

3007 Fort Bragg Road * Fayetteville * NC * 28303
www.TheArcofCumberland.com * 910-867-2141 * Fax 910-867-0917



Simply Fun Summer Camp provides children and young people (ages 3-high school) with developmental disabilities and their siblings opportunity for enrichment and recreation during the summer.

PREFACE

It is the intent of this handbook to provide parents and others with a guide to pertinent information regarding Simply Fun Summer Camp.

Simply Fun Summer Camp was developed in the summer of 2000 by volunteer, Stephanie Walsh and executive director, Nancy Szymkowiak. The camp was formed to assist children and young adults with developmental disabilities who had been turned away from other camps because of their personal needs. The first camp was co-sponsored by the Fayetteville YMCA who offered technical support on running the camp.

Cumberland County Schools allows us the use of their facilities for our camp and Camp is supported by the fees of the campers and private donations.

The summer of 2007 is the eighth year of our camp. We take great pride in improving camp each year and we invite your input.

DATES FOR SIMPLY FUN 2007

Camp will be closed July 4 in observance of Independence Day.

- **June 25—29**
- **July 2—6**
- **July 9—13**
- **July 16—20**
- **July 23—27**
- **July 30—Aug. 3**

HOURS OF OPERATION

Regular hours are from 8:00 am till 2:00 pm with early drop off at 7:45 am.

No camper can be dropped off BEFORE 7:45 am.

ALL CAMPERS MUST BE PICKED UP BY 2:00 PM. A fee of \$1 for every minute after 2:00 pm will be assessed. **NOTE: Staff are paid until 2:00 pm. IF STAFF MUST REMAIN, FEES WILL INCREASE.**

After camp care must be arranged prior to the week needed. There is an additional fee of \$40.00 per week /per camper for after camp care. Campers **MUST BE PICKED UP BY 5:00 PM.** Late fees will be assessed at \$1 per minute after 5:00 pm.

FEES (See below for discount information)

Parents/guardians of campers must be members of The Arc of Cumberland County. The exception, a state agency is custodian or guardian. The agency will pay a \$25 registration fee.

Individual or Couple membership is \$25. The annual membership fee applies to all services offered by The Arc of Cumberland County and includes membership to the state and national affiliates.

There is also a \$10.00 Supply Fee (that includes a T-Shirt) for each camper.

Discounts apply if camp tuition is paid by June 15, 2007.

If paid by June 15, 2007 the fees are:

6-weeks = \$375 for the first camper and \$210 for each additional camper

1 week = \$80 for the first camper per week and \$70 for each additional camper

If paid after June 15, 2007 the fees are:

6 weeks = \$475 for the first camper and \$310 for each additional camper

1 week = \$100 for the first camper and \$75 for each additional camper per week

Payment Plan:

To help make camp more affordable, The Arc begins accepting payments for Simply Fun 2007 on January 1, 2007. Families are encouraged to make payments in advance. Payments can be made monthly, weekly or bi-weekly. As long as the fees are paid by June 15, 2007 the discount applies.

Scholarships:

Limited scholarships will be available (the total number of children attending, donations and monetary resources will determine the total number of scholarships). Scholarships are given with approval by the Board of Directors of The Arc of Cumberland County.

Scholarships will be given with the following priority:

1. Campers with special family circumstances (house burning, parent with cancer, parent unemployed due to circumstance, etc) and who is not receiving CAP.
2. Campers who meet the financial criteria and who are not receiving CAP or other services
3. Campers who meet the financial criteria and served by The Arc
4. The Arc will not provide scholarships to campers who receive CAP or other services. If the parent/guardian is unable to pay, the provider will be asked to pay the fee for camp. Under special circumstances, a provider may ask for a scholarship for a camper if they are not receiving CAP. The Arc will work in partnership with the provider to implement the goals on the plan of care.

REFUNDS:

Registration fees, membership dues and supply fees are NOT REFUNDABLE. In the event a camper is discharged from Simply Fun 2007, The Arc will pro-rate the fees paid and provide a refund. Should a parent/guardian choose to withdraw a camper, a pro-rated refund will be provided with cancellation fees as follows:

6-week participants will be charged a \$75 cancellation fee

Weekly participants will be charged \$25 for each week not attended.

Special consideration will be given to emergencies such as death in the family, surgery, hospitalizations, etc. Parents/guardians may be asked to provide documentation of the circumstances.

TRANSFERS: Tuition is for individual campers and is NOT transferable.

Simply Fun Summer Camp General Policies/Procedures

Camp participation:

All campers must have a packet completed by parent or guardian. Parents, guardians and/or providers must leave an emergency contact number. **RESIDENTIAL PROVIDERS MUST PROVIDE A NUMBER OF SOMEONE WHO CAN ACT ON BEHALF OF THE CHILD AND WHO IS AVAILABLE DURING CAMP HOURS.**

It is the responsibility of parents/guardians/providers to provide the following:

- Diapers if needed
- Wipes
- Special dietary needs
- Lunch if not utilizing free lunch service
- A change of clothing
- A phone number where someone can be reached at all times

FINANCIAL agreement:

A financial agreement must be signed as part of the camp application packet. Camp must be paid prior to attendance.

