone other than designated party
- Medication needs
- Special needs
- Modified activities
- Changes to billing/program needs
- Changes in custody (must provide legal documentation)

## WHAT HAPPENS IN THE CASE OF INCLEMENT WEATHER, AND SCHOOL CLOSINGS OR DELAYS?

### Preschool Programs

Preschool closings or delays will be communicated through the YMCA branch.

### School Programs

The YMCA follows public school cancellations and delays:

- If school is closed, YMCA programs are closed.
- If school is delayed, Early Arrivals, Tracking Out and S.O.S. (School's Out Special) Days operate on the same delayed schedule.
- When public schools are canceled or dismissed early due to inclement weather: YMCA programs will be canceled, and YMCA vehicles will not run. Parents should either pick up their children at school or have them ride the school bus. Children who are in YMCA Tracking Out should be picked up at the Tracking Out location.

**Our Mission:** To put Christian principles into action through programs that build healthy spirit, mind and body for all.

## Summer Camps and School Programs

- In the event of severe rain, lightning or other unsafe conditions, camp activities will be modified as necessary to ensure the safety of all participants.
- On code orange days, outdoor activities are modified with frequent water breaks and play in shady areas.
- On code red days, activities are modified with field trips or indoor play, depending on the program site.
- Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep campers sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.
- Parents may come inside or into the sheltered areas at their own risk to pick up their child during severe weather conditions.

## WHAT HAPPENS ON SCHEDULED EARLY RELEASE DAYS OR HOLIDAYS?

### Scheduled Early Release

The YMCA will provide after school care on scheduled early release days (public schools) at no additional charge to those who are enrolled in the after school program.

### School Holidays

- School holidays are not part of YMCA school program coverage.
- YMCA S.O.S. (School's Out Special) Days cover most of these holidays for grades K – 8. S.O.S.
- Check the YMCA website for specific S.O.S. dates offered at your branch.

### YMCA Holidays

The YMCA will not have programs on the following holidays:

- New Year's Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Eve

## TRANSPORTATION AND PICKUP

### Our Drivers

All YMCA of the Triangle drivers are required to attend a driver's training class. They must pass both a written and driving test and receive a CDL (Commercial Driver License) before being allowed to transport children. In addition, each driver must pass a DMV background check and random drug testing. Drivers are required to receive a physical every two years.

### Transportation

The YMCA offers a transportation option for many school programs. All YMCA buses undergo regular maintenance and inspections, as part of the Y's ongoing vehicle maintenance program. See the program fact sheet for site-specific transportation schedules and drop off and pickup policies.

### Pickup

- At pickup time, children will only be released to parents, legal guardians and those designated on the Youth Information Form.
- Drivers must display YMCA pickup cards or photo identification.
- If you plan to have anyone else pick up your child, you must notify staff in writing.
- Parents who drop off or pick up children outside of scheduled times must sign the child in and/or out at the program office.
- Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.

### What are pickup cards?

To ensure the safety of all participants, parents will receive pickup cards. Please clearly print your child's first and last name on the card and display it on the car windshield at pickup time. YMCA staff will question anyone who attempts to pick up a child without displaying a card. If you need additional cards for sitters, grandparents, etc., please ask at the program office. If a questionable situation arises, staff will hold the child until a parent has been contacted. A driver's license may be requested for identification.

### What if I arrive late for pickup?

- A late fee is charged for children picked up after the last pickup time.
- The late fee is \$5.00 for the first 10 minutes past pickup time, and \$1.00 for each additional minute thereafter.
- Two staff members will remain with the child until a parent arrives.

## WHAT SHOULD MY CHILD WEAR?

- Dress appropriately for play and the weather.
- Wear sneakers for active play.
- A cap or hat for sun protection during summer months is advisable.
- All clothing should be clearly marked with the child's name and phone number.
- Apply sunscreen (SPF 15 or higher) to your child each morning during the summer. The YMCA is unable to apply sunscreen to your child unless it is in spray form.

