

# Camp Spectacular Camper Guide

## POLICIES AND PROCEDURES

### Check-in Procedures

- Please arrive 15-20 minutes early on the first day of the session.
- Each camper must check in at the beginning of each new session regardless of whether he or she attended a previous session.
- All medications are checked in with the nursing staff.

### Drop-Off / Pick-Up

- The camp drop off and pick up point is located at the basketball court near the dining hall. Please do not leave the camper until a staff member has acknowledged his or her arrival.
- Drop-off is between 8:50 am and 9:00 am (12:50 pm-1:00 pm for half-day session).
- Pick-up is no later than 4:00 pm each day (12:00 pm for half-day session).
- The camper must be signed in/out by a parent/guardian/caregiver daily.
- Parking is at the end of the Camp driveway on Helping Hand Lane. Please contact the Camp office if special accommodations are needed.

### Camper Release

- Campers will only be released to the camper's parent/guardian/caregiver or any individual listed on emergency contact form.
- If someone other than these individuals will pick up the camper for any reason, written permission from a parent/guardian must be submitted to camp management prior to the camper leaving camp.

### "No Show"

- If the camper does not arrive to camp by 10:00 am on check-in day, the parent/guardian/caregiver will be contacted.
- Refunds will not be granted to campers who do not arrive to camp, unless proof is submitted that the no-show is due to medical reasons.

### Parent/Guardian/Caregiver Notification

In the event of an injury, incident or sickness that requires an incident report to be filed, the parent/guardian/caregiver will be immediately called and notified of the circumstance by either the Camp Nurse or Camp Management.

### Late Camper Pick-Up

- Pick up time for all campers is no later than 4:00 pm each day (12:00 pm for half-day session).
- If the camper has not been picked up, the Parent/guardian/caregiver and emergency contacts will be contacted

## Refund Policy

- If a camper is sent home due to medical reasons determined by the camp health director, the camp fee will be prorated and refunded contingent upon the vacancy being filled.
- If the camper does not wish to remain at camp, or if the camper is sent home due to behavioral issues, a refund will not be granted.

## Personal Electronic Devices

- Personal electronic devices are not allowed at camp (including cell phones).
- Personal electronic devices can get lost, stolen, or broken and may provide a distraction, tuning out, or unnecessary tension or anxiety.
- Please do not make your child an exception to this rule. It is a rule without exception.

## Medication Requirements

- Prior to arriving at camp the Camp Health Director will make arrangements for the receipt of medications.
- Upon arrival at camp all campers must turn over all medications.
- All medications must be in the original container and labeled correctly with the name of the camper, date the prescription was filled, expiration date, directions for use, name/address of the dispensing pharmacy and the name of the physician prescribing the medication. Medications will not be accepted in any other containers.
- The doctor's orders must match dosage and frequency indicated on the medication container.
- All non-prescription medications must be labeled with the camper's full name and be accompanied by a doctor's order.
- If your child takes a medication throughout the year, please do not have a "medication vacation" during camp weeks.

## Behavior Policy

- We believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided.
- We have professional staff that are assigned to be in charge of any situation that arises within the group. If a child is having a difficult day, we will identify that they need more attention, or less depending on the child's response.
- If a problem arises, the following steps will be taken.
  - Verbal discussion with the camper.
  - If discipline cannot be achieved through the approach of friendship and reasoning, the camper will be removed from the group to discuss the issues with the directors.
  - If the directors are unable to resolve the problem through friendship, reasoning and by following specific behavior plans, then he or she will contact the parent/guardian of the camper. The directors will make an effort to work with the parent/guardian to resolve the problem.
  - If the problem persists, or a serious infraction has been made, the camper will be asked to leave the program.
- Please share the following camp rules with your child before he or she arrives at camp.

- All campers are expected to adhere to the following camp rules.
  - Stay with a counselor. No camper will be left unattended at any time.
  - No leaving the campgrounds.
  - Keep your hands and feet to yourself.
  - Be respectful to staff and other campers.
  - No fighting or use of foul language.
  - No vandalizing or destruction of camp property.
  - No destruction of other people's property. No stealing. No touching of others personal belongings without their permission.
  - Absolutely no weapons allowed (Swiss Army knives, pocket knives, etc.).
  - No smoking, vaping, alcoholic beverages, or drugs. All medications must be turned over to the nurse.
  - No solicitation of any kind.

