



TALL PINES DAY CAMP, INC.

PARENTS HANDBOOK

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PARENT HANDBOOK

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend Tall Pines Day Camp. Many of the necessary procedures to prepare for camp are carefully explained. Further information can be obtained from the camp office and your child's counselor. It is important that you familiarize yourself with the items in this handbook.

ADDITIONAL WEEKS - Additional weeks may be added based on the rates quoted in the fee schedule. Additional weeks are offered and are subject to group and transportation availability.

ALLERGIES – Due to many peanut allergies Tall Pines Day Camp is a peanut and tree nut aware facility. We do not serve peanut butter or products made with nuts or processed in a plant made with nuts. Please do not send any snacks with nuts in the ingredients to camp or on the camp vehicles.

ATTENDANCE - If your child will be absent, please notify your driver the evening prior to the following camp day. Tall Pines Day Camp takes attendance via our van counselors and drivers as they come to camp each day. If the driver cannot be reached, please contact the camp office before 7:30 A.M. and leave the transportation notice provided hanging on your door. This prevents any transportation delays. If your child misses the van please contact the camp office at (856) 262-3900 to tell us you will be delayed in bringing your child to camp. Any camper arriving by means other than their assigned vehicle must sign-in at the office along with the person who brought them. An office assistant will then bring a late camper to his/her bunk. You do not have to call your child's counselor if you will be absent.

BIRTHDAYS - Campers having birthdays during the official camp season are given a special birthday snack on that day. Due to allergies, please do not send in birthday treats.

BUNK ASSIGNMENTS - Bunk assignments are determined by age, bunk requests and year in school. Special requests for group placement must be written on the application sheet or brought to the attention of the camp office prior to March 31st. Camp ages are determined as of June 1st. Bunk assignments will be e-mailed in mid-June.

CLOTHING LIST – Tall Pines supplies one camp tee shirt. Please make sure we have your child's tee-shirt size on file. All clothing and equipment must be labeled with your child's name. Additional camp clothing is available in the Camp Store on the

TO BE LEFT IN CAMP

Pair of flip-flops
Sweatshirt or jacket
Comb and or brush
Rain Jacket or Poncho
Complete change of clothing
Bottle of water resistant sunscreen – SPF 45
Nap or rest blanket (for 3 and 4 yr. Olds)
Optional – Baseball glove, bicycle helmet for horseback riding or climbing tower.

ITEM TO BE TAKEN HOME DAILY

Backpack
Plastic bag for wet bathing suits/clothing
2 Bathing suits
1 Bathing towel

Note:

1. On the first day of camp, campers should bring all items that should be left in camp. All items should be labeled with your child's name.
2. Each day we suggest that campers wear a bathing suit to camp and place their clean underwear in their bag.

COUNSELOR-IN-TRAINING PROGRAM (CIT)

Aim: To develop skills in teenagers through mental, physical, emotional, and social experiences so they may become a part of the professional camp staff.

A. Objectives: To give the CIT an opportunity to:

1. Develop a positive attitude relative to the Senior - Junior Counselor - Camper relationship.
2. Develop an understanding of individual differences.
3. To develop new skills and improve old ones.
4. To develop fine qualities of leadership
5. To develop a sense of responsibility.

B. Requirements:

1. Must be finished the 7th or 8th grade by June of camp season.

C. Program:

1. CITs participate in activity programs that include swimming, athletics, workshops and creative and performing arts. In addition, they are assigned to a group or activity where he or she becomes an assistant to the counselor and/or specialist and is responsible to the counselor, the specialists and the CIT Director.
2. Assignments are changed every other week or may be changed at the discretion of the CIT Director or at the request of the CIT.
3. In-service training sessions are scheduled during the season with the specialists, the Head Counselors and the CIT Director.
4. Exciting special programs are offered weekly, such as trips to places of interest.

D. Evaluation:

1. CITs will be evaluated during the camp season by their immediate supervisors and the CIT Director. Future staff selections are based, in part, on these ratings.

