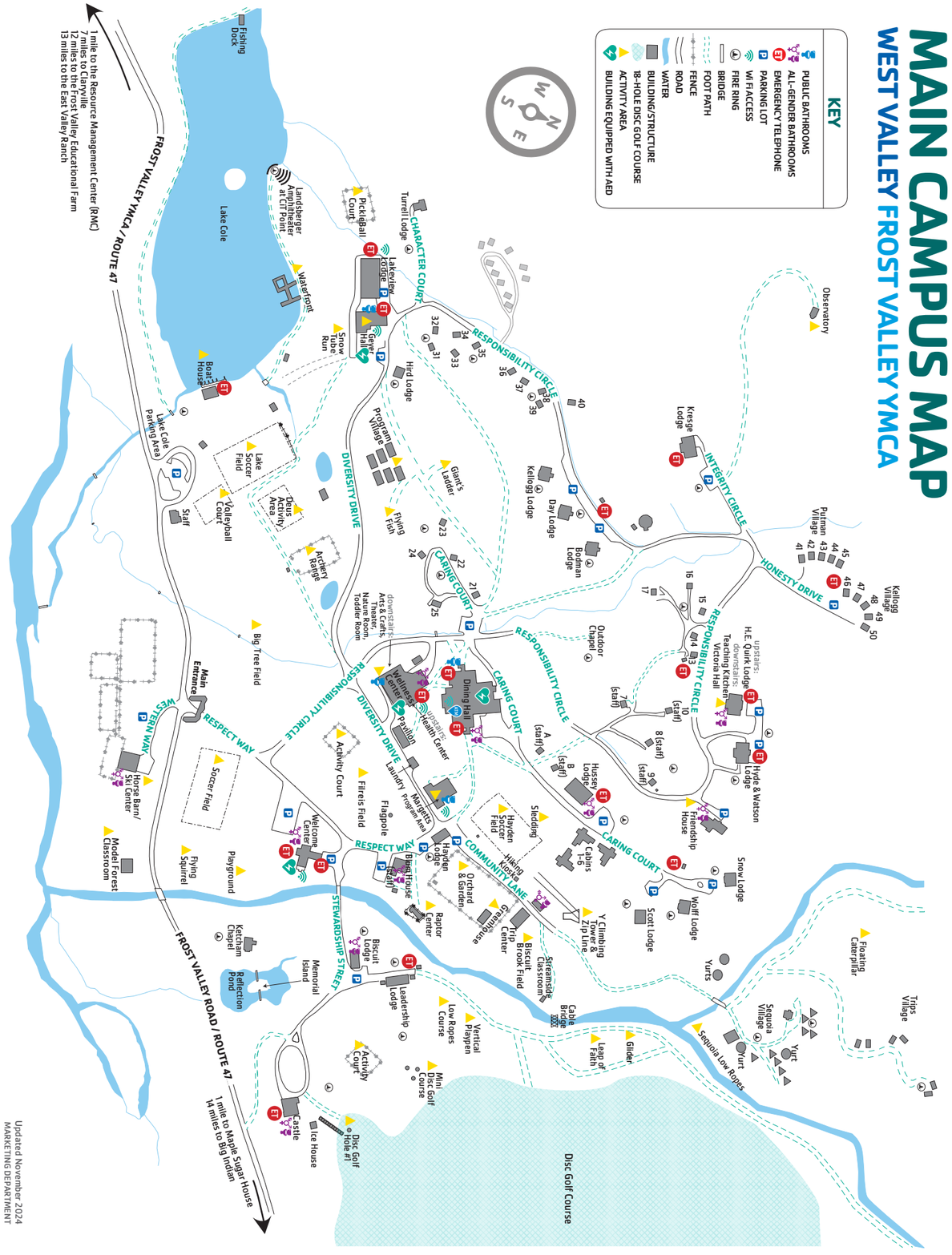
MAIN CAMPUS MAP

WEST VALLEY FROST VALLEY YMCA



Updated November 2024
MARKETING DEPARTMENT

OUTDOOR SCHOOL PROGRAMS FROST VALLEY YMCA

Guidelines for Teachers & Chaperones

the YMCA
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FROST VALLEY YMCA

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2000 Frost Valley Rd., Claryville, NY 12725

EMERGENCY GUIDELINES

Emergency Procedures

For medical or other emergencies, use the emergency phones. Emergency telephones are designated with an "ET" on the map on the back of these guidelines.

