

## Kids for Camp Policies and Procedures

1. **Admissions Policy:** Applications for admission to *Kids for Camp* are accepted during a set period designated by Autism Pensacola, Inc. (API). At the close of the application period, all applications are reviewed by an admissions committee and ranked according to specific criteria. This criteria includes but is not limited to: current paid membership in API, reside in Escambia or Santa Rosa counties, present a diagnosis of Autism Spectrum Disorder (ASD), be between the ages of 3-22, have the ability to pay or qualify for financial aid, be an active API volunteer, and support API fundraisers.

A limited number of qualifying participants from outside our two-county area may be accepted, but the full cost of camp plus a surcharge will apply.

2. **Membership Requirement:** Current membership in API is ***required*** to apply for *Kids for Camp*. Membership dues can be paid online through our website, [www.autismpensacola.org](http://www.autismpensacola.org). A printable form is also available on our website for those who wish to submit payment by check. Annual dues are \$20 for individual membership and \$25 for family membership (two adults). *Kids for Camp* applications received without current membership will be considered incomplete and will not be considered for acceptance until the membership requirement is met.
3. **Application Process:** Applications for *Kids for Camp* will be made available on the API website and in the API office at the beginning of the application period each year. Application period dates and deadlines will be publicized through the internet and print media. Application paperwork contains information necessary for our staff to make admissions decisions. ***All requested information is required.*** Applications submitted without all required paperwork will be considered incomplete and will not be considered for acceptance until all necessary paperwork is submitted. This includes payment of current API membership dues ***and*** payment of a \$25 nonrefundable application fee. In the event your application is accepted, this fee will be applied toward your first tuition payment.

Applications submitted after the application deadline must be accompanied by all required paperwork and a \$35 nonrefundable late application fee and will be accepted on a space-available basis. Late application fees will not be applied toward camp tuition.

4. **Assessments:** All campers accepted into *Kids for Camp* will be scheduled for a mini skills assessment during the spring. Parents are responsible for making sure their child attends their scheduled session. Parents will be provided with a summary of the completed assessment.
5. **Financial Aid:** All campers residing in Escambia and Santa Rosa counties receive a discount provided by our community donors. Local participants are invited to apply for further financial aid on a generous sliding fee scale based on adjusted gross income and family size. All families

will be required to pay a minimal materials fee that is not covered by financial aid. The amount of financial aid varies each year based on fundraising results. Financial aid is not available for applicants from outside our two-county area.

6. **Acceptance & Enrollment:** Families will be notified during the spring of their status regarding acceptance into camp. An acceptance letter explaining tuition, financial aid level, and payment dates will accompany an enrollment packet sent to each camper's family. Enrollment paperwork includes emergency information that we must have on file for every camper in our care and must be submitted by the given deadline. Campers whose enrollment forms are not received by this deadline risk losing their place in camp.
  
7. **Payments: Kids for Camp tuition *must be paid in full* prior to the start of camp.**
  - ❖ **Application Fee:** All applications submitted before the application deadline must be accompanied by a \$25 nonrefundable application fee. In the event your application is accepted, this fee will be applied toward your first tuition payment.
  
  - ❖ **Late Application Fee:** All applications submitted after the application deadline must be accompanied by a \$35 nonrefundable late application fee. Late application fees will not be applied toward camp tuition.
  
  - ❖ **Payment Deadlines:** One half of tuition is due on May 15 and the remaining balance is due on June 15. Tuition *must be paid in full* prior to the start of camp.
  
  - ❖ **Cancellation Policy:** Campers who choose to cancel enrollment in camp prior to the first day of camp will receive a refund of the full amount of tuition paid to date (less the nonrefundable application fee). Campers who choose to drop out of camp before the halfway point of camp will receive a refund of paid tuition at a prorated rate. Campers who choose to drop out of camp after the halfway point will not receive any refund of paid tuition.
  
8. **Nonsufficient Funds Policy:** In the event that a check written to API is returned for nonsufficient funds, API requires the following:
  - ❖ The NSF check must be made good with cash, money order, or credit card payment. API will not accept a check for this purpose.
  
  - ❖ A NSF fee must be paid to cover our bank fees. This must also be paid by cash, money order, or credit card.
  
  - ❖ A second offense within one year will result in the requirement that all further payments to API be made by cash, money order, or credit card.