CONFIDENTIALITY - The names, addresses, and phone numbers of our entire camper and staff are confidential. If, however, you would like a copy of your child's bunk list, please e-mail a request for this information. If you do not want your address or phone number distributed to other children in your child's bunk please call the office to let us know.

DISCIPLINE - It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff presents model age-appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. We encourage self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to your child.

The staff is trained in the process of positive discipline. Positive discipline instructs a child as to what they should do. For example, "We walk inside the building," versus, "No running!" This philosophy of discipline is in accordance with our belief that children learn best in an environment where guidance and encouragement promote the development of self-esteem. "Time out" may be used selectively for younger children who are at risk of harming themselves. The period of "time out" will be just long enough to enable the child to regain control of him/herself, and will never be longer than 1-2 minutes per each year of age. During the "time out" a staff member will visually observe the child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a staff member holding a child) will not be used except as necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no". Parents will be informed if such an incident occurs. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from camp for the day. Open communication between home and camp is considered the key to effective discipline.

At no time will a child be subjected to physical punishment (shaking, hitting, biting, pinching, etc.), or verbally abused by the staff.

DURATION OF SEASON - Camp season begins Monday, June 27th, and ends Friday, August 19th. On Monday, July 4th camp is closed. The camp will close at 2:30 on Friday, August 19th, and Extended Hours campers must be picked up by 4:00 p.m.

EARLY PICK-UP - Parents who wish to pick up children early can make these arrangements through the camp office. Please call (856) 262-3900 or send a note to the office in the van mail envelopes via your child's driver/van counselor. If a camper is to be picked up before the end of the camp day, parents must notify the camp office by noon of that day. All campers leaving early must be picked up by 2:45 p.m. at the latest. All campers who are picked up early must be signed out at the office.

E-MAIL – Please do not consider any request official until you receive a reply from our office. **Please be sure to update your e-mail address with our office.** For your protection we suggest that you print any correspondence from our office for your records.

EXTENDED HOURS – Extended hours is for families that are unable to use our transportation system. The fee for extended hours is \$8.00 per day or \$4.00 per half day. Parents that drive their children to extended hours receive a self-transportation discount of \$40.00 per week per camper. Children may be dropped off at camp no earlier than 7:30 A.M., and be picked up no later than 5:30 P.M. Staff is available to supervise campers. This program is for parents who work early or late on a consistent basis.

FINANCIAL POLICY - All tuition must be paid in full by May 1st of the camp year. Partial payments on a weekly or monthly basis will be accepted prior to May 1st. All deposits are fully refundable prior to May 1st. After May 1st, deposits will be refunded less \$100.00 service fee. Camper's tuition not paid in full by designated date, will not be permitted to attend camp. A **\$50.00** late fee plus 1% applies to all accounts not paid in full by May 1st. All changes to transportation location or period of enrollment made after May 1st are subject to a fee of **\$25.00**.

There is no credit given for scheduled holidays, child's illness, family vacations, and adjustments to school calendar or rainy days. There is a **\$25.00** fee for returned checks. Visa/MasterCard/Discover/American Express accepted.

FOOD PROGRAM - Professional staff, using menus developed by camp food experts, prepares lunches. Meals are well balanced and cater to the needs and tastes of the campers. Substitute foods are always available upon request. Due to many nut allergies we do not serve **peanut butter**. Please be aware that some food may still contain trace amounts of nuts or may have been produced in a facility that contained nuts.

A nutritious snack is served daily. Menus are sent home so parents may prepare dinner accordingly. Parents may not send lunch or treats to camp. Please notify camp of any special health and allergy diets on the camper's health and registration forms. Please inform your child's counselor of any special dietary needs or allergies.

GRATUITIES – Our staff greatly appreciates gratuities at the conclusion of your child's summer experience. However, they are not required.

HEALTH AND WELFARE - If your child will be absent, please notify your Driver the evening prior to the following camp day. Tall Pines Day Camp takes attendance via our Drivers as they come to camp each day. If the Driver cannot be reached, please contact the camp office before 7:30 A.M. and leave the transportation notice provided hanging on your door. This prevents any transportation delays. If your child misses the van please contact the camp office at (856) 262-3900 to tell us you will be late.

