



TOWN OF EAST LONGMEADOW
RECREATION
Fun Happens Here.

Pine Knoll Summer Camp Parent Handbook

Summer 2023

Updated: 5/17/2023

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INTRODUCTION

Welcome to the Town of East Longmeadow Recreation Department's Pine Knoll Summer Day Camp. The summer of 2023 is going to look more normal than last year. We are beyond thrilled to be able to open our doors this summer and provide childcare opportunities for many families. This year, like all other years, our motto is, "safety first, fun second". We are going to make sure your children attend a safe environment surrounded by fun and love. This handbook is designed to help you better understand our policies in place. We ask that you read through this handbook thoroughly. If you have any questions, please email, call or ask a member of our staff.

CAMP LOCATION

1974 Allen St.
Springfield, MA 01118

CAMP CONTACTS

Name	Position	Phone	Email
Donna Prather	Recreation Director	413-525-5400 EXT 1301	donna.prather@eastlongmeadowma.gov
Jess Stacy	Asst. Recreation Director	413-525-5400 EXT 1303	jessica.stacy@eastlongmeadowma.gov
Elizabeth Edwards	Camp Director	413-525-5400 EXT 1344	lizedwards012@gmail.com
Ciera Tseka	Aquatics Director	413-525-5400 EXT 1345	ctseka1@gmail.com

THE STAFF

The staff at Pine Knoll Day camp includes the Camp Director, Assistant Director, Head Counselors and Camp Counselors. There will be 3-4 counselors assigned to each age group of 20-30 campers. All of our staff including the Head & Camp Counselors, Director, Assistant Director and Lifeguards are First Aid/CPR certified. Lifeguards are all trained with the American Red Cross and are certified lifeguards.

CAMP HOURS

Camp Hours: Monday - Friday 9:00 A.M - 4:00 P.M
Before Care: 8:00 A.M- 9:00 A.M
After Care: 4:00 P.M - 5:00 P.M

Regulatory Compliance & Licensing Statement:

Pine Knoll Day Camp is Licensed by the ELBH & Commonwealth of Massachusetts. Parents may request copies of background checks, health care and discipline policies as well as procedures for filing.

CAMP SESSIONS

8 Week Option: 6/26/23-8/17/23 * **No July 4th or Fri August 18th ***

2 Week Session #1: June 26th- June 30th & July 3rd- July 7th (**No Camp July 4**)

2 Week Session #2: July 10th- July 14th & July 17th- July 21st

2 Week Session #3: July 24th- July 28th & July 31st- August 4th

2 Week Session #4: August 7th- August 11th & August 14th- August 17th (**No Camp August 18th**)

DROP OFF/PICK UP PROCEDURE

DROP OFF TIME: Drop off begins at 9:00 a.m. You may drop off starting at this time, or whenever is convenient after this time.

DROP OFF PROCEDURE: Campers and parents must stay in their vehicle upon arrival at camp. Parents will be directed to pull up to the designated area, facilitated by a staff member. Vehicles will follow the lines and will wait for instructions from our staff. **Parents will stay in their vehicle at all times.**

- After being cleared, children will be walked to their designated area by a staff member.
- Please try to remain in your vehicle to ensure a smooth and quick drop-off.
- In the event of a late drop off, parents will call the camp phone number, 413-525-5400 ext. 1344 and a staff member will go outside to implement the intake procedure.

PICKUP TIME: Pickup will take place at 4:00 p.m. Campers must be picked up by 4:00 p.m. If they are picked up after 4:00 p.m. you will be charged a late fee. The late fee is \$5.00 for every five minutes you are late. Please call the camp office if you know you will be late to pickup to make sure we have staff available to staff on campus. If the child is not picked up within 15 minutes, without notification to Pine Knoll Day Camp, the East Longmeadow Police Department will be contacted.

PICKUP PROCEDURE: Pickup will be held up by the main office. When you arrive, a staff member will ask you who you are picking up and tell you which lane to pull in to. The lanes will be labeled at the time of pickup. The staff member will walkie the counselor to send down your child.

- **Please make sure that you have your ID ready to hand to a staff member for pickup.**
- Please remain in your vehicle at this time. A counselor will open the door for your child to get them in.
- If your child is in a car seat, we will put the child in the car and you may pull down to the lower lot and get out to buckle them in.
- Once the child is in the vehicle, the counselors will mark off that the child was picked up, by whom and at what time.

ATTENDANCE:

Please communicate with us via email if your child is going to be absent from camp and the reason for their absence.

