



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## River Crossing YMCA



# 2025 Summer Camp Family Handbook

## **Dear Camp River Crossing Families,**

Thank you for choosing River Crossing YMCA for your child's summer camp experience! We're thrilled to welcome you and grateful to be part of your summer journey. Serving your family is a responsibility we hold with great care, and we're always working to provide a truly memorable and enriching camp experience.

Our planning begins long before the summer starts. Each game, theme, and activity is thoughtfully crafted, ensuring that your child has a blast at camp while building friendships, discovering new skills, and finding a strong sense of belonging. At River Crossing YMCA, it's about more than just fun—it's about fostering youth development, healthy living, and social responsibility.

Youth development is a vital part of our mission, supporting each child's unique journey in social-emotional, cognitive, and physical growth. Through friendship, accomplishment, and belonging, we're dedicated to helping kids feel loved, competent, and healthy—values we know matter to you, too.

Wherever your child attends—be it Camp Bucks, Camp Hunterdon, Camp Lehigh, Camp Northampton, or any of our incredible programs—they'll learn new skills, make lasting friends, and thrive in a safe and welcoming environment led by our qualified, caring staff.

Be sure to ask about a membership for your camper or family to get more out of your summer with the Y!

We can't wait to see you this summer!

**Warm regards,**  
*Camp Leadership*

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# Camp Contact and Location Information By Branch

## CAMP LOCATIONS

### BUCKS COUNTY PA

#### Camp Bucks | Doylestown

2500 Lower State Road, Doylestown, PA 18901  
(P) (215) 348-8132 ext 1160  
(E): [doylestowncamp@ymcarivercrossing.org](mailto:doylestowncamp@ymcarivercrossing.org)  
(E): [abilitycamp@ymcarivercrossing.org](mailto:abilitycamp@ymcarivercrossing.org)

Camp Director: Taylor Jermyn  
Ability Camp Director: Kaitlyn Stevens

#### Camp Bucks | Fairless Hills at Cabrini

325 S Oxford Valley Rd, Fairless Hills, PA 19030  
(P): 267-899-0770  
Y Office: 267-589-1830 x4008

(E) [lowerbucksacamp@ymcarivercrossing.org](mailto:lowerbucksacamp@ymcarivercrossing.org)

Camp Director: Kelly Haines

#### Camp Bucks | Fairless Hills Esports and Sports Camps

*Hosted at the Fairless Hills branch*

601 S Oxford Valley Rd, Fairless Hills, PA 19030

(P) 267-589-1830 x4008

(E) [lowerbucksacamp@ymcarivercrossing.org](mailto:lowerbucksacamp@ymcarivercrossing.org)

Camp Director: Alex Gatto

#### Camp Bucks | Holland

597 Beverly Rd, Holland, PA 18966

(P) (Jun-Aug): 267-899-0780

(P) 267-589-1830 x4008

[lowerbucksacamp@ymcarivercrossing.org](mailto:lowerbucksacamp@ymcarivercrossing.org)

Camp Director: Amanda Bunje

#### Camp Bucks | New Hope-Solebury

2712 N. Sугan Road New Hope, PA 18938

(P) 215-862-0222

(E) [nhsacamp@ymcarivercrossing.org](mailto:nhsacamp@ymcarivercrossing.org)

Camp Director: Jule McDonald

#### Camp Bucks | Quakertown

401 Fairview Ave. Quakertown, PA 18951

(P) 215-536-8841 x 310

(E) [quakertowncamp@ymcarivercrossing.org](mailto:quakertowncamp@ymcarivercrossing.org)

Camp Director: Carlie Bearn

Sports Camp Director: Kyle Creighton

#### Camp Bucks | Warminster @ Warminster Community Park

300 Veterans Way, Warminster, PA 18974

(P) 267-387-9622

(E) [warminstercamp@ymcarivercrossing.org](mailto:warminstercamp@ymcarivercrossing.org)

Camp Director: Maddy Moore

#### Camp Bucks | Warminster Esports & NinjaZone

*Hosted at the Warminster branch*

624 York Road, Warminster, PA 18974

(P) 267-387-9622

(E) [warminstercamp@ymcarivercrossing.org](mailto:warminstercamp@ymcarivercrossing.org)

Camp Director: Maddy Moore

## CAMP LOCATIONS

### LEHIGH COUNTY PA

#### Camp Lehigh | Macungie

50 North Poplar St, Macungie, PA 18062

(P) 610-351-9622

(E) [allentowncamp@ymcarivercrossing.org](mailto:allentowncamp@ymcarivercrossing.org)