9. **Parent Orientation:** Parents of enrolled campers **must** attend one parent orientation session during the month of May. Information presented during orientation is necessary for all families to participate fully in the camp experience.
10. **Parent Instructors:** A limited number of parents may be chosen to participate in our Parent Instructor program. This program is an opportunity for parents to receive training while working with their children under the guidance of *Kids for Camp* staff. Parent instructors must commit to attend required training sessions (no childcare provided) and then to work in their child's classroom for at least 2 weeks during camp (9:00 a.m. – 2:30 p.m.). To be considered for this opportunity, please check the appropriate box on the *Kids for Camp* application.
11. **Camp Hours:** *Kids for Camp* hours are 9:00 a.m. – 2:30 p.m., Monday through Thursday. Exact dates will vary slightly each year, but camp will begin in mid-June and run for 6 weeks. Camper assessments will be updated and target goals chosen during the first few days of camp. It is very important that campers are present on these days. In observance of Independence Day, there will be no camp on the designated federal holiday each year.
- ❖ **Drop Off:** The camp day begins at 9:00 a.m. Campers may be dropped off no earlier than 8:45 a.m. (unless they are enrolled in extended care). Campers should arrive no later than 9:15 a.m.
  - ❖ **Pick Up:** A parent/guardian or authorized person must pick up each camper at the end of the day. The camp day ends at 2:30 p.m. *Kids for Camp* will not release any camper to an individual not authorized on the camper's enrollment form. *Kids for Camp* reserves the right to ask for a valid photo identification card, such as a driver's license, from anyone who arrives to pick up a camper.
  - ❖ **Late Pick Up:** The camp day ends at 2:30 p.m. Campers **must** be picked up no later than 2:45 p.m. If you are late more than twice during camp, you will be required to enroll your camper in extended care, and pay appropriate fees, in order to continue attending camp.
12. **Extended Care:** *Kids for Camp* offers extended care on campus from 8:00 – 9:00 a.m. and from 2:30 – 4:30 p.m. each day. If you plan for your camper to attend extended care, you **must** fill out the appropriate paperwork during enrollment. Extended care fees are not included in camp tuition and must be paid in full prior to attending extended care. Extended care is **not** a drop-in daycare program. To ensure the safety of all of our campers, we must require prior enrollment for extended care in order to have sufficient staff in place.
- ❖ **Drop Off:** Campers enrolled in extended care may be dropped off at 8:00 a.m. each day. Please do not drop off any earlier than this, as staff will not be in place to care for your camper.

- ❖ **Pick Up:** Campers may be picked up by a parent/guardian or authorized person from extended care at any time between 2:30 and 4:30 p.m. *Kids for Camp* will not release any camper to an individual not authorized on the camper's enrollment form. *Kids for Camp* reserves the right to ask for a valid photo identification card, such as a driver's license, from anyone who arrives to pick up a camper.
- ❖ **Late Pick Up:** Pick-up time of 4:30 p.m. will be ***strictly enforced***, due to the fact that school buildings close at this time. We are not authorized to be in the buildings once they are closed. A penalty of ***\$5 per minute late*** will be levied the first time you are late. If you are late again during camp, your child will no longer be able to receive extended care, and you will be required to make other arrangements.

**13. Typical Siblings and Friends:** Typical siblings and friends ages 5 to 12 are invited to participate in *Kids for Camp* as peer buddies. They will receive sensitivity training and assistance on how to interact with children on the autism spectrum. They will then participate in reverse-inclusion classes with our campers\*. All typical siblings and friends ***must*** be completely potty-trained and ***must not*** be receiving IEP services. Pre-registration and payment of a weekly materials fee is required to participate in this program. There is limited space available in this program; when it becomes full, a waiting list will be generated. **There is no daycare available at *Kids for Camp*.**

\**Kids for Camp* reserves the right to remove any typical sibling or friend from reverse inclusion who is not able to participate appropriately. Parents will have to make other arrangement at that time.

**14. Teen Volunteers:** Teenagers age 13 and up are invited to volunteer at *Kids for Camp*. Teen Volunteer jobs include being paired 1:1 as peer mentors for our teen campers or being assigned to assist teachers in our elementary classrooms in any way necessary. Teen Volunteer job assignments are determined by our Teen Volunteer Coordinator and are based on the needs of our campers. To volunteer, teens must complete an application form, including an essay, and attend one training session prior to the beginning of camp. Teen Volunteers are expected to behave in an appropriate manner and to perform their jobs to the best of their ability. Teen volunteers will be evaluated on their performance and will receive verification of their hours for programs such as Bright Futures.

**15. Illness during camp:** *Kids for Camp* reserves the right to send a camper home if he/she appears too ill to participate or is considered contagious. *Kids for Camp* will notify the camper's parent/guardian or emergency contact and request that the camper be picked up within an hour. If the camper has not been picked up within the allotted time frame, *Kids for Camp* reserves the right to take any action necessary to ensure the health and safety of the camper.

For the safety of our campers and staff, please do not bring your camper to camp if he/she has any of the following symptoms:

- Elevated temperature

- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge
- Diagnosed contagious diseases such as strep throat or chicken pox

Please keep your camper at home until he/she has been symptom-free for 24 hours.

