

## Check-in Procedures

- ♣ Check-in is between 1:00 pm and 3:30 pm on Sunday. You will be contacted by the director to choose a check in time. You will be expected to arrive on time for your appointment. If you arrive late you are forfeiting your check-in time and you will be asked to wait at the end of the line.
- ♣ Campers arriving early will be asked to wait at the parking lot at the main building until their chosen check-in time. There is not sufficient parking space for you to wait at the campsite.
- ♣ Please plan on spending approximately 30 minutes while the camper is being checked into Camp. The following procedures are executed during check-in:
  1. Any missing paperwork is completed and camp store money is collected and logged with the director
  2. An Emergency Contact Sheet is reviewed listing emergency contact numbers
  3. Each camper undergoes an evaluation by the camp nurse to assure the camper is in acceptable physical condition, is not carrying contagious diseases and any medications the camper may be taking are checked in with the nursing staff
  4. Camper luggage is brought to the appropriate cabin and a clothing and equipment inventory is completed
  5. Questions are asked by counselors in regard to camper tendencies and needs

## Nursing Check-in Procedures

- ♣ Each camper will receive a health assessment at check-in including:
  1. Review and update of camper's health history, allergies, treatments, medications, etc.
  2. Camper is checked for evidence of illness or communicable disease (e.g. fever, rash)
  3. Camper is checked for bruises or breaks in the skin
  4. Dates of last bowel movement, menses, and seizure activity are documented
- ♣ The medical criteria for not admitting a camper to camp are:
  1. Temperature greater than 100 °F
  2. Symptoms such as unusual cough, wheezing, shortness of breath, etc.
  3. Unusual drainage from eyes, ears, or nose
  4. Any unknown or suspicious rash
  5. Any open wound resulting from a pressure area
  6. No urination within the past 8 hours

## Medication Requirements

- ♣ All medications must be in their original, pharmacy-packed containers. Medications will not be accepted in any other containers.
- ♣ All medications (including over-the-counter or sample medications) need to be clearly labeled with camper name, drug name/strength and current dosage
- ♣ All medications and treatments must have a signed Physician's Order or a copy of the prescription. It is the responsibility of the camper's caregiver or advocate to obtain these documents.
- ♣ When possible, please send a travel supply of medications (7 days) packaged in bottles or small, labeled bags. You will be asked to take excess medications back home with you.
- ♣ All medications must be turned in and reviewed with the nurse during check-in, including all prescription and over-the-counter medications, vitamins, and creams or ointments. Please do not leave any medications in luggage. Unused medications/supplies will be returned on the day of departure.
- ♣ Please supply any specialty medication supplies necessary for the camper. This includes diabetic testing supplies, g tube pumps, etc.
- ♣ On the first day of camp the first dose of medications will be dispensed at 4:00 pm. If your camper is scheduled to take medications before 4:00 pm it is the responsibility of the caregiver to administer the medication.
- ♣ The camp nursing staff will not check in a camper if they arrive with improperly labeled medications or without a matching prescription/ medication orders.