



# Camp Sun 'N Fun

Family & Caregiver Handbook



*Where strangers become  
friends and build memories  
to last a lifetime*



Here we are again looking forward to a great season at Camp Sun 'N Fun! Whether you are new to us or have returned to us many times, we are happy to host your camper.

This handbook serves as a helpful guide for preparing you and your camper for the upcoming camping season. By following the instructions, tips, and guidelines we hope you will find that getting ready for camp is quite simple. You can always call with any questions; we are happy to help. Our staff is looking forward to making new magic moments with our campers this year!

Looking forward to a great summer!

Sarah Kelly  
Camp Director

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**The Arc Gloucester**

Camp Sun 'N Fun is one of many programs owned and operated by The Arc Gloucester. In addition to Camp, we operate group homes, achievement centers, Tuckahoe House respite, and an after-school program. The Arc Gloucester has been serving individuals and their families in Gloucester County for over 65 years.

**Mission Statement**

The Arc Gloucester empowers individuals with intellectual and developmental disabilities and their families to achieve their highest potential through advocacy, education, and quality services.

**Vision Statement**

Individuals with intellectual and developmental disabilities shall have equal opportunities to live, work, and socialize in their chosen communities.

**Camp Sun 'N Fun**

Our camp was founded in 1962 by The Arc Gloucester (alongside family members and caregivers) to offer children and adults with intellectual and developmental disabilities an opportunity to enjoy summer recreational activities. We started off as a day camp on five acres of land with only a few campers and staff. As the need for summer recreation grew, so did our camp. More land was acquired, and more buildings built. In the 80's our camp went residential only. Day camp was reintroduced back to our program in 2005 and we added respite weekends and travel camp to our program when the demand for year-round services grew in 2012 & 2018.

Located on over 35 wooded acres in Williamstown, NJ, our camp boasts a variety of amenities. Insulated and air-conditioned cabins, barrier free bathrooms, nature center, amphitheater, pavilion, Olympic size zero-entry swimming pool, and a 24-hour Medic Office are here to give your camper the best away from home experience.

For campers, camp provides an opportunity to make new friends, develop independence, take healthy risks, and to gain self-esteem through success in activities such as nature, music & movement, arts & crafts, sports & games, and swimming.

For families and caregivers, camp offers respite and peace of mind in the knowledge that your loved one is being cared for by a competent and caring staff that are treating them to an unforgettable time full of friendship and self-discovery.

Here at Camp Sun 'N Fun we are known as... the  
Land of Summer Dreams”!

## **Camp Goals & Outcomes and the Rights & Dignity of All Campers & Staff**

Our camp is a recreational respite program with basic behavioral supports in place. Camp's goals are to help campers to take healthy risks, grow their physical fitness, develop awareness of their natural environment, and have safe spaces to interact with their peers to grow socially and emotionally.

Our expected outcome is that staff as well as campers should endeavor to take this "open heart and open mind" approach out in the world when they are finished with their time at camp and to renew and reinvigorate it each year they return. Camp also strives to help our staff take their newly honed understanding of individuals with intellectual and developmental disabilities into their chosen professions to meet them every day with empathy, kindness, and partnership.

Camp strives to respect the rights and dignity of all campers to make decisions while helping them understand the outcomes of their choices according to our Camper Bill of Rights. Staff and campers alike will ensure the right and the dignity of all other staff and campers to be engaged in respectful communication regarding all individuals regardless of ability, culture, gender, race, or religion.

### **Camper Bill of Rights**

The Arc Gloucester maintains the following philosophy and policy concerning the rights of our campers. We believe all individuals with intellectual and developmental disabilities have the same rights as all citizens and we ensure the rights are protected during their stay with us. A list of rights we place emphasis on are below:

- The right of freedom of choice within the camper's capacity to make decisions and within the limitations of safety imposed on all people.
- The right to participate in the activities offered.
- The right to interact with peers and staff.
- The right to a nutritionally balanced diet, modified in accordance with the camper's medical needs.
- The right to health care and proper medical treatment.
- The right to speak openly and freely.
- The right to make or receive unmonitored telephone calls during set times.
- The right to open and send mail. The camper can request assistance in reading or writing letters without censoring.
- The right to privacy and respect.
- The right to be free from corporeal punishment, demeaning treatment, abuse, neglect, or exploitation.
- The right to request to go home.
- The right to grieve any situation affecting their rights.
- The right to have fun!

## **Accreditation**

Camp Sun 'N Fun is owned by The Arc Gloucester, licensed by the New Jersey Department of Health as a youth camp, and accredited by the American Camp Association. Camp Sun 'N Fun complies with over three hundred individual standards covering health and safety and program quality and staffing. We also meet all New Jersey Division of Developmental Disabilities and Department of Children and Families training and staffing requirements.

