



CAMP Hand in Hand 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, please 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

Detailed, timely updates regarding COVID protocol will be distributed in May or June. Please open and read all correspondence that you receive from AuSM staff.

ALL CAMPERS MUST COMPLETE:

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 Knutson Consent/Waiver Form
 - Release and Consent Forms for Autism Society of Minnesota: **pay special attention to the COVID-19 questions and liability release**
 - Contact Information
 - Camping Experience Information
 - Medication/Health Information
 - Sleep, Daily Routine, and General Camper Information
 - Camp, School, and Social Experience Information
 - Communication & Proactive Behavioral Support Information
 - Camper Photo
 - Camp Fee Statement - **Full payment due by April 15, 2021.**
2. **Print and return to the AuSM office before April 30, 2021:**
 - Camp Health/Physical Form 2021. **This form must be completed and physicals must be less than 12 months old at the time of camp.**
3. **Bring with you for the first day of camp:**
 - **Negative COVID 19 test, administered within 72 hours of camp arrival.**
 - **Copy of the Health/Physical Form**

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- Medication and Dose Schedule
- ALL Medications - prescription and over-the-counter
- Special food to complement camp menu as per Special Diet Policy (Page 6)
- Clothing List and Personal Inventory Form (Page 9: Securely tape inside the duffle bag/suitcase)
- Clothing and toiletries for a week. Label ALL items with camper's name, including what camper wears to camp.

Camp Location: Camp Knutson, 11148 Manhattan Point Blvd., Crosslake, MN 56442

Website: www.lssmn.org/campknutson

COVID-19 Procedures

Due to circumstances related to the COVID-19 pandemic, Camp Knutson and AuSM have made changes to camp in order to maintain as safe an environment as possible. We will be providing additional information about COVID procedures in May or June, along with materials to help prepare your camper.

Before Camp: (These protocols will be verified in May/June as we get closer to camp time.) Vaccination will be recommended but not be required for Camp Hand in Hand. AuSM will require proof of a negative COVID test upon arrival, administered within 72 hours of arrival at camp. We ask that social gatherings and exposure to nonessential people is limited in the days leading up to camp. Any major program changes that can be expected for campers while at camp will be explained in social narrative or video. These materials will be available as camp approaches so that you can prepare your camper for expected changes.

Drop Off: You will be notified of your exact check-in time by a Hand in Hand Program Staff one to two weeks prior to camp. This time will be between 12 p.m.-3 p.m. on drop off day. Due to COVID, we will be very strict about who can be dropped off at what time. Thank you for your cooperation.

Please expect that drop off protocol will change substantially. At this time, we anticipate a drive-thru system, with minimal exposure of caregivers. More information will be provided in the coming months. Parents/caregivers should expect to wear masks 100% of the time that they are on camp property.

Cabins: Each cabin group will house 5 campers. Unlike previous years, camper groups will all be in separate buildings, and group staff will share buildings with campers. Social distancing will be taken into account for sleeping and dressing quarters. Private areas for staff also will be designated and guaranteed.

Pod Staffing: Each camper group/pod will have their own group of staff that will work only within their assigned pod for the entire week. This group of staff will include 1:1 counselors for every camper, plus a program staff leader. All other staff on site will remain masked/socially distant from campers at all times. Pods will not mix unless safe conditions are guaranteed (see Rule of 3). Pods also will be maintained throughout staff training so as not to compromise the safety of campers once they arrive.

Masks: Masks will be required at various times throughout the day, and in certain indoor areas. 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 campers may have difficulty tolerating masks. However,

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we have proactively planned for pods and schedules that allow for considerable breaks from masks. We encourage you to send masks (cloth or disposable) with your camper that they find the most comfortable. We also will have some disposable masks available, but not enough to provide for all campers throughout the entire week.

Meals: All meals will be eaten outdoors in pod groups, with tables spaced far apart from each other. If it is raining, campers will have designated areas to eat indoors, still within their pods. Similar menus and food offerings will be available as usual, but food and dishes will be delivered to pods. Special diets (provided by camp or food from home) can be accommodated. If a camper does not want to eat outdoors, accommodations can be made, but these decisions will be made on a case-by-case basis.

