



Pine Knoll Day Camp Parent Handbook

2026

REGISTRATION FEES, CANCELLATIONS, COST:

Camp fees are set for the full 8-week session or individual weekly sessions. The 8-week session requires a deposit at registration, and the final payment must be made by 5/22, or a \$25 late fee will be assessed. Single-week sessions must be paid in full at the time of registration. All registrations include a \$15 non refundable fee for any cancellations made before 5/22. Refund requests received after 5/22 will not be granted.

CAMP PAPERWORK:

East Longmeadow Recreation will require parents to read this handbook in its entirety and acknowledge receipt by signing the required parent handbook waiver form. Parents are required to fill out the Pine Knoll Health & Emergency Contact Form and submit that along with your camper's most recent vaccination records. All of these documents can either be sent to the Recreation Department electronically at recreation@eastlongmeadowma.gov or can be dropped off at the Rec Dept during normal business hours at 328 North Main St., East Longmeadow, Ma. 01028. **ALL PAPERWORK MUST BE SUBMITTED BEFORE THE START OF CAMP!**

LATE PICKUP POLICY:

We understand that at times, traffic may be bad or there may be an emergency that prevents you from arriving to pick up your child on time. If you are going to be late, please call the camp to let staff know what the situation is and when you will be able to arrive.

Your child will be added to after care for the day, and the appropriate fee will be added to your family's My Rec account. Prompt payment is appreciated.

If you are late picking up your camper from after care, we will ensure a staff member stays with your child until you get there. Please understand that we need to pay the staff that is staying with your child. In turn, your My Rec account will be billed \$1/minute for every minute they are not picked up (10 minutes would require you to pay \$10).

Excessive late pickup will be cause for termination from the program. Please remember that parents can call the camp to grant permission for additional pick-up people in case they are unable to make it.

PARENT INVOLVEMENT:

Parents are encouraged to talk with their child's counselors and the camp director throughout the Summer. You know your child best. It is helpful to let the counselors know information about your child that will help them work with your child at camp. If

you have questions about whether the camp is the appropriate fit for your child, please contact the Recreation Department before registering to discuss the program and your child's needs.

OUR CAMP STAFF:

The strength of the Camp lies in our caring, enthusiastic, and responsible camp staff. Our Counselors are typically high school and college-aged students that provide the care and energy needed to ensure the enjoyment of each camper. The Camp Director and Assistant Directors help to implement creative activities and support the smooth operations of the camp. Many former campers return year after year to become CIT's and Counselors.

The staff and the Camp meet the Commonwealth of Massachusetts Standards to be a licensed day camp. The East Longmeadow Health Department runs a pre-camp inspection and grants us our permit. Required staff-to-camper ratios at Pine Knoll are 1:5 for all campers 6 and under and 1:10 for children 7 and older. All staff at Pine Knoll are required to pass a Cori/Sori and attend a staff training to work at the Camp.

CAMPER EXPECTATIONS:

To ensure a safe, respectful, and enjoyable experience for all participants, campers are expected to follow these guidelines while attending camp:

1. Campers must listen to and follow instructions from counselors and camp leaders at all times.
2. Campers are expected to remain with their assigned group throughout the day and may not go anywhere alone. If a camper needs to leave the group, they must notify a staff member, who will arrange for appropriate supervision.
3. Campers are expected to treat others with kindness and respect, honoring the rights, beliefs, differences, and abilities of all individuals. Campers should make an effort to include peers in activities. If a concern arises, campers are encouraged to address it respectfully and seek assistance from a staff member if needed.
4. Fighting, bullying, or any aggressive or abusive behavior toward campers or staff will not be tolerated and may result in removal from Camp.
5. Campers must respect camp property and shared materials. Items that do not belong to the campers should only be used with permission and handled appropriately to prevent damage.
6. Campers are encouraged to bring only necessary belongings to camp. The camp is not responsible for lost or misplaced items. Items that become disruptive may be required to be stored in a locker or backpack.

7. Most importantly, campers are encouraged to have fun, participate fully, and enjoy their Summer Camp experience.

BEHAVIOR MANAGEMENT & PARTICIPATION POLICY

The Recreation Department is committed to creating a safe, inclusive, and welcoming camp environment for all children, families, and staff. We recognize that every child has unique strengths and needs, and our goal is to foster a positive camp culture where everyone can participate successfully.

This policy outlines expectations for camper behavior, parent/guardian communication, staff training, and the limits of support we can provide within our programs.

Section 1- Camper Participation & Support:

Participation Requirements: Our programs are designed to be inclusive and accessible. To support safety and successful participation for all camps, we expect that campers without reasonable supports can:

- Remain with their group under typical supervision ratios (described below)
- Follow safety instructions
- Refrain from behaviors that present a danger to themselves or others

Participation & Support: Our seasonal camp counselors are primarily high school and college students. They receive training in safety, supervision, and positive behavior management strategies. While we strive to accommodate a wide range of needs, the camp environment has inherent limitations. Parents and guardians who believe their child may need reasonable accommodation or additional support should contact us by June 1, 2026.

