



## A Letter to Our Chaperones

Dear Chaperones,

Congratulations and welcome to the Camp Speers YMCA Outdoor Education experience. You play an integral role in the implementation of our programs, and we would like to first and foremost, thank you for your efforts. The outdoor classroom at camp is an exciting and challenging environment in which the student's will need and appreciate your help. We hope that this letter helps you familiarize yourself with our program and your role. If you have any questions please contact your group's lead teacher or contact the Outdoor Education Coordinator.

*Primary Responsibilities:* Supervision, students aren't allowed to be on the camp premises without adult supervision. It is always important to have safety in mind and be available to students when safety concerns arise. Another primary responsibility of chaperones is communication with camp staff. The camp staff cannot be present in all locations of camp nor can we see all the angles. Let us know when something needs to be fixed in the cabins, when a program didn't go as you'd imagined, and feel free to ask us questions as you have them. We encourage constant feedback because that's how our program will continue to improve.

*Class/Activity Time:* There will always be at least one chaperone present in each activity group during classes/activities. Our program instructors will lead and be responsible for the presentation of class materials, information and activities. While chaperones are encourage to participate and be engaged, it is important that chaperones allow the students to be responsible for their own learning. At no time should chaperones contradict a program instructor in front of the students. If need be, please find the time to talk with the program instructor or Outdoor Education Coordinator privately. Please assist, as requested by the program instructor, with the resolution of disciplinary issues.

*In-Cabin:* It is recommended that there is at least one chaperone for every twelve students in each cabin. In the cabin chaperones will assist students with cabin and bathroom cleanliness, preparing for each day's activities, and maintaining appropriate quiet hours so that everyone will have plenty of energy for a full day of camp activities. Please let camp staff know of any issues within the cabins as they arise.

*Meals:* Supervision during meals is extremely important for the group to have a positive experience in our dining hall. There should be at least one chaperone at each table that is actively supervising the table. Chaperones will learn dining hall procedures with students during the meal orientation. Chaperones can help by modeling and enforcing dining hall rules. It is very important that chaperones help keep students seated at their table until after the meal has concluded, any group announcements have been made, and the group has been dismissed.

The job of a chaperone can be difficult, but we promise it will be equally rewarding. Please see our Chaperone/Adult Code of Conduct of the page following this letter. This will help you familiarize yourself with our rules and our student safety policies. Any violation of this code of conduct will result in asking the violator to leave the property of Camp Speers YMCA.

Again, we would like to thank you for everything you've done, everything you're doing, and everything you will do to help the students have the best possible experience at Camp Speers YMCA. We look forward to working with and meeting you.

Sincerely,

Camp Speers YMCA Outdoor Education Team  
(570) 828 – 2329



## Chaperone/Adult Code of Conduct

1. All federal and state laws must be obeyed
2. Chaperones must never abuse children. This includes:
  - a. Physical abuse, such as striking, hitting, slapping
  - b. Verbal abuse, such as public humiliation, degradation, insults, threats
  - c. Sexual abuse, such as sexual contact, sexual verbal exchange or exposure to pornography
  - d. Mental/Emotional abuse, such as shaming, withholding of appropriate support
  - e. Neglect, such as withholding food, water, shelter, basic care and appropriate supervision
  - f. Physical punishment, such as forcing students to do calisthenics, exercises, hazing or depriving children of sleep
3. The use of alcoholic beverages and illegal drugs is not permitted on Camp property. Persons who violate this rule and/or appear to be under the influence will be asked to leave the property.
4. Firearms, knives, fireworks, or other explosives/weapons are not permitted on Camp property.
5. The Camp is a smoke and tobacco free environment. Smoking and tobacco use is prohibited in all camp buildings and grounds.
6. Chaperones are expected to set good examples of appropriate behavior, language and attitude. When necessary, chaperones are expected to use positive techniques of behavior management to change a student's behavior.
7. Chaperones are prohibited from using profanity, making inappropriate jokes, sharing sexual details of their personal lives, or committing any other kind of harassment
8. Chaperones must portray a positive role model for youth by embodying the YMCA Core Values of caring, honesty, respect, and responsibility.
9. In case of accident or injury, report to a member of the Camp staff immediately. The services of a physician are available when local medical offices are open. Emergency treatment is available at hospitals in Port Jervis, N.Y., East Stroudsburg, PA., Scranton, PA. or Newton, N.J.
10. The cost of repairing any damage to facilities or equipment (other than normal wear) caused by participants of your group will be charged to the group.