



**FIND YOUR FUN.  
FIND YOUR Y.**

**For a better us.®**

**Youth  
Development  
Handbook**

**YMCA OF GREENSBORO**

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# WELCOME!

Dear Families,

Thank you for choosing the YMCA of Greensboro to help grow and develop your child. We consider it an honor to work with your child and family. The YMCA of Greensboro has been operating youth programs for more than 70 years and it is a joy for us to continue to serve our community in this capacity. We have a vested interest in helping your child become an adult who will make a positive impact in the community.

We adhere to the YMCA's Holistic Development of Children and Youth Development Best Practices. This means that we:

1. Champion character building by providing opportunities to build relationships and build problem-solving skills.
2. Foster the leadership potential and civic engagement of young people.
3. Create a supportive and welcoming environment for families that helps strengthen family bonds.
4. Champion inclusion and respond to the comprehensive needs of children and families.
5. Systematically follow nationally recognized standards for quality and safety.

Social-Emotional Learning (SEL) is the foundation of our programs and activities. The skills of empathy, relationship building, personal development, responsibility and emotion management are the building blocks that help children grow into healthy, caring and responsible people.

It is our goal to provide your child with an enriching experience full of fun, laughter and learning! Feel free to provide us with input into our program and services. We look forward to an amazing time learning and growing together.

Sincerely,  
Your YMCA Youth Development Team



# WHAT TO EXPECT



## HEALTH AND SAFETY

The health and safety of youth is our top priority. Our goal is to help children feel safe and be safe while they participate in YMCA programs

## ACHIEVEMENT

Achievement focuses on the opportunity for youth to gain new knowledge, skills or abilities while gaining confidence in themselves.



## RELATIONSHIPS

The Y provides a unique environment where friendships flourish. When youth develop relationships with their peers and with staff, they build strong peer bonds. At the Y, youth are provided with exposure to strong adult mentors and leaders.

## BELONGING

Unique rituals and YMCA pride play a big role in providing youth with a sense of belonging throughout the program.



## CHARACTER DEVELOPMENT

Character plays a big role at the Y. Our staff are trained to embed character development into games, teambuilders, daily routine activities and even snack! We strive to give youth an opportunity to develop and exhibit healthy character.



## HEALTH AND WELL-BEING

The YMCA's mission is to build healthy, spirits minds and bodies. We encourage healthy habits through healthy lunch box challenges, mindfulness moments and lots of physical activity. Our overall goal is to encourage youth and staff to enjoy healthy meals, healthy minds and healthy play!



# OPERATIONS AND ADMISSIONS

## SUMMER DAY CAMP OPERATIONS

BRANCH	DATES OF OPERATION
Bryan YMCA	June 12-August 18
Eden YMCA	June 12 -August 18
Hayes-Taylor YMCA	June 12-August 18
Ragsdale YMCA	June 12-August 18
Reidsville YMCA	June 12-August 18
*Spears YMCA	June 12-August 23

\*Extended Camp Programs

**Hours of Operation Monday-Friday 7:00am –6:00pm**

Bryan

Hayes-Taylor

Ragsdale

Spears

**Hours of Operation 7:30am –6:00pm**

Eden

Reidsville

WEEK	PAYMENT DUE DATE
June 12-June 16	Monday, June 5
June 19-June 23	Monday, June 12
June 26-June 30	Monday, June 19
July 3-July 7	Monday, June 26
July 10-July 14	Monday, July 3
July 17-July 21	Monday, July 10
July 24-July 28	Monday July 17
July 31-August 4	Monday, July 24
August 7-August 11	Monday, July 31
August 14-August 18	Monday, August 7
EXTENDED SUMMER PROGRAMS	
August 18-August 23	Monday, August 14

**\*All programs will be closed July 3rd and July 4th**

## ADMISSION CRITERIA

Children must have completed kindergarten (rising first grade) and can be up to age 12\* to be accepted into the YMCA of Greensboro's summer day camp program. Youth must be enrolled prior to the start of the program. Families can visit the program and meet with available staff prior to registration. Please reach out to your branch Youth Development Director to schedule tours.

