



Dear Parent/Guardian:

We're pleased to be offering the Summer Kids Day Camp program again in 2016. If your child has participated in the past, we're excited to have you back! If you're new to the Respite Connections program, we're excited to have this opportunity to serve your family and offer a fun and enriching experience to your child.

Our 2016 Summer Kids Day Camp program has experienced some changes from previous years. We have had to make some adjustments based on new state and federal regulations for DD service providers. But we've also made some improvements based on community feedback.

Please take the time to read over this letter which outlines all of the changes and new requirements for Kids Camp this summer. Our goal is to provide maximum fun while ensuring the safety of all participants including our camp staff. You might find that because of these changes, the Kids Day Camp program may not meet the needs of your child or be the best fit. Please read carefully before submitting your application packet.

1. New Camp Dates and Times

Because a number of Central Ohio school districts have moved up the start of the 2016-17 school year, we have moved up the dates of camp.

- Camp will be **Monday, June 6th through Friday, July 29th**.
- Camp is **9:00am to 3:00pm** each day.
- There will be no camp on Monday, July 4th for the holiday observance.
- Camp starts promptly at **9:00am**. This is the time that transportation leaves from the Camp Meeting Point.
- In order to ensure that all children have arrived safely and are accounted for, please drop off your child no later than **8:45am**. Failure to arrive at camp by this time might result in the child not being able to participate in that day's activities/outings.
- If you are late, you may meet us at the activity site.
- Camp ends promptly at **3:00pm**. Unless other arrangements have been made, you will be expected to pick up your child at 3:00pm.

2. New Camp Program

The 2016 program will be split into two (2) age groups:

- 5 – 12 years old
 - The program will focus on recreation and socialization
- 13 – 17 years old (We will accept children who turn 18 after camp begins)
 - This program will focus on vocational (job/employment) skills development

3. New Enrollment Process

To ensure that everyone has an opportunity to be considered for camp:

- Applications will be accepted between **March 1st and April 15th**.
- All applications will be reviewed to ensure that we have the proper mix of children by age, disability, and needed supports (medical, physical, behavioral)
- You will be notified by **May 1st** if your child has been accepted to camp.

4. Behavior Support Guidelines

We serve multiple children with different needs and supports for their disability. Our primary priority is to ensure the safety of all children and staff at camp.

- **We are unable to serve children with aggressive behaviors in the camp setting.** These behaviors include, but are not limited to:
 - Biting
 - Hitting
 - Kicking
 - Spitting
 - Throwing or overturning objects
 - Intentional Self Harm
- Due to new county and state guidelines, we are unable to apply restraints and holds as a behavior intervention during camp. If your child requires a restraint or hold as part of their behavior support plan, we **cannot** serve your child in the day camp setting.
- However, Respite Connections provides community respite and homemaker/personal care (HPC) services that might be a better option for your child for the summer. We welcome a conversation with you on how we can support your child. Please contact us for more information.
- In order to be considered for camp, you must attach your child's Individual Service Plan (ISP) and/or Behavior Support Plan (BSP) to the camp application, **no exceptions.**

5. Transportation

- It is **your responsibility** to ensure that your child is at the meeting point at the designated time each day.
- You will need to indicate on the camp application if your child will require transportation.
- Please let us know if your child is in a wheelchair.
- Our ability to provide transportation is limited because of the number of children in camp and the large area we serve.
- Transportation is on a first come, first served basis.
- There will be three (3) regional pick-up/drop-off locations or "Bus Stops." **We cannot pick up your child at your house.**
- There will be East, West, and Delaware/Northwest Bus Stops.
- You must have your child at the Bus Stop by **8:00am** daily and wait with your child until staff arrives.
- You must pick-up your child from the Bus Stop by **3:30pm.**

- You will be provided with a telephone number in order to communicate with the drivers in case of an emergency.

6. Activity Fees

A variety of activities that we take campers to during the summer have admissions fees that are not covered by the state/county-level funding and reimbursements. Respite Connections also supplies snacks and materials for arts and crafts. A full calendar/activity schedule will be provided to you in May.

- The camp activity for 2016 is **\$200.00**
- If your child receives free/reduced price lunch, the activity fee is **\$100.00**. You must submit proper documentation with your camp application.
- For families with multiple children in camp, the fee may also be reduced.
- The full activity fee is due regardless of how many days your child attends camp.
- Activity fees are non-refundable.
- Activity fees are due by **May 31st, 2016**. Your child cannot participate in camp until the fees are paid. Failure to pay by the due date may result in your camp spot being given to another child.

