

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 improving the camp experience, thus remaining a model of quality and integrity to the community.
2. **Admissions Policy:** Kids for Camp accepts applications for admission during a set period designated by Autism Pensacola, Inc. (API). At the close of the application period, all applications are reviewed according to specific criteria. These criteria include but are not limited to the following:
 - a. current membership in API,
 - b. reside in Escambia or Santa Rosa counties,
 - c. present a diagnosis of Autism Spectrum Disorder (ASD),
 - d. be between the ages of 2-25,
 - e. have the ability to pay or qualify for financial aid
 - f. A limited number of qualifying participants from outside our two-county area may apply for acceptance, but the full cost of camp plus surcharge will apply.
3. **Application Period:** Applications for Kids for Camp will be available on the API website and in the API office at the beginning of the application period each year. API will publicize application period dates and deadlines through the internet and print media. Application paperwork contains information necessary for our camp leadership staff to make admissions decisions. ***All requested information is required.***
 - a. Completed applications must include \$25 nonrefundable application fee and current API membership. On-time applications that pass acceptance criteria, API will apply the \$25 application fee toward first tuition payment.
 - b. Late applications must include \$35 nonrefundable late fee and all required paperwork. Application fee will not be applied to tuition, if accepted into camp.
4. **Application Process:** Camper applications go through a multi-step process to determine whether the program can safely meet a child's needs. (See Application Process Guidelines)
5. **Financial Aid:** Campers residing in Escambia and Santa Rosa counties may apply for financial aid based on our sliding fee scale. Based on the application of grants and the generous donors of our community, we hope to be able to offer additional scholarships to all participants living in our two county area.

6. **Acceptance & Enrollment:** Families will be notified during the spring if their child's application has been accepted for enrollment. Families will receive a letter explaining financial aid level, tuition total, and payment dates, as well as accompanying enrollment paperwork. Enrollment paperwork includes emergency contact and medical information that we must have on file for every camper in our care. Please be sure to turn in paperwork by deadline. If enrollment paperwork is not received by the deadline, campers risk losing their place at camp.

7. **Payments: Kids for Camp tuition is due in full prior to the start of camp.**
 - a. **Application Fee:** Completed applications must include \$25 nonrefundable application fee and current API membership. On-time applications that pass acceptance criteria, API will apply the \$25 application fee toward first tuition payment.

 - b. **Late Application Fee:** Late applications must include \$35 nonrefundable late fee and all required paperwork. Fee will not be applied to tuition, if accepted into camp.

 - c. **Payment Deadlines:** Payment dates are as follows: first half tuition due **May 1st**, final tuition payment due **June 1st**. Tuition *is due in full* prior to the start of camp.

 - d. **Cancellation Policy:** A family who chooses to cancel enrollment before **May 1st** will receive a refund of one-half of the amount of tuition paid to date (less the nonrefundable application fee). A family who cancels enrollment before the first day of camp may receive a partial refund only in the event someone on the waiting list can fill the child's spot. A family will not receive a tuition refund if camper drops after the start of camp.

8. **Nonsufficient Funds Policy:** In the event that a check written to API is returned for non-sufficient funds, API requires the following:
 - a. API requires party to pay both the NSF check and \$35 bank fees. API will not accept a check for this payment.

 - b. A second offense within one year will require further payments to API be made by money order.

9. **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.

10. **Camp Hours:** *Kids for Camp* hours are 9:00 a.m. – 2:30 p.m., Monday through Thursday (Pre-K campus hours, 9 a.m. to 1 p.m.). Dates vary slightly each year. Attendance is very important so that camper progress can be measured. Habitual tardiness or absences will reflect negatively during application period the next year.

- a. **Drop Off:** The camp day begins at 9 a.m. Drop off time is from 8:45 to 9:15 a.m. each day. Do not arrive early unless camper is in our extended care program. After 9:15 a.m., camper is tardy.
- b. **Pick Up:** A parent/guardian or authorized person must pick up the camper at the end of the day. *Kids for Camp* will not release a camper to someone not listed on 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.
- c. **Holm, Washington, CLS campus pickup time:** Camp ends at 2:30 p.m. Camp pickup time is 2:15 to 2:45 p.m. Please be respectful of these times.
- d. **Pre-K Campus pickup time:** Camp day ends 1 p.m. Pick up between 12:45 and 1:15 p.m. Please be respectful of these times.
- e. **Late Pick Up:** Campers picked up late more than twice during camp will be automatically enrolled in extended care, and appropriate fees billed, in order for the child to continue attending camp.

11. **Extended Care (Only available at Holm and Washington campuses):** *Kids for Camp* offers extended care from 8:00 to 9:00 a.m. and 2:45 to 4:30 p.m. Extended care enrollment and fees must be paid prior to the first day of camp. Extended care fees are not included in camp tuition. Extended care is **NOT** a drop-in daycare program. To ensure the safety of all of our campers, we require prior enrollment so that we have sufficient staff in place.

- a. **Drop Off:** Extended care begins at 8 a.m. No staff will be in place to accept campers earlier than 8 a.m.
- b. **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 a camper to someone not listed on 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.
- c. **Late Pick Up:** We must enforce pick-up time of 4:30 p.m. because we cannot be in the buildings after this time. The first time a camper is picked up late, API will charge a **\$5 per minute late** penalty. Another infraction during camp will result in dismissal from extended care.