Section 2- Behavior Management Approach: Our staff uses proactive, positive strategies to support campers, including:

- Clearly communicating expectations and camp rules
- Redirecting children when behaviors become unsafe or disruptive
- Offering choices and opportunities to self-regulate
- Reinforcing positive behavior

Steps if Behavioral Challenges Arise:

1. Staff will attempt redirection, offer a break, or use other positive strategies.
2. If unsafe or inappropriate behavior continues, a supervisor will be notified, and parents/guardians may be contacted during the camp day.

3. A camper may be sent home for the day if behavior poses an immediate safety concern or can not be effectively managed in the moment.
4. Serious or repeated unsafe behaviors will prompt a determination as to whether reasonable accommodation can support continued participation or if the camper will be removed from camp for the remainder of the summer.

Section 3- Communication with Families:

Parents and guardians are essential in helping their children succeed at camp. We encourage open communication before and during camp. Early and ongoing collaboration is especially important when a child may benefit from additional supports or accommodations. Together, we can create a safe, fun, and inclusive summer experience for every camper.

SNACK SHACK

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

INCLEMENT WEATHER:

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

HEALTH AND WELLNESS

Our camp is licensed by the East Longmeadow Health Department. Our camp makes a strong effort to prevent the spread of illness by encouraging hand washing and good hygiene. Parents should do a health assessment on their child each day before coming to camp. Please do not send your child to camp if they are vomiting, have a fever over 100.4, have diarrhea, pink eye, or any other illness that may spread through contact. Children who have a fever or diarrhea must stay home for 24 hours after the symptoms have resolved, and then are welcome to rejoin camp.

If your child feels unwell during the camp day, we will see if there is something we can do to help. However, should your child be better cared for at home, you will be asked to pick them up. If we are unable to reach you, we will call the first person on your emergency contact list.

FIRST AID

All of our staff are First Aid/CPR Certified. In the event a camper needs basic medical attention (cuts, scrapes, basic bumps or bruises), they will be evaluated by a certified staff member who can give bandages, and antibiotic ointment, clean/flush and bandage an open wound, hand out an ice pack for mild bumps and bruises, etc. Parents will be notified at pick-up if a minor injury occurred during the camp day and the camper required basic first aid. If an injury is more serious, the Camp Director or Assistant Director would call parents to notify them as soon as possible after the injury occurred.

In the rare case that the injury is severe, 911 is called. Parents will be contacted immediately. If the parents can't be reached, the emergency contact will be called. If a child needs to leave camp in an ambulance, a staff member will go with the child to the hospital and stay with the child until a parent or the emergency contact arrives.

ALLERGY GUIDELINES

Parents need to notify us of all allergies and reactions to look out for. Our camps are not nut-free or allergen-free. We do not restrict what participants can bring for snack or lunch.

East Longmeadow Recreation has developed the following guidelines to ensure the safety of all of our campers:

- Maintain a no-sharing/no-trading policy on food that is brought from home
- Monitor snacks and lunch to ensure that children are consuming only their own food
- Ensuring all campers wash their hands before and after eating to avoid coming into contact with potential allergens
- Wash all tables or countertops before and after all activities involving food
- Staff are trained in the signs and symptoms of allergic reactions and what to do if one occurs
- On Fridays, the camp will provide cheese pizza for lunch to the campers. If the camper is unable to participate in food not sent from home, please let staff know in advance.
- Several camp staff in the program are trained in the administration of epi pens

MEDICATION INFORMATION

Please notify staff if your camper requires the use of medication during camp hours. Please understand that our camp does not have a nurse on site; instead, we use health care supervisors. As such, the camp is only able to administer epi pens and inhalers. Parents/Guardians would be required to come to camp and administer any additional medications that the child needs throughout the day. Campers do not carry their own medication; instead, their head counselor will keep all inhalers or epi pens in their original packaging labeled with the camper's name in their camp's backpack, which travels with the group throughout the day.

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

CIT PROGRAM

The Counselor in Training program is designed for youth who have completed grades 6-9. This program helps to train future camp staff. The program is run by our Camp Director and Assistant Director and emphasizes the skills necessary to become a future camp counselor. The CIT program will include training sessions on life skills, check-in meetings, and times spent working with camp groups and camp staff to practice the skills learned. The program requires 4 weeks of commitment.

FUN FRIDAY'S(or THURSDAY)

Fun Fridays (or Thursday on weeks where camp does not run on Friday) is a way to enhance the camp experience. Special events are often based on the theme of the week and offer activities such as hired entertainers, arts and crafts, music activities, sports, games, talent shows, and field day. Also, on Friday, cheese pizza is available at no cost to campers for lunch.

