



## 2023 Important Policies Statement

### Acceptance/Confirmation:

Final placement in sessions are at the Camp Director's discretion and may depend upon availability and suitability of the camper to the specified session. A confirmation email will be sent at the time of registration. Prior to your selected session, you will receive an email with details on your session, check-in time, check-out time, and more.

### Payment of Session Fee:

Your complete balance or a completed Statement of Funding from your funding agency must be received 30 days prior to the session start date. If registration is completed online less than 30 days prior to the session start date, payment is due in full upon acceptance. A \$40 fee will be charged for all NSF checks.

The parents/guardians are ultimately responsible for payment of camp, even if an agency has promised funding. If the agency fails to pay for camp, the parent/guardian will need to make the payment. Campers with any balance 60 days overdue will be removed from any upcoming session(s) and not allowed to attend camp until their account is brought current. If there is a waitlist for the registered session, their spot will be filled, and the camper may not be able to attend their preferred session(s). Invoices 120 days overdue will be sent to collections. A \$25 late pickup fee will be assessed per hour or fraction thereof in the event that a camper is not picked up at the scheduled pickup time. This fee is due and payable at the time of pick-up.

### Refunds and Cancellations:

Session fees are refundable or transferrable where notice of cancellation is received by the camp office 14 days in advance of the planned session. No refund or credit will be given for cancellations with less than 14 days' notice, for any reason. In addition, no refund or credit will be made where a camper does not arrive for his/her assigned session, or has attended any part of a session but has been sent home for any reason before completing the session. Again, if the agency fails to pay for a session that the camper did not show up for, the parent/guardian is responsible for payment.

### Definition of Ratios:

In order to provide the best care possible for each camper, the following guidelines are used to ensure appropriate supervision and care and to determine the number of counselors assigned to each cabin.

### Please read carefully as these options have changed:

**1:1** - Camper needs constant supervision and support from a staff member in order to engage in camp activities, or prefers to venture away from the group; Has medical needs require close attention at all times (seizures, continuous tube-feeding, etc.), or a high level of personal care that will take them away from the group frequently or for long periods of time.

**1:2** – Camper can be supervised in a group of 2 or more at activities, but requires complete assistance with dressing, toileting, mealtimes, etc.; camper does not need 1:1 supervision, but would not be successful being supervised by 1 staff member in a group of 3 or more.

**Group Supervision:** Camper is independent in dressing, toileting, mealtimes, etc. and could easily be supervised in a group of 3 or more.

## **Transportation/Check-in Requirements:**

Transportation to and from camp is the responsibility of the camper/guardian. **Guardians and/or caregivers with personal knowledge of the care needs of each camper must be present at camp check-in.**

## **Eligibility:**

Children and Adults with a physical and/or developmental disability may participate in Easterseals Washington's camping program. Those deemed ineligible may include:

- Applicants who have shown sexually aggressive behaviors.
- Applicants who regularly require physical restraint.
- Applicants with medical needs that cannot safely be met by Easterseals Washington Camp Stand By Me due to property, location, or staffing.

Every effort will be made to accommodate all applicants. However, for the health, safety, and welfare of all of our campers, our camp director reserves the right to send home or refuse admission to campers whose aggressive or destructive behaviors cannot be safely managed in this setting. If you have questions about your camper's eligibility or suitability for our program, you can reach us at [campadmin@wa.easterseals.com](mailto:campadmin@wa.easterseals.com) or 253-884-2722.

## **Prohibited Items:**

Our camp is a safe and healthy site. Our camp is a non-smoking facility. Additionally, alcohol, tobacco, recreational marijuana, controlled substances, and weapons are not permitted at Easterseals Washington's Camp Program. Campers bringing alcohol, tobacco, recreational marijuana, controlled substances, or weapons will be sent home.

## **Peanut-Free Zone:**

In order to provide a safe and healthy experience for all of our campers, Easterseals Camp Stand By Me has been a peanut-free zone since 2020. If you are sending snacks or food items with your camper, they must be peanut-free. Thank you for your cooperation and consideration, and for helping us keep Camp safe for everyone!

## **Summer Camp Paperwork:**

The Physical Exam Form, Medication Administration Record, and Parent Intake Form **must be completed by the camper's physician and returned to us, by their office or yourself, NO LATER THAN 30 DAYS** prior to the start of the summer camp sessions.

*If there is a medication change between the time the Physical Exam is submitted and the date of your session, please ask your doctor to fax an updated medication list to our office fax 253-590-0594 or email it to campadmin@wa.easterseals.com.*

Please call our office if you would like either form sent to you right away, or download these, and additional, forms online by visiting our website:

<http://www.easterseals.com/washington/our-programs/camping-recreation/camp-registration.html>

## **Family Camp Weekend:**

Paperwork for family camp weekends is due at the camp office no later than 2 weeks prior to the start of the session.

**Failure to submit paperwork on time may result in withdrawal from your selected session.**

**Medication at Camp:**

*If at all possible, please have your pharmacy use “blister packs” for both prescription and over the counter medicines.* Otherwise, all medications brought to camp must be in original containers. Original containers may include an over-the-counter bottle, a prescription medication bottle, a “blister pack” prepared by a pharmacy, or individual medication pouches prepared by a pharmacy. Please **DO NOT** send medication in home-packaged medication cassettes or envelopes. Please send the number of dosages required for the camper’s time at camp as well as two spare dosages.

**Parent/Caregiver Communication:**

In the event of an illness or injury to a camper, our camp nurse will evaluate and monitor the camper’s condition. If the condition becomes unmanageable or unsafe for others (such as a communicable disease) the parent or caregiver will be contacted and their camper will need to be picked up immediately.

**If you have questions regarding any of these policies, please contact us at 253-884-2722 or email:**

**Jill Swan, Camp Registrar/Office Administrator - [campadmin@wa.easterseals.com](mailto:campadmin@wa.easterseals.com)**

**Scott Webb, Camp Director - [swebb@wa.easterseals.com](mailto:swebb@wa.easterseals.com)**

Revised February 2023