



2024

TALL PINES DAY CAMP PARENT HANDBOOK



Tall Pines Day Camp
1349 Sykesville Rd., Williamstown, NJ 08094

Contact
(856) 262-3900

Website
www.tallpinesdaycamp.com

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CAMP LEADERSHIP

Owner/Director	Andrew Yankowitz	CIT/LIT Director	John Deitelbaum
Assistant Director	Barbara Spevak	Office Manager	Kristen DiCastelnuovo
Program Director	Buffy Demain	Athletic Director	Ed Douglas
Assist. Program Director	Sara Redfield	Assit. Athletic Director	Tom Richardson
Junior Camp Boys Director	Chris Bennett	Pool Director	Kyndel Hinrichs
Junior Camp Girls Director	Jamie Secula	Head Lifeguard	Carissa Quinn
Middle Camp Boys Director	Barbara Spevak	Riding Director	Karen Jacobs
Middle Camp Girls Director	Rachel Belville	Maintenance Director	TJ Rich
Senior Camp Boys Director	Steve Wooster	Food Service Director	Paula Cattell
Senior Camp Girls Director	Deanna Wooster	Ropes Course Director	Tammy Bosak

DESCRIPTION OF DIVISIONS

JUNIOR CAMP

- Ages 4-6 (Completed Pre-School, Pre-K, and Kindergarten)
- Average Group size: 14 campers with 3-4 staff.
- Weekly special events catered to Junior Camp.

MIDDLE CAMP

- Ages 7-9 (Completed 1st, 2nd, and 3rd Grade)
- Average Group size: 18 campers with 3-4 staff.
- Elective Club Program twice per week.
- Optional, weekly Horseback Riding Lessons.
- Optional participation in Tall Pines Theater Club.

SENIOR CAMP

- Ages 10-12 (Completed 4th, 5th, and 6th Grade)
- Average Group size: 18 campers with 3-4 staff.
- Weekly Bunk vs. Bunk athletic challenges.
- Optional, weekly Horseback Riding Lessons.
- Optional participation in Tall Pines Theater Club.
- Two, off-campus trips for campers completed 6th Grade.

CIT & LIT

- CITs – Age 13 and completed 7th Grade.
- LITs – Age 14 and completed 8th Grade.
- Prepares campers to become staff members by combining the roles of camper and Junior Counselor.
- Split day between participating in camp activities and assisting staff members as a practical learning experience. Assignments rotated periodically for a variety of different experiences.
- Optional participation in Horseback Riding and Theater Club.
- Weekly trips to exciting places at no additional cost.
- Weekly training workshops.



CAMP DATES & HOURS

2024 CAMP DATES

June 24th - August 16th

(Closed July 4th)



CAMP HOURS

- **Summer Office Hours:** 7:30 AM to 5:30 PM
- **Regular Camp Day:** 9:35 AM to 3:45 PM
- **Before Care Hours:** as early as 7:30 AM
- **After Care Hours:** as late as 5:30 PM
- **Self-Transportation Camper Drop Off:** 9:00 AM to 9:15 AM
- **Self-Transportation Camper Pick Up:** 4:00 PM to 4:15 PM

IMPORTANT DATES

Spring Fling	May 11th
Health History Form Due	June 1st
Bunk & Transportation Information	First Week of June
First Day of Camp	June 24th
Fourth of July (Camp Closed)	July 4th
Picture Day	July 10th
Visiting Day	July 17th
Junior Camp Show	August 2nd
Camp Show <i>Addam's Family</i>	August 14th
Last Day of Camp	August 16th at 1:30 PM



GENERAL INFORMATION

ATTIRE

All clothing and equipment must be labeled with your child's full name. Campers should wear a bathing suit to camp each day. Apply sunscreen before they leave in the morning. Tall Pines supplies one camp t-shirt to be worn on Wednesdays. All bunk shirts are given out on the camper's first Wednesday in attendance. On your child's first day of camp, they should bring the following items in two separate bags:

PACKING LIST

Stay-In-Camp Bag

(mailed to families in May)

- Flip Flops/Pool Shoes/Goggles
- Rain Jacket/Sweatshirt
- Comb/Brush
- Complete Change of Clothing
- Sunscreen/Face Stick

Daily Camp Bag

- Towel
- 2nd Bathing Suit
- Underwear/Clothes
- Plastic Bag for Wet Items
- Water Bottle & Optional Nut-Free Snack

LOST & FOUND

Anything brought to camp should have your child's full name clearly marked. Please do not send your child to camp with anything valuable. Items found at camp are placed in the Lost & Found and counselors will assist campers with checking for lost items. Lost articles are kept until October 1st and then donated to Goodwill.

