

Camp Hope Program

Summer 2012

Dear Parents and Guardians:

Thank you for your interest in Camp Hope. We hope your family member will be joining us this summer for another year of providing quality camping experiences for children and adults with developmental disabilities.

Enclosed please find the 2012 Camp Hope application. There are many parts to the application and we ask that you take the time to read this letter entirely and to fill out the application completely. Over the years, we have found that the camper's that have the most success at Camp Hope are the campers about whom we have had the most information prior to the camp season beginning.

For the 2012 summer, Camp Hope will be a seven week day camp, which begins on Monday, July 2, 2012 and ends on Friday, August 17, 2012 (we will be closed on Wednesday July 4th). The hours of operation are 9:00 a.m. to 3:00 p.m., Monday through Friday. Registration for camp is \$40.00, which includes a processing fee, enrollment as a member of The Arc of Essex County, quarterly newsletters about The Arc of Essex County, and a camp T-shirt to be given out on your camper's first day. The registration fee is non-refundable unless your child is not accepted to the camp for any reason. Your application will not be processed if the registration fee does not accompany it. Due to limited space we ask that all applications be returned as soon as possible to guarantee a spot.

Campers will be placed into a group based on their age. A staffing ratio of 1 staff for every 3 campers will be provided for all campers between the age of 5 and 12. A staffing ratio of 1 staff for every 5 campers will be provided for all campers between the age of 13 and 21. **A limited number of one-to-one aides will be available for an additional fee for campers who require those additional supports.** Our over 21 program, the ACE (Adult Camping Experience) group, will be served in a 1 staff for every 6 camper ratio. This group will go out on a field trip once per week. The schedule of fees for all campers is included with your application. Please call if you have any further questions.

DDD approval of funds for campers under the age of 21

DDD will only approve payment for camp for a camper who does not have an Extended School Program during the weeks selected or is not entitled to a school program during the summer. You may still choose to send your child to camp during their school program, but DDD will not authorize the funds for this and you would be responsible for the payment.

If you will be requesting DDD funds to pay for your family member's attendance of camp you will be asked by them to provide one of the following documents regarding your family member's extended school year program:

- Copy of IEP or letter from your school district indicating that your family member is not eligible or entitled to an ESY program
- Copy of IEP or ESY schedule from your School District with the dates that your child will be attending their ESY program – this will show that you are requesting camp when the program is not in session
- Copy of a letter from your school district indicating that your district does not offer an ESY program.

Acceptance letter

DDD will be requesting a copy the welcome/acceptance letter you will receive from us once registered for camp. DDD ask that all requests for camp assistance be made to them by May 4, 2012.

ACE's Program (Adult Camping Experience)

The Ace's program is for our campers who are aged 22 and over. This program will only be operating during the first 4 weeks of camp from July 2 – July 27, 2012 (note we are closed on Wednesday July 4th).

TRANSPORTATION

If you live in Essex County, curb- to- curb transportation is included for the regular camp day of 9:00 a.m. to 3:00 p.m. If you do not live in Essex County or utilize our transportation, there will be a \$100.00 discount per week applied.

SUMMER DAY PROGRAM

The Arc of Essex County's Summer Day Program at Camp Hope will continue this year. This special program, supervised by a certified special education teacher, includes an academic period as well as an academic themed approach so that the camper's develop a general knowledge of their environment. This program places a strong emphasis on socialization skills, peer interaction, developing appropriate behaviors, community integration, leisure activities and concept formation. Each day, children will take part in art class, nature class, adaptive physical education, swimming and music appreciation.

If you are interested in this program as your child's extended school year program, you must contact your child study team. When it is time for your child's Individualized Education Plan (IEP), you may request The Arc of Essex County's Summer Day Program at Camp Hope for your child. If your district agrees, please have them fill out the School District Response Form (on mustard yellow paper) and send it back to us immediately. The cost to the school district would be the basic charge of camp plus an additional \$135.00 per week.

NEW CAMPERS

If you are a new applicant to Camp Hope, we **require** that you attend a family visit with your camper. Enclosed with the application is a Family Visit Sign up Sheet (on hot pink paper). This must be completed and returned with your application. These visits help to ensure that Camp Hope is the most appropriate and positive placement for each individual camper.