Sunscreen should be applied to your child before they leave the house in the morning. A bottle of sunscreen should be left in camp for your child. Please label all bottles. Sunscreen will not be shared.

Health Forms must be filled out by a parent and returned to the camp office by June 1st. please inform camp of any emotional or behavioral problems. The Health Form does NOT require a physician's signature. Campers will not be permitted to attend camp without a Health Form in place. Drivers and Senior Counselors will not be permitted to call you until we have your Health Form.

A nurse is available to administer first aid in the event of an accident. In the event of illness or injury requiring further medical attention, you will be contacted immediately so you can pick up your child. If the injury is of a serious nature, you will receive a phone call from the camp office at the time the accident occurs.

Communicable diseases, i.e. head lice, pink eye, ringworm, etc. must be fully treated before a child is permitted to return to camp. If your child has a fever they should be fever free for at least 24hrs before returning to camp. A doctor's note must accompany the child when they return. The nurse will check each camper to verify that the child has been treated and assure that other campers will not be affected in the future.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and you will be contacted to meet an accompanying staff member at that facility. A child cannot be transported for care, or receive emergency care at camp unless the waivers for emergency care have been signed. The waiver is on the Health Form.

If a child is absent for three consecutive days, you are requested to contact the camp office. The camp nurse will attempt to contact the home of campers absent on consecutive days. If you have any nursing questions, please contact the nurse.

You should discuss all individual problems with the Director and/or the child's counselor prior to opening day. The first two weeks of camp are the adjustment period. Do not wait to correct a situation. Act immediately! Contact the counselor and/or Director. Don't wait until the end of the summer to solve problems. We do our best when we are able to deal with the matter immediately. The Director will remain in camp until 5:30 P.M. to speak with parents concerning any situation, which may occur.

HORSEBACK RIDING - A formal program is available at an additional cost. Instructors use horses on our grounds. Every effort is made to make up all missed lessons. Refunds will only be provided for missed lessons due to rain if those lessons cannot be rescheduled. For horseback riding, campers must wear and provide long pants, hard shoes with a heel such as hiking boots and a helmet. A bicycle helmet is acceptable.

INSURANCE - A comprehensive insurance program covers the camp, campers, and staff. Bills resulting from on site camp related accidents are to be sent to the camp office. Please be aware that there will be delays in payment while the insurance company investigates and processes the claim. You are encouraged to use personal insurance plans to assure prompt payment. Campers injured while in transit to and from camp are covered by their parents' personal medical insurance.

LENGTH OF DAY - Morning and afternoon assemblies are held at 9:25 A.M. and 3:40 P.M. Dismissal is at 3:45 P.M. Parents who transport children to camp can drop off by 9:10 A.M. and pick up by 3:45 P.M.

LAST DAY OF CAMP - Camp is dismissed at 2:30 p.m. on the last day. Campers will arrive home one hour earlier. Extended Hours campers must be picked up by 4:00 P.M. at Tall Pines Day Camp.

LOST AND FOUND - Counselors understand that camp is an exciting new place, and that children's personal belongings are not always their own first priority. Care is taken to ensure that children remember to retrieve their clothing, toys, works of art, etc., but it seems that there is always something left behind. At the end of each day, unlabeled found items are held up to be claimed by their owners. We ask that you please do the follow:

1. Label all articles with child's name with an indelible laundry marker. Named items can easily be returned.
2. Do not buy new things for camp. Children may not recognize them if they are lost and you'll feel even

worse about losing them. Do not send **Ipods, I Touches, DS Games, cell phones** or any popular card games.

3. Discuss care of personal belongings with your child before camp. Identify such things to them as their towel, swimsuit, jacket, etc. Remind them to check the lost and found area for lost items.
4. Call immediately when you find something missing, or send a notice with your child advising his counselor of any details that will help find it.
5. Lost articles are kept until October 31st, when they are then donated to a local charity.
6. Do not send books, toys, games or money to camp unless officially requested. In any case, never send anything to camp that is so valuable that its loss would cause serious unhappiness.