Camp Director: Cassidy Bell

#### Camp Lehigh | Allentown

425 15<sup>th</sup> St., Allentown, PA 18102

(P) 610-351-9622

(E) [allentowncamp@ymcarivercrossing.org](mailto:allentowncamp@ymcarivercrossing.org)

Camp Director: Cassidy Bell

#### Camp Lehigh | Catasauqua

880 Walnut St, Catasauqua, PA 18032

(P) 610-264-5221

(E) [catasauquacamp@ymcarivercrossing.org](mailto:catasauquacamp@ymcarivercrossing.org)

Camp Director: Skylar Lynn

#### Camp Lehigh | Lehigh Township

800 Mountain Dr Walnutport, PA 18032

(P) 610-264-5221

(E)

[lehightownshipcamp@ymcarivercrossing.org](mailto:lehightownshipcamp@ymcarivercrossing.org)

Camp Director: Skylar Lynn

#### Camp Lehigh | Whitehall

2932 Zephyr Blvd, Whitehall, PA 18052

(P) 610-264-5221

(E) [whitehallcamp@ymcarivercrossing.org](mailto:whitehallcamp@ymcarivercrossing.org)

Camp Director: Skylar Lynn

## NORTHAMPTON COUNTY PA

#### Camp Northampton | Bethlehem

430 E. Broad St., Bethlehem PA 18018

(P) 610-867-7588 x505

(E) [bethlehemcamp@ymcarivercrossing.org](mailto:bethlehemcamp@ymcarivercrossing.org)

Camp Director: Samantha Cruz

#### Camp Northampton | Easton/Phillipsburg

1225 W. Lafayette St., Easton, PA 18042

(P) 610-258-6158

(E) [eastoncamp@ymcarivercrossing.org](mailto:eastoncamp@ymcarivercrossing.org)

Camp Director: Catherine Maslany

#### Camp Northampton | Nazareth

4609 Newburg Rd., Nazareth, PA 18064

(P) 610-759-3440

(E) [nazarethcamp@ymcarivercrossing.org](mailto:nazarethcamp@ymcarivercrossing.org)

Camp Director: Skylar Lynn

#### Camp Northampton | Slate Belt

315 W. Pennsylvania Ave., Pen Argyl, PA 18072

(P) 610-881-4470

(E) [slatebeltcamp@ymcarivercrossing.org](mailto:slatebeltcamp@ymcarivercrossing.org)

Camp Director: Tiffany Kresge

## CAMP LOCATIONS

### HUNTERDON COUNTY NJ

#### Camp Hunterdon | Camp Carr

1 Camp Buck Rd, Annandale, NJ 08801

(P) 908-735-5951

(E) [campcarr@ymcarivercrossing.org](mailto:campcarr@ymcarivercrossing.org)

Camp Director: Andy Cogen

#### Camp Hunterdon | Deer Path

*Hosted at the Deer Path branch*

144 West Woodschurch Rd, Flemington, NJ 08822

(P) 908-782-1030

(E) [flemingtoncamp@ymcarivercrossing.org](mailto:flemingtoncamp@ymcarivercrossing.org)

Camp Director: Kristin Heimall

#### Camp Hunterdon | Echo Hill

42 Lilac Drive, Flemington, NJ 08822

(P) 908-483-4932

(E) [echohillcamp@ymcarivercrossing.org](mailto:echohillcamp@ymcarivercrossing.org)

Camp Director: Kristin Heimall

#### Camp Hunterdon | Lambertville

*Hosted at South Hunterdon High School*

301 Mt Airy-Harbourton Rd, Lambertville, NJ 08530

(P) 908-948-0275

(E) [lambertvillecamp@ymcarivercrossing.org](mailto:lambertvillecamp@ymcarivercrossing.org)

Camp Director: Dan D'Albis

#### Camp Hunterdon | Tewksbury

*Hosted at Tewksbury Elementary School*

109 Fairmount Rd E, Califon, NJ, 07830

(P) 908-782-1030

(E) [hiadanza@ymcarivercrossing.org](mailto:hiadanza@ymcarivercrossing.org)

Camp Director: Holly Iadanza

# **STAYING CONNECTED**

## **How do I stay informed as a parent/guardian?**

The #1 way to stay informed is to confirm your email address when registering for camp! Once registered for camp, you will begin receiving important camp information, including joining our new Camp App for improved communication! The app will include push notifications, photos and hot sheets all in one place to best serve you. As we get closer to camp, we also recommend that you subscribe to your camp location's Facebook page. More to come as we get closer to the start of camp!

