



2017 Participant Handbook

I. General Program Information

During the summer, Camp FUEL consists of three, two-week sessions designed for children with special needs between the ages of 11-17. Each camp session gives children the opportunity to participate in **F**un and **U**nique, **E**xperiential **L**earning activities. From skill building and special guests to field trips and peer mentoring, we'll be sure to get your child revved up and excited about camp!

Groups led by professionals trained to work with children with special needs provide indoor and outdoor activities designed by occupational therapists, speech-language pathologists, special education teachers and nurses. Snacks are provided daily but parents are asked to pack sack lunches for their children (no peanut butter, please!)* After camp care is available for an additional fee. Please see below for additional information.

**sack lunches should be packed daily for participants unless camp staff notifies you otherwise.*

II. Location

Camp FUEL
1901 East 86th Street (J. Everett Light Center)
Indianapolis, IN

III. Registration Forms

Current registration forms that are *thoroughly completed* are required for participants. In addition, we may require supplemental forms where deemed necessary. These include, but are not limited to, individualized education plans, behavior support plans, individualized treatment plans, seizure management plans, g-tube feeding plans, etc. Easterseals Crossroads may also request from parents/caregivers a Release of Information to seek additional information from school teachers, therapists, etc.

Individuals interested in participating in Camp FUEL will be screened to determine eligibility in the program. Once determined eligible, staff will assign a level of care to assess how we can best meet the needs of the participant. The level of care assigned will be on a trial basis. Should the staff determine the needs of the participant have changed; a new level of care will be assigned.

Once all of the necessary documentation has been secured, a level of care has been established and the deposit has been made, an Easterseals Crossroads employee will contact you to confirm whether your child's spot for Camp FUEL.

Registration forms must be submitted by April 28, 2017!

IV. Medical Forms

Food Allergies and Special Food Preparation Requirements

If the registered participant has specific food preparation needs or allergies, you may be asked to complete this supplemental form.

This will help staff to understand the specifics of the allergy and the procedures to follow in case of an allergic reaction. Camp FUEL staff will do their best to avoid common food allergies such as nuts and gluten, but may not be able to accommodate all allergies at every event. It is best to always send a "back-up" snack for the participant to enjoy during snack time if they have specific food allergies.

The supplemental form will also help us to better understand the specific dietary/feeding needs of the participant and to ensure proper nutrition during Camp FUEL.

Seizures

A supplemental Seizure Action Plan should be completed for all participants with a seizure disorder. If the participant has emergency seizure medication, this will need to be brought to Camp FUEL and registered with staff at sign-in daily. The Medication Administration Form will also need to be completed by a doctor.

Medication Administration

If the participant requires administration of any medication (including PRN meds) during Camp FUEL, please notify staff during sign-in and complete a Medication Administration Form. The medication must come in the original packaging if it is an over-the-counter medication or the prescription packaging if it is a prescription medication. Medication will be kept with the staff during events and returned to parents/caregivers during pick-up daily. Staff will document and keep on file whether or not the medication was administered. Prescription medication will require a physician's signature on the medication form in the registration packet.

V. Payment and Scholarships

Payment Information: Payment in full is due **May 26, 2017**. An Easterseals Crossroads employee will call you to confirm your child's spot once we have secured the following and reviewed all paperwork to determine eligibility:

1. **\$100 deposit per camp session.*** The deposit is refundable if cancellation occurs two weeks or more prior to the session start date. In addition, your deposit will not be processed until your spot has been confirmed.
2. All completed registration forms with doctors signatures where needed
3. Support plans / Supplemental forms

Early Bird Pricing: Discounts are available for those participants whose registration forms and deposits are between January 16th and February 28th, 2017. The cost per session will be decreased to \$199, which includes the \$100 deposit.

Scholarship Information:

If you are requesting a scholarship, we must receive the completed scholarship application and appropriate documentation before we can determine scholarship eligibility.

1. Scholarship is for all sessions.
2. First come; First serve basis
3. \$100 deposit for session is still required.
4. Scholarship is a percentage off the remaining \$200 camp balance.

VI. Before and After Care

Easter Seals Crossroads is pleased to offer before and after camp care to children who participate in Camp FUEL. Before care is available from 8a-9a and after care is available from 3p-5p. Families interested in receiving care, must complete the form in the registration packet and attach the appropriate payment. The cost for before and after care is in addition to the regular camp fee. Please note the fee structure below. We encourage families to pre-arrange before and after care, as we cannot guarantee the availability of staff for care on an as-needed basis.

- **Pre-arranged (on or before June 5):** \$7 per hour, per child
- **As-needed basis (after June 5):** \$10 per hour, per child

VII. Drop-off and Pick-up

Families may drop their child off at Camp FUEL between 9:00am – 9:30am at Camp FUEL. A staff member will be stationed at a table to check in each camper, including their daily bag, lunch and applicable items such as medication or supplemental feeding items. Parents will sign-in their child as well as indicate the individual who will be picking them up that day.

