



FAMILY HANDBOOK

DAY CAMP 2024

YMCA CAMP IMMOKALEE

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MEET OUR FULL-TIME STAFF



Richard Bombach is our Executive Director. Originally from Beaver, Oklahoma, Richard attended Oklahoma State University where he majored in General Education and minored in Athletic Disappointment. After spending his freshman summer being a counselor at a sports camp outside of Houston, Texas, Richard knew he wanted to make camping a career. It was at camp where he met and proposed to his wife, Jessica Bombach. Richard has only missed once season of summer camp since 2003. Richard and Jessica have two daughters who try to help in every aspect of camp named Amaya (10) and Annabelle (7).

Richard views camping as more than a job, but as a part of his ministry. Richard loves to share his unique perspective on life, as he has battled and beat cancer twice since 2017 as a patient of MD Anderson in Houston and most recently at Baptist MD Anderson in Jacksonville. Whether it's having life conversations with staff or CIT's, or playing guitar for kids in the cabin, Richard loves the opportunity to meet people where they are to help them develop into the best versions of themselves through a safe, healthy, and welcoming camp community.

In his free time, Richard can be found tilling up the beach on the tractor, practicing his woodworking skills on camp projects, hustling new counselors on the basketball court, or enjoying the Florida scenery on the golf course.



Jessica Bombach is our Group Retreat and Events Director as well as our Office Administrator. Jessica attended the University of Oklahoma for 3 years, where she pole vaulted for the Track & Field team. Jessica received her degree in Elementary Education from Southern Nazarene University.

Jessica has been involved in the camping world since 2008. Over the last 12 years, Jessica has worked as an Office Manager and Retreat Director. Jessica enjoys spending time with campers and counselors alike. Jessica also enjoys spending time with her family, friends, attending church, as well as being a part of our local Lake Region Area Kiwanis and Jr. Women's Club of Keystone Heights. In her free time, Jessica enjoys crafting, supporting her daughters in their programs and activities, watching Hallmark Christmas Movies, and anything to do with power washing.



Roland Murwin, is our Property Manager. Roland was a counselor for two summers (2022 and 2023). In 2023, Roland was on the leadership team as the head male counselor. Roland attended High School at Douglas Anderson School of the Arts and studied Technical Theater. Roland loves the outdoors and loves being able to call Camp Immokalee his home.

CHECKING IN

Check-in takes place in the Airnasium Parking Lot (see pg. 17 for map) between 7:00 am and 8:30 am. Parents will pull their vehicle up to covered airnasium and a counselor will greet them with the check-in sheet to check their camper(s) in for the day. Once your camper is checked in, we do ask that you head off for the day to allow your camper to immediately begin accimating to the days schedule and interacting with friends.



If your camper is unable to arrive by 8:30 am, we ask that you check your camper in at the office. Any camper that arrives after 8:30 am is not guaranteed breakfast, and should eat prior to arrival. In the event of a doctors appointment, please call the office the day before to notify of a late arrival the next day. You can also tell the counselor during check-out.

CHECKING OUT

Check-out takes places at the Day Camp Hut/Koppa Kabana from 4:30 pm to 6:00 pm.

We kindly ask that no camper be picked up before 4:30 pm, as campers are participating in activities. Any parent that arrives before 4:30 pm should come to the office to pick up their camper. Please be aware, unless we are notified of an early check-out (by at least 2:00 pm each day), it could take up to 15 minutes to have your camper at the office for check-out, depending on the activities they are participating in.

Parents or guardians must show a photo ID that matches a name on your camper's authorized pick-up list for the camper to be released.

If there is lightning or rain in the area, check-out will take place at the Airnasium or Dining Hall.

DAILY PACKING LIST

PACK IT

- Backpack
- Water Bottle
- Towel
- Bathing Suit
- Change of Clothes
- Close-toed Shoes
- Open-toed Shoes
- Quiet Activity (Book, etc.)
- 2 Snacks
- Rain Jacket
- Spray Sunscreen
- Bugspray

LEAVE AT HOME

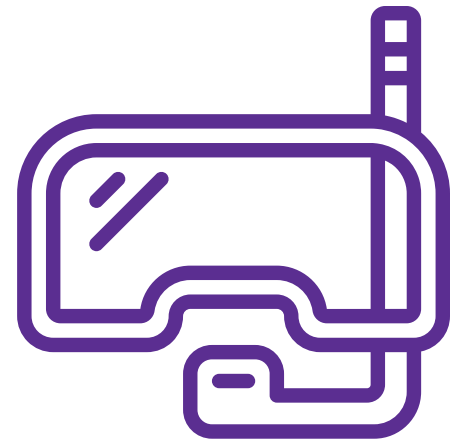
- Phones
- Electronics
- Weapons
- Cash
- Tobacco Products
- Illegal Substances
- Fireworks



Camp is fun, busy, and messy. While we encourage campers to keep up with their things, we always suggest packing older clothes and towels that your camper won't miss if lost or accidentally tie-dyed.

