



CAMP PINEBROOK
— EST. 2018 —

Parent Handbook 2020

A Community of Friends;
A Summer of Fun

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

CAMP DIRECTORY

Jesse Gallop.....Camp Director
Jo Steiner.....Associate Director
Ben Cion.....Assistant Director

Important Emails

Jesse Gallop.....Jesse@CampPinebrook.com

Phone Number

Main Office Number.....(914) 813-8700
Jesse’s Cell Phone to report COVID-19 Symptoms or Exposure.....(212) 380-8881

Camp Hours

- Session A: 8:45 am to 3:45 pm
- Session B: 9:00 am to 4:00 pm
- Session C: 9:15 am to 4:15 pm

Welcome

All of us at Camp Pinebrook are excited that your camper is joining us this summer! While this Parent Handbook is meant to be a source of information, please know that we pride ourselves on our warmth and friendliness. We are always available for your questions or concerns. This summer, to an even greater extent than in the past, it is imperative that we work together in partnership towards keeping campers, Camp Pinebrook families, and staff safe. This will require us working together to achieve strict adherence to all guidelines contained in this guidebook and with Camp Pinebrook’s safety procedures.

Required Forms- The following forms are accessible through your camper profile:

Pinebrook.campintouch.com

- 1) Authorized Adults
- 2) Medical Forms (including immunization & insurance card information)
- 3) Photo and Video Release
- 4) Sunscreen and Bug Spray Application Release
- 5) Food Alert
- 6) Camper Code of Behavior
- 7) COVID-19 Waiver
- 8) Acknowledgement of receipt and understanding of Camp Pinebrook’s COVID-19 Policies and Procedures

Medical

Food Allergies

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

MEDICAL FORMS

Camp Pinebrook and the American Camping Association require a completed and signed medical form from each camper prior to attending camp. The Westchester County Department of Health requests that all campers and staff be measles vaccinated prior to the start of camp (MMR vaccine). If your child's medical record is out-of-date, please upload current information and make a doctor's appointment immediately. All forms can be found online: www.pinebrook.campintouch.com. The medical form must be uploaded or returned prior to June 22nd. **We require one week to process all forms to ensure everyone's safety. Late forms will result in a late start for your camper.**

COVID-19 Symptoms

Fever (100.0 degrees or higher), cough, shortness of breath, chills, muscle pain, headache, sore throat, vomiting, diarrhea, loss of smell or taste.

Daily Health Screening and Arrival at Camp

- Before coming to camp families must perform a health check within their home and confirm the absence of COVID-19 symptoms, exposure, or diagnosis among family members. Contact Jesse Gallop, Director, immediately if anyone in your household has been exposed to, shows symptoms of, or has been diagnosed with COVID-19.
- One adult will accompany each camper at drop-off. The adult must wear a mask. Adult should be consistent if possible.
- Please maintain social distancing (6-feet) and stand on designated spots while waiting for screening.
- Parents are encouraged to assist campers with the daily health questions.
- Any individual entering camp must have their temperature checked (and documented).
- Parents will not be permitted to enter camp. Good-byes should take place following the temperature check.
- Upon entry to camp, campers will immediately wash hands (20 second scrub).
- Campers will then join their group/bunk.

Camper COVID-19 Exposure or Symptoms

If any member of your household has symptoms you must inform the camp immediately! If exposed, your camper must be seen by a doctor and test COVID-19 negative with an accompanying doctor's note. Upon receiving the note our camp nurse will contact your doctor within 24-hours. We will then look forward to welcoming back your camper. Absent a doctor's note, campers will be required to quarantine for 14-days prior to returning to camp. A camper who is COVID-19 positive must subsequently isolate for 14-days before returning to camp. As with all health matters, strict privacy will be observed. However, we are required to report any incidences of exposure to the Westchester Department of Health.

HAND HYGIENE

Campers will wash their hands each day when entering camp. In addition, each camper will wash hands and/or use hand sanitizer before and after lunch, after each activity period, when they cough or sneeze, have snack, or whenever appropriate to stem the spread of germs. Hand washings require scrubbing with soap for 20 seconds. If a camper is unable to fully complete this procedure, the camper will be required to use hand sanitizer in addition to the washing. We recommend daily application of moisturizer (it is a lot of hand-washing).