Campers suspected of possessing illegal substances, weapons or stolen items may be asked to have their personal possessions searched. Any illegal substances, weapons or stolen property will be taken from the camper and returned to the proper authorities.

MEDICATION - If your child needs any type of medication while he/she is at camp, a doctor's note must indicate a specific time and dosage to be given. The label on the prescription bottle is not the same as a doctor's note. All medication should be in the original container and labeled with your child's name and sent to the Nurse's office along with a note from the parent giving Tall Pines permission to store and dispense the medication. Make sure you have ample medication at home in case medication is left at camp. Please do not give the medication directly to your child to take. Medication that is transported on your child's first day of camp and/or any day should be given to the Van Counselor or Driver. The Van Counselor or Driver will bring the medication to the Nurse's office. A log of all medical treatments will be kept.

NEWSLETTERS - Periodic newsletters are e-mailed. The intent is to keep you posted about camp activities. Our web site is updated frequently with new information. Please read newsletters carefully.

NOTES - Parents should give all notes to the Driver or Van Counselor in an official van mail envelope. The driver will deliver the van mail envelopes to you on the first day. Please check off the appropriate box on the envelope so we can give the note the designated staff member. If you need more envelopes during the season please ask your Driver or Van Counselor.

PICTURES - Group pictures will be taken during the first four weeks and made available to you at no additional cost. Any campers that are not enrolled for the 1st four weeks are welcome to bring their children to camp on picture day. Please check the Camp Calendar for the exact date. Please call the camp for an approximate picture time. Camp tee shirt is to be worn on picture day.

RAINY DAYS - Tall Pines provides as complete a program as possible on rainy days. Campers are required to move from one building to another. Campers must have a set of rain gear in camp or bring another complete outfit on a rainy or indement weather day. We make every effort to keep campers dry. It is conceivable that some campers who are unprepared, or because of an accident, may get wet. It is our philosophy that movement on a rainy day is far better than confining campers to one building. Special trips may be scheduled on rainy days.

RELEASE OF CHILDREN - Since the safety of your child is our utmost concern, Tall Pines Day Camp maintains a strict policy regarding the individuals to whom we will release a child. Advanced written notice is required for an individual to be authorized to pick up a child. In the event of an emergency, the Camp Director or Office Manager may be notified by phone as to the name address, phone number, and brief physical description of the person who will be picking up the child. The Camp Director or Office Manager will inform the Van Counselor or Driver. Once this individual arrives at the camp, a staff member will need to verify the individual's identity by reviewing two forms of identification before the child is released. The authorized individual must then sign and note the time of the child's release.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the

child, please inform the Camp Director or Office Manager. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Van Counselor, Camp Director, or Office Manager is unable to reach a parent or emergency contact person, the child will not be released.

STAFF CONTACT - You will be provided with the phone number and name of your child's Senior Counselor prior to the opening day of camp. Senior Counselors will call you one week prior to camp. We urge you to send notes in the official van mail envelope or call your child's counselor to discuss any matters that will be helpful to the counselor in dealing with your child. Please give notes for the counselor or other staff member to your Driver or Van Counselor. We send home bunk newsletters on a bi-weekly basis.

SWIMMING - All new campers will be evaluated the first day they arrive. If a returning camper completed a swim level they will be assigned to the next higher level. If a camper did not complete their swim level than they will be placed in the same level from the previous summer. We keep yearly records for each camper.

Swimming is the one activity that can be classified as "Camps Universal Concern." No matter what skill level a youngster may have reached, he/she is still faced with the challenge of "moving ahead." Many parents find it difficult to understand how a child can do well at the "swim club" on a weekend, yet fear the instruction at camp. What generally has occurred, is that by the third week of camp, some campers have reached a frustration level? They have progressed to a plateau, which, for any number of reasons is difficult to go beyond. Fear is the overriding factor that will cause a child to offer a variety of excuses for not wanting to "swim today". The child may be afraid of the embarrassment of failing. With fear a child is often cold. The child who is confident is rarely cold. Campers move from one instructor to the next as their ability group changes. For some campers, adjusting to different personalities is difficult. For others, simply changing into a bathing suit is disturbing.

