

PARENT MANUAL AFTERSCHOOL, CAMP, & KDO



ROWAN-CABARRUS YMCA

rocabymca.org

9-5-23



WELCOME TO THE ROWAN-CABARRUS YMCA

We are excited that you have chosen the YMCA for Afterschool, Camp, and/or Kids Day Out (KDO). Our child care programs are designed with your child in mind. Our staff believes that every child should have a chance to grow and shine in a caring and encouraging environment.

This Parent Manual provides information to help you and your child have a successful experience. Please read everything carefully. The Y strives to provide a positive experience for everyone. Let us know if you have any questions or concerns.

PROGRAMMING

Afterschool will begin immediately following school and operate until 5:45 p.m. with last pick-up at 6:00 p.m. On Early Release Days, we will begin as soon as they release them from school and operate until normal pick-up time.

Daily schedules may vary due to special events or activities. However, most days will consist of, not always in this order:

- Arrival | Bathroom | Snacks
- Homework or Quiet Activity
- Group Games | Outside | Crafts | STEM
- Rides-Out | Stations

Day Camp/KDO begins at 7:00 a.m. with programming beginning at 8:30/9 a.m. At 4 p.m. each day campers will begin their Rides-Out Games and Stations. Parent pick-up is by 5:45 p.m. with last pick-up at 6:00 p.m.

Daily schedules may vary due to special events, speakers, activities or trips. However, most weeks will follow the same order of programming.

- Rides-In | Opening Assembly (camp only) | Morning Essentials (i.e. review rules, large group activity, songs, skits, dance, etc, and divide into groups)
- Morning activities (some branches swim) | Camper / Counselor Challenges
- Lunch
- Swim | Group games | Activities
- Snack | Activities
- Closing Assembly (camp only) | Afternoon Essentials (i.e. lost and found)
- Rides-Out | Stations

**Check with your branch for specifics on programming.*



COMMUNICATION

The YMCA strives to communicate effectively about our programs through a variety of methods. Branches may use any of the following: newsletters, posted signs, email, texts, and staff communication during rides in/out.

EMAIL ON FILE

Be sure to update your online account with an accurate email address. The YMCA communicates via email for updates regarding the program, payments and weather related events/cancellations.

PARENT PARTICIPATION

The Y believes strongly that parent participation is a key ingredient in a quality program. We encourage you to talk with your child to see how your child spends their time. Discuss any problems or ideas with the Program Director, including situations at home that may affect them in our program or scheduled events that require them to miss the program and/or leave early. Effective communication will assist us in more fully meeting the needs of your family.

PARENT INPUT

The YMCA will send out surveys, periodically, to gather parent feedback so that we can continually improve our programs. This on-line survey will be accessed via a QR code or through email links. If you are unable to access the survey, please let the Program Director know and the Y can help you. We appreciate your input.

CUSTODY AGREEMENTS

Please alert the YMCA Program Director of child custody arrangements. It is imperative that official, current court documents are maintained in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from his/her parent. The parent registering a child for the program is responsible for payments and listing all persons that are allowed to pick-up. We cannot sub-divide fees.



CHARACTER DEVELOPMENT

At the YMCA, we believe in reinforcing good behavior and teaching our participants the importance of our five core character traits: respect, responsibility, caring, honesty, and faith. We recognize good character by pointing out participants who display these traits throughout the day.

Devotions are a daily time for campers to hear a Bible story, prayer, reflect on goals, experiences and positive behaviors.

AGE-APPROPRIATE ACTIVITIES

We know that while we all are together in Afterschool and/or our Camp Family, different ages require different things.

During Afterschool, the YMCA strives to separate by ages but this is not always possible. Activities may have modifications to suit a variety of ages.

During Camp, the Y strives to separate by age groups. The younger ages will have longer transition times and will be separated during swim activities.

Rides-out all children come together whether Afterschool or Camp. During these times the Y strives to have stations that appeal to all ages.

SWIMMING *(check with your branch for specifics)*

Day Camp / KDO will swim most days. Parents will be notified prior. Swimmers 7 years and up will take a swim assessment. Swimmers under age 7 or those that wish not to take a swim test will wear a United States Coast Guard approved life jacket and swim in the shallow area as an added layer of protection.

Color-coded bands will be used to enable lifeguards to differentiate swimmers of different abilities. For more information on swim test guidelines, please ask your Program Director or Member Service Desk.

WHAT TO WEAR

Afterschool participants will be able to participate in program activities in their school clothes.

Camp and KDO participants should dress appropriately for outdoors, play and the weather. All shoes should be closed-toe, sneakers are recommended. Hats are advisable for sun protection and all clothing should be appropriate to the YMCA values and mission. Inappropriate or vulgar language and gestures will not be acceptable.



WHAT TO BRING

All Programs are asked to bring:

- A backpack to carry their belongings. Backpacks should be marked with participant's name.
- A refillable water bottle.