HEALTH CENTER

Our health center is an air-conditioned facility, staffed by our nurse. Our nurse will notify parents if:

- The camper is ill, with fever, or needs to return home for medical attention.
- The camper has an injury requiring immediate medical attention.

NON-COVID COMMUNICABLE DISEASES

Please advise us immediately if your child has been exposed to any communicable disease. Please be sure to regularly inspect your child for head lice and deer ticks.

Campers experiencing any of the following conditions should not attend camp:

- **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**
If your child has any unusual or potentially contagious rashes, please have them evaluated by your physician before sending to camp.
- **ANY OTHER CONTAGIOUS MEDICAL CONDITION**

We require 2 non-parent, emergency contacts. Please fill out the “authorized adults form”. Please provide names, addresses and phone numbers of each emergency contact. Provide detailed health and welfare instructions to ensure your child receives the best care. Sensitivity reactions to medications should be noted prominently on the medical form.

Please keep back-up 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 in its original container with the prescription label, labeled with the camper’s name, and delivered to the camp with instructions for the camp nurse. Medication may not remain with the camper. **ALL MEDICATION WILL BE DISPENSED BY THE NURSE IN THE HEALTH CENTER.** Camp Pinebrook can only give out medicines that have a doctor’s prescription.

EPI-PENS

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, please contact the health center and make the nurses aware. Any camper requiring an epi-pen must have an accompanying doctor’s note.

PICK-UP PROCEDURES

Each family will be emailed a sign to put in their window when picking up a camper. It will include the camp logo, child's name, his/her/their group, and session pick-up time. When picking up your campers, please remain in a line next to the curb and drive all the way forward (facing the athletic field and basketball court). A leadership member will come to your car and call for the camper. It is important that the person picking-up campers has their driver's license or other form of ID.

FINANCES

Camper accounts must be paid in full by June 22, 2020. Families may pay online (e-Checks and credit cards) or with check. If a camper requires isolation, or camp is closed, a partial refund will be issued.

CLOTHING AND PACKING LIST

Campers should arrive at camp wearing shorts, T-shirts, socks, underwear and sneakers (we require closed-toed shoes). Please dress campers in their Camp Pinebrook T-shirt on Fridays. Open toed shoes, sandals, and flip-flops are allowed only on the pool deck. Please pack a long-sleeved shirt and pants if you worry that your child might be cold. The lunchroom can be cold due to air conditioning. In addition, each camper should have (to be left at camp):

- Water bottle
- 3 bathing suits (to be left in camp for the week and returned home every Friday for laundering)
- 2 pairs of underwear and socks
- Sweatshirt
- Rain gear
- Sunscreen (SPF at own discretion)
- Bug spray
- Hat
- Swim goggles (Recommended)
- Sandals for the pool-deck
- **1 complete change of clothes in a zip-lock bag** (to be left at camp)
- No towels needed (they are provided by camp)

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

All campers will be assigned a personal cubby for all their belongings. Campers will leave their belongings in their cubby during the week, unless something requires washing. On Fridays, campers will bring home their clothing and bathing suits. Please send these items back to camp with your child on Monday. Water-shoes/sandals and

other camper items will remain at camp for the summer. We will do our best to keep campers connected with their belongings. However, things do get lost. Please do not send anything to camp with sentimental or financial value. Toys are not permitted at camp. Please keep personal belongings at home.

ADDITIONAL PARENT INFORMATION

- **Pre-Camp Zoom Visit:** Counselors will set up a Zoom Conference with each camper and family by Tuesday, June 23rd.
- Parents should familiarize themselves with this handbook regarding Camp Pinebrook's policies offered at camp.
- If it is necessary for you to pick-up or drop-off a camper outside of the scheduled pick-up or drop-off times, it will take place at the camp office. Please park car in a designated parking space and call the office.
- Parents and guardians will be required to identify themselves at the camp office with state issued photo ID.
- If a camper is to be picked up by another adult (besides legal guardians), prior written authorization will be required. The authorized adult will be required to present state issued, photo ID.
- Campers are not permitted to leave camp with any camp staff unless a permission form is signed by parents and counselor.
- 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. These items will be collected and returned to parents. We do not allow toys, collectables, jewelry or games; these items are distractions and can negatively impact group cohesion.
- **We cannot be responsible for: campers' personal property, lost or damaged items, items left at camp. All personal items must be labeled with the camper's full name.**
- Campers and parents may not bring pets or animals to camp at any time.
- Camp Pinebrook is an alcohol and drug-free facility. Weapons are strictly prohibited.
- All vehicles must be parked in a designated parking spot. Parking is prohibited in the fire-lane, spots reserved for those with physical challenges, or in Kehillah designated spots.

