



# Camper Handbook

# Welcome to Camp High Hopes

At Camp High Hopes we want each camper's experience to be the best possible, and we strive to provide safe, quality camping and recreation programs for people with disabilities. While at Camp High Hopes, camper's will learn new activities and skills, continue to develop their existing skills in different activities, and grow as an individual. Your 'Camper Handbook' acts as a guide to prepare you for your upcoming program. Please read through this handbook and keep it as a reference. Should you have any questions, please feel free to give us a call at 712-224-CAMP (2267).

## **IMPORTANT INFORMATION AND NOTES:**

- Please be certain to copy all required paperwork for yourself and mail original forms prior to your program at:  
Camp High Hopes  
5804 Correctionville Rd  
Sioux City, IA 51106
- All required paperwork must be current and completed for attendance.
- If you arrive earlier than the designated arrival times, you will be asked to wait before proceeding through the arrival process.
- If there is a change in prescribed medication and/or prescription dosage from what is listed on your *Health History Form*, you must obtain an updated prescription list signed by your physician. **All medication must arrive in the original containers (i.e., prescription bottle), including vitamins and supplements. All prescription medications must be in original pharmacy packaging with current dosage and medication information printed labels. Packaging with hand noted changes cannot be accepted.** Extra bottles may be obtained by request through your pharmacy. Please refrain from sending a full month's supply as Camp High Hopes cannot be responsible for lost meds once signed out at departure. Only send what is needed plus one extra day.
- Medication should be in pharmacy packaged blister packs whenever possible.
- Medication should be sent with enough for each day of session plus 1 extra day only.
- Unlabeled or pre-poured medication cannot be accepted at this time.
- To ensure that our information is accurate in providing camper care, we take time during the arrival process to talk with caregivers to review all camper care needs and medical needs. Camper arrival may take 30-60 minutes depending on arrival and overall group care needs. Please be patient during this process as we want to provide you with the best experience and care possible.
- Valid, government issued photo identification is required for all caregivers to depart with a camper. Caregivers must be registered on departure card and authorized by guardian to transport camper off Camp High Hopes property.
- Camp High Hopes is a tobacco and smoke-free facility. The use of tobacco products, including e-cigarettes, is not allowed on camp property. Adult campers are encouraged to bring nicotine gum or lozenges they may store in the Health Center in lieu of smoking during their visit. Tobacco products and e-cigarettes will be confiscated and returned at the end of session. Visitors should leave all tobacco related products in vehicles.
- Pets are not permitted on camp property and should remain at home; however, trained service animals are welcome.

# Helpful Hints and Tips

## Forms & Paperwork

Make sure that you have sent all forms and paperwork to Camp High Hopes at **least 2 weeks prior to your first event**. By doing this you will provide enough time for your paperwork to be reviewed before your arrival making the arrival process easier and more efficient. Completion and submittal of all forms is required for attendance.

### Items to be mailed include:

- Camper Registration (**due at time of enrollment at least 4 weeks prior to session**)
- Health History Form – **May be completed by caregiver in review with licensed medical professional**
- Health Care Form - **Must be signed by licensed medical professional**
- Consent Form – **Must be signed by legal guardian or legal representative**
- Acknowledgement of Privacy Practices
- Authorized Pickups – **completed by caregiver to identify all individuals that may pick up camper at camp**
- Camper Assistance Fund Request (if applicable)

## Physicals / Health Examination

All campers must complete a yearly pre-program physical to meet with ACA guidelines and ensure camper safety during programs. Please have your regular doctor or licensed medical professional complete and sign the History Form. This does not require an appointment for a new physical if the camper has completed a physical within the past year and there have been no changes in health (much like a sports physical for school).

## Medications

If there is a change in prescribed medication and/or prescription dosage from what is listed on your *Health History Form*, you must obtain an updated prescription list signed by your physician. **All medication must arrive in the original containers (i.e., prescription bottle), including vitamins and supplements. All prescription medications must be in original pharmacy packaging with current dosage and medication information printed labels. Packaging with hand noted changes cannot be accepted.** Medication should be in pharmacy packaged blister packs whenever possible. Unlabeled or pre-poured medication cannot be accepted at this time. Please send medications for each day plus 1 extra day (4 days of medication for a weekend, 7 days of medication for a Sleep Away session). You can get extra, labeled bottles from your pharmacy. Please refrain from sending a full month's supply as Camp High Hopes cannot be responsible for lost meds once signed out at departure.

## Luggage and clothing

Despite all precautions, items may be lost. It is recommended to mark all clothes, linens, and other belongings with camper's name to reduce such occurrences. While every effort is made to keep personal property and clothing together, at times this is not always possible.

## Laundry

Laundry will be done as needed for soiled clothing and linens. Please make sure you are sending enough clothes for the entire program. Make certain that all camper's clothes and personal items are labeled.

## Electronic Devices

Camp High Hopes discourages the use of electronic devices while at camp and asks campers to leave mobile phones at home due to the disruptions they may cause. If campers choose to bring devices such as iPods, MP3 players, CD players and CDs, digital cameras, computers and other such devices to a program, Camp High Hopes will not take responsibility for these items. Assistive devices are permitted. Campers found in possession of mobile phones will be asked to store them in the Health Center during their visit.

## Tips & Gratuities

Unfortunately, our staff cannot accept tips and gratuities. Monetary gifts should be given to the Camp Director or Executive Director and the funds will be directed towards staff appreciation activities and celebrations for all to enjoy. Non-monetary gifts such as baked goods and candies may be provided to the staff as a whole.

