

**Easterseals NJ
Camping and Recreation
Camper Handbook**



**Fall, Winter, Spring Respite
Summer Residential Camp
Year Round Hotel & Travel Respite
DCP&P Sibling Reunification**

**21 O'Brien Rd.
Hackettstown, NJ 07840
Office: 908-852-3896
Fax: 908-869-4160
Out of Office Hours: 732-439-1605
Office Hours: Monday-Friday
8:30 am - 4:30 pm**

Easterseals NJ Camping and Recreational Services appreciates your interest in exploring the different activities that we have to offer. In an effort to provide you with all of the information you will need to make your camp experience a memorable one, we have put together this handbook so that you have all the information you need at your fingertips as you prepare for a wonderful experience. We encourage you to thoroughly read this information which will explain the type of care you can expect to receive from our staff and what they will need to make your experience a memorable one.

Forms & Paperwork

Make sure that you have uploaded all forms and paperwork to the CampDoc at least 4 weeks prior to your first event. By doing this you will provide enough time for your paperwork to be reviewed before your arrival. PLEASE NOTE: CampDoc will lock you out at this time so it is imperative you have completed sections of your registration by then.

Physicals / Health Examination

Easterseals NJ Camping and Recreation Services requires all participants to complete a preprogram physical. Please make sure to print the doctor authorization form off of CampDoc, have your medical professional complete, sign it and upload it to your account. This does not require an appointment for a new physical as long as the camper has completed a physical within the past year and there have been no changes in health (much like a sports physical for school). Please be sure the doctor's signature is on the completed form.

Medications

To ensure the best possible quality of care in our health center, we require all medications be packaged in multi-dosed packaging by time of day. If your pharmacy is unable to provide this you may enroll in one of these two service providers: **GENOA PHARMACY or LTC SCRIPTS**.

Please find registration information online at www.easterseals.com/nj/our-programs/campingrecreation/forms-and-handbooks.html or call camp for more information. If there is a change in prescribed medication from what you have listed in CampDoc, you must obtain an updated prescription list signed by your physician. If you chose to use one of these two pharmacies, make sure that you have sent all prescriptions to the pharmacy at least 4 weeks prior to your first session.

Luggage, Laundry, & Clothing:

In spite of all precautions, items may be lost. You may wish to mark all clothes with participant's name to reduce such occurrences. First and last initials are not sufficient. Please spell out the last name of the camper so any clothing left behind can be returned. Participants live together closely in a shared room. Every effort is made to keep personal property and clothing together although at times this is not always possible. Please label ALL campers clothes and personal items with campers first & last name. Laundry will be done for emergency needs only. Please make sure you are sending enough clothing for the entire program. Please don't expect the camper to return with all clean clothes. Please provide a laundry bag for all used clothing to be returned in. Remember to label the bag with the first and last name of the camper.

Electronic Devices

Easterseals NJ Camping and Recreation Services discourages the use of electronic devices while at camp. Participants are asked to leave mobile phones at home. Electronic devices used for direct communication only will be permitted.

Guest Policy

During programs there are limited opportunities for guest and visitors to come to the camp. All visits must be approved by the Director of Business Operations for Camping & Recreational Services at least 24 hours in advance. All guests and visitors must sign in at the Camp Office and wear a visible visitor's name badge and will be accompanied by a member of Easterseals NJ Staff for the length of their visit. Easterseals NJ Camping and Recreational Services reserves the right to ask anyone to leave the property at any time.

Curfew Policy

Easterseals Camp Merry Heart operates a curfew policy for both participants and staff. These guidelines are intended to allow adequate rest after the day's events and enough sleep to keep energy levels up to ensure a quality experience and care for all participants. The curfew is set at direction of the program supervisor and may vary from day to day.

Camper Eligibility and Supervision

Camper understands that Easterseals NJ Camping and Recreational Services reserves the right to dismiss any camper from further participation in the program if the camper cannot meet the program eligibility requirements as determined by the Director of Camping & Recreation. Supervision and transportation resulting from dismissal are the responsibility of the camper.

Payment and Cancellation

Payment of balance due or letter of 3rd party intent is due no less than 30 days prior to start date for each event. Participants are not able to be accepted into a program without payment in full. Refunds (minus registration/activity fee and incurred expenses) may be issued by Easterseals NJ only when written notice to cancel with cause is received no less than 30 days prior to the event.

Check In and Out Procedures

Check In Time Summer:	Last Name Beginning with A-M:	1:30pm at Trading Post
	Last Name Beginning with M-Z:	3:30pm at Trading Post

Check Out Time Summer: 1:00 pm at Trading Post

Check In Time Sept-May: 4:00 pm at Lafitte Lodge

Check Out Time Sept-May: 2:00 pm at Lafitte Lodge

Trip and Travel Programs:

Check In and Out Times Vary for Trip and Travel Programs. The Hotel and Travel Coordinator will contact you directly at least one week in advance to confirm check in/out times. Check in/out will take place at Lafitte Lodge.