SNACKS

- Parents shall provide morning snack (nut-free and vegetarian).

- Camp will provide an individually sealed snack (pretzels, graham crackers, etc.)
- Camp ends the day with a low-calorie popsicle or occasionally with an ice cream snack.

Dining Room

- We will serve individual “boxed lunches”.
- There will be three lunch periods to allow for maximum distancing.
- Campers will have assigned lunch seats.
- Each family will receive our daily menu beforehand. Camp Pinebrook keeps Jewish kosher dietary laws. For those who may be unfamiliar with kosher rules, we are happy to provide you with an explanation. Gluten free and other dietary options are available. Each meal includes fresh fruit and vegetables.
- Substitute food options are available daily consisting of pasta and soy/sunflower butter and jelly sandwiches.
- If your child has serious food allergies, please contact us. Please indicate food allergies on all forms.
- Our camp nurse will oversee any special dietary needs or related medications.

Camper Code of Behavior

Camp Pinebrook has a firm policy against all types of bullying, whether physical, verbal or in cyberspace. Campers who hit, kick, bite, run away, or are physically aggressive will be sent home. Camp must be a safe space for all campers and staff.

Gratuities

We are very proud of our staff, and appreciate all the care and devotion they give to our campers. Tips are communally collected and will be dispersed to counselors, junior counselors, program specialists, lifeguards, maintenance staff and bus drivers. For each camper, we suggest a \$25-30 per week tip. For example, a camper who attends 8-weeks of camp would give a total of \$200-240 to the entire staff. Cash tips, (with the camper’s name and “Tip”) may be given to the office staff in an envelope marked with the camper’s name and the word “Tip” on it. It is customary to collect tips during the camper’s last week of camp. The office will send out a reminder. Tipping is optional. Each family will decide what is reasonable and appropriate for them.

Camper Birthdays

If your child is celebrating a birthday at camp, we will make sure it’s a day they will remember! When your child arrives to their group, they will be given a special birthday t-shirt along with a marker so all of their friends and counselors may sign. Please remind the office if your child has a summer birthday before camp starts.

SWIMMING AND CAMP ACTIVITIES

Pool Rules

- 1) Campers may never swim alone. No one may enter the water until given a buddy tag and invited to enter the water by the lifeguard on duty.
- 2) Swimmers should not chew gum or consume any kind of food while in free swim. No food is allowed in the pool area.
- 3) No glass or metal beverages containers are allowed in the swimming area.
- 4) Swimmers may not engage in actions that endanger themselves or others, for example: running, rough play, dunking others, etc.
- 5) Swimmers may not play with balls, floats, or rubber rafts except when permitted by the aquatic's director.
- 6) Lifelines may not be used as resting areas except in emergencies.
- 7) Campers must pass an appropriate swimming test before being allowed to swim in deep water. Non-swimmers must stay in the 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) Swimmers may not "hang around" the ladders to talk. They shall exit from the water immediately upon reaching the ladders.
- 10) NO DIVING ALLOWED

Free-Swim

All campers will have (weather permitting) a morning and afternoon free-swim activity. All campers will be in the shallow end until they pass the "deep-water test". Once passed, the camper will receive a yellow bracelet allowing them to go into deeper water. The buddy system and lifeguards must be obeyed at all times. Buddy checks are called every 15-minutes.

Sports

Campers will have a regular opportunity to enjoy sports at Camp Pinebrook. All equipment will be for individual use. There will be no scrimmages, or physical interaction between campers. This is consistent with best practices of the CDC and Department of Health. All supplies and equipment will be sanitized before and after each use.