



CAMP PINEBROOK
— EST. 2018 —

Parent Handbook 2018

The premiere Reform day camp of Westchester County

1000 Pinebrook Blvd
New Rochelle, NY 10804
(914) 813-8700
www.CampPinebrook.com

CAMP DIRECTORY

Jesse Gallop.....Camp Director
Janet Zohar.....Program Director
Jo Steiner.....Unit Head
Rhonda Sexer Levy.....Office Manager
Sabrina Mancuso.....Swim Director
Gail Yates-Cooper and Pat DawsonCamp Nurses

Important Emails

Jesse Gallop.....Jesse@CampPinebrook.com
Busing Issues.....Transportation@CampPinebrook.com
General Camp Business.....Office@CampPinebrook.com

Phone Number

Main Office Number.....(914) 318-8700

Camp Hours

Morning Extended Care: 7:00am to 9:00am	Bus Arrival: 8:45am to 9:00am
Afternoon Extended Care: 4:00pm to 6:30pm	Bus Departure: 4:00pm to 4:15pm
Office Hours: 8:00am to 4:30pm	On Call Hours: 6:30am to 7:00pm

Required Forms

- 1) Authorized Adults (& Transportation Release Permission Form)
- 2) Medical Forms (including immunization & insurance card information)
- 3) Photo Release
- 4) Sunscreen and Bug Spray Application Release
- 5) Transportation
- 6) Food Alert
- 7) Camper Code of Behavior

All forms require parent/guardian signatures

Welcome

Camp Pinebrook and our staff are excited that your camper is joining us for our inaugural summer! We are diligently organizing camp, creating programming, and ensuring that each camper has an amazing summer. This handbook is meant to be a source of information. Please know that we pride ourselves on being a warm and friendly administration and camp. Therefore, we are happy to answer questions and have conversation with parents. In addition we have an open-door visitor policy. Please just come to the camp office and register as a visitor.

Looking forward to a great summer,
Camp Pinebrook's Staff

Camp Policies

We are a nut aware camp! Please do not bring any food that has been produced in a manufacturing plant where peanuts and tree nuts are present (peanuts, almonds, cashews, hazelnut, walnuts, pasticcios, pine nuts, macadamia nuts, Brazilian nuts, etc.)

Campers are not permitted to bring personal electronics to camp. Prohibited items include cell phones, laptops, iPods, digital cameras, tablets, GPS devices or any device that takes photos, shows movies or can access the internet. Please do not bring valuable or expensive items or sports equipment to camp. Any of these items will be collected and returned to parents.

Camp is not responsible for: campers' personal property, lost or damaged items, items left at camp or on the bus.

All items brought to camp must be labeled with the camper's full name.

Campers and parents may not bring personal pets or animals to camp at any time. Many children are allergic to certain pets, and animal will not be allowed on the grounds.

Camp Pinebrooks is an alcohol and drug-free facility and does not allow weapons on camp grounds. All vehicles must be parked in a designated parking spot. No one is allowed to park in the fire-lane.

Children who have a fever are not allowed to return to camp until they have been fever-free for 24 hours.

Camper Clothing and Packing List

Campers should wear Shorts, T-shirts, and sneakers (with Velcro closures for younger campers) daily. Please dress campers in their Camp Pinebrook T-shirt on Fridays.

Open toed shoes, sandals, and flip-flops are not allowed at camp, outside of the pool deck. Please back long-sleeved shirt and pants if you worry that your child might be cold. In addition each camper should have:

- 3 bathing suits (to be left in camp for the week and returned home every Friday for laundering)
- 1 Sweatshirt (to be left at camp)
- Rain gear (to be left at camp)
- Personal sunscreen (SPF at own discretion)
- For younger campers, swim diapers are recommended (15 per week)
- **1 complete change of clothes in a zip-lock bag** (to be left at camp)

**Please label everything your child wears or brings to camp.*

All campers are assigned a personal cubby for all their belongings. On Friday, campers bring home soiled clothing and bathing suits in a plastic bag provided by camp. Please send these items back to camp with your child on Monday.

Camper Code of Behavior

Camp Pinebrook does not permit cell/smart phones, laptops, computers, cameras, GPS devices, or any device that takes photos, shows videos, or accesses the internet at camp or on buses.

Camp Pinebrook has a firm policy against all types of bullying, whether it is physical, verbal or occurring in cyberspace. We want camp to be a safe space for all campers.

Parent information

- Camp season office hours are 8:00am to 4:30pm, with a staff member on-call from 6:30am to 7:00pm.
- Parents should familiarize themselves with this guide regarding Camp Pinebrook's policies and all activities offered at camp.
- If it is necessary for you to pick-up or drop-off a camper, it will take place at the camp office.
- Parents and guardians are asked to identify themselves at the camp office by showing photo ID.

