

SERVICE POLICY

The camps of the Autism Society of Minnesota (AuSM) exist to serve children with autism spectrum disorder, regardless of the severity of their disability. It is our intention to make camp a safe, enjoyable community for all campers and staff. Therefore, the following policies shall guide all camp operations.

1. Camp programs shall be planned and operated to employ best practices in working with children with autism spectrum disorder. To meet individual needs, the Camp Director(s) shall adjust staff ratios and camp sessions, use proactive strategies, use individual communication systems, use sensory accommodations, and modify program and environment whenever possible.
2. Camper information packets shall be submitted to the AuSM office by the designated due date. Parent(s)/guardian(s) will be sent a reminder email for delinquent packets/required information and be given five business days to submit paperwork. If not received by the AuSM office within specified timeframe, camper may forfeit spot in camp for the season. All parents or responsible persons must provide the camp office with emergency contact information for the entire camp session. AuSM cannot be held responsible for lost or delayed mail. The final step in the registration process is the review of the packet by the director(s).
3. Prior to the sessions parent/guardian/residential staff must indicate in writing the proactive strategies used to prevent problems with maladaptive behaviors. This should include environmental strategies, refocusing strategies, de-escalation strategies and any other interactive strategies that work. No persons employed at AuSM will physically restrain a camper except after other measures have been taken without success and there is an imminent threat to self or others. Any aggressive or self-injurious behaviors that have been exhibited by the attendee in the past twelve months should be reported in writing.
4. During a session (class, program, group). Any behavior that may make others feel unsafe, including but not limited to: invading personal space, loud voices, objectionable language, name calling, or verbal or physical threats directed at any member of the group or the facilitators, may lead to suspension from the session if attempts at redirection are unsuccessful. If there is a **credible** physical threat (from an older participant), the police may be called. The policy for working with extreme out of control behavior is below.
5. Program planning and staff assignments shall be made based upon the information furnished through the parent packets and IEP's if applicable. AuSM reserves the right to place a camper in the camp that is the best fit for the camper, if a spot is available.
6. A phone call shall be made to the parent/guardian by camp staff at least one week prior to camp to identify up-to date-concerns. The staff person making the call shall report any concerns to the Camp Director(s).
7. All camp staff participate in a mandatory training covering all aspects of camp including, but not limited to, information about autism spectrum disorder, the use of proactive behavior management strategies and campers they will be working with.
8. If, while attending, an individual exhibits extreme out of control behavior, the following will occur:
 - a. AuSM staff shall use emergency procedures to ensure the safety of the individual, other attendees and staff. The AuSM staff shall report the behaviors to the Director of Camp Programs.
 - b. The camp Director(s) shall assemble a team meeting to determine how to adjust the individual's program, environment, or support.
 - c. If appropriate, a written plan shall be prepared describing the problem, suggested strategies, and results of implementing the strategies.
 - d. If the AuSM staff and the Director of Camp Programs determine that (1) the plan has been implemented, (2) the individual's behavior poses a threat to the health, safety, and well-being of the individual and /or other attendees, and (3) the program lacks the staff resources, space, and skill to serve the camper, the Director(s) shall call the parent or responsible person to take the individual home.
 - e. The decision to dismiss an individual from the program (session or in total) must be reported to the Director of Camp Programs before the action is taken.

Note: Staff will take all steps possible to defuse and/or to provide interventions to allow the person the opportunity to modify behavior.

REGISTRATION POLICY

1. To be eligible for camp registration and to attend an AuSM camp, the parent/guardian/camper must be a current member of AuSM.
2. Any membership that expires before the beginning of the camp session must be renewed for a camper to attend camp. If not renewed prior to beginning of camp, the camper may forfeit their spot in camp.
3. The **non-refundable** registration deposit must accompany the registration form which is date stamped upon receipt.
4. All AuSM camps are filled on a first come basis.
5. The review of the camper packet by the director(s) is the last step in registration for Camp Discovery. AuSM reserves the right to place a camper in the camp that is the best fit for the camper, if a spot is available. The appropriate camp fee will apply. If a spot is not available in another camp (Hand in Hand or Wahode) the camper will be placed on the wait list for that camp. If a spot does not become available, the camp fees that have been paid will be refunded.

CANCELLATION POLICY

1. If a camp is cancelled due to insufficient numbers of campers, all camp fees including the registration deposit will be refunded.
2. If the camper cancels **more than 30 days** before the start of the camp session, all camp fees will be refunded, less the registration deposit.
3. If the camper cancels **30 days or less** before of the start of the camp session, neither camp fees nor the registration deposit will be refunded.
4. If parent/guardian/camper chooses to leave camp or not attend camp on their own volition as of the camp start date, neither camp fees nor registration deposit will be refunded.