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## **REGISTRATION AND BILLING QUESTIONS:**

***Get more out of your summer with a membership at the Y! Save money on weekly camp tuition, participate in additional programming, and enjoy reciprocity membership at all River Crossing YMCA branches to utilize branch amenities including swimming during family swim times! Contact your local membership branch for more details on a membership for your camper or family!***

### **Why do my fees need to be processed through an electronic billing method?**

We serve thousands of children, through Camp, Early Childhood Education, School Age Child Care, Programs and Volunteerism. As a leading non-profit who strives for the health and sustainability of all programs and the individuals we serve, an electronic billing method promotes the most efficient, safest registration process. An electronic billing method can include a credit card, debit card or checking account number on file.

**Note: Camp fees are considered the responsibility of the parent enrolling the child. It is not the responsibility of the Y to collect split payments from different parents/family members.**

### **What does the sibling discount include?**

We are proud to offer a sibling discount for families who register more than one child for camp. The oldest camper will pay full price for all camp registrations, and each sibling will receive 10% off their camp registrations that are held between 9am and 4pm (including full day and half day adventure, sports, and specialty programs).

The sibling discount does not apply to morning or afternoon extended care, field trip registrations, or additional fees including late pick ups, water bottles, or lunches.

The sibling discount may also not be combined with any other discounts including ELRC, NORWESCAP, financial assistance, or other discounts that may be available.

**The sibling discount is not applied automatically at the time of registration. Please email your camp email to have this discount applied.**

## **How do I apply for Financial Assistance?**

We are pleased to offer assistance to those who need a helping hand.

### **New Applicants**

- Please submit a completed Financial Assistance Application along with support documentation.
- Applications can be found at [www.ymcarivercrossing.org/fa](http://www.ymcarivercrossing.org/fa).
- Please allow three weeks for processing. All documents must be submitted before processing begins.
- Register early to secure your spot.

Financial Aid Application due: At least one month prior to the day you would like for your child to begin camp.

### **Current Financial Assistance Families**

- Please proceed to our online registration software to begin your registration.
- Register early to secure your spot.

For full information and instructions on financial assistance for camp, please visit the Financial Assistance webpage <[HERE](#)>

For additional questions or information, please contact Catherine Refice, Regional Director of Financial Assistance at [crefice@ymcarivercrossing.org](mailto:crefice@ymcarivercrossing.org).

## **Why can't I change my child's registration after a certain day?**

For the safety of your child and our program, we must maintain a specific staff to camper ratio. To ensure that we stay true to these ratios, we must know the amount of children we will have in each camp by a certain date.

## How do I change or cancel a camp?

All changes and cancellations must be submitted through the below Google Forms at least 14 days before the billing date:

- Camp Bucks: [Changes and Cancellations Request Form](#)
- Camp Hunterdon: [Changes and Cancellations Request Form](#)
- Camp Lehigh and Camp Northampton: [Changes and Cancellations Google Form](#)

**Change requests submitted through this Google Form are not guaranteed and are subject to the availability at your registered camp location.** You will be notified by our camp registrar or camp leadership if we can not accommodate your request. Please see the below table for specific dates.

If you need to cancel a camp registration, your deposit is nonrefundable. If you need to change a camp, there will be a \$10 change fee charged to your billing method on file per request (multiple changes can be made in one request).

No refunds or credits will be given for any change or cancellation made after the billing dates listed below.

<b>Camp Week</b>	<b>Billing Date</b> (7 days prior to camp week)	<b>Changes/Cancellation Request Due Date</b> (14 days prior to camp week)
6/9/2025 - 6/13/2025	6/2/2025	5/26/2025
6/16/2025 - 6/20/2025	6/9/2025	6/2/2025
6/22/2025 - 6/27/2025	6/16/2025	6/9/2025
6/30/2025 - 7/4/2025 <b>no camp on 7/4</b>	6/23/2025	6/16/2025
7/7/2025 - 7/12/2025	6/30/2025	6/23/2025
7/14/2025 - 7/18/2025	7/7/2025	6/30/2025
7/21/2025 - 7/25/2025	7/14/2025	7/7/2025
7/28/2025 - 8/1/2025	7/20/2025	7/13/2025
8/4/2025 - 8/8/2025	7/28/2025	7/21/2025
8/11/2025 - 8/15/2025	8/4/2025	7/28/2025
8/18/2025 - 8/22/2025	8/11/2025	8/4/2025
8/25/2025 - 8/28/2025 <b>no camp on 8/29</b>	8/18/2025	8/11/2025

For additional details, please see the camp "Financial Terms and Conditions" page in the Camper Registration packet.