- If a camper is being picked up by another adult, we must receive written notification. Please inform the person that s/he must present photo ID.
- All visitors must check in at the camp office and wear a visitor's name tag to be provided at the camp office.
- Campers are not permitted to go home with any camp staff unless a permission form is signed by all parties.
- Nurse will notify parents when the following occurs:
 - The nurse identifies the child at the time of the infirmary visit as either ill, with fever, or needing to go home for medical attention.
 - The nurse identifies an injury that needs immediate medical attention.

Transportation

REGULATIONS

- Children must have their seat belted fastened and face forward at all times. If this is not the case, the bus will stop until the driver and bus counselor feel it is safe to continue.
- Campers may not open bus windows at any time.
- Attendance will be taken on the bus by the counselor.
- **If your child will not be attending camp, you must contact the camp office, so that the bus doesn't go to your home.**
- Campers must respect the rights of others on the bus and adhere to the bus counselor's directions.
- If a camper does not behave on the bus, the incident will be reported to the bus counselor and a call home will follow. **If a child continues to misbehave, the camper will not be allowed to take the bus until the situation is rectified.**
- Eating is not permitted on the bus. Water will be provided on hot days.
- If your child ate a breakfast with peanut butter content or any other nut product, **please** wash child's hands and rinse his/her mouth before boarding the bus.
- Please indicate on the medical form if your child will require an **epi-pen** on the bus to and from camp. If so, you must provide an additional twin pack to the health center.
- All bus counselors carry cell phones.

BUS SCHEDULE

- Parent/guardian/caregiver must be ready and waiting for the bus in both the AM and the PM. Bus counselors are not permitted to leave the bus. In the AM, when the bus door opens, the child will board the bus. Parents are not permitted to board the bus. The bus counselor will help each camper on and will assist in buckling his/her seat belt. It is important not to delay the bus. If you have any questions, please call the office (we'll be glad to help).
- We make every effort to have the bus stop directly in front of your house or building. However, sometimes it's not possible. If the bus opens the door on the opposite side of the street, we ask the parent/guardian/caretaker to please cross the street with their child.
- **Morning pick-up times are approximate and may be subject to change.** Creating the correct bus route is challenging, and we truly want everyone to be satisfied. It is, therefore, imperative that campers be ready **at least five minutes prior to the scheduled pick-up time.** This will avoid delays along the route.
- **Afternoon Bus Departure:** Buses leave camp at approximately 4:00pm. Parent/guardian/caregiver must be home and visible to receive your child from the bus. If no one is available to take your child off the bus, s/he will remain on the bus and the bus will continue its route. Camp will contact parent or emergency numbers to resolve the situation.
****If a parent will not be meeting the bus in the afternoon, and your child is to be received by an appointed guardian or caretaker, please fill out and submit the Transportation Release Permission Form.*

RULES FOR AFTERNOON BUS CHANGES

Requests will only be honored if we have room on the requested bus. All requests must be in writing or emailed to (transportation@camppinebrook.com) and followed by a confirming phone call by noon (914) 813-8700. We will NOT under any circumstance place a child on another bus without written permission and a confirming call from the legal guardian. Camp Pinebrook reserves the right to suspend or change our bus change policy during the summer as we deem necessary.

Health Care
HEALTH CENTER

The camp health center is an air conditioned facility, staffed by a Registered Nurse. The camp nurse administers first aid and is authorized to administer both prescription and over-the-counter medication once the authorization to administer form is filled out and signed by your doctor. In the event of illness requiring further attention, parents or emergency contact are called and are required to pick up the child.

ILLNESS POLICY

The following conditions require campers to be absent from camp for their well-being and to prevent the spread of infection. Anything considered contagious but not limited to the following:

- **TEMPERATURE**

May return to camp when fever free (under 100 degrees) for 24 hours without fever reducing medication.

- **DIARRHEA / VOMITING**

May return when symptom free for 24 hours.

- **STREP THROAT**

May return after 24 hours of antibiotic treatment.

- **CONJUNCTIVITIS (PINK EYE)**

May return after 24 hours of antibiotic treatment.

- **HEAD LICE**

May return after being treated. Your child will be checked upon return and may only remain in camp if nit free. Please provide a letter stating that your child was treated and is nit free.

- **RASHES**

Any unusual rashes or potentially contagious rashes, please have your child evaluated by your physician before sending to camp.

Please note: All efforts should be made to pick your child up if s/he becomes ill during the camp day to prevent exposure to other children.

* In the event your child is sent home from the infirmary with a fever or another contagious illness, our transportation office will be notified not to pick your child up the following day. Please feel free to call our camp office (914) 813-8700 with any concerns or clarification regarding our health policies.