LATE ARRIVALS

- Contact the Office (856) 262-3900
- Upon arrival, escort your child to the Office porch to check in.
- The camper will be taken to their bunk by a staff member.

EARLY DISMISSALS

- Contact the Office (856) 262-3900 by 12:00 PM of that day.
- All campers leaving early must be picked up by 2:45 PM.
- Upon arrival, remain in your vehicle, call the office, and your child will be brought to your car. Please be prepared to show identification.

AUTHORIZED ADULT PICK-UP

Please notify the office if someone other than a parent/guardian will be picking up your child. They should be prepared to provide identification. A child will not be released to an unauthorized individual without parent/guardian consent.

GENERAL INFORMATION

LUNCH & SNACK

Tall Pines provides lunch and snack each day. Our carefully planned menu offers extensive meal choices including options for campers with dietary needs and restrictions. To be sensitive to the needs of children with food allergies, we are a **nut-free** facility and a Celiac-friendly camp. Campers are served a choice between the main entrée or a dozen additional options, water or juice and dessert each day. The menu is sent home via email and posted on our website for parents to share at home. A snack is provided in either the morning or afternoon based on their lunch period.

SNACK & PACK

Eating on the bus is not permitted but drinking is. Parents may pack an optional afternoon snack which will be eaten during a scheduled, 15-minute period at the end of the day prior to the campers getting on the bus. **All snacks must be nut-free.**

BIRTHDAYS

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

SWIMMING

All campers ages 4-11 participate in an instructional and recreational swim period while campers ages 12-14 participate in one free swim daily. New campers are evaluated and placed in a swim level on their first day of camp. Returning campers will remain in the previous year's swim level. If the previous year's level was completed, they will be moved up to the next level.

CLUBS

The Club program gives campers in Middle Camp, completed 1st through 3rd Grade, the opportunity to choose their own activities from a pre-selected list of electives. Electives include activities already at camp and special programs brought into camp. The list of electives is sent home prior to camp for your review but choices are not made until their scheduled club period.

RAINY DAY

While we like to say, "It never rains at Tall Pines," we are always prepared in the event of inclement weather. A separate Rainy Day Schedule is created for each bunk which allows campers to continue to participate in activities in an indoor or covered setting.

BEFORE & AFTER CARE

Parents who require early drop off and/or late pick up on a consistent basis, can utilize our Before & After Care program. Drop off as early as 7:30 AM and pick up as late as 5:30 PM.

HEALTH & SAFETY

We take the health of our campers very seriously. Our Health Center includes three nurses to help care for your camper. We are committed to contacting you when your child visits the Health Center. Minor issues will be documented via email and phone calls will be made for the following circumstances:

- Fever/Vomiting
- Significant bump, bruise or cut
- Head related injury
- Multiple visits to the Health Center in one day

HEALTH FORMS

The American Camp Association requires that all campers submit their Health History Form prior to the beginning of camp. This form can be found in your CampInTouch Account under Forms & Documents. Please be sure to include all information that will help us to care for your camper's medical, emotional, social and behavioral health at camp. The Director and/or your child's counselor can be contacted on an individual basis should a need arise.

PRESCRIPTION MEDICATION

If your child requires prescription medication while at camp please do the following:

- Fill out the "Medication" portion of the online Health History Form.
- Medication should be in its original container and clearly labeled with your child's name and bunk number.
- Please give medication to your child's Bus Driver. If you transport your child, please give medication to a Self-Transportation staff member.
- If your child needs to carry Epi while on the bus, please label with your child's name and bus number and give to the Bus Driver every day. It will be stored in the Main Office during the day and returned to the bus upon dismissal.