Our accreditation assures families that our camp practices have been measured against national standards. There are several mandatory standards including:

- aquatic program supervised by trained staff.
- ecological programs in place to keep our campers connected to our surroundings.
- staff background checks/clearances
- Program design that is tailored to the unique needs of our campers.

Additional standards are provided for living areas, food service, emergency preparedness, health care, and administrative procedures and training. ACA accreditation reassures parents and caregivers that their camper is in good hands and has an enriching experience while at camp.

## **Eligibility**

Our camp provides year-round respite opportunities for residential camp, day camp, travel camp, and respite weekends to individuals with intellectual and developmental disabilities. The minimum age for day camp is 5 years old, and the minimum age for residential camp and respite weekends is 8 years old. The travel camp is for campers ages twenty-one and over who are ambulatory and require minimal assistance. Though we do not have a maximum age, it is important to remember that all our camps are fast paced highly structured programs. They are conducted in the natural elements such as heat, rain, and uneven ground. For camper's safety and enjoyment, these things should be considered. If mobility is a concern, some thought should be given to adaptive equipment for their stay. Campers requiring total assistance may be recommended for placement in a smaller cabin and those spaces are limited.

It should be noted that it is ultimately up to the discretion of the Camp Director as to whether camp can meet your camper's needs, the level of assistance they may require to be successful at camp, and where they should be placed while here. First time campers must complete a *mandatory tour* of camp with the Camp Director to ensure that they will be successful at camp.

## **Medical**

In compliance with certain state licensing requirements, we cannot accept campers who require specialized care by certified medical personnel. This may include campers who require injections or that use catheters, feeding tubes, and colostomy bags. Please call camp to discuss with the Camp Director your camper's special medical needs. If your camper has had a change in medical status after you applied for camp, please also make sure to call camp to discuss as this may change their eligibility to attend camp.

## **Behavioral**

The Arc Gloucester has a hands-off policy for behavior management as well as a positive approach to behavioral supports in place. This means we will not restrain campers in any way, nor can we discipline, threaten or "parent" them to obtain compliance. We are unable to implement behavioral plans within the scope of our program or use aversive

personal control techniques.

Campers who present a physical or verbal threat to themselves, others, or property may be beyond the scope of our program. This may include campers who are non-compliant with taking medication, nutrition, hygiene, or participation in our daily program. Our program incorporates a fast-paced schedule that your camper should willingly enjoy participating in and moving through each day. We are not staffed to accommodate a camper who does not wish to participate in our daily program.

### **Online Registration/Application Process**

If your camper has attended camp before, an email will be automatically sent to you with details on how to register online for each coming year. New campers can register online as well, just call the office for help with online account activation. You can also go to our website, [www.thearcgloucester.org](http://www.thearcgloucester.org); go to the Camp Sun N' Fun section where you will see a "Register Now" button. Please register early to enable us to give you the best shot at the session of your choice. Registration begins on November 1st of each year for the next calendar year and spots fill up quickly. Please be mindful that we do not send any other notifications or communications other than email. *We do not send anything in the regular mail.*

Online registrations are considered in the order in which they are received (online time/ date stamped). Approvals are made on a first-come first-serve basis (usually within two weeks of registration) and will not be granted unless the \$100 registration fee is paid.

Space is more limited in our specialized care cabins. Campers in need of moderate or total assistance care will be placed in a session/cabin based on availability. The Camp Director will determine the level of assistance a camper needs at camp. Please understand this may be different to what you feel and/or the level of care they receive in their school/program/center. Camp is a different environment, and we want to ensure your camper's success.

We have a total of nine cabins that house 2 to 8 campers with two or more staff in each cabin. The counselors sleep in the cabin and are responsible for routine assistance. Campers are paired with others of like age and ability level.

Once you have completed the registration application is submitted and reviewed, your camper will be assigned a session based first on our availability and then on your request. You will receive an email that contains your conditional acceptance letter, an invoice, and all outstanding documents and payment information. Conditional acceptance letters are not issued until all application components are received. The physical form and food form **MUST** be turned in by June 1<sup>st</sup>. *Please do not hold back your registration/application because you are waiting on your physical appointment form/food form.*

There are a few conditions which could result in your application being placed on hold and/or not receiving a conditional acceptance email. These include incomplete forms, missing forms, failure to complete a tour, concerns regarding a returning camper's behavior/compliance, failure to pay registration fee, or set up payment arrangements etc. Please make every attempt to work with the camp administrative office to ensure your camper's acceptance.

### **Fees & Payment Processes**

A \$100 non-refundable registration fee needs to be paid at the time of registration/application and is good for one calendar year. It covers the cost of registration/application to camp. *If you decide to cancel your session you will not receive a refund of this fee.* This fee must be paid by



the family/caregiver and is not covered by funding sources. It must be submitted at the time of application, for your application to be processed and approved. Online credit card payment is the fastest way to get your application processed. Checks and money orders should be made payable to "The Arc Gloucester". Make sure your camper's name is on all checks and money orders.

