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# Summer 2025 Parent Handbook

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## **OUR MISSION**

The YMCA of Central and Northern Westchester is committed to building strong kids, strong families, and strong communities throughout our area. We are a charitable, not-for-profit organization that welcomes all people regardless of age, race, religion, or economic status and strives to enrich each and every life through a unique, dynamic combination of programs that strengthens spirit, mind, and body.

[campcombe@ymca-cnw.org](mailto:campcombe@ymca-cnw.org)

(845) 526-0808

871 Peekskill Hollow Road

Putnam Valley, NY, 10579

# YMCA Camp Combe

## Camp 2025 Dates

Week 1 (Pro-Rated Week): Monday, June 30th - Thursday, July 3rd

**\*No camp on Friday, July 4th\***

Week 2: Monday, July 7th - Friday, July 11th

Week 3: Monday, July 14th - Friday, July 18th

Week 4: Monday, July 21st - Friday, July 25th

Week 5: Monday, July 28th - Friday, August 1st

Week 6: Monday, August 4th - Friday, August 8th

Week 7: Monday, August 11th - Friday, August 15th

Week 8: Monday, August 18th - Friday, August 22nd

Week 9:

**\*Pick Your Day Week\***

Monday, August 25th - Friday, August 29th

**Save the Date:**

**Saturday, June 28th / 11 AM - 1 PM  
Parent Open House**

**Wednesday, July 16th / 6 PM - 8 PM  
Friends and Family Night @ Camp Combe!**

**SAVE THE DATE**

## Welcome to the YMCA of Central & Northern Westchester

Dear YMCA Family,

Thank you for choosing YMCA Camp Combe for your summer camp experience! For 25 years, the YMCA has been proud to provide high-quality, affordable camp to our local community.

At Camp Combe, we offer your child the chance to grow, explore, and create memories in a community where friendships last a lifetime. Through a variety of exciting and engaging activities, we instill the core YMCA values of caring, honesty, respect, and social responsibility. Our camp provides a safe, nurturing environment for children and peace of mind for parents, knowing their kids are supported by a team of caring, highly trained staff.

Our camp operates under the regulations of the Putnam County Department of Health, ensuring the highest standards of safety and quality. Please note that your child's file is subject to random inspection by the Department of Health, so it's essential that all registration forms are completed prior to their enrollment.

We encourage you to take a few moments to review our parent handbook. Inside, you'll find detailed information about our programs, policies, and procedures to help you and your child prepare for an amazing summer. Our goal is to not only provide a memorable camp experience but also deliver outstanding customer service.

If there's anything we can do to make your family's experience even better, please don't hesitate to reach out. Thank you for trusting us to be part of your child's journey this summer!

Warm regards,

**Shannon Sullivan**  
**Director of Camp and Teen Services**

**Mat Bruno**  
**Senior Program Director**



# General Information



## Shannon Sullivan

Director of Camp & Teen Services  
ssullivan@ymca-cnw.org  
914-949-8030 x 214

## Mat Bruno

Senior Program Director  
mbruno@ymca-cnw.org

## Camp Office

camp combe@ymca-cnw.org  
(845) 526-0808

## Health Director

Healthdirector@ymca-cnw.org



## What to Bring to Camp

**\*Please label all belongings\***

- Sneakers and Socks
- Weather appropriate clothing
- Bathing Suit / Towel
- Change of clothes
- **Reusable water bottle**
- **Healthy lunch**
- Backpack / bag for personal items
- Bead Necklace

\*We do not provide lunch. Please bring every day\*



## Do NOT Bring to Camp

- Cell Phones / Other Electronic Devices
- Personal Property of value

Campers can use or be reached via the office phone if necessary. We are not responsible for any lost, stolen, or broken devices / property. If this policy is not followed, these items will be placed in the camp safe and will be returned to the PARENT ONLY.



## Hours of Operation

The Camp Combe Office is open daily during the camp season from 7:30 am - 5:00 pm.

Camp operating hours are Monday through Friday 8:30 am - 5:00 pm. Please see below for specific drop-off and pick-up times.