KDO participants are asked to bring:

- A swim suit and towel with a separate bag every day.
- A lunch and 1-2 snacks every day. Campers are exerting a lot of energy and need extra food during KDO.

Camp participants are asked to bring:

- A swim suit and towel with a separate bag every day.
- Sunscreen.
- A lunch and 1-2 snacks every day. Campers are exerting a lot of energy and need extra food during Camp.
 - Some branches receive breakfast and lunch, during Camp, through the school system's summer Feeding Program. Check with your branch for more information on this service.

WHAT NOT TO BRING

Toys, personal listening devices, portable gaming devices, cell phones, trading cards, stuffed animals, pets and money should stay at home unless asked by Y staff to be brought to the program. Anyone bringing an item of this nature for Afterschool will be asked to keep this in your backpack during program hours.

PARTICIPATION

The YMCA expects all children to participate at some level during their day or afternoon with the YMCA. The YMCA understands there are times that one does not feel well or is physically unable to participate. Accommodations will be made for those injured/hurt to play, if allowed by a physician.



ADA POLICY

We are committed to providing equal opportunity and access to all children. The Rowan-Cabarrus YMCA does not discriminate against any individual.

Everyone who attends YMCA programs has unique needs. Because every person is unique, we address each request individually. Your child's success and safety in our programs are our top priorities; therefore, we respectfully ask parents and caregivers to inform the YMCA, prior to the start of the program, or any special needs to support your child in reaching his/her full potential.

The YMCA programs are not designed for a staff member and child to be 1:1 for any reason. YMCA staff are not allowed to assist children with toileting, feeding or changing clothes.

If you have questions, please reach out to your Program Director or Branch Executive.

HEALTH & SAFETY

MEDICINE PROCEDURES

Please do not pack medication in your child's belongings. Parents (not the child) must bring necessary medications to the program office. Medications must be in the original containers with written instructions for dispensing. A **Medication Form** (available at Member Service Desk or Program Director) must be provided for staff to dispense prescription and all over the counter medications including topical ointments, insect repellents, lotions, sprays, creams, and powders.

Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of the medication. If a doctor has given his written permission, a copy must be provided to the YMCA. A parent or guardian must give the medication to program staff.

For safety reasons, all medications are stored and locked in a program or front office.

Notice: With respect to giving EpiPen and/or Glucagon Injections to children participating in its programs, the YMCA will comply fully with the requirements of the Americans with Disabilities Act. For those children who may require EpiPen and/or Glucagon injections, or who have other special medical needs, the YMCA will meet with parent(s) or guardian(s) of such children and, through dialogue, strive to develop a mutually acceptable plan designed to address the medical circumstances of each individual child. The YMCA will not administer, or be responsible for administering, medications that have to be inserted into body cavities.



WHEN TO STAY HOME

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

- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever 100.4 & above
- Head lice
- Undiagnosed rash, sore, or skin condition
- Covid-19
- Any other contagious disease or symptom (pink eye, chickenpox, fifth’s disease, impetigo, measles, ringworm, scabies, strep throat)

The YMCA requires a doctor note for return and/or to be fever free without medicine for 24 hours with no or improved symptoms. For some illnesses, the child must be on medication for 24 hours before returning to the program.

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INCLEMENT WEATHER

In the event of severe rain, lightning or other unsafe conditions, activities will be modified, as necessary, to ensure the safety of all participants and staff.

If air quality is in the **RED ZONE** and/or heat index, to include relative humidity (feels like) is above 95, all outdoor activities will cease, if children are not in a water activity or heavily shaded area. If possible, program activities will move inside.

Afterschool/KDO

- ◆ If school is cancelled prior to school hours, the YMCA will attempt to offer a KDO, if deemed safe. Please check social media for YMCA updates.
- ◆ If school is released early due to inclement weather, the YMCA will **not transport** children to the YMCA or operate at the school site. **Parents must pick-up from the school directly. Therefore, the YMCA Afterschool program will be cancelled.**



STAFF

The YMCA strives to hire staff that embody our Mission and have a passion for being a positive role model for children. Each staff member completes a comprehensive training in safety and programming that includes; CPR, AED, O2, First Aid, Child Abuse Prevention, Mandated Reporter, program content and games safety.

The YMCA strives to maintain ratios of 1:15. We want you to know about staff behaviors that we consider appropriate, such as side hugs, high fives, praise and program related discussions. Examples of inappropriate behavior include lap sitting, full front hugs, rough play, profanity, harassment, overly personal discussions and receiving personal gifts from counselors.

OUTSIDE CONTACT POLICIES

YMCA staff are instructed that contact with participants outside of YMCA programs is prohibited. The YMCA's policy is a prior relationship between the staff and family in Y programs must have existed prior to employment with the YMCA. If this is the case, the staff member must inform his/her supervisor. Otherwise, all outside contact including in-person, babysitting, by phone, online, gaming or texting, can be considered grounds for dismissal.