\*Some YMCA locations offer a Teen Leaders in Training program (LIT) for ages 13 and older. Check with your branch for information.

**The Hayes-Taylor YMCA location requires a copy of current immunization records to accompany all registrations.**

We will notify families of any changes to our operation policies in writing.

## ENROLLMENT

Online enrollment is required, printed applications are available upon request. A \$35.00 deposit is required for each registered week. This deposit is due upon registration and is applied to the weekly camp fee.

Registration ends the Monday before (1 week in advance) each week of camp, at which time payments of remaining balances are due for the upcoming week. Any balance due payments made after Monday will result in a \$10.00 late payment fee and can result in possible loss of secured spot.

All YMCA fees from any YMCA program must be paid in full before registration in summer day camp. ALL YMCA afterschool balances must be paid in full before a child can attend summer day camp. There will be no refund in deposits or payment for days/weeks not attended due to past due balance.

# PROGRAM FEE INFORMATION

## SUMMER DAY CAMP FEES

Bryan, Hayes-Taylor, Ragsdale, Spears

Per Week Deposit: \$35.00\*

YMCA of Greensboro Member Rate \$150.00

Community Guests: \$180.00

Eden, Reidsville

Per Week Deposit: \$25.00\*

YMCA of Greensboro Member Rate \$125.00.00

Community Guests: \$145.00.00

Deposits are deducted from the weekly fee\*.

Payments for each week are due the Monday before their scheduled session (1 week before). A \$10.00 late payment fee will be applied to accounts that are paid after the due date. Non-payment by Wednesday will have camp spaces forfeited. The space can be reclaimed if another child has not filled the space.

Families receiving DSS assistance must pay a \$50.00 registration fee. For DSS recipients, monthly fees are due by the 1<sup>st</sup> of each month for the upcoming camp sessions. **(Hayes-Taylor Branch Only)**

YMCA youth programs are only provided as full-time care and the full rate must be paid by the due date for each week.

Automatic drafts can be set up in your online account.

\*Deposits are non-refundable and non-transferable. Weekly fees (not the deposits) are transferrable if a space is open in the requested week. A full two-week notice is requested if a child needs to be removed from a week of camp, deposits are non-refundable.



## FINANCIAL ASSISTANCE

It is our goal for ALL children to be able to experience the YMCA!

Through our Annual Giving Campaign, we are able to offer financial assistance to individuals who may be in a financial hardship. If you are experiencing financial difficulties, please contact your branch's Youth Development Director. Financial Assistance is offered on a first come, first serve basis. Please allow 15 business days for processing. To receive aid, you must submit a complete financial assistance application with additional documents attached. Financial aid is provided on a first come first come basis.

Financial Assistance applications without the necessary documents will cause a delay in processing. All documentation must be provided between February 1, 2023- April 20, 2023 for processing.

We cannot guarantee program spaces will be available while awaiting application approval. Nor can we guarantee all families will receive financial assistance regardless of being already registered for the youth program.

# ARRIVAL AND DEPARTURE PROCEDURES

**For the safety of all children, please sign them in and out of the program daily.**

To ensure the safety of youth, staff and families, we are eliminating the need for families to come into the facility, unless for a late drop off or early pick up. Please review the details below so that you can help us maintain a safe environment for everyone. Please follow directional signs located in the parking lot.

All individuals authorized to pick up children **must** be at least 16 years old, show ID, and be listed on the registration form or the child will not be released to that person. No child can leave the YMCA premises without a parent/guardian or any other authorized individual. No child will be able to walk/or ride a bicycle home without an authorized individual.

## **Camp & Full Day**

### **RIDES IN CAR SIDE DROP-OFF**

Program start until 9:00am

- Parent/Guardian remains in their vehicle
- Parent/guardian will complete check child in with YMCA staff member
- Youth will wash hands or use hand sanitizer before entering the building

After 9:00am, child must be walked into the building and checked in.

### **RIDES OUT CAR SIDE PICK-UP**

4:00–6:00PM ONLY

- Parent/guardian remains in their vehicle
- Parent/Guardian will complete check out procedure by providing your pick-up password (where applicable) or identification card.
- Youth will be escorted to their vehicle by program staff.