7. Camp Preparation

To ensure that your child has the best camp experience possible this summer, we have a few expectations. All children must come with the following items daily stowed in a zippered backpack or bag:

- Packed brown bag lunch with disposable wrappers/containers. RCI will not be responsible for lost items. We will store lunches in the refrigerator or a cooler during outings.
 - No plastic containers
 - No reusable lunch bags
 - No ice packs
 - No microwaveable dinners
- Swim trunks/Bathing Suit and Towel labeled with child's name
- Change of clothing including socks and underwear labeled with child's name
- Sunscreen – SPF 30 or higher
- Comfortable, closed-toed shoes, preferably sneakers/tennis shoes with socks. **No sandals or flip flops will be permitted.**
- **Please label all items with your child's name and contact information**

Respite Connections will provide the following:

- Mid-morning snack with beverage
- Afternoon snack with beverage
- Bottled water throughout the day

Please note: We will not be providing breakfast in the morning. Please ensure that your child has had a proper breakfast before sending them to camp.

We are very much looking forward to a happy, fun, and safe 2016 Summer Kids Day Camp Program and hope you are too!

Should you have any questions, please contact us as follows:

For Camp Enrollments, Program Questions, and General Information:

Lauren Barber, HR Director/Camp Administration

614-890-4357

laurenbarber@respiterconnections.org

For Specific ISP/BSP concerns, Case Management and Service Coordination:

Marty Hickel, Program Specialist

614-493-7315

martyhickel@respiteconnection.org

For Other Program Questions:

Christe Snyder, CEO

614-890-4357

christesnyder@respiteconnections.org

Thank you so much for this opportunity to serve you!

Sincerely,

Christe Snyder
CEO

Marty Hickel
Program Specialist/Camp Coordinator



2016 Kids Summer Day Camp Application

Child's Legal Name:

Last First MI

Child's Preferred Name/Nickname:

DOB:

Current Age:

Gender:

Diagnosis:

Funding Source(s):

Service Coordinator:

Phone: ()

Client/Parent-Guardian Contact Information

Primary Parent/Guardian:

Child's Primary Address:

City:

ZIP:

County:

Phone 1: ()

Home

Mobile

Phone 2: ()

Home

Mobile

Secondary Parent/Guardian:

Address (if different from above):

City:

ZIP:

County:

Phone 1: ()

Home

Mobile

Phone 2: ()

Home

Mobile



Medical Information

Child's Name: _____ **DOB:** _____

Height: _____ **Weight:** _____ **Gender:** _____

Known Allergies:

Food Restrictions:

Current Medical Conditions:

Physical Restrictions/Limitations to Activities:

Instructions In Case of Medical Emergency:
Please let us know what you would like us to do if your child has an emergency. Is there a specific hospital or healthcare provider that needs to be contacted?

Emergency Contacts:

Name: _____ **Relationship:** _____

Phone 1: _____ **Phone 2:** _____

Name: _____ **Relationship:** _____

Phone 1: _____ **Phone 2:** _____



Medication List & Administration

The preference of RCI is that medications be administered by the parent/guardian before or after camp. However, we realize that some medications might need to be given at lunch time. RCI complies with all rules and regulations for medication administration in licensed HCBS settings. Medication is given only by trained and certified employees.

All medications must be properly labeled with the patient's name, medication name, dosage, route, frequency, time of administration, and expiration date in a bottle or container from the patient's pharmacy. Medications will be kept at RCI in a locked cabinet for administration at the recommended time and documented in accordance with the law. **Do not send loose or unlabeled medications.**

Child's Name: _____

DOB: _____

Medication List

(Please attach a separate list if you run out of space.)

<u>Medication</u>	<u>Dosage</u>	<u>Time(s)</u>	<u>Prescribed For</u>

Authorization to Administer Specified Medication

I hereby authorize Respite Connections, Inc. to administer the above medication prescribed by his/her physician to this child. All attempts will be made to administer medications.

Parent/Guardian Signature

Date



Camper Questionnaire

Please attach your child's Individual Service Plan (ISP) and Behavior Support Plan (BSP) to the application. Please also answer the below questions so we can ensure your child has a fun and safe camp experience. Provide a brief explanation where necessary.

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 1. Does your child transition well to a new environment? | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> | | |
| 2. Does your child make friends easily? | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> | | |
| 3. What are some activities your child enjoys doing? | | |
| <hr/> <hr/> | | |
| 4. What doesn't your child enjoy? | | |
| <hr/> <hr/> | | |
| 5. Does your child toilet independently? If no, please explain what assistance is required. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/> | | |
| 6. Is your child on a bathroom schedule? If yes, please explain. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/> | | |
| 7. If you do not have a written behavior plan, please provide information regarding any behaviors your child has including triggers, your typical response to the behavior, and any interventions you typically use to manage the behavior. | | |
| <hr/> <hr/> <hr/> <hr/> <hr/> | | |



Transportation Information

It is the parent/guardian's responsibility to ensure that the camper arrives to camp and is picked up at the end of the day on time. We understand that there may be certain circumstances in which you might not be able to transport your child. Respite Connections will provide transportation on a very limited basis to and from camp from a central pick-up/drop-off location. **We will not pick up children from residential locations.** We have a very limited number of seats available on transportation routes. Therefore, transportation will be on a first come, first served basis. Transportation during camp hours will be provided by RCI employees.