ALLERGIES

Tall Pines Day Camp is a **nut-free facility**. We do not serve products made with nuts or food made in a plant that processes nuts. Please do not send any snacks with nuts in the ingredients to camp. Please notify camp and your counselor of any special diets or food allergies.

ILLNESS DURING THE SUMMER

If your child is not feeling well or has a fever, please do not send them to camp. They should be fever free for at least 24 hours before returning to camp. All communicable diseases should be fully treated before a child is permitted in camp.

BUS TRANSPORTATION

We are committed to your child's safety while being transported to and from camp. All of our newer model buses are driven by professional drivers with CDLs. All drivers are Tall Pines employees. Each bus also has a Bus Counselor and/or an Assistant Bus Counselor. All buses are equipped with seat belts. Buses that have lap belts with shoulder harnesses will have booster seats provided by camp. High-back booster seats with five-point harnesses can be requested if the child is under 40 lbs.

TRANSPORTATION INFORMATION

Beginning in June, you'll receive your transportation information via email. It includes your bus number, central bus stop location, pick-up and drop-off times, and the Driver's name and cell phone number. Drivers make every effort to contact parents one week prior to the first day.

TRANSPORTATION CHANGES

If you would like to request a change in transportation, different than your regular route, the request must be made in advance. Requests will be honored based on availability.

CAMPER ABSENCES

Please notify your Driver the night before if your child will be absent from camp. If you are unable to contact the Driver, please call the camp office.

BUS PROCEDURES

- Arrive at your bus stop at least 5 minutes prior to pick-up.
- Campers are required to sit in assigned seats and wear a seat belt.
- Eating on the bus is not permitted. Drinking is permitted.
- Drivers will collect electronic devices and store them on the bus during the camp day. They will be returned on the ride home.
- Someone must be at the bus stop to greet the camper in the afternoon. Drivers are instructed not to leave a camper at a drop-off location without written permission from a parent.

PARENT SELF-TRANSPORTATION

MORNING PROCEDURES

- Drop-Off: 9:00 AM to 9:15 AM
- Follow the flow of traffic into camp.
- Staff directs you to the drop-off location.
- Please do not exit your vehicle.
- Staff will take your child to the assembly area.

AFTERNOON PROCEDURES

- Pick-Up: 4:00 PM to 4:15 PM
- Parents are not permitted to enter camp until bus dismissal is completed.
- Follow the flow of traffic into camp.
- Staff directs you to the pick-up location.
- Staff will bring your child to your vehicle and help them inside. Please do not exit your vehicle.

POLICIES

DISCIPLINE

Every camper has a right to the best possible experience. A safe atmosphere is the responsibility of all campers and staff. When practical, logical or natural consequences will be presented to your child. The staff is trained in the process of positive discipline. 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.

Our goal is for every camper to feel physically and emotionally safe. The following actions and behaviors are never tolerated at camp, on a camp bus, or a trip:

- Fighting
- Bullying
- Possession of illegal substances and weapons
- Destruction of camp property or equipment

DISCIPLINE PROCEDURES

- Counselors are encouraged to handle minor disciplinary issues within the bunk and communicate with parents as needed.
- Repeated or severe behavior is reported to the Division Director who may contact the parent depending on the situation.
- If a camper has a severe or recurring issue, a meeting between the Camp Director and parents may be requested. A one-day suspension or removal from camp may occur depending on the situation.

FINANCIAL REQUIREMENTS

All tuition must be paid by May 1st or attendance will not be permitted. There is no credit for holidays, illness, vacations, adjustments to the school calendar, or rainy days. There is a \$35.00 fee for returned checks. Deposits and payments are refundable if requested by April 1st.

TIPPING

Many parents ask how to show their appreciation to staff. While tipping is not required, it is an appropriate way to reward staff who contributed to your child's experience. Staff typically receive gratuities from ninety percent of our families. The Grazzee App is used to facilitate tipping.

INSURANCE

Our insurance program covers campers and staff. Bills resulting from on-site camp related accidents should be sent to the office. There will be delays in payment while the insurance company investigates and processes claims. Please 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.

PERSONAL INFORMATION

The names, addresses, and phone numbers of our campers and staff are confidential. If you'd like a bunk list, please email a request for this information. Parent contact information will not be distributed without consent.