



## Your Compass for the Summer Ahead

Welcome to your **Volunteer Handbook** — your personal guide to a meaningful, mission-driven, and memory-filled summer at Pine Brook Camp! Just like a compass points the way, this handbook is designed to help you navigate every aspect of your volunteer journey with clarity and confidence. Inside, you'll find everything you need to stay on course: expectations, daily rhythms, helpful tips, and the heart behind why we serve.

Let this be your go-to resource as you **Explore, Discover, and Belong**—right alongside the campers you're here to impact!

We owe God everything. He deserves all the glory and honor. Serve the Lord God with everything you have and with your entire being. What we give to God, no matter how small it may appear in the eyes of people, is precious in His sight when we do it with all our hearts. Serve God.



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# OUR MISSION

Pine Brook Camp uses the unique experience of Christian camping to PROCLAIM, EQUIP, and SERVE:

- **Proclaim** the Gospel
- **Equip** believers for spiritual growth and leadership
- **Serve** the church and our community

## VALUES OF CHRISTIAN CAMPING

### Genuine Community

- Camp contrasts with the familiar. Labels, expectations of others, mindless daily routines, influences of parents, teachers, peers, colleagues, media, and friends are all left behind in favor of a special temporary community with focused purpose: presenting Christ and nurturing those in the faith toward maturity and Christian leadership. It uses the entire camp community of people and environment to accomplish this purpose.

### Whole Person Ministry

- Camp engages the mind. The stimulation of a new environment, unfamiliar people, different activities, and changed schedule all facilitate mental growth. Camp powerfully communicates spiritual truths and spurs spiritual growth among campers in the midst of God's creation.

### Relationship Building

- Camp is foremost a highly relational experience. At camp, spiritual mentors are always present. They are visual examples of how to live when tired, how to be kind when others are unkind, how to control anger, how to discipline with love, how to ask for forgiveness, how to grow spiritually, how to deal with temptation, and how to live in a community. Christ is held as the most significant relationship to cultivate and the relationship that brings meaning and healing to all other relationships.

### Memory Making

- Camp is a contrast to everyday life and because this contrast causes the campers' senses to be heightened time takes on new meaning. Campers live more in the psychological present. Events at camp become more engaging, alive, vivid; they are filled with energy and totally absorb campers. Because most camp experiences are beyond the traditional and familiar, they also provide moments that render campers ready for learning.

### Leadership Development

- Camps are ideal nurturing environments for developing leaders for church and society.
- Where else are young people given the opportunity for leadership development? To build leadership skills, people must be given responsibility for others and be mentored in the process of ministering and leading.
- It's a chance to discover God in a deeper way, and to see His faithfulness to His promises realized in tough situations.
- A survey commissioned by CCCA noted that more than half the people in full-time Christian ministry today had made life-changing decisions at camp. Many not only gave their lives to Jesus Christ at camp, they also learned their leadership/ministry skills there.

# ORGANIZATIONAL SERVICE STANDARDS

1. **Dignity and Respect** – treats customers and co-workers with esteem and worthiness. Is truthful, courteous and fosters trust.
  - a. “Do nothing from selfishness or empty conceit but with humility of mind regard one another as more important than yourselves. Do not merely look out for your own interest but also for the interest of others.” – Philippians 2:3
2. **Positive Image** – represents Pine Brook Camp in a positive light by maintaining a calm and confident demeanor and taking pride in appearance. Is open to new ideas and maintains a positive attitude.
  - a. “With good will render service, as to the Lord, and not to men, knowing that whatever good thing each one does, this he will receive back from the Lord, whether slave or free.” – Ephesians 6:7-8
  - b. “Let your light shine before men in such a way that they may see your good works and glorify your Father who is in heaven.” – Matthew 5:16
3. **Communication** – Effectively conveys and receives information. Successfully manages challenging conversations. Readily provides and receives feedback in a timely manner. Actively listens to everyone.
  - a. “Let your speech always be with grace, as though seasoned with salt, so that you will know how you should respond to each person.”—Colossians 4:6
  - b. “Everyone must be quick to hear, slow to speak and slow to become angry”—James 1:19
4. **Service Accountability** – Delivers personalized service. Sets high standards for quality of work. Maintains a strong work ethic.
  - a. “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” – Colossians 3:23
5. **Teamwork/ Collaboration** – Maintains individual productivity and supports workgroup effectiveness. Effectively builds and nurtures relationships and values others.
  - a. “From whom the whole body, being fitted and held together by what every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.” – Ephesians 4:16
6. **Mission and Vision** – demonstrates a strong commitment to the mission and vision of Pine Brook Camp to proclaim the gospel, equip the saints and serve the Body of Christ.”
  - a. “Make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose.” – Philippians 2:2



## BEHAVIOR AND DISCIPLINE

At Pine Brook Camp, we recognize that children come to camp with a wide range of experiences, emotions, and behaviors. One week at camp won't "fix" deep-seated issues, but it can be a powerful step toward growth and healing. As a counselor, your role is not only to supervise but to understand and guide. Many behavior challenges stem from deeper needs or struggles.

### Understanding Camper Behavior

#### Remember:

1. Campers are **not mini-adults**—expect energy, playfulness, and testing of boundaries.
2. Campers **want and need limits**, even if they push against them.

#### Common causes of behavior problems:

- Desire for attention or recognition—even negative attention
- Frustration from unmet needs or desires
- Homesickness or anxiety
- Illness, hunger, or fatigue
- Interpersonal conflict with campers or staff
- Problems from home or external stressors
- Deeply ingrained behavior patterns

### Creating Positive Structure

To build a respectful and cooperative cabin culture:

1. Set **clear expectations early** and consistently reinforce them.
2. Maintain a healthy balance of **structure and freedom**.
3. Use positive reinforcement—**encourage what you want to see more of**.

### Responding to Misbehavior

When rules are broken or cooperation breaks down:

1. Offer **one clear warning**, explaining what behavior was inappropriate.
2. Give the camper a chance to **explain their side**—they may have a valid reason.
3. Be **calm, consistent, and fair**—never discipline in anger.
4. **Avoid public correction**—speak with the camper privately when possible.
5. Focus on **behavior**, not character—"That behavior is not okay," not "You are bad."
6. Offer **better choices**—help them learn how to behave differently.
7. After discipline, **reintegrate the camper positively**—don't hold a grudge.
8. For repeated issues, follow **camp behavior management policies**.

### Time-Tested Counselor Strategies

- Model the behavior you want to see—**lead by example**.
- Learn and use campers' **names**; build genuine relationships.
- Be **friendly, approachable, and encouraging**.
- Use **positive reinforcement**—one pat on the back goes a long way.

- Use **humor** appropriately; it diffuses tension and builds rapport.
- Stay **calm and composed**, even when challenged.
- Don't take misbehavior personally—it's often **not about you**.
- Identify the **need behind the behavior** and address that root.
- **Listen first**—understand before correcting.
- Use **distraction** as a powerful tool for redirection.
- Stay physically **present and attentive**—proximity can prevent problems.
- Allow **natural consequences** when appropriate (and safe).
- Use **loss of privileges**, time-outs, and group discussions thoughtfully.
- Remain with your campers during **meals and free time**—your presence matters.
- Avoid overstimulation—ensure campers get enough rest and downtime.
- Be **humble**—own your mistakes and ask for forgiveness when needed.

**Special Considerations** - Sometimes the best response is **ignoring attention-seeking behaviors** rather than reacting. Other times, the camper simply needs **affirmation, responsibility, or encouragement**. Giving a camper a meaningful role or helping them discover a skill can significantly improve behavior.

Engaging campers in **age-appropriate, level-matched activities** often prevents misbehavior by keeping them challenged, included, and confident.

## WORKING WITH THE BULLY OR SHOW-OFF

Campers who display bullying behaviors or try to dominate the spotlight often do so out of a need for **recognition, control, or insecurity**. Effectively supporting these campers begins with earning their **trust and respect**—not through dominance or criticism, but through patient, consistent leadership.

### Key Strategies

- **Build trust first.** Avoid being overly critical or harsh in your expectations. These children are more responsive to leaders who are fair, calm, and genuinely care about them.
- **Reinforce the positive.** Be intentional about **praising good behavior** rather than only pointing out negative actions. Highlight moments when the camper is respectful, helpful, or cooperative.
- **Teach empathy.** Have calm, private conversations about the **rights of others** and the **importance of mutual respect**. Help the camper understand how their behavior affects the group and how kindness leads to better relationships.
- **Model healthy compromise.** Show in your own actions how to navigate disagreements or competition with grace. Children learn a lot by observing how adults handle challenges.
- **Promote fair competition.** When assigning activities or teams, try to place this camper in situations where they are among peers of **equal or greater ability**. This encourages humility and helps refine their competitive drive in healthy ways.

**Long-Term Approach** - The bully or show-off needs a balance of **firm boundaries** and **positive reinforcement**. When placed in environments that challenge them appropriately and give them chances to **develop leadership skills constructively**, these campers often thrive. Above all, consistent patience and an encouraging attitude can help redirect these behaviors into opportunities for **growth, character development, and peer respect**.

## FIGHTING

Fighting is a serious behavioral issue that often escalates from what begins as **harmless horseplay**. As a counselor, it's essential to be proactive and observant—**monitor playful roughhousing closely** to ensure it doesn't cross the line into aggression.

### When a Fight Breaks Out

1. **Immediately separate the individuals involved.**  
Respond with a **calm but authoritative voice**—firm and steady, not reactive.  
Remove the combatants to a **safe distance** from each other and others, if necessary.
2. **Allow time to cool down.**  
Give each camper time to regain composure. Monitor their **body language and facial expressions** to assess emotional state.  
Do not allow **angry or escalating verbal exchanges** during this time.
3. **Ensure medical safety.**  
If the fight involved **physical contact** such as hitting, kicking, punching, or biting, both participants must be sent to the **nurse for evaluation** to check for bruises or internal injuries.
4. **Complete an Incident Report.**  
A written report must be filed for any fight involving physical contact, in accordance with Pine Brook Camp policy.

