



CAMP DISCOVERY 2021 POLICIES AND PROCEDURES

Carefully read through the policies and procedures in this document and then complete the online Camper Packet. Campers are not officially enrolled in camp until the Camper Packet; Health/Physical Form; and Payment Form are completed. Inability to meet the deadlines will result in forfeit of your camper's placement. If you have questions about the forms or camp, e-mail camp@ausm.org or call 651.647.1083.

Camp Payment Due: April 15, 2021

Camp Packet Due: April 30, 2021

Camper Health/Physical Form Due: April 30, 2021

Save the date! Virtual parent meeting will be May 15, 2021 at 10 a.m. or 2 p.m.

MUST COMPLETE THE FOLLOWING IN THE ONLINE CAMP PACKET:

1. **Access the Camper Packet through the link provided in your placement e-mail. Please keep the confirmation e-mails with completed information for your records.**
 - AuSM Camp Policy Agreement
 - Camp True Friends Consent/Waiver Form
 - Release and Consent Forms for Autism Society of Minnesota: **NEW: COVID-19 questions and liability release**
 - Camp Address Book Form
 - Contact Information
 - Camping Experience Information
 - Medication/Health Information
 - Sleep and General Camper Information
 - Camper School Information
 - Communication and Proactive Behavioral Support Information
 - Camper Photo
 - Camp Payment - **Due April 15, 2021**

2. **Print and return to the AuSM office by April 30, 2021:**
 - Camp Health/Physical Form 2021. **This form must be completed and signed by a physician. Physicals must be less than 12 months old at the time of camp.**

3. **Bring with you for the first day of camp:**
 - Medication and Dose Schedule
 - ALL Medications - prescription and over-the-counter
 - Special food to complement camp menu as per Special Diet Policy (Page 5)
 - Clothing List and Personal Inventory Form (Page 9: Securely tape inside the duffle bag/suitcase)

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- Clothing and toiletries for a week. Label ALL items with camper's name, including what camper wears to camp.

Camp Location: Courage North, 37569 N. Courage Dr., Lake George, MN 56458 **Website:** www.truefriends.org

Drop Off Time: You will be notified of your exact check-in time by Cabin Support Person (CSP) one week prior to camp. This time will be between 3 and 5 p.m. on the first day of camp. **No bus will be available this year.** Please read details below, in the section entitled Drop Off/Pick Up Policy on page 8.

Pick Up Time: You will be notified of your exact pick-up time by the CSP one week prior to camp. This time will be between 9:30 and 11 a.m. on the final day of camp.

COVID-19 Procedures

Due to circumstances related to the COVID-19 pandemic, True Friends has made changes to camp in order to maintain as safe an environment as possible. We will be providing additional, specific information about COVID procedures in May, along with materials to help prepare your camper.

Cabins: Each cabin will house 4 campers. If you are familiar with the cabins at Courage North, you already know that each cabin has 4 bunk areas separated by a wall. Each camper will have their own area and will not share their space with anyone else.

Pods: In order to be in compliance with current group size recommendations, campers will be assigned to a pod. Each pod will be made up of campers from 2 cabins. Cabins 1 & 2 will be a pod, Cabins 3 & 4 will be a pod and Cabins 5 & 6 will be a pod.

Pod Staffing: Each pod will have its own group of staff, staff that will work only within their assigned pod for the entire week. This group of staff will include 1 Cabin Support Person (hired by the Autism Society of Minnesota) and 2-3 True Friends staff.

Masks: Masks will be required in all indoor and outdoor spaces. Campers will not be expected to wear masks when eating, sleeping, or showering. Masks also cannot be worn when campers are in or on the water. We know that masks can be uncomfortable, and though they are required for much of camp, we have also scheduled mask breaks; we encourage you to send masks with your camper that they find the most comfortable. We also will have some disposable masks available.

Meals: All meals will be eaten outdoors on the deck with tables spaced far apart from each other. Campers will be seated a minimum of 6 feet apart. If it is raining, campers will eat in their cabins. Other than going in to get food, the dining hall will be closed. If a camper does not want to eat outdoors, accommodations can be made. Please contact Camp Discovery Director Jill Pring, at jill.pring@gmail.com or 218.393.1538 to discuss potential accommodations.

Camp Spaces: All activities will be designed to take place outdoors. As stated above, the dining hall will be closed (both for indoor eating and for general hanging out). Portions of the King Building also may be closed to indoor activities (including the gym). Outdoor spaces will be created so campers can still hang out with each other safely. There also are outdoor basketball hoops and space for activities that would typically occur in the gym.

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In Case of Rain: In case of rain, some buildings will open and indoor activity options will be available but group size will be limited.

Rule of 3: In order to help maintain a safe environment for both campers and staff, True Friends is encouraging everyone to remember the Rule of 3.