Please Report the following Information:

- Location and nature of the problem
- Types of injuries – if any
- Your name, location, phone number, as well as the name of the injured party

ALLOW THE STAFF MEMBER TO HANG UP FIRST TO ENSURE THAT WE HAVE ALL NECESSARY INFORMATION

EMERGENCY PHONE NUMBERS	
BEFORE 5 PM	Wellness Center: ext 225 Main Office: ext 200 David Vedra, Outdoor School Programs Director: ext 375 Outdoor School Programs Coordinator: ext 220
MEALTIMES	Dining Hall and Kitchen: exts 233, 230, 234
6:30–8:30 PM	Margetts Office: ext 212
AFTER 8:30 PM	For Emergencies Only*: ext 123

***Please note that minor ailments such as stomachache and headache will be seen by the nurse the next morning. By law, no Frost Valley staff aside from Registered Nurses can dispense any over the counter medication such as Tylenol, Pepto-Bismol etc.**

Wellness Center

The Frost Valley Wellness Center is located adjacent to the Dining Hall. All school groups must have either brought their own health care officer or have contracted the Frost Valley nurse. If you hired Frost Valley's nurse, they will be available in the Wellness Center. **Please note that while Frost Valley does have an infirmary–the school is responsible for providing adult supervision for sick or injured children.**

In Event of Fire

As part of emergency planning, please note location of fire exits and emergency phones near lodging. Always evacuate the building if the smoke alarm goes off and contact a Frost Valley staff at the above extensions. Plan a place for students to meet and take attendance. Schools should run a fire drill in each lodge during the first day of their stay.

Smoke Alarms

Smoke alarms only sound within a building; they are **NOT** hooked up to a central monitor. Notify a Frost Valley staff member immediately if you must sound an alarm or if it goes off.

Loss of Power

Occasionally Frost Valley loses power. Most of the buildings are connected to emergency generators but it may take a while for the maintenance department to turn them on. Please notify the Frost Valley staff and keep flashlights handy in case of a power loss.

OUTDOOR SCHOOL PROGRAMS GUIDELINES

Student Supervision

- **RULE OF 3**
  Students must be supervised by adults at all times! Students may not enter their lodges without an adult. Adults are responsible for students during free time, in the dining hall and while in lodges. Students are not permitted near the lodges of other schools. Frost Valley advises all adults to follow the Rule of 3: always travel in a group of 3 – never be alone with a child whenever possible.
- **STUDENT BEHAVIOR**
  We ask all guests to show respect toward camp property and other people. Should a situation arise involving violence, theft, or major property damage, Frost Valley and your school reserves the right to send students home.
- **OUTDOOR CLASSES**
  Frost Valley classes are outside. Please help remind students to be prepared with warm clothing and layers or rain gear as well as a full water bottle when they leave their lodges in the morning.
- **TEACHER/CHAPERONE ROLE DURING CLASS**
  The Frost Valley staff will be leading each activity, but we require at least one adult to be with each class group. We encourage the adults to get involved and be role models, but remember to let the students answer questions and solve problems on their own. Each class is a "school" experience and learning is the main focus. If any discipline problems arise or students are not listening to the instructor, we ask that you assist the Frost Valley staff in helping students to focus and participate. If major discipline problems arise, we may ask the adults to remove a certain student and notify the lead teacher of your school.
- **FREE TIME**
  There is a bit of open recreation time for students to hang out on the Filreis Field area before and after class. Students can check out sports equipment from Margetts and are welcome to use the bathrooms and drinking fountains inside Margetts. If for some reason a student must return to their lodge during free time, an adult must accompany.
- **QUIET HOURS**
  Quiet hours begin at 10:00 pm and go until 7:00 am. Please respect the other groups and staff that live on camp property as some of them live near your lodges or in apartments above your lodges. Be courteous of your neighbors!
- **MEALS IN THE DINING HALL**
  Please help guide students in serving food, cleaning their table, and encourage them to be mindful of our food waste reduction program. **Coffee and Tea are for adults only.**