COMMUNICABLE DISEASES

Please advise us immediately if your child has been exposed to any communicable disease. Be sure to inspect your child for head lice periodically during the summer. In addition, please check for deer ticks.

MEDICAL FORMS

Camp Pinebrook and the American Camping Association require a completed and signed medical form from every camper prior to attending camp and participating in activities. Please schedule your child's check up in the early spring. The medical form should be returned to us prior to May 31st. It is important that your physician completes the physician portion, signs, and prints or stamps his/her address and phone-number even if the doctor has submitting his/her own universal health form. In case of emergency, give names, addresses and phone numbers of relatives or physicians in the event you are away or unreachable. Please give detailed health and welfare instructions so that we may give your child proper care. Sensitivity reactions to medications should be noted prominently on the medical form. All parents should check their children daily upon their returning from camp as requested by the Department of Health.

Please keep extra eyeglasses, contact lenses, earplugs, and epi-pens at home in case of loss or breakage.

MEDICATION

The Physician Authorization for Medication form must be filled out in order for your child to receive any over the counter or prescription medication at camp (including Tylenol). Medication should be labeled with the camper's name in the original container with prescription label and sent to the camp with instructions for the camp nurse. Medication may be given to the bus counselor who will deliver it to our nursing staff. Medication cannot remain with the camper. **ALL MEDICATION WILL BE DISPENSED BY THE NURSE IN THE HEALTH CENTER.**

Campers requiring epi-pens in camp will have their medication stored in the health center. If your child requires an epi-pen with them at all times, or will be traveling with their epi-pen on the bus, please contact the health center and make the nurses aware.

Camper Birthday

If your child is celebrating a birthday at camp, we will make sure it's a day s/he will remember! When your child arrives to his/her group, s/he will be given a special birthday t-shirt along with a marker so all of his/her friends and counselors can sign.

Dining Room

- All food is served family style by counselors.
- Every family will receive our daily menu. Our food is kosher style, meaning meals are either meat or dairy. All meat served is kosher. Gluten free and other dietary options available.
- Substitute food options are available daily.
- If your child has serious food allergies, call us for a personal consultation. Please indicate food allergies on all forms.
- Our camp nurse oversees any special dietary needs and medication.

Gratuities

We are very proud of our staff, and appreciate all the care and devotion they give to our campers. The following gratuities serve as a guide based on an 8-week camp season for those parents who are interested (total of \$175):

Group Counselors:

General Counselor... \$50.00
Junior Counselor..... \$40.00
Bus Counselor..... \$20.00

Additional Staff:

Activity Specialist and Lifeguards..... \$45.00
Bus Driver..... \$10.00
Maintenance Staff..... \$10.00

Swimming

SWIM INSTRUCTION AT CAMP PINEBROOK

The swim staff is committed to providing a safe, fun, and nurturing environment. It is our goal to improve swim skills of all campers through a program that includes spirit and pride. The program's main emphasis is to teach basic swimming skills, foster an appreciation for the aquatic environment, and provide exposure to safety within the water. Instruction focuses on developing proper body positions for all strokes and water skills, correct breathing patterns and develop appropriate stroke mechanics and techniques. There is also an effort to improve endurance and stamina during times of our fitness swim.

The Pool Administration is committed to excellence. In an effort to maintain the highest quality of instruction, the staff participates in orientations, has daily meetings throughout the summer, and receives weekly observations. All swim instructors are lifeguard certified.

POOL RULES

- 1) Campers must never swim alone.
- 2) Swimmers should not chew gum or consume any kind of food while in class or free swim. No food allowed in pool area.
- 3) No glass or metal beverages containers should be allowed in swimming area.
- 4) Swimmers should not engage in actions that endanger the safety of themselves or others, for example: running, rough play, dunking others, etc.
- 5) Swimmers may not play with balls, floats, or rubber rafts except on occasions designated by the aquatics director.
- 6) Lifelines should not be used as resting areas expect in emergencies.
- 7) Campers must pass appropriate swimming test before being allowed to swim in deep water. Non-swimmers must stay in shallow water area.
- 8) Safety equipment, such as reach poles, ring buoys or shepherd's crook, are to be used only for emergency or instructional purposes.
- 9) Simmers should not "hang around" the ladders to talk. They should exit from the water immediately upon reaching the ladders.
- 10) NO DIVING ALLOWED

THE FIRST WEEK OF INSTRUCTION

- The goal is to have all campers receive an initial in-water evaluation to assist in placement into the appropriate swim level.
- All efforts are made to maintain instructional groupings of campers with most similar abilities.
- Pool administrators and instructors work towards establishing routines to ensure safety and to maximize instructional time.
- The pool area rules are reviewed.

