



CAMP PINEBROOK
— EST. 2018 —

Parent/Guardian Handbook 2022

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
Jana Rockoff.....Associate Director
Diane Boekman.....Camper Care Manager

Important Emails

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

Phone Number

Main Office Number.....(914) 813-8700

Camp Hours

- Extended-Care Drop-off hours: 8:00 am to 9:00 am
- Regular Drop-off hours: 8:55 am to 9:00 am
- Regular Pickup hours: 4:00pm
- Extended-Care Pick-up: 4:00 pm to 6:00 pm

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. We see parents as camp's partners in reinforcing our 5 core values of COMMUNITY, RESPECT, TEAMWORK, COMPASSION, and ENCOURAGEMENT. Camp Pinebrook prides itself on being welcoming and inclusive.

New for 2022, Companion App

You can use the **Companion app**, <https://campanionapp.com/app-info/download/> from CampInTouch to easily upload forms! Just snap a photo of the form, upload it directly in the app, and it will show up in your CampInTouch account. While you're still welcome to use the CampInTouch website to upload forms, we encourage you to use the Companion app - it's quicker and easier! You can also find the information if you visit www.CampPinebrook.com/campanion/.

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, COVID-19 card, health history & insurance card information)
- 3) Photo and Video Release (may choose to approve or decline)
- 4) Sunscreen and Bug Spray Application Release
- 5) COVID-19 Waiver
- 6) Food Alert-Allergies
- 7) Parent Authorization

MEDICAL INFORMATION

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.)

IMMUNIZATIONS AND HEALTH FORMS

All camper health and immunization paperwork need to be uploaded or given to the camp office by May 15, 2022. All campers are required to be up-to-date on vaccinations.

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. Physicians may submit 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.

COVID-19 POLICY

Camp Pinebrook highly recommending all campers (unless the child has a formal medical exemption from physician) who are entering 1st grade and older to have received 2 doses of the Pfizer COVID-19 Vaccine (or other FDA approved equivalent). Children entering kindergarten and preschool aged campers do not need to be vaccinated. However, if the vaccine does become available to this age group, we ask that you consider vaccinating your camper. Having vaccinated campers makes the spread of COVID-19 less likely. All staff are also required to be vaccinated. There is no current policy regarding booster shots.

Masks wearing is optional for all campers and staff. Camp will support the choices that families make, but not enforce mask wearing. Please speak to your campers about if you would like him/her/them to wear a mask indoor.

All policies are subject to change depending on best practices, and the rules of the state of New York and Westchester Department of Health.

DAILY MORNING HEALTH SCREENING

- Before coming to camp families need to do a daily pre-screen of your camper to monitor his/her/their health. No one should come to camp that has a fever, or symptoms of any communicable disease.
- Please do not give your children ibuprofen, or other fever reducers, before coming to camp. The health of other campers and staff is dependent on everyone in our community making the responsible decision of keeping sick children home. Campers must be fever-free for 24-hours without medication to return to camp (any camper with fever will miss at least one entire day of camp).

HEALTH CENTER

The camp health center is an air-conditioned facility, staffed by a nurse during regular camp hours.

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.

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 ticks daily.

COMMUNICABLE DISEASES

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.

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

MEDICATION

The camp nurse administers first aid and is authorized to administer both prescription and over-the-counter medication if parents provide the medication with a prescription (needs to be on the unopened box of the medication) and doctor's note with your child's name on it, in a plastic Ziploc bag that also has your camper's name on it. In the event of illness requiring further attention, parents or emergency contact will be called and are required to pick up the child.

Camp Pinebrook requests that parents drop-off medication to the nurse during their pre-camp visit on Sunday, June 26th.

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 prescription on the box and a doctor's note with them together in a Ziplocked baggy.

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).

For minor injuries, like flushing eyes, minor cuts, headaches, etc. parents will be updated via email. We have found that emails help parents know what is occurring at camp.

FOOD AT CAMP

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.

LUNCH

- All food is served as family style.
- There will be 3 lunch periods at camp this summer that takes place indoors.
- Camper bunks (groups) will have assigned lunch table.
- 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 for children who have allergies or medical conditions (please talk with the director in advance if this option is needed). 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.

ADMINISTRATIVE INFORMATION

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.

CAMPER CLOTHING AND PACKING LIST

Campers should **come to camp wearing swimsuits, t-shirts, socks, and sneakers** (we require closed-toed athletic shoes-nothing with holes) daily. Please dress campers in their Camp Pinebrook T-shirt on Fridays. Open toed shoes, Crocs, sandals, and flip-flops are only allowed at the pool deck. All camp activities will take place outside, unless there is inclement weather. Campers should come to camp with sunscreen already on, daily.

