

# AuSM Camp Policies and Procedures

## Campers and Families

### Registration and Payment Policies

#### AuSM Membership

In order to register for an AuSM camp, an autistic adult or a minor child's family must have an AuSM membership. Any camper whose membership will expire before the conclusion of camp will be contacted to have the cost of annual renewal added to the overall camp fees due.

#### Camp Registration Materials

All camp registration materials must be completed and submitted to the AuSM office by April 15th. Any camper with incomplete registration paperwork is at risk of forfeiting their spot at camp. (This deadline is automatically extended for camper's who are accepted from the waitlist.)

#### Waivers and Scholarships

Most campers pay for camp with CDCS (Consumer-Directed Community Support) Waivers. This is the *only* type of waiver that can be used to pay for our overnight camps. A small number of our campers have also received partial scholarships or grants from their counties or from tribal nations.

Thanks to generous donors, AuSM has scholarships for camp and some other programs. Scholarships are awarded based on camper *and* familial need, and according to the funds available. Anyone may apply for a scholarship. The optional form is listed alongside required camper registration forms.

#### Payment

By applying and registering for camp, a camper's family agrees to pay all associated costs that may not be covered by a waiver, grant, or scholarship. The cost of camp must be paid in full before a camper attends camp.

For the purposes of this policy, any registration fee that has been billed by AuSM to a camper's financial management service or other third-party payer represents "full payment for camp" while the fee is being processed. If an "in process" registration fee is denied after a camper has attended camp, the camper's family will owe the balance due. AuSM will work with the family to apply available scholarship funds to the amount owed and to set up a payment plan.

#### Cancellation and Refunds

If a camper cancels at least three weeks before the start of a camp session, a full refund will be issued. If a camper becomes sick immediately before camp, a full refund will be issued. Please do not bring campers to camp if they are sick! Full or partial refunds other than those described above will be determined by AuSM on a case-by-case basis.

# Health and Safety

## Special Diets

Each camp employs attentive local cooks who intentionally design the camp menu around foods that are popular amongst campers, and they find gluten-free and vegetarian versions of those same foods for campers with dietary restrictions. Prior to camp, campers and their guardians will receive a menu of all items that will be served. If a camper requires alternatives to the camp menu, families must provide the prepared alternatives in labeled, heat-and-serve portions which can be dropped off at camp during camper check-in. Kitchen staff will store the prepared meals, heat, and serve them to campers as indicated on package labeling. (ex. John Doe, Wednesday Lunch). At check-in, a parent/guardian will also list meal substitutions on a printed copy of the meal schedule. Cabin counselors are responsible for ensuring that campers receive these alternative meals from kitchen staff as requested. AuSM cannot serve any camper who has dietary needs beyond what the camp is offering, and what their family can prepare and provide for kitchen staff to serve.

## Swimmer's Itch Risks and Treatments

Swimmer's itch, or cercarial dermatitis, appears as a skin rash caused by an allergic reaction to certain microscopic parasites that can be found in shallow water. Swimmer's itch is found throughout the world and is more frequent during the summer months. Most cases of swimmer's itch do not require medical attention.

Prevention: Before swimming and after applying sunscreen, apply a layer of baby oil gel. This helps keep water droplets from collecting on the skin when getting out of the lake. Thoroughly rinse off immediately after exiting the lake and thoroughly dry off. Camp Hand in Hand counselors ensure that campers follow these prevention procedures. Camp Discovery notifies campers and staff if swimmer's itch has been detected in the area.

Treatment: If campers get swimmer's itch despite using prevention strategies, please know that the itchy rash is usually gone within 7 – 10 days. Benadryl (oral and topical) and hydrocortisone can help with symptoms.

## Camper Pick-up

Campers will only be released from camp to a person who has been designated by a parent/guardian as a trusted adult.

## Health Forms and Physicals

No camper can be at camp without having a complete Medical Form on file. There are two ways that this requirement can be met.