SPECIAL DIET POLICY

Camp Director (s) or designee must approve special Diet Requests. The camp's standard menu plan will be available prior to camp to help parents/guardians prepare their special diets as closely as possible to the camp's standard menu. AuSM will receive the menu for each camp session and forward it to the parent/guardian. If a camper has a special diet need, the parent/guardian must edit the meal plan to indicate which meals the camper cannot eat and the parents will be supplementing. A copy of this detailed meal plan should be sent to the AuSM office no less than 1 month prior to the start of the camp session. Camp Discovery will also offer a gluten free option at all meals this year, for campers requiring a GF diet. However the kitchen at Camp Courage is not a gluten free kitchen and cross-contamination with gluten is possible. If this is a concern you are encouraged to send meals for your child. With other special diets, parents/guardians must provide all food for special diets. Meals must be pre-cooked, microwave ready, clearly labeled (with camper name and for which meal it is to be used) and individually packaged in single portions. The Food Service staff are only able to re-heat meals, not cook them. A Special Diet Request may be denied if the diet exceeds the capabilities of the Food Service Staff. A regular camp meal plan will be offered as an alternative. **It is the responsibility of the parents/guardians to send all Special Diet Requests directly to the AuSM camp office no later than one month prior to the camp start date.**

CLOTHING & PERSONAL INVENTORY POLICY

All clothing and personal items must be labeled and listed. AuSM will contact parent/guardian regarding items left at camp to arrange for pick-up within one month of camp end. Items remaining after this time will be disposed of or be donated to charity. AuSM will assume no responsibility for lost or ruined articles. The suggested list highlights the expected minimum needs for one week at camp. We suggest you do not send any expensive or sentimental items, as we are not responsible for lost or damaged items. If the camper is hard on clothing, please adjust the list to fit the camper's needs. We do not have the necessary staff or laundry facilities to take care of camper's personal laundry, other than on an emergency basis.

MEDICATION HANDLING POLICY

Parent/guardian must send all medications, prescription and over the counter, that the camper takes. ALL prescription medications must be in their **original containers**, clearly marked with the camper's name and instructions for administration. A camper will not be allowed to stay at camp if his/her medication is not in its original container. The camper's medication and the Medication Authorization Form must be provided to the Camp Nurse or designee upon each camper's arrival at camp.

SWIMMER'S ITCH POLICY

While not common, there is a possibility that the camper may get Swimmer's Itch. Swimmer's Itch is little red bumps on the skin caused by tiny bugs that live in the water. The Swimmer's Itch bug cannot live outside of the water. The camp does treat the water to help prevent Swimmer's Itch. Occasionally, especially after a heavy rain, campers may still get Swimmer's Itch.

One way to help prevent getting Swimmer's Itch is to apply a layer of baby oil gel over sun block to exposed skin. This helps keep the water droplets from collecting on the skin when getting out of the water. Towel drying immediately after getting out of the water is also important. If there are no water droplets on the skin, there should be no Swimmer's Itch.

The little red bumps are itchy, but are usually gone within 7 – 10 days. Taking Benadryl (Diphenhydramine) orally and/or applying anti-itch creams keep the itching to a minimum. Please remember to send the camper with baby oil gel, anti-itch cream and Benadryl (if you checked "yes" on the "Authorization for Administration of Medication" form).

PHONE CALL POLICY

If you have concerns or questions during camp Contact AuSM at (651) 647-1083 or by email at camp@ausm.org.

CAMP DISCOVERY: Campers may call home during the week, particularly if doing so helps alleviate camper anxiety. We encourage campers to call during the hours of 5:30 - 7:30PM, but we can remain flexible based upon a parent's work schedule. Please discuss this with your camper so that he/she knows when you prefer to be called. You may also make note of this time in the camper packet. Courage North has a toll-free telephone that campers may use with permission.

SEVERE WEATHER

Staff at Camp Courage North monitor weather conditions and are notified by the police or sheriff if severe weather watches and warnings are posted. Both locations have severe weather shelters and/or other procedures to keep campers safe if storms occur. Camp staff takes every precaution to avoid injury however, if an injury should occur parents/guardians will be notified.

Bus Information

The Autism Society of Minnesota is happy to offer bus transportation to and from Camp Discovery again this summer. Campers appropriate for the bus service are those who meet **all three** of the following criteria:

- 1) Have previously attended Camp Discovery (i.e., 2017 is not your first time attending Camp Discovery), **AND**
- 2) Are willing to attend camp, **AND**
- 3) Are willing to ride the bus independently to camp

Transportation options for NEW campers:

Option A: Ride with parents to and from camp.

Option B: Ride to camp with parents and return on bus, if staff feels it is appropriate.

You must contact AuSM and reserve a spot on the bus for your camper at least two weeks prior to camp start. We must have a sufficient number of campers signed up to ride the bus in order to provide this service. **Bus service is not refundable.** If we don't have a sufficient number of campers signed up for transportation, bus service would be canceled and your money would be refunded.