# **HEALTH AND WELLNESS**

## **Every camp requires health form(s) prior to attending camp. How do I submit my camper's paperwork? When is it due?**

Your camper's health form(s) are due the Wednesday before your camper's first day of camp in order for your registration to be complete. The form(s) can be dropped off at your camper's home branch or submitted to the camp email where your child is attending.

## **The following camps require a completed Child Health Report prior to attending camp: (linked [HERE](#))**

- **Camp Lehigh:** Allentown, Macungie, Catasauqua, Lehigh Township, Whitehall
- **Camp Northampton:** Easton, Bethlehem, Slate Belt, Nazareth
- **Camp Bucks:** Fairless Hills at Cabrini and Quakertown

## **The following camps require a copy of the camper's immunization record prior to attending camp:**

- **Camp Bucks:** Doylestown, Holland, Warminster

## **The following camps also require a Tuberculosis assessment prior to attending camp: (linked [HERE](#))**

- **Camp Lehigh:** Allentown

## **My child is not feeling well, who do I notify?**

This is a partnership between parents and camp.

The YMCA is here to provide the best summer ever to all our campers. To do that we need to work together. This is where the parental partnership comes into play. You know your child better than anyone. If you suspect your child is not feeling well, please do not bring them to camp.

If your child will be staying home, please email your respective camp to let them know your child will not be attending.

## **What if my child has an allergy?**

Please be sure to include any allergy information on your child's registration paperwork. If there are any changes to your child's allergy information, please notify your Camp Leadership team so your paperwork can be updated.

If your child has an allergy that requires an Epipen, the Epipen must be signed in weekly on your camper's first day of camp, with a member of the Camp Leadership Team. If your child's allergy requires Benadryl, the Benadryl must be signed in according to our medication policy (below), and will be kept in the Camp Office.

If your child has an inhaler, the inhaler must be signed in weekly on your camper's first day of camp, with a member of the Camp Leadership team.



## What if my child takes medication during the day?

If at all possible, families should administer medications while the camper is in their care. Medication can be given just before drop off, at the time of pick up, and just before bedtime if the medication is 3 times a day. When this is not possible, staff will administer medication under the following conditions:

- All medications (prescription, non-prescription, and epi-pens) must be signed in on the camper's first day of each week with the Early Camp Supervisor or Camp Coordinator at the main sign-in station.
- All medications must be followed according to the label. All medications must be logged into the Medical Log located at camp sign-in.
- All prescription medications must be current, in the original pharmacy container, and have the child's name, instructions, and physician's name. The instructions must also be placed in the medication log by the parent or guardian.
- Medication must be signed in and out weekly, listing the exact amount of medication required per day. Please send the medication in its original packaging.
- Medications will be kept in a locked medication box/cabinet.
- Non-prescription medications will only be administered by YMCA personnel when provided with a doctor's note.

The below form will need to be completed in order to administer your child's daily or rescue medication. Please submit to your Camp Leadership team on or before your child's first day.

- **For New Jersey Camps:** [NJ PERMISSION TO MEDICATE FORM](#)
- **For Pennsylvania Camps:** [PA PERMISSION TO MEDICATE FORM](#)

## First Aid & Medical Emergency Procedures

Rest assured, all Y staff are trained in First Aid and CPR.

- A First Aid kit will be accessible for use by trained staff.
- **In the case of a minor injury** that occurs while in care, Y staff will assess all injuries and provide first aid. When the injury is more serious than day-to-day scrapes and bruises, Y staff will call the parent/guardian and alert them to the injury and to the care the child has received.
- A YMCA incident report (as well as a DHS report at licensed camp sites) is completed.
  - A copy of the DHS report will be provided for parent/guardian at pick up. A copy will also be placed in the child's file.
  - YMCA incident reports are internal documents and cannot be released to families as stands. If you would like a copy of a YMCA incident report, please email your Camp Director.
- Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

- **In the case of a major emergency**, 100% of our attention will be with the child. Y staff will assess the scene, and if necessary, immediately call 9-1-1. Y staff will next notify the parent/guardian. In times of medical transport, if the parent/guardian is not available, a Y staff member will ride with the child and wait at the hospital for parent/guardian arrival.
- Y staff will provide the hospital with the child's medical information as completed in the emergency contact form.