## Lost and Found

Photos of lost and found will be uploaded to our website weekly. If you notice any items belonging to your camper, please inform the office so we can put the object back in your camper's backpack. If the camper is no longer at camp, we will coordinate with you to arrange a pickup for the item.

\*Items will be donated at the end of summer\*



## End of Day Snack

One light snack is provided by the YMCA every afternoon. You may send additional snacks and water. Candy/chewing gum and soda are not allowed at camp.

If your child has any dietary restrictions please record them on the registration and inform YMCA staff.

# Transportation



## Arrival / Departure

### Parent Drop-Off:

Parents/guardians dropping off children should follow posted directional signs to the "Rides In/Out" Circle (lower lot). Camp staff will be on hand to greet children and get them out of their cars. We ask that parents do NOT get out of their car or turn off their engines to ensure traffic moves smoothly throughout the parking lot.

### Parent Pick-Up

For afternoon pick up - please follow the same morning procedure when entering the "Rides In/Rides Out" lot. This lot does not open until AT LEAST 4:15 pm after buses depart. Any arrival early will be turned away and asked to return at 4:15 pm UNLESS the buses departed early. Once in the lot, staff will ask for your child's PIN number. Once the number has been verified your child will be paged and staff will walk them to the car. Any parents wishing to speak to staff are asked to proceed to the main office.



## PIN Number

**\*For Car, Bus, and  
Extended Care Pick-Up\***

For safety purposes, when registering, parents are asked to provide a four-digit PIN number for their campers. 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 Authorization. Parents wishing to make changes to their Pick-up authorization sheet or their child's PIN number must do so in writing.



## Bus Travel

### Morning Arrival

Campers are encouraged to arrive at their designated bus stop at least 10 minutes prior to pick-up times. Buses cannot be held for late arrivals. Parents must remain with their children until they have boarded the bus.

### Afternoon Departure

We do our best to get the buses out of camp in as timely a fashion as possible. Parents are encouraged to arrive at the bus stop at least 10 minutes prior to the designated pick-up time. Upon buses arrival, at the stop, the counselor will ask the parent/guardian their child's PIN Number. Once the number is confirmed the child will be let off the bus. In the event of a delayed departure, or extreme traffic, parents will be notified via remind.



## Extended Care

### Parent Drop-Off:

Extended care drop-off begins at 7:30 am at our main office parking lot. Please pull into the lot and a staff member will greet you underneath the big spruce tree. Drop-offs for extended care end at 8:25 am.

### Parent Pick-Up

Pick up for extended care is from 5:00 pm-6:00 pm from our main office parking lot. Please pull in and park. Staff will meet you and ask for the child's PIN before releasing them.

# Drop-Off / Pick-Up Locations / Late Arrivals

Drop off/ Pick up Location	Morning Drop Off Time	Afternoon Pick Up Time
Camp Combe Rides In/Out	8:30 am - 9:00 am	4:15 pm - 5:00 pm
Camp Combe Extended Care	7:30 am - 8:25am	5:00pm - 6:00 pm
Croton Bus Stop: Happy Hearts on Hudson Day Care Parking Lot	8:10 am	4:50 pm
Millwood Bus Stop: Side lot of Drug Mart	8:15 am	4:20 pm
Ossining Bus Stop: Arcadia Shopping Center	7:55 am	5:10 pm
Peekskill Bus Stop: Louisa Street Parking Lot	8:20 am	4:30 pm
Pleasantville Bus Stop: Pleasantville MS (Romer Ave)	8:00 am	5:00 pm
Somers Bus Stop: Somers Middle School	8:00 am	4:30 pm
White Plains Bus Stop: White Plains YMCA (Hamilton Ave)	8:00 am	5:00 pm (extended care available until 6:00 pm - additional registration required)
Yorktown: TBA	TBA	TBA



## Late Arrivals/ Early Dismissal

For the safety of the campers and staff, there will be no late arrivals accepted after **10:30 am**. Please bring your camper to the main office, and our staff will bring your camper to their village.

Any camper needed to be picked up early can do so no later than **3:00 PM**. This is because of transition time to the main field for closing and dismissal. Please park at the top lot, and walk to the main office to sign your camper out.