1. **Will your child require transportation?** YES NO

2. **Is your child in a wheelchair?** YES NO

3. **If yes, please choose the closest "bus stop" to your home:**
 - EAST** (Near East Broad & I-270)
 - WEST/CENTRAL** (Near West Broad & I-270 or Grandview/I-670)
 - NORTHWEST/DELAWARE** (Near Powell Road/Polaris Parkway & US-23)

If you choose to use RCI transportation, you will be responsible for meeting the "bus" at the appointed pick-up/drop-off location by 8:00am and 3:30pm daily. Otherwise, camp drop-off is at 8:45am and pick-up is at 3:00pm.

Please provide any additional information regarding the transportation of your child during camp:

4. Who is permitted to pick-up your child from camp/bus stop?

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

Once camp applications have been reviewed, we will contact you regarding the availability of transportation. We will give you a "bus stop" assignment as well as emergency contact information for the Camp Director and assigned driver for your transportation route.



Planned Participation & Additional Services

The RCI Kids Camp program is eight (8) weeks long. Not all children wish to participate every day or for the entire eight (8) weeks. Please indicate which days/weeks your child will come to camp:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6/6	6/7	6/8	6/9	6/10
6/13	6/14	6/15	6/16	6/17
6/20	6/21	6/22	6/23	6/24
6/27	6/28	6/29	6/30	7/1
7/4 CLOSED – HOLIDAY	7/5	7/6	7/7	7/8
7/11	7/12	7/13	7/14	7/15
7/18	7/19	7/20	7/21	7/22
7/25	7/26	7/27	7/28	7/29

Additional Services:

Does your child need additional coverage before/after camp, during the summer, or before/after school? We provide Homemaker/Personal Care and Respite Services. Please indicate if you are interested:

- Call me about **Homemaker/Personal Care and In-Home Respite**
- Call me about **Weekend Community Respite**



Consents & Acknowledgements

Respite Connections, Inc. is committed to providing the highest level of therapeutic care and safety to all individuals served by our programs to prevent risk of injury. Please review the below consents/acknowledgements and initial next to each one. This is a general consent and acknowledgement form. Certain activities may require additional consent forms. These will be sent under separate cover once the activity schedule for the program is completed.

Initials

Activities Consent:

I acknowledge that individuals may participate in a number of indoor and outdoor activities including games, arts, crafts, walking, running, hiking, swimming, music, using playground equipment, etc. Staff will provide constant supervision of all camp participants in the program to minimize the potential for physical injuries. Please indicate any activities for which you do not give consent for your child to participate in:

Medical Consent:

I knowingly and voluntarily authorize Respite Connections, Inc. to procure such emergency medical treatment upon competent medical advice, as deemed necessary and in the best interest of my child. I understand that except in the case of a life-threatening emergency, I will be notified in advance of any serious medical problems requiring treatment, Respite Connections, Inc. shall not be liable for the performance of such medical care which will be procured only upon the advice of a licensed physician.

Photography/Videography Consent:

I understand that Respite Connections, Inc. collects photographs of children and employees during camp activities and special events. I give my permission for my child to be photographed or video recorded as it relates to prescribed services. I understand that no pertinent identifying data will be given to the media or used for any publicized activity without first obtaining my written permission.

Transportation Consent:

I give permission for Respite Connections, Inc. employees to transport my child in vehicles owned by Respite Connections and/or by the employee. I understand that all employees receive a thorough background check, have an acceptable driving record per Ohio laws/regulations pertaining to HCBS waiver programs and company policy, maintain the required level of liability insurance, and have been trained to drive company vehicles. I also permit my child to travel outside of our county in order to participate in some activities. I understand that I will be notified before my child leaves the county for such activities.

Parent/Guardian Signature

Date

PRINTED Name

Relationship to Child



Application Checklist

This application is due no later than **April 15, 2016** for consideration for camp. Your application must include all of the following information or it will not be considered:

- Completed and Signed Application – seven (7) pages
- Additional Medication List (if applicable)
- Individual Service Plan (ISP)
- Behavior Support Plan (BSP) – if applicable
- Proof of Free/Reduced Lunch Program Participation for Reduced Activity Fees (if applicable)

We will notify you before April 30, 2016 if your child has been accepted to camp. At that time, activities fees will be due by May 31, 2016.

Please return your application to:

**Respite Connections
ATTN: Lauren Barber
5250 Strawberry Farms Boulevard
Columbus, OH 43228**

OR BY EMAIL: laurenbarber@respiteconnections.org

Thank you so much for considering Respite Connections!