## WHAT SHOULD MY CHILD BRING?

### Clothing

- All children should bring a backpack, clearly marked with the child's name and phone number, to carry their belongings.
- Preschool children need to bring a change of clothing.
- Summer day camp participants need to bring the following on swim days (see program information for specific days):
  - Swimsuit
  - Towel
- Sports camp participants should bring appropriate cleats, gloves and/or shin guards.
- Sunscreen (SPF 15 or higher) during the summer months. Staff will supervise the application of sunscreen but are unable to apply sunscreen to your child unless it is in spray form.

## WHAT ABOUT MEDICATIONS?

- Parents (not the child) may bring necessary medications to the program office.
- Medications must be in their original containers with written instructions for dispensing.
- Parents will be asked to complete a medical authorization form.
- For safety reasons, all medications are stored and locked in the program office.
- Do not pack medication with lunch or snacks.

**Notice:** YMCA of the Triangle staff will not administer shots or medications that have to be inserted into body cavities. The one exception to the foregoing is EpiPen injections. When special circumstances exist, personnel from the YMCA will be available to meet with the parent(s) or guardian(s) of the child in question and strive to develop through dialogue a mutually acceptable alternative way to make sure the medication requirements of the child are met.

## WHAT SHOULD STAY AT HOME?

- Toys, personal listening devices, portable game devices, trading cards, stuffed animals, pets and money should stay at home.
- Participants are not allowed to purchase items from the vending machines.
- The YMCA is not responsible for lost, stolen or broken items.

## FOOD

- YMCAs are not licensed to serve food.
- Full-day participants (summer camp, Tracking Out and S.O.S. Days) should bring:
  - Nutritious lunch
  - Beverages
  - Two snacks
- Half-day participants should bring one snack and a beverage.
- We recommend small, cooler-type lunch boxes, clearly marked with the child's name and phone number.
- Non-perishable items are recommended since refrigeration is not available.
- Healthy snack options include fresh fruit, raisins, pretzels, small granola bars and 100-calorie snack packs.
- Water, sugar-free beverages, and six-ounce servings of 100% fruit juice are healthy beverage options.
- Do not pack chocolate, mayonnaise or milk.

## WHEN SHOULD MY CHILD STAY AT HOME?

Please do not send your child with any of the following symptoms:

- Nose that runs consistently
- Undiagnosed rash, sore, or other skin condition
- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Any other contagious disease or symptom

A child must be fever-free and have stopped diarrhea and vomiting for a full 24 hours before returning to the program. A physician's note may be required before readmitting a child to the program.

## HOW ARE WE DOING?

At the YMCA, we take pride in creating a safe nurturing environment, being positive role models, and building character. We strive to employ the very best staff possible in all our programs. We want you, as a parent or guardian, to know about staff behaviors that we consider appropriate and those we consider inappropriate. The following are examples.

**Appropriate:** side hugs, high fives, praise, program-related discussions

**Inappropriate:** lap sitting, full front hugs, rough play, profanity, harassment, overly personal discussions

### Parent Input

If you have concerns about staff members or our programs, please share this information with us.

Contact your site director, or call the YMCA Confidential Hotline at 919-719-9690, ext. 9500. And please know we'd love to hear from you if you see our staff doing extremely positive work, too.

We hope every participant in our programs has a positive experience. The YMCA conducts annual surveys to gather parent feedback, so that we can continually improve our programs. We appreciate your input.

## Outside Contact Policies

During staff time off or when no longer employed with the YMCA, these persons are private citizens and are not subject to our employment rules and procedures. Knowing this, we instruct our staff that any contact with campers outside of our programs, whether in person, by phone or online, can only happen with the express approval and involvement of the camper's parent or guardian.

### Babysitting Policy

It is our policy not to endorse or recommend staff as babysitters. Any babysitting arrangements with present or former YMCA staff shall be based on the judgment of the parent or guardian. For the complete YMCA of the Triangle babysitting policy, please see our Youth Information Form.

### Online Social Networks

As an organization that holds personal character in the highest regard, the YMCA may terminate staff members for publishing public web pages and blogs that are contrary to the YMCA's mission or are detrimental to the community.

In addition, the YMCA will not tolerate online bullying or posting of inappropriate material on the Internet. We reserve the right to refuse acceptance of any child involved in these or similar activities in order to ensure a safe YMCA community.