### **Financial Aid**

We pride ourselves on not turning away campers due to financial need. However, in these challenging times it is becoming hard to secure all the resources needed to fully fund all those who need assistance. Partial financial aid is available through The Arc Gloucester, some grants, and through the Stephanie B. Furrer Foundation (campers living at home). If you are interested, please complete the additional financial aid form online.

### **DHS/DDD, DCF/CSOC/Perform Care & Other Options**

You may choose to have DHS/DDD, DCF, or an outside civic organization cover your camper's tuition. Regardless of what method you choose, it is your responsibility to contact the proper individuals to request payment and to provide us with written documentation from that source to ensure payment. No camper will be permitted to attend camp without written documentation of payment.

#### **DHS/DDD**

We accept fee for service budget payments as well as self-directed services budget payments from DDD. The process is the same for both. Please do the following to get your camper tuition paid:

- Register and pay your \$100 non-refundable registration fee for camp.
- Contact your support coordinator to ask to have the camp stay added to their budget.
- Camp will receive payment after your camper attends camp.

#### **DCF/CSOC/PerformCare & CMO's**

We accept summer camp fund payments as well as checks directly from PerformCare or a CMO. Please follow the instructions below to ensure your funding:

- Register and pay your \$100 nonrefundable registration fee for camp
- Complete the PerformCare summer camp funding application or contact your CMO coordinator.
- Follow up with PerformCare or the CMO to ensure your application/funding is received and approved.
- Send camp your email/paper approval from PerformCare or the CMO by June 1<sup>st</sup>.
- Camp will not contact PerformCare or the CMO to obtain funding.
- Camp will receive payment after your camper attends camp.

#### **Outside/Civic Organization(s)**

Sometimes campers pay for camp through donations from outside organizations such as the Knights of Columbus or Rotary clubs. Here are the guidelines:

- Register and pay your \$100 non-refundable registration., for camp



- Secure funding from your outside and/or civic organizations
- Ensure the funding is sent to camp before June 15<sup>th</sup>.
- Camp will not contact your organization(s) to obtain or manage funding.

***Do not bring any tuition payments to camp.*** Please be advised that returned checks will have a \$25 fee added to your invoice.

### **Cancellation, Refund and Waitlist**

If a camper cancels, does not show or is dismissed from camp for any reason there will be no refunds given for the \$100.00 registration fee. The fee covers the costs of registration and the time it takes to review your registration and approve it.

If for some reason you need to cancel your camper's session, please e-mail [camp@thearegloucester.org](mailto:camp@thearegloucester.org) or give us a call. Self-pay and outside organization payment campers will receive a full refund of tuition if we are able to fill their spot from the waiting list. DDD & DCF Campers are not charged until after their stay, so no refund will be needed.

Our waitlist moves fast and if you miss registration, you may still get in! You can take your required camp tour, register, and waitlist for sessions all at the same time. All waitlist campers are electronically stamped for fairness. You will be emailed as soon as we are able to move you from our waitlist to our accepted list.

### **Dropping-Off and Picking-Up Your Camper at Camp**

We want to provide each camper with a safe and fun vacation; Unfortunately, this means spending time with us at drop-off. We have highlighted a few ways to make our process more efficient and as quick as possible for each type of camp experience that we offer. Thank you for your attention to these guidelines and for your patience with us. We strive every year to make our drop-off processes faster and smoother. We take your comments and suggestions into consideration, so please feel free to let us know in your evaluation what you would like to see changed.

### **Day Camp Drop-Off and Pick-Up**

Day camp runs Monday - Thursday and there is one week in each session. Drop-off begins at 8:30 AM and pick up is no later than 4:30 PM. There is a \$15 per minute pick-up charge if you do not call to let us know you will be late. We are unable to accommodate early drop-off or late pick-up. We can accommodate late drop-off and early pick-up if needed.

1. Park in front of the Sunshine Inn and walk your camper over to the day camp pavilion area to sign in, please keep their medications in hand.
2. Introduce your camper to the Day Camp Supervisor and discuss any vital information about their care (you may write something down if you feel more comfortable), please be prepared to spend a little extra time on the first morning to acclimate your camper.
3. The supervisor will introduce you and your camper to their counselor and place them in their care.
4. If your camper takes medications, please bring them to the Medic Office after dropping off your camper\*\*\*, if not have a great respite!
5. Pick-up your camper each day at the Sunshine Inn

No camper or family will be allowed to skip any part/step of this process for any reason. We understand you may have something planned or have obligations, but you will need to plan to be with your camper at the allotted time for drop-off and pick-up.

### **Residential Camp Drop-Off and Pick-Up**

This process can take 1 to 1.5 hours for each camper. Our medication drop-off service is available to you the week before your camper's stay to make things go smoother for you. If you take advantage of drop-off medication you can be in and out in 20 minutes for Sunday drop-off. That process is described later in this handbook.

