



## **CAMP DISCOVERY Parent Handbook**

First Children Services has adopted the following policies and procedures for Camp Discovery, as required by New Jersey Youth Camp Safety Standards:

### **CAMP HOURS**

Camp Discovery full day hours are from 9am-3pm. Half day hours are from 9am-12pm or 12pm-3pm. Campers should not be dropped off before 9am, unless they are registered for before care. If you arrive early, please stay with your child until camp starts at 9am. If a camper is picked up late, parents will incur a late fee of \$10/15 min that the pickup is late. Please make every effort to contact us if you will be late picking up your camper.

Parents/guardians must sign students in and out of Camp Discovery daily. Please use the attendance sheets provided at the front desk.

### **ABSENTEEISM AND ATTENDANCE**

Please report non-scheduled absences or lateness to the camp director, Cindy Conley at 856-232-7325.

### **EMERGENCY CLOSING**

Families of the campers will be notified if there is an emergency closing.

### **MEALS, DRINKS, AND SNACKS**

Each camper is responsible for bringing their own meals, drinks, and snacks. We have a refrigerator and microwave available for snacks and lunch. Please pack lunch, two snacks, and plenty of liquids.

### **CAMPER SUPPLY LIST**

- Please send the following items with your camper:
- Sun Block
- Hat/sunglasses
- Extra change of clothing
- Any personal care items needed
- Personal electronics (optional). If you do choose to send a personal electronic, please send it with a charger and make sure it is fully charged at the start of the day.

Please have your child wear comfortable play clothes. Our science activities can be messy so you may want to pack a smock or oversized old shirt to wear over their clothes.

### **GENERAL CARE OF CAMPERS**

Camp Discovery staff follow the principals of Applied Behavior Analysis in caring for our campers.

#### ***Discipline***

Camp Discovery staff and campers are forbidden to take the following actions against any camper: deprivation of food, isolation, subjecting to corporal punishment or abusive physical exercise as a means of punishment.

#### ***Grouping:***

Campers will be grouped with “like peers” in order to facilitate the most therapeutic environment.

## **STAFFING**

The Camp Discovery Director is a Board Certified Behavior Analyst. Camp Discovery only employs staff members with experience children with special needs. Camp Discovery staff members have experience working with children with developmental disabilities and other special needs. We do thorough sex offender and criminal background checks for each staff member.

The staff to camper ratio ranges from 1:1 to 1:3 depending on the individual needs of the children who attend Camp Discovery.

All staff members have camp orientation which includes:

1. Basic principles of emergency first aid, blood borne pathogens, infection control, and hand washing practices
2. Emergency and evacuation procedures
3. Daily health surveillance procedures
4. Lost camper policies
5. Discipline policies

## **HEALTH PROGRAM**

The Camp Discovery director is certified in first aid and CPR. At all times, we have at least one camp staff member who is certified in first aid and CPR in the building.

Camp Discovery has established policies on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures. We will maintain on-site, written parental consent for emergency medical treatment.

### ***Health Records***

Campers and staff must have must submit complete written health histories including all known physical conditions, mental conditions, and allergies. Camp Discovery will maintain the written health records on file at the youth camp during the camp season.

All campers must be immunized or provide a statement from a physician that immunization is in progress. If there are medical exemptions for campers from immunization, where the immunization is medically contraindicated, a letter from a physician is required. Camp Discovery will exclude children from camp who have not been immunized or provided such records. All immunization records and medical and/or religious exemptions for each camper will be kept on file at the camp during the camp season.

### ***Medication Administration and Storage Policy***

Each camper must return the completed medication permission form signed by the parent/guardian and physician before medication can be administered. Except in the case of an emergency or scheduled medication, we will attempt to contact parents before administering any medication. Camp Discovery does not provide any medications.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for administration. If a child may need health care procedures while at the camp (such as the use of nebulizer, glucometer

or epi-pen), parents/guardians must let the camp know who can provide appropriate training for camp staff, and how the camp can contact the health provider.

All medications will be labeled and stored in a locked cabinet. Refrigerated medication will be kept in a locked container in the refrigerator.

Medication for specific campers will not be administered to another camper.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical (skin) preparations.

The camp director or authorized staff member who is informed of the child's medication and health care needs will give medication or health care procedures. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents within three days of the end of camp or destroyed if unable to return medication.

Health history and medication forms can be found on our website [www.firstchildrenservices.com](http://www.firstchildrenservices.com).

### ***Emergency Care***

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately. Camp Discovery staff will attempt to contact the parent/guardian through all of the emergency persons listed on the child's registration form.
2. The child's health care provider will be contacted.
3. If we cannot contact the parent/guardian or your child's health care provider, we will do any or all of the following:
  - a. Call for emergency first aid assistance/transportation
  - b. Call another health care provider
  - c. Have the child transported to an emergency hospital in the company of a staff member

### ***Diseases (Policy on Management of Communicable Diseases)***

The health director shall conduct a daily health surveillance of all campers and staff.

Camp Discovery will isolate any camper or staff member suspected of having a communicable disease, until medical assistance is obtained.

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur at the program, the child will be removed from the group, and the parent will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 °F
- Red eyes with discharge
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Difficult or rapid breathing

- Infected, untreated skin patches
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Visibly enlarged lymph node
- Blood in urine
- Stiff neck

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the camp.

**Table of Excludable Communicable Diseases**

A child who contracts any of the following diseases may not return to the program without a physician's note stating that the child presents no risk to himself/herself or others.

**Respiratory Illness**

- Chicken Pox \*
- German Measles
- Hemophilus Influenza\*
- Measles\*
- Meningococcus\*
- Mumps\*
- Strep Throat
- Tuberculosis\*
- Whooping Cough\*

**Gastrointestinal Illness**

- Giardia Lamblia\*
- Hepatitis A
- Salmonella\*
- Shigella\*

**Contact Illness**

- Impetigo
- Lice
- Scabies

\* Diseases that we will report to the department of health

If your child is exposed to any excludable diseases at the center, you will be notified in writing.

***First Aid/Accidents***

If a student receives a minor injury while attending the camp, first aid will be administered and an accident report will be sent home. We will contact the parent/guardian immediately with any significant accidents or injuries.

***Serious Injury***

First Children Services has made arrangements with the local EMS for medical transport. If a student is seriously injured or has a medical emergency while attending the Camp Discovery, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's emergency contact form.

**SAFETY**

***Fire Safety***

Camp Discovery will conduct fire and emergency drills at least once in a two week period. In case of a fire drill or the actual event of evacuation, staff and campers will move toward the closest exit. Staff must make sure that campers are gathered in a pre-determined location outside of the building.

First Children Services (Camp Discovery) maintains a certification from the local fire marshal.

**CONFIDENTIALITY OF INFORMATION**

First Children Services staff are bound by the principles of professional ethics. Camper information including medical, psychological, educational and other health care related information and administrative financial information will be kept confidential. It is our policy to hold staff accountable for maintaining the strict confidentiality and integrity of information obtained as a function of their job responsibilities and/or engagement of services.

All communication with campers' parents/guardians regarding health care, educational, psychological or medical issues will be held privately, in a closed-door environment.

**CONTACT INFORMATION**

***Camp Discovery Director***

**Cindy Conley, BCBA                      (856) 888-1097 Ext. 310                      cconley@firstchildrenservices.com**

***Registration***

**Adrienne Norman                      (908) 654-2482                      anorman@firstchildrenservices.com**

***Billing***

**Tiffany Broomall                      (856) 888-1097 Ext. 314                      tbroomall@firstchildrenservices.com**