



Dear Parents and Guardians,

We're just one week away from the start of an amazing summer at Pound Ridge Camp and we couldn't be more excited to welcome your campers!

Our team has been working hard to prepare a fun, safe, and memorable experience. From sports and arts to creative activities and team-building games, this summer promises to be filled with laughter, growth and new friendships.

If you have any last-minute questions, don't hesitate to reach out—I am here to help. You can email me at [poundridgecamp@gmail.com](mailto:poundridgecamp@gmail.com). There will also be an optional informal information session for parents on Tuesday at the Town Park at 6:30pm. I will be there to go over a typical camp day, important reminders and to answer any questions in person.

We can't wait to see your camper soon!

Below you will find information on....

- **Packing campers backpack**
- **Lunch**
- **Parking and Safety**
- **Sign-in/Out Times & Procedures**
- **Early Pick-ups, Late Arrivals & Dismissal Changes**
- **Weather**
- **Nurse & Health**
- **Communication**

## 1. Camper backpack

- ☐ Water bottle- filled and labeled with name on it
  - ☐ Packed Lunch or online order in advance
  - ☐ Small snack- if needed
  - ☐ Sunscreen - please apply before camp begins. We are not allowed to apply sunscreen. Sunscreen spray bottles are much easier than lotion.
  - ☐ Bathing Suit - coming in a bathing suit is preferred, especially for the younger kids. It allows for more time in the pool.
  - ☐ Towel
  - ☐ Change of clothes
  - ☐ Sneakers must be worn (no sandals or crocs)
- Note:** Please have the campers name on ALL belongings

## 2. On-line ordering of lunch with our new vendor

- ☐ Pack a lunch or order a lunch in advance from our Pool Shack Cafe.
- ☐ All orders must be submitted online by Friday the week before.

We're excited to welcome a new vendor for the 2025 summer camp meal orders. Online ordering at [mymealorder.com](http://mymealorder.com) for the entire summer season—**with the exception of July 4th- as camp will be closed that day.**

Please note- **Meal ordering will have a hard cutoff every Friday at 5 PM for the following week's meals-** so make sure to place your orders on time to avoid missing out on ordering lunch for the week!

If any child/children have **dietary restrictions-** please reach out to Gary directly- and he will do his best to accommodate them with proper notice. [gary@ridgefieldbagels.com](mailto:gary@ridgefieldbagels.com)

## 3. Parking & Safety

- ☐ Drive slowly as you enter and exit the parking lot.
- ☐ Orange cones will be set up as an area to walk through. Do not try and drive through.
- ☐ Please leave the parking area asap after you sign-in/out your camper.

#### 4. **Sign-In/Out Times & Procedures**

##### **Drop-Off & Pick-Up**

- ☐ **Tots** (July 7th - July 31st) no Fridays (Parents will park in the lot and walk their camper to the campsite)  
Arrival 9:00-9:10 AM  
Dismissal 11:50-12:00 PM
- ☐ **K-2nd grades** (June 30th - August 8th)  
Arrival: 8:50-9:00 AM  
Dismissal: 2:40-2:50 PM
- ☐ **3rd-6th grades** (June 30th - August 8th)  
Arrival 9:00-9:15 AM  
Dismissal: 2:50-3:00 PM

##### **Instructions:**

1. Drive slowly and park your car in the parking lot.
2. Walk your camper to the group designated by the grade sign.
3. Sign your camper in/out on the counselor clipboard.
4. After you sign-in/out please clear the area.

#### 5. **Early Pick-ups, Late Arrivals & Dismissal Changes**

- ☐ Please send in a note on the first day listing those that are allowed to pick up your camper. Hand the note into their senior head counselor. (green shirt)
- ☐ Please let us know ahead of time if you're picking up early by sending in a note or calling the camp office 914-764-3063.
- ☐ All late arrivals and early pick-ups will take place at the green camp shed.

## 6. Weather

- ☐ On very hot days we provide extra water breaks and may modify the schedule.
- ☐ Camp is always held at the Pound Ridge Park unless you receive an early **e-mail** from me indicating that we will have camp at Pound Ridge Elementary School. If we do have camp at the school, due to capacity there will be no camp for 5th and 6th graders that day.
- ☐ If it rains while we are at camp, we will do our best to modify the schedule and participate in activities.
- ☐ If we experience thunder, lightning or heavy rain, we will immediately seek shelter for all groups (lower shelter, upper shelter, pool shelter).
- ☐ If we feel that the storm will not let up and we are unable to run a successful modified schedule, we will send out an email notifying you of this and encouraging an early pick up.

## 7. Nurse & Health

- ☐ Our full time EMT/nurse (Chiara) will be stationed at the back of the green camp shed.
- ☐ If your camper has any medication or allergy related circumstances requiring an epi-pen, please have it dropped off with the camp nurse on the first day of camp.
- ☐ Anything dropped off with the nurse **MUST** be accompanied by an up to date doctor's note.

As a reminder, please upload your **child's immunization records** through Community Pass (WE ARE NOT ACCEPTING VIA EMAIL).

If you have done so already you can ignore this. Immunizations are due by June 1st, unless otherwise communicated to Andrea Russo via email. [arusso@townofpoundridge.com](mailto:arusso@townofpoundridge.com)

### **Instructions on how to upload records:**

1. Login to Community Pass
2. Click "View Registrations"
3. Click "Requirements + Documents"
4. Upload immunizations

### **Make sure your account can receive all communication through Community Pass:**

1. Login to your account
2. Click "View Account"
3. Scroll to the bottom and locate Email Preferences
4. Click Edit
5. Email Preferences - make sure general info and alerts are checked off.

## 8. Communication

Communication is an extremely important component to a successful summer. We will do our best to provide you with every piece of information that is needed. On Sundays, I will send out a **weekly e-blast** that highlights the week ahead. However, feel free to reach out to our administrative team anytime with questions, concerns or necessary information. We will be stationed at drop off and pick-ups each day.

- ☐ **Assistant Director (K-2nd Grade):** Lena Nurenberg
- ☐ **Assistant Director (3rd-6th Grade):** Jackie Grasso
- ☐ **Activities Co-Director:** Craig Kelly
- ☐ **Activities Co-Director:** Josh Genovese
- ☐ **Camp Director** - Jeff Nurenberg [poundridgecamp@gmail.com](mailto:poundridgecamp@gmail.com)
  
- ☐ [Parent/Guardian optional questionnaire about camper](#) (optional questionnaire link)
- ☐ Day Camp Brochure (attached)
- ☐ Camp Calendar (attached)

Warm regards,

Jeff

**Jeff Nurenberg**

*Pound Ridge Day Camp Director*

*Summer Camp Office 9-3pm 914-764-3063*

*Recreation office 914-764-3987*

[Poundridgecamp@gmail.com](mailto:Poundridgecamp@gmail.com)

[Pound Ridge Day Camp](#)