



Parent/Guardian Handbook

I. General Program Information

During the summer, **CampAbility** consists of three, two-week sessions designed for children with special needs ages 4-11. Each camp session gives children the opportunity to explore sensorimotor experiences, expand communication skills and develop social skills in a fun, nurturing environment. Activities include theme days, field trips and guest visitors.

Groups led by professionals trained to work with children with special needs provide indoor and outdoor activities designed by physical therapists, occupational therapists, speech-language pathologists and special education teachers. Snacks are provided, and parents are asked to pack sack lunches for their children. Before and after camp care is available for an additional fee. A limited number of scholarships are available based on eligibility. Please see below for additional information.

II. Locations

CampAbility

Hilltop Developmental Preschool
1915 E. 86th Street
Indianapolis, IN 46240

III. Registration Forms

Current registration forms that are *thoroughly completed* are required for participants for Camp. 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 CampAbility will be screened to determine the level of care required, and to assess how the staff 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 your spot in CampAbility.

All registration forms must be received by April 28, 2017.

IV. Medical Forms

Feeding Tubes

Participants who require the use of a feeding tube will be allowed to participate in CampAbility. The parent/caregiver will need to submit a supplemental form (g-tube feeding) to Easterseals Crossroads with the specifics of the feeding.

Food Allergies and Special Food Preparation Requirements

This supplemental form will help us to understand the specifics of the allergy and the procedures to follow in case of an allergic reaction. CampAbility 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.

If the registered participant has specific food preparation needs, please complete the supplemental form included in the registration form. The supplemental form will help us to better understand the specific dietary needs of the participant and to ensure proper nutrition during CampAbility.

Please note: it is likely that staff will not have access to supplies such as thickening solutions for liquids; please plan to provide the necessary supplies if needed.

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 CampAbility 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 CampAbility, 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 31, 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. A **\$100** deposit **per camp session**.* The deposit is refundable if cancellation occurs two weeks or more prior to the session start date.
2. All completed registration forms with doctors signatures where needed
3. Support plans / Supplemental forms

* Deposits will not be processed until your child's spot has been confirmed and you've been contacted by an ESC employee.

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. One-on-One Aides and Communication Devices

To ensure a quality camp experience for all campers, those with complex medical and behavioral needs will require a one-on-one assistant at CampAbility. This individual cannot be a parent or guardian and must be arranged by the family. Campers who will require a one-on-one assistant will be notified during the registration process. Individuals who require an assistant as documented in their IEP or ISTP will also require an assistant at CampAbility.

Campers who utilize a communication device such as an iPad, PECS, or DynaVox are required to bring this device to CampAbility. These devices are recognized as the camper's voice, and will be essential to the camp experience!

VII. Before and After Care

Easterseals Crossroads is pleased to offer before and after care to children who participate in CampAbility. 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 5th):** \$7 per hour, per child
- **As-needed basis (after June 5th):** \$10 per hour, per child

VIII. Pre-Camp Communication and Events

Once registration and deposit have been secured, parents will receive a receipt and confirmation newsletter containing more information regarding camp. This newsletter will serve as your confirmation notice. Around one month before camp starts, parents will also receive an additional newsletter detailing more specific information including special guests, field trips, and themes.

An open house is tentatively scheduled for the Thursday before the first session of camp and is open to both parents and campers to explore their classrooms, meet the staff and have any last minute questions answered. More information regarding the open house will be communicated to parents as the dates and times are secured.

IX. Drop-off and Pick-up

Families may drop their child off at CampAbility between 9:00am – 9:30am at the location of their camp. At the entrance of the building, a CampAbility 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.

X. Daily Schedule and Field Trips

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

9:00-9:30: welcome / circle time

9:30-10:30: exercise time / gross motor activities/gym

10:30-11:30: water play

- we have small swimming pools (less than 2 ft deep), water slides, sprinklers and water toys

11:30-1:00: lunch and recess

1:00-2:30: stations

- arts and crafts
- snack time
- sensory activities

2:30-3:00: goodbye songs / prepare to go home

Field trips will be listed on the calendar and will be given to parents prior to camp. Campers will be transported via bus to the location and both drop-off and pick-up will remain at the camp location. If special transportation needs are required for your child, please indicate this on the registration form.

XI. What to Send to Camp

Campers will be provided with a large CampAbility tote bag on the first day of camp and will be best utilized as storage for the camper's items during camp.

Items to bring to Camp:

- Extra change of clothes (or two!)
- A pair of long pants
- Diapers, pull-ups, or extra underwear; wipes
- Sunscreen, swim diaper, swimsuit, towel, sandals (for water play)
- A sack lunch – we do have access to a refrigerator
- A cup – if a special one is needed for drinking
- 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)

What should the participant wear to camp?

- Comfy clothes – shorts, light t-shirts, etc.
- Orange camp shirt – on field trip days only
- Gym shoes / closed toed shoes

XII. Daily Communication Folders

Staff will complete daily communication folders to travel to and from camp. These folders will contain important information about CampAbility 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 CampAbility staff as well!

XIII. 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 CampAbility in future!

XIV. 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. Additionally, if your child becomes ill while with us at camp, we will contact you to arrange pick-up.

XV. 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 CampAbility staff will request a behavioral consultation from either a Board Certified Behavior Analyst or behavioral student in the Autism Behavioral Treatment Services at Easterseals Crossroads. Behavior therapists will work with CampAbility 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 CampAbility.

XVI. Babysitter Release Form

In the event that a CampAbility employee is engaged by a Family to babysit, Easterseals Crossroads does not, in any way, warranty or guaranty the suitability of the employee for this purpose. Easterseals Crossroads shall not be responsible, in any way, for such arrangement nor shall Easterseals Crossroads be responsible, in any way, for any disputes of any kind and nature, which may arise between the two parties, including any claims, injury, or damage to the Family, their minor child/children, the employee or either's property.

While engaged by the family as a babysitter, the CampAbility employee shall be considered an employee of the family and not an employee of Easterseals Crossroads. Any activities or events that occur during such babysitting services, including but not limited to any transportation to and from the Center, are outside the employee responsibilities and duties as an employee of Easterseals Crossroads. By signing below, the family, on behalf of themselves and their minor child/children agree to release, hold harmless, and indemnify Easterseals Crossroads, and their subsidiaries, affiliates and employees for any claims, injury, or damage of any kind and nature arising there from.

XVII. 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.

XVIII: Comments/Questions/Concerns:

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.

By signing the acknowledgment form for this handbook, I am giving permission for my child to be transported via bus (with staff) for field trips during CampAbility.

**2017
Acknowledgement of Receipt
Parent/Guardian & Participant Handbook – CampAbility**

I, _____, the parent/guardian of _____
(Parent/Guardian Name) (Primary Participant's Name)

sign below acknowledging the receipt of the Parent/Guardian & Participant Handbook and agree to comply with the policies and procedures set in place. I understand that it is my responsibility to read through and familiarize myself with the handbook and to ask questions about anything I do not understand.

Signature

Date