### Payment Procedures

- If a payment plan is desired, it must be set up prior to the camping session by calling Lori Hunt at (518) 437-5513.
- Please send your check or money order made payable to *Center for Disability Services* to the following address:
 

Center for Disability Services  
Finance Department  
314 South Manning Boulevard.  
Albany, NY 12208  
Attn: Lori Hunt
- If there are any questions or concerns about the enclosed financial information, please feel free to call the camp office at (518) 384-3042 [off-season] or (518) 348-5495 [summer].
- Please note *Camp Spectacular* and the campers name on the check.

<b>LUNCH &amp; SNACKS</b>
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- Campers are expected to bring a pack lunch, snack and drink daily marked with his or her name. It is not recommended to send lunch boxes, as they are often misplaced or left behind. Half-day campers only need to bring a snack.
- Lunches will be refrigerated. Please remember to pack plastic cutlery, if needed.
- Water is available at all times.
- In order to avoid unnecessary tension or anxiety please do not send snacks for your child to share.

## CAMP STRUCTURE

- Campers are divided into groups by age and ability.
- A Special Education teacher and at least four counselors supervise each age group.
- The beginning of the day is very structured, with group activities focusing on collaborative skills and group projects. The latter half focuses on traditional camp experiences of recreational swimming and choice activities.
- Each camper is given a schedule of activities at the beginning of the week.
- A nurse and a minimum of 2 administrators are on site at all times.

## SWIMMING

- The campers will participate in recreational swimming daily (weather permitting). Swim lessons are not provided.
- Waterfront staff consists of American Red Cross certified Aquatics Director and Lifeguard.
- On the first day of camp prior to swimming activities each camper will be classified as a “swimmer” or “non-swimmer” based on height. All “non-swimmers” must use only the shallow end of the pool.
- Prior to the start of each camping session a formal staff meeting is held to identify camper’s medical history including seizure activity. All campers with seizure disorders must wear a life jacket. Their buddy will be instructed to notify the lifeguard immediately if their buddy has a seizure.

## FAMILY DAY

The last day (Friday) of each session is Family Day. This is an opportunity for parents to share in the camper’s experience. Friends, family and siblings are invited for the celebration. (Please note. If a camper’s sibling is planning to attend it is the responsibility of the parent/guardian to supervise the sibling at all times while at camp.)

## WHAT TO BRING

Please label all clothing and personal belongings so each camper arrives and leaves with his or her own belongings. Camp Spectacular assumes no responsibility for lost camper items.

- |   |  |
|---|--|
| <input type="checkbox"/> Clothing appropriate to weather      | <input type="checkbox"/> Personal water bottle |
| <input type="checkbox"/> Bathing suit/towel                   | <input type="checkbox"/> Sun block             |
| <input type="checkbox"/> Athletic shoes (no Crocs or sandals) | <input type="checkbox"/> Insect repellent      |
| <input type="checkbox"/> White t-shirt for tie dying          | <input type="checkbox"/> Lunch and snack       |

### What NOT To Bring

- ⊗ No weapons, alcohol, animals, matches, fireworks or personal sporting equipment
- ⊗ No personal valuables that can be lost or broken including personal electronic devices
- ⊗ No clothing or accessories with inappropriate or offensive logos

## CONTACT INFORMATION

### **Phone**

[Off-Season]: (518) 384-3042

[Summer]: (518) 348-5493

### **Fax**

(518) 384-3001

### **E-mail**

[campinfo@cfdsnny.org](mailto:campinfo@cfdsnny.org)

### **Internet**

[www.campspectacular.org](http://www.campspectacular.org)

### **Camp Mailing Address- Please send applications here**

Camp Spectacular

55 Helping Hand Lane

Glenville, NY 12302

### **Finance Department- Please send checks here**

Lori Hunt

(518) 437-5513

Center for Disability Services, Finance Department

314 South Manning Boulevard.

Albany, NY 12208

Attn: Lori Hunt