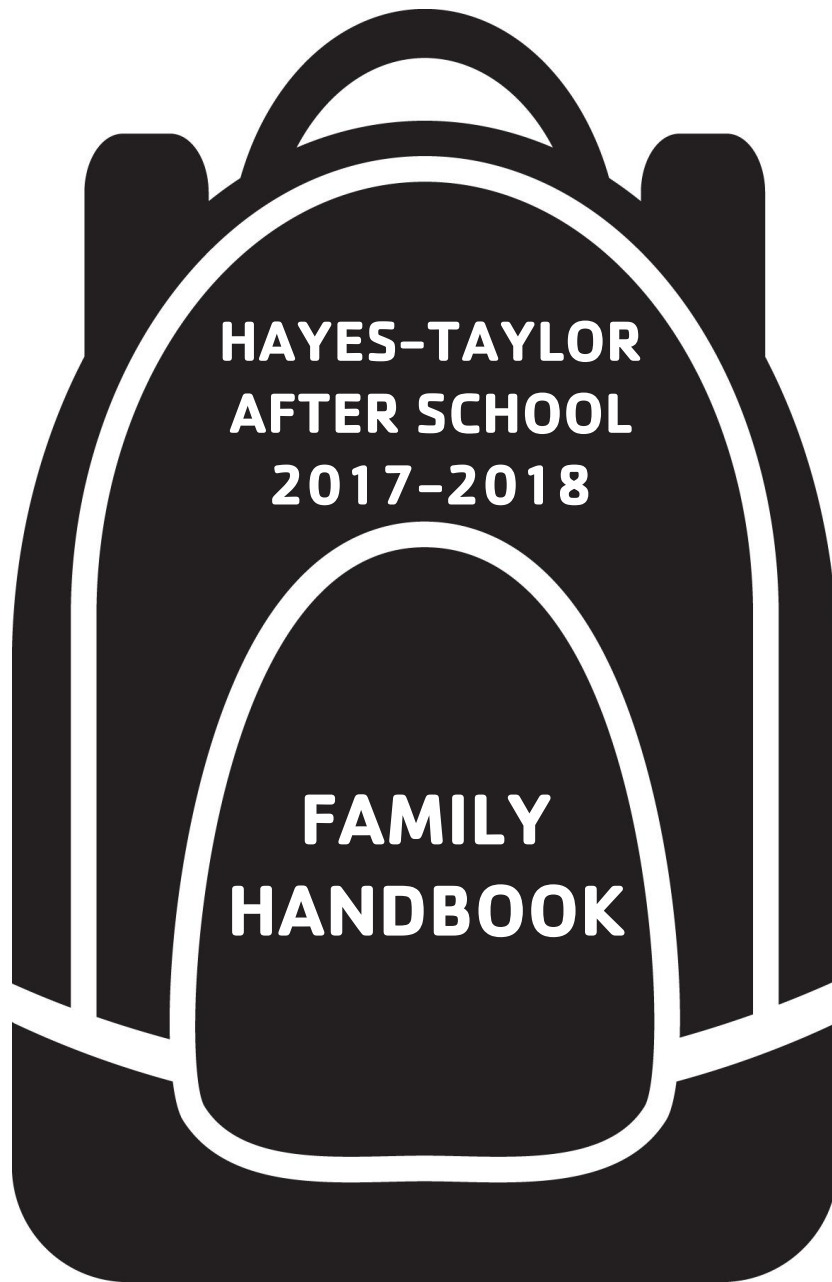




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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



2630 East Florida Street Greensboro, NC 27401 (p) 336.272.2131 (f)336.274.1412



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LETTER FROM THE DIRECTOR

Dear Families,

Thank you for choosing Hayes-Taylor YMCA to help grow and develop your child. We consider it an honor to work with your child and your family. Hayes-Taylor YMCA has been operating its after school program for nearly 60 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 that will make a positive impact in their community.

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

1. Champion asset-building by developing youth's character and problems solving abilities
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.

We use the Search Institute's 40 developmental assets as the foundation of our programs and activities. These assets 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 school year full of fun, laughter and learning! Feel free to provide us with input into our program and services. We look forward to an amazing school year.

