

## 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, if necessary. 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 camp begins must be renewed in order for a camper to attend camp. If not renewed prior to the beginning of the camp session, 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.

## **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 the registration deposit will be refunded.

## **CLOTHING & PERSONAL INVENTORY POLICY**

All clothing and personal items must be labeled and listed on the personal inventory sheet. AuSM will contact parent(s)/guardian(s) regarding items left at camp to arrange for pick-up within one month of the end of camp, at which time items will be donated to charity. AuSM will assume no responsibility for lost or ruined articles. An email will be sent to parents the week prior to camp including a list of items to bring each day. We suggest you do not send any expensive or sentimental items, as we are not responsible for lost or damaged items. Please adjust the list to fit the camper's needs.

## **SPECIAL DIET POLICY**

Parent(s)/guardian(s) must provide lunch and beverage for their child. A snack will NOT be provided. If your child requires a snack please provide this and notify the staff at camp check-in.

## **SEVERE WEATHER**

Camp Butwin monitors the weather via the weather radio and communicates to the camper groups via walkie-talkie. In the event of thunderstorms, the campers go to their group shelters and do activities there. In the event of more severe weather, the campers will go to the lodge and play indoor camp games. If there is a need to take cover they will go to the lower level of the lodge.

## **MEDICATION HANDLING POLICY**

Please note: ALL campers must have a completed Authorization of Medication form on file prior to attending camp. In case of emergency, the Camp Nurse needs to know what medication the child is taking. These must be sent to the AuSM office no less than 2 weeks prior to camp.

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 an updated Medication Authorization Form must be provided to the Camp Wahode Director and Camp Nurse or designee upon each camper's arrival on the first day of camp.

Camp Butwin has a nurse on duty daily to assist us with emergencies and medication administration. If a camper needs daily medications while at camp, these will be handled and distributed by the Camp Butwin nurse. In the event that the Camp Wahode group is offsite (on a field trip) the Camp Wahode director will be designated to administer medication to the camper. Medications must be packaged in prescription labeled bottle with correct dosage amount required. The necessary weekly amount should be given to the Camp Butwin Nurse on the first day of camp. The nurse will go over the dosage and medication information with you and will secure/store the medication at camp. If there are concerns above and beyond daily medications, please contact the AuSM office prior to camp. (i.e. asthma, inhalers, seizures...)

## DIRECTIONS TO CAMP BUTWIN

### **Directions to Camp Butwin:**

#### **From St. Paul:**

Take I-35E South  
Exit on Cliff Road (Exit 93)  
Turn Left (East) on Cliff Road  
Turn Right (South) on S. Robert Trail (Highway 3)  
Turn Right (West) on 120th St. W.  
Turn Right (North) on Butwin Camp Road

#### **From Minneapolis:**

Highway 77 South  
Exit on Cliff Road  
Turn Left (East) on Cliff Road  
Turn Right (South) on S. Robert Trail (Highway 3)  
Turn Right (West) on 120th St. W.  
Turn Right (North) on Butwin Camp Road

#### **At Camp:**

Pull into the camp and park in the parking lot.  
Walk up the road past the caretaker's home.  
Please check in at the Camp office (651) 423-1485,  
which is to the left as you enter the camp grounds.

#### **Camp Address:**

945 Butwin Road, Eagan, MN 55123

### IMPORTANT

#### Drop-Off Procedures—

The road into Camp Butwin is very narrow PLEASE use caution.  
Parents/Guardians should park on the grassy parking lot area.  
Staff will meet parents and campers in the parking area at drop-off.  
Staff will bring campers out to the same area at pick-up time.  
For safety reasons, do NOT drive past this lot, into the camp.