### **Does my camper need to be fully potty trained?**

Yes. All campers must be potty trained and out of diapers or pull ups prior to attending camp.

### **What happens if it rains or we have severe weather (thunderstorm, excessive heat, etc...)?**

**For PA camp locations:** When the National Weather Service issues an excessive heat warning or when thunder is heard on the campsite, we will relocate campers into one of our indoor locations. These locations will be communicated to all camp parents as quickly as possible. If your child's sign-in/out location changes due to the inclement weather, this will be communicated via email and on your camp group's Facebook page.

**For NJ camp locations:** During severe weather events, Sports and Enrichment camp will utilize the indoor facilities at Deer Path YMCA. At Camp Carr, various water-based activities will be made available to groups and staff regularly.

## **DROP OFF & PICK UP QUESTIONS**

### **Where should I drop off and pick up my camper?**

All sign-in locations and procedures will be linked in the Camp Hotsheets, which are sent out via email every Thursday prior to the Monday of camp.

### **When should I drop off and pick up my camper?**

Please see your camp's weekly Hotsheets of specific drop-off and pick-up times.

### **What if I am running late and cannot pick up my camper by the time their camp is scheduled to end (including late care)?**

If you are running late and will not be able to pick up your child on time, please let your camp office know as soon as possible. Please know that if you are running late, your child may be signed into another camp group, and we can notify your child so that they do not worry. A late fee of \$1 for every minute past your camp's pickup time. This fee will be charged the following business day with the card/EFT on file.

### **What if someone has to pick up my child who is not listed as an authorized pick up person?**

If an individual who is not listed on your authorized pickups list will be picking up your child, please call the camp office. If possible, please contact the office at least an hour before pickup.

so we can ensure we are able to alert camp staff to the change in a timely manner. Please also let us know if you would like to add an individual to your child's authorized pickup list.

### **How do I change or add information, such as telephone numbers and authorized pickup names?**

Any changes or additions to this information can be emailed to your child's camp email. Please write your camper's name in the subject line. Please know that when adding an additional pick-up person from an unrecognized e-mail address, you may receive a phone call to confirm, for security purposes.

### **Why do I need to show my photo ID when the Counselor already knows who I am?**

**For Pennsylvania Camps:** For the safety of your child, we require every adult to present their ID to the counselor each day. We understand that your counselor may recognize you after a period of time, but we cannot guarantee that the same counselor will be signing your child out each day. With the large number of campers in our camp programs, we find that it compromises safety to ask our counselors to recognize every adult each day. Therefore, to keep every camper safe, we require consistency from our counselors in asking for IDs from every adult. If your camp counselor is not asking for identification, please alert camp leadership immediately.

**For New Jersey Camps:** For the safety of your child, we require every adult to present their pickup card to camp staff at pickup. You should have received your pickup cards containing a unique identifying number in the mail after registration. If you need replacement or additional pickup cards, please speak with your specific camp.

## **ADDITIONAL QUESTIONS**

### **What should my child bring to camp?**

All items sent to camp with your camper should be **clearly labeled** with the camper's **first and last name**. Please check your camp location's hotsheet on a weekly basis for any additional items your camper will need for camp each week.

All campers should arrive to camp with:

- Sunscreen **already applied to the camper's body at home prior to arrival to camp**
- A backpack
- Additional sunscreen (spray preferred, labeled with the child's name)
- A reusable, refillable water bottle; filled with ice and water
- Sneakers (or close-toed, closed back shoes) and comfortable clothing. **Please, no flip flops.**
- Lunch - *based upon location, please see below*
  - ◆ **Complimentary Lunch is served at Cabrini and Slate Belt.** If your camper does not wish to eat the provided lunch that day, they should pack a lunch from home.
  - ◆ For camp locations without complimentary lunches, campers should pack a lunch if attending camp from 9:00-4:00 PM.

- ◆ Complimentary Pizza Days (offered Thursday or Friday depending on your camp location) are offered for all 9am-4pm campers.
  - No refunds or credits will be administered for absent campers, for those who do not eat pizza, or other reasons not listed.
  - Please send your camper with two snacks and water on complimentary pizza days. If your camper does not eat pizza, please pack them a lunch as well.
- At least two snacks (see above regarding lunch)
- A **labeled** bathing suit and towel - If attending a camp that swims from 9AM - 4PM.
- Please, no toys, trading cards, or stuffed animals at camp.
- Please, no electronics or valuable items at camp (examples include cell phones, tablets, jewelry, etc.) The Y is not responsible for lost or stolen items.