Camp Spaces and Activities: The traditional camp schedule will be kept, including favorite camp activities such as horseback riding, biking, waterfront, and more. However, all activities will be adjusted to be in compliance with COVID protocol, and will include considerations for safety of all campers and staff.

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. Inclement alternatives will be provided, also in consideration of COVID protocol.

Proactive Sanitation Measures: Scheduled hand-washings, hand sanitizer stations, and routine cleanings of shared spaces, equipment, and supplies will be provided/ensured.

Rule of 3: In order to help maintain a safe environment for both campers and staff, Camp Knutson 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. Visual supports and social narratives will be offered where helpful and necessary.

Pick Up Time: You will be notified of your exact pick up time before camp begins. This time will be between 9:30 a.m. and 11 a.m. on the final day of camp.

COVID-19 ILLNESS 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.

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3. Camp Knutson and AuSM will share protocol for the potential of camper illness on site before the time of camp. This will include protocol for general presentation of symptoms, camper quarantine, pod quarantine, and the general camp threshold.
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

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 Packets shall be submitted electronically to the AuSM office by the April 30, 2021. Parent(s)/caregivers(s) will be sent a reminder e-mail 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/caregivers 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/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.

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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 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, 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.

REGISTRATION POLICY

- To be eligible for camp registration and to attend an AuSM 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 spot in camp.

CANCELLATION POLICY

- If 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.

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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/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. Parent/caregiver MUST provide a detailed alternate meal plan to the AuSM Camp Office within 2 weeks of receiving the menu. Please know that if it is 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/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 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 at camp@ausm.org.

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 are a requirement this summer and must be prepackaged by a pharmacy. 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 his/her medication 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 sign page 2 of the Health/Physical Form.

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, or vitamins would be grouped together in a bubble pack. The same would be true for Monday lunchtime, Monday supertime and Monday bedtime. Many pharmacies offer this but if your pharmacy does not, you can contact Genoa pharmacy at 651.771.0286. They can group meds together like this and mail to your home. 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

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reduce the chance of medication errors. We are encouraging you to do this. The Health/Physical Form still needs to be filled out and signed by the appropriate providers.

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 applicant named above. 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 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 651.648.1083 or e-mail camp@ausm.org. 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 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 your camp forms. Camp Knutson has a toll-free telephone that campers may use with permission. All other issues related to technology can be negotiated with your campers' program staff and counselor.

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/caregivers will be notified.

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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 Blvd.
- Follow the tarred road 2.5 miles to the entrance of Camp Knutson. Drive into the campgrounds to the Welcome Center.

The intake procedure will be clearly explained in the weeks leading up to camp. Plan for a drive-through process with limited opportunity for caregivers to move throughout camp. AuSM will be providing visuals/social narrative support to plan for this change.

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CLOTHING LIST AND PERSONAL INVENTORY

Please label all items sent to camp with your camper's name. Bring this list with you to camp. Lists will be taped to the walls at camp.

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	_____	Swim Suit	_____
Shirts	_____	Swim Goggles (optional)	_____
Sweatshirts	_____	Swim Shoes (optional)	_____
Bras	_____	Beach Towel	_____
Underpants	_____	Wash Cloths	_____
Socks	_____	Shower Towel	_____
Pajamas	_____	Laundry Bag (not plastic)	_____
Shorts	_____	Pillow and pillow case	_____
Jeans/Slacks	_____	Sleeping Bag or sheets/blankets/comforter	_____
Jacket	_____	Twin size fitted sheet	_____
Rain coat/poncho	_____	Nightlight (if needed)	_____
Sneakers*	_____	Sandals or flip flops	_____
Cloth or disposable masks: please send a minimum of two for each day of camp.			_____
Bottle of preferred hand sanitizer, if desired			_____

*close-toed shoes are required for horseback riding

Assistive Communication Systems (ex. PECS books)_____

If bedwetting is a concern, please send diapers, extra underwear, plastic sheets, and one extra set of bedding for the week.

Other: _____

Special items for camp:

- _____ Extra batteries for any electronics
- _____ Water bottle
- _____ Chargers for electronics
- _____ \$6 for Canteen (bring as cash at check-in only)

Personal Items (please send in a plastic bag):

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

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

Please note any additional items here: