



**Camp Combe Parent Handbook
Service Corps Supplement**

Please note: There are several supplemental camper forms that Service Corps campers must complete. Please see website for details. All forms must be returned by June 1, 2017.

Drop-off/Pick-up Procedures

Camp hours:

Camp hours are Monday-Friday from 9:00 a.m. until 4:30 p.m. For our regular day program, morning drop-off begins at 8:30, afternoon pick-up ends at 5:00. Extended Care hours run from 7:30 a.m. until 6:00 p.m. (Pre-registration and pre-payment are required for Extended Care).

Unsupervised children will not be allowed on the camp property prior to 8:30 unless they are enrolled in the Extended Care program. Under no circumstances are children to be on Camp property before 7:30 a.m.

Arrival:

- **Car riders:** Parents/guardians dropping off children should follow posted directional signs to the "Rides In/Out" circle (lower lot). Counselors will be on hand to greet children, to help them out of the car, and to see them safely to their huddles. We ask that parents do NOT get out of their cars or turn off their engines to ensure that traffic moves smoothly and efficiently through the traffic circle. If you need to speak to a counselor or director, please proceed to our upper parking lot by the camp office after dropping off your child. All visitors MUST sign in at the office before proceeding onto the camp grounds.
- **Bus riders:** Campers are encouraged to arrive at designated bus stops **at least 10** minutes prior to pick-up times. Buses cannot be held for late arrivals. Parents must remain with their child until he or she has boarded the bus. A bus schedule for all routes is included in this packet.
- **Late arrivals:** Any child who arrives at camp after the official start of the camp day (9:00 am) but before 9:30 AM may be dropped off in the rides in circle. Because our camp day has already begun, we have limited staff available for escorting. Therefore, children arriving during this time period may be required to wait for a brief period before being escorted to their camp groups. Parents of campers arriving after 9:30 must check their child in at the camp office and will be asked to escort their child to their ongoing activity.

Departure:

PIN Numbers: For safety purposes, when registering, parents are asked to provide a four digit PIN number for their campers (please assign siblings/carpool members the same number). Children will be released ONLY to individuals with knowledge of their PIN number. If you need to have someone pick up your child but they will not have your pin number for whatever reason please contact the office and have them added to your Pick-up Authorizations. Parents wishing to make changes to their Pick-up authorization sheet or their child's PIN number must do so in writing.

PLEASE NOTE: To ensure that cars do not interfere with this process, our upper and lower lots WILL BE CLOSED until 4:30. If you arrive before 4:30, you must find a different location to park while waiting for your child. As there are limited places for this along Peekskill Hollow Rd, we recommend that you do not arrive before 4:30.

- **Car riders:** As in the morning, parents/guardians picking up their children should follow posted directional signs to the "Rides In/Out" circle. The counselor assigned to Rides Out duty will ask you for your child's PIN number. Once the number has been verified, your child will be paged and counselors will be on hand to help them into the car. Once again, parents are asked to refrain from getting out of their cars. Parents wishing to speak to a director or counselor should proceed to the camp office parking lot.

Departure Continued

- **Bus riders:** Parents are encouraged to arrive at the bus stop **at least 10 minutes** prior to the designated pick-up time. Bus counselors cannot release children unless a parent/guardian is present (with knowledge of PIN number). In instances when a parent is not present at the bus stop, the child will be taken to the last stop for that particular line and will be supervised at that location until the parent arrives. Late fees (see below) will apply.
- **Early departures:** If you need to pick up your child early from camp, you must arrive BEFORE 4:00. To ensure the safety and orderly dispersal of our campers, we CANNOT accommodate pick up of any kind between 4:00 and 4:30. If you need to pick up early, please notify the camp office in writing on or before the day in question. Early dismissals are done at the main office where you will be asked to sign your child out and to provide his or her PIN number before leaving.

PLEASE NOTE: Our early departure procedures are designed for occasional, unavoidable circumstances ONLY, and are not to be used as a regular alternative to rides out. We ask families to please understand that early pick up puts a strain on our system and should only be used when necessary. If you will need to pick up your camper early more than once during any given week the person picking up the child will be asked to sign in at the camp office and retrieve the child from their activity.

- **PM Extended Care:** For afternoon extended care, pick up takes place in the upper lot. Pull in, park car and look for staff member (red shirt) at top of path to pool. You will be asked to provide your child's PIN number.
- **Late fees:** Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 15 minutes (between 6:00-6:15) and an additional \$5 for every 10 minutes thereafter. Late fees are to be paid at the time of pick-up.

Trip Departure & Return

Departure: Service Corps campers will be leaving for their community service projects during the second week of each session. Please see the charts on the next page for information on specific trip schedules. On these days, late arrivals cannot be accommodated. Campers must arrive at Camp Combe NO LATER than 9:00 AM.

A Typical Service Corps Session

The Service Corps program runs in two week sessions. During week one, Monday – Thursday, campers spend their days at the Camp Combe YMCA. On the first Friday of the 2 week session campers will enjoy a day trip to the Durland Scout Center where they will be able to enjoying a wide range of wilderness activities including kayaking, canoeing, rock climbing, and mountain biking as well as traditional day camp activities.

Week One	
Monday	Camp Combe
Tuesday	Camp Combe
Wednesday	Camp Combe
Thursday	Camp Combe
Friday	Durland

For 3 days during week 2, a co-ed team of 12 campers and 2 staff travel to a nearby work-site to complete the volunteer project.

Session 1/2

Week Two	
Monday	Camp Combe
Tuesday	Closed for 4th
Wednesday	Trip
Thursday	Trip
Friday	Trip

Sessions 3/4 & 5/6

Week Two	
Monday	Camp Combe
Tuesday	Trip
Wednesday	Trip
Thursday	Trip
Friday	Camp Combe

Session 7/8

Week Two	
Monday	Trip
Tuesday	Trip
Wednesday	Trip
Thursday	Camp Combe
Friday	Camp Combe

Swimming

In the Adventure Bound program, your child will have an opportunity to swim every day. At Durland, campers will swim in designated swimming area in a lake. At Camp Combe, they will swim in our on-site pool. At certain work site locations, swimming may be possible. When this is the case, we will bring our own lifeguards to these locations to ensure your child's safety while swimming off-site. In addition, the New York State Dept. of Health requires that all children have parental permission to swim at off-site locations. This form is included in your supplemental form packet and should be returned with your other forms.

Regardless of where swimming occurs, campers must pass a swimming proficiency test before being allowed to swim in the deep end of the swimming area. In addition, campers will have a designated swim buddy at all times in the waterfront area. Buddy checks will be held every 15 minutes. Rules prohibiting reckless or unsafe behavior in the swimming area will be strictly enforced.

Boating

While at Durland, your child will also have the opportunity to canoe and kayak. All boating activities occur under the close supervision of our Adventure Director. Campers are required to wear Personal Flotation Devices (PFDs or life vests) at all times while on the water.

Lunch/Snack

Please send your child to camp with a healthy lunch and beverage in an insulated bag that is clearly marked with your child's full name. While water is available in multiple locations throughout the camp day, we do encourage campers to bring a bottle of water to camp each day. Please do NOT send candy, gum, soda, glass containers or items requiring refrigeration.

An afternoon snack and beverage will be provided to children each afternoon. Please do not send money to camp with your child. If your child has any dietary restrictions please send in an appropriate snack from home. Once again, please refrain from sending soda, gum, candy or items requiring refrigeration.

What NOT To Bring

Please do not allow your child to bring toys or any item of monetary or sentimental value to camp. This includes such distractions as **I-Pods, hand held gaming systems (DS Lite, PSP), trading cards, and water guns**. We cannot be responsible for the loss, theft, or breakage of such items.

No cell phones, please! (Campers can use/be reached via office phone, if necessary).

Gameboys, cell phones, I-Pods, and other similar objects WILL BE confiscated by our camp staff if they are seen outside of a child's backpack. These items will be placed in the camp safe and will be returned to the PARENT ONLY. Parents must come into our camp office to retrieve confiscated items.