### After Emotions Have Settled

Once the campers have calmed down, choose one or more of the following strategies to address the situation:

1. **Private Discussion**  
Speak individually with each camper. Focus on **understanding the conflict**, not assigning blame. Work toward a **mutual resolution** and encourage a “**shake hands and make up**” outcome.
2. **Mediated Conversation**  
Facilitate a calm, face-to-face discussion. Allow each camper to share their side **without interruption**, then guide them toward seeing the other's perspective. Encourage **reconciliation and forgiveness**.
3. **Private Peer Resolution**  
If both parties are calm, allow them to speak privately to work through the issue—**with your supervision nearby**, if needed. Offer to mediate if they request help.
4. **Logical Consequences**  
If clear provocation is identified—or if either camper has a history of fighting—apply appropriate consequences as outlined in the **Camp Behavior Management Policy**.

### Key Counselor Reminders

- Be proactive—**redirect rough play** before it escalates.
- Stay calm and avoid **escalating the situation** with emotion.
- **Protect all campers**—your response should prioritize safety and restoration, not punishment alone.
- Always **document serious incidents** and involve leadership when necessary.



## STEALING

Creating a culture of trust and respect is the best prevention against theft at camp. Counselors play a vital role in fostering an environment where each camper values the property and privacy of others.

### Prevention Strategies

- Foster **group discussions** about respecting personal belongings and why trust is essential in a shared space.
- Work with campers to **establish group rules**, including consequences for taking others' belongings.
- Encourage campers to **keep valuables out of sight** and avoid bringing unnecessary items to camp.

Despite best efforts, incidents of theft may still occur. Here's how to handle them:

### Responding to Stealing

1. **Offer an anonymous resolution first.**  
Give the camper a chance to **return the item anonymously**, with no immediate consequences. Emphasize the value of making things right.
2. **Investigate discreetly.**  
If the item is not returned and the offender is unknown, you may need to do some quiet investigating. **Avoid public accusations** or making the group feel pressured—this can lead to **ostracism or false blame**.
3. **Handle known offenders privately.**  
If you have **clear evidence** of who is responsible:
  - Speak with the camper **confidentially**.
  - Give them a chance to **admit the wrongdoing, make restitution**, and work together on a plan to avoid similar behavior in the future.
4. **Use a confidential group approach if necessary.**  
When the offender is unknown:
  - Give each camper a **small piece of paper** to write either:
    - "I did not take it," or
    - "I did take it and I'm sorry."
  - Ask them to sign and **submit the paper privately**. Follow up with any camper who admits to taking the item in a **discreet and respectful way**.
5. **Report persistent issues.**  
If the issue cannot be resolved or continues to occur, **follow camp protocol** by informing the **Camp Director or appropriate supervisor** for further steps.

### Counselor Reminders

- Focus on **restoring trust and encouraging honesty**, not shame.
- Maintain **confidentiality** at all times to preserve group unity and protect the camper involved.
- **Document the incident** if required and ensure that leadership is informed when needed.

# BEHAVIOR MANAGEMENT

OUR CAMP advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the consequences of breaking any rule.
  - a. Quiet time
  - b. Restriction from activity
  - c. Restriction to adult supervision
  - d. Extra duties
  - e. Conference with director
  - f. Conference with parent/director
  - g. Removal from the camp
3. Enforcement of all rules at all times will be without malice and consistent in application.
4. The camp director is to be informed of all disciplinary measures.
5. **At no time will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint.**
6. **At no time will a camper be punished for soiling bed.**
7. Periodic evaluation of the program/staff/camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

# CHILD ABUSE PROCEDURES

Pine Brook Camp is fully committed to providing a safe, nurturing environment for all campers and guests. In today's climate of heightened awareness and legal accountability, we must remain vigilant, informed, and proactive in preventing and responding to all forms of child abuse.

Even the **appearance of misconduct** or a **false allegation** can cause irreparable harm to a staff member's reputation and the ministry of the camp. Therefore, **every staff member must exercise the utmost caution and professionalism** in all interactions with campers.

## Definitions of Child Abuse

Pine Brook Camp recognizes four categories of abuse:

### 1. **Sexual Abuse**

Any sexual touching of a child under 18 by an adult or another child who is at least **4 years older**, even if the child appears to consent.

- *Touching offenses*: fondling, oral/genital/anal contact, intercourse, incest, rape
- *Non-touching offenses*: sexual language, indecent exposure, obscene phone calls, peeping, exposing children to adult sexual activity

### 2. **Physical Abuse**

Any **non-accidental injury** or act that creates a substantial risk of serious harm. This includes actions taken during discipline, such as hitting, slapping, spanking, or squeezing.

### 3. **Emotional Abuse**

A pattern of **verbal or psychological harm**, such as constant blaming, belittling, screaming, or assigning responsibilities inappropriate for the child's age.

### 4. **Neglect**

The failure or refusal of a responsible adult to provide necessary care—food, shelter, medical attention, etc.—resulting in danger to the child's physical well-being.

## Camp Guidelines for Prevention

- Avoid any **physical, verbal, or emotional interaction** that could be misinterpreted as abusive.
- Never be alone with a camper behind closed doors or in secluded areas.
- Immediately report any **suspicious behavior**, disclosures, or concerns to the Camp Director.

## Response Procedures

### A. If Abuse Occurs at Camp

If a camper is suspected to have been abused at camp (sexually or physically):

1. Immediately report the suspicion to the **Camp Director**.
2. Protect the **confidentiality of the informant**, when possible.
3. Remove the camper from all contact with the suspected staff member.
4. The Camp Director and Assistant Director will confront the accused individual.
5. If there is reasonable cause, the Camp Director will **report the incident to authorities**, including:
  - **Department of Children and Families(DCF)**
  - **Shutesbury Police Department**
6. The child's **parents/guardians will be notified**.
7. A public **statement will be prepared**, and the Camp will fully cooperate with all investigations

### Camp Director Steps – Abuse Occurring at Camp

1. Inform the accused staff member of the allegation and **discuss privately**.
2. **Suspend the alleged offender** during a confidential investigation.
3. **Consult legal counsel** immediately regarding compliance with state reporting laws.
4. Notify the appropriate authorities and file any required reports:
  - **During office hours:** DSS – 773-3608
  - **After hours:** Shutesbury Police Department – 773-3751
5. Inform the child’s parents.
6. Recommend medical evaluation if **physical injury is possible**.
7. Notify the camp’s **liability insurance provider**:
  - Immediate notice may be required for coverage to apply.
8. Notify the **Board of Health** that a report has been made.
9. Prepare a press statement (to be used only by the Camp Director or designated spokesperson):

“Pine Brook Camp is fully committed to the health of every camper and guest. The camp’s policies strictly forbid any form of abuse and require all staff to report any suspected incidents. The individual involved in this matter has been reported to the proper authorities, and the camp is cooperating fully with the ongoing investigation.”

### B. If Abuse is Disclosed by a Camper (Prior to Camp)

**If a camper discloses abuse that occurred prior to arriving at camp:**

1. The staff member must report the disclosure **immediately and only to the Camp Director**.
2. The Camp Director will:
  - Consult with the camp’s attorney for legal guidance.
  - Report the incident to DCF and/or local authorities.
  - Cooperate fully with any investigation.

### Contact Numbers:

- DCF Greenfield(Office Hours): 775-5000
- Shutesbury Police Department (After Hours): 773-3751

### Final Notes for Staff

- Always remain calm, supportive, and **take any report seriously**.
- Never attempt to investigate or resolve the matter on your own.
- **Document your observations** or the camper’s statements and give them directly to the Camp Director.
- Know that your role is to **report**, not to prove guilt or innocence.

# EMERGENCY PROCEDURES

Emergencies vary in nature and severity. While the steps below outline Pine Brook Camp's standard protocols, **your calm judgment** in the moment is crucial. The **safety and well-being of campers and staff must always come first**.

## Major Injuries and Accidents (On-Site)

If you are the primary staff member at the scene:

1. **Pause and assess.**  
Count to ten and calmly evaluate the situation. Avoid rushing or panicking.
2. **Take charge.**  
Use a **calm and authoritative voice** to give clear instructions to campers and staff.
3. **Administer care.**  
The staff member with the **highest level of appropriate certification** is responsible for administering first aid.
  - Care for the injured party.
  - The caregiver must **record the incident in the health log within 12 hours**.
4. **Ensure camper safety.**  
Assign another staff member to move uninvolved campers away from the scene and keep them engaged (e.g., with songs or games). Keep **one adult with the victim** until help arrives.
5. **Contact the Health Care Supervisor.**  
Provide your **location and a clear description** of the emergency.
6. **Notify the Camp Director or administrative staff.**  
If someone else answers, say:  
    "This is an emergency. I must speak with the Camp Director."  
    Do **not discuss details** with others.
7. **Document the facts.**  
Record:
  - What happened?
  - When and where?
  - How?
  - Who witnessed it?
  - Where were the staff and campers?
8. **Transfer authority.**  
When the Health Care Supervisor or Camp Director arrives, **report your observations** and defer leadership to them.
9. **Complete incident reports** within **24 hours** of the event.
10. **Preserve the scene.**  
In the case of a **serious injury, critical incident, or fatality**, keep a **responsible adult at the scene** to ensure **nothing is disturbed** until emergency personnel or authorities arrive.