How to Find Us – Directions to Camp Merry Heart

GPS Address: Camp Merry Heart Road, Hackettstown, NJ 07840

Mailing Address: 21 O'Brien Rd; Hackettstown, NJ 07840

Phone: 908-852-3896

From Northern New Jersey/NYC Area

Take **I-80 West** to **exit 19 (Hackettstown)**

◀ Turn **left** onto **Route 517 South**

Travel for 5 miles

▶ Turn **right** onto **Route 46 West / Main Street**

Travel approx 1 mile

◀ Bear **left** onto **Russling Road** at **“Mt Bethel” sign**

Travel 1.8 miles to 3 way stop

◀ Turn **left** onto **Mt. Bethel Rd** at stop sign. Drive 500 yards. Look for **“Camp Merry Heart” sign**.

◀ Bear **left** onto **O'Brien Rd 2nd** **“Camp Merry Heart” sign**.

◀ Camp's driveway is the first on the left.

From New/East Brunswick/Jersey Shore

Take **I-287 North** to **I-78 West**

Follow **I-78 West** to **exit 24** (Tewksbury/Oldwick)

▶ Turn **right** onto **Route 523** towards Route 517 and Tewksbury/Oldwick

Travel approx 20 miles

◀ Turn **left** onto **Route 46 West** (Main St. Hackettstown, NJ)

Travel approx 2 miles

◀ Bear **left** onto **Russling Road** at **“Mt Bethel” sign**

Travel 1.8 miles to 3 way stop

◀ Turn **left** onto **Mt. Bethel Rd** at stop sign. Drive 500 yards. Look for **“Camp Merry Heart” sign**.

◀ Bear **left** onto **O'Brien Rd 2nd** **“Camp Merry Heart” sign**.

◀ Camp's driveway is the first on the left.

From Central Jersey/Philadelphia

Take **I-95 from Philadelphia** or **I-295 North from Trenton** to **Route 31 North**

Take **Route 31 North** through Flemington, NJ to **Route 57 in Washington, NJ**

▶ Turn **right** onto **Route 57 North**

Follow to Mountain Ave in Hackettstown, NJ (Approx 8 miles)

◀ Turn **left** onto **Mountain Ave**

Take Mountain Ave to Route 46 West

◀ Turn **left** onto **Route 46 West** (Main St. Hackettstown, NJ)

Travel approx 2 miles

◀ Bear **left** onto **Russling Road** at **“Mt Bethel” sign**

Travel 1.8 miles to 3 way stop

◀ Turn **left** onto **Mt. Bethel Rd** at stop sign. Drive 500 yards. Look for **“Camp Merry Heart” sign**.

◀ Bear **left** onto **O'Brien Rd 2nd** **“Camp Merry Heart” sign**.

◀ Camp's driveway is the first on the left.

Suggested Packing List

**CAMP IS A GOOD PLACE TO WEAR OUT OLD CLOTHES
ALL CLOTHING MUST BE CLEARLY MARKED WITH CAMPER'S NAME**

We have no specified uniform but T-shirts, shorts, jeans, socks and sneakers seem to be most satisfactory.
Please do **NOT** bring sandals or open toe shoes. A sweater or light jacket is needed for cool evenings or rainy days.

Clothing			
Suggested items	Suggested number of items for 3 days	Suggested number of items for 6 days	Suggested number of items for 12 days
T-shirts	3	6	12
Jeans/Slacks	2	4	4
Underwear	4	8	14
Socks (pair)	4	8	14
Shorts	1	4	8
Pajamas	2	2	3
Bathing Suit	1	1	1
Sweatshirt / Sweater	1	2	2
Sneakers	1	1	1
Raincoat/poncho	1	1	1
Rubber Swimming Pants	1	1	1
Laundry Bag	1	1	1
Toiletries & Personal Care Supplies			
Soap/Body Wash	<p>Please make sure the appropriate amount of personal care items and toiletries are packed and brought with camper to the program. Easterseals New Jersey DOES NOT provide any personal care supplies. If items are not provided (example, razors & shaving cream) some care may not be able to be completed. If any supplies are required to be purchased (example, briefs or wipes) they will be charged to the camper.</p>		
Shampoo			
Toothbrush			
Toothpaste tube			
Comb/Brush			
Razors/Shaving Gel			
Mouthwash			
Female Personal Care			
Adult Briefs, Diapers Wipes and/ Chucks			
Adapted Equipment & Aides			
<p>Any equipment such as wheelchairs, canes, crutches, helmets, braces, utensils, cups, plates etc. that consumer needs to be as independent as possible, must be brought with them to camp and must be accompanied by a script from a medical professional. Please make sure that the adapted equipment and aides are in proper working order and are labeled with the camper's full name.</p>			
Other			
CAMP MERRY HEART Spending Money (for trading post, souvenirs, etc)	Fall, Winter, Spring Respites: Recommended \$30-\$40 to spend on souvenirs to buy at trading post (stuffed animals, T-shirts, hats, etc.). Receipts will be provided	Summer Respites: Recommended \$50 to spend on souvenirs to buy at trading post (stuffed animals, T-shirts, hats, etc.). Receipts will be provided	
HOTEL & TRAVEL Spending Money (for personal souvenirs, spending money, etc.)	Fall, Winter, Spring Respites: Recommended \$30-\$40 to spend on souvenirs, gifts, etc. during the trip. Receipts will be provided	Summer Respites: Recommended \$75-\$100 to spend on souvenirs, gifts, etc. during the trip. Receipts will be provided	