Before 4:00pm, child must be picked up from inside the building.



## **LATE DROP OFF/EARLY PICK-UP**

Camp and full day drop off ends at 9:00am and pick up begins at 4:00pm. YMCA camp & full day programs designates drop off and pick up staff during dedicated times. Between the hours of 9:00am and 4:00pm program staff are engaged in other YMCA operations.

## **LATE PICK-UP POLICY**

YMCA youth programs end at 6:00pm. The YMCA allows a 5-minute grace period before late fees begin to accrue. Please speak with your branch for specific late fee amounts. Caregivers are responsible for making arrangements for youth to be picked up by another authorized person should they be delayed.

This late fee payments are due upon pick up. Children cannot return to the program unless late pick up fees are paid.

Please note that YMCA program participation may be discontinued if lateness become excessive, and the 5-minute grace period can be discontinued if it becomes the regular pick-up time.

# PARENT & CHILD RIGHTS

## QUESTIONS

Questions or concerns about the policies and procedures of the Youth Development program can be directed to any of the YMCA program directors. Your questions will be answered in a timely manner.

## PARENT/GUARDIAN SITE VISITATION

Parents and guardians are always welcome to visit our program any time during our hours of operation. Just stop by the director's office to check in.

## PARENT/GUARDIAN PARTICIPATION

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check before they can participate in YMCA youth program operation. For more information, please contact the Youth Development Director.

## PARENT REVIEW OF LICENSING REPORT (Hayes-Taylor Branch)

Minimum standards are available at the entryway bulletin board. The most recent licensing certificate is posted on our site information board.

## PARENT/GUARDIAN RIGHTS

Parent's/Guardians, upon presentation of identification, have the right to enter and visit the YMCA, without advance notice to the program, but must inform staff of their arrival. The law prohibits discrimination of retaliation against any child or parent/guardian to exercise their rights to visit.

- The law authorizes the person in charge of the YMCA facility to deny access to the parent/guardian under the following circumstances:
- The parent/guardian is behaving in a way that poses a risk to the children in the facility or the adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parents. Court documents must be on file as well.

Under no circumstances should a parent/guardian approach another child other than their own. While in the facility caregivers are always expected to act appropriately by speaking in an appropriate tone using appropriate language. Any parent/guardian who behaves inappropriately will be asked to leave the facility and their child's space in the program can be forfeited without a refund of fees paid.



## CHILD'S PERSONAL RIGHTS

Each child receiving services from YMCA Youth Development programs shall have rights, which include but are not limited to the following:

- To be treated with dignity in his or her personal relationship with staff and other persons and have their personal boundaries respected.
- To be accorded safety, healthful and comfortable accommodations furnishing and equipment to meet his or her needs;
- To be free from corporal or unusual punishment, infliction of pain humiliation, intimidation, ridicule, coercion, threats, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, food or medication.

It is the YMCA's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the YMCA cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the YMCA has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.



# CHILD ABUSE PREVENTION

This organization has zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

The YMCA also has zero tolerance for abuse, mistreatment, or sexual activity among youth within the organization. This organization is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. Conduct by youth that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

In addition, the YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.

At the Y, we believe that youth can contribute to their own safety if they know what is acceptable and what to expect from YMCA staff, volunteers and other youth. If youth know that violations have occurred or that personal boundaries are crossed, they can spot them and be empowered to let a trusted adult know.

The YMCA will provide youth with age and developmentally appropriate information explaining our organization's policies and procedures related to abuse prevention. In our youth programs, we discuss the following:

- Appropriate and inappropriate displays of physical affection.
- Appropriate and inappropriate verbal communication.

- Appropriate interactions between employees/volunteers and youth.
- Appropriate electronic communication between YMCA staff and youth.
- Appropriate gift giving and receiving.
- Appropriate and inappropriate youth-to youth interactions and understanding of personal boundaries.
- How to report concerns, complaints or grievances to a trusted adult.