### **What is Pizza Day?**

Complimentary Pizza Days (offered Thursday or Friday depending on your camp location) are offered for all 9am-4pm campers.

- No refunds or credits will be administered for absent campers, for those who do not eat pizza, or other reasons not listed.
- Please send your camper with two snacks and water on complimentary pizza days. If your camper does not eat pizza, please pack them a lunch as well.

### **Where do I find items that my child may have lost at camp?**

A lost and found is located at each camp site. Please see your Camp Leadership if you are missing any items. As a reminder, please make sure to label each item that goes with your camper to camp with your camper's first and last name- this will allow our staff to return missing items in the lost and found.

Please note: Items remaining at the end of the week will be displayed at pick up on Friday afternoon. Items left on Friday at the end of late care will be donated to a local shelter.

### **When will my camper receive their camp shirt and does my child need to wear their camp shirt?**

There will be opportunities to pick up your camper's t-shirt throughout the summer.

Each camper will receive one camp shirt, regardless of how many weeks the camper is registered for. On a regular day of camp, wearing the camp shirt is not required, however, there may be special events or field trips at the Y that require wearing of the camp shirt. **If your child is registered for any field trip add-ons during the summer, they will be required to wear their 2025 camper t-shirt on the day of the field trip.**

### **How do field trips work?**

#### **Camp Northampton and Camp Lehigh:**

There are three planned field trips throughout the summer. If the scheduled field trip occurs on a day your camper attends camp, your camper will attend the field trip. **Campers are required to wear their 2025 camper t-shirt on the day of the field trip.**

### **Camp Bucks and Camp Hunterdon:**

Field trips are a separate registration from Adventure Camp. Your child must be registered for a full day (at least 9AM-4PM) of camp on the same day of the desired trip. **Camp trips require a 50% non-refundable deposit at time of registration and the remainder of the balance will be drafted on the Monday prior to the week of the trip.** No changes or cancellations can be made to trip registrations. Campers who do not attend the trips will still participate in the same fun activities as on non-trip days. Registration will close Wednesday of the week prior to the field trip. **If your child is registered for any field trip add-ons during the summer, they will be required to wear their 2025 camper t-shirt on the day of the field trip.** **\*Doylestown campers must be registered for a full day of Adventure Camp (K-7th) or Ability Adventure Camp (K-7th) to attend the field trip that week.**

### **What if my 3-Day camper wants to attend a special event, but is not registered for that day?**

If your 3-day camper wants to attend a special event, but is not registered for that day of camp, you will need to receive director approval. Please reach out to your camp director via email for more information.

### **Do Counselors in Training (CIT's) or Leaders in Training (LIT's) work at the Y?**

No. Participants in our Counselor in Training and Leaders in Training programs are campers themselves. These teenagers are involved with our camp groups on a daily basis and looking to gain leadership skills, learn responsibility, and perhaps one day work at camp. Please know that CITs and LITs are never put in a position where they are the sole caretaker of your child.

### **What does swimming look like at summer camp?**

If your camp has swimming as a part of their camp experience, your camper will receive a swim assessment at the beginning of each session. Safety is key! Our counselors, as well as our lifeguards, work together to protect our campers.

Each week, families will receive an email communication indicating which swimming ability (band color) their camper is.

Below is the Test, Mark, Protect Swim Sequence that your camper can expect during their swim assessment.

### **Test, Mark, Protect Swim Sequence**

Children must test in the following sequence:

1. First, ask the child if they are comfortable getting into the water on their own
  - a. Not able to - child must wear a life jacket and **red band**
  - b. Able to - continue with test
2. Next, ask the child to submerge their face in the water, then float on their back, roll over, float on front, then roll onto their back.
  - a. Not able to - child must wear life jacket and **red band**
  - b. Able to - continue with test

3. Next, ask the child to swim front crawl (face in the water, arms overhead) for half the length of the pool (12.5 yards)
  - a. Not able to - child must wear life jacket and **red band**
  - b. Able to - continue with test
4. After swimming front crawl, ask the child to then roll over and swim on their back to the deep end of the pool (12.5 yards) (elementary backstroke or back crawl is acceptable)
  - a. Not able to - Child must return to the shallow end of the pool and receives **yellow band**
  - b. Able to - continue with test
5. Lastly, ask the child to jump in and recover, then tread water for one minute (ears out of the water)
  - a. Not able to - Child must return to the shallow end and receives a **yellow band**
  - b. Able to - Child receives a **green band**
6. After the evaluation is completed, please indicate on the Test, Mark, Protect tracking sheet which band the child will receive.