\*Please call or email the office for any early dismissal prior to 11:30 am.\*



## 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 [campcombe@ymca-cnw.org](mailto:campcombe@ymca-cnw.org).

\*Days missed are not refundable.\*

# Swimming



## Swim Program

Under the direction of our Aquatics Director, Water Safety Instructors, and Red Cross trained lifeguards, campers are afforded one 45-minute swim period each day. On days with high heat, we provide “extended swim” for each village.

Campers are assigned a “buddy” that must remain in close proximity to them throughout the duration of swim. Additionally, our Aquatics Director conducts a “buddy check” every 15 minutes where campers find their buddy and relocate to their counselor, where a head count and a face count are conducted. This is to ensure the safety and well-being of our campers.



## Swim Evaluation

At the beginning of each week, campers have the [option](#) to be “deep water swim assessed” by our Aquatics Director. This assessment allows our staff to see who is capable of swimming competently in the deep section of the pool. If qualified, your camper will receive a colored necklace that must be worn at all times in the pool. \*Campers must retake the test each summer to ensure their skills are up to date.\*

This assessment consists of swimming 40 yards (any stroke except doggie paddle), treading water for 1 consecutive minute, floating on your back for 1 consecutive minute, turning 360 degrees in the water, and safely exiting the pool.



## Swim Lessons

We offer swim lessons for Mini Camp and Berkshire campers that are conducted by our Red Cross certified water safety instructors twice a week. This is included in your registration pricing. Our progressive curriculum is designed to build foundational swimming skills, ensuring campers understand the basics of water safety and technique. Each session is tailored to accommodate varying skill levels, promoting confidence and enjoyment in the water.

In the Summer of 2025, we introduced a new program that parents can register their camper for. Our new swim lesson program is available for ALL ages and skill levels, providing a more progressive and in-depth experience. Offered after our traditional camp day, this program is designed to enhance campers' skills significantly, focusing on advanced techniques and personalized instruction. With a commitment to individual growth, campers will see tremendous improvement in their swimming abilities.



\*Note\*



Campers are allowed to take the deep water assessment until they are successful. If our Aquatics Director deems your camper is not able to swim in the deep end, they will still be allowed to swim in the shallow section up until the designated buoy line.

Campers who forget their deep water band will NOT be able to swim in the deep water. If a band is lost, one replacement will be provided.

# Health and Safety



## Health Forms

A current physical from your child's physician is required in order to attend camp. If your child has any allergies or requires additional medicine throughout the day, the two forms below must also be completed. All forms must be completed and submitted to the camp office by May 1st.

1. Medication Consent Form
2. Allergy Emergency Care Plan\*
  - \*only needed for emergency medications\*



## Illness / Injury Policy

For the welfare of other children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night. 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 at any time the staff feels that a child is too sick to remain at camp, the parent will be called. **A parent, guardian, or emergency contact must pick up the child within 30 minutes of receiving the phone call.** If the parent or designated emergency contacts cannot be reached or are unable to pick up the child within 30 minutes, or if the child's symptoms worsen, staff members are authorized to call medical personnel or 911 for assistance. If necessary, a staff member will accompany the child to the hospital and remain with them until a parent or guardian arrives.



## Medications

Whenever possible, please administer all medications at home. If your child must take prescription medication during the camp day, they must be able to self-administer the medication. If medications must be given during camp hours, please carefully review the following information:

Our staff cannot oversee the administration of medication to any child without written permission from BOTH the camper's physician and the parent/guardian. A camper must also be able to recognize and self-administer medications in order to take them while at camp. Permission for medication and self-administration must be indicated on the Medication Consent Form. 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 the 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.

**Continue to Next Page  
for more information**



# Health and Safety



## Illness / Injury Policy Cont.

A child will be sent home if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease (Pink eye, chickenpox, fifth disease, etc.)
- Severe cold with fever, coughing, unclear mucus
- Throat infections, such as strep or Bronchitis
- Head lice or similar parasitic infestation

If a camper is injured, 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.

Our Camp staff are instructed to call the designated physician and/or local emergency unit for treatment and/or transportation to a hospital. If necessary, a staff member will accompany the child to the hospital and remain with them until a parent or guardian arrives to transfer the camper into their custody.