1. A family member can complete the online Medical Form within our Camp Registration software. Note: Families will also need to submit physician-signed proof that each camper has been examined within the 12 months immediately preceding camp and has been deemed eligible to attend an overnight camp.
2. Families can request a paper copy of the 2023 AuSM Camp Health Form. This form must be completed, signed by a parent or legal guardian, signed by a licensed medical doctor, and submitted to the AuSM Office.

## Medication Handling

Registered Nurses can only give medications to patients under the orders of a physician. Those orders are clearly printed on the prescription packaging. **All medications must arrive at camp in original packaging with labels intact.** Please place camper medications together in a Ziploc bag with your camper's name written in permanent ink on the bag. Prescription medication can be packetized at your pharmacy by request. This improves safety and speeds the process for camp nurses since each dose is properly dispensed, fully labeled, and protected in sealed packaging.

## First Aid and Emergency Care

In the event of illness or injury, camp staff will administer first aid and monitor the affected camper. If an illness or injury requires treatment beyond first aid, the camp nurse will seek professional emergency medical care. Camp staff will call the camper's parent/legal guardian; if that person can not be reached, camp staff will call one of the emergency contacts provided by the family.

If no legal guardian or emergency contact can be reached, the medical release included in the online Medical Form and/or on the 2023 AuSM Camp Health Form serves as permission to seek necessary emergency care. Licensed local medical providers are granted access to all health records from any provider that may be necessary for accurate diagnosis and treatment, and licensed local medical providers shall determine what tests and treatments are necessary. AuSM, our partners, and our employees are not responsible for any medical expenses that occur in the case of emergency care.

## Camper Responsibilities and Behavior

### Cabin Placements

Campers are assigned a bunk at the start of camp. Only one camper should be in or on a bunk at any given time. Campers should not sit or lay on any other camper's bunk at any time. If two or more campers are together on a bed, they will be asked to move to a common area.

### Bullying, alcohol, recreational drugs, and weapons.

None of these belongs at camp. Campers in possession of alcohol, recreational drugs, or weapons will immediately be sent home at their own expense. Bullying and violence will not be tolerated.

### Tobacco

Though we strongly discourage the use of tobacco products and vaping at camp, there are designated smoking areas that may be used by adults on a limited basis.

### Behavioral Challenges at Camp

During a session, any behavior that may make others feel unsafe will be met with staff attempts to redirect camper behavior. If repeated attempts at redirection are unsuccessful, the On-site Camp Directors will assemble a team meeting to determine how to adjust the camper's program, environment, or support. The camper's parent/legal guardian will be notified by the On-site Camp Director, who will tell the guardian about the camper's actions, attempted staff interventions, and options for adapting the camper's program/environment/support. Parents or guardians will be consulted, and family recommendations will be incorporated into the support plan. Any behavior that

necessitates a team meeting must be documented on an Incident Report and will be kept in the camper's information file.

## Phone Calls

Campers are allowed to call parents and family while they are at camp, particularly if doing so will alleviate anxiety or homesickness. We encourage campers to make these calls between 5:30 PM and 7:30 PM.

## Packing List, Personal Belongings, and Lost & Found

A suggested packing list and belongings inventory form is provided to every camper. Campers should label everything with a permanent marker and not bring items that are expensive, sentimental, or irreplaceable. Camp staff will support campers in packing their belongings but cannot be held responsible for lost or damaged items.

Please note that laundry facilities at camp are very limited and can only be used to wash camper clothing on an emergency basis.

Lost and found items from camp will be stored at the AuSM offices in St. Paul. The owners of identifiably labeled items will be notified. Unclaimed items will be donated after ten days.

## Photo and Video Policy and Permissions

### Photo & Video Policy

Families have the right to decide whether images of their campers are preserved or used. Pictures of campers may only be saved and used by camp staff, AuSM, Camp Courage, or True Friends if families have previously agreed that photographs and videos may be saved and shared. Any image that shows a camper whose family has denied permission – even if that camper's appearance in the picture is incidental - must be immediately deleted.