## Emergencies While Off Camp Property

1. **Determine severity.**
  - If **life-threatening**, call **911 or EMS first**, then notify the camp.
  - If **non-life-threatening**, call the camp first for guidance.
2. **Avoid public statements.**
  - Do **not talk to media** or bystanders.
  - Do **not speculate**, admit, or deny responsibility.
  - Do **not reveal names** of those involved.
3. **Refer inquiries.**

Politely inform anyone asking questions:  
“I am not authorized to speak on behalf of the camp. Please contact the Camp Director.”
4. **Cooperate with emergency services.**
  - Provide full assistance to public responders.
  - Record the **officer’s name, badge number, jurisdiction, and incident report number**, if available.
5. **Do not contact parents or guardians** unless **specifically authorized** by the Camp Director or Health Care Supervisor.

### **If You are a Secondary Staff Member on the Scene**

1. **Follow the lead** of the person in charge.
2. **Remain calm**—you set the tone for the campers.
3. **Offer help only if asked** or if you have relevant expertise.
4. **Do not allow speculation or discussion** of the situation among campers.
5. **Assist with documentation** or other tasks as requested.

## Emergency at the Lake

### **Capsized Canoe:**

1. All campers must complete a **“tip test”** before canoeing to learn how to respond to a capsized.
2. All canoe participants must wear a **properly fitted PFD (Personal Flotation Device)**.
3. If a canoe capsizes:
  - Instruct nearby campers to **paddle away** from the incident.
  - Calmly remind campers to follow **“tip test” procedures**.
  - If campers need help, a staff member approaches in a canoe to assist them back to safety.

### **Lost Swimmer (Lake):**

Campers are **not allowed to swim** in the lake. In the event that a camper falls in or is missing:

1. **Clear the lake**—all campers must exit and gather on shore.
2. **Counselors remove campers** from the area and **report the emergency** to the camp office.
3. Waterfront staff **scan the lake immediately** and prepare for further instructions.
4. Administrative staff arrive with **walkie-talkies**, and one staff member remains by the phone.
  - Call **911** and follow full **Emergency Procedures**.
5. A designated **shore-based coordinator** will direct search efforts and minimize water disturbance.
  - Staff may search by **canoe or swimming**, using **available rescue equipment** (e.g., masks, snorkels).
  - **Staff safety is a priority**—rescue efforts must not endanger rescuers.
6. Continue searching until **emergency responders arrive** and assume control.



## Waterfront/ Pond Emergencies

### General Guidelines:

1. The **buddy system** is required for all aquatic activities.
2. **Buddy checks** must occur at least **once per activity period**.
3. Waterfront staff and watchers must participate in **regular aquatic rescue rehearsals**.
4. In the event of an emergency, the **highest-ranking qualified waterfront staff member** on duty will take command.

### Emergency at the Pond

#### Near-Drowning:

1. Lifeguard **sounds one long whistle blast** to signal an emergency.
2. Rescuing Lifeguard initiates rescue using the **fastest, safest method** and administers lifesaving techniques. If assistance is needed, rescuing lifeguard will signal for help.
3. Another lifeguards **clear the water, do a final buddy check** and guide campers away from the scene.
4. A counselor or other lifeguard is assigned to **notify the office** and report the nature of the incident and ask for 911 to be called and for the AED to be brought immediately. The **health care supervisor** and **camp director** are contacted immediately.
5. Follow the steps outlined in the **Major Injuries and Accidents** section.
6. An **incident report** must be completed within 24 hours.

#### Lost Swimmer (Pond):

1. The **head lifeguard** alerts all staff via **two-way radio**.
  - Swimming area is cleared immediately.
  - The **office manager** uses the intercom to page the camper, in case they left the area voluntarily.
2. If camper remains missing, contact **emergency personnel (911)** and report a **possible lost swimmer**.
3. **Counselors search shallow areas**, lifeguards search deeper water.
  - Other staff check **cabins, bathrooms, showers, dining hall, and game areas**.
4. Call all campers and **one counselor per cabin to line up at the flagpole** for an accurate **headcount**.
5. Maintain a **search roster**—account for all staff involved to avoid accidental double rescues.
  - All staff searching must use the **buddy system**.
6. A staff member is designated to **inform the camp office** with emergency updates.
  - If camper is not found promptly, initiate **Missing Person Procedures** from the Emergency Protocol.

**Tip:** Interview the person who reported the missing camper for last known location and context.

## Fire Emergency Procedures

In the event of a fire or fire alarm, the safety of campers, staff, and guests is the highest priority. Staff are expected to respond calmly, promptly, and in accordance with the procedures outlined below.

### A. Fire During Mealtime or Bible Session

1. **Evacuation**
  - Upon announcement, **all persons must exit both buildings immediately.**
  - Everyone must report to the **field by the flagpole** and line up by **cabin groups**, as done for morning exercises.
2. **Staff Assignments**
  - All **non-counseling staff** report directly to the **flagpole** for assignments.
  - The **highest-ranking staff member** present (e.g., Camp Director, Assistant Director) will assume leadership.
3. **Checklist Distribution**
  - The leader retrieves the **“Fire Emergency Checklist”** (Appendix N) from the **clipboard in the camp office** (holder by the door).
4. **Task Assignments by the Leader**
  - Check **upper and lower levels** of both buildings
  - **Shut off gas valves**
  - **Account for all persons**; send runners if anyone is unaccounted for
  - **Call the fire department** if necessary
5. **Reporting Back**
  - Once buildings are cleared, staff report findings to the leader at the flagpole.
  - The leader remains stationed at the **flagpole** to oversee all operations and decisions.

### B. Fire During Activity Time

Follow the same procedures listed above with these **modifications**:

1. **Building Search & Fire Confirmation**
  - Staff checking buildings report whether a **fire is visibly present.**
2. **If Fire Is Present**
  - The leader dispatches staff to **all areas of camp** to gather all campers at the **flagpole field** for an immediate headcount.
3. **If Someone Is Missing**
  - Assigned staff determine where and when the person was last seen.
  - Family Heads, Counselors, and Program Leaders must be ready to report **who is missing** from their groups.
4. **If No Fire Is Found**
  - There is **no need to assemble all campers**, but **buildings must remain cleared** until the **all-clear** is given.
5. **All-Clear Signal**
  - Only the **designated leader** may give the all-clear once it is confirmed that it is safe to return.

### C. Fire At Night

1. **Campers Remain in Cabins**
  - Counselors must **account for every camper** in their cabin.
2. **Reporting**

- One **counselor from each cabin** reports to the **flagpole** to confirm their group's safety and await further instructions.

#### D. Fire in a Cabin

##### 1. Immediate Evacuation

- All campers in the affected cabin area must evacuate with their counselors to **Dixon Hall**.

##### 2. Wait for Instructions

- Campers and staff remain in Dixon Hall until given further directions from camp leadership.

#### Fire Drills

- A **fire drill must be conducted within the first 24 hours** of each new camp week to ensure all campers and staff are familiar with emergency procedures.

### Disaster and Emergency Response Plan

#### Earthquake

##### During the event:

- Instruct campers and staff to **drop, cover, and hold on**:
  - Drop to the ground
  - Take cover under a sturdy table or against an interior wall
  - Protect head and neck
- If outdoors, move away from **trees, buildings, and power lines**.

##### After the shaking stops:

- Evacuate damaged structures.
- Take attendance.
- Check for injuries and administer first aid as needed.
- Await further instructions from emergency officials.

#### Electrical Storm (Lightning)

##### At the first sign of thunder or lightning:

- Suspend all **outdoor activities immediately**, especially swimming and field games.
- Move all campers and staff to **fully enclosed buildings** (not tents or pavilions).
- Avoid:
  - Water sources
  - Tall trees and open fields
  - Electrical equipment or phones plugged into walls

**Wait at least 30 minutes** after the last sound of thunder before resuming outdoor activities.

#### Windstorm (Severe High Winds)

##### When high winds are forecast or occurring:

- Move all campers indoors to a sturdy structure.
- Avoid wooded areas, tents, and structures with unstable roofs or siding.
- Secure outdoor objects (e.g., benches, signs) that could become flying hazards.

##### After the storm:

- Check for downed trees and power lines before moving campers outdoors.
- Report any damage or injuries to the Camp Director and local authorities.

## Flash Flood

### **If a flood watch or warning is issued:**

- Monitor weather and creek levels closely.
- Move all campers and staff to **higher ground immediately** if flooding is possible.

### **During flooding:**

- Avoid walking or driving through water.
- Evacuate low-lying cabins or trails known to flood.
- Use emergency communication channels to coordinate with local responders.

## Tornado

### **If a tornado warning is issued:**

- Move immediately to **the lowest level of a sturdy building**:
  - Preferably a **basement or interior hallway** without windows.
  - If not available, lie flat in a low area and cover your head.

### **Inside buildings:**

- Keep campers away from windows and doors.
- Have everyone **duck and cover** with hands over head and neck.

### **After the tornado:**

- Stay in place until the all-clear is given.
- Check for injuries and structural damage.

## Forest Fire / Wildfire

### **If fire is nearby or smoke is visible:**

- Notify emergency services (911) and Camp Director.
- Begin **evacuation to the designated assembly area** or an alternate location upwind and far from the fire line.
- Take health kits and emergency contact lists.
- Do not wait for visible flames—**evacuate at the first sign of danger**.
- Do not return until cleared by local fire officials.

## Lost Camper/Missing Person Procedure

1. Determine camper's last known location. Stay calm.
2. Assess emotional state if possible (upset, hiding, etc.).
3. Search immediate area with available staff. Ensure others are supervised.
4. Check with friends, bathrooms, dining hall, cabins.
5. Notify Camp Director with camper's description and details.
6. If not found within 20 minutes, initiate full-scale search and contact:
  - Sheriff's Department
  - Camp Office
  - Camper's Parents
7. Reassure other campers. Keep them calm and engaged.
8. Complete incident and follow-up reports.

## Intruders/Unrecognized Persons

*If the person appears non-threatening:*

1. Politely ask their purpose.
2. Confirm any authorization.
3. If unauthorized, ask them to leave.
4. Notify Camp Director.
5. Notify camper's parents/guardians if relevant.

*If the person is hostile or refuses to leave:*

1. Call 911.
2. Alert staff, secure premises.
3. Lock down all entries/exits.
4. Director or Program Director serves as point of contact.
5. Document full incident in a written report.

*Nighttime Intruder:*

- Quietly alert staff.
- Perform cabin headcounts.
- If a camper is missing, call 911 immediately.
- All staff should carry flashlights and identify themselves at night.

In All Situations:

- Stay calm.
- Prioritize camper safety.
- Communicate clearly.
- Report and document incidents thoroughly.

## Communication Methods

In the event of an emergency, the following communication methods will be used depending on the nature and urgency of the situation:

1. **Public Address System** – For announcements during large group settings.
2. **Camp Bell** – Audible alert used for immediate attention and emergency signals.
3. **Two-Way Radios** – For direct, quick communication between key staff members.
4. **Car Horns** – Used in specific emergencies (e.g., tornado) as a signal in combination with other alerts.

## **Two-Way Radio Users**

Radios must be on and operational at all times. The following staff members are assigned radios:

- Camp Director
- Program Directors
- Guest Services Director
- Camp Nurse
- Operations Director
- Waterfront Director
- Maintenance Manager

## **Dealing with Media During an Emergency**

In the event of an emergency at camp that draws media attention, the following procedures must be followed to ensure accurate, responsible communication:

1. **Designated Spokesperson**

Only the **Camp Director** or **Assistant Director** is authorized to speak to the media on behalf of Pine Brook Camp. No other staff member should provide information, make statements, or offer commentary.

2. **Prepare an Official Statement**

Before addressing the media, the Director or Assistant Director must prepare a clear, approved statement. This ensures accuracy and consistency of communication.

### **Official Statement**

*"Pine Brook Camp is fully committed to the health, safety, and well-being of every camper and guest. Our policies strictly prohibit any form of abuse and require all staff to report any suspected incidents immediately. The individual involved in this situation has been reported to the Franklin County Department of Social Services and/or the Shutesbury Police Department. Pine Brook Camp is cooperating fully with all authorities in the ongoing investigation."*

3. **No Off-the-Record Comments**

Staff must refrain from making personal comments or offering opinions to the media. This includes social media posts or online discussions.

4. **Refer All Inquiries**

Any media inquiries should be politely directed to the Camp Director or Assistant Director.



# HEALTH CARE PROCEDURES

## Health Care Consultant

Joel Anthony Fuller – [707-326-0686]

11 Gates Ave, Springfield, MA 01118

## Health Care Supervisors

Moria Barrow, RN

Melissa Williams, RN

Judy Bessett, RN

## Emergency Contact Numbers

- **Fire:** 911 / [259-1211]
- **Police:** 911 / [773-3751]
- **Rescue/Ambulance:** 911
- **Poison Control:** 1-800-682-9211
- **Hospital:** Baystate Franklin Medical Center, Greenfield, MA – [413-773-0211]

## On-Site Emergency Procedures

- Stay **calm**, **assess the situation**, and **ensure safety**.
- Alert the **Camp Director** and **Health Supervisor** immediately.
- Call **911** if there is a serious injury, fire, or life-threatening situation.
- Do **not move an injured person** unless there is a danger of further harm (e.g., fire, falling objects).
- Begin **first aid or CPR** if trained and appropriate.
- Secure the area and clear non-essential people away.
- Notify the camper's **parent/guardian** as soon as possible.
- Send a designated staff member to meet emergency responders at the camp entrance.
- Complete an **incident report** immediately after the situation is under control.

## Off-Site Emergency Procedures

- In case of injury, illness, or emergency:
  - Administer **first aid** as needed
  - Call **911** if necessary
  - Contact the **Camp Director and Health Supervisor** immediately
  - Notify the camper's **parent/guardian** as soon as possible
- Complete an **incident report** upon return to camp.

## Utilizing First-Aid Equipment

### First Aid Equipment Availability

- First aid kits are **readily available** at all times in the following locations:
  - Health Lodge
  - Camp Office
  - Kitchen
  - Pond
  - With the Roaming Nurse

### Who May Use First Aid Equipment

- Only **trained staff** (certified in First Aid and CPR) may:
  - Administer first aid using camp supplies
  - Dispense over-the-counter treatments as permitted
  - Handle medical waste cleanup materials
- Junior staff, CITs, and untrained volunteers must **immediately notify a qualified adult** and **not administer care** beyond their training.

### Proper Use of Equipment

- **Gloves must be worn** when dealing with any blood, body fluids, or open wounds.
- Use items from the first aid kit only as **intended** and within scope of training.
- All **used materials** (bandages, gloves, etc.) must be **disposed of properly**, following bloodborne pathogen procedures if needed.
- After each use, complete a **First Aid Log Entry** with:
  - Camper/staff name
  - Date and time
  - Type of injury or illness
  - Action taken
  - Name of person who administered care

### Restocking and Inspection

- Kits must be **inspected weekly** by the Health Supervisor or designee.
- Used or expired items must be:
  - Replaced immediately
  - Logged in the **supply inventory list**
- Restocking should happen **daily** if kits are used during high-risk activities (e.g., ropes, waterfront).

### Contents:

- Bandages, gauze, pads
- Cotton balls, eye pads
- Adhesive tape, Band-Aids
- Antibiotic ointments (Bacitracin, Efidine)
- Alcohol pads, antiseptic wipes
- CPR mask, latex gloves
- Soap, aspirin, lubricating jelly

## Care of a Mildly Ill Camper

### Identification and Initial Response:

- Campers showing signs of mild illness—such as low-grade fever, headache, sore throat, mild stomach upset, fatigue, or cold symptoms—will be referred to the **Health Supervisor** or **Health Care Consultant**.
- Symptoms will be evaluated and recorded in the **camper's health record**.
- A determination will be made whether the camper can remain in the program with modifications or requires temporary rest and isolation.

### Rest and Observation:

- Mildly ill campers will be cared for in the **Health Lodge** or other designated quiet space away from regular group activity.
- They will be **monitored at regular intervals**, including:
  - Temperature checks
  - Assessment of comfort, hydration, and symptoms
- The camper will be encouraged to **rest, drink fluids**, and eat light food as tolerated.

### Parental Communication:

- Parents/guardians will be notified if:
  - Symptoms persist or worsen over time
  - The camper is missing significant camp activities
  - There is any concern for potential contagious illness
- If the camper remains stable and improves, they may return to activities with approval from the **Health Supervisor**

### Return to Activities:

- Campers may return to camp programming when:
  - They have no fever for 24 hours without medication
  - They are feeling well enough to participate
  - Clearance is given by the **Health Supervisor** or **Health Care Consultant**

### Documentation:

- All observations, treatments, and communications related to the camper's illness will be **documented in the health log**.

If symptoms become more serious, the procedures for **serious illness or injury** will be followed.

## Blood Spill and Clean-up Procedures

### When to Use This Procedure:

- Anytime there is visible blood on surfaces (e.g., from a nosebleed, cut, or accident)
- When other body fluids (vomit, urine, feces) are visibly contaminated with blood

### Required Supplies (kept in first aid and cleaning kits):

- Disposable gloves (non-latex if possible)
- Eye protection (if splashing is likely)
- Paper towels or absorbent materials
- EPA-registered disinfectant (or 10% bleach solution: 1 part bleach to 9 parts water)
- Red biohazard bags or labeled plastic disposal bags
- Hand sanitizer and soap
- Tongs or scraper (for glass/sharps)

### Procedure:

- **1. Protect Yourself**
  - Put on disposable gloves before coming into contact with any blood.
  - Use additional protective gear (like goggles or a mask) if there's a risk of splashing.
- **2. Isolate the Area**
  - Keep campers and others away from the spill area until it is completely cleaned and disinfected.
- **3. Remove Solid Material (If Applicable)**
  - If there is broken glass or sharp objects, use tongs or a scraper—**never use bare hands**, even with gloves.
- **4. Absorb and Remove Blood**
  - Use disposable paper towels or absorbent material to blot up as much blood as possible.
  - Place all used materials directly into a **red biohazard bag** or sealed plastic bag labeled for medical waste.
- **5. Clean and Disinfect the Area**
  - Clean the surface with soap and water first if it's visibly dirty.
  - Apply an EPA-registered disinfectant or a fresh 10% bleach solution to the affected area.
  - Let the disinfectant sit for at least **10 minutes** or as directed on the product label.
- **6. Dispose of Contaminated Materials**
  - All used gloves, towels, and disposable items must go into the sealed biohazard bag.
  - Dispose according to state/local medical waste disposal guidelines or hold for proper collection.
- **7. Wash Hands Thoroughly**
  - After removing gloves, wash hands with soap and water for at least **20 seconds**.
  - Use hand sanitizer if soap and water are not immediately available.

### Post-Cleanup:

- Report the incident to the **Health Supervisor** and document it in the **incident log**.
- If anyone was exposed (e.g., blood contact with skin, eyes, or open wound), follow **exposure response protocols** and notify the **Health Care Consultant**.
- Restock any used supplies in the first aid or clean-up kits.

## Injury and Prevention Management

### Injury Prevention Strategies

- **Staff Training**
  - All staff receive **pre-season training** on injury prevention, camper supervision, activity-specific safety, and emergency response.
  - Lifeguards, ropes staff, and activity leaders must be **certified** and trained in the safe use of specialized equipment.
- **Camper Orientation**
  - Campers are briefed at the start of each session on:
    - Camp rules and expectations
    - Safe behavior during activities and free time
- **Facility and Equipment Checks**
  - Daily inspections of:
    - Waterfront and swimming areas
    - Sports fields, courts, and trails
    - Playgrounds and ropes course elements
  - Unsafe equipment is removed or clearly marked “off limits” until repaired.
- **Appropriate Supervision**
  - Camper-to-staff ratios meet or exceed 105 CMR 430.101 standards. 1:10
  - Staff maintain **line-of-sight or auditory supervision** during all activities.
  - High-risk areas (waterfront, archery, kitchen) are monitored by certified personnel only.
- **Proper Gear and Environment**
  - Closed-toe shoes required for most physical activities.
  - Helmets, harnesses, and life jackets are inspected and used as required.
  - Campers are encouraged to stay hydrated and take breaks in hot weather.

### Injury Management Procedures

- **Initial Response**
  - Minor injuries (scrapes, bumps, insect bites):
    - Managed by a **First Aid/CPR-certified staff member** using camp’s first aid kit.
    - Logged in the **First Aid Log** with date, time, camper name, and treatment given.
  - Serious injuries (sprains, cuts requiring stitches, head injuries, etc.):
    - Reported immediately to the **Health Supervisor** or **Camp Director**.
    - Parent/guardian is contacted.
    - **911 is called** if necessary or if symptoms worsen.
- **Documentation**
  - All injuries requiring treatment are logged in the **Health Log**, reported using a standard **Incident Report Form** and reviewed by the **Health Care Consultant** as needed
  - Injuries resulting in hospitalization or death are reported to the **Board of Health within 48 hours**
- **Follow-Up Care**
  - Injured campers receive daily health checks from the **Health Supervisor**.
  - Activity modifications or rest periods are recommended based on injury severity.
  - Parents are kept updated, especially if follow-up care outside camp is advised.

## Disease Procedures

Pine Brook Camp is committed to maintaining the health and safety of all campers and staff. The following procedures outline required actions in the event of a suspected disease outbreak and provide specific guidance on managing communicable diseases.

### Reporting of Outbreaks

In the case of **suspected food poisoning** or **an unusual prevalence of illness** involving symptoms such as fever, rash, diarrhea, sore throat, vomiting, or jaundice:

- A report must be made **immediately** to:
  - The **local Board of Health**
  - The **Massachusetts Department of Public Health**
- This report may be made **verbally**, or by **telegram** or **telephone**, and must be initiated by:
  - The **camp physician**, if present
  - The **camp nurse**
  - If no medical staff are present, by the **Camp Director** or **Camp Operator**

### Communicable Disease Categories

For the purposes of camp procedures, communicable diseases are classified into two categories:

#### Type 1 – Casually Transmitted Diseases

Diseases that **may be transmitted through casual, non-sexual person-to-person contact**, as might occur in a school or camp setting.

Examples include (but are not limited to):

- Measles
- Chicken pox
- Pink eye
- Severe colds or coughs
- Lice or other vermin
- Ringworm
- Scabies
- Impetigo
- Influenza
- Mumps
- Strep throat
- Mononucleosis
- Epidemic jaundice
- Gonorrhea (when relevant to contact transmission)

#### Policy:

- **Campers in the communicable stage** of any Type 1 disease **may not attend camp**.
- Any suspected or confirmed case must be **immediately reported to the local Board of Health** by the **Camp Director**.
- The affected individual must remain in **strict isolation** until reviewed by the **camp health consultant**.



## Type 2 – Non-Casually Transmitted Diseases

Diseases **not** spread through casual contact, such as AIDS (HIV-III virus).

### Policy for Youth Campers Who Are Known Carriers of AIDS:

#### Camper's Responsibilities:

1. The camper must be able to **control all bodily secretions**.
2. The camper must not display **aggressive behavior**, including biting.
3. The camper must not have **open sores or lesions** that cannot be adequately covered.

#### Camp's Responsibilities:

1. The **risk of transmission** must be clearly explained to and understood by:
  - o A **physician** knowledgeable about the virus
  - o The camper's **parent(s)/guardian**
  - o The **Executive Director and/or Camp Director**
  - o The camper's **counselor(s)**
  - o The **camp nurse**
2. Staff members working directly with the camper (e.g., nurse, counselor) will receive:
  - o Proper **training in hygiene** and **precautionary procedures**
  - o Access to the confidential document: **"Notice for Staff When Working with AIDS Carriers"** (Appendix C)
3. **Pregnant staff members** will not be assigned to work directly with known carriers of the virus.
4. The identity of any camper with a communicable disease will be **kept confidential**, shared **only with staff who have a legitimate need to know**, including:
  - o Executive Director
  - o Camp Director
  - o Senior Counselor
  - o Assigned Counselor
  - o Camp Nurse
5. The camper will be treated **equally**, with full access to **all rights, privileges, and camp services** afforded to every other camper.

## Infection Control Plan

### Hygiene and Sanitation Practices

- **Handwashing stations** are available throughout camp and stocked with soap, water, and disposable towels.
- Campers and staff are instructed to wash hands:
  - Before and after meals
  - After using the bathroom
  - After outdoor or group activities
  - After sneezing, coughing, or touching their face
- **Hand sanitizer** (at least 60% alcohol) is provided when soap and water are not available.
- Shared surfaces and high-touch areas are cleaned and disinfected at least **twice daily**, or more frequently during outbreaks.

### Health Screening and Monitoring

- Daily health checks for all campers and staff include:
  - Visual wellness check
  - Symptom questions (fever, cough, sore throat, rash, stomach issues)
- Campers or staff exhibiting symptoms of illness are referred to the **Health Supervisor** for evaluation.
- The **Health Supervisor** maintains a **daily illness log** tracking symptoms, actions taken, and outcomes.

### Isolation and Care of Ill Individuals

- Any camper or staff who presents with **symptoms of communicable disease** (fever, vomiting, unexplained rash, respiratory symptoms) will be:
  - Isolated in the **Health Lodge** or designated medical area
  - Monitored by the **Health Supervisor**
  - Cared for using appropriate **personal protective equipment (PPE)**
- Parent/guardian will be notified and may be required to pick up the camper depending on symptoms and potential for contagion.

### Infection Reporting and Notification

- The **Camp Director** or **Health Supervisor** will notify the **local Board of Health** of any suspected or confirmed cases of reportable infectious diseases (e.g., COVID-19, Norovirus, Influenza, Strep, Impetigo, Head Lice).
- Parents of affected campers will be informed while maintaining confidentiality in accordance with **HIPAA/FERPA** regulations.

### Management of Outbreaks

- An outbreak (3+ related cases or any notifiable condition) will trigger the **Disease Outbreak Response Plan**.
- Affected areas will be **deep cleaned and disinfected**.
- Close contacts will be monitored and may be required to modify participation based on health guidelines.
- Group activities may be **modified, suspended, or cohorting reinstated** to limit spread.

### Use of Personal Protective Equipment (PPE)

- Gloves must be worn when handling bodily fluids, open wounds, or cleaning contaminated surfaces.
- Masks may be recommended or required during respiratory illness outbreaks as per DPH or CDC guidance.
- PPE is available in the **Health Lodge**, kitchen, and all first aid stations.

### Laundry and Linens

- Soiled linens (bedding, towels, clothing) from ill individuals will be:
  - Handled with gloves
  - Washed in hot water with detergent and dried thoroughly
- Campers are instructed **not to share towels, clothing, or bedding**.

## Exclusion for Contagious or Serious Illness

### Conditions Requiring Exclusion

Campers or staff will be excluded from participation if they exhibit any of the following:

- Fever of **100.4°F or higher**
- Vomiting or diarrhea within the past **24 hours**
- Undiagnosed **rash** or skin lesion, especially if itchy or oozing
- **Conjunctivitis (pink eye)** with discharge
- **Strep throat** (until 24 hours after starting antibiotics)
- **COVID-19, influenza, or respiratory syncytial virus (RSV)**
- **Head lice or nits**, scabies, or ringworm (until treated)
- Suspected **measles, mumps, chickenpox, or rubella**
- Symptoms of **contagious gastrointestinal or respiratory illness**
- Any **notifiable illness** per Massachusetts DPH guidelines

### Procedure for Exclusion

- The **Health Supervisor** evaluates any camper/staff member with symptoms of illness.
- If exclusion is deemed necessary:
  - The **parent/guardian is contacted immediately** and asked to pick up the camper.
  - The camper is kept **comfortably isolated** under supervision in the **infirmary** until picked up.
  - Staff members are sent home and instructed to seek medical care if appropriate.
- An **Illness Log** is maintained documenting:
  - Symptoms
  - Actions taken
  - Time of exclusion and parent notification

### Return to Camp Criteria

Individuals excluded for illness may return to camp when:

- They have been **fever-free for 24 hours** without the use of medication
- **Vomiting and diarrhea have stopped for 24 hours**
- **Antibiotics have been taken for at least 24 hours** (if applicable)
- Any **open wounds or skin conditions are covered or healed**
- A **medical note or written clearance** is provided (when required)
- The **Health Supervisor or Health Care Consultant** gives approval for re-entry

### Communication

- Parents will be informed promptly of illness outbreaks that pose a risk to the camp community, while maintaining camper confidentiality in compliance with **HIPAA/FERPA** regulations.
- Staff will receive ongoing training in **recognizing symptoms**, infection prevention, and when to refer to the Health Supervisor.