During check-out, parent must have their child picked up by 3:00pm. During registration, caregivers will indicate individuals approved to pick up their child, and these individuals must present photo identification when picking up.

Intoxicated or impaired parent/caregiver – it is policy at Easterseals Crossroads that no consumer will be allowed to leave an ESC facility, program or sponsored activity with a parent, guardian or caregiver who presents in a condition which may prevent them from assuring the consumers welfare.

- Staff will use their best judgment in determining if a parent, guardian or caregiver presents in a condition which may prevent them from assuring the consumers welfare.
- If deemed necessary, staff will contact another authorized user or emergency contact on the registration form. If they are not available, Yellow Cab will be contacted and paid for by Easterseals Crossroads to ensure the families safety.

VIII. Daily Schedule | Field Trips | Transportation

The camp schedule will vary depending on the activities planned for the day, but the following highlights a typical camp schedule:

- 9:00a:** campers arrive; free play
- 9:30a:** morning meeting & daily schedule
- 10:00a:** daily chores
- 10:15a:** field trip OR activity
- 12p:** lunch
- 12:45p:** continue field trip OR activity
- 2:00p:** daily chores / journal time
- 2:30p:** afternoon meeting / circle time; prepare to leave

Field trips will be listed on the calendar and will be given to parents prior to camp. Campers will be transported via staff {personal} vehicles to the field trip. If special transportation needs are required for your child, please indicate this on the registration form.

IX. What to Send to Camp

Please send campers with a book bag each day they come to camp. This will be utilized as storage for the camper's items during camp and to send home daily communication (FUEL folders) to parents.

What should the participant bring to camp?

- Backpack
- Extra change of clothes (or two!) – shirt, long pants, shorts underwear, socks
- A pair of long pants
- Personal hygiene items – such as feminine products, deodorant, or wipes
- Sunscreen, swimsuit, towel, sandals, sun hat, sunglasses
- A sack lunch – we do have access to a refrigerator and a microwave
- A reusable water bottle
- A snack (if your child has specific dietary restrictions)
- Medication - be sure to notify staff if medications are needed
- Sensory toys/chewable toys (if needed)
- Communication device (if applicable)
- FUEL folder – a communication folder that will be given to you on day one of camp.

What should the participant wear to camp?

- Comfy clothes – shorts, light t-shirts, etc.
- Gym shoes / closed toed shoes
- Tie dye shirts – on field trip days only (these will be made day one of each session)

X. Daily Communication Folders

Staff will complete daily communication folders called FUEL Folders to travel to and from camp. These folders will contain important information about camp including

the session calendar, what to pack, and notes regarding your child. Please read this folder after camp and feel free to use this to communicate with Camp FUEL staff as well!

XI. End of Camp Feedback

Camp feedback forms will be distributed to parents at the end of each camp session and should be returned prior to camp ending. These forms help staff to make positive changes to Camp FUEL in future!

XII. Sick Policy

We want to ensure that all children that come to camp are healthy and free of illness so that others do not get sick. Children attending camp must be free from fever, vomiting, and/or diarrhea for 24 hours. In addition, children must be not present with a contagious illness. Should your child be ill, please contact Angie Hilligoss at 317-662-4398; she will relay the message to the camp staff. Additionally, if your child becomes ill while with us at camp, we will contact you to arrange pick-up.

XIII. Behavior Policy and Consultation

In the event that a participant is posing a threat to his or her own safety or to the safety of others while at an event, the Camp FUEL staff will request a behavioral consultation from either a Board Certified Behavior Analyst or behavioral student in the Autism Behavioral Treatment Services at Easter Seals Crossroads. Behavior therapists will work with staff to provide behavior recommendations to aid in reducing the target behavior(s). If the participant's behavior does not improve with the assistance of Behavioral Treatment Services, the participant may need to be withdrawn from camp.

XIV. Camp Dismissal Procedures

In the event that a participant is displaying behaviors which deem them unable to participate and/or benefit from the daily camp activities (due to behavior challenges or their inability to participate and engage in small group activities), the participant may need to be withdrawn from camp. The following steps will be taken should this be of concern:

- Camp staff will notify parents/caregivers of their concerns and will work cooperatively with families to come up with possible solutions to resolve concerns.
- Camper will be invited back to camp the following day with the understanding that if the concerns persist, the family will be notified and the camper will be dismissed from camp.
- Families will be able to re-apply for camp the following year and camper will be re-evaluated.

XV. Compliments/Concerns/Questions?

Please direct all compliments/concerns/questions to Angie Hilligoss, Manager of Respite Services. Angie can be reached at 317-466-1000 x2420 or ahilligoss@eastersealscrossroads.org.