Sincerely,

Ebony Burnett
Family Services Director
Hayes-Taylor Memorial YMCA

OPERATIONS AND ADMISSIONS

AFTER SCHOOL OPERATIONS

The after school program operates on the traditional Guilford County School Calendar from August 28-June 8th and on all half days. The after school program operates from 2:30pm-6:00pm.

The Gate City After School Program operates from August 28th-June 13th and on all half days. The Gate City After School Program operates from 3:00pm-6:00pm.

There is no additional charge for half days.

ADMISSION CRITERIA

Children must be entering kindergarten up to age 12 to be accepted into the after school program.

Parents must complete in its entirety the Hayes Taylor YMCA enrollment form prior to the start of the program. A non-refundable registration fee of \$30.00 and the first week fee is required for registration.

We require a copy of current immunization records to accompany all after school applications.

ENROLLMENT

Enrollment forms are to be filled out completely each year and updated whenever information on the form changes. Payments are due the Friday before each week. We will notify parents of any changes to our operation policies in writing.

Weekly fees are prorated for spring break, Thanksgiving Break and Christmas break. Weekly fees are due regardless of the child's attendance for the week. To ensure your child's space in the after school program the weekly fee must be paid in full. The after school program does not provide drop in care except for the full day program, which require a separate registration.

A two-week notice must be made in writing to remove a child from the program. If a two weeks' notice is not made, the family is responsible for the weeks the child is not attending.

Teacher Workdays and Holiday Breaks

Space for teacher workdays and Holiday breaks are extremely limited and require a separate registration. A \$15.00 deposit can secure a space for a teacher workday. This can be done at least 2 weeks prior to the workday. Payment must be made in full at least 5 business days prior to the teacher work day or a \$5.00 late payment fee will be charged. Payment must be made in full prior to attending the full day program.

Weekly after school payments are still due if there is a teacher work day or holiday in the week.

Families that receive DSS vouchers must also register separately for the full day program. Enrollment in the full day is not automatic.

Snow Days

There is no additional charge for snow days for children who are already enrolled in the after school program! On snow days the program operates from 10:00am-4:00pm at the Hayes-Taylor YMCA branch. With a lunch provided. Please watch News 2 or Fox 8 for closures and delays.

Half Days

The after school program operates as usual on half days. The children are picked up from school and are brought to the branch or remain at Gate City. On half days the program operates from 12:30am-6:00pm.

At Gate City children are released and sent to the after school program at the 11:00am dismissal time.

ARRIVAL AND DEPARTURE PROCEDURES

You must sign your child out daily. There will be a \$10.00 fee assessed to your account each time a child is not properly signed in or out. If a child is improperly signed in or not signed out, after school services will be suspended for a minimum of 2 days without a refund in fees paid. All persons authorized to pick up my child must be at least 16 years old, must show ID, and must be listed on the registration form or the child will not be released to that person. No child is able to 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.

LATE PICK UP

If you are late picking up your child, a late fee of \$1.00 per child per minute after 6:05pm will be charged; this amount will be due upon pick up.

Childcare may be terminated for excessive late pickups. Any child that is not picked up within 1 hour of the closing time and we have called everyone on the contact list and can't get anyone, the staff will call 911 and report a left child at the program.

Parents are responsible for any child left at Hayes-Taylor Memorial YMCA after 6:00pm. Parents are responsible for making arrangements for the child to be picked up by another authorized person should they be delayed.

CUSTODY ISSUES

It is the Center'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 center **cannot legally restrict** the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

TUITION AND FINANCIAL ASSISTANCE

TUITION INFORMATION

After school is only provided for full time care and the full rate must be paid by the due date for each week. Only Christmas and Spring Break is prorated.

If payments are not made within 2 weeks of the due date children will be dropped from the program. The space can be reclaimed if another child has not filled the space. The full payment will be due including a new deposit. If making monthly payments, fees are due by the 5th of each month.

Scholarship payments are due by the date on the fee schedule.

The entire balance is due if a child is registered after the payment due date.

*All fees are non-refundable and non-transferable.

* Returned checks are charged a \$25.00 service fee. 2 Returned checks will result in all future payments made in cash or money order.

