

## Kids for Camp

### Policies and Procedures

1. **Kids for Camp Mission and Purpose:** Autism Pensacola's Kids for Camp is a data-driven program using best-practice techniques, *specifically Applied Behavior Analysis*, to contribute to both the skill acquisition of the individuals with autism and the continuing education of the teachers, support staff, and college students who work with those with autism. API is committed to continuously improve the camp experience, thus remaining a model of quality and integrity to the community.
2. **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 and ranked according to specific criteria. These criteria include but are not limited to: current membership in API, reside in Escambia or Santa Rosa counties, present a diagnosis of Autism Spectrum Disorder (ASD), be between the ages of 2-25, 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.

3. **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). *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.
4. **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 an application is accepted, the application fee will be applied toward the 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.

5. **Assessments:** All first-time camp families will be scheduled for a mini skills assessment to determine whether camp can safely meet the child's needs, as well as to determine support level. Parents are responsible for making sure their child attends the scheduled session. Staff leadership may contact all parents for additional information, if necessary.



6. **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. If you have medical expenses or therapy expenses that you would like us to consider, contact [rebecca@autismpensacola.org](mailto:rebecca@autismpensacola.org). 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 outside our two-county area.
7. **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 the deadline risk losing their place in camp.
8. **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 the application is accepted, this fee will be applied toward the 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:** Payment dates are as follows: first half tuition due **April 28**, final tuition payment due **May 31**. Tuition must be paid in full prior to the start of camp.
  - ❖ **Cancellation Policy:** Families who choose to cancel enrollment in camp prior to **May 2** will receive a refund of one-half of the amount of tuition paid to date (less the nonrefundable application fee). Families who choose to cancel enrollment before the first day of camp may receive a partial refund of tuition if a child from the waiting list can be substituted in the child's spot. If a family chooses to drop out of camp after the start of camp, they will not receive any refund of paid tuition.
9. **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 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 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 money order or credit card.
10. **Parent Orientation:** Parents of enrolled campers **are required** to 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.
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. Assessments will be updated and target goals chosen during the first few days of camp. Attendance is very important so that camper progress can be measured.
- ❖ **Drop Off:** The camp day begins at 9 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 the camper at the end of the day. The camp day ends at 2:30 p.m. Campers must be picked up by 2:45 p.m., unless they are enrolled in extended care. *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 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. Being late more than twice during camp will **require** the camper to be enrolled in extended care, and appropriate fees to be paid, in order for the child to continue attending camp.
12. **Extended Care:** *Kids for Camp* offers extended care on campus from 8:00 – 9:00 a.m. and from 2:45 – 4:30 p.m. each day. If a camper is to attend extended care, appropriate paperwork is **required** 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 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. No staff will be in place before 8:00 a.m. to accept campers for care.



- ❖ **Pick Up:** Campers may be picked up by a parent/guardian or authorized person from extended care at any time between 2:45 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 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*** because 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 a camper is picked up after 4:30 p.m. Another infraction during camp will result in the loss of extended care, and the parent will be required to make other arrangements for the camper.

13. **Typical Siblings and Friends:** Typical siblings and friends age 6 and completion of Kindergarten through age 11 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 arrangements at that time.

14. **Teen Peers:** Teenagers age 12 to 18 are invited to volunteer at *Kids for Camp*. Teen peer jobs include being paired 1:1 as peer mentors for our Washington campers or being assigned to assist teachers on our Holm campus. Teen peer job assignments are based on the needs of the campers. To volunteer, teens must complete an application form, including an essay, and attend one training session prior to the beginning of camp. Teen peers are expected to behave in an appropriate manner and to perform their jobs to the best of their ability. Teen peers will be evaluated on their performance and will receive verification of their hours at the end of their time at camp. If additional documentation is required, it is the teen's responsibility to inform API before the start of the upcoming school year.

15. **Transporting campers:** *Kids for Camp* utilizes the Escambia County School District buses to transport our campers, ages 2-18, on community outings. Only in rare instances may these campers be transported in private vehicles during camp hours. Parents must sign a waiver agreeing to allow campers to be transported in a staff vehicle before it is allowed. In case of emergency, private vehicles may be used to ensure camper receives prompt attention.

For those campers, ages 18 and up, transportation in private vehicles will be a daily occurrence. These groups will not be using the Escambia County School District's buses. This is in an effort



to promote more independence and flexibility with this program. Parents will be required to sign a waiver agreeing to allow campers to be transported in a staff vehicle.

16. **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, campers cannot attend if they have 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

Campers must be kept at home until symptom-free for 24 hours.

17. **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.
18. **Behavior:** At Kids for Camp we work on many challenging behaviors. Our goal is to always collaborate with families to meet the campers' needs while keeping everyone safe. In the event a camper engages in any behavior that is deemed dangerous to the camper or his/her peers, teachers, or volunteers, parents will be notified immediately via a phone call. In order to keep the camper and all others safe, a meeting will be called to determine the best course of action to support the camper and create an atmosphere to prevent further incidents from occurring. If a behavior plan is needed, the document must be signed off by a parent before implementation. Agreement must be reached before the camper can continue in the program.
19. **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.
20. **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 administration. 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**.

21. **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 should be notified. The Florida Abuse Hotline number is 1-800-962-2873.
22. **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.
23. **Lunch:** Campers will need to bring their lunch daily, unless notified of a special event. For the safety of all campers, items brought from home must have the camper's name written on them.
24. **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.
25. **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 volunteer 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. Volunteers wishing to fill one of these leadership positions will be evaluated by API staff regarding their qualifications for the job. More information on these volunteer positions, including job descriptions, is available on request.



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

26. **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.
27. **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 the camper.
28. **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. We ask that all surveys be completed in a timely manner and as honestly and completely as possible. Non-compliance with this or any *Kids for Camp* requirement may result in a family not being accepted into camp in the future.
29. **Lines of Authority:** The *Kids for Camp* team consists of instructors and lead teachers who report to the assistant coaches and lead coaches. Campus coordinators supervise the day-to-day logistics of the campuses. *Kids for Camp* is overseen by the API Program Director and the API President/CEO. You are always welcome to contact both the Program Director, Jessica Lapen, and the President/CEO, Susan Byram, with any feedback or issues you feel need attention. Just call 434-7171.
30. **Outside therapists:** If you would like your camper to receive on-campus services from a therapy center during camp hours, parents will need to contact the Autism Pensacola office. *Kids for Camp* will allow outside therapists on campus, but parents must give authorization. Once authorization has been given, the therapy center will then be put in touch with the appropriate campus coach to set up a conducive time for the therapist to be on campus. Therapists will be required to sign in and out with the volunteer office on campus each visit.
31. **Contact Information:** API Program Director can be contacted at 434-7171 or [jessica@autismpensacola.org](mailto:jessica@autismpensacola.org) with any questions regarding *Kids for Camp*.

