

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 camp begins must be renewed for a camper to attend camp. If not renewed prior to the 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.

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.

SPECIAL DIET POLICY

AuSM will send parents the menu for the camp session in which the camper is registered. Camp will provide the meals listed on the menu as well as Gluten Free and vegetarian options for each meal. If the camper requires other alternative foods, the parent/guardian will need to provide these alternatives. Parent/guardian will indicate, on the menu, which meals they will supplement and what will be sent to replace the camp provided food. Parent/guardian **MUST** provide a detailed alternate meal plan to the AuSM Camp Office **within 2 weeks of receiving the menu**. Please know that if it not indicated the camper has special diet needs the camper will be provided the standard camp menu. If camper has dietary needs beyond what the camp offers. Camp Director(s) or designee must approve special Diet Requests. After AuSM receives a detailed meal plan from parent/guardian, approval will be provided within 14 days of the start of camp. Meals must be pre-cooked, microwave ready, clearly labeled 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. If you are planning a special meal for your camper, you may want to prepare their special foods as closely as possible to the camp's standard menu. **It is the responsibility of the parents/guardians to send all Special Diet Requests directly to the AuSM camp office.**

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. Items left after one month of end of the camp session will be disposed of or 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, over the counter, homeopathic, and supplements that the camper takes. ALL prescription medications must be in their **original packaging**, 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 doctor signed Medication Authorization Form must be provided to the Camp Nurse or designee upon each camper's arrival at camp.

Recognizing that the line to check in with the nurse is always very long we are encouraging families to check with their pharmacy and see if grouped medications or preset medication packs are available. This would mean that for Monday breakfast, all pill forms medications, supplements... would be grouped together in a bubble pack. The same would be true for Monday lunchtime, Monday suppertime and Monday bedtime. Some planning is needed to get the medications coordinated so they refill at the same time. This will help to speed up check in and reduce the chance of medication errors. We are encouraging you to do this. All medical forms still need to be filled out and signed by the appropriate providers. See the information on the next pages. Please DO NOT preset medications on your own, this should only be done by a pharmacy.

SWIMMER'S ITCH POLICY (RESIDENTIAL CAMPS ONLY)

Unfortunately, Swimmer's Itch is 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 (RESIDENTIAL CAMPS ONLY)

Do not send phone cards with the camper, as camp staff will not be responsible for the cards. Cell phones are not allowed at camp. Contact AuSM at (651) 647-1083. If there is an emergency, you can call the camp directly at the number listed on the front of your packet (218-543-4232).

Making phone calls takes camp staff away from the camper and the activities. Please understand that if you call camp, it may not be possible for camp staff to return your phone call because of the size of the site and the highly structured schedule. If there are concerns at camp, we will call you.

SEVERE WEATHER ALERTS

Camp Knutson monitors 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.

MISCELLANEOUS NOTES

The camp's Canteen will be open at drop off and pickup times for your convenience.

Directions to Camp Knutson

Camp Knutson & Knutson Point Retreat Center
11148 Manhattan Point Blvd.
Crosslake, Minnesota 56442

Located approximately 150 miles north of Minneapolis/St. Paul, Minnesota and 30 miles north of Brainerd, Camp Knutson is on a peninsula between two of Minnesota's premier lakes, Whitefish and Trout Lake.

Directions from the Twin Cities:

- Head **north** out of the Twin Cities on **Interstate #94 W**
- Exit at **Clearwater (exit #179)** and proceed **east** to Clearlake
- Take **highway 10 north** to Little Falls
- Take **highway 371 north** to Baxter/Brainerd - follow by-pass to Baxter (do not take exit into Brainerd) and continue **north** on **highway 371**
- Turn right (**east**) on **Highway 49** (stop light)
- Turn left (**north**) on **Highway 3** (stoplight) and stay on **Hwy 3** until you come to Crosslake

Directions from Crosslake:

- Go **six miles north** of downtown Crosslake on **County 66**
- Turn **left** at Manhattan Beach on Manhattan Point Boulevard
- Follow the tarred road **2.5 miles** to the entrance of Camp Knutson. Drive into the camp grounds to the Welcome Center.

CLOTHING LIST AND PERSONAL INVENTORY

****BRING THIS LIST WITH YOU TO CAMP THE LISTS WILL BE TAPED TO THE WALLS AT CAMP****

CAMPER'S NAME _____

The list below is a SUGGESTED LIST and CHECK LIST for parent/group home staff and counselors. Please fill in the exact number of articles sent to camp, INCLUDING THOSE WORN TO CAMP.

PLEASE LABEL ALL ITEMS SENT TO CAMP WITH YOUR CAMPER'S NAME.

SPECIAL ITEMS FOR CAMP: (Label all items with Camper's name)

- | | |
|--|---------------------------------------|
| _____ \$6.00 for Canteen (bring as cash at check-in only!) | _____ Chargers for electronic devices |
| _____ Extra batteries for any electronic equipment | _____ Baby Oil Gel |
| _____ Water Bottle | |

ITEM SENT	# SENT	ITEM SENT	# SENT
Hat	_____	Swim Suit (1 piece for girls)	_____
Shirts	_____	Swim Goggles (optional)	_____
Sweatshirts	_____	Swim Shoes (optional)	_____
Bras	_____	Beach Towel	_____
Underpants	_____	Wash Cloths	_____
Socks	_____	Shower Towels	_____
Pajamas	_____	Laundry Bag (not plastic)	_____
Shorts	_____	Pillow and pillow case	_____
Jeans/Slacks	_____	Sleeping Bag or	
		Sheet/blankets/comforter	_____
Jacket	_____	Twin size fitted sheet	_____
Rain coat/poncho	_____	Nightlight (if needed)	_____
Sneakers	_____	Sandals or flip flops for walking to waterfront	_____
<small>(Must have close-toed shoes with backs to ride horses)</small>			

Assistive Communication Systems (ex. PECS books) _____

OTHER: _____

IF BEDWETTING IS A CONCERN, PLEASE SEND DIAPERS, EXTRA UNDERWEAR, PLASTIC SHEETS AND ONE EXTRA SET OF BEDDING FOR THE WEEK.

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

- | | | |
|-------------------|-------------------------------|------------------------|
| _____ Comb | _____ Toothbrush | _____ Sunscreen |
| _____ Brush | _____ Toothpaste | _____ Anti-Itch Lotion |
| _____ Shampoo | _____ Soap*(liquid preferred) | _____ Insect Repellent |
| _____ Conditioner | _____ Deodorant | |

*If you send bar soap, please send a soap container, not a plastic bag.

OTHER: _____