Our swim staff is trained to be sensitive to the needs of the children with whom they work.

It is significant to note that when a child overcomes the fear preventing progress, he/she then moves through all camp activities with a renewed enthusiasm and confidence. Our policy is to try to understand each individual child and with the leadership of highly qualified swimming personnel, encourage participation and progress without pressure. No child is forced to swim or to take a test. Parents are requested to be aware of this information and to speak directly to the counselor or the Directors when a child needs assistance in overcoming a hurdle. Each camper is given the opportunity to progress at his/her own rate of speed. The child's level of readiness dictates the amount of progress made. All campers participate in an instructional and recreational swim period daily. Please remember to send a plastic bag for wet bathing suits.

TRANSPORTATION - Drivers make every effort to contact each parent one week prior to the first day of camp. You will be e-mailed the Driver's name and phone number one week prior to camp. Please understand that the pickup schedule may be adjusted to prevent delays in arriving at camp. You are expected to notify the Driver the night before if your child is not to be picked up the following day.

If you are unable to contact the Driver please call the camp office by 7:30 A.M. Parents must call the Driver to remind him/her when to expect the camper's return.

Parents should give all notes to the Driver or Van Counselor in an official van mail envelope. Please check the appropriate recipient's box and our office staff will give the note to the appropriate person.

If a camper is to go home with another child other than on his/her regular transportation route, the request must be made in writing two days in advance and presented to the Office Manager. The request will be honored only if there is a space on the van or car. Often, there is no room because 15-passenger vans are used rather than large buses.

Tall Pines utilizes drivers with Commercial Driver's Licenses in our 15 passenger vans. Drivers are provided with operating instructions. If a vehicle is ever delayed due to mechanical reasons, another vehicle will be dispatched to pick up the campers. All transportation changes will be communicated to parents via phone.

Children will be picked up between 8:00 A.M. and 9:15 A.M. depending on the neighborhood. Your driver will provide a more exact time. Please have your child ready at least five minutes prior to pick-up. All campers and staff are required to wear a seat belt at all times and behave in an appropriate manner. According to state law,

all campers that are under eight years of age must be in a booster seat unless they weigh more than 80 lbs.

Please do not send snacks that contain peanut butter or nuts on camp vehicles. Tall Pines is a “peanut aware” camp and wishes to protect those campers who have severe peanut allergies.

Someone must be at home or available to greet the camper in the afternoon when he/she is brought home at the end of the camp day. Drivers are instructed not to leave a camper at an empty home or drop off location without written permission from a parent.

Parents that drive their children to camp receive a self-transportation discount of \$40.00 per week per camper. Campers may be dropped off between 9:10 AM and 9:25 AM and must be picked up by 3:45 PM.

TRIPS - Exciting trips are scheduled for our CITs (campers finished 7th & 8th grade) and for Varsity and Sorority Club (campers finished 6th grade). Parents are notified in advance. In the event of inclement weather, parents should check with the camp office about possible postponement. All campers participating in a trip must wear an official camp tee shirt.

VISITING DAY - Parents are permitted to visit their children on one occasion during the camp season. Visiting day is scheduled for Wednesday, July 20th from 10AM to 1PM. Reminders are sent indicating the day and time of Visiting Day. Grandparents' only visiting day is scheduled for Wednesday, August 10th from 10AM to 1PM. **NOTE:** Please **NO PETS** allowed at camp. All visitors must be able to walk on to the grounds under their own power, as transportation is not provided on the campus.

VISITING DAY FOR SPECIAL EVENTS - Parents of campers who are in the Theater Camp Show is scheduled for August 11th are invited to attend the show in the evening. Parents of campers in Junior Camp are invited to attend a performance during the day is scheduled for August 5th.

We appreciate your understanding and cooperation in not asking to see your child participate in other activities. While we would love to have our parents observe the many wonderful happenings throughout the camp season, experience has taught us that excessive visiting is disruptive.