This policy is for the safety of all the children and staff.

**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



## Emergency Drills

We strive to be prepared for any potential emergency situations. We will run weekly drills to help prepare and familiarize campers and staff with these procedures. Examples include; fire drill, lost camper drill, emergency evacuation, and shelter in place.



## Individualized Needs

The YMCA strives to provide programs that include children of all abilities. Our goal is to provide high-quality child care with highly qualified staff to enable your child to have a fun, successful, and enjoyable learning and social opportunity.

Camp is open to all students without regard to disability. Students with disabilities are invited to participate in our program as long as they can do so without 1:1 support, or with assistance of a qualified 1:1 aid from a partnering service provider. The YMCA will review the needs of each student, including but not limited to a review of the student's Individualized Educational Program (IEP), to determine appropriate and necessary staffing to ensure the safety and quality of the program for all students. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

# Billing, Registration, & Scheduling

**\*\*Contact the Camp Office, for any questions regarding scheduling, cancellations, billing, or registration.\*\***



## Financial Assistance

Financial assistance is available to those families who demonstrate sufficient need and provide the required documentation. Interested families may request a financial assistance form and submit to the YMCA administrative office. Eligibility for financial assistance will be determined upon the availability of space and funds, review of the information given, and letter of intent.



## IRS/Tax Statements

We recommend that parents keep a record of payments for IRS purposes. Credit card statements and/or canceled checks will serve as your receipt of payment. We will not issue end-of-year tax letters. A dependent care receipt can be found on our website.

Our tax I.D. number is 13-1740518



## Refund Policy

Prior to May 1st, your \$100 deposit is refundable or applicable to the total balance due. Any payment made before May 1st above your \$100 deposit is non-refundable. On and after May 1st, refunds of any amount are not available, only credits for your \$100 deposit will be issued. Credit can also be applied to our school-age programs for the 2025-2026 school year or Camp in Summer 2026.



## Payment Policies

There is a \$100 deposit due per week at the time of registration. The final payment is due in full by May 1st. Unpaid balance will be subject to cancellation. Any family needing a payment plan should reach out to the Camp Office at the time of registration. No payment plans will be set up after May 1st.



## Tiered Pricing

Camp Combe YMCA strives to serve all families regardless of their ability to pay. We offer flexible pricing 'tiers' for our summer camp programs. All campers have the same camp experience regardless of what their parents pay.

Tier 1: A subsidized rate that only covers the basic costs associated with attending camp including, staff salaries and supplies.

Tier 2: Most accurately accounts for the true cost of operating camp including staff salaries, supplies, wear and tear on equipment, facility updates, and depreciation. [Please pay Tier 2 cost if you are able.](#)



## Schedule Changes

If for any reason you need to change the weeks your camper is registered, please reach out to the Camp Office directly. Schedule changes can be accommodated up until May 1st with no penalty. After May 1st, schedule changes will only be accepted if there is NO waitlist for the week.

# Parental Participation & Expectations



## Communication

We believe that communication and cooperation between parents and YMCA staff is invaluable to providing and maintaining the highest quality summer camp for your family. Please make every effort to read any materials that are emailed or posted to our website/social media. Most of our information will be sent out via email - make sure to add the YMCA Constant Contact and Camp Doc to your safe sender list. Parents are also welcome to communicate with admin and summer leadership staff throughout the summer. Summer Leadership is available via email or can be reached on the phone numbers listed above.

\*Please communicate any changes in [your](#) information, such as address, phone number, billing information, approved pick up personnel, etc.\*



## Confidentiality

Information that families give to the YMCA will be shared with other staff, [only](#) on a need to know basis. No information about a YMCA family may be released to another agency without the written consent of the family [unless required by law](#).



## Parent Feedback

The YMCA will periodically send electronic surveys to parents during the summer and school year, offering a voluntary opportunity to share anonymous feedback about the program and our service to you and your child. Your participation is strongly encouraged, as it helps the YMCA continuously improve and achieve program excellence.