## **YMCA POLICIES**

### **Staff Employment by Client**

YMCA employees are prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ the YMCA's staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of the YMCA will have their employment with the YMCA terminated. Employment refers to any relationship outside of the agency's services which involves an employee of the YMCA to interact with a current or former client of the YMCA. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

### **Custody Orders:**

Parents are never to ask YMCA staff to submit a statement or serve as witness during a custody order. When an enrolled child is the subject of a court order (ex. - Custody Order, Restraining Order or Protection from Abuse Order), the Y must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with the Y administration, both parents shall be afforded equal access to their child as stipulated by law. The Y cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, the Y is obligated to follow the order for the entire period it is in effect. Employees of the Y cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. The Y will report any violations of these orders to the court.

### **Positive Behavior Modification Policy Suspension or “Pause” of Services Policy:**

If a Y staff member observes inappropriate behavior, inappropriate development level of the camper, or concerns for the welfare of a camper, the staff will report this information to the Director. The Director will conduct observations of the camper’s interactions with other campers and the staff. The Director will notify parents and legal guardians of sensitive topic areas. If aggressive, disruptive, destructive or disrespectful behavior occurs to a staff member or to another child the following disciplinary action will be taken:

**The Y reserves the right to pause and/or suspend care for any family whose child displays the following:**

- **Harm to self**
- **Harm to other children**
- **Inability to thrive within the standard counselor/camp group ratio**

The Y believes that no parent/guardian should ever be surprised by a request to pause and/or suspend care. When a camper demonstrates harm to self, harm to others, or an inability to thrive within the camp setting; communication to parent/guardian is as follows:

1. Incident One: Counselor will verbally share the incident with parent/guardian
2. Incident Two: Counselor will verbally and in writing share the incident with the parent/guardian
3. Incident Three: Director will request a Parent/Guardian/Counselor meeting; the summary of the conference will be emailed to the parent/guardian within 48-hours.  
**\*If harm to self or others is evident, an immediate pause in services may be part of the behavior modification plan**
4. Further Incidents: Director will request a meeting between Parent/Guardian/Counselor and when age appropriate, the camper will also be included in the meeting. A behavior modification plan will be designed and agreed upon between the family and the Y.  
**\*If harm to self or others is evident, an immediate pause in services may be part of the behavior modification plan**

In some occurrences, care will be paused and/or suspended until additional, outside support such as wraparound is available for the child.

**Discipline Policy:**

All families deserve a safe, stable and enjoyable environment while at the YMCA and disruptive individuals can quickly dismantle the cooperative atmosphere of a class/site. This policy has been adopted with the safety of all of the families in YMCA childcare in mind.

- Children will display the Y core values of caring, honesty, respect and responsibility.
- We follow the guideline: "Keep yourself, to yourself."
- Children will not use their hands and/or feet to express themselves; kind words are encouraged.
- Parent collaboration and support is required when behavior modification is needed.

The YMCA expects that each child will be or will learn to be responsible for his or her behavior, will be respectful towards others and will act in a caring and honest manner. From time to time, all children need help and direction in learning, developing, and maintaining appropriate behavior.

If a child exhibits frequent disruptive and/or aggressive behavior, a family conference will be scheduled. Continued disruptive and/or aggressive behavior may result in temporary suspension or permanent dismissal from the program.

**Guidelines for Positive Discipline:**

Our #1 goal is to provide a positive, safe and nurturing experience for all. Our camp staff will model the Y core values of caring, honesty, respect and responsibility to support campers in their understanding of camp guidelines and positive behavior. Y Staff will provide structure and routine to the daily schedule and intervene promptly to provide coaching to promote children's development of respect for others. It is our policy to keep misbehavior in perspective, and identify situations that can be used as learning opportunities. It is also our policy to resolve conflict with non-violent means. Similarly, we must insist that children participating in our programs refrain from threatening and violent behavior towards staff or other children.

Our role as Y staff is to support youth in developing to their fullest potential and to recognize the many facets of youth development. It is important that our discipline policy focuses on guidance, redirection and praise rather than punishment or negative reinforcement. We strive to help children learn self-control, while at the same time developing positive self-esteem.

Discipline must be age appropriate and stated in language that children understand. It is important to have support from families in order to build good character in children.