PAPERWORK & FORMS:

Required forms are very important to ensure your child is able to come to camp. The following forms are required for Pine Knoll Day Camp:

- **Immunizations:** The most current immunization records that are on file with your child's doctor. **(upload to ePACT)**
- **ePACT Medical form:** This new software will be collecting medical information rather than paper forms. Please look out for the invite from ePACT so you are able to edit the form online. This information will be used from year to year, so you only need to fill it out once. When camp begins in 2022, we will ask you to update and reconfirm information is correct.
- **Waivers:** It is required that all waivers and liability forms are signed and returned before attending camp. **(upload to ePACT)**

COMMUNICATION:

Communicating with our parents is our top priority at camp, and we would like to make sure it is done effectively and efficiently. This year, we will be using our ePACT software to deliver text messages, phone calls and emails for non-emergency camp information and emergency information.

We encourage all parents to allow the use of text messaging in the ePACT application, so camp and recreation managers are able to send important and time sensitive messages.

CAMP GROUPS:

- Campers will be assigned to groups no greater than 20-30 campers with 3-4 dedicated staff members.
- Campers will be grouped by age. There will be 6 groups at Pine Knoll Day Camp this summer. Multiple grades will be grouped together according to their birth years.

CAMP LAYOUT:

- Each group will be assigned to at least one building. The larger buildings will be split in half depending on the square footage. Each group will also have a designated outdoor area.
- Lunch will be eaten in their dedicated group building or outside on nice days.
- Each group will participate in small and large group activities.

SNACK SHACK

We will be running our snack shack, Monday-Friday. Each camp group will have 15-20 minutes to visit the snack shack. All snacks are pre-packaged and individually wrapped. Our snacks will range from \$0.50 cents to \$2.00. The snack shack will be able to accommodate one group at a time. There will also be one staff member collecting money and one staff member passing out the snacks.

INCLEMENT WEATHER:

If severe weather is expected including severe thunderstorms, hail, heavy wind, torrential downpours and tornadoes **Pine Knoll will operate on an early dismissal, late opening or all day closure schedule. Alerts and warnings will be sent to all parents through ePACT and through email.** If severe weather is expected, it is best to have a back-up plan in place for your child.

ALLERGIES & MEDICATIONS:

When registering your child, you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency or has any special needs. This allows us to plan appropriately for camp.

Neither the staff at Pine Knoll, nor the Recreation Department are permitted to administer non-life saving medication to your child. This includes, but is not limited to, over the counter items such as Tylenol, Benadryl and Ritalin. Campers are not permitted to carry any of these items. If your child requires such medication, a parent is required to administer it pre/post camp or to come onsite to the camp to provide it to their child. Only life-saving medication such as epi pens or inhalers can be carried by campers. Life saving medication must have the campers name on them, preferably, included on the prescription.

Children attending day or residential camps are not considered to be at increased risk for Meningococcal Disease. Meningococcal vaccine is not recommended for attendance at camps. Parents/guardians need to consult with their child's health care provider. For more information visit <https://www.mass.gov/immunization-program>

FOOD ALLERGIES:

Because of food allergies, Camp Staff will enforce strict "No food trading/sharing" rules. Please instruct your child not to trade or share food of any kind with anyone else!

CHILDREN WITH SPECIAL NEEDS:

Pine Knoll Day Camp is all inclusive and would be happy to accept children with special needs. All of our staff is trained on inclusion to support all our camp families. Please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify Camp Director, Elizabeth Edwards, as soon as possible of any special needs your child has so we can work together to build a successful camp experience for your child.

ILLNESS POLICY:

The Camp Director or Assistant Director will ask you to pick up your child as soon as possible in the event of the following illnesses; fever of 100.4 or higher, has an unidentifiable rash or symptoms, has diarrhea or vomits. If you are unreachable, the Camp Director or Assistant Director will call individuals on your Child's Emergency Contact list to pick up your child. In the interim your child will be able to rest in the program office until he/she is picked up.

FIRST AID PROCEDURES:

All of our staff are First Aid/CPR Certified. In the event a camper needs basic medical attention (cuts, scrapes, basic bumps or bruises) they will be evaluated by a certified staff who can give bandages, and antibiotic ointment, clean/flush and bandage an open wound, hand out an ice pack for mild bumps and bruises, etc. Parents will be notified at pick up if a minor injury occurred during the

camp day and the camper required basic first aid. If an injury is more serious the Camp Director or Assistant Director would call parents to notify as soon as possible after the injury occurred.