## Participation & Appropriate Behavior

The YMCA welcomes your comments and staff are always available to discuss any aspect of the program. Parents are reminded that all interactions with children (theirs or others) and staff must be positive in nature. Any parent engaging in any negative interaction with any child or staff will face immediate removal from the program and termination of their child's future participation.

The YMCA is a drug, alcohol, smoke, and weapons-free organization. Possession of illegal drugs, alcohol, or a weapon of any kind may result in immediate termination of services and notification of legal authorities. If a parent/pick-up person arrives to pick up a child and it is evident that the person is under the influence, we will suggest that they call someone else to pick up. If they are not willing to call someone else or leave with the child, the police will be notified.

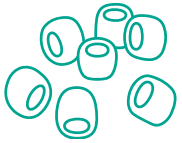


## Emergency Contacts

Your emergency contacts play an important role and should be aware of their responsibilities. They can include neighbors, family friends, or relatives near the camp who can pick up your child promptly. Phone numbers must be updated regularly. If neither you nor your contacts can be reached in an emergency, you authorize the YMCA to take necessary actions for your child's well-being, including arranging medical care, resuscitation efforts, and transportation to an emergency room.

# Behavior Management

The YMCA knows that the best way to provide a positive and meaningful experience in any of our programs is to create a space where children are free to learn, explore and make mistakes. In keeping with our mission and emphasis on positive reinforcement, our behavior management techniques utilize our four core values of caring, honesty, respect, and responsibility to encourage campers of all ages to respond to situations in an appropriate and meaningful manner.



## YMCA Values & Bead Program

Our values and bead system rewards campers for making positive choices and guides them in decision-making. By collaborating with parents, we create an environment where campers can grow and develop essential skills, fostering their journey to becoming well-rounded and successful individuals.



## Theme Weeks

Our camp offers themed weeks that inspire creativity, teamwork, and personal growth. Campers explore new skills and participate in activities that promote teamwork and communication. This proactive approach to behavior management not only enriches the camp experience but also fosters a supportive and positive community.

## Behavior Management Techniques

At YMCA Camp Combe, we focus on behavior management by considering each child's unique needs, including reviewing their Individualized Education Plan (IEP) if applicable. We maintain strong communication with parents to ensure consistency between home and camp strategies. Staff are trained to provide support through positive reinforcement, structured routines, and individualized instructions, creating a nurturing environment where every child can thrive.

Positive behavior management is a process of teaching children to behave appropriately while respecting the right of the individual child, the group, and the adults. Misbehavior is seen as a chance to educate a participant about appropriate behavior.

We use positive behavior management by:

- Planning ahead
- Reinforcing
- Modeling
- Intervening
- Redirecting
- Removal from activity
- Showing encouragement
- Reflection

It is understood that all children require firm and consistent limits and that no child will be permitted to endanger themselves, others, or to damage property. In accordance with NYS Child Care Practices, if necessary, physical intervention may be used to keep a child out of danger. Physical intervention uses the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others. Picking up a child, holding the child's hands, or gently touching their body to direct their movement allows the child to regain self-control as quickly and safely as possible.

# Bullying Statement

The YMCA is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. 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, we will take the necessary steps to eliminate such behavior.

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 – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, etc. Cyberbullying can involve:
  - Sending mean, vulgar, or threatening messages or images;
  - Posting sensitive, private information about another person;
  - Pretending to be someone else in order to make that person look bad;
  - Intentionally excluding someone from an online group;
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples include sexting, exposures of private body parts, and sexualized language or innuendos.

Any incidents of the above behaviors will be brought to the attention of the Village Leaders, Program Directors, and other Camp Directors as needed. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YMCA Behavior Management Policy in an age-appropriate fashion. Parents who have any concerns that their child is being bullied are encouraged to speak with the Village Leader and Program Director.

\*The local police department and Putnam County Department of Health will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YMCA administration.\*



# Abuse Prevention

## Abuse Prevention Policies

The YMCA is committed to being an abuse-free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Anti-Abuse policies/practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers, and interns shall not abuse children physically, verbally, sexually, mentally, or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.