## Tobacco, Alcohol, and Marijuana

### Tobacco and Nicotine Products

- The use or possession of **tobacco** or **nicotine products** (including cigarettes, cigars, chewing tobacco, vapes, and e-cigarettes) is **strictly prohibited** on all camp property and during off-site camp activities.
- This applies to **all campers and staff**, regardless of age.

### Alcohol

- The use, possession, or distribution of **alcoholic beverages** by **anyone** (including adults) is **not permitted** on camp property or during camp-sponsored programs.
- Staff found under the influence or in possession of alcohol while on duty or during sessions will face **immediate disciplinary action**, up to and including termination.

### Marijuana and Other Cannabis Products

- The possession, use, or distribution of **marijuana** or **THC-containing products** (including edibles, oils, vapes, and creams) is **not allowed** at any time on camp grounds.
- This includes **medical marijuana**, as it is not permitted in youth camps under current Massachusetts law.
- Campers or staff found with marijuana will be subject to **removal from camp** and potential legal consequences.

### Enforcement

- Campers in violation of this policy will:
  - Be referred to the **Camp Director**
  - Have their parent/guardian notified immediately
  - Face potential **dismissal from the program**
- Staff in violation will:
  - Be removed from duty
  - Be subject to investigation by camp leadership
  - Face **disciplinary action**, up to and including dismissal

### Search and Confiscation

- Camp administration reserves the right to **inspect personal belongings** (including bags and cabins) if there is reasonable suspicion of policy violation.
- Any prohibited items found will be **confiscated and documented**.

### Staff are trained to:

- Recognize signs of substance use
- Maintain vigilance during free time and overnight periods
- Report concerns discreetly and promptly

### Pine Brook Camp adheres to all **Massachusetts laws** regarding:

- Youth tobacco and vaping restrictions (under age 21)
- Underage possession of alcohol or marijuana
- Use of any controlled substance on property where children are present

## Sunscreen Policy

### Parental Authorization

- Parents/guardians must indicate permission for sunscreen use **on the health form** submitted at registration.
- Parents may choose to:
  - Send their own labeled sunscreen with their camper.
  - Authorize use of camp-supplied sunscreen (broad spectrum SPF 30 or higher).
- Campers may only use **sunscreen provided by their parent or approved by the Health Care Consultant**.

### Application Procedure

- Campers will be **reminded and encouraged to apply sunscreen** before morning and afternoon outdoor activities, swimming, and other high sun exposure periods.
- For younger children (especially under age 9), **staff may assist with application** to exposed areas such as shoulders, back, or face **with parent permission**.
- Staff must wear gloves (or use a barrier like a tissue or wipe) and apply sunscreen **in the presence of another adult** if assisting a camper.

### Staff Responsibilities

- Staff will be trained on this policy during orientation.
- Counselors will model proper sunscreen use and assist/monitor campers as needed.
- Staff will **not share personal sunscreen** with campers.
- Any signs of sunburn or adverse skin reactions will be reported to the Health Supervisor.

### Storage and Access

- Sunscreen will be stored in:
  - A **labeled container or bag** with the camper's belongings.
  - A **designated area in the cabin** or with counselors during off-site activities.
- Camp-provided sunscreen will be stored in the Health Lodge or activity areas and labeled appropriately.

### Self-Application

- Campers who are developmentally able may self-apply sunscreen.
- They will be reminded and supervised to ensure thorough coverage.



## Insect Repellent Policy

### Parental Permission

- Parents/guardians must indicate on the **Health Form** whether their child:
  - Is **allowed to use insect repellent** at camp
  - Will be bringing their own repellent
  - May use **camp-provided repellent** (DEET or picaridin-based, EPA-approved)
- Campers **may not share repellent** with others due to potential allergies or sensitivities.

### Approved Types of Repellent

- Only **EPA-registered repellents** are permitted, including:
  - **DEET** (no more than 30%)
  - **Picaridin**
  - **Oil of Lemon Eucalyptus** (for children over 3 years)
- Aerosol sprays are **discouraged indoors** and around others; lotions and pump sprays are preferred.

### Application Procedure

- Campers may apply their own repellent **under staff supervision**, following label instructions.
- For younger campers (especially under age 9), staff may assist with application **if parental permission is on file**.
- When assisting, staff must:
  - Wear gloves or use a barrier (tissue or wipe)
  - Never apply to the camper's face—help them apply it to their hands and guide self-application
  - Apply only to **exposed skin and outer clothing**, not under clothing or on open wounds

### When to Apply

- Repellent is applied:
  - **Before hikes or nature walks**
  - **In the morning** if campers will be in grassy or wooded areas
  - **Before evening activities**, especially near wooded or damp areas
- Reapplication follows **product label instructions** and is recorded if assistance is provided.

### Storage and Access

- Campers' personal repellents are stored:
  - In labeled bags or with counselors in designated safe storage areas
- Camp-supplied repellents are kept in:
  - **Health Lodge**
  - **Activity areas** (as needed)
  - **Off-site trip kits**

## Tick Awareness & Prevention

### Prevention Measures:

- Campers and staff are encouraged to wear **long pants, long sleeves, socks, and closed-toe shoes** during hikes or outdoor play in wooded or grassy areas.
- Daily reminders will be given for **full-body tick checks**, including:
  - Scalp and behind ears
  - Hairline and neck
  - Underarms and waist
  - Back of knees and between legs
- Counselors will assist or guide younger campers on how to check safely and respectfully, emphasizing privacy.
- Campers may use **insect repellent containing DEET or picaridin**, with parental permission noted on health forms.
- Staff may assist in applying repellent to exposed skin (e.g., arms and legs) **with gloves or a barrier**, never directly spraying the face.

### Tick Removal Procedure:

- If a tick is found, the camper will be brought to the **Health Lodge**.
- The **Health Supervisor** will remove the tick using tweezers or a tick removal tool, grasping close to the skin and pulling gently but firmly.
- The bite area will be **cleaned and disinfected**.
- The tick will be saved in a **sealed container labeled with the camper's name and date**.
- Parents/guardians will be notified, and the incident will be **documented in the camper's health record**.

### Environmental Practices:

- Grass will be **mowed regularly** in common areas and along trails.
- Campers will be instructed to stay on **designated paths and away from thick brush or leaf piles**.
- Outdoor activity areas will be monitored for high-risk tick environments.

## Allergy Awareness Procedures

### Camper Allergy Identification:

- Allergy information is collected during the **camper registration process** via health forms.
- All allergies, especially to **food, insect stings, medications, or latex**, are flagged in the camper's health record.
- Campers with **life-threatening allergies** are identified on cabin rosters and **medication administration logs**.
- A **photo ID sheet** is maintained in the Health Lodge and kitchen for reference by authorized staff.

### Staff Awareness and Training:

- All staff receive **pre-camp training** on:
  - Common allergens and how to reduce exposure
  - Recognizing signs of an allergic reaction or anaphylaxis
  - Emergency response, including use of **EpiPens and antihistamines**
- Specific training is given to **kitchen staff, counselors, and activity leaders** for high-risk scenarios (e.g., meals, nature activities).

### Medication and Emergency Protocols:

- Campers with known severe allergies must bring **two labeled EpiPens** (or other prescribed emergency medications).
- Medications are stored in:
  - The **Infirmary (Mapleview Lodge)** or
  - A **designated carrying pouch with the camper/counselor**, as approved by the Health Care Consultant
- In the event of an allergic reaction:
  - Administer emergency medication immediately
  - Call **911** if symptoms are severe or involve difficulty breathing
  - Notify the **Camp Director and Health Supervisor**
  - Contact the **camper's parent/guardian**
  - Document the incident in the health log and review for follow-up

### Food Allergy Management:

- Pine Brook is a **peanut and tree nut aware** camp; nuts are not served, and nut-containing snacks are discouraged.
- Kitchen staff review camper dietary restrictions **before each session** and prepare alternative meals as needed.
- Food brought by campers (if allowed) must be **nut-free** and checked upon arrival.
- Campers with food allergies are **supervised during meals and snack times**, and designated allergy-safe tables may be used if necessary.

### Activity and Environmental Allergies:

- Staff are informed of campers with **insect sting, pollen, or environmental allergies**.
- Activities in high-risk areas (e.g., wooded trails, flower beds) are adjusted or supervised closely.
- Insect repellent and protective clothing are encouraged as appropriate.

## Concussion Awareness

### **SIGNS AND SYMPTOMS OF CONCUSSION**

Staff must monitor for symptoms immediately following any head impact or jarring collision:

#### **Physical:**

- Headache
- Dizziness or balance problems
- Nausea or vomiting
- Blurred or double vision
- Sensitivity to light or noise

#### **Cognitive:**

- Confusion or trouble concentrating
- Feeling sluggish, foggy, or groggy
- Memory loss (before or after impact)

#### **Emotional/Behavioral:**

- Irritability
- Sadness or nervousness
- Personality changes

#### **Sleep-related:**

- Drowsiness
- Trouble falling asleep or sleeping more/less than usual

### **RESPONSE TO SUSPECTED CONCUSSION**

If a camper exhibits signs or reports symptoms of a head injury:

1. **Remove the camper from activity immediately.**
2. **Notify the Health Care Supervisor** and Camp Director.
3. **Observe camper in a quiet, supervised setting.**
4. **Complete an Incident Report** and document symptoms.
5. **Inform the parent/guardian** and recommend medical evaluation.
6. **A log** of all reported head injuries and follow-ups will be maintained in the Infirmary.

**Campers may not return to physical activity until cleared by a licensed health care provider in writing.**



## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### SIGNS OBSERVED

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

## ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the CDC fact sheet for parents on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.