Campers who receive CAP/MR/DD or other similar services:

A camper may be accompanied by his/her direct support staff. In some circumstances, it may be **required** for the camper to be accompanied by his/her worker.

Release of Information:

At times, staff of Simply Fun Summer Camp may need to gather information about a camper. The information will only be used for the purpose of meeting the needs of campers.

Exemption to policy:

In the event of special circumstances, the Executive Director and/or the Executive Committee may waive the policy and procedure. All requests should be presented in writing.

Medication Administration:

The Arc will administer medications if needed. Parents/guardians must sign a medication agreement. Medications must be in an appropriate container labeled with the campers name and dosage. Medications will be stored in a locked container or cabinet at the camp location. Only camp staff with medication training will administer medication. Only medications that are prescribed by a person authorized to prescribe medication will be administered by camp staff. Directions must be very specific and include the time to be given.

Example: If the directions state, "Give 3 times per day", The Arc staff will NOT give this medication. It must state, "Give 3 times per day at breakfast, lunch and dinner" or "Give at 7 am, NOON and bedtime".

If medications are to be given at camp, parents are encouraged to check the directions prior to camp to allow time to make contact with the prescribing physician.



Campers in all groups will have the option of receiving lunch through Child Nutrition Services of Cumberland County Schools. No qualification is necessary. This is a federal program offered through the school system. See the sample menu below. If you choose not to participate in this program you may pack your camper's lunch. Please pack more than you think your camper may eat as they develop healthy appetites.

Sample Weekly Menu

Monday

Pizza, corn, orange wedges, cookie and milk

Tuesday

Pork Pattie with roll, green beans, peaches, cookie and milk

Wednesday

Cheeseburger, tomato and lettuce, pears, cookie and milk.

Thursday

Chicken fillet on bun, baked potato, lettuce, pickle chips, strawberry applesauce and milk

Friday

Hoagie Sandwich, carrots with dip, cantaloupe, raisins, cookie and milk

Behavior Management Policy

It is our belief that staff must lovingly guide and redirect campers to help them learn cooperative and appropriate behavior. We intend for campers to have a positive, educational experience at our camp and to encourage their growth and development while in our care. We believe we can best accomplish this by implementing the following:

1. Offer a variety of activities, both educational and recreational for the campers
2. Use group management techniques
3. Speaking with children if their behavior is inappropriate and reinforcing positive behavior
4. Using positive language with the children.

The following method will be used:

1. Redirection: Should a camper have difficulty cooperating, the staff will redirect them to another activity or area.
2. Positive Reinforcement: Campers will be rewarded for positive behavior with phrases such as "good job", "you did great". Choices in activities may also be used to reward appropriate behavior.
3. Time Out: Should a camper exhibit inappropriate behavior and remain uncooperative for redirection and verbal prompting, the camper may be placed in a time out. A chair is typically used located away from the immediate activity area. Time out will provided the campers with opportunity to calm down and make appropriate choices.
4. Non-Combative Intervention: Only in emergent situations when a camper may hurt himself or others, non-combative intervention techniques will be implemented by staff who have completed NCI training. All lead teachers will receive training. The safety of EVERYONE is the priority at camp. Restraining will not be used for discipline or control. Any type of restraint will only be used when a camper may hurt himself or others.
5. Meeting with parents/guardians/providers/support brokers: Should none of the above be effective in managing a camper with difficult behaviors, a meeting with parents/guardians/providers/support brokers will be scheduled.

Policy for Parent/Staff Conferences/ Grievance

Parents/caregivers are welcome and encouraged to discuss issues with lead teachers. If parents should wish to confer with the lead teacher, he/she is asked to follow these procedures:

1. Minor issues which can be discussed in a *couple of minutes* may be discussed when dropping off or picking up a child. Notes to the teacher with instructions of care are encouraged. Parents/caregivers are asked to be mindful that teachers are responsible for a group and should not consume too much time during regular camp hours.
2. If the issues are such they will require more than a few minutes, please schedule a time with the LEAD TEACHER for discussion.
3. In the event there is an issue not addressed by the LEAD TEACHER, contact Diane Crawford, Family Support Coordinator or Nancy Szymkowiak, Executive Director at The Arc office.
4. If the matter is unresolved, parents/guardians may send a written complaint to the attention of the Human Rights Advisory Committee. The Committee will review the complaint and respond.

The Arc of Cumberland County
3007Fort Bragg Road
Fayetteville, NC 28303
Phone: 867-2141

Email: dcrawford@ncrbiz.com or TheArc@ncrbiz.com or
nszymkowiak@ncrbiz.com

After Camp Care

The Arc is offering After Camp Care for working parents. If at least 5 participants register for after camp care the fee is \$35 per week.

For more information on after camp care, please contact Diane Crawford at 867-2141, ext. 31.