## Restroom Policies

Bathrooms are the highest risk location for children. Consequently, bathrooms and bathroom practices require close monitoring to prevent abuse and/or false allegations. Employees may not be alone with a child in a bathroom with the door closed. The employee supervising will be visible to the other staff, while also maintaining a direct line of supervision for the camper using the restroom. This policy allows privacy for the children and protection for the supervising individual. Campers will use the restrooms one at a time.

## Child Abuse Reporting Procedures

The YMCA of Central & Northern Westchester is committed to taking all appropriate steps to keep its program free of child abuse. If notwithstanding these efforts, YMCA staff, classified as mandated reporters, come to know or to reasonably suspect that any child in any YMCA programs is the subject of child abuse, neglect, or mistreatment that information shall be reported to the NYS DOH at: Mandated Reporter (800) 635-1522 or Public Hotline (800) 342-3720 and the appropriate YMCA personnel.

Confidentiality is extremely important to the YMCA and at no time may a YMCA staff or volunteer provide information regarding the incident to anyone other than the branch executive, their designate, and the legal authorities. If more than one child is involved (child on child abuse) the names of the other child must be kept confidential.

## Investigation and Reporting Allegations of Abuse, Mistreatment, Inappropriate Behavior

The YMCA takes all allegations of abuse, mistreatment, and inappropriate behavior seriously. All employees, consultants, volunteers, and interns of the YMCA are considered mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

**Proceed to next page for Child Abuse Prevention Guidelines**

# Child Abuse Prevention Guidelines

Our Staff Child Abuse Policies are as follows:

- Staff are never to be alone with a program participant.
- If staff are taking a participant to the bathroom, or other program areas, they must bring another staff or 2 additional participants.
- If staff have a pre-existing relationship with a participant who attends a program (a child you babysit, neighbor, friend of younger sibling) they must fill out a pre-existing relationship form.
- Except in the case of a pre-existing relationship staff are not allowed to babysit or work for participants.
- Staff may not approach a parent to ask to babysit their children.
- If staff see a participant in a public place, they can greet them and introduce themselves. Staff can NOT invite the children to social events, and can not accept invitations.
- If a participant makes contact with staff outside of the program – in person, by phone, or online – they are to inform their supervisor.
- Staff CAN NOT be friends with campers on social media platforms. Please discourage your camper from friending them.
- Never, under any circumstances, post photos or identifying information about campers on personal web pages or on any public domain.

## Staff Information



### Staff Qualifications

All Camp Staff have a designated Village Leader who handles all day-to-day camper and group needs. Our counseling staff includes high school and college students from the local area, many of which grew up at camp.

Village Leaders typically have or are pursuing a degree in education or child-related fields (e.g., recreation, psychology) and must have at least two (2) years of experience working with children, including previous camp experience. They are also trained in First Aid/CPR safety procedures.

All of our staff complete child abuse prevention training, mandated reporter training, and orientation prior to their start date. Staff will continue to receive in-service training throughout the summer on behavior management, communication skills, and safety procedures for working with children.

Prior to hire, all staff members have a criminal background check and a child abuse registry check performed.



### Babysitting / Outside Employment

To ensure your child's safety and protect our staff and volunteers, please do not ask YMCA employees or volunteers to babysit, lifeguard, or spend one-on-one time with your child outside of YMCA programs. Staff are also not permitted to sign out any child from the program or transport them in their own car. This policy aligns with recommendations from the National Council for the Prevention of Child Abuse and childcare licensing consultants across the country.



### Visitor Policy

Visitors are limited to essential personnel for campers and staff (i.e. one-on-one support, any school-provided therapies in the summer, etc.).

# Termination Policy

Occasionally there may be times and reasons we must expel/suspend a child from our program; we would decide that on a case-by-case basis. Before we would reach such a situation, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

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, or other children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required forms
- Habitual tardiness when picking up your 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

Fighting or intentional physical aggression for any reason results in immediate removal from the program. In order to return to the program, the parent and child must meet with the Camp Director. YMCA Camp Combe will not tolerate any parent reprimanding, punishing, or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

A child will not be expelled if the parent/guardian:

1. Reported abuse or neglect occurring at camp.
2. Questioned the program director regarding policies and procedures.



# Thank You for Choosing Camp Combe!



YMCA of Central & Northern Westchester  
Updated 10/2024