Vouchers Only

Families receiving DSS assistance must pay a \$30.00 registration fee. The Registration fee is a one-time fee per family. Monthly fees are due on the 1st of the month and are late by the 5th

*Accounts with prior balances will not be able to register a child.

*A copy of shot records needs to be submitted with the registration.

PAYMENT IS DUE THE FRIDAY BEFORE YOUR CHILD (REN) ATTENDS. No child will be able to attend After school if payment is not made or immunization records are not on file.

After school fees are not prorated and the full amount is due each week.

FINANCIAL ASSISTANCE

It is our goal for all children regardless of income, race, ethnicity or religion to enjoy the YMCA's after school program.

If you are experiencing financial difficulties, please contact our Family Services Director or the Child Care Director. Hayes Taylor YMCA offers scholarships on a first come first serve basis. To receive a scholarship, you must submit a complete open doors scholarship application with additional documents attached. Scholarships are provided on a first come first serve basis. Scholarships without the necessary documents will not be processed.

Failure to make payments on time will result in the loss of the scholarship. Scholarship funds may be depleted before the school year ends.

We cannot guarantee after school spaces will be available while awaiting scholarship approval. Nor can we guarantee all families will receive a scholarship regardless of being already registered for after school.

Scholarships agreement forms must be signed within 24 hours of approval notification.

PARENT & CHILD RIGHTS

QUESTIONS

Questions or Concerns about the policies and procedures of the childcare program can be directed to any of the professional childcare program staff at the YMCA.

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 Office to check in.

PARENT 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 the child care center's operation. For more information, please contact the Family Services Director.

PARENT REVIEW OF LICENSING REPORT

Minimum standards are available at our 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 after school facility which their child(ren) is receiving care, without advance notice to the provider. Entry and inspection is limited to normal operation hours while their child (ren) is receiving care. 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

childcare 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. 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.

CHILD'S PERSONAL RIGHTS

Each person receiving services from a child day care facility 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
- 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.

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



MEDICAL AND EMERGENCY IMMUNIZATION REQUIREMENTS



Immunization Records are required for children before they are able to register for after school program.

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 the after school program if they are not feeling well. If a child vomits for any reason the child must be picked up by a parent/guardian or authorized individual within 1 hour of notification. No child may attend after school 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 PARENTAL NOTIFICATION

Parents 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 parents will be notified after emergency care has been called and provided. We do not call parents because of a meal aversion or to provide swim clothes. Parents are only notified for true emergencies or discipline problems.

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 not in its original container will be taken away from the child and will be returned to the parent at the end of the day or program. The container should 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.

Medication is dispensed by Gate City School personnel for the onsite program.

TOPICAL OINTMENTS (Lotion, Sunblock, Deodorant, etc.)

Students cannot keep lotions or ointments in their bags or pockets. A topical ointment form must be completed and provided at the child care desk. The ointments are to be kept in the classroom with the child. Spray sunblock, lotions, or deodorants are not allowed. Failure to adhere to this rule can result in termination of services or the inability to bring ointments to the center without a prescription or Dr.'s note.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If my child becomes injured or ill (vomiting or a fever over 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. Fill out necessary paperwork for YMCA as required by NC childcare licensing and YMCA Policy.

MEDICAL/EMERGENCY (Con't)

returned to the building. Parents can wait with their child until the drill is over and can sign them out afterwards.

FIRE/EMERGENCY DRILLS

We conduct fire emergency evacuation drills, lost child, and lock down drills regularly. Parents, staff and children will 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 may not sign children into or out of the center, but must wait until the drill is complete and children have

DISCIPLINE AND SERVICE TERMINATION

AFTER SCHOOL DISCIPLINE

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, this facility will practice the following discipline and behavior management policy:

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

The following procedures for dealing with unacceptable behavior is as follows:

1. Clear Warning, including discussion of the problem that occurred with the child.
2. If problems are reoccurring, age appropriate renewal time will be used as needed.
3. Repeat renewal time.
4. Write up form and Student Journal will be completed and Child will meet with Family Services Director. Parent will receive behavior management form and will sign and date.
5. After two write-ups parent meeting with site director.
6. 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.

If a child is suspended or terminated from the program parents will not receive a refund for the current week.

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.