In addition, each camper should have items that stay at camp (families will be able to set up their camper's cubby on Sunday, June 26th):

- Water bottle
- 2 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)
- Personal sunscreen (SPF at own discretion)
- Personal bug spray (for mosquitos and ticks)
- Hat
- Swim goggle
- Sandals for the pool-deck
- **1 complete change of clothes in a zip-lock bag** (to be left at camp for the summer). If your child is prone to having an accident, please bring a couple extra bags of clothing (each separate).

****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. **At times, campers will come home in different clothing than they came to camp with.** We support campers to dress themselves as much as possible. If a camper goes home with a groupmate's clothing please return it in a Ziplock bag with the group's name on it. Do not bring any clothing that is "nice" or has value, clothes will get dirty, stained, and lost. Camper clothing gets lost due to multiple changings in and out of bathing suits daily.

On Fridays, campers bring home dirty 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. 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, jewelry, collectables, or games** at camp. Please keep personal belongings at home.

PARENT INFORMATION

CAMPER BEHAVIOR

Camp's staff is trained in preventive disciplinary techniques that are quite effective, but the need for further action is sometimes necessary. In this case, the counselors are instructed to generally use one of the following techniques, depending on the situation. The techniques include:

1. Discussing with the child the problem and possible solutions.
2. Take a break for 30 seconds to 5 minutes.
3. Meet with unit head to help camper process and strategize.

If a camper continues to break rules after discussion with the counselor and unit head, then he/she/they are brought to a director along with a list of the problems and the measures taken thus far. The director will discuss the problem with the camper and in some instances call one of the child's parents/guardians to notify him/her/their of the situation. Depending on the incident and the attitude of the camper, we may ask a parent to come and pick up their child or to schedule a conference.

If problems persist or if the behavior involves physical or emotional harm to a fellow camper or staff member, then the camper may be suspended or expelled from camp. Camp Pinebrook has a firm policy against all types of bullying, whether it is physical or verbal. Campers who punch, 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. There are no refunds if a camper is suspended or expelled from camp for disciplinary reasons.

We want everyone to have a safe and happy summer, and sometimes these measures are needed to insure a quality camp experience for all.

A SPECIAL NOTE TO PARENTS/GUARDIANS REGARDING PERSONAL INFORMATION:

Having prior knowledge about a learning difficulty, ADHD, or a recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance - particularly in the first few days of camp.

This is especially true for children who have an attention problem or who are nervous about new situations. Many parents fear that a camp will not accept their child if they are completely forthcoming about these situations, yet children need us to be partners with the parents in planning for a safe and successful summer. Please be open with us, and let's work together to create a positive camp experience for your child.

HOME SICKNESS AND SEPARATION ANXIETY

First time and new campers may experience bouts of separation anxiety. This is very common, and our staff is trained in how to help your child. Best practices is for parents to give a hug or kiss, simply remind them that you see them later, and swiftly return back to your vehicle. Negotiating, sympathizing, hanging around, and comforting usually leads to a more severe reaction. A staff member will hold the hand (hold them if needed), and offer emotional support to your child. Unit heads will call parents later in the morning to update adults on their children who show signs of separation anxiety. If separation anxiety is more than acute, where the child is sad for prolonged periods or has significant home sickness, then a unit head, camper care manager, or director will talk with parents to create a game plan to help the camper. Parents are our partners in help kids acclimate to camp life.

DROP-OFF AND PICKUP

Drop-off: Adults may either 1) Park (in a designated parking spot) and walk a child to the camp entrance or 2) Drive up and queue in front of the camp entrance, where a staff member will open your car door (please do not have campers just leave), and then walk your camper into the building.

Pickup: Adults may either 1) Park (in a designated parking spot) and meet the group at the assigned pickup location (mascot sign), and let the counselor know which child/children you are picking up. Please wait for a verbal confirmation from the counselor. Or 2) drive up and queue in front of the camp entrance. YOU MUST HAVE YOUR SIGN THAT INCLUDES CAMPER NAME AND GROUP IN THE WINDOW (this will be email to you before camp begins). If you forgot the sign or another adult is doing pickup, then please park the car and do step 1. All adults who are not guardians and parents must show ID and be on the Authorized Adult Form in CampMinder. For campers who need help with their car-seats, we request that families park their car (option 1).

Early Pickup: Families may pickup their campers at any time. Camp requests that you give us advanced notice via email or by calling so that we can have your child prepared. Please park your vehicle and come to the camp entrance. There is a call button next to the door, and a member of the staff will ask you to identify yourself. You may then enter the office (will be buzzed in at the far door). The camper will be called to the office. Please come early as this process may take a few minutes.

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 \$30 per week tip. For example, a camper who attends 8-weeks of camp would give a total of \$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. We ask all campers to enter the water during their swim period (the pools are heated). Any camper that does not want to participate in swim will be asked to sit on the first step in the water. All campers will be in the shallow end until they pass the “deep-water test.” Once passed, the camper will receive a yellow bracelet during free-swim, 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 AND PROGRAMS

Camp expects campers to participate in all activities. It is our goal to help introduce campers to a diversity of experiences. Many activities take place outside. Some outside activities will take place under a 10-foot by 20-foot canopy/tent. Dance, sports, nature, yoga, and martial arts will take place without canopies.