Residential camp one-week sessions run Sunday to Friday. All sessions drop-off on Sunday at 2:00 PM for a family home and community care providers campers. Group home campers get dropped off at 3:00 PM. No campers will be allowed into the Inn before 2:00 PM, except to use the bathroom. *Friday pick-up is at 11:00 PM.* There is a late pick-up charge if you do not call to let us know you will be late. We are unable to accommodate early drop-off or late pick-up. We can accommodate late drop-off and early pick-up if needed.

1. Park in front of the Sunshine Inn and bring your luggage to the luggage table outside where our staff will label and take your luggage to the cabin, please keep their medication in hand.
2. Bring your camper and medication inside and check in at the front table (all campers are processed in the order in which they arrive)
3. Take a seat at your camper's assigned cabin table and begin to discuss the transfer of their care with their counselors.
4. Your camper's name will be called for medication intake while you wait\*\*\*, this process can be longer than other parts of the day.
5. One of the counselors will then take you back to the cabin to help make the campers bed and acclimate them
6. Once all these steps are completed you may sign-out at the front table
7. Have a great respite!
8. Pick-up your camper at the Sunshine Inn on Friday after their session

No camper or family will be allowed to skip any part/step of this process for any reason. We understand you may have planned a vacation or have obligations, but you will need to plan to be with your camper at the allotted time for drop-off and pick-up.

### **Travel Camp Drop-Off and Pick-Up**

Travel camps run from Fridays to Sunday afternoons. Drop-off and pick-up times vary depending on the activities planned. You should receive an itinerary one or two weeks before your camper's trip with these times listed as well as a trip packing list. There is a \$15 per minute late pick-up charge if you do not call to let us know you will be late. We are unable to accommodate late/early drop-off or late/early pick-up.

1. park in front of the Sunshine Inn and bring your campers' luggage inside, please keep their medications in hand
2. check in at the front table, verify your emergency contacts, and hand over medications\*\*\* to camp staff.
3. discuss camper care with counselors.
4. have a great respite!
5. Pick up your camper at the Sunshine Inn on Sunday

No camper or family will be allowed to skip any part/step of this process for any reason. We understand you may have planned a vacation or have obligations, but you will need to plan to be with your camper at the allotted time for drop-off and pick-up.

Please remember to pack only the listed essentials from our emails for each trip in a backpack or duffel bag. No rolling suitcases are allowed as they do not fit in our vans.

We cover all meals, transportation, and ticket prices for each trip. We also bring plenty of snacks and water. Please do not send food with your camper. We are unable to accommodate passing requests for individual snacks. Please discuss this with your camper before the trip. For instance, if we are at an amusement park, we will provide allotted snack and drink breaks. We will of course allow freedom of choice when we do stop, but we will not buy a snack if your camper passes a stall and wants one outside of those breaks.

### **Respite Weekend Drop-Off and Pick-Up**

Respite weekends run from 6:00 PM on Fridays to 12:00 PM on Sundays. An itinerary will be emailed to you one or two weeks prior to your camper's stay as well as a packing list. We are unable to accommodate early drop-off or late pick-up. We can accommodate late drop-off and early pick-up if needed.

1. park in front of the sunshine in and bring your campers luggage inside, please keep their medications in hand.
2. Check in at the front table, verify your emergency contacts, and hand over medications\*\*\* to camp staff.
3. discuss camper care with counselors.
4. have a great respite!
5. pick-up your camper at the Sunshine Inn on Sunday

No camper or family will be allowed to skip any part/step of this process for any reason. We understand you may have planned a vacation or have obligations, but you will need to plan to be with your camper at the allotted time for drop-off and pick-up.

### **General Drop-Off and Pick-Up Tips & Late Arrivals**

#### Drop-Off and Pick-Up Tips

- When speaking with your camper's counselors, please remember that they may be meeting your camper for the first time and will be taking care of them for the entire session. You will need to help them make their bed while you discuss any concerns or particulars you have for your camper. This is a good time to go over adaptive equipment such as wheelchair chargers, braces, feeding equipment, and so on. This discussion will be a great reference for the counselors after meeting several campers at the same time.
- Feel free to jot down some notes about your camper to give to the counselors on the first day of the session for the staff to refer to. Things such as likes/dislikes, behavior tips, daily rituals, things that soothe, etc.
- If you need to arrange for someone other than you to pick up your camper, please notify the administration with the name of the person we should expect. They will be added to your pick-up list, and they will be asked to show photo identification in the form of a State ID or Driver's license. We will not release your camper to anyone but registered family/caregivers or someone on their designated pick-up list.
- Transportation to and from camp is your responsibility. Travel Camp provides transport during the trip only for scheduled hotel stays and activities. You must drop off and pick up your camper at the Sunshine Inn. Camp cannot transport you camper to another Arc Gloucester program after their stay.

