



CAMP PINEBROOK
— EST. 2018 —

Parent Handbook 2021

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

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
Temple Israel of New Rochelle Main Number.....(914) 235-1800

Camp Hours

- Extended-Care Drop-off hours: **8:00 am to 8:45 am* *New Hours**
- Drop-off A **8:45 am to 3:45 pm Alligators, Rabbits, Hawks, Pandas, & Elephants**
- Drop-off B **9:00 am to 4:00 pm Tigers, Monkeys, & Lions**
- Drop-off C **9:15 am to 4:15 pm Jaguars, Bears, Kangaroos, & Goats**
- Extended-Care Pick-up: **4:15 pm to 6:00 pm* *New Hours**
- Partial-Day Pick-up: **1:15 pm Alligators & Rabbits**
- Partial-Day Pick-up: **1:30 pm Tigers & Jaguars**

Welcome

Camp Pinebrook and our staff are excited that your camper is joining us this summer! The Parent 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 check in with parents. This summer, it is imperative that families are our partners in keeping campers, their families, and staff safe. Please report all COVID-19 symptoms and exposure to Jesse Gallop, Camp Pinebrook’s director.

Required Forms (Due May 15th)- All forms can be accessed when logged into 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) COVID-19 Waiver

- 6) Food Alert
- 7) Camper Code of Behavior
- 8) Acknowledgement of receiving and reading through Camp Pinebrook 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 a manufacturing plant where peanuts and tree nuts are present (peanuts, almonds, cashews, hazelnut, walnuts, pistachios, pine nuts, macadamia nuts, Brazil nuts, etc.)

Health and Immunizations

All camper health and immunization paperwork need to be uploaded or given to the camp office by May 15, 2021 (If your child has a doctor's appointment after this date, please email updated form to jesse@camppinebrook.com). All campers are required to be up-to-date on vaccinations.

Camp Pinebrook asks families to please consider vaccinating all members of their family that are eligible for the COVID-19 vaccine. COVID-19 vaccination is not required; but we ask that you consider the safety and well being of all at camp this summer. There are family members who are immune-compromised, have new-born babies, and other medical conditions that are extremely vulnerable to COVID-19.

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

- Before coming to camp families need to do a daily pre-screen health check acknowledging that no one in their home has COVID-19 symptoms, exposure, or diagnosis. Contact Jesse Gallop, Director, immediately if your camper or anyone in your household has been exposed, shows symptoms, or has been diagnosed.
- One parent will accompany child at drop-off, adults and campers must be wearing masks.
- Please be respectful of social distancing (6-feet) and stand on specific spots while waiting for screening.
- Parents may help campers answer health questions.
- Every person entering camp must have their temperature checked (and documented).

- Parents are not allowed to enter camp; after temperature check is when to say good-bye.
- Camper/s immediately go to the bathroom to wash hands (20 second scrub).
- Camper/s will then join group.

Camper COVID-19 Exposure or Symptoms

If a member of a camper's household or the camper has symptoms, please inform camp immediately! Once notified, the camper then needs to visit a physician and receive a doctor's note explaining that the camper has been tested and is COVID-19 negative. Once Camp Pinebrook receives the doctor's note (you will be notified in an email), the camp nurse has 24-hours to contact the doctor. **ONLY UPON APPROVAL FROM CAMP NURSE MAY A CAMPER RETURN.** Without a doctor's note, the camper must isolate for 10-days before returning to camp. If camper (or member of household) is COVID-19 positive, he/she/they must isolate for 14-days before returning to camp. All reports will be filed with Westchester Department of Health.

HAND HYGIENE

Campers will wash their hands when they enter camp every day. In addition, every camper will wash hands before and after lunch. Campers will also use hand sanitizer or wash hands between each activity period, when they cough or sneeze, have snack, or any other appropriate time to control the spread of germs. It is required to scrub hands properly with soap for 20 seconds (water temperature can be cold or warm). If a camper is not able to follow the instructions, then he/she/they will need to sanitize hands in addition to washing. It is recommended to moisturize camper's hands with lotion daily (it is a lot of washing).