### ADDITIONAL AYSO PROCEDURES

- Complete AYSO Incident Report
- Refer parents to the AYSO/CDC Information sheet and SAI information available at [AYSO.org](http://AYSO.org)
- Obtain signed AYSO Participation Release from Parent/Guardian prior to return to play
- Obtain a Medical Release if required by State Law
- Give all signed forms to your AYSO Safety Director

### IMPORTANT PHONE NUMBERS

Emergency Medical Services	Coaching Staff Available During Practices
Name: .....	Name: .....
Phone: .....	Phone: .....
Health Care Professional	Coaching Staff Available During Games
Name: .....	Name: .....
Phone: .....	Phone: .....

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**

For more information and to order additional materials free-of-charge, visit:

**[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)**

# SOCIAL MEDIA POLICY

## PURPOSE

We believe social media is an amazing tool to communicate what happens here at Pine Brook Camp. We invite our staff (full-time and volunteer) to post photos, videos, texts, links, and any kind of content on your personal social media platforms. We invite you to tag/mention Pine Brook Camp in all applicable social media platforms. In doing so, we ask that you follow the 3 Rs of Social Media Engagement.

Pine Brook Camp's 3 Rs of Social Media Engagement are 'guardrails' designed to protect the interests of volunteers and the organization. In brief, the 3 Rs ask that when engaging in social media you be clear about who you are **representing**, you take **responsibility** for ensuring that any references to Pine Brook Camp are factually correct and accurate and do not breach confidentiality requirements, and that you show **respect** for the individuals and communities with which you interact.

It is important to note that this policy does **not** apply to volunteer's personal use of social media platforms where the volunteer makes no reference to Pine Brook Camp related issues.

This policy **does** apply when you choose to make references to Pine Brook Camp, its staff (full-time and volunteer), programs, facilities or customers when you are using a social media platform in a personal capacity. It also applies when your connection with Pine Brook is implicit or generally understood.

## **Social media tools include:**

- social networking sites eg Facebook, Instagram, Youtube, Pinterest, Google+
- video and photo sharing websites eg Instagram, YouTube, Vimeo, Tumblr
- micro-blogging sites eg X
- weblogs, personal blogs or blogs hosted by traditional media publications
- forums and discussion boards such as Yahoo! Groups or Google Groups
- online encyclopedias such as Wikipedia, Urban Dictionary
- any other web sites or applications that allow individual users or companies to use simple publishing tools.

## Representation

- **Available information.** You must not comment on or disclose confidential Pine Brook Camp information (such as financial information, business plans, personal information concerning individuals connected with Pine Brook Camp). If you require clarification about what Pine Brook Camp information is public, it is probably best to avoid disclosing that information. Feel free to consult with a full-time staff member.
- **Do not post any content (photos, videos, text, links, etc) that could portray Pine Brook Camp as a physically, emotionally, or spiritually unsafe place for children and adults.** For young kids, it's often their parents that are using social media to keep tabs on them. Think about what parent's want and don't want to see while you're posting on social media platforms.
- **Review your content before you publish it.** Using common sense normally covers you but think beyond that. For example, if you're taking a photo or video, think about what is in the background (an ambulance, Terminex trucks, someone behaving unsafely, etc.)
- **Ensure you do not imply in any way that you are authorized to speak on Pine Brook Camp's behalf.**
- **Do not use Pine Brook Camp's logo in any photo or video as to imply representation.**

## Responsibility

You are required to:

- **Ensure that any content you publish is factually accurate.**
- **Ensure you are not the first to make a Pine Brook Camp announcement** unless you have received the appropriate approval.
- **Only offer advice, support or comment on topics that fall within your area of responsibility at Pine Brook Camp.** For other matters, alert the relevant topic expert who is responsible for social media engagement and, if the situation requires a real time response, let the other party know that the request has reached the correct person for response.

## Respect

You are required to:

- **Be respectful of all individuals** and communities with which you interact online;
- **Be polite and respectful of others' opinions, even in times of heated discussion and debate;**
- **Ensure you do not knowingly use the identity of another Pine Brook Camp volunteer** or of a Pine Brook Camp business partner, client or competitor (including name or variation of a name)
- **Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful** to another person or entity, including Pine Brook Camp, its programs\*, its beliefs\*, its volunteers, its contractors, its partners, its competitors and/or other business related individuals or organizations.
- **Ensure you do not disclose other people's personal information.**
- **Seek to conform to the cultural and behavioral norms** of the social media platform being used;
- **Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.**
- **Check with a full time staff member if you are not certain about what you can reproduce or disclose on social media platforms.**

\*We gladly welcome critique and questioning concerning our programs and beliefs, we ask that you direct this towards a full time staff member and not bring these concerns into social media.

## Communication Between Guests/Campers & Staff

We encourage our staff to use discretion while interacting with guests/campers in social media. We ask that with interactions between opposite sexes, all conversations remain in a public and not private realm (e.g. Facebook timeline posts as opposed to inbox message, Twitter mentions as opposed to direct messages, etc.)

## Breach of Policy

As is the case with all of Pine Brook Camp's organization policies, if you do not comply with this Policy you may face disciplinary. This disciplinary action is to be determined by the camp director. If you break the law you may also be personally liable.

# TRAFFIC CONTROL PROCEDURES

## On Registration Day

1. **Greeters** will be stationed at the camp entrance to direct traffic and guide parents to designated parking areas.
2. **Parent Parking:** All parents should park on the **field in front of Dixon Hall**.
3. **Staff Parking:** Staff should park in front of the **Castle (upper drive), beside the Castle, or in the lower drive**.
4. **Restricted Areas:** **No vehicles are permitted in the cabin area** under any circumstances.
5. **Speed Limit:** A maximum speed of **5 miles per hour** is strictly enforced on camp property.

## During the Week

1. Staff must keep vehicles parked in **designated staff parking areas**.
2. Vehicle use is limited to **transporting campers for scheduled camp activities** (e.g., hiking or camping crafts), running approved errands, or other **camp-authorized purposes**.
3. **No vehicles are permitted in the cabin area** at any time.
4. **Speed limit of 5 mph** remains in effect at all times.

# VISITORS PROCEDURES

- **All visitors** must report directly to the camp **office** or Nurse's office upon arrival.
- They must sign the **Visitor Sign-In Form (Appendix F)** and wear a **visitor's tag** while on site.
- Visitors who wish to stay for a meal must **pay the current meal rate**.
- **Advance notice** of visitor meals should be given to the **Food Service Director** whenever possible.



# WATERFRONT/POND PROCEDURES

These guidelines are to be reviewed with all campers during the **Monday waterfront orientation** before any swimming activities begin.

## Lifeguard Coverage

There will be 1 lifeguard on duty for every 25 campers at the Pond. Lifeguards stationed at the following locations:

1. On the **dock**
2. On the **bridge**
3. On the **shore at the shallow end**

## General Rules

1. At least **one counselor per cabin** must be present at the swim pond during swim time.
2. **No horseplay** — including:
  - o Running
  - o Hanging on ropes
  - o Pushing
  - o Yelling “help” as a joke*Note: Dunking and splashing are only allowed if mutually agreed upon by all involved.*
3. **No diving or head-first entries** into the water are allowed.
4. **Bathroom Use**
  - o Campers must inform their **counselor** and **lifeguard on the dock**.
  - o Campers must **take their buddy** with them.
5. **Whistle Signals**
  - o One short whistle: Look up and pay attention
  - o Two short whistles: Get out of the water and regroup with your cabin
  - o One long whistle: **Emergency — exit the water immediately**

## Swimming Procedures

1. There are two designated swim areas:
  - o **Shallow section**
  - o **Deep section** (includes the dock), separated by a rope
2. Campers must **pass a swim test** to swim in the deep section:
  - o Swim from shallow to deep shore
  - o Tread water halfway for **30 seconds**
  - o **Dog paddle is not permitted**
  - o The **Head Lifeguard** makes the final determination
  - o Swim tests are conducted on **Monday during swim time**, before “All Swim”
3. Campers who pass the test receive a **bracelet** for deep water access.
4. **Bracelets must be worn** at all times in the deep section.
5. If a bracelet is lost:
  - o The camper must inform the lifeguard
  - o Their name will be checked on the **Swim Test Form (Appendix M)**
  - o A replacement bracelet will be issued

## Buddy System

1. **Every camper must have a buddy** at the waterfront.
2. Buddies must:
  - Be from the **same cabin**
  - Have the **same swimming ability level**
3. **Buddy Checks** occur every **10–15 minutes**:
  - Two short whistle blasts signal a **buddy check**
    - All swimmers exit the water
    - Regroup with cabin
    - **No talking** during count
  - Lifeguards will call cabins by number
    - Counselors respond with “OK” if all are accounted for, or report if someone is missing
  - A verbal cue will be given when campers may return to the water

## DATING POLICY

Pine Brook Camp is a place of service, spiritual growth, and teamwork. While we value the community among our staff, we expect all staff to maintain **a ministry-first focus** during the summer.

- **Dating is not permitted** during the camp season.
- **No personal physical contact** is allowed between staff members.
- If you are in a pre-existing relationship with another staff member, your relationship should remain **invisible and professional** while at camp.
- Our shared goal is to **honor Christ, serve campers wholeheartedly**, and maintain a distraction-free environment that fosters spiritual growth.

## COUNSELOR GUIDELINES

These guidelines are designed to ensure a safe, effective, and spiritually focused experience for all campers and staff. Please read and follow them carefully.

### Cabin and Curfew Expectations

1. All staff must be **in their cabins by 11:30 p.m.**
2. **No females** (staff or campers) are allowed in the **boys' cabin area** without **permission from the Director**.
3. **No males** (staff or campers) are allowed in the **girls' cabin area** without **permission from the Director**.
4. **Both counselors** must be in the cabin during **devotion time** and present **when campers are in the cabin**.
  - o If you need a break, notify the Director so a stand-in can be arranged.
  - o **Never leave a cabin unattended.**

### Behavior and Testimony

1. The following are strictly prohibited:
  - o **Smoking, vaping, drinking, or possession of controlled substances**
  - o **Foul language**
  - o Any behavior that would compromise a **Christ-centered witness**
2. Staff should **model Christian behavior** at all times, especially during free time, meals, and services.