SWIM INSTRUCTION PROGRAM

- Camp Pinebrook adheres to the guidelines set forth by the American Red Cross Levels 1-6 inclusive of our own specific skills and instruction.

- All campers are evaluated at the beginning of camp and placed into an appropriate swim group. Periodic evaluations are conducted throughout the summer.
- Campers are required to wear color-coded swim bracelets, which identify their ability to swim in shallow or deep water throughout the camp. Bracelets are provided by the camp.
- Campers are permitted to wear their UV swim shirts.
- Be sure to return clean swim suits each Monday.

SWIM LEVELS

Level 1: Introduction to Water Skills

Level 2: Fundamental Aquatic Skills

Level 3: Stroke Development

Level 4: Stroke Improvement

Level 5: Stroke Refinement

Level 6: Fitness Swimmer / Personal Water Safety

LEVEL 1

Goals: Help campers feel comfortable and safe in the water, provide introductory movement experiences, and introduce basic and personal water safety.

Basic Skills: Entering & exiting the water, blowing bubbles through mouth and nose, bobbing, opening eyes under water and retrieving submerged objects, exploring front & back glides and floats, recovering to vertical position, rolling from front to back and vice versa, exploring treading arms, exploring swimming on front & back with alternating arms & legs, introduction to general and personal water safety.

Exit Skills: 1. Enter unassisted, travel 5 yards, bob 3x's and safely exit the water. 2. Glide on front for 10 ft., roll to back float (3 sec.). Can be performed with assistance

LEVEL 2

Goals: Give campers success with fundamental skills and foster increased comfort on both front and back positions.

Basic Skills: Entering by stepping or jumping from the side, fully submerge and hold breath, bobbing, open eyes under water and retrieve objects, front & back float & glides, roll from front to back and vice versa, explore treading, swim on front & back using combined arm and leg actions, finning, continue with basic water safety.

Exit Skills: 1. Step from side into chest-deep water, move into a front float for 5 sec., roll to back float (5 sec.), return to vertical position. 2. Push off and swim using a combination of arm and leg actions on front for 15 ft. on the front, roll to back, float for 15 sec., roll to front and continue swimming for 15 ft.

LEVEL 3

Goals: Build upon previously learned skills and develop and enhance proper stroke mechanics.

Basic Skills: Jump into deep water from the side, dive from sitting and kneeling position, perform rotary breathing, change from vertical position to horizontal position on front and back, treading, survival & back float, bobbing while moving towards safety, demonstrate flutter, scissor, dolphin, and breaststroke kicks on front, front crawl and elementary backstroke, Continue with basic and personal water safety.

Exit Skills: 1. Jump into chest-deep water from the side, swim front crawl for 15 yards, maintain position by treading or floating for 30 sec. and swim elementary backstroke for 15 yards.

LEVEL 4

Goals: Develop confidence in skills and strokes learned, improve techniques and stroke mechanics, and expand upon general and personal water safety.

Basic Skills: Dive from compact and stride position, swim underwater, treading using 2 different kicks, show improvements to front crawl & elementary backstroke, introduce and demonstrate backstroke, butterfly, breaststroke, and sidestroke. Continue and expand upon basic water safety.

Exit Skills: 1. Perform a feet-first entry into deep water, swim front crawl for 25 yards, Change position and swim elementary backstroke for 25 yards. 2. Swim breaststroke for 15 yards and swim backstroke for 15 yards.

LEVEL 5

Goals: Provide further coordination, refinement, and endurance for all strokes and other skills. Further increase general and personal water safety understanding.

Basic Skills: Shallow Dive from the side and maintain a streamline position into a front crawl, tuck & pick surface dives, front & back flip turns, continue improvement to the front & back crawl, butterfly, breaststroke, elementary backstroke, and sidestroke, Introduce sculling and finning, and continue to expand upon basic water safety skills and understanding.

Exit Skills: 1. Perform a shallow dive into deep water, swim front crawl for 50 yards, change position & direction, and swim elementary backstroke for 50 yards. 2. Swim breaststroke for 25 yards, change position & direction and swim back crawl for 25 yards.

LEVEL 6

Goals: Refine all strokes, maximize efficiency and comfort in the water, and demonstrate power and smoothness over greater distances.

Basic Skills: Introduction to the Junior Lifeguard program.

Exit Skills: 1. Swim 100 yards of front & back crawl, 50 yards of butterfly, breaststroke, sidestroke, and elementary backstroke. Demonstrate front & back crawl open & flip turns, and butterfly and breaststroke turns. 2. Demonstrate with proficiency and discuss all previously learned water safety skills (with varying time requirements).