SWIM LESSONS

Our swim lessons are targeted at beginner campers – those who have very little experience in water. They're perfect for campers who may not come to camp ready to pass our swim test (tread water for one minute and comfortably swim across the pool).



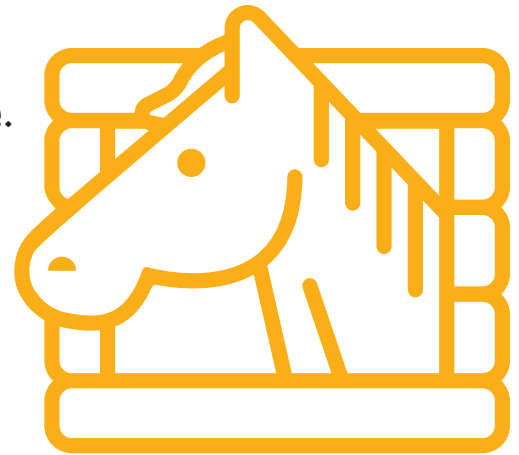
Swim lessons will take place of Activity Period one.

Cost: \$60 per week

Sessions Available: All Sessions

TRAIL RIDES

Trail rides are the perfect introduction to barn life. Campers will receive a 30-minute horse introduction and ride along our trails.



Cost: \$25

Sessions Available: All Sessions

**** Limit of 1 trail ride per week ****

CAMP STORE

Camp Store provides an opportunity for campers to enjoy ice cream, chips, drinks, plushies, shirts, hats, and more while learning basic budgeting skills. Families can add money to their child's Camp Store account during the registration process and at any time after, and that account will act as a credit throughout the week.

We suggest anywhere from \$20 for a daily snack to \$50 if your camper wants to buy merchandise in the store. You can top off your camper's store account throughout the week, and emails will be sent out on Wednesday evenings to parents or guardians whose camper's account falls below \$6.

Camp Store accounts are non-refundable once your camper has attended their last session of camp.

WE STOCK...

- ✦ Chips (Cheetos, Lays, Takis, etc.)
- ✦ Drinks (Powerade, Peace Tea, Water)
- ✦ Candy (Skittles, M&Ms, Candy Bars, etc.)
- ✦ Ice Cream
- ✦ Plushies/Stuffed Animals
- ✦ T-Shirts
- ✦ Jibbitz/Croc Charms
- ✦ Fidgets & Toys
- ✦ Journals
- ✦ Hats & more!



BALANCE DUE & FORMS

Camper forms, including the waiver, medical history, and pickup list, will need to be completed in or uploaded to CampBrain, our registration software. All forms are required to be submitted at least 2 weeks prior to the first session your camper attends.

The following are payment processing dates. These dates are the days your payment will be automatically processed to your Credit Card on file.

Session 1 - May 27th

Session 2 - June 3rd

Session 3 - June 10th

Session 4 - June 17th

Session 5 - June 24th

Session 6 - July 1st

Session 7 - July 8th

Session 8 - July 15th

Session 9 - July 22nd

Session 10 - July 29th

SESSION CHANGES

Campers requesting to change sessions may do so, as long as there is space available in the session you would like to change into. No session changes will be allowed after the payment has been processed for a session. Once that has been processed, cancellations and/or changes will not be allowed.

CAMPER COMMUNICATION

Campers are not allowed to have phones at camp. As your camper will come home each day, we ask that you keep request for communication to a minimum. If you need something from your camper, please call the office at 352.473.4213 to communicate through our office.

CAMPER GRADES & AGES

DAY CAMP: The youngest campers we will take are those who have finished Kindergarten. Exceptions may be made on a case-by-case basis at the discretion of our Camp Director and/or Executive Director.