1. Masks
2. Social Distancing
3. Outdoors

We will remind everyone throughout the week to think of these 3 things and work to maintain at least 2 of these 3 things at all times. For example, if a camper is outdoors and able to social distance, they do not need to have their mask on. If they are outdoors and not able to maintain social distancing throughout the entirety of the activity, they will need to wear a mask.

COVID-19 POLICY

1. Every camper has to get a COVID test within 72 hours of the start of camp. Parents/caregivers should bring proof of the negative COVID test result and show it upon arrival. Campers who have a positive test result cannot attend camp.
2. Check in will include a COVID screen, which will involve a short questionnaire and a forehead temperature read. It will not include a test. Parent/caregivers also will be subject to this screen.
3. True Friends and AuSM will be devising a protocol for the potential of camper illness on site. Further details regarding this protocol will be shared at the parent meeting in May.
4. If a camper returns home from camp and has a positive COVID test within 10 days of returning home, the family is required to report it to AuSM, and AuSM is required to report it to families from that session, without identifying the camper who tested positive.

SERVICE POLICY

Autism Society of Minnesota (AuSM) camps exist to serve youth and adults with Autism Spectrum Disorder and to meet their support needs. 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 youth and adults 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 Packets shall be completed and submitted to the AuSM office by April 30, 2021. Campers are not officially enrolled in camp until the Camper Packet; Health/Physical Form; and Payment Form are completed. Inability to meet the deadlines will result in forfeit of your camper's placement. Parents or caregivers must provide the camp office with emergency contact information for the entire camp session. AuSM is not

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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/caregiver/residential staff must indicate in the Camper Packet 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 by 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 camper in the past 12 months should be reported in the camp packet.
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, the police may be called. The policy for working with extreme, out of control behavior is below.
5. Program planning and staff assignments will be made based on the information furnished through the Camper Packet and IEP 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/caregiver by camp staff at least one week prior to camp to identify up-to-date concerns. The staff person making the call will report 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 with whom they'll be working.
8. If, while attending, a camper exhibits extreme, out of control behavior, the following will occur:
 - a. AuSM staff shall use emergency procedures to ensure the safety of the camper, other participants, and staff. The AuSM staff will report the behaviors to AuSM's 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 participants, and (3) the program lacks the staff resources, space, and skill to serve the camper, the Director(s) shall call the parent or caregiver to take the individual home.
 - e. The decision to dismiss a camper from the program (session or in total) must be reported to the AuSM 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 camper the opportunity to modify behavior.

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REGISTRATION POLICY

- To be eligible for camp application and to attend an AuSM Summer Camp, the parent/caregiver/camper must be a current member of AuSM.
- 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 placement in camp.

CANCELLATION POLICY

- If a camp is cancelled at AuSM's discretion, the camp fee will be fully refunded.
- If the camper cancels **more than 30 days** before the start of the camp session, the camp fee will be refunded.
- If the camper cancels **30 days or less** before of the start of the camp session, the camp fee refund or partial refund will be issued at the discretion of AuSM Camps.
- If parent/guardian/camper chooses to leave camp or not attend camp on their own volition as of the camp start date, the camp fee refund or partial refund will be issued at the discretion of AuSM Camps.
- If a camper becomes sick prior to or during camp, the camp fee refund will be handled on a case-by-case basis at the discretion of AuSM Camps. Please *do not* bring your camper to camp if they are sick.

TECHNOLOGY POLICY

Please note: Cell Phones will no longer be allowed at Camp Discovery.

We realize that many campers use electronic games and music to relax as well as to help them sleep. Because of this, we do allow campers to bring certain electronic devices to camp. At the same time, we also want camp to be an opportunity to disconnect from electronic devices and engage in both summer camp activities and social opportunities. Therefore, we have firm rules regulating the use of these devices. Please review these "no exception" rules with your camper. The Camper Packet will be considered INCOMPLETE if the technology policy is not signed by both a parent/caregiver AND the camper.

1. Electronic devices are to be used in the cabin only.
2. Electronic devices are only to be used during scheduled technology times.
3. Electronic devices will be collected by staff after each use.
4. Campers who are not willing to turn their technology in when asked will be required to meet with camp co-directors to discuss the situation.
5. Campers are not allowed to connect to camp wifi.
6. Allowed devices: iPods, iPads, handheld gaming devices, e-readers.
7. Prohibited devices: cell phones, laptop computers, TVs, movie players.