Hayes-Taylor reserves the right to suspend a child for behaviors that cause physical or mental harm to themselves other children.

TERMINATION OF SERVICES

After school services can be terminated for: (but not limited to)

- Consistent late pick-ups
- Request for special accommodations that Center staff cannot meet
- Failure to pay tuition in a timely manner
- Failure to comply with Center policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by Center staff and/or required by DSS regulations
- Failure to keep immunization and other records current
- Failure to provide emergency contact updates
- Extreme behavior that prevents them from participating safely with peer.

STAFF AND PROGRAM COMPONENTS



STAFF HIRING

All staff are screened and trained through the following process:

1. Selected candidates are interviewed one on one with the Family Services 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 is conducted on each candidate.
4. A completed criminal history check, through the YMCA and the North Carolina Department of Health and Human Services, Department of Child Development.

STAFF TRAINING

Extensive 2-hour orientation that addresses policies and procedures of YMCA child care: The training covers the YMCA code of conduct, child abuse and neglect, and YMCA HR policies. Staff also receives CPR/AED, First Aid and Blood Borne Pathogen Training.

Staff receives 32 hours of on-site and online trainings that cover:

- YMCA Values
- Search Institute's Developmental Assets
- Effective Group Management
- Behavior Management
- Bullying
- Water Safety
- Games, Skits, Songs
- Archery Skills
- Skateboarding Skills
- Orienteering and Geo Caching
- Environmental Education

Lead Counselors have Basic School Age Care Certifications through Guilford Child Development with-in 2 weeks of hire date.

MEALS AND FOOD SERVICE

Breakfast, lunch and an afternoon snack is provided for all children during full day programs. Afternoon snack is provided during the after school program. We will not be able to make accommodations for specific eating habits without medical or allergy documentation from your child's doctor. Parents will not be contacted to bring children meals for items they choose not to eat. Pork is not contained in any meals.

All meals meet the USDA standards for healthy meals for children. Your child can bring their own lunch or snacks. Children's meals will be placed in the refrigerator but the meals will not be heated. Parents can complete a meal opt out form and provide their child's meals daily. All meals must contain a dairy, grain, protein, fruit and vegetable. If those items are not in the child's lunch; YMCA staff will substitute the missing component. We do not call parents if a child does not like a particular meal. Parents are responsible for reviewing the menu and making proper accommodations.

Students are not allowed to use the YMCA vending machines. A parent must accompany a child to the vending machine.



PROHIBITED FOODS

We are a nut free facility. Do not send any foods containing nuts to after school. Any food containing nuts will be confiscated.

Fried Foods, Cookies, Cakes, Swiss Rolls, Cinnamon Buns, Fried Potato Chips, Candy, Soda of any kind are prohibited. Please see HEPA (Healthy Eating and Physical Activity Standards in the Appendix Section. If a prohibited food item is in the child's lunch or snack the YMCA will confiscate that item and give to parent at the end of the day.

PROGRAM COMPONENTS

FIELD TRIPS



Children will go on at least one on or off site field trip during spring break and holiday breaks. Examples of on-site field trips are magic shows or Mad Science presentations. Field trip information and permission forms are provided to parents in the registration packet. Children cannot attend a field trip if the permission form has not been signed. Children must wear their camp shirts on field trips days. Please see field trip schedule located in the appendix. Attending trips is a privilege. Staff reserves the right to keep a child at the branch if we feel it is unsafe or hazardous for that child to attend the trip or the child's behavior warrants removal from the field trip.

TRANSPORTATION

ALL children **MUST** obey the following transportation rules:

1. Children are to leave the vehicle on the curbside of the road on the side of the vehicle at all times.
2. When preparing to enter or exit the vehicle, the children are to line up in and attendance on /off sheet.
3. Staff members will take attendance of all children that are being transported and will be checked frequently to account for the presence of all children.
4. Will use an orderly fashion to be accounted for. Parents are to be sure their child understands these rules.
5. Children are to be seated on the bus facing forward and listening to all staff.
6. Staff members will have a first-aid kit and Emergency contact information for each child.
7. Staff members with training in CPR and first aid will be present.