### Camper Supervision

1. **At least one counselor** must be with campers **at all times** in the cabin.
2. During **free time, meal lines, and chapel**, counselors should actively supervise and prevent roughhousing or disorderly conduct.
3. **Morning Staff Devotions** - Each morning, **one counselor from each cabin** should attend **staff devotions at 7:00 a.m.** in the dining room. Devotions will end at **7:30 a.m.**, at which point the counselor should return to the cabin to begin **camper wake-up**. The counselor who had **"night out"** the previous evening will **remain in the cabin** with the campers during devotions, while the other counselor attends.

### Program Participation

1. All staff are expected to attend **chapel** and help maintain order.
  - o Please avoid talking during services—it is distracting to campers and speakers.
2. Campers are expected to participate in **all scheduled activities** unless excused for health reasons.
3. Make sure each day starts **on time**, especially evening chapel.

### Health and Safety

1. **Promote healthy habits** among campers:
  - o Bathe at least **twice a week**
  - o Brush teeth **morning and night**
  - o Wash hands regularly
  - o Rest during **half of rest period**
2. **Monitor camper wellness** each evening:
  - o Watch for **fatigue or signs of illness**

- Encourage **daily tick, bruise, and cut checks**
  - Ensure each camper has a **bowel movement at least every 2–3 days**
  - Report any of the following to the nurse:  
**Fever, headaches, sore throats, colds, rashes, inflamed eyes, cuts, abrasions, slivers, ticks**
3. **All medications** (prescription and over-the-counter) must be turned in to the nurse and will be dispensed from the **Infirmary only**.
  4. If a camper needs to see the nurse **after lights out**, they must be accompanied by a **counselor or adult**.
  5. **Do not drink** water from the lake, pond, or brook.
  6. **Sleeping Arrangements:**
    - Use **head-to-toe sleeping** arrangements
    - Campers must sleep **in their own beds**
    - **No campers are allowed to sleep in a counselor's bed** under any circumstance

## Laundry

Laundry facilities are located in the **middle of the shower house** and are available to **staff only** during free time.

- Staff must provide their own **laundry detergent**
- **Campers may not use the laundry room** without **special permission**

## Shower Expectations

- Keep showers **under 5 minutes** to conserve hot water
- **Do not leave personal items** (soap, shampoo, etc.) in the shower house
- Staff must **maintain modesty and courtesy** at all times
  - Staff should **remain covered** while walking around the facility
  - This is especially important around **younger and developing campers**

## Staff Arrival & Departure

- Staff must arrive by **10:00 a.m. on registration day (Sunday)**
  - Staff will register, receive name tags, and may purchase store cards
  - **Staff children** may also be registered at this time
  - **Lunch** is served at 12:00
  - **Staff Orientation** is from 12:45-3:30
  - **Name tags must be worn** during registration hours
- Before leaving on **Friday**, all staff must:
  - **Check out** with a supervisor or the Camp Director
  - Have their **cabin cleaned and inspected**
  - Fulfill their cabin's **cleaning assignment**
  - Return their **name tag**

## During Store Time:

- Counselors should **stay in line with campers** to maintain order and assist staff
- This is **not a social hour** for counselors—use this time to: **Observe campers, Build relationships, and Look for teachable moments**

**\*\* Junior Weeks:** *At least **one counselor must be present** at the store during each session.  
 Help maintain a **quiet and orderly environment** so the store can function efficiently*

# Camper Code of Conduct – aka: How to Have the BEST Week Ever!

*We're all about making memories, new friends, and discovering all the amazing things God has in store! To keep camp safe, fun, and full of good vibes, we've got a few guidelines. Let's make this week unforgettable—together!*

## 1. Guy-Girl Guidelines – Keep It Cool & Christ-Centered

*Let's stay focused on what matters most this week!*

- Guys = Guy cabins. Girls = Girl cabins. No crossing zones!
- Chapel and meetings? Sit with your crew—guys with guys, girls with girls.
- Crushes can wait—this week is about growing in faith, not finding a camp romance
- Shower where you're assigned: guys with the guy showers, girls with the girl ones.
- Don't let distractions (ahem, relationships) keep you from what God's doing in your heart this week!

## 2. Out of Bounds = Out of Luck

*For your safety (and to keep things running smoothly), some spots are off-limits:*

- Skip the Infirmary and A-Frame bathrooms—those are not camper rest stops!
- The Castle (aka the white house) is a private home. Please don't enter.
- No unsupervised lake adventures—swimming, boating, canoeing = only when staff says so!
- The kitchen? That's staff turf. Please admire from afar.
- Your cabin = your space. No sneaking into others'!
- Leaving camp? Only with a parent/guardian signing you in and out with the nurse.
- After lights out, it's quiet time. Only leave your cabin for bathroom breaks.

## 3. Teamwork Makes the Dream Work

*Camp life is better when we all pitch in!*

- Pay attention to the schedule and announcements (trust us—they're important!).
- Use the bathroom before chapel so you don't miss anything epic.
- During meetings, show respect. If you're distracted, make sure you're not distracting others.
- Clean up after yourself—at your cabin, table, and anywhere else.

## 4. This Is a Christian Camp – Let's Live It Out

*We want our actions, words, and attitudes to reflect Jesus!*

- Speak life! Be kind, encouraging, and uplifting.
- Leave the tech at home—no music players, gaming devices, or screens needed. Real life > screen life.
- Dress in a way that honors God and others. (Ladies: T-shirts over 2-piece swimsuits, modest shorts, and positive messages on shirts)
- Show respect to staff—they're here to help you have an amazing week!
- No tobacco, alcohol, or anything illegal. That's a big nope.
- Guys: please take your hats off during chapel as a sign of respect.

## 5. Pro Tips for an Awesome Week

*Little things = big difference!*

- Got spending money? Drop it off at the camp store so it doesn't disappear mid-week.
- Stay in bed 'til 6:30 a.m.—your body will thank you later!
- Take some quiet time each day with God. Devotions are solo time—just you and Him.

# Dress Code

At Pine Brook Camp, we believe that appropriate dress helps create an atmosphere that is **comfortable, respectful, safe, and free of distractions**. Because fashion trends have become increasingly bold in recent years, we are providing clear guidelines to help campers and staff make wise clothing choices.

## General Guidelines

We ask that all campers and staff follow these dress expectations:

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1. **Modesty is expected at all times.**
  - Clothing such as **tube tops, halter tops, spaghetti straps, net or see-through garments**, and outfits with **plunging necklines (front or back)** are **not permitted**.
2. **Undergarments must be fully covered** by outer clothing at all times.
3. **Footwear must be worn at all times.**
  - For safety reasons, footwear that poses a hazard (e.g., loose flip-flops during active games) is not allowed.
4. **Boys should remove hats during chapel and prayer** times as a sign of respect.
5. **Clothing must not display or promote:**
  - Vulgar, obscene, or offensive language or imagery
  - Content that is **libelous or discriminatory** based on race, religion, gender, sexual orientation, or disability
  - References to **alcohol, tobacco, drugs**, or any illegal or violent behavior

## Swimwear

- **Girls:** Modest **one-piece swimsuits only** (no bikinis or midriff-baring suits)
- **Boys:** No **Speedo-style swimwear**

## Specific Guidelines by Gender

### Girls

- No midriff should be visible, **even when raising your arms**.
- **Tank tops are permitted** if the straps are at least **1 inch wide**.
- **Shorts and skirts must be long enough** to remain modest when sitting or bending.

### Boys

- Pants must be **worn at the waist**—no exposed underwear.
- **Tank tops are allowed** as long as the armholes are not oversized or revealing.

If a camper is found wearing inappropriate clothing, they will be asked to **change into something suitable**. If you are unsure whether an item is appropriate, please err on the side of modesty or speak with a staff member.

# JUNIOR CAMP SCHEDULE

7:30 – 8:00	Wake up/Get Ready
8:00 – 8:30	Flag Pole
8:30 – 9:00	Breakfast
9:00 – 9:30	Cabin Clean-up
9:30 – 10:45	Rec – Pine and Cedars (Counselors OFF) Skills – Oaks and Birches
10:45-12:00	Rec – Oaks and Birches (Counselors OFF) Skills – Pines and Cedars
12:00-12:45	Bible Class
12:45-1:30	Lunch

## **Pines and Cedars**

1:30 Change for Swim  
2:00 Swim  
3:00 Shower  
3:30 Store  
4:30 Rest/Cabin Time

## **Oaks and Birches**

1:30 Store  
2:30 Change for Swim  
3:00 Swim  
4:00 Shower  
4:30 Rest/Cabin Time

5:30 – 6:15	Supper
6:15 – 7:30	Surprise Time
7:45 – 8:00	Announcements
8:00 – 9:00	Evening Service
9:00 – 9:30	Devotions/Ready for Bed
9:30	Lights Out (Counselor Night OFF)

## **Daily Flagpole Themes:**

Monday – Mismatched Madness

Tuesday – Twin Day

Wednesday – Walk in the Jungle

Thursday – Trade Day

# TEEN CAMP SCHEDULE

7:30	Wake-up
8:00	Flag Pole
8:30	Breakfast
9:00	Morning Service
10:00	Free Rec
12:00	Lunch
1:00	Team Rec
3:00	Free Rec
5:00	Dinner
5:45	Evening Activity
8:15	Evening Service
9:30	Round-up
10:30	Cabin Devotions
11:00	Lights Out