In spite of all precautions, things may get lost; you may wish to mark all clothes with consumer's name to reduce such occurrences

**Linens and towels are supplied during each residential program for your convenience
Please leave your expensive watches, jewelry, electronics etc at home as
Easterseals New Jersey is not be responsible for any lost or stolen items.**

Notification of Parent/ Legal Guardian/ Caregiver

Easterseals NJ Camping and Recreation shall take immediate necessary action to protect a camper from further harm and shall immediately notify the participant's parents or Legal Guardian when one of the following occurs while in the care of Easterseals NJ Camping and Recreation.

- A. A camper is bitten and the skin is broken;
- B. A camper sustains a head injury;
- C. An accident or injury requiring professional medical care occurs.
- D. Any other instances where the parent or legal guardian has made special arrangements to receive notifications of an incident or event.

Accidents, bites and injuries other than those specified above shall be reported to the participant's parents at end of the program. Upon request of the participant's parent/Legal Guardian, Easterseals NJ Camping and Recreation will provide a written description of the incident by the end of the next operating day.

Notification is given in events involving minors and adults with appointed legal guardians or at consent of adult camper.

Code of Conduct: Program Rules and Behavior Expectations

We expect all of these rules and guidelines to be followed at all times at Camp Merry Heart. Dismissal from a camp program resulting from camper behavior and prohibited paraphernalia will not be eligible for any type of refund.

- 1. **NO** knives, weapons including martial arts equipment, illegal drugs, alcohol explosives, or explosive devices or any other items that may be considered a threat to the health and/or lives of fellow participants or Easterseals NJ Camping and Recreation staff. Items will be confiscated and disposed of in an appropriate manner.
- 2. **NO** bullying, teasing or name calling will be tolerated. Participants are expected to be courteous and respectful to their friends, peers and everyone else on the camp facility.
- 3. Offensive language and gestures are not tolerated during any program.
- 4. **NO** hitting, threatening or harassing other campers or Easterseals NJ Camping and Recreation staff members including pushing, shoving, wrestling or play fighting.
- 5. Defacing or destroying camp property or the personal property of others will not be permitted.
- 6. Participants will obey the rules within all activity areas including the pool, pond, ropes course, etc. No participants are permitted access to program areas until the Program Specialist arrives and provides further instruction.
- 7. Participants have no access to staff private areas at any time.
- 8. Participants must follow guidelines explained by counselors and other camp staff at all times and must never go anywhere without a counselor's permission.

Rules for Use of Aquatic Facilities

In order to keep all participants and staff safe during the programs the following regulations have been established and/ or adopted by Easterseals NJ Camping and Recreation.

- 1. Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable disease shall be denied admission.
- 2. Any person with excessive sunburn, open blisters, cuts, or bandages shall be denied admission.
- 3. Do not enter the water if you are experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past 14 days.
- 4. All participants going into pool that wear briefs or diapers, must wear plastic pants with snug fitting elastic waist and leg bands. Participants without these pants will not be able to participate in aquatic activities. **DO NOT** wash out soiled diapers in the bathing water. To avoid behavioral issues, please provide these items for the camper to be able to participate.
- 5. Conduct that endangers the safety and comfort of others shall be prohibited.
- 6. Outdoor bathing shall be prohibited during an electrical storm.
- 7. Any additional aquatic facility rules will apply on a facility-to-facility basis.
- 8. Participants unable to support themselves and demonstrate effective swimming skills, must wear a Class 5 PFD.
- 9. Participation in all aquatic activities is at discretion of Easterseals NJ lifeguards and other aquatic facility lifeguards and staff.