The following procedures are followed when transporting children:

- We must have a signed permission slip.
- One or more staff member will carry Drivers will be 18 years old and have a emergency medical consent forms and
- All proper loading and unloading procedures are followed.
- clean driving record with no DWI or DUI.

SWIMMING



Swimming is offered twice a week. Please check with your Family Services Director to determine what days your child's group goes swimming. 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.

Girls must wear a one-piece swim suit. Boys must wear swim trunks. Basketball shorts or t-shirts are not allowed in the pool. Swimming is a privilege. Staff may take away swimming or swim time for misbehavior.

Gate City Swimming

Students from Gate City will swim on Friday at Hayes-Taylor YMCA. Families can sign their child up for swimming on Thursday at the school. On Friday the children are who are signed up to swim board the YMCA bus and ride to Hayes-Taylor YMCA. Gate City Parents who signed their children up to swim will pick their children up from Hayes-Taylor YMCA.

Swimming Lessons

Swimming Lessons are provided on Tuesday afternoons. Families can sign up for swimming lessons at Hayes-Taylor YMCA. Families will need to complete a swim lesson form. Swim lessons are provided on a first come first serve basis. There are 5 spots for Gate City and 5 spaces for Hayes-Taylor. Swim lesson are \$7.00 per lesson.

Children who are at Gate City who have paid for and enrolled in swim lessons will ride the YMCA bus to the Hayes-Taylor on Tuesday and will participate in the lesson and then will join in the activities at Hayes-Taylor's after school program. Parents will pick children up from Hayes-Taylor YMCA on swim lesson days.

Animals other than fish or hamsters or guinea pigs are not a regular part of the after school program. If there is an occasion for animals to be present at the program, parents will be given written notification at least 48 hours in advance.

LESSON PLANS AND CALENDARS

Weekly Lesson plans and Monthly Calendars with special events and other important information are posted every week and are available upon

request. If you have any questions about the week or month's activities, please contact the family services coordinator.

HOMEWORK POLICY

Hayes-Taylor YMCA provides 30 minutes of homework time and will guide the children during homework time. We cannot force a child to complete their homework. Staff will provide quiet activities for the child to do during homework time if they choose not to work on their homework. Hayes-Taylor's staff does not provide individualized homework help. Please check over your child's homework each day to ensure it is completed correctly.

Tutoring is offered through McKnight Tutoring services for a \$40.00 monthly fee.

APPENDIX

Student Expectations and Affirmations

Swim Policy

HEPA Standards (Healthy Eating and Physical Activity Standards)

I am Special and Project Alert Letter (Alcohol and Drug Services Program)

Temperature Chart

NC Child Care Laws and Rules

AFTER SCHOOL EXPECTATIONS

1. Keep hands, feet and objects to yourself.
2. Use inside voices inside. Use outside voices outside.
3. Respect yourself, respect others and respect camp courage.
4. Be safe, be kind, be honest.
5. Always, always, always try your best.

STUDENT AFFIRMATIONS

I am bold! I am strong! I am Courageous!

I can learn anything, I can know anything, and I can be anything!

I have amazing potential and I will make good choices!



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YMCA OF GREENSBORO

SWIM TEST POLICIES AND PROCEDURES

**Please note these policies will be fully implemented by April 30, 2013.*

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 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.



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CHOICES WITHIN LIMITS

(HEPA) Healthy Eating and Physical Activity Standards

In response to a call by First Lady 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
Beverages	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.	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).
Family Engagement		
Food	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. 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 <i>whole</i> (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice). Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in <i>-ose</i> ; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of added sugar per serving.	

Standard	Early Learning	Afterschool
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Food (cont.)	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.	
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Infant Feeding	Promote and support exclusive breastfeeding for six months and the continuation of breastfeeding in conjunction with complementary foods for one year or more.	
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	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.	
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Physical Activity with children.	Y staff will model active living by participating in physical activities	
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	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.	
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Screen Time	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.	
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For more information or questions related to the Y’s HEPA standards, contact YMCA of the USA at 800-872-9622.

Alcohol and Drug Services

Substance Abuse Prevention Services
Alcohol and Drug Services of Greensboro
301 E. Washington Street, Suite 101
Greensboro, NC 27401

Dear Parents or Guardian,

This letter is to let you know about the *I'm Special* program in which your child will be participating for the next eight weeks. It is being taught in cooperation with the Hayes Taylor Memorial YMCA.