## ELECTRONIC COMMUNICATION

Direct or text messaging between youth and employees/volunteers is not allowed, unless approved by a program supervisor and administrator. Employees and volunteers are not permitted to befriend/follow youth on social networking or social media sites. Youth will comply with the organization's policies governing the use of personal mobile communication devices while in programming.

## REPORTING

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, actively participate in the protection of youth. In the event that a child observes any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other child, it is their personal responsibility to immediately report their observations. At the YMCA, the policies apply to everyone.

# PHYSICAL CONTACT POLICY

The YMCA’s physical contact policy promotes a positive, nurturing environment while protecting youth, employees and volunteers. The YMCA encourages appropriate physical contact with all youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards youth in the YMCA’s

programs will result in disciplinary action, up to and including termination of employment.

The YMCA’s policies for appropriate and inappropriate physical interactions include but are not limited to:

Appropriate Physical Interactions	Inappropriate Physical Interactions
Contact initiated by the youth such as: <ul style="list-style-type: none"><li>• Side hugs</li><li>• Shoulder-to-shoulder or temple hugs.</li><li>• Pats on the shoulder or back</li><li>• Handshakes</li><li>• High-fives and hand slapping</li><li>• Pats on the head when culturally appropriate</li><li>• Touching hands, shoulders, and arms</li><li>• Arms around shoulders</li><li>• Holding hands (with young children in escorting situations)</li></ul>	<ul style="list-style-type: none"><li>• Full-frontal hugs</li><li>• Kisses</li><li>• Showing affection in isolated areas or while one-on-one</li><li>• Lap sitting</li><li>• Wrestling</li><li>• Piggyback rides</li><li>• Tickling</li><li>• Allowing a child to cling to an employee’s or volunteer’s leg</li><li>• Allowing a child, older than kindergarten, to sit on an employee or volunteer’s lap</li><li>• Any type of massage given by or to a child outside of accepted and documented medical treatment</li><li>• Any form of affection that is unwanted by the child or the employee or volunteer</li><li>• Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance</li></ul>

VERBAL CONTACT POLICY

Employees and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Employees and volunteers must not initiate sexually oriented conversations with youth Employees and volunteers are not permitted to discuss their own sexual activities with youth.

The YMCA’s policies for appropriate and inappropriate verbal interactions include but are not limited to:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"><li>• Positive reinforcement</li><li>• Appropriate jokes</li><li>• Encouragement</li><li>• Praise</li><li>• Strength-based conversations</li><li>• Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and pastoral counseling.</li></ul>	<ul style="list-style-type: none"><li>• Name-calling</li><li>• Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers</li><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming, belittling</li><li>• Oversharing personal history</li><li>• Derogatory remarks</li><li>• Harsh language that may frighten, threaten or humiliate a child.</li><li>• Derogatory remarks about a child or his/her family</li><li>• Compliments relating to physique or body development</li></ul>

# MEDICAL AND EMERGENCY

## \*IMMUNIZATION REQUIREMENTS

### (Hayes-Taylor YMCA Branch)

Immunization Records are required for children to attend youth programs at the **Hayes-Taylor YMCA** branch. Immunization records must be on file by the first day of program operations.

## ILLNESS AND EXCLUSION

If a child cannot go outside or participate in the program due to illness, the child needs to remain at home. Children may not attend if they are not feeling well. If a child vomits for any reason they must be picked up by a parent/guardian or authorized individual within 1 hour of notification. No child may attend a youth program if they have ringworm, pink eye, flu, or any other communicable illness. A doctor must treat any contagious infection; virus or fever and the child can return 24 hours after a doctor's note has been issued.

## PROCEDURES FOR NOTIFICATION

Families will be notified in person, over the phone, or in writing of any special discipline problems with a child. If there are any life-threatening emergencies, families will be notified after emergency care has been called and provided. We do not make phone calls because of a meal aversion or to provide swim clothes. Parents/guardians are only notified for true emergencies or behavior support.