HEALTH CENTER

The camp health center is an air-conditioned facility, staffed by a 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 will be called and are required to pick up the child.

NON-COVID 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 daily.

The following conditions require campers to be absent from camp for their well-being and to prevent the spread of infection. Also, please do not bring sick children into camp while picking up healthy campers. We will bring the camper to your car, please call the office when you are parked. Anything considered contagious but not limited to the following:

- **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.

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. Westchester County Department of Health requests that all campers and staff have had their measles (MMR) vaccine. Please schedule your child's check up in the early spring. All forms can be found online: www.pinebrook.campintouch.com. The medical form should be returned to us prior to May 15th. It is important that your physician completes the physician portion, signs, and prints or stamps his/her/their address and phone-number even if the doctor is submitting his/her/their own universal health form. **Turning in forms late could lead to a late start for your camper.**

It is required to have 2 non-parent emergency contacts. Please fill out the "authorized adults 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/Motrin). 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 cannot 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. All epi-pens must have a doctor's prescription with them.

CONTACTING PARENTS IF INJURY OR ILLNESS

Families will be notified if there are any medical situations where the nurse thinks there should be follow-up by the family (more than routine visits). If there is any injury to head, neck or spine, parents will be notified by the camp nurse. In addition, if a child is ill for any reason, parents will be notified. If the camp nurse expresses that a camper is to be picked up, parents should make every effort possible to get their child as soon as possible (within 30 minutes).

Finances

All camper accounts must be paid in full by May 15, 2021. Families can pay online (e-Checks and credit cards) or with check. If Camp Pinebrook is closed due to COVID-19, families will receive a partial refund. However, if individual campers or groups are isolated or required to stay at home, there will be no refunds.

Camper Clothing and Packing List

Campers should come to camp wearing shorts, T-shirts, socks, underwear and sneakers (we require closed-toed shoes) daily. Please dress campers in their Camp Pinebrook T-shirt on Fridays. Open toed shoes, sandals, and flip-flops are only allowed at the pool deck. All camp activities will take place outside, unless there is inclement weather. In addition, each camper should have items that stay at camp:

- Water bottle
- 3-5 cloth COVID-19 safety masks (in a labelled plastic bag, dirty masks will be sent home to be cleaned).

- 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 (to be left at camp)
- Rain gear (to be left at camp)
- Personal sunscreen (SPF at own discretion)
- Personal bug spray
- Hat
- Swim goggle (Recommended)
- Sandals for the pool-deck (to be left at camp)
- **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. Campers will leave everything in their cubby on a daily basis, unless something needs to be washed (which will be sent home in the camper's backpack. On Fridays, campers bring home clothing and bathing suits. Please send these items back to camp with your child on Monday. Water-shoes/sandals and other camper items are to remain at camp for the summer. We will try our best to make sure campers go home with their clothing and belongings. However, things may get lost. You will be notified when sunscreen or bug repellent needs to be replaced. Please do not send anything to camp with sentimental or financial value. Also, no toys or stuffed animals at camp. Please keep personal belongings at home.

PARENT INFORMATION

- **Pre-Camp Zoom Parent Meeting:** Tuesday, May 4th at 8pm
- **Meeting Counselors:** Campers will get to meet their counselors in person on Sunday, June 27th. Times will be assigned in the future.
- Parents should familiarize themselves with this handbook 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 outside of normal times, it will take place at the camp office. Please call ahead, and park car in a designated parking space. Walk to the camp door and press the chime on the wall. A person in the office will check-in with you and then bring your camper out to meet you.
- 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 she/he/they must present photo ID.