- The camp store is open during drop-off day to purchase camp merchandise; campers need no money for their stay, some Travel Camps allow for souvenir money to be sent.
- Please be kind and patient with your camper at pick-up, they are leaving friends new and old who they may not see again for a year.
- If you pick up early, please let us know so we can have your camper ready for you, as they may be in the middle of an activity.
- You will have time at pick-up to speak with the Medic Office, Admin and Counseling Staff about your camper's stay. Your luggage will be brought up to the Sunshine Inn.
- Please be aware that camp is closed in between sessions. Please ensure you have all your camper's important belongings when you leave camp. We do our best to ensure we pack them up efficiently. The phone is not monitored on weekends, and you will not hear from us until Monday about your items. A great example of this would be an electric wheelchair charger.

### **Late Arrivals & Absences**

Please call camp if you think your camper will arrive late to drop off. We are happy to accommodate your camper and we want to ensure they are fed and receive their medication on time.

If your camper does not arrive within half an hour of drop-off time for any camp (day, residential, travel or respite) Camp Administrative Staff will call the listed parent/caregiver/guardian to verify their absence.

### **Going Home Early & Camp Dismissals**

We always want campers to enjoy their time here at Camp Sun 'N Fun. Unfortunately, there are some circumstances that force us to cut their stay short. Listed below are grounds where a camper may be sent home early or dismissed. Please be advised that in the event of early dismissal or an illness or injury at camp, you or your emergency.

Contact(s) will be expected to pick up your camper day or night within a timeframe established by Camp Administrative Staff.

### **Heat Wave, Natural Disaster or Active Threat**

Camp Sun 'N Fun makes every attempt to keep our campers cool during the heat waves of summer. We include water activities, shorten our morning program, add additional swim sessions, drink lots of water, use the shady spots on camp, suspend our outdoor sports program, and even continue activities in our air-conditioned dining hall. We cannot predict when or how long a heat wave will last, and on rare occasions we may need to send campers home for their safety. If this happens all families and caregivers will be notified via phone call.

In the event of disasters such as a tornado, an electrical storm that takes out our power, a flood, or an active threat, camp will ensure the safety and immediate medical care (if needed) of all campers and staff. Then calls will be made for campers to be picked up and/or to update families/caregivers.

We appreciate your kindness and patience with us at these times.

### **Unexpected Medical Issues**

Illness, injury, or insufficient supply of medication may require you to pick up your

camper early. Though unlikely, you should be prepared to pick up your camper at any time of the day or night. If you are away from home, please ensure that your emergency contacts are ready, willing, and able to pick up your camper at any time and that at least one of them are located within one hour of camp.

We are unable to treat or allow for recuperation of some health issues at camp. These include but are not limited to infectious diseases, viruses, pink eye/conjunctivitis, UTI's, vomiting, diarrhea, constipation, some cuts/lacerations, sprains, strains, and fractures. This is at the discretion of the Recreation Director. You will be required to pick up your camper if they have/develop one of these health issues.

### **Behavior, Homesickness and Non-Compliance**

It is our goal to make all campers successful at camp. However, there are occasions when we must dismiss a camper for serious and/or repeated infractions of camp policies or if they pose a physical or verbal threat to themselves, others, or property. We are not licensed to support complex behavioral needs at camp. If your camper displays verbal or physical aggression, you will be required to pick them up immediately. If the behaviors escalate before your arrival, camp will need to contact the EMS/police for crisis intervention as we are not certified in aversive personal techniques and physical interventions.

If your camper requests to go home, and we believe it is more than the normal bout of homesickness that can be gotten over in a day or so, we will call you to pick them up. Camp should be a positive experience for all.

Occasionally campers are just not able to adjust to being at camp. This may include campers who are non-compliant with taking medication, nutrition, hygiene, or participation in our daily program. This may also include campers who show food aggressions. Camp is not able to accommodate these campers. Camp is a social place and participation in our daily program is essential to a camper's success while here. If a camper displays food aggression, does not maintain medication schedules, nutrition, hygiene, or participate in program each day it can pose a significant health or safety risk to others. You would need to pick up your camper if any of these things occur.

## **Healthcare Plan & Policies**

### **Healthcare Plan**

Each day our Medic Office Staff monitors the health and safety of all our campers and staff using a healthcare plan developed with our camp doctor and nurses. Counselors are instructed to seek their attention whenever there is a problem big or small. We have a doctor on-call, nurses, trained EMT's and NJ College of Direct Support trained medication technicians.

Just so you are aware, camp does not call home for minor injuries such as bumps, bruises, or small scratches. We are happy to manage those issues here with our Medic Office Staff. We will of course call for anything out of the ordinary. If your camper is prone to issues that may result from minor injury, please let us know so we can elevate their care to the next level. To provide the best care possible, we request the right to administer necessary prescription and OTC medications.

In the event your camper's care exceeds the scope of our healthcare plan, and it is determined that they need to go to urgent care or see their own doctor/specialist you will be required to pick them up. Camp cannot transport them to these visits. If the urgent care or doctor/specialist feels

they are safe to return to camp and the Recreation Director agrees, a note will be required for them to return.