- We set realistic expectations for campers' behavior.
- We provide an environment that will increase the probability campers will succeed.
- We give campers choices and alternatives to turn destructive situations into constructive situations.
- We validate what the campers say and feel; if appropriate.
- We use natural and logical consequences and empower campers to be responsible for their own behavior.
- We teach campers to use problem solving skills and strategies to resolve conflicts.
- We work out behavior plans with the family when needed.



## **Permanent Withdrawals**

The Y reserves the right to permanently withdraw a camper at any time. Reasons for permanent withdrawal may include, but are not limited to: nonpayment, habitual insufficient funds, continued disciplinary actions, parental and camper abuse of a staff member, actions or behaviors by the camper that could severely harm themselves or other campers or staff, or any other reason deemed fit by Y leadership staff.

We are looking forward to a wonderful & fun summer with your camper! If you have any questions or concerns, please reach out to your camp email.

**[Please click here to locate your camp location's email address.](#)**

**[Please click here to access the Bucks and Hunterdon Counties Child Development Handbook for state licensed camp locations.](#)**

**[Please click here to access the Lehigh Valley and Northampton Counties Child Development Handbook for state licensed camp locations.](#)**

## River Crossing YMCA Summer Camp Programs

**SUBJECT:** Non-Discrimination in Employment Policy Statement

**TO:** Staff

**FROM:** Ryan Hazelett, SVP of Child Development

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin, age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex), and retaliation.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

**Facility Contact Information**

River Crossing YMCA  
Attn: Ryan Hazelett  
2500 Lower State Road  
Doylestown, PA 18901  
rhazelett@ymcarivercrossing.org

**Office for Civil Rights**

U.S. Department of Health and Human Services  
Centralized Case Management Operations  
200 Independence Avenue, S.W.  
Room 509 HHH Bldg  
Washington, D.C. 20201  
Customer Response Center: (800) 368-1019  
TDD: (800) 537-7697  
<https://www.hhs.gov/ocr/complaints>  
Email: [ocrcomplaint@hhs.gov](mailto:ocrcomplaint@hhs.gov)

**(Within 180 days from the date of incident)**

**Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity**

Room 225, Health & Welfare Building P.O.  
Box 2675 Harrisburg, PA 17120 Inquiries:  
(717) 787-1127  
Email: [RA-PWBEOAO@.pa.gov](mailto:RA-PWBEOAO@.pa.gov)

**(Within 90 days from the date of incident)**

**U.S. Equal Employment Opportunity  
Commission**

801 Market Street, Suite 1000  
Philadelphia, PA 19107  
Inquiries: (800) 669-4000  
TTY users only: (800)669-6820  
<https://www.eeoc.gov/filing-charge-discrimination>  
Email: [PDOContact@eeoc.gov](mailto:PDOContact@eeoc.gov)

**(Within 300 days from the date of incident)**

**Pennsylvania Human Relations  
Commission**

333 Market Street, 8th Floor Harrisburg, PA  
17101  
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx> Inquiries: (717)  
787-4410

TTY users only: (717) 787-7279 **(Within 180 days from the date of incident)**

## River Crossing YMCA Summer Camp Programs

**SUBJECT:** Non-Discrimination in Services Policy Statement

**TO:** Patients/Clients/Residents/Parents and all applicable

**FROM:** Ryan Hazelett, SVP of Child Development

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

### **Facility Contact Information**

River Crossing YMCA  
Attn: Ryan Hazelett  
2500 Lower State Road  
Doylestown, PA 18901  
Rhazelett@ymcarivercrossing.org

### **Office for Civil Rights**

U.S. Department of Health and Human Services  
Centralized Case Management Operations 200  
Independence Avenue, S.W.  
Room 509 HHH Bldg  
Washington, D.C. 20201  
Customer Response Center: (800) 368-1019 TDD:  
(800) 537-7697  
<https://www.hhs.gov/ocr/complaints>  
Email: [ocrcomplaint@hhs.gov](mailto:ocrcomplaint@hhs.gov)

**(Within 180 days from the date of incident)**

### **Commonwealth of Pennsylvania**

#### **Department of Human Services**

#### **Bureau of Equal Opportunity**

Room 225, Health & Welfare Building P.O. Box  
2675 Harrisburg, PA 17120  
Inquiries: (717) 787-1127  
Email: [RA-PWBEOAO@pa.gov](mailto:RA-PWBEOAO@pa.gov)

**(Within 90 days from the date of incident)**

### **Pennsylvania Human Relations Commission**

333 Market Street, 8th Floor  
Harrisburg, PA 17101  
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>  
Inquiries: (717) 787-4410  
TTY users only: (717) 787-7279

**(Within 180 days from the date of incident)**