

## Application, Registration, and Payment Policies

### AuSM Membership

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 Applications

Camp applications are completed online. If a camper or parent needs help to complete an application, they must call the AuSM office (615-647-1083 x116) or email [camp@ausm.org](mailto:camp@ausm.org) to request help. Applicants who have submitted all required online paperwork by 11:59pm on Friday, March 22nd will be placed in a random lottery to determine who has a spot at camp. Lottery results will be emailed to all applicants on April 15th.

### Waitlists

All lottery applicants will be notified of their status on April 15th. Applicants who are waitlisted will be notified if a spot becomes available.

### Camp Registration Materials

Applicants are not considered registered for camp until all camper forms have been completed and AuSM has communicated the camp placement. *This includes proof of an annual medical exam completed within twelve months of the start of a camper's session.* Any camper who has not completed the full registration process by May 15<sup>th</sup> will forfeit their spot to a camper on the waitlist. *Any camper with an exam date scheduled later than May 15<sup>th</sup> must notify the Director of Camp Programs for their camp spot to be held.* [camp@ausm.org](mailto:camp@ausm.org)

### 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.

### Waivers and Scholarships

Waivers can be applied to the cost of camp *if* a camper's MN Choices Assessment indicates a need for adaptive social or recreational programming AND *if* the camper's waiver is structured as a Consumer-Directed Community Supports (CDCS). This is the *only* type of waiver that can be used to pay for AuSM programs. A small number of our campers have also received partial scholarships or grants from programs in their counties or from tribal nations.

Thanks to generous donors, AuSM has scholarships for camp. Scholarships are awarded based on camper and familial need, the amount of aid a camper has received in the past, and according to the funds available. Anyone may apply for a scholarship. The scholarship application is part of the Payment Form.

## 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 Policies

### Special Diets

Prior to camp, campers and their guardians will receive a menu of all items that will be served. Gluten-free, dairy-free, and vegetarian versions of menu items are always available. If a camper requires alternative foods, families must provide meals in labeled, heat-and-serve portions. (ex. John Doe, Wednesday Lunch). 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 microscopic parasites that are 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. The online medical form within CampBrain, our camp registration software, will remain with a camper's profile year-to-year but must be updated annually.

State Law also requires every camper to undergo a medical examination during which a licensed physician deems them eligible to attend an overnight camp. This exam must be completed less than twelve months prior to the start of camp. Families must submit a "Physician Signature Form" to prove that this requirement has been met.

### Medication Handling

All medications must arrive at camp in original pharmacy packaging with labels intact. 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.

Our camp nurses will no longer administer non-essential and non-prescribed vitamins, supplements, and OTC medications to campers. The influx of these items consumes time that our medical team needs to devote to distributing prescription medications and caring for campers with diagnosed medical conditions.

## **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 cannot 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 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 Onsite 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 Onsite Camp Director, who will tell the guardian about the camper's actions, attempted staff interventions. Family recommendations will be incorporated into an adapted program and support plan for the camper. 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.

## **Personal Belongings**

A suggested packing list and belongings inventory form is provided to every family before camp. Campers should label everything with a permanent marker or semi-permanent adhesive labels and not bring items that are expensive, sentimental, or irreplaceable. Camp staff cannot be held responsible for lost or damaged items.

## **Lost & Found**

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 & 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.