We are unable to treat or allow for recuperation of some health issues at camp. These include but are not limited to infectious diseases, viruses, pink eye/conjunctivitis, UTI's, vomiting, diarrhea, constipation, some cuts/lacerations, sprains, strains, and fractures. This is at the discretion of the Recreation Director.

In the event your camper has a medical emergency, they will be transported via ambulance to the nearest/safest emergency room to be treated. You or your emergency contact will be called at this point to make you aware of the situation. A member of camp staff will be sent with them to the hospital to stay with your camper until you are able to arrive. If they are treated, released, and given permission to return to camp (requires a doctor's note and the approval of the Recreation Director) they are more than welcome to resume activity at camp. For more complex emergencies, we will await your arrival at the hospital and then leave your camper in your care from that point. You will be able to decide to pick up your camper's belongings when you are able.

### **\*\*\*Medication Drop-Off**

It is important to remember these tips when you meet with our Medic Office staff on drop-off day:

1. Bring all the medications in the original bottle/box.
2. Bring only enough for the camper's time at camp with one or two spare doses.
3. All extra medication will be sent home in baggies with you, your bottles/boxes will be returned even if empty.
4. you/we cannot alter the instructions on a prescription or over the counter bottle/box without doctor's written orders.
5. If you do not have enough medication for your camper's time at camp, and you do not bring the required medication by the agreed upon date and time, your camper will only be able to attend up to and including the day we have medication for

It is important to note that camp does not accommodate "medication vacations". Camp is not an ideal place to change a camper's daily medication routine. In addition, any camper who takes/uses medical marijuana must provide a copy of their NJ State Medical Marijuana Program card. It must come in a proper container from a NJ approved dispensary.

### **Early Medication Drop-Off**

To cut down on your Sunday drop off time for residential camp, you may drop off your camper's medications the week before their session on Wednesdays. You can choose from 2:00 PM to 4:00 PM or from 6:00 PM to 8:00 PM, no need to make an appointment just pop on by. Park in front of the Sunshine Inn and make your way to the medical office where someone will help you.

This service will allow you to get in and out in about 20 minutes on drop-off day, and we highly recommend it if your camper has more than seven medications. In some cases, camp may call you and specifically request that you take advantage of medication drop-off. By allowing us to intake your medication early you allow us to doubly ensure the safety of your campers' medication delivery. Of course, if you live more than 40 minutes away, we do not expect you to come and do this.

### **Physical Examinations & Immunizations**

All campers must complete a yearly physical exam which is signed and dated by a physician on our Camp Sun 'N Fun physical examination form. State agency forms such as DDD or DCF are the only allowable exceptions, no other forms will be accepted.

Physical forms are due by June 1<sup>st</sup> each year, apart from those campers whose yearly physical is always scheduled for June, July or August.

Medically required special diet/medication administration information should be noted by your physician on this form. The Camp Director may contact you at any time to verify the medical necessity and parameters of your camper's required diet/medication administration.

Please note that tetanus information is required, Either the date of the last booster, or "None/Unknown" may be written. We are not concerned if the tetanus shot is current, we just need to know in the event of an emergency if your camper would require a booster shot. All vaccination exemptions must be accompanied by our Exemption Form & Release and a physician's (medical exemption), or clergyperson's (religious exemption) note.

### **Diet, Allergies, Camp Food & Consumable Items**

We do our best to accommodate different allergies and dietary restrictions such as gluten-free and low-sugar diets. Please notify us of dietary needs or assistance needed with eating, swallowing, etc. prior to attendance. Our menu is approved by the New Jersey Department of Agriculture and although we make reasonable attempts to provide alternatives for various dietary requests, we cannot accommodate all nutritional wishes. Some special diets and medically necessary diets are not possible to maintain while at camp. Please feel free to speak with the Recreation Director to determine what the camp kitchen can do in your case.

Camp food is served family style, and we endeavor to serve each camper as similar a meal as possible. We do not want any campers to feel left out or to feel that they did not get to try everything that everyone else had. Sending special foods with your camper is not allowable unless it is medically necessary. Food not provided by camp can pose a health and behavior risk to other campers.

Please keep in mind that camp participates in the New Jersey Department of Agriculture Summer Food Service Program. We serve our campers three to six servings of fruits and vegetables every day, and this is often much more than we eat at home. Sometimes this can cause loose stool at camp. We will contact you for best practices and follow our health care plan in these cases.

If your camper requires any consumable medically necessary items such as incontinence briefs/underwear, Ensure, Thick-It, Gatorade, etc. it is your responsibility to provide enough for your camper's stay. Please remember we are outside and very active at camp, and they may need more of these items than they normally do.