Medical/emergency information

Health forms:

There are 2 sets of health history forms to be completed. The first form is called the Camper Information Form and can be filled out online by logging back into your online account and reviewing your registration. Please be sure to complete 1 form per camper. The other forms, which are available on the FORMS page of our website at <http://campcombe.ymca-cnw.org>, should be printed out and brought to your child's pediatrician for completion. **All forms should be completed and submitted to the camp office no later than May 1, 2017.** Forms submitted after this deadline will be subject to a \$30 processing fee.

Medication:

Whenever possible, please administer all medications at home. If medications must be given during camp hours, please carefully review the following information. **Our staff cannot administer medicine to any child without written permission from BOTH the camper's physician and the parent/guardian. Permission for medication can be indicated on the Health Form** (see previous section for link). This portion of the form must be completed for BOTH prescription and over-the-counter medication.

Note: All prescription medication must be kept in the actual container in which it was received from the pharmacy. The container should include the prescribing doctor's name, name of medication, procedures for use, and the child's name. Any medication sent to camp **MUST** be checked in at the camp office or with your designated bus monitor. Do not rely on your child to deliver medications.

Illness and emergency procedures:

Please notify the camp office if your child is diagnosed with a communicable disease so that we may determine what date your child may be reasonably expected to return. A physician's written permission to return to camp may be required.

If a camper becomes ill during the camp day and is unable to participate in activities, the parent/guardian will be notified. Based on guidelines provided by the American Academy of Pediatrics, it is our policy that any child displaying one or more of the following symptoms must be picked up by a parent or guardian as soon as possible:

- A fever of 100 degrees or higher
- Vomiting, diarrhea
- Visible symptoms of contagious illness (e.g., "pink" eye)
- Head lice or similar parasitic infestation

A child cannot return to camp until these symptoms have been absent for a minimum of 24 hours and/or a physician has approved their return. In addition to these conditions, children deemed too ill to participate in camp activities—based on the discretion of our Health Director—will be sent home, even in the absence of the symptoms listed above.

If a camper is hurt, the Health Director or an authorized member of the day camp staff will administer immediate first aid. If the situation should require immediate medical attention, the Camp Director or a member of the camp staff will attempt to contact and inform the parent/guardian as soon as circumstances permit. In the event that the parent/guardian cannot be reached, the emergency contact person will be called. The Camp Director or another staff member will call the designated physician and/or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the camper to the hospital and stay until the parent/guardian arrives and transfers the camper into their custody.

Behavioral guidelines/policies

Camp rules: To ensure that camp is a safe, pleasant, and fun-filled environment for all campers and staff, our basic camp rules are clearly communicated and consistently enforced. They include:

- Treat others with respect (No hitting or hurting)
- Respect authority (Follow directions)
- Stay with your group
- Play fair and be a good sport
- Use appropriate language at all times
- Respect the environment

An emphasis on the positive: We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. Our counselors are trained to be constantly on the look out for opportunities to praise or otherwise reinforce appropriate behavior. Common reinforcements include (but are not limited to): verbal praise, a high-five or hug, value beads, and/or camp-wide recognition (for example, being named "Camper of the Week" and "Honor Camper").

Managing inappropriate behavior: Most behavioral infractions can be dealt with quickly and easily. Counselors are trained in a graduated approach to dealing with misbehavior that takes into account both the severity and frequency of the behavior. Typical responses, in order of magnitude, include:

1. Verbal reminder/Redirection
2. Removal from activity for brief period
3. Character Development Assistance Form ("write up")
4. Call to parent/guardian

Camp-home partnership: Sometimes families have specific concerns regarding their child's behavior or are working in the home and school to modify certain behaviors. Our camp staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with Diane Vitetta, Assistant Camp Director, about these types of issues. We will be happy to include your child's counselor(s) in a discussion with you regarding specific approaches or concerns.

Suspension/expulsion: While it is our hope and expectation that these procedures and a strong camp-home partnership will promote positive behavior (and minimize behavioral problems), serious and/or chronic disciplinary problems can occur. In these cases, suspension or expulsion may be necessary.

The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, and weapons possession. Campers found in violation of any of these rules may be sent home immediately.