Pinebrook
Pointing People Toward Christ
5339 PINEBROOK RD EAST STROUDSBURG, PA 18301 PHONE: 800-822-7505 EXT 4 FAX: 570-595-0328

Dear Parent,

Thank you for trusting **Pinebrook Day Camp** for your child's day camp experience! We are excited to provide a great experience for your son/daughter this summer. We are looking forward to helping children develop good character and recognize their importance in the family, community and world from a biblical perspective!

The following pages contain information about your child's day camp experience. We hope to answer common questions and be open about our policies and procedures. Please do not hesitate to call or email with questions.

Thanks again!

Josh Reichart
Youth Programs Director

## CONTENTS: EVERYTHING YOU NEED TO KNOW FROM REGISTRATION TO DISMISSAL

## EMERGENCY COMMUNICATION

If you have an emergency and cannot get through to the Day Camp office, call the Front Desk at 570-424-1212 and ask if they will be able to contact Day Camp by radio. If you are not able to reach the Front Desk for any reason, call the Director's cell at 215-933-9521 (Josh).

Please rest assured that in the event of a communications breakdown such as a power outage, regional crisis, or national incident we are doing everything in our power to care for your child.

## HEALTH CARE AND ACCIDENT INSURANCE

**Camper Health Form –** This is a significant form that we need to help ensure your son/daughter's well-being during their time at camp. The *Health Form* includes emergency contact information and health related information.

**Health and Safety policy-** ***A completed health form and a release form are required for your child to participate fully in camp.*** The health form provides us with information required to care for your child and the parent agreement gives them permission to participate; both must be signed and fully completed.

- **If it is not completed online: Please bring the Camper Health Form with you on the first day of camp**.
- You may attach a copy of your child's immunization records and both sides of your insurance card.
- You are responsible to provide health and safety updates after the form has been handed in. Updates include changes in your child's health, emergency contact information, adults permitted to pick up your child, and any other information that would help us in caring for your child.

**Health Care at Camp-** Key team members are trained in CPR and First Aid. A certified life guard will be present during any swim time. In addition, 911, hospital, and clinic services are available as needed with an approximate 15-minute response time.

**Medications at Camp-** Please contact the Day Camp Manager regarding questions or concerns about medications.

**Accident Insurance-** The camp carries a limited accident insurance. If your child needs treatment and you have insurance, your coverage will be applied first. If your policy does not cover the full bill, you should inform us. Our coverage may be able to be applied towards uncovered expenses.

## Team SCREENING AND TRAINING

**Team Screening-** Each team member at Pinebrook Day Camp is carefully screened. We require each summer team member to go through the application process annually, even if previously hired. We review applications, screen confidential references, review employment/education history, and conduct personal interviews. All team members complete the clearances required by PA state law for working with children.

**Training-** Team members attend a training event that covers both general subjects and subjects specific to their roles. Our general training involves sessions on Health and Safety, Risk Management, Age Group Characteristics, Organizational Mission, Supervision, and more.

## MONEY AT CAMP

Day campers may deposit spending money into the "camper bank" (electronic system to record purchases.) The money that you send will be available for your camper to make a purchase at the Snack Shop or Gift Shop. Money not spent will be refunded to your account at the end of the summer (can be refunded earlier upon request).
If a camper brings cash, he/she will be responsible for keeping track of it.

## SIGN IN/SIGN OUT

**Sign-in occurs each morning at camp**.
Prior to the campers' first day of camp, campers must have on file:

- Signed Parent Agreement & Release Form
- Camper Health Form. This is required to participate at camp
- Camper Bank $ (optional)

### DAILY SIGN-IN

**Campers should be signed in no later than 9:00 AM**. Please inform team members of any special notes or instructions for the current day (early pick up, recent illness, etc.)

**Sign-out occurs when campers are picked up from camp.**

Campers will only be released to a person on the authorized sign out list. Please make sure that our record of adults authorized to pick up is accurate and up to date.

## POOL USE

On the first day of each week of day camp, lifeguards will conduct a swim test for any camper desiring to swim in the deep end of the pool. All campers will be required to wear wristbands to indicate their level of ability while in swim areas.

## THINGS TO BRING

Please make sure your camper brings the following items on a daily basis (items may be left in designated areas during the day). All personal belongings should be clearly labeled.

Packed Lunch & Snack

Swimsuit & towel

Sunscreen

Change of clothing

**Sturdy shoes** for hiking/walking (flip-flops are for pool use only)

Sweatshirt/jacket

Bug spray

Day Camp shirt (on designated days)

## MODESTY EXPECTATIONS

Day campers are expected to abide by Pinebrook's modesty policy. Boys must wear shirts except at the pool. Girls must wear one-piece bathing suits or tankinis if fabric overlaps. No short shirts or shorts are permitted. Clothing must fit properly and not be overly tight. Clothing should not have pictures or words that are offensive and/or contrary to the Christian principles of Pinebrook.

## CELL PHONE/ELECTRONICS POLICY

Day campers are not permitted to use cell phones or electronics of any kind during the program day. Campers who arrive with phones or electronics will be asked to store equipment in a secure place during the day.

## FOOD AT CAMP

Campers should bring a packed lunch and a snack each day.
Pinebrook will provide 1 snack each day. (Examples of snacks: fruit, granola bar, crackers, cookies, etc.).

## DISMISSAL

- Campers must be signed out daily by an **authorized** parent or guardian
- Photo Identification is required for pick up when team members are not familiar with parent or guardian
- Money not spent will be refunded to your account at the end of the summer.

*** Please do not hesitate to call with questions or concerns prior to your camp experience. ***