## PROCEDURES FOR DISPENSING MEDICATION

The YMCA will not administer any medication unless the parent or guardian completes a medication form and the medication is in its ORIGINAL container. Medication that is not in its original container or labeled with a pharmacy prescription will be confiscated and returned to the parent at the end of the day. The container must include the child's name, the type of prescription and the dosage. If it is an over-the-counter medication that the doctor has prescribed, a doctor's prescription must accompany it.

## TOPICAL OINTMENTS

### (Lotion, Sunblock, Deodorant, etc.)

Any topical ointments are to be kept in the child's activity area or home base. \* Ointments will not be carried around the facility. Aerosol sunblock, lotions, bugs sprays or deodorants are not allowed. Failure to adhere to this policy will result in the removal of the aerosol item.

\*Youth at the Hayes-Taylor branch cannot keep any topical ointments in their bags or pockets. A topical ointment form must be completed and provided at the to the program director.

## PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If a child becomes injured or ill (vomiting or a fever of 100 degrees or higher) while in the YMCA care, staff will do the following:

1. In extreme emergencies, 911 will be called and first aid and/or CPR will be administered.
2. Contact the parent or guardian.
3. Contact a YMCA Director/Coordinator
4. If necessary, have a child transported to the nearest medical facility.
5. Complete necessary paperwork for YMCA as required by our YMCA and/or the NC childcare licensing policy.

## EMERGENCY DRILLS

The YMCA conducts fire emergency evacuation, lost child, and lockdown drills. Parents/guardians, program staff and children may or may not be made aware of drill dates or times, as this is the most effective way to assess the success for fire and emergency/evacuation plans.

During a fire/emergency drill, parents/guardians may not sign children into or out of the YMCA but must wait until the drill is complete and children have returned to the building. Parents/guardians can wait with their child until the drill is over and can sign them out after.

# BEHAVIOR SUPPORT AND SERVICE TERMINATION



## BEHAVIOR SUPPORT

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. Based on this belief of how children learn and develop values, the YMCA will practice the following behavior guidance techniques and policies.

Children are expected to adhere to all YMCA expectations and rules.

The following procedures are used when working with unacceptable behavior:

- Clear Warning, including discussion of the problem that occurred with the child.
- If problems are reoccurring, age-appropriate renewal time will be used as needed and repeated renewal time as needed.
- Behavior management report and Student Journal will be completed and child will meet with the branch Youth Development Director. Parent will receive behavior management form to sign and date.
- After two behavior management reports, a parent meeting with site director will be arranged.
- Three write-ups, persistent problems or situations that endanger the child or others at

the program could result in suspension or termination from the program.

- Fighting results in automatic suspension without a refund of fees.

If a child is suspended or terminated from the program, the current week will not be refunded.

## DISRUPTIVE BEHAVIOR

Children are entitled to a pleasant environment at the YMCA; therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as verbal or physical activity that may involve but is not limited to bullying behavior or behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or disobeys the rules that guide behavior.

If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to help children adjust to the YMCA setting.

**The YMCA reserves the right to suspend a child for behaviors that cause physical or mental harm to themselves or other children.**

## BULLYING

Our organization will not tolerate the mistreatment or abuse of one youth by another youth. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including physical bullying, verbal bullying, nonverbal or relational bullying, cyberbullying, sexualized bullying, and hazing.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, employees, and volunteers.



## TERMINATION OF SERVICES

Program services can be terminated for, but not limited to:

- Consistent late pick-ups
- Failure to pay tuition in a timely manner
- Failure to comply with facility's policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by the YMCA
- Failure to keep records current
- Failure to provide emergency contact updates
- Extreme behavior that prevents youth from participating safely with peers

# STAFF HIRING & TRAINING

## STAFF HIRING

All staff are screened and trained through the following process:

1. Selected candidates are interviewed one on one with the Youth Development Director.
2. Candidates are selected based on their childcare experience, attitude, references and display of YMCA values.
3. 3 reference checks and a drug screen are conducted on each candidate.
4. A completed criminal history check.



## YOUTH DEVELOPMENT LEADER TRAINING

Extensive 2-hour orientation that addresses policies and procedures of YMCA youth programming: Training covers the YMCA code of conduct, child abuse and neglect, and YMCA HR policies.