SWIMMING

Our pool will be open this summer to Pine Knoll campers and Pine Knoll Pool Members. Each group will have two scheduled time blocks to swim throughout the day. All swimming is weather-permitted, and Certified Lifeguards will be on deck at all times while the pool is open and running. The Lifeguards help to ensure safety with the support of the Camp Staff. Each Monday, Campers ages 6 and up will be required to take a swim test. The test will consist of a lap from one end of the pool to the other end, as well as the ability to tread water for 30 seconds without touching the lane markers or

the pool edge. If they pass, they will receive a wristband and be allowed in the deep end for the duration of their time at Pine Knoll this Summer. If they fail, they will need to stay in the shallow pool, and they may try again the following week. ****WE DO NOT SWIM TEST PRE-K or KINDERGARTEN-AGED CHILDREN****



Frequently Asked Questions

WHAT ARE YOUR CAMP HOURS?

**Monday - Friday
9:00 A.M - 4:00 P.M**

**Before Care:
7:30 A.M- 9:00 A.M**

**After Care:
4:00 P.M - 5:00 P.M**

WHAT WEEKS ARE YOU RUNNING CAMP THIS YEAR?

8 Week Option: 6/29/26-8/20/26 * No Fri July 3rd or August 21st *

Session #1: June 29th-July 2nd (No camp Friday the 3rd)

Session #2: July 6th- July 10th

Session #3: July 13th- July 17th

Session #4: July 20th- July 24th

Session #5: July 27th- July 31st

Session #6: August 3rd- August 7th

Session #7: August 10th-August 14th

Session #8: August 17th-August 20th

WHAT IS THE COST FOR CAMP THIS YEAR?

8 Week Option: \$1,920 Residents / \$1,935 Non-Residents

1 Week Sessions: \$280 Residents / \$295 Non-Residents

Pre-K Half day: \$150 Residents / \$165 Non-Residents

Before Care: \$35/week Residents / \$50/week Non-Residents

After Care: \$25/week Residents / \$40/week Non-Residents

Deposit: The initial deposit for our 8-week session is \$495 for residents and \$510 for non-residents, due at registration. All one-week options must be PAID IN FULL. Payment towards your balance can be made at any time online or via check in the office. The final payment MUST be made BY 5/22. ALL DEPOSITS ARE NON-REFUNDABLE. REFUNDS FOR ANY ADDITIONAL PAYMENTS WILL NOT BE GRANTED AFTER 5/22.

IF THE FINAL PAYMENT IS NOT MADE BY 5/22 A LATE FEE OF \$25 WILL AUTOMATICALLY BE ASSESSED.

WHAT SHOULD MY CAMPER BRING TO CAMP EACH DAY?

- Refillable water bottle (THIS IS REQUIRED)
- Sunscreen
- Healthy Lunch (Fridays, we provide cheese pizza)
- 2 snacks
- Swimsuit and towel
- Backpack
- Closed-toe shoes
- Change of clothes

HOW SHOULD I SEND MY CHILD DRESSED FOR CAMP?

Campers should dress comfortably for camp. We suggest that shorts, t-shirts, and sneakers be worn. Sandals, flip flops, or open-toed shoes and dress clothes are not appropriate for camp, as children will be engaged in various sports, active games, and arts and crafts projects that may be unsafe and/or messy based on apparel. Please pack a sweatshirt or lightweight jacket on cool mornings or rainy days, and please do not send your child in pants and long sleeves on hot days, for fear of heat exhaustion/heat stroke.

WHAT SHOULD I DO IF MY CHILD FORGETS AN ITEM AT CAMP?

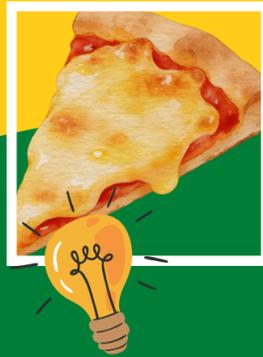
If your child has lost or misplaced an item, please stop off at our lost and found table, which can be found on the front porch of the admin building. If you are still unable to locate the missing item, please notify your child's counselor and or the camp director.



PINE KNOLL DAY

CAMP 2026

FRIDAY FUN SCHEDULE



Every Friday, campers enjoy an unforgettable experience—complete with pizza, magic shows, water slides, live reptiles, and a chance to dunk a counselor in the dunk tank!

Weekly Programs

***2 July** week 1

Giant Water Slide – All Day

17 July week 3

Dunk Tank – All Day

31 July week 5

Mighty Music Bingo – 1:00 pm

14 August week 7

Science Heroes – 1:00 pm

10 July week 2

Mad Science – 10:00 am

24 July week 4

Magic Show – 1:00 pm

7 August week 6

The Reptile Nook – 10:00 Am

***20 August** week 8

Bounce House – All Day

*- No camp Friday, held on Thursday



TOWN OF EAST LONGMEADOW
RECREATION
Fun Happens Here.



Pine Knoll Recreation Area

1974 Allen St, Springfield, MA 01118

Registration Link

<https://eastlongmeadowma.myrec.com/info/default.aspx>

More Information (413) 525-5437 @recreation@eastlongmeadowma.gov

Waivers and Agreements for Pine Knoll Day Camp

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

Initial _____

PARENT SIGNATURE _____

PARTICIPANT NAME _____ Date _____

**Please email your completed waivers to recreation@eastlongmeadowma.gov.
These can also be dropped off at the Recreation Office (328 North Main St)**