HANDLING CONCERNS:

If there is a concern regarding your child at camp, we encourage open discussion between parents and the camp staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any questions in order to ensure that Pine Knoll is safe and enjoyable for all campers and families. Please address any concerns immediately with the Camp Director or Assistant Director by email or call the Camp phone. If the Camp Director cannot be reached, you may contact the Assistant Recreation Director, Jess Stacy, jessica.stacy@eastlongmeadowma.gov or 413-525-5400 X: 1303

APPROPRIATE BEHAVIOR/DISCIPLINE:

Safety and respect of others and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, staff will discuss the camp rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Camp leadership staff and Recreation leadership staff will discuss the situation with you and attempt to come to a solution.

Written behavior forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. It is not our intent to discourage participation because of behavior problems. However, in cases where there is no marked improvement, the child may be asked to stay home for a day or be removed from the program.

BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a staff member as soon as they occur. Inform the Camp Director of any problem your child may be experiencing at Camp.

Consequences for Breaking the Rules:

- Verbal Warning
- Time out
- Extended Time out/ Privilege taken away
- Camper is sent to the Camp Director
- Written notice to parents
- Camper is sent home for the day

Consequences for Fighting/Hitting/Striking:

- 1st Offense: Sent home for the day
- 2nd Offense: Sent home for the day and miss the next day
- 3rd Offense: Sent home and not allowed to come back for the rest of the week
- 4th Offense: Not allowed to come back to camp for the rest of the summer

CAMPER ATTIRE:

Campers should dress comfortably for camp. We suggest that shorts, t-shirts and sneakers be worn. Sandals, flip flops or open-toed shoes and

dress clothes are not appropriate for camp as children will be engaged in various sports, active games and arts and crafts projects that may be unsafe and/or messy based on apparel.

WHAT TO BRING TO CAMP

- Refillable water bottle
- Sunscreen
- Healthy Lunch
- 2 snacks
- Swimsuit and towel
- Backpack
- Closed toe shoes
- Change of clothes

WHAT NOT TO BRING TO CAMP

- Electronics (phones, video games, tablets)
- Valuable items
- Precious or treasured items
- Money (only for snack bar)
- Toys or Games
- Trading or playing cards
- Portable music devices

WE WILL CONFISCATE ANY ITEMS THAT SHOULD NOT BE AT CAMP. WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, SO PLEASE DO NOT BRING ANYTHING OF VALUE TO CAMP!

PERSONAL BELONGINGS:

All belongings should be permanently labeled with the campers' name. Lunch is necessary every day, except Friday where cheese pizza will be provided. All campers are personally responsible for their own items. They will have their own hook to hang their belongings in their respective buildings. We will do our best to pair lost items back to their owners. If you are missing an item(s) please send an email and we will do our best to locate the item. If campers bring items to camp that are on the "DO NOT BRING" list, they must be stored in backpacks until the end of the day and are the responsibility of the camper.

SUNSCREEN:

Please apply sunscreen to your child prior to coming to camp and remember to send them with waterproof sunscreen, SPF 30 or higher. Staff may assist campers with sunscreen only if they are wearing disposable gloves. There are many times in the day where campers can reapply sunscreen.

DAILY SCHEDULE:

Our program offers varied activities in arts and crafts, sports, games and swimming. Each family will receive an emailed weekly schedule including all games and activities for that week.

SWIMMING:

Our pool will be opened this summer to Pine Knoll campers. Each group will have two scheduled time blocks to swim throughout the day.

All swimming is weather permitted! Certified Lifeguards will be on deck at all times while the pool is open and running. The Lifeguards help to ensure safety with the support of the Camp Staff. Each Monday, Campers will be required to take a swim test, ages 5 and up. The test will consist of a lap from one end of the pool to the other end. If they pass, they will receive a wristband. If they fail, they will need to stay in the shallow pool and they may try again the following day, so on and so forth.

****This parent handbook is subject to change depending on the State of Massachusetts guidelines. All guidelines will be updated in our parent handbook appropriately and redistributed.****

Waivers and Agreements for Pine Knoll Day Camp

I have read and agree with all information presented in the Parent Handbook for Pine Knoll Day Camp. I understand the expectations set by the Recreation Department as outlined in the Parent Handbook.

Initial

PARENT SIGNATURE _____

PARTICIPANT NAME _____ Date _____

***Please email your completed waivers to recreation@eastlongmeadowma.gov or upload the completed form in your ePACT account. These can also be dropped off at the Recreation Office (328 North Main Street)*