- Campers are not permitted to go home with any camp staff member unless a permission form is signed by all parties.
- 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. No toys, collectables, jewelry and games; we find such things to bring distractions to camp and can have negative impact on group cohesion.
- **Camp is not responsible for: campers' personal property, lost or damaged items, items left at camp. 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. Children may be allergic, and animals will not be allowed on the grounds.
- Camp Pinebrook 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 or Kehillah designated parking spots. Campers must be signed in and out in the camp office when picked-up or dropped-off outside of camp hours.

Snacks

- Camp will provide an individually sealed snack (pretzels, graham crackers, etc.) and whole fruits (apple, raisins, etc.)
- Camp ends the day with a low-calorie popsicle and occasional ice cream snack.

Dining Room

- All food is served as individual "boxed lunches".
- Due to COVID-19 there will be 3 lunch periods at camp this summer.
- Campers will have assigned lunch seats.
- There will be extra space between each person at the table.
- All groups will be a minimum 6-feet apart from other groups.
- Every family will receive our daily menu. Our food is kosher, meaning meals are either meat or dairy and the catering company follows Jewish law. Gluten free and other dietary options available. Every meal includes fresh fruit and vegetables.
- Substitute food options are available daily, consisting of pasta and soy or sunflower butter and jelly sandwiches.

- 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.

Camper Code of Behavior

Camp Pinebrook has a firm policy against all types of bullying, whether it is physical, verbal or occurring in cyberspace. Campers who hit, kick, bite, run away, or are physically aggressive will be sent home. We want camp to 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, and maintenance staff. 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. Please give your tips in cash, and place them in a marked envelop (with the camper's name and "Tip"). The envelop should be given to the camp director. Tips are usually collected during the camper's last week of camp. The office will send out a reminder. All tipping is optional, and each family should decide what amount is reasonable and appropriate for themselves.

Camper Birthday

If your child is celebrating a birthday at camp, we will make sure it's a day she/he/they will remember! When your child arrives to his/her/their group, she/he/they will be given a special birthday t-shirt along with a marker so all of his/her/their friends and counselors can sign. Please remind the office if your child has a summer birthday by May 15th.

SWIMMING AND CAMP ACTIVITIES

Pool Rules

- 1) Campers must 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 class or free swim. No food allowed in pool area.
- 3) No glass or metal beverage 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 except in emergencies.

- 7) Campers must pass the 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) Swimmers should not "hang around" the ladders to talk. They should exit from the water immediately upon reaching the ladders.
- 10) NO DIVING ALLOWED

Swim

All campers will have (weather permitting) morning and afternoon swim session. One of these periods, daily, will be an instructional swim lesson (ratio of one instructor per three campers). 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 him/her/they to go into deeper water. The buddy system and lifeguards must be obeyed at all times. Buddy checks are called every 15-minutes.

Activities

All activities will be outside. Most activities will take place under a 10-foot by 20-foot canopy/tent. All supplies and equipment will be sanitized before and after each use. Campers will not be required to wear masks while in their outdoor sports activity.

Indoors

Campers will be inside the building to use bathrooms, wash hands, to change in and out of their bathing suits, and to visit the nurse. Stricter adherence of the mask policy will be enforced while inside to provide safety for campers and staff. We are aware that at times, masks will slip off (especially during changing), and will use a positive tone to reinforce our policy. Strict distancing policies will be enforced inside, so that groups remain a minimum of 6-feet from each other in the hallways, and at the nurse and office. Only one group at a time will be allowed to use a bathroom.

Inclement Weather

While COVID-19 safety is very important to us, a camper's physical general safety comes first. If there is rain, lightning, heavy winds, tornadoes, extreme heat, or any other unsafe outdoor condition, camp will take place inside. Each group will be assigned to their designated bunks. All staff that are not the bunk's counselors will remain 6-feet away to lead activities. And windows and doors will be open to support cross-ventilation airflow. Families are welcome to pick-up or keep their camper at home when there is inclement weather, if you are uncomfortable with your child being inside for activities. Even inside, groups will remain isolated from each other, keeping a minimum of 6-feet between groups in hallways.