The details for each week of camp are as follows:

CAMP DISCOVERY BUS SCHEDULE	BUS TO CAMP DISCOVERY <i>Check-in at AuSM: 9:00 AM Bus leaves AuSM: 10:00 AM</i>	BUS FROM CAMP DISCOVERY <i>Arrives at AuSM: 2:00 PM</i>
SESSION 1	Sunday, June 18, 2017	Friday, June 23, 2017
SESSION 2	Sunday, June 25, 2017	Friday, July 30, 2017

Cost of Bus: **One way** to or from Camp Discovery (**\$50.00**)
Round-trip to & from Camp Discovery (**\$100.00**)

Please have the following ready for check in before boarding the bus:

- Money (in an envelope with the camper's name on the front) for any items you would like to purchase from the camp store (optional).
- Daily medication and medication form in plastic ziplock bag. All medications must be in the original container labeled with camper's name and dosage instructions. **If your camper takes prescribed medications, he/she will not be able to board the bus to camp without a physician-signed Medication Authorization form on file with AuSM.**
- **Bag Lunch and filled water bottle/beverage for trip.** Please avoid peanut butter if you can. If your camper does bring peanuts or peanut butter please mark that on the lunch bag.
- **NOTE: **There will be a stop along the way, to use the restroom if necessary.****
- Bring books, travel games, sketch pad, electronic games or CD player with headphones or other appropriate items to help keep camper occupied on the bus ride.

We will check in camper in the order of arrival. Bus must be loaded by 9:45. **You MUST stay with your camper until the bus is fully loaded and remain at AuSM until the bus departs for camp.** In the event that a camper changes his/her mind and does not wish to take the bus, transportation will be the responsibility of the parents/guardians. AuSM assumes no responsibility for the camper until the bus leaves AuSM.

Please be prompt for camper pick up upon return to AuSM after camp ends. If you have any questions or concerns, please call 651-647-1083, x16.

Directions to AuSM:

Take Highway 94 to Highway 280. Exit onto University Avenue and go east for 2 blocks to Raymond Ave. Turn left (north) on Raymond. Approximately 4 blocks north on right hand side is 970 Raymond. Turn right into 970. The brown building directly in front of you is the backside of 2380 Wycliff. Follow to the left, between the buildings, to back parking lot. Park in lot on your right and go to front of building 2380 Wycliff to begin check-in process.

Camper's Name: _____

CLOTHING LIST AND PERSONAL INVENTORY

****BRING THIS LIST WITH YOU TO CAMP & TAPE SECURELY TO INSIDE OF SUITCASE OR DUFFLE****

CAMPER'S NAME _____

The list below is a SUGGESTED LIST and CHECK LIST for parent/group home staff and counselors. Indicate the exact amount of articles sent to camp, INCLUDING THOSE WORN TO CAMP. Please label ALL items with your camper's name.

SPECIAL ITEMS FOR CAMP: (Please label all items with Camper's name.)

- | | |
|--|---|
| <p>_____ Backpack</p> <p>_____ 1 Disposable Camera
(Optional, if camper would like to take pictures at camp)</p> | <p>_____ White T-shirt for tie-dye project</p> <p>_____ \$50 or less in cash for Camp Store (optional)
(will be placed in account for camper, unused balance will be returned at the end of camp. Camp store is also online.)</p> |
|--|---|

ITEM SENT	# SENT	ITEM SENT	# SENT
Hat	_____	Swimming Suit	_____
Shirts	_____	Swim Goggles (optional)	_____
Sweatshirts	_____	Swim Shoes (optional)	_____
Bras	_____	Beach Towel	_____
Underpants	_____	Wash Cloths	_____
Socks	_____	Shower Towels (2)	_____
Pajamas	_____	Flashlight	_____
Shorts	_____	Pillow	_____
Jeans/Slacks	_____	Sleeping Bag**	_____
Jacket	_____	Nightlight (if needed)	_____
Rain coat/poncho	_____	Water Bottle	_____
Sneakers	_____	Laundry Bag (2) (or garbage bags)	_____

(**sheets and pillow cases are available if you wish, you must provide blankets/comforter and pillow yourself**)

OTHER: _____

PERSONAL ITEMS: (Please fill in exact amount and send in a plastic bag.)

- | | | |
|--|------------------|-------------------------------------|
| _____ Comb | _____ Toothbrush | _____ Sunscreen |
| _____ Brush | _____ Toothpaste | _____ Anti-Itch Lotion |
| _____ Shampoo | _____ Soap | _____ Insect Repellent |
| _____ Conditioner | _____ Deodorant | _____ Baby Oil Gel |
| _____ Mini-book light (for reading at night-if wanted) | | _____ Small fan (if heat sensitive) |

OTHER: _____

Camp Discovery – Session 1 & 2

True Friends / Courage North

37569 N. Courage Dr.
Lake George, MN 56458

218-266-3658

www.truefriends.org

Directions to Camp Discovery at Courage North from the Twin Cities:

Take highway 10 north to Motley.

Take highway 64 north – go through Akeley – to highway 200.

Turn left on highway 200. You are now heading west.

Follow signs for highway 71 and Itasca State Park.

There is a small blue “Courage North” sign (across from the lumber company) indicating where to turn in.
If you reach the entrance for Itasca State Park, you have gone too far!

Courage North is located about 1 mile east of Lake George, MN, on Highway 71 & 200. Watch for camp sign.