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, dairy free, and vegetarian options for each meal. If the camper requires other alternative foods, the parent/caregiver will need to provide these alternatives. Parent/caregiver will indicate, on the menu, which meals they will supplement and what will be sent to replace the camp provided food. Please know that if it is not indicated the camper has special diet needs, the camper will be provided the standard camp menu. Camp Director(s) or designee must approve Special Diet Requests. After AuSM receives a detailed meal plan from parent/caregiver, 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

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single portions. The Food Service staff are able only 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/caregivers to send all Special Diet Requests directly to Camp Discovery Director Jill Pring, at jill.pring@gmail.com or 218.393.1538 within two weeks of receiving the session menu.**

CLOTHING & PERSONAL INVENTORY POLICY

All clothing and personal items must be labeled and listed. AuSM will contact parent/caregiver 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

Prepackaged medications by a pharmacy are required. If for any reason meds are not prepackaged by a pharmacy, then they need to come to camp in their original container, clearly marked with the camper's name and instructions for administration. A camper will not be allowed to stay at camp if their medication is not prepackaged by a pharmacy or is not in its original container. The camper's medication and the Health/Physical Form must be provided to the Camp Nurse or designee upon each camper's arrival at camp. Make sure to have your doctor's signature on this form.

Emergency Release: In the event of a medical emergency, AuSM staff will use emergency contact information provided by the parent/caregiver to contact you. In the event that you cannot be reached using the provided contact information in an emergency, you give permission to relevant local professional medical providers to secure and administer treatment including hospitalization, injections, anesthesia, or surgery, for the camper. You give permission to obtain copies of treatment and health records from any provider and you agree to release information and records necessary for treatment. AuSM, partner camps, and/or camp staff cannot assume responsibility for any medical expenses that may occur if medical care must be sought.

SWIMMER'S ITCH POLICY

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 with the camper baby oil gel, anti-itch cream, and Benadryl (if you checked "yes" on the Health/Physical Form).

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PHONE CALL POLICY

If you have concerns or questions during camp, contact Camp Discovery Director Jill Pring, at jill.pring@gmail.com or 218.393.1538. Campers may call home during the week, particularly if doing so helps alleviate camper anxiety. We encourage campers to call during the hours of 5:30-7:30 p.m., but we can be flexible based upon a parent/caregiver's work schedule. Please discuss this with your camper so that they know when you prefer to be called. You may also make note of this time in your camp forms. Courage North has a toll-free telephone that campers may use with permission.

SEVERE WEATHER ALERTS

Courage North monitors weather conditions and is 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/caregivers will be notified.

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Drop Off/Pick Up Policy

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.



Session 1:
 DROP OFF is Sunday, June 13
 PICK UP is Friday, June 18

Session 2
 DROP OFF is Sunday, June 20
 PICK UP is Friday, June 25

All campers must be driven to camp by a parent or caregiver. Your camper will be assigned a check-in time and it will be important to stick to your assigned time because it is based on what "pod" your camper is in. Unfortunately, there cannot be a great deal of flexibility this year when it comes to your assigned check-in time. Your camper's CSP will call you one week prior to camp and will give you your camper's check-in time during that phone call.

INTAKE PROCEDURES: All parents/caregivers will need to meet briefly with the nurse, whether or not the camper takes medication or not. During that time, if medications have changes or new medical concerns have arisen since the medical form was mailed, campers and/or parents/caregivers need to discuss this with the camp nurse. The camp nurse will collect all medications on the first day of camp. Further details will be reviewed at the May parent meeting, and staff will also be working to prepare materials that can be used to prepare campers for necessary changes.

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CLOTHING LIST AND PERSONAL INVENTORY

Please label all items sent to camp with your camper's name.

This list is to be used as a suggestion and checklist for parents/group home staff, and counselors. Please fill in the exact number of articles sent to camp, **including those worn to camp**. This list should be brought to camp and secured to inside of suitcase or duffel.

Camper's Name: _____

ITEM SENT	# SENT	ITEM SENT	# SENT
Hat	_____	Swimsuit	_____
Shirts	_____	Swim Goggles (optional)	_____
Sweatshirts	_____	Swim Shoes (optional)	_____
Bras	_____	Beach Towel	_____
Underpants	_____	Wash Cloths	_____
Socks	_____	Shower Towels (2)	_____
Pajamas	_____	Flashlight	_____
Shorts	_____	Pillow and pillowcase	_____
Jeans/Slacks	_____	Sleeping Bag*	_____
Jacket	_____	Water bottle	_____
Raincoat/poncho	_____	Nightlight (if needed)	_____
Sneakers	_____	Laundry Bag (2)	_____
Cloth or disposable masks: please send a minimum of two for each day of camp.			_____
Bottle of preferred brand of personal hand sanitizer			_____

*bed linens and pillow may be available, however we will confirm at the May parent meeting.

Special items for camp:

- | | |
|--------------------------------------|---|
| _____ Backpack | _____ White t-shirt for tie-dye project |
| _____ 1 disposable camera (optional) | _____ \$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.

Other: _____

Personal Items (please 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 (if desired) | _____ Small fan (if heat sensitive) | |

Please note any additional items here:

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