

## Camp Hope East Hanover, NJ

Summer 2007

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 2007 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 campers that have the most success at Camp Hope are the ones that we have had the most information about prior to the camp season beginning.

Camp Hope is an eight week summer day camp, which begins on Monday, June 25, 2007 and ends on Friday, August 17, 2007. 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. **The application due date is May 1, 2007.** Applications may be accepted after this date, but only if spots are available.

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. One-to-one aides will be available for an additional fee for campers who require 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 field trips 1 – 2 times per week. The schedule of fees for all campers is included with your application. Please call if you have any further questions.

Camp will once again begin during the last week of June. For the fourth year, we are offering a special autism week for 25 children during our 8<sup>th</sup> week. Campers will be provided with a one-to-one counselor and will be charged \$670.00 for that week. Scholarships are available or families can apply to the Division of Developmental Disabilities (DDD) for assistance. Please note there is a separate application for this week. Since availability for this week is limited please do not hesitate to send your application in right away. Acceptance is based on the child's need for one-to-one services and their need for a camp environment that has less children and a more individualized schedule. Our travel program will also occur during our 8<sup>th</sup> week of camp. The fee for this week is higher to cover expenses and travel costs. Only 50 campers will be accepted for this week. We are unable to provide one-to-one supports for the travel program. All campers must be able to function in a 1 staff to 5 camper ratio. **Lunch is not provided during the 8th week for either program, so campers must bring a bagged lunch each day unless otherwise notified.**

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. Morris County residents have the option of using a centralized pick up/drop off location at St. Elizabeth's campus in Convent Station. If you do not utilize our transportation, there will be a \$50.00 discount per week.

For the 6<sup>th</sup> year, we are proud to offer **The ARC of Essex County's Summer Day Program at Camp Hope**. This special program, supervised by a certified special education teacher, includes an academic period as well as an academic themed approach so that the participants 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 \$80.00. If you plan to use our academic program and your child needs a one-to-one aide, the school district will be charged \$670.00 a week plus the additional \$80.00 for the extended school year program.

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). If you do not attend one of these dates, your camper cannot attend Camp Hope. These visits help to insure that Camp Hope is the most appropriate and positive placement for each individual camper.

**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 or you may provide your own one-to-one staff.** 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. If you will be providing your own one-to-one staff, they will be required to attend and successfully complete the Camp Hope training, as well as meet all of ARC/Essex's staffing qualifications and requirements. **No one-to-one staff will be available for the Travel Program.** For this week, the ratio will be 1 staff to 5 campers. All campers who attend must need minimal supports in community settings.

Attached is the application package for the 2007 season. **All paperwork is due by May 1, 2007.** It 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.**
- **Seizure Form (white)** – Must be completed if your child has a seizure disorder. **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.

- **Authorization for the Disclosure of Information (white)** – must be completed in full. Please follow the directions attached to the forms.
- **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 2006 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.**
- **AUTISM APPLICATION (tan)** –Must be filled out completely and returned with the regular camp application if you are applying for that week.

**PLEASE RETURN ALL OF THE COMPLETED FORMS BY MAY 1, 2007.  
FAILURE TO DO SO MAY VOID YOUR CAMPER’S REGISTRATION AND HE or SHE MAY BE DENIED PARTICIPATION IN THE PROGRAM.**

\*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 need financial aid, the application form must be filled out completely.

I look forward to working with you and your camper throughout this camp season. If I can be of any assistance, please don’t hesitate to call me at (973) 535-1181, ext. 1264.

Sincerely,

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

LEB:hb  
Enclosures