

REGISTRATION PROCEDURES

Youth Camp Ministries

Age of Campers

Campers register according to the grade they are going into the fall of that year. There is one junior week for ages 7-12 and two teen weeks for ages 12-17. Campers who are age 12 have the option of attending all four weeks of camp. Campers who complete 12th grade just before summer camp, may still be eligible to attend the teen weeks of camp.

Cabin Assignments

Cabin assignments are made shortly before campers arrive at camp. Buddy requests will be honored to the best of our ability if the following hold true:

1. Buddy must be someone almost the same age and grade.
2. Buddy should not be someone from the same family.
3. If several friends request the same buddy, no more than three friends are placed in the same cabin.
4. Openings for campers at the last minute may mean that their buddy requests may not be honored. (For instance on registration day if there is a cancellation and a camper arrives late, they would need to be placed in a cabin with an open bed.)

Campers receive their cabin assignments when they go through the registration line. This information is not given out ahead of time as there may be last minute changes. Campers are not to go to cabins until after they have been through the registration line.

Exceptions

Exceptions are strongly discouraged, such as siblings in the same cabin. Parents should talk this over with the youth camp registrar. If it is a serious problem that would cause emotional distress and keep the camper from attending, an exception may be made.

Leaving During the Week

There have been occasional requests for parents to pick up a camper to participate in a sports event, or go to an appointment during the week. If this is necessary, they should notify the youth camp registrar in advance in writing so all the right people are alerted to this fact. **The parent must check the camper out** with the camp nurse when leaving and check back in with her when arriving back at camp.

Refunds

Deposits are non-refundable, except in extreme circumstances. They are refundable if a camper is on a waiting list.

Fee Adjustments

There is no fee adjustment for late arrivals or early departures. They are taking the place of someone that could be here the full time.

Phone Calls

Parents are encouraged not to phone campers during the week. It is difficult to locate campers and it may encourage homesickness. Campers do not have access to the phone, unless it seems to be necessary. Approval for phone use must come through the camp management. Parents should not encourage their child to phone home during the week.

Visitors During Camp Week

Parents are encouraged to avoid visiting a camper during the week. It is best if they wait until Saturday and then have their camper show them around camp. If a camper has a tendency toward homesickness, it makes it more difficult. Also, it breaks up the camper's week and some campers may feel left out if their parents don't come.

No Smoking Policy

Campers are not allowed to smoke while at camp. Please leave all cigarettes at home.

Health Care – Mild Illness

During overnight camp, a nurse is available at all times to provide minor medical treatment and to take care of medications and diet needs. The camp doctor is also on call 24 hours if needed. In the case of an emergency, campers will be transported to Franklin Medical Center in Greenfield, 15 miles away. In the event of a mild illness, we have a quiet place where the campers can rest for the day. Lifeguards are certified and on duty whenever the waterfront is open.

Health Care - Medications

Massachusetts state law requires that all medication prescribed for campers shall be kept in the **original containers bearing the pharmacy label**. If your child is taking a medication in a dose that is different from the current label, please contact your physician, and have a new label made for the prescription bottle before you come to camp. By law, the label needs to show the date it was filled, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, and the name of the medication, directions for use and cautionary statements as well as the number of tablets in the container.

All medications at camp will be administered by the health supervisor or by a licensed health care professional authorized to administer prescription medications. State law requires that medications prescribed for campers brought from home **can only be administered if they are in their original container, and if there is written permission from the parent or guardian**.

If your child requires administration of medications during camp, during the registration process, you will need to sign in at the infirmary. The camp physician and nurse will review this medication record with you and your child in order to be sure that all medications are administered accurately. When camp is over, please be sure to check in again at the infirmary and pick up any left over medications.

Health Care – Health Forms

In the event that a camper comes to camp without a current or complete health form, the following procedures shall be followed:

1. Incomplete or no health history
 - a. If one of the parents is present, the parent may fill out a new health history form and sign it on registration day.
 - b. If neither parent is present, the guardian or person bringing the camper to camp may fill out the form with the camper. The parent will be called on the phone with a staff witness to verify the parent's willingness to have the health history form signed.
2. No Medical Exam - If the camper comes to camp with no completed medical form, they must have a physical done by the camp doctor for a \$5.00 fee.
3. No immunization records – If the camper comes to camp with no immunization records the parents will have to produce these records within 24 hours. Failure to produce these records could result in the child leaving camp.

RULES FOR DRESS

At Pine Brook Camp we feel that appropriate dress is important in order to create an environment that is comfortable, safe, clean, and not distracting to others. Because fashions have gotten bolder in the past few years we feel the need to state our dress code more clearly for our campers.

1. Campers are not to wear extreme brief garments: tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments (etc.) are not appropriate.
2. Underwear is to be completely covered by outer clothing.
3. Campers are to include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Boys are not to wear hats while in chapel or during prayer.
5. Clothes are not to include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
6. Clothing should not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Campers are to wear modest bathing suits during swim activities. *Girls – no 2 piece; Boys – no Speedo type suits.*

GIRLS – There is to be no skin showing between the bottom of your shirt and the top of your shorts, pants or skirt. This means that no skin is to show even if you are raising your arms. Tank tops are ok if they are 1" or more in width. Shorts should be long enough as to not be revealing when bending over.

Boys – We ask that you pull your pants up and make certain your underwear is not showing. Tank tops are allowed provided they do not have saggy armpits.

Note to Parents:

Copies of background check, healthcare and discipline policies, and grievance procedures are available upon request.

Pine Brook Camp complies with regulations of the Massachusetts Department of Public Health and is licensed and inspected annually by the State of Massachusetts.