COUNSELORS & STAFF

YMCA Camp Immokalee day campers interact with our qualified counselors, ideally 1 counselor for every 10 campers. All day camp counselors are 16+ and have been trained in First Aid/CPR/O2. Additionally, our counselors and leadership team complete online training and undergo a week-long in-person training covering a variety of topics such as creating unity, talking to campers, and more. All staff and volunteers undergo Level II background checks and are checked against the National Sex Offender Registry. Staff members must pass a drug test prior to employment.

LOST & FOUND

Lost and found that we know belong to day camp, will be located at the Day Camp Hut. Families are welcome to check these areas when picking up their campers. However, this does not always include all lost and found, as some may have gotten mixed with overnight camp, which is often discovered and brought to us after campers have gone home. If you do not see something your camper lost, let the counselor assisting you with check-out know, and we will look through the overnight camp lost and found. If you realize you have left something and are unable to come get it, please call our camp office so we can arrange to ship at your expense, or have a friend bring it home. We hold items for one week following check-out before donating them. Lost and found is only accessible Monday through Friday. This is a huge part of making sure your campers items are all labeled.

PHOTOS

Photos will be uploaded to a photo platform, Waldo Photos. A link with the password will be emailed before each session. We do ask that you not share that password with anyone. You are welcome to download the photos and share them with your family and friends.

Please be patient for the first upload of pictures after the first night of camp. Because our camp photographer lives in a cabin with campers, we have prioritized the opportunity for community-building on the opening night of camp. At latest, pictures will be posted first thing Monday morning.

We do our best to upload the photos around 11:00 pm, but as internet in Keystone Heights is not always great, we will upload photos as soon as we are able to do so. The Waldo Photo Service will send you a notification if a photo of your child is uploaded. This photo service allows us to keep track of how many photos of each camper has been taken, to ensure each camper has been photographed. Please understand when we have rainy days at camp, photo count uploads will be low.

FINANCIAL ASSISTANCE

For day camp families, if qualified, are eligible to receive anywhere from 2 weeks to 10 weeks at a weekly discount for each week you qualify for. Financial Assistance does not apply to camp add-ons or camp store deposits. Financial Assistance discounts are not able to be stacked (ex: a camper cannot receive military discount and Financial Assistance, the parent would need to choose the option that best fits their family situation).

MILITARY DISCOUNTS

In order to qualify for military discounts, the parent/guardian of the camper must be able to prove military status and submit the required form.

E1-E5 Active Duty: 30% weekly discount

E6+ Active Duty: 15% weekly discount

Veteran/Honorably Discharged/Retired: 10% weekly discount

REFUNDS

For cancellations at least two weeks prior to the session your camper is attending, all money paid toward the cancelled session will be refunded. Any cancellations happening less than 2 weeks prior, will be eligible for a refund of everything less the \$25 (per week) deposit. Any cancellations received the week prior to attending, will not be eligible for refund. Exceptions may be made for a full refund in the case of documented medical illness, injury, or family emergency. Exceptions are made at the discretion of camp leadership. Campers who leave for behavior issues or homesickness are not eligible for refunds.

DIETARY RESTRICTIONS

If your camper is vegetarian, vegan, gluten-free or has food allergies, we ask for a two-week notice prior to your camper's arrival at camp. Camp will accommodate options for pre-documented, pre-existing health conditions that were noted on the Health Form. Our menu at YMCA Camp Immokalee is very "kid friendly" with foods most kids are comfortable with and enjoy.

HEALTH INFORMATION

We are excited to see your camper at YMCA Camp Immokalee this summer. We want you and your child to be prepared for the best summer ever. Please review our Health & Wellness guidelines for information to help you prepare.

Each camper must have a completed Medical Form on file. Campers are required to have a physical submitted as well. We adhere to the Florida law with regard to immunization schedules and requirements—which may differ from state-to-state.

All campers are required to submit the following health forms by each session's specified due date. Upload these forms on your CampBrain account.

- **Health History Form:** This is vital, so our Health Manager has information on every camper attending our program. This form will be filled out in CampBrain.
 - This includes your immunization record that must be submitted.

MEDICATIONS

Campers are not allowed to keep **any** medication in their cabins (whether over-the-counter or vitamins). Medications **must** be brought to camp in the original container and will be administered according to the instructions printed on the label. A medical authorization form must be completed by the parent/guardian prior to check-in on CampBrain. Medications taken daily are dispensed by our nurses at breakfast, lunch, dinner, and at bedtime. If your child requires medication at another time in the day, please contact us before camp to discuss their needs.