INDOOR ACTIVITIES

Cooking, tumble, music, and other activities take place inside. In addition, during inclement weather, all activities (swim will be modified to other activities) will take place either in the group’s bunk (classroom) or in another communal space. Campers will also be inside the building to use bathrooms, wash hands, to change in and out of their bathing suits, and to visit the nurse.

SHABBAT AND JEWISH PROGRAMMING

Boker Tov

Every morning, starting around 9:10 am elementary aged campers will start the day together by having an all-camp moment to say good morning to each other. We will chant Boker Tov (Hebrew for “Good Morning”) followed by a reflective song in English, and the Shema prayer in Hebrew. After this moment of spiritual ground, we will go over announcements, and then continue to their first activity for the day.

Preschool aged campers, will have a smaller experience with their staff. The all-camp program can be very loud and large. So, we have a more intimate approach for camp’s youngest campers.

Friday Programing

Most Fridays will include special programming at camp. There will be a values-based program that is fun and interactive (in the morning for older campers, and in the afternoon for younger campers). In addition, preschool and kindergartners will have a Shabbat service at 12:30pm (before partial-day pickup at 1:00pm). Elementary aged campers will have a Shabbat service around 3:15pm. Camp Pinebrook is a Reform Jewish camp and follows the ritual traditions that can be found at Temple Israel of New Rochelle, and URJ overnight camps.

FAMILY SHABBAT

Twice in the summer (July 22 and August 19), all campers are invited to stay for an extended Friday. Parents, siblings, and grandparents are invited to join their campers for an outdoor 5:30pm family worship service followed by 6:00pm cookout. Families are invited to bring blankets, beach chairs, and supplemental food for their family. RSVP requested so that we have enough food for everyone. This is an opportunity for camper families to meet on another. The event is meant to be inclusive, and will include Jewish liturgy.

ELECTIVES

Campers in 2nd-5th grades will have multiple options for personal selection of an afternoon extended-period from 1:00 pm – 2:15 pm, Monday-Thursday. Campers will get to rank top choices of activities (there will be a minimum of 5 choices, and campers will rank 1, 2, or 3 for each day). Once chosen, campers will attend the same activity on specific days of the week. For example, “Jewelry” would be every Monday, or “Computer Coding” would be every Wednesday. If a camper does not like his or her selection, efforts will be made to give the camper a new activity. These activities will not be by group, rather there will be a mixture of ages based on selection. Families will receive the list of activities before camp starts.

GROUPS/BUNKS

All groups at camp are coed. Preschool aged campers will change together regardless of gender. For groups entering kindergarten and older, bunks will have separate changing areas based on gender (with a room divider). Please remind your campers about proper respect of privacy. Families may request bunkmates (1-2 campers of the same age), and the request will be tried to be honored (depending on space, and group dynamics). Please inform the camp director as early as possible, ideally during registration.

TRANSGENDER CAMPER

Camp Pinebrook is inclusive and supportive of all of campers. Children who identify as gender neutral or a gender that differs from their biological sex will be invited to change where he/she/they feel most comfortable (with either sex or in a private location such as a bathroom or nurse’s office). If your camper identifies as non-cisgender, please inform camp so that we can be supportive with accurate pronouns

and other affirming language and practices. No two children are the same, so it is important for a family to talk to the Camper Care Manager to help us best understand your child's needs.

REMINDERS:

- 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.
- PLEASE APPLY SUNBLOCK EVERY MORNING BEFORE CAMP.
- 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. Many children are allergic to certain pets, 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. 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.

SAVE THE DATE

Pre-Camp Zoom Meetings:

Zoom Code: 868 1564 5092

Passcode: **8pd88T**

<https://us02web.zoom.us/j/86815645092?pwd=MXIKMHgxbTlmbk1SeHBPCUI0Ym1zUT09>

Preschool Campers- Monday, May 9th at 8pm via Zoom

1st Time Campers- Monday, May 16th at 8pm via Zoom (for non-preschool camper families)

2nd-5th Grade Electives Program- Monday, May 23 at 5pm (campers are invited to attend with parents) via Zoom

General Session- Tuesday, June 7th at 8pm via Zoom

Play Dates- Sunday, May 22nd at 2pm (Weather permitting). Campers will have the opportunity to meet their bunkmates and play games.

Counselor Meet and Greet- Sunday, June 26th, 1:00 pm to 2:30 pm. Open house format to meet counselors, see bunks, and give medicine to camp nurse.

Family Shabbatot- Fridays, July 22 and August 12, 5:30pm family worship service followed by 6:00pm cookout. Includes Jewish liturgy and inclusive for all campers (open to all faiths or families who are secular).