ONE-TO-ONE-SERVICES

One-to-One Services: If your camper will need a one-to-one staff and you will be requesting DDD funding for this service, requests should be made to your DDD case manager **immediately**. **If your camper requires a one-to-one staff and is not using DDD funding, you may purchase this service from Camp Hope at an additional fee.** We are only able to provide a limited amount of one-to-one staff and availability is based on a first come, first serve basis.

REGISTRATION INFORMATION

The camp application is a multi-form application. It consists of the following:

- **Registration Form (blue)** - Must be completed with the weeks you wish for your child to attend. **This form is mandatory for attendance and must be accompanied by a \$40.00 registration fee.**
- **Camper Application (lavender)** - Must be completed, signed and dated by parent/guardian. **This form is mandatory for attendance.**
- **Transportation Information (orange)** – Must be completed, signed and dated by parent/guardian. **This form goes to the bus company and is mandatory for attendance.**
- **Camper Information (yellow)** - Completed by parent/guardian. Please be as detailed as possible. **This form is mandatory for attendance.**
- **Teacher Information (green)** – Optional, but would be of assistance to staff. Parent/guardian must sign form to authorize release of information.
- **Health History / Physical Form (white)** - [four page form] Pages 1-2 are to be completed, signed and dated by parent/guardian and pages 3-4 are to be completed and signed by the camper's physician. All pages must be completely filled out. Incomplete forms will be returned. A frequently overlooked section is the immunization record. Please check all sections of the form to be completed by the physician for completeness, signatures and dates. This form must be returned with all the other forms, so please schedule medical appointments **NOW**. **THIS FORM IS MANDATORY FOR ATTENDANCE. Your child must have had a complete annual medical**

examination by a doctor since July, 2011. This form will be accepted up until 1 week prior to your child's start date at camp.

- **Seizure Form (white) – THIS FORM IS MANDATORY FOR ATTENDANCE.** If your child does not have a seizure disorder, please sign the marked area and return it to our offices. If they do have a seizure disorder please provide as much information as possible.
- **Authorization for the Disclosure of Information (white) –** must be completed in full. Please follow the directions attached to the forms.
- **Authorization for Sunscreen (white) –** must be completed if you would like the Camp Hope staff to apply sunscreen to your family member during the camp season.
- **School District Response Form (mustard yellow) -** To be filled out by district if your child will be attending camp through The Summer Day Program at Camp Hope. (See details in letter.) **THIS IS MANDATORY ONLY IF THE SCHOOL DISTRICT WILL BE PAYING FOR CAMP.**
- **First Time Camper Visit Sign Up Sheet (hot pink) -** For your camper to be eligible to attend Camp Hope, you must sign up and attend one of the visitation times on this sheet. This is your responsibility. Camp office staff will call to confirm your visit date, time and location. **THIS FORM IS MANDATORY FOR ATTENDANCE IF YOUR CAMPER IS NEW TO CAMP HOPE.**

Financial Aid Application (pink) - Must be filled out entirely and be accompanied by your 2010 W-2 form, pay stubs, or other relevant information which you wish to be considered in our decision. No financial assistance will be offered during or after the season. **Financial assistance is not guaranteed.**

PLEASE RETURN ALL OF THE COMPLETED FORMS AS SOON AS POSSIBLE. DDD is requiring all families to make camp requests prior to May 4, 2012 to be considered for financial assistance from them.

It is recommended that photocopies of all forms be made prior to mailing. In the event that forms are lost in the mail, backup copies will be available.

To be enrolled, you must complete and return all forms along with the registration fee to the following address:

**The Arc of Essex County
Camp Hope
123 Naylor Avenue
Livingston, NJ 07039**

Once your application is processed, you will receive an invoice, nametag, (to be used on your child's first day of camp), a calendar of camp events, camp rules and other important information. Payment must be received in full. It is your responsibility to contact your DDD case manager to arrange for their assistance with payment, otherwise, camp fees become your responsibility. Payments may be made through Visa or MasterCard. Credit authorization will be sent with your acceptance letter. If you are requesting financial aid, the financial aid application form must be filled out completely. Financial Aid from the Camp and The Arc of Essex County is not guaranteed.

We look forward to working with you and your camper throughout this camp season. If we can be of any assistance, please call (973) 535-1181, ext.1264

Sincerely,

Laurie E. Best, Assistant Director
Children, Family and Community Services

Enclosures