- YMCA Camp Immokalee requires any camper on behavior modification medications continue their daily regime throughout the camp experience.

COMMUNICABLE DISEASES & ILLNESSES

- **5-Day Health Symptom Screening:** To minimize illness at camp, we ask you to monitor the health of each participant (camper, parent/guardian, sibling) daily beginning five days prior to their arrival at camp. Upon arrival, you will be asked to verbally confirm completion, but will not be asked to submit an actual paper form to camp.
- Each Monday your camper attends camp, they will be screened for head lice.
 - If a camper is found with head lice, we call you to come pick your camper up and administer a treatment. As long as treatment has been successful, we are happy to welcome your camper back the following day.

MENTAL HEALTH DISCLOSURE

At YMCA Camp Immokalee, the safety and well-being of our campers is our top priority. We understand that mental health is an important aspect of overall health, and we are committed to providing a safe and supportive environment for all campers.

As part of our commitment to camper safety and well-being, we have established the following policy regarding the disclosure of camper mental health situations:

1. Disclosure of Mental Health Information

If a camper has a mental health condition or has experienced mental health challenges in the past, we strongly encourage parents/guardians to disclose this information to us during the registration process. This information will be kept confidential and only shared with relevant staff members who need to be aware of the situation to ensure the camper's safety and well-being.

2. Camper Privacy

We understand that mental health is a sensitive topic, and we will respect each camper's privacy. We will not disclose any mental health information to other campers or staff members who do not need to be aware of the situation.

3. Staff Training

Our staff members undergo basic training to help them recognize and respond appropriately to mental health concerns among campers. This training includes how to identify signs and symptoms of mental health conditions, how to communicate effectively with campers who may be struggling, and how to respond in emergency situations.

4. Support and Resources

If a camper is experiencing mental health challenges while at camp, our staff members will provide support and resources to help the camper cope to the best of our ability. This may include a phone providing additional supervision or support or offering activities that promote relaxation and stress relief.

5. Parent/Guardian Communication

If a camper is experiencing mental health challenges while at camp, we will communicate with the camper's parents/guardians to provide updates and discuss next steps. We encourage open communication between our staff and parents/guardians to ensure that everyone is on the same page and that the camper's needs are being met.

By establishing this policy, we hope to create a safe and supportive environment where all campers can thrive. We believe that by working together with families/guardians, we can help ensure that all campers receive the support and care they need to have a positive camp experience.

Are there medical professionals on-site?

Our Infirmary is staffed by an on-call Health Manager 24 hours a day. All staff are CPR/ First Aid/O2 certified. Our Health Manager will administer daily medication and take care of routine medical care (like bruises, cuts, scrapes). There is no charge for routine medical care provided at the camp infirmary. If a camper requires medical attention at a medical facility other than ours, **all charges are the responsibility of the parent/guardian.**

What if my camper feels or gets sick at Camp?

Our campers are encouraged to visit the Infirmary any time they are not feeling well while at camp. Our Health Manager will assess the camper and determine the best plan of care for them and whether they should remain at the Infirmary or rejoin their cabin and the camp program. YMCA Camp Immokalee will use symptomatic testing for COVID, Flu and Strep diagnosis at the discretion of our professional staff in order to return campers to the general population faster. We will designate a space for any COVID or Flu positive cases for campers until parents can arrive.

Will I be notified by the Health Center if my child is sick?

It is imperative that you provide the contact information for any parent with custodial rights. In the case of divorced or separated parents, the primary contact will be notified.

Parents will be promptly notified by our Health Manager when:

- Your child will be staying in the Infirmary overnight
- Your child will need a new prescription or repeated over-the-counter medication
- Your child has a consultation or Doctor's appointment off-site such as a brace repair, a dentist appointment, or an outpatient x-ray
- Your child is ill or injured and has been transported to urgent care or the emergency room
- Your camper is experiencing a mental health crisis or prolonged homesickness
- A health manager assesses that your child may have COVID-19

Parents will NOT be notified when:

- Your child receives regular first aid treatment for bug bites or minor cuts
- Your child rests in the Infirmary during Activity Period
- Your child receives basic health care for common colds, coughs, stomach ache, etc.

Will my camper have to leave Camp if they are sick?

