

CAMP COMBE YMCA Parent Packet



Camp Combe YMCA 684 Peekskill Hollow Road Putnam Valley NY 10579 (845)526-0808

Camp Combe parent pack
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Contact Information

845.526.0808 – Office Phone

Bonnie Fogarty, Executive Director (ext 104)
bfogarty@ymca-cnw.org

Diane Vitetta, Assistant Director (ext 104)
dvitetta@ymca-cnw.org

Shannon Sullivan, Program Director (ext 101)
ssullivan@ymca-cnw.org

Angelina Leone, Office Manager (ext 100)
campoffice@ymca-cnw.org

Attendance Office (for absence, late arrival/early dismissal)
attendanceoffice@ymca-cnw.org

Health Director 914.774.0939
Healthdirector@ymca-cnw.org

Adventure Bound
adventurebound@ymca-cnw.org

Camper Support 914.806.6502
campersupport@ymca-cnw.org

Extended Care 914.804.3017

Contacting us:

If you have questions, concerns, or suggestions regarding your child's day or the operation of camp in general, we would be happy to speak with you. Please do not hesitate to contact us.

If you are sending a note for your child's counselor or the camp office, please DO NOT entrust it to your child for delivery. We ask that all written communication be handed directly to bus counselors or rides-in staff.

Drop-off/pick-up and other daily logistics

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 9:20 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 9:20 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.
- **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.

Absences:

It is not necessary to notify the camp office if your child is going to be absent on a given day. However, it is helpful for us to know if a child is missing camp due to a communicable disease (for example, the stomach flu, strep throat or "pink eye"). In such cases, please contact the camp office by phone at (845) 526-0808 or by e-mail at attendanceoffice@ymca-cnw.org. Days missed are not refundable.

Parent visits:

Please feel free to visit the camp between the hours of 9:30 and 3:30. Parents and other visitors are always welcome at Camp Combe. For the safety of the children, a visitor's pass must be obtained from the camp office.

Bus Stops and Pick-Up/Drop-off Times

Route	Stop	AM Pick Up	PM Drop-Off
Mahopac	United Methodist Church (East Lake Blvd)	8:10 am	4:30 pm
Millwood	Side lot of Drug Mart	8:25 am	4:50 pm
Ossining	Arcadian Shopping Center	8:15 am	4:50 pm
Peekskill	Louisa St Parking Lot	8:25 am	4:40 pm
Pleasantville	Pleasantville Middle School (Romer Ave)	8:00 am	5:10 pm
Somers	Back lot Somers Middle School	7:55 am	4:50 pm
Tarrytown	Walgreens Plaza	8:00 am	5:00 pm
White Plains	White Plains Family YMCA (Mamaroneck Ave)	7:55 am	5:20 pm

Revised: 5/9/18

Please note: Because routes depend on enrollment, these times may be subject to change. The Camp Combe YMCA also reserves the right to cancel any route in the event of lower than expected enrollment. You will be notified via phone or e-mail if changes are made to this schedule.

Please arrive at the bus stop 10 minutes before pick-up and drop-off. The bus must leave promptly at the scheduled time to ensure safe and efficient transportation of children.

A typical day at camp

Daily schedule: The schedule below is an example of a typical schedule. It may not map directly onto your child's experience, but will give you a feel for what a typical day is like. For more information about your child's actual day-to-day schedule, please contact the camp office.

7:30	Extended Care opens
8:30	Rides In begins
9:00	Huddle time
9:30	Assembly
10:00	Activity 1
10:45	Activity 2
11:45	Lunch
12:30	Activity 3
1:30	Swim time (varies by age group)
2:30	Activity 4
3:00	Activity 5
3:45	Snack/Canteen
4:15	Closing Assembly
4:30	Rides Out/Extended Care begins
6:00	Extended Care ends

Swimming:

Children will swim on a daily basis, weather permitting. Swim lasts 30 minutes and in most cases will occur in the afternoon hours. Swimming lessons for beginning to advance swimmers are available at an additional cost and are done in 2 week sessions (weeks 1-2, 3-4, 5-6 & 7-8). Children receive two lessons per week during their swim period. Lessons will be taught according to the American Red Cross Water Safety Instruction program.

"Deep Water Swim" Assessment

Before campers can swim in water greater than chest deep they must have their swimming ability assessed yearly in accordance with the NYS Department of Health. Campers only need to be assessed if they want to swim in water greater than chest deep.

To determine if a camper is a "deep water swimmer" they must complete the following assessment with no breaks:

- 1) Enter water greater than chest deep and completely go underwater
- 2) Tread Water for 1 minute
- 3) Maintain position on back for 1 minute
- 4) Swim 40 yards using any stroke/combination of strokes. Dog paddle is not acceptable.
- 5) Spin 360 degrees & orient to the exit
- 6) Exit water safety

These campers are designated with a "deep water swimmer" swim band during camp. Campers **MUST** have their swim bands to swim in the deep end of the pool. There is a charge of \$1.00 to replace lost swim bands.

What your child will need

What should we pack EVERY day?

Every day your child should bring the following items to camp:

- Sneakers & socks are mandatory every day
- Weather appropriate clothing
- Bathing Suit & Towel
- Change of clothes (no matter what age)
- Healthy Lunch & reusable water bottle
- Sunscreen (as needed)
- A bag or backpack to place all items needed for camp; everything your child needs for camp must fit and stay in one bag

******ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME******

Clothing

Campers should come dressed in comfortable clothes that **CAN** get dirty. **Sneakers only, please** (no open-toe shoes, sandals, crocs, or flip-flops). For safety reasons, a child that arrives to camp in open-toe shoes of any kind will not be allowed to participate in camp activities. Parents will be called to pick up child (or deliver shoes). A bathing suit and a towel are required every day. Children's things should be packed in a backpack.

Sunscreen:

Children should have sunscreen applied at home every morning before camp. Sunscreen will be provided for campers for re-application in the early afternoon. Campers will not be allowed to enter the pool area until sunscreen has been re-applied. If your child needs assistance applying sunscreen or has allergies to skin care products, please be sure to indicate this on camp forms or send an e-mail to campoffice@ymca-cnw.org.

Lunch/Snacks:

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, please send your campers to camp with a **bottle of water each day**. Please do **NOT** send candy, gum, soda, glass containers or items requiring refrigeration.

An afternoon snack 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.

SOCCER CAMP: If your child is participating in our soccer camp program, they should bring cleats, regulation shin/ankle guards, and a water bottle. Please don't send them wearing their cleats, as they will also need regular sneakers for a significant portion of the day.

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:

- Electronic devices (I-pods, Cell phones, cameras)
- Hand held gaming systems
- Water guns
- Trading cards (Pokémon, magic, sports)

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).

Please note: Electronic toys, 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**. This means that 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.

Form 1) Must be filled out online by logging into your online account and reviewing your registration. Please be sure to complete 1 form per camper.

Form 2) Is 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 1st. 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. Additional forms are available in our camp office.

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 Health Director 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 temperature of 100 degrees or higher
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Visible symptoms of contagious or communicable illness
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- 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 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 staff 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.

Some examples of unacceptable behavior include but are not limited to:

- Physical aggression on the part of a child or parent
- Use of foul language by child or parents • Disrespectful / Intolerant words or actions
- Disrespect to staff, children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required forms
- Habitual tardiness when picking up child.
- Bringing a gun, knife etc to the program
- Failure to pay or habitual lateness in tuition
- Parent or Child exhibits verbal abuse to staff in front of enrolled children

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.