All staff are certified in CPR/AED, First Aid and receive Bloodborne Pathogen training.

Staff also receive 32 hours of on-site and online trainings focused on youth development that cover topics such as:

- YMCA Values
- Social Emotional Development
- Inclusive Practices
- Effective Group Management
- Behavior Management
- Bullying
- Water Safety
- Games, Skits, Songs

Monthly and/or weekly in-service trainings are required for all staff.

# MEALS AND FOOD SERVICE

Breakfast, lunch and an afternoon snack are provided for all children at the Bryan, Hayes-Taylor, and Ragsdale YMCA. If your child attends the Spears YMCA, breakfast and lunch will need to be provided from home. If your child attends the Eden or Reidsville YMCA your child will receive breakfast and lunch, please send your child with an afternoon snack.

## FREE SUMMER FEEDING PROGRAM

For sites that offer the free summer feeding program Bryan, Hayes-Taylor and Ragsdale, Reidsville and Eden. The YMCA will provide a menu for breakfast, lunch and snack. We will not be able to make accommodations for specific eating habits without medical or allergy documentation from your child's doctor. You have the option to opt-out of participating in the free summer feeding program with your branch director or during program registration

Parents/guardians will not be contacted to bring children meals for items they choose not to eat. The YMCA will not provide meals that include pork or nuts.

All meals meet the USDA standards for healthy meals for children. Your child can bring their own lunch or snacks. Meals cannot be heated.

We ask that all meals contain a dairy, grain, protein, fruit and vegetable to ensure a well-rounded and healthy lunch.

## PLEASE PROVIDE A WATER BOTTLE EACH DAY.

We do not call home if a child does not like a particular meal or snack that is provided by the YMCA. Families are welcomed to send their child a snack or meal each day.

Youth in a YMCA program are not allowed to use the YMCA vending machines.



## PROHIBITED FOODS

YMCA youth programs are nut free.

It is recommended not to send fried foods, cookies, cakes, swiss rolls, cinnamon buns, fried potato chips, candy, soda of any kind to YMCA programs.

Please see HEPA (Healthy Eating and Physical Activity) Standards in the Appendix Section.



# PROGRAM COMPONENTS

## FIELD TRIPS

Children will go on at least one on-site or off-site field trip each week. Examples of on-site field trips are magic shows or Mad Science presentations.

Children must wear their field trip shirts during off-site field trips days. Money is not needed on field trip days.

Attending trips and riding on the YMCA bus is a privilege. Staff reserve the right to require a parent or guardian to attend a field trip if we feel it is unsafe or hazardous for their child to attend.

We also reserve the right to not allow a child to attend the program on a field trip day if a parent or guardian cannot attend due to behavior/safety concerns.



ALL children MUST obey the following transportation rules:

1. Enter and leave the vehicle on the curbside of the road on the side of the vehicle.
2. Remain seated with all parts of their bodies in their seats.
3. Face forward with hands and feet out of the isles.
4. Keep hands, and feet to themselves.
5. Listen to instructions of all staff.

The following procedures are followed when transporting children:

- One or more staff member(s) will carry emergency contact information for all children on the bus
- First Aid kits will be on all busses
- Busses will be in good working condition without any obvious hazards

- Drivers will be 18 years old and have emergency medical consent forms
- All proper loading and unloading procedures are followed
- Drivers have a clean driving record with no DWI or DUI

## ANIMALS

Animals other than fish are not a regular part of the youth programs. If there is an occasion for animals to be present at the program, families will be given written notification at least 48 hours in advance.

## LESSON PLANS AND CALENDARS

Weekly activity plans and monthly calendars with special events and other important information are developed weekly and are available upon request. If you have any questions about the week or month's activities, please contact the Youth Development Director.

## DRESS CODE

Please send your child in clothing that can get messy. At the Y, we sweat, run, jump, swim, paint and much more. We do not want your child's best clothes to get messy. What fun would the YMCA be if we couldn't jump in muddy puddles?! Sneakers are preferred but closed toed shoes are acceptable. Flip flops and sandals are not appropriate camp wear. Shorts must be fingertip length or longer.