- 16. Disease:** *Kids for Camp* must be notified within 24 hours or the next business day after a camper or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health. Life threatening diseases must be reported immediately.
- 17. Communicating an Emergency:** In an emergency, *Kids for Camp* will attempt to contact the camper's parent or guardian. If the parent or guardian is unavailable, we will attempt to notify the emergency contacts listed on the camper's enrollment form. *Kids for Camp* will take necessary actions in the camper's best interests until the parent, guardian, or emergency contact has been reached. If there is an objection to seeking emergency medical care, a statement must be obtained from the parent/guardian giving the reason for the objection.
- 18. Medications:** Any medication, either prescription or nonprescription (including supplements, enzymes, etc.), to be administered to a camper on camp premises or at camp functions (including field trips) must be brought to the camp by the parent/guardian/authorized adult representative for retention and administering. Medication brought to camp must be in the original prescription container, properly labeled with the camper's name, doctor, name of medication, route, dosage, directions, and expiration date. A "Dispersion of Medication Form" must be completed for *each* prescription and a method of disposal of any unused or expired medication designated.
- Any medications that must be transported to and from camp on a daily basis **must** be signed in and out each day, **no exceptions**.
- 19. Reporting Child Abuse and Neglect:** *Kids for Camp* is committed to protecting each child in its care. In accordance with state law, every adult is responsible for reporting any and all signs of child abuse or neglect. If abuse is suspected, leadership staff will be notified so that a report can be made to Social Services.
- 20. What to Bring:** Each camper should bring a backpack to camp every day containing personal items as needed, lunch, drinks, snacks (as appropriate), communication folder, and any other items requested for special events (ex. sunscreen, swimsuit, etc.). Any camper who uses a communication system or device should bring that to camp as well. In addition, we ask that any especially reinforcing items be provided for use in the classroom. Please label all items from home with camper's name.

- 21. Lunch:** Campers will need to bring their lunch daily, unless notified of a special event. For the safety of all campers, all items brought from home must have the camper's name written on them.
- 22. Visiting:** *Kids for Camp* has an open door policy regarding custodial visits. We strive to foster each camper's independence and growth while allowing parents the opportunity to observe their camper as he/she participates in our program. *Kids for Camp* is committed to the safety of all of the campers attending our program; we therefore require all visitors to check in at the camp office and be escorted by a staff member.
- 23. Parent/Adult Volunteers:** Active participation in API events throughout the year, including volunteering, is a major factor considered during the *Kids for Camp* admissions process. In addition, volunteers are always needed during camp, including during set-up and breakdown. Camp volunteers enable us to provide an outstanding program for all of our campers while keeping costs as affordable as possible for families. As a condition for acceptance into camp, all parents/guardians must understand that they will be *required* to complete a minimum amount of volunteer work.

Parents filling leadership positions with API that require exceptional amounts of time and commitment are rewarded with guaranteed acceptance into *Kids for Camp* for their camper and, in some cases, financial aid. Parents wishing to fill one of these leadership positions will be evaluated by API staff regarding their qualifications for the job. More information on these positions, including job descriptions, is available on request.

Remember, volunteerism is *required* of all camp families. If parents are unable to volunteer, we welcome relatives and friends to volunteer on your camper's behalf. If it is impossible for you to fulfill your volunteer requirement, you may choose to donate \$100 to API in lieu of volunteering. Failure to fulfill your volunteer requirement for *Kids for Camp* may result in not being accepted into camp in the future.

- 24. Disaster Policy:** *Kids for Camp* will notify the proper authorities in the event of any emergency. During a crisis, such as a hurricane or other natural disaster, *Kids for Camp* will notify local news outlets when camp will be closed. We will also contact families with information regarding the closing and/or re-opening of camp. In the event of any other unforeseen crisis, parents will be contacted if it becomes necessary for campers to be released early from camp.
- 25. Medical Records:** Verification of an ASD diagnosis is required during the application process. In addition, *Kids for Camp* reserves the right to request medical information regarding seizures, medications, etc. if we feel it may affect our ability to provide a safe environment for your camper.
- 26. Parent Surveys:** Parents/guardians of campers attending *Kids for Camp* are *required* to complete parent satisfaction surveys online at the end of camp and again during the month of

October. Completion of these surveys is essential to the continued improvement of our program each year. Survey results also allow us to communicate to our many generous donors the positive impact their gifts have on our community. When you are notified of a parent survey, please complete said survey in a timely manner and as honestly and completely as possible. Non-compliance with this or any *Kids for Camp* requirement may result in your camper not being accepted into camp in the future.

**27. Lines of Authority:** The *Kids for Camp* team consists of Lead Teachers and Instructors who report to the Lead Coaches and Assistant Coaches. *Kids for Camp* is overseen by the API Program Coordinators and the API Executive Director.

**28. Contact Information:** API Program Coordinators can be contacted at 434-7171 x 260 or [camp@autismpensacola.org](mailto:camp@autismpensacola.org) with any questions regarding *Kids for Camp*.