I'm Special is an evidence-based substance abuse prevention program that helps children realize their specialness. Students become more aware of their feelings and learn positive ways to deal with them. They develop greater sensitivity to others' feelings. Students learn cooperation, teamwork, how to make wise decisions, say "no" and solve problems.

The course is offered with the research-based knowledge that children learn more easily and are less likely to use drugs when their self-esteem is high. Classrooms that promote cooperation and communication help children raise their self-esteem. *I'm Special* is designed to make good programs better.

I will be in your child's classroom each Tuesday from 4:30-5:30. You are welcome to join us for any *I'm Special* session.

If you have any questions, please contact me through the Hayes Taylor Memorial YMCA.

Sincerely,

Ashley Hancock
I'm Special Leader

Substance Abuse Prevention Services
Alcohol and Drug Services of Greensboro
301 E. Washington Street, Suite 101
Greensboro, NC 27401

Dear Parent/Guardian,

We will be having a new program called Project ALERT in your son/daughter's after school program at the Hayes Taylor YMCA. Project ALERT contains eleven (11) lessons that focus on the most widely used drugs among youth today – alcohol, tobacco, marijuana, and prescription medications. The lessons are designed to teach young people to establish no drug use norms, develop reasons not to use drugs, and to resist pro-drug pressures. Project ALERT will include motivational activities, social skills training, and decision-making components that are delivered through group discussions, games, role-playing exercises, videos, and student worksheets. Ashley Hancock, a Prevention Coordinator from Alcohol and Drug Services of Greensboro, will be facilitating the classes.

Project ALERT helps to support the YMCA's commitment in promoting healthy students and safe schools. In addition, the lessons help to meet NC Essential Course Standards in Health.

Your child will be bringing home five homework assignments that will involve you in discussion, sharing responses and listening to oral reports. These Home Learning Opportunities will be for lessons 1, 5, 6, 8, and 9.

Please be aware that this process and your responses will not be shared in class. These activities provide you an opportunity to communicate with your child about these important issues. If for any reason you are not comfortable with returning your responses to me, we still encourage that you complete the assignment with your child. Research consistently shows that teens who learn a lot about the risks of drugs at home, from parents and other caregivers, are up to 50% less likely to use drugs than those who report learning nothing about the risks at home. The structured home learning opportunities within Project ALERT can help to focus discussion between you and your kids.

If you have any questions, please feel free to contact me.

Sincerely,



Ebony Burnett
Family Services Director
Hayes Taylor YMCA

GENERAL DAILY SCHEDULE

(Schedule is subject to change)

2:30-3:30 Arrival Activities

3:30-4:00 Health and Fitness Activities

4:00-4:30 Snack

4:30-5:30 Homework/

Outside Programs

5:30-6:00 Board Games

Outside Programming:

Financial Literacy

Step Team

Nutrition

First Lego League (Additional Cost)

McKnight Tutoring (Additional Cost)

HAYES- TAYLOR YMCA

After school Program

Parent Statement of Understanding

The following information is important for the safety and protection of your child (ren). Please read the information, sign this form and return it to the Family Services Department. Please keep and refer to your copy of the Parent Handbook. Your signature below indicates that you have received it.

I understand that I am not to leave my child (ren) at the Hayes- Taylor YMCA or the After school Program unless a staff member is there to receive and supervise my child (ren).

I understand that I am to be respectful of the YMCA property and its employees. If at any time my behavior or my child's behavior threatens the well-being of any program participant or staff member; me or my child can be escorted off of the YMCA property and removed from the program.

I understand that my child (ren) will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child (ren) must be listed with the center.

I understand that should a person arrive to pick up my child (ren) who appears to be under the influence of drugs or alcohol, for the child (ren)'s safety, staff may have no recourse but to contact the police.

I understand that the Hayes-Taylor YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the Parent Handbook and a copy of the North Carolina Child Care Law Summary sheet. I have read and understand the statements above.

Child (ren) Name (PRINT)

Parent/Guardian's Name (PRINT)

Parent/Guardian's Signature

Date