All symptomatic, confirmed positive cases of communicable diseases will be asked to leave camp to receive care from a physician. In order to return to camp, all campers must have a release from a physician and be fever-free for 24 hours, without the aid of medication. All non-symptomatic direct exposures (cabin group only) will be monitored by cabin staff and our Health Manager. All symptomatic, confirmed positive cases for Flu will be asked to leave camp and be 24 hours fever-free prior to return. All non-symptomatic direct exposures (cabin group only) will be monitored by cabin staff and our Health Manager. If your camper leaves camp and tests positive for a communicable disease, please notify our camp staff so we can monitor other campers and alert camper families within the cabin who may have had direct exposure.

BEHAVIOR MANAGEMENT

It is the goal of the YMCA to provide a healthy, safe, and secure environment for all participants. Camp staff play a key role in ensuring that our programs are safe not only physically, but emotionally, and to create an open environment where youth can fine tune their skills and learn about themselves and how to navigate and function in the world.

The core element to promoting this safe and supportive environment is for staff to be aware of youth's developmental needs and then guide and support them to getting their needs met in a healthy and positive way. The YMCA promotes behavior guidance and discipline through creating a supportive environment, developing structure and clear limits, promoting social and emotional learning, implementing skillful discipline, and addressing challenging behaviors.

The YMCA uses positive discipline, which means staff promote desired behaviors through teaching and reinforcement. Staff will redirect or problem solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. YMCA Camp Immokalee staff does not use corporal punishment under any circumstances.

While the YMCA will make every attempt to provide reasonable accommodations for all children, YMCA Camp Immokalee will not tolerate behaviors that cause (1) danger to themselves or others, or (2) a disruption to the normal activities, making it impossible for other children to enjoy camp, (3) bullying of any form and sort. Any of the above reasons will be grounds for dismissal from YMCA Camp Immokalee with no refund of tuition or fees paid, or (4) sneaking out/knowingly leaving staff supervision from the cabin or activities/programs.

YMCA Camp Immokalee strives to keep a positive, uplifting environment for all ages. Inappropriate language has no place at camp. Campers will receive warning for language, but in the event that it becomes a detriment to the cabin or camp program, campers will be removed from the camp program.

YMCA Camp Immokalee has a no-tolerance policy for physical violence, social media bullying, use of cigarettes, alcohol, controlled substances, sexual activity, and fire arms, or any other action that places self, other children, or staff at risk. This applies to all staff, children, visitors, and parents while present at YMCA Camp Immokalee program sites.

EMOTIONAL & PHYSICAL SAFETY

Supporting Mental & Physical Health

Your camper's mental and emotional health is just as important to us as their physical health. For us to support this aspect of your child's well-being, it is very important that you let us know before camp about any past or current struggles they have or have had with their mental and emotional health when completing your camper's online forms. Emotional and mental health concerns are common and thoroughly informing our camp team about these aspects of your child before they arrive at camp will help us better support them during their time with us. Communication with camp starts with the camper forms, which are completed through the online portal. Please share anything you feel we need to know about your camper to successfully place them in a cabin and care for them while at camp. We read these carefully!

A note about ADHD: Because we have a very structured schedule, children who are on medication for ADD/ADHD often have a better experience if they stay on their medication at camp. If you have any questions or concerns, or have made any recent medication changes, please contact us prior to your child's session.

How can I help you to best work with and mentor my child?

If your child is currently receiving or has received in the past two years, treatment or counseling for emotional or behavioral needs and/or responses please email our Executive Director, Richard Bombach (rbombach@fcymca.org). Provide details and strategies for how we can best support your camper and manage any issues. This includes, but is not limited to autism, hyperactivity, depression, self-harm or an eating disorder. We're in this together. We also ask that you let us know about any learning difficulties, bed-wetting issues or a recent loss or major change in your child's life. This makes a significant difference as we work to meet their needs. Together, we can make certain that your child has an amazing experience while at camp.

Do campers ever get sent home from Camp?

There are times when dismissal from Camp is necessary. Campers who require a disproportionate amount of a staff member's attention, or need constant one-on-one support and therefore detract from the attention given to others in the cabin, may be asked to leave. Other behaviors directly linked to the health, safety, or well-being of your child or others may also be grounds for dismissal. These include, but are not limited to:

- Harming or threatening themselves or others
- Bullying behavior including intimidation, teasing, name-calling, racial slurs, and rumor spreading
- Stealing camp property or other campers' personal belongings
- Damaging YMCA Camp Immokalee property
- Includes but is not limited to: writing on walls, writing on bunk beds, and knowingly destroying property like mattresses, sports equipment, etc.
- Bringing illicit or illegal items to camp.
- Sneaking out of the cabin or away from the group activity.