BEHAVIOR EXPECTATIONS

At the Rowan-Cabarrus YMCA, our behavior expectations and discipline procedures are based on our core values of Caring, Honest, Respect, Responsibility and Faith. We believe in creating a safe, secure and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that, in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help youth learn from their mistakes.

The YMCA youth programs use six simple rules to communicate behavior expectations to ensure safety and create a positive environment.

- 1. Listen and follow directions.**
- 2. Do what is right.**
- 3. Keep your hands and feet to yourself.**
- 4. Try everything and do your best.**
- 5. Be an Upstander. If you see something, say something.**
- 6. Be safe and have fun.**



BULLYING AND CONFLICT RESOLUTION

Bullying is an unwanted behavior that involves a power imbalance. Here at the Y our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is a disclosure, discovery, or suspicion of bullying, we will handle each instance case by case and with care. At the Y, we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution as a natural and important part of Youth Development. Conflict can be constructive, if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact in our Y programs and in every child's future.

All youth are expected to follow the rules established by the YMCA for safety of all in the program. Your cooperation and support ensure that all youth have a safe and fun experience.

The YMCA does not allow the following behaviors, including, but not limited to:

- Inappropriate jokes, insults, slurs, threats, name-calling or intimidation.
- Destructive behaviors.
- Behavior that is a violation of personal boundaries or is of a habitual nature and negatively impacts program, and/or safety and enjoyment of others.
- Behavior that is of a sexual nature.
- Habitual behaviors; being disrespectful, arguing, swearing, and refusal to listen or follow directions.

Behaviors that are deemed more aggressive, bullying, or dangerous could result in immediate suspension or dismissal.



CODE OF CONDUCT VIOLATIONS

First Incident

- Redirection and/or immediate consequence: time-out, removal from activity or loss of privileges, followed by debrief with Y staff on expected behaviors.

Second Incident

- Immediate consequence: time-out, removal from activity or loss of privileges, followed by debrief with Y staff.
- Documentation of incident and parent notification. This communication may be at rides-out or over the phone.

Third Incident

- Immediate consequence: time-out, removal from activity or loss of privileges, followed by debrief with Y staff.
- Documentation of incident and parent notification. This communication may be at rides-out or over the phone.
- The YMCA is seeking collaboration with parent to a solution.
- Director may reach out for follow-up.

Fourth Incident

- Immediate consequence: time-out, removal from activity or loss of privileges, followed by debrief with Y staff.
- Documentation of incident.
- Phone call to parent by Director to pick child up from the program and possible suspension.

The YMCA will work with children and parents on desired behaviors and outcomes. However, if desired behaviors are not achieved through redirection and coaching and/or behaviors are detrimental to the safety of others the YMCA will suspend a child from the program.

Suspension is used as a safety time out for the child to help reset behaviors away from the program. Length of suspension is based on child's type of inappropriate behavior.

Suspensions can range from one day up to removal for the remainder of the program.

* ***Behaviors that are deemed more aggressive, bullying, or dangerous could result in immediate suspension or dismissal.***



REGISTRATION & PAYMENTS

REGISTRATION

- There is a required one time annual, non-refundable administration fee per child of \$30 for each program.
- Go to www.rocabymca.org to locate and complete registrations for Afterschool, Camp, and KDO.

PAYMENTS

Afterschool

- All accounts will draft on the 1st of each month.
 - A service fee will be charged for each returned draft.
 - Multiple returned drafts may result in a child being removed from the program.
 - A late fee of \$10 will be charged if payment is not received by the 5th of the month.

Day Camp

- All accounts will draft the Wednesday prior to session camper is attending.
 - A service fee will be charged for each returned draft.
 - Multiple returned drafts may result in a child being removed from the program.
 - A late fee of \$10 will be charged if payment is not received by Tuesday of the week attending.
 - Payments not made by Wednesday of the week attending the YMCA has the right to remove the camper from the program for nonpayment.
- Deposits
 - A non-refundable deposit is required for each camp session.
 - Deposits may not be transferred from session to session.
 - This fee is reduced for our YMCA Open Doors recipients.
 - Additional siblings from the same family, receive a 10% discount when registered in the same session.
- Cancellations
 - Are required seven (7) days prior to draft date. All cancellations must be in writing and emailed to your Program Director. Failure to properly notify the YMCA will result in a full charge for an absentee week, regardless of the reason.

LATE PICK-UP

- The YMCA will charge \$10/every 15 minutes beginning at 6:01 p.m.
- There is no reduction in fees for families on scholarship for any late fees.
- Children may be removed from the program for repeated late pick-up.

FINANCIAL ASSISTANCE

- Financial support is provided in part through contributions to the Rowan-Cabarrus YMCA Annual Support Campaign.
- Please obtain a confidential Open Doors application online or at the Member Service Desk to apply for financial assistance.



ROWAN-CABARRUS YMCA

East Rowan 704.279.1742 | Harrisburg 704.454.7800 | Hurley 704.636.0111
Kannapolis 704.939.9622 | South Rowan 704.857.7011 | West Cabarrus 704.795.9622

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