## ELECTRONICS & TOYS

Please keep all electronics and toys at home. While at the Y we want youth to engage with activities and their peers. Electronics such as gaming devices, phones, tablets, etc. should remain at home. Toys, cards, fidgets will also need to remain at home. These items can be confiscated by staff if they are discovered. The YMCA has plenty of toys and cards for youth to enjoy!

**The YMCA is not responsible for lost, stolen or damaged items.**



# SWIMMING

Swimming is offered weekly during YMCA programs. Please check with your branch's Youth Development Director to determine when your child will swim.

All children will be required to wear a life vest unless a swim test is passed. Swim tests are administered by the lifeguard on duty. \*See swim test policy in appendix.

## SWIM ATTIRE:

- Girls: one-piece swimsuit.
- Boys: wear swim trunks.

Basketball shorts or t-shirts are not allowed in the pool.

## POOL EXPECTATIONS:

Swimming is a privilege. Staff may take away swimming or swim time for misbehavior.

Staff members will have a first-aid kit and emergency contact information for each child.

Staff members with training in CPR and first aid will be present







# APPENDIX

- › Youth Expectations
- › Payment Schedule
- › Swim Policy
- › HEPA Standards (Healthy Eating and Physical Activity Standards)
- › Branch Contact Information



## YOUTH EXPECTATIONS

1. Keep hands, feet and objects to yourself.
2. Follow directions quickly.
3. Respect yourself, respect others and your YMCA.
4. Be safe, be kind, be honest.
5. Always, always, always try your best.

## WEEKLY ACTIVITIES AT A GLANCE

### Assembly

Assembly is when all groups are together to get excited for a new day or week at the Y! Youth sing, chant, and dance. This is also the time to introduce our Character Development Focus.

### Character Development (Social-Emotional Learning)

Character development is at the core of the YMCA. Youth will explore and develop their personal character through caring honesty, respect, responsibility, empathy, emotion management, personal development and relationship building.

### Swimming

Swimming is a favorite part of the day! Youth have the opportunity to cool off in the YMCA pool. Don't worry if your child is not a strong swimmer. The YMCA provides life vests require swim tests to ensure all youth have a safe and fun experience.

### STEM

Weekly youth will engage in 21 Century Skills. They will explore Science, Technology, Engineering and Math. These activities promote teamwork, problem-solving and critical thinking skills.

### Art

Drawing, painting creating and more. But art goes beyond the paint at the YMCA. Youth have opportunities to engage in fine arts such as drama, singing and dance!

### Field Trip

During the time in the program, youth will attend on-site or off-site field trips. During on-site trips, a special presentation is conducted for the youth. Youth enjoy presentations such as magic shows, animal presentations or science shows. Youth also attend off-site trips where they have time away from the YMCA building and explore areas such as parks and museums.

## FEE SCHEDULE

WEEK	PAYMENT DUE DATE
June 12-June 16	Monday, June 5
June 19-June 23	Monday, June 12
June 26-June 30	Monday, June 19
July 3-July 7	Monday, June 26
July 10-July 14	Monday, July 3
July 17-July 21	Monday, July 10
July 24-July 28	Monday July 17
July 31-August 4	Monday, July 24
August 7-August 11	Monday, July 31
August 14-August 18	Monday, August 7
EXTENDED SUMMER PROGRAMS	
*August 18-August 23	Monday, August 14

\*Spears



## YMCA OF GREENSBORO SWIM TEST POLICIES AND PROCEDURES

**The YMCA of Greensboro swim test policies and procedures are designed for children ages 5-12 and may be used for any patron at the lifeguard's discretion.**

This test, which consists of a 25-yard swim, 1-minute-deep water tread, and to submerge underwater, is designed to check the swimming abilities of a child. If the child passes the test, they are permitted to do the following:

Swim in the deep end of the pool, use a slide\* during open slide hours, and swim in a lap lane; a parent does not need to accompany them into the water – but does need to be present on the pool deck.

**Children cannot be left alone in the pool area at any time.**

**If the child does not pass the swim test, the child needs to remain in the shallow end of the pool.**

Children who are under the age of 5 can only take the swim test with the permission of the Aquatics Director. Please see a lifeguard or the director for specific times for swim testing.