All parents/guardians and campers will sign the following Code of Conduct as a part of our check-in process.

CAMPER CODE OF CONDUCT

In order to create a positive and fun community for all, campers must accept consequences for their choices and actions that can hinder the YMCA Camp Immokalee experience for other campers and staff members. YMCA Camp Immokalee requires that every parent and camper thoroughly read, understand, and agree to abide by our camper policies.

- 1. I will not, at any time, be in possession of tobacco products, e-cigarettes/vapes, dab pens, Juuls, drugs, alcohol, or any illegal substance or item.**
 - I understand that if any of these items are found on me or with my belongings that they will be assumed to be mine unless I can prove otherwise. In the event of illegal items brought to camp, police may be notified.
- 2. I will not, at any time, go into the cabin of the opposite sex for any reason whatsoever, nor will I go through cabin areas of the opposite sex without authorization from a counselor or staff member.**
- 3. I understand that for my safety, it is important for a counselor to know my whereabouts at all times, and therefore, I will not leave my group, activity, or camp programs/events without approval in order to meet up with others.**
- 4. I will keep myself from physical conflicts/fights at camp.**
- 5. I will not be a part of any form of bullying – physical, verbal, or relational.**
 - Bullying covers a wide spectrum of actions and language, and it is YMCA Camp Immokalee’s discretion to apply appropriate corrective action based on the severity of a camper’s bullying.
- 6. I understand that profanity and vulgarity have no place at camp.**
- 7. I will not damage YMCA Camp Immokalee’s property or the property of others.**
 - YMCA Camp Immokalee has designated areas for campers to sign and leave their mark. This does not include on cabin walls, on bunkbeds, or other camp property. Camper families will be billed for damage repair, paint, or sanding necessary to keep camp beautiful for our year-round guests.
- 8. I understand that it is a privilege to bring my camera to camp. With this privilege comes responsibility in taking appropriate pictures.**
 - I will only take pictures during times that are deemed appropriate by staff, such as all camp events, and I will NOT take any pictures in the cabin or bathroom. I also agree that shooting any video with my camera is not allowed. I understand that using my camera in an inappropriate manner will result in my camera being taken up and returned on closing day and may result in my dismissal from camp. I also understand that filming video and/or bringing video cameras/GoPro is not allowed at camp.