Lodging

- **WINDOWS, LIGHTS AND THERMOSTATS**
  Please help us to conserve energy and resources. Please help remind students to turn off all faucets and lights when leaving the room/lodge. If your lodge gets too warm, please turn down thermostats before opening windows. Please keep thermostats set at 65° F whenever possible. If the lodge is too cool, please close all windows before turning up the thermostat.
- **FIREWOOD**
  Each fire pit or lodge is stocked with one delivery of wood. You may collect small kindling if necessary, but please do not collect wood from the forest. If you require additional firewood please contact a Frost Valley staff member.
- **LODGE CONDITION**
  Please notify a Frost Valley staff member with any lodge repairs needed and help students keep our lodges graffiti free! Schools will be charged for any new damages to buildings or for excessive cleaning needs.
- **CHECK OUT PROCEDURES**
  Departure days are busy ones. Please have everyone pack all of their belongings and place luggage in the main room of lodges before breakfast. If it is not raining, please place luggage outside of your lodge. Frost Valley staff will pick up and deliver your luggage to a designated area. Please do not return to your lodge after morning class as our housekeeping staff has already begun cleaning lodges for incoming guests. If you have Frost Valley pillows, linens and blankets, please place them in the main room of the lodge in separate piles. Please make sure thermostats are at 65°F. Please sweep and tidy with the provided broom and dustpans. Last but not least, please walk through the lodge to ensure that nothing has been left behind.
- **RECYCLING**
  Please help us by properly sorting your recycling and trash. Recycling containers and how-to posters are located in each lodge and around camp. Please only recycle items listed on the sign.

OUTDOOR SCHOOL PROGRAMS | Guidelines for Teachers & Chaperones

Around Camp

- **OFF LIMITS**
  The following areas are off limits without a Frost Valley staff member: Project Adventure Course, Ropes Courses, Climbing Tower, Lake Cole, the Castle Hill, Memorial Island in Reflection Pond. **There is no swimming** in any lakes, streams or ponds.
- **PHONE USAGE**
  The phones near or inside your lodges are for inter-camp calls only. They are shared lines used for contacting the Frost Valley staff or in the case of an emergency. Phones located in both foyers of the Dining hall and in the foyer of the Welcome Center can be used to call outside numbers. Your school may have a policy about letting students use the phones; please ask the lead teacher about this policy. If you have an emergency or urgent need to call your school or family, please contact a Frost Valley staff member. To call out, please enter the number you wish to reach, wait for the tone, then enter: 122519.
- **PROHIBITED ITEMS**
  For the safety of all of our guests some items are not permitted on camp. These include pets, weapons, drones and anything else deemed dangerous by Frost Valley staff.
- **THE STORE**
  The store is located in the Dining Hall and typically open during most meals. Students must have an adult with their group to shop. Your school may create a schedule as to which tables can shop at a certain meal.
- **SMOKING AND ALCOHOL POLICY**
  Smoking is prohibited within 50 feet of any building, during class, or in front of students. Please dispose of cigarettes and butts appropriately. Alcohol is prohibited at all programs.
- **VEHICLES AND DRIVING**
  For the safety of all of our guests the speed limit around property is 15 MPH. All guests are required to follow all NY state motor vehicle laws, including the use of seat belts for all passengers. No guests should be riding in the back of a pickup or open trunk on camp.
- **WILDLIFE AROUND CAMP**
  One of the great things about coming to Frost Valley is our classroom – the great outdoors. While moving around the property you may occasionally encounter wild animals. Please do not approach, feed or handle any wild animal.
- **WINTER POLICIES**
  Due to injury risk, there is no snowball throwing allowed. Please stay off ski trails and snow tubing run unless accompanied by Frost Valley staff. Please wear proper footwear when walking on snow or icy trails.

Frost Valley Mission & Values

Frost Valley YMCA is a place where people from all backgrounds and experiences can connect, belong, and grow, through engagements in community, nature, the arts and recreation, to cultivate a healthy and fulfilled life.

The YMCA's character values of CARING, HONESTY, RESPECT & RESPONSIBILITY guide Frost Valley YMCA's core organizational values, which serve as pathways for our guests as they engage with nature, art and each other. We are:

INCLUSIVE and DIVERSE

Above all, we aim for a community where all feel that they belong

CARING and CONNECTED

We prioritize our connection to others in a caring community

HONEST and RESPECTFUL

We are honest to and about each other and ourselves, and we appreciate and respect our shared experiences and differences

RESPONSIBLE and ACCOUNTABLE

For and to ourselves, each other and our environment