12. **Typical Siblings and Friends:** Typical siblings and friends age six and completion of Kindergarten up to age 11 may apply as typical peers. Peers participate in reverse-inclusion opportunities with the elementary campers*. All peers **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. **There is no daycare available at Kids for Camp.**

**Kids for Camp* reserves the right to remove any typical peer from reverse inclusion if the child cannot participate appropriately. Parents will have to make other arrangements at that time.

13. **Teen Peers:** Typical teens age 12 to 18 may apply to volunteer as teen peers during camp.

Peers can work as 1:1 mentors for our Washington campers or as helpers on the Holm campus. Teen peer job assignments are based on the needs of the campers. To volunteer, teens must complete an application and attend one training session prior to the beginning of camp. Teen peers are expected to follow our Standards of Behavior regarding dress, attendance, and interpersonal communication. Upon completion of their time at camp, teens will receive a verification of their volunteer hours. If additional documentation is required, it is the teen's responsibility to inform API.

14. **Transporting campers:** Kids for Camp utilizes the Escambia County School District buses to transport Holm and Washington campus participants on community outings. Pre-K campus participants travel on the Capstone Academy van and bus. There may be rare instances when private vehicles are used for transportation, mainly on the Washington campus. In that event, parent permission waivers must be on file before a camper is transported in a staff vehicle. In case of emergency, any camper may be transported in private vehicle to ensure child receives prompt attention.

- a. For our young adult/CLS campus participants, transportation in private vehicles will be a daily occurrence. They will not use the school buses. We do this to promote independence and program flexibility. Parent permission waivers must be on file before a camper is transported in a staff vehicle.

15. **Illness during camp:** *Kids for Camp* reserves the right to send a camper home if he/she appears too ill to participate or appears 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 is still on campus after the allotted period, *Kids for Camp* reserves the right to take any action necessary to ensure the health and safety of the camper.

- a. Keep your child home if they have any of the following symptoms:
 - b. Elevated temperature
 - c. Diarrhea or vomiting
 - d. Undiagnosed rash
 - e. Sore or discharging eyes or ears, profuse nasal discharge
 - f. Diagnosed contagious diseases such as strep throat or chicken pox. Campers shouldn't return to camp until they're symptom-free for 24 hours.

16. **Disease:** Notify *Kids for Camp* within 24 hours if your child, or any other member of the child's household, has developed a reportable communicable disease as defined by the State Board of Health. Report life-threatening diseases immediately. Contact the program coordinator or CEO, (850) 434-7171.

17. **Behavior:** At Kids for Camp, we work on many challenging behaviors. Our goal is always to collaborate with families to meet the camper needs while keeping everyone safe. If a camper engages in any dangerous behavior, parents will be contacted immediately. The campus lead coach will then set up a parent meeting to brainstorm and collaborate on an appropriate course of action that will both support the camper and create an atmosphere to prevent

further incidents from occurring. If a behavior plan is needed, the parent must sign and agree to the plan before it is implemented. A behavior plan must be agreed upon before the camper can continue in the program.

18. **Communicating an Emergency:** In an emergency, parent/guardian/emergency contact will be notified by *Kids for Camp*. *Kids for Camp* will take necessary actions in the camper's best interests until the parent/guardian/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.
19. **Medications:** Any medication (including supplements, enzymes, etc.) that has to be administered during camp hours must be brought to the campus by parent/guardian/authorized adult representative and logged with the campus coordinator for retention and administration. Medication must be in the original prescription container, properly labeled with the camper's name, doctor, and 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.
 - a. Any medications that must be transported to and from camp on a daily basis **must** be signed in and out each day, **no exceptions**.
20. **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 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.
21. **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 item requested for special events (ex. sunscreen, swimsuit, etc.). Any camper who uses a communication system or device must 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.
22. **Lunch:** Campers 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.
23. **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 campus office and be escorted by a staff member.
24. **Parent/Adult Volunteers:** Volunteers are needed throughout the year at Autism Pensacola, but especially during camp. 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 of 10 hours of volunteer work. 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 fee of \$150 to API in lieu of volunteering will be assessed. Failure to fulfill the volunteer requirement for *Kids for Camp* will impact your acceptance the next year.

25. **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.
26. **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.
27. **Parent Surveys:** Parents/guardians of campers attending *Kids for Camp* are **highly encouraged 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.
28. **Outside therapists/caregivers:** 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.
 - a. If a parent would like a camper's caregiver to attend camp with child, parents will need to contact the API office to discuss. Once authorization has been given, parents will be put in contact with the appropriate campus coach to coordinate caregiver's schedule. Caregiver will be required to sign in and out each day with the volunteer office at the campus.
29. **Lines of Authority:** The *Kids for Camp* team consists of instructors and lead teachers who report to the campus assistant coaches and lead coaches. Campus coordinators supervise the day-to-day logistics of the campuses. The API Program Coordinator and the API President/CEO oversee *Kids for Camp*. You are always welcome to contact both the Program Coordinator and the President/CEO with any feedback or issues you feel need attention. Just call 434-7171.