CAMPER CODE OF CONDUCT

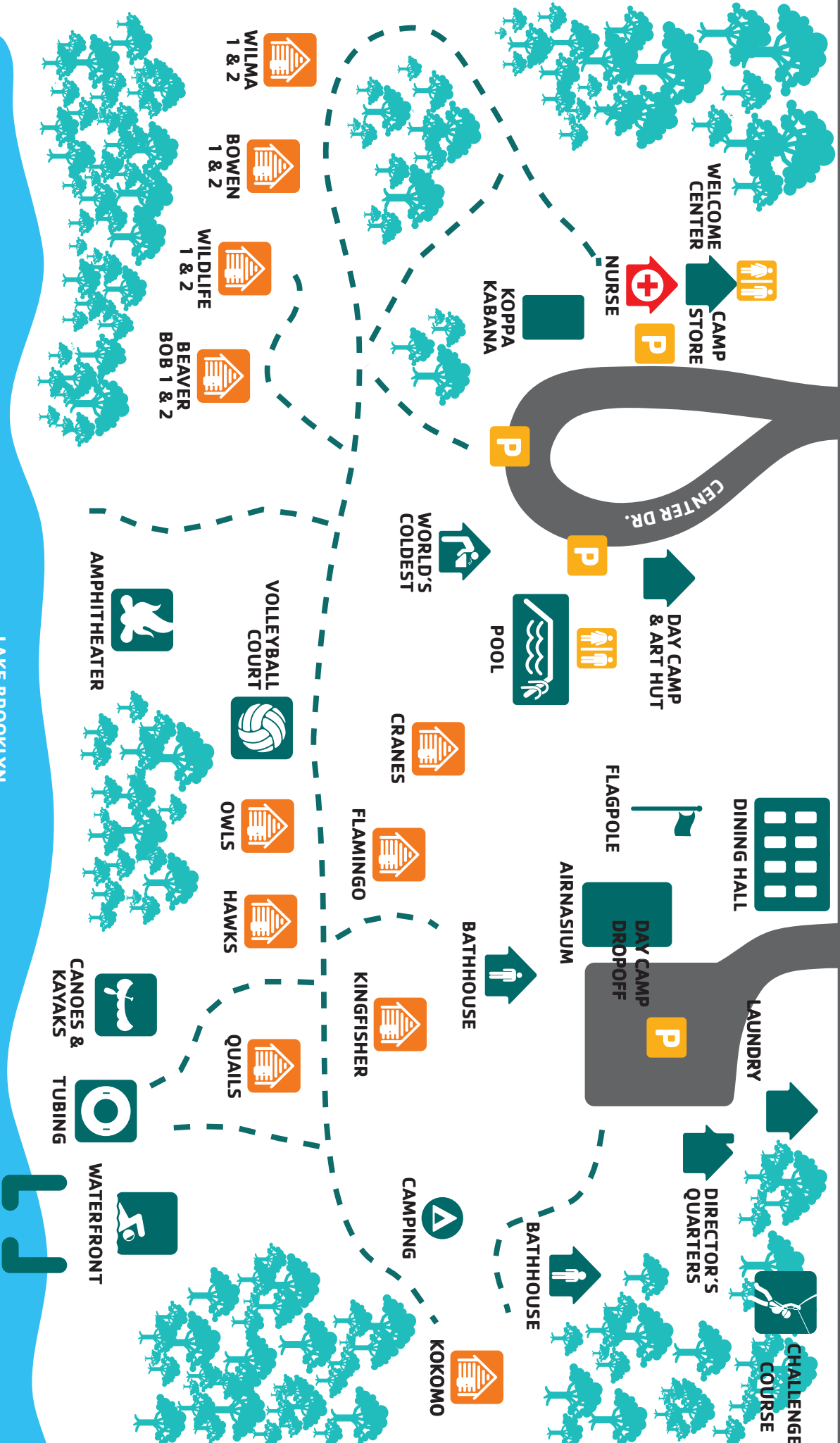
- 9. I understand the YMCA Camp Immokalee's dress code and agree to abide by the guidelines in order to help prevent injuries or embarrassing situations. The dress code is as follows:**
 - In keeping with a wholesome safe environment, we encourage all campers to wear well fitted, appropriate clothes, shoes, and swimwear. Camp is a very active environment, and at times boys and girls will be participating together in activities.
 - Swimwear should provide complete coverage, fasten securely, and be designed for active wear. We encourage female campers to wear a one-piece swimsuit, however two-pieces are allowed if they have only one tie accompanied by another fastener. (Triangle bikini tops and bottoms that tie are prohibited.) However, in all land activities, a tank-top or t-shirt needs to be worn over a sports bra or swimsuit.
 - Tank tops and sleeveless shirts should fit appropriately and not have large, gaping arm holes that hang down past a sports bra or to the middle of the ribs. Shorts should be of a modest length. Closed-toe shoes are needed for all land activities, and lake shoes are recommended for our lake activities.
 - Our staff reserves the right to ask campers to change clothes or put on additional clothing if deemed not appropriate for the active, co-ed camp environment.
- 10. I understand that to fully appreciate the YMCA Camp Immokalee experience, which involves interacting with my co-campers and gaining independence, I will not bring my cell phone, Apple watch/smart watch, tablet, or iPod/MP3 Player with me to YMCA Camp Immokalee.**
 - YMCA Camp Immokalee has the right to take up these items if found, as they are not allowed at camp. If they are taken up, YMCA Camp Immokalee does not assume responsibility for these items.
- 11. Sneaking away or knowingly leaving my camper/cabin group is not allowed and is grounds for dismissal.**
- 12. Finally, I understand that the consequences of not abiding by any of the above mentioned policies may result in immediate dismissal from camp and jeopardizes the opportunity to return to camp in the future. Campers who are dismissed from the camp program are not eligible for a refund.**
 - In addition to these stated camper policies, I understand that I may be dismissed from camp for any conduct that negatively affects the camp experience for another camper or reflects unfavorably on YMCA Camp Immokalee



YMCA OF FLORIDA'S FIRST COAST YMCA CAMP IMMOKALEE



IMMOKALEE RD.



LAKE BROOKLYN