**Swim Bands:** Bands are break-away bands worn around your child's neck or wrist to let our staff know the swimmers' competency and confidence. At the YMCA, we have two swim bands (Yellow, Green) that designate what areas of our pools your child can play.

**No Band:** Children 5 and older without a swim band are required to be within arm's length of a parent or wear a Coast Guard Approved PFD (Personal Flotation Device). Any child under the age of 5 automatically falls under this category and requires a parent or guardian (18+) to be present in the pool within arm's reach.

**Yellow Band:** To earn a yellow band, a child must be able to swim comfortably at least one half (12 1/2 yards) of the pool without a parent or floatation device. A yellow band allows children to swim alone in water that is no more than 5 feet deep. A parent or guardian (18+) must stay in the immediate pool area with any child aged 12 and under.

**Green Band:** To earn a green band, a child must have passed the swim test and can swim anywhere in the pool as noted above.

**Bands must be worn every time a child gets in the pool.**

Thank you for your cooperation in helping the YMCA ensure the safety of all.

\*For facilities offering a water slide; children must have a green band to use the slide.



## CHOICES WITHIN LIMITS

### (HEPA) Healthy Eating and Physical Activity Standards

In response to a call by Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

Standard	Early Learning	Afterschool
<b>Beverages</b>	Water is accessible and available to children at all times, including at the table during snacks and meals.  Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style.	
<b>Family Engagement</b>	Engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of three to four times per year).	
<b>Staff</b>	Staff sit with children during snacks and meals. Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.	
<b>Food</b>	Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., prefried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.).  Do not provide any foods that contain trans-fat (listed as partially hydrogenated oils in the ingredients).  Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word whole (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice).	



Standard	Early Learning	Afterschool
<b>Food (cont.)</b>	Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.	
<b>Infant Feeding</b>	Promote and support exclusive breastfeeding for six months and the continuation of breastfeeding in conjunction with complementary foods for one year or more.	
<b>Physical Activity</b>	<p>Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible.</p> <p>Y staff will model active living by participating in physical activities</p> <p>Provide daily opportunities for infants to freely explore their indoor and outdoor environments under adult supervision. Engage with infants on the ground each day to optimize adult–infant interactions. Provide daily tummy time, or time in the prone position, for infants less than 6 months of age.</p>	
<b>Screen Time</b>	Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children’s exposure to commercials and ads marketing unhealthy foods.	

For more information or questions related to the Y’s HEPA standards, contact YMCA of the USA at 800-872-9622.

## BRANCH CONTACT INFORMATION

### Bryan Family YMCA

501 W. Market Street, Greensboro, NC  
(336)478-9622

Contact: [Alex.Ruppert@ymcagreensboro.org](mailto:Alex.Ruppert@ymcagreensboro.org)

### Eden Family YMCA

301 S. Kennedy Street, Eden, NC 27288  
(336)623-8496

Contact: [Gina.Richardson@ymcagreensboro.org](mailto:Gina.Richardson@ymcagreensboro.org)

### Hayes-Taylor Memorial YMCA

2630 East Florida Street, Greensboro, NC 27401  
(336)272-2131

Contact: [Samuel.Wilson@ymcagreensboro.org](mailto:Samuel.Wilson@ymcagreensboro.org)

### Ragsdale Family YMCA

900 Bonner Drive Jamestown, NC 27282  
(336)882-9622

Contact: [Shawna.Spencer@ymcagreensboro.org](mailto:Shawna.Spencer@ymcagreensboro.org)

### Reidsville Family YMCA

501 S. Main Street, Reidsville, NC 27320  
(336)342-3307

Contact: [Jennifer.Stadler@ymcagreensboro.org](mailto:Jennifer.Stadler@ymcagreensboro.org)

### Spears Family YMCA

3216 Horse Pen Creek Road, Greensboro, NC 27410  
(336)387-9622

Contact: [Catherine.Stallings@ymcagreensboro.org](mailto:Catherine.Stallings@ymcagreensboro.org)