### **Smoking/Medical Marijuana**

If your camper is a smoker and as of legal age to do so (21), they will be allowed to smoke at a designated area on camp during times agreed upon by you and the Medic Office Staff at drop-off. Cigarettes and lighters are checked the same as medication. Medical marijuana will be kept in the Medic Office and dispensed as indicated on the prescription. Your camper must hold a valid New Jersey State medical marijuana registration card.



## **Camper & Family/Caregiver Conduct**

Here at Camp Sun 'N Fun we believe in a happy and cohesive camp experience. The camp is supposed to be a fun place for everyone: staff and campers alike. The best way to make this happen is to be certain that all staff, campers, and families/caregivers are aware of and follow all camp policies for acceptable conduct. These policies are meant to make every person at camp feel safe and supported while ensuring the preservation of their rights and dignity as human beings. They safeguard each camper's right to have a happy camp experience and each staff person's right to work in a positive and safe environment. Please review the codes of conduct on your own and with your camper to ensure you are familiar with them before their stay.

## **Camper Code of Conduct**

- Campers are expected to display appropriate behavior and show respect to all they encounter, be it other campers, visitors, or staff.
- Campers are expected to refrain from physical and verbally aggressive behavior towards campers and staff, including but not limited to physical violence, sexual language/gestures/inappropriateness, teasing, threats, gossip, harassment, bullying, exclusion, and hazing.
- Campers are expected to respect the property (physically and verbally) of both the camp, other campers, and staff. They are expected to refrain from taking or damaging the camp's property or other's belongings.
- Campers are expected to follow directions for activities during our program to ensure safety, to the best of their ability. They are expected to attend the camp program by moving through the schedule during their stay.
- Campers are expected to take their medications as directed by their physicians and as given by our Medic Office Staff.
- Campers are expected to maintain their hygiene and nutrition to stay healthy and be able to participate in the camp program.
- Campers cannot bring prohibited items to camp.

## **Family/Caregiver Code of Conduct**

- Family/caregivers should provide positive and sensitive encouragement to participate in the camp program. They will refrain from being verbally and physically aggressive towards their camper.
- Family/caregivers will educate their camper on what bullying is and explain to them that it is unacceptable behavior at camp. They will explain to their camper that they may not engage in verbal or physically aggressive behavior towards other campers, staff, or property. They must understand that they must pick up their camper immediately if they engage in any of these behaviors.
- Family/caregivers will treat Camp Sun 'N Fun staff with respect. They are here to provide a safe and healthy camping experience for campers and deserve the same respect and care as all human beings. They will refrain from being verbally and physically aggressive towards staff or camp property.
- Family/caregivers will allow campers the grace and respect to make mistakes, make their own choices, and to care for themselves while at camp to the best of their ability with the help and guidance of camp staff.
- Family/caregivers will read the camper code of conduct and help their camper policies.

## **General Camp Policies**

### **Lost & Found and Prohibited Items**

Camp Sun 'N Fun is not responsible for lost, stolen or damaged property. Please be sure to label your camper's belongings to reduce lost and found. Inexpensive labels can be found online. You may also take advantage of our luggage inventory that is sent to you in your welcome packet before your session. Just complete the luggage inventory and pack in your camper's suitcase to help ensure all your belongings find their way home.

Although we do everything in our power to avoid the loss of camper's property, it is inevitable. Any lost items that are not labeled will be available to peruse at pick up. If items are not called for or claimed within a week of your camper's session they will be donated to goodwill. Do not send cherished or expensive items. If we can identify your camper's item after you pick them up, we will do our best to drop them off or mail that item to you.

Camp is a place to connect with the outdoors, be active, and limit the use of technology. Please limit items you send to camp. Communication devices should be discussed with the Recreation Director. The following items are prohibited at camp:

- Cell phones, tablets, handheld game systems, and laptops
- weapons of any kind
- personal vehicles
- alcohol or drugs
- personal sports equipment or instruments
- animals (service animals are of course permitted, but are not necessary at camp)

Communication devices and tablets are allowable if your camper does not have access to the Internet on that device. As stated above, the camp is a technology free place, and we cannot monitor your camper's Internet browsing.

If any of the above items are found on your camper appropriate action will be taken and the items will be held in the camp office until pickup, at which time they will be given to the family/caregivers.

### **Public Relations**

Throughout the summer we take videos and pictures of the staff and campers engaging in our many fun activities. Whether they are participating in arts & crafts, swimming, or just hanging out we would like to capture those magic moments. Sometimes these videos and pictures will be used for publicity such as our camp video to help recruit staff, campers, and volunteers. We also use photos in our brochures and online marketing. Each camper has the right to not have any photograph of them used for such purposes. You can opt out of this on the permissions page of the online registration.

Additionally, we do not guarantee that pictures will be taken of your camper. We cannot accommodate requests for photographs. We do not know how many pictures or what kind of pictures will be taken. Our photographer cannot honor photo requests. Pictures will be posted daily of all camp activities on our Meta page.

## **Laundry**

Although we have laundry facilities on the property, they are limited and meant for our live-in staff as they are here for the entire summer. If there is an accident and more clothing is needed, we wash only what is necessary to get them through their stay. Please send enough clothing and bedding for the duration of their stay.

## **Visitors and Phone Calls**

During your camper's stay, we do not encourage visiting your camper. While they are with us, it is a chance for both the camper and family to get a much-needed break. The campers do well with the newly gained independence and a visit can sometimes hinder their progress as well as make other campers envious or uncomfortable. It is for these reasons that we ask you to notify the Recreation Director if a visit is necessary and they will set aside a place away from the main camp activities.

You must stop at the office before your visit and get a visitors' badge. At no time during your visit are you permitted to participate in the activities for insurance reasons. This means no playing sports, swimming, or joining in a meal. We respectfully ask that you keep your visit brief and to the area that is designated.

Both outgoing and incoming phone calls are permitted, we allow phone calls between 10:00 AM and 5:00 PM at camper's requests. You may call anytime between 9:00 AM and 7:00 PM. Please be aware that phone calls may stir up feelings of homesickness: so, if you think your camper will experience this, please refrain from speaking directly to them. We would be happy to give you an update on their progress.

In general camp will not contact you during your camper's stay unless we need to problem solve for a medical issue or behavior. Of course, we are happy to give you an update at any time.

## **Homesickness**

Homesickness is quite common in new campers during a prolonged stay. It is for this reason that we limit a camper's first stay to a one-week session. You can help in this process by starting at home before they arrive. Talk about all the fun they are going to have and reassure them that everything will remain the same at home in their absence. Our staff will work together to ensure that the environment at camp is welcoming and respectful for all campers. We will encourage and re-direct them as needed to try to get them to stay through their session. We have a big bag of tricks, and we use them all.

Normally, homesickness goes away within the first two days once they become immersed in the camp routine. If it does not, the Recreation Director will call you about your suggestions and input. If camp is just not going to be a positive experience for your camper, we will have to ask that you pick them up.

## **Swimming**

We endeavor to provide the safest possible aquatic experience while your camper is with us here at camp. We have an American Red Cross trained Lifeguard Supervisor and a team of Lifeguards at the ready. The shallow end of the pool is three feet deep, and the deep end is nine feet. There are policies to remember about swimming in the pool:

- All campers who wish to swim in the deep end must pass a swim test comprised of three laps of the pool at 2 minutes treading water. No exceptions will be made to this

rule.

- New Jersey Public Recreational Bathing Code states that all persons in diapers must wear plastic pants with snug fitting elastic waist and leg bands. Swim diapers will also meet this requirement if your camper is of the size to fit in them. [www.especialneeds.com](http://www.especialneeds.com) has some good options for all campers. Please provide enough swim diapers pants for your camper's entire stay.
- Campers are not allowed to jump or dive in the pool, if your camper is unable to comply with this policy, they will be unable to attend camp.

## **Packing Lists & Dress Code**

### Day Camp Packing List

- Backpack/bag with straps to be able to carry
- Bath towel and pool towel
- Change of clothes, socks, and underwear for each day of camp
- Aqua shoes for the pool (our pool has a scratchy bottom)
- Raincoat, slicker, or poncho
- One to two bathing suits (if your camper has sensory issues)
- Cover-up or t shirt
- Hat

### Miscellaneous

- Medications and original bottles/boxes
- All necessary toiletries/wipes
- Sunscreen and bug spray
- Adaptive equipment and consumables such as diapers or ensure
- Communication devices with charger

### Residential Camp Packing List

#### Linens

- Warm blanket with twin sheet set
- Pillow and pillowcase
- Plastic sheet and extra sheet set (if your camper is prone to accidents)
- Bath towel and pool towel

#### Clothing

- Change of clothes, socks, and underwear for each day (plus one to two extra)
- Two pairs of shoes, at least one pair closed toe
- Aqua shoes for the pool and showers (our pool has a scratchy bottom)
- Pajamas that are camp appropriate
- Sweatshirt or light jacket
- One pair of lightweight comfortable pants
- Raincoat, slicker, or poncho
- Hat

### Miscellaneous

- Medications and original bottles/boxes
- All necessary toiletries
- Sunscreen and bug spray

- Activity book
- Flashlight
- Dirty laundry bag
- Adaptive equipment and consumables such as diapers or ensure
- Communication devices with charger

#### Dress Code

Campers are asked to bring camp appropriate clothing. Please do not send clothing with inappropriate slogans, bands, or sayings. Please do not send clothing that is overly revealing or does not cover your camper when they are active. We recommend one piece bathing suits for ladies.

Remember that we are in the woods and get messy regularly. Please refrain from sending new or good quality clothing, one-of-a-kind items, or something your camper would not want to lose or wear out. Also, please make sure items fit correctly, we wish our campers to stay safe and covered up while they have an active and fun time.