## Guest Policy

During programs there are limited opportunities for guest and visitors to come to the camp. Where possible all visits must be approved by the camp director at least 24 hours in advance. All guest and visitors must sign in with the program supervisor and wear a visible visitor's name badge and will be accompanied by a member of Camp High Hopes Staff for the length of their visit. Camp High Hopes reserves the right to ask anyone to leave the property at any time.

**Curfew Policy**

To ensure adequate rest for both our campers and staff, Camp High Hopes institutes a curfew policy for both campers and staff that is set by the Camp Director.

**Mailing Address & Contact Numbers**

<b>The Camp mailing address is:</b> Camp High Hopes 5804 Correctionville Rd Sioux City, IA 51106	<b>Office Phone Number:</b> 712-224-2267  <b>Office Fax Number:</b> 712-224-2269
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In the event someone needs to reach a camper during a camp session, please note that we are often away from the phone at activities and providing care and support. Messages can be left for the Camp Director at x 102 or the Program Director at x105, or Health Care Director at x103. The message will be passed onward and their phone call returned if needed. Please note, campers are only permitted phone calls in the event of an emergency. Our staff will be happy to assist with all other phone calls.

*Reminder:* Campers attending our programs should not bring cell phones to camp and do not have phone access except in the case of an emergency. Campers are encouraged to write letters home during our weeklong programs and frequent updates will be made to our Facebook page during our programs to keep everyone up to date on all the fun times campers are having at Camp High Hopes.

# How to Find Us – Directions to Camp High Hopes

**GPS Address:** Camp High Hopes, Sioux City, IA

**Mailing Address:** 5804 Correctionville Rd, Sioux City, IA 51106

**Phone:** 712-224-2267

## From Sioux City

- **Follow Gordon Drive East**, away from downtown
- Turn **Left** on **S. Alice St @ Camp High Hopes Sign**
- Turn **Right** on **Correctionville Rd @ Camp High Hopes sign**
- Follow **Correctionville Rd** for **2 miles** to Camp High Hopes
- Turn **right** at “Camp High Hopes” entry sign onto the camp’s drive

## From I-29 North or South

- Take exit **147B** to **US-20 Business East/Gordon Drive**
- **Follow Gordon Drive East**, away from downtown
- Turn **Left** on **S. Alice St @ Camp High Hopes Sign**
- Turn **Right** on **Correctionville Rd @ Camp High Hopes sign**
- Follow **Correctionville Rd** for **2 miles** to Camp High Hopes
- Turn **right** at “Camp High Hopes” entry sign onto the camp’s drive

## From Hwy 20 West (Fort Dodge)

- Take exit **147B** to **US-20 Business East/Gordon Drive**
- **Follow Gordon Drive East**, away from downtown
- Turn **Left** on **S. Alice St @ Camp High Hopes Sign**
- Turn **Right** on **Correctionville Rd @ Camp High Hopes sign**
- Follow **Correctionville Rd** for **2 miles** to Camp High Hopes
- Turn **right** at “Camp High Hopes” entry sign onto the camp’s drive

## From Hwy 75 South (Le Mars)

- Take exit **93** to **US-20 Business West/Gordon Drive**
- **Follow Gordon Drive West**, toward Sioux City
- Turn **Right** on **S. Alice St @ Camp High Hopes Sign**
- Turn **Right** on **Correctionville Rd @ Camp High Hopes sign**
- Follow **Correctionville Rd** for **2 miles** to Camp High Hopes
- Turn **right** at “Camp High Hopes” entry sign onto the camp’s drive

# **Section 1:**

# **Camp High Hopes Policies**

# **Camper Eligibility and Supervision**

Camper/Guardian understands that all the following criteria must be met for attendance. Questions or concerns with the following should be shared with Camp High Hopes staff as soon as possible.

1. Camper has no outstanding balances for past programs.
2. Camper's registration form has been reviewed and camper has received acknowledgement of acceptance into program.
3. Camper has a diagnosis of a physical, developmental, or other disability or medical condition appropriate to program.
4. Camper is free of inappropriate sexual behavior, physically aggressive or assaultive behaviors that may represent a threat to themselves, staff, or others.
5. Camper can adapt to supervision ratio of 1:3 staff to camper or as specified by session description. 1:1 support available during specified programs and when arranged with Camp Director or Assistant Camp Director.
6. Camper is free of medical conditions that, in the opinion of our staff nurses and camp director, may represent a danger to self or others. Campers are evaluated on individual basis through medical information and evaluation.
7. Camper does not require 24 hours awake support and supervision for medical or behavioral concerns, including but not limited to: eloping, constant suctioning of airways or other overnight medical needs. Camp High Hopes is unable to provide 24-hr nursing level care for programs.
8. Camper is continent or regularly wears briefs (all briefs and wipes must be provided).
9. Camper must be on stable medication regime and not in process of changing medications or altering doses of medications for at least 30 days before entering camp.
10. Camper understands the following items are prohibited: knives, martial arts equipment, illegal drugs, alcohol, explosives or explosive devices, tobacco products, e-cigarettes, and/or any item that may be considered a threat to the health and/or safety of others.
11. Campers wishing to bring personal recreation equipment must have equipment inspected and approved by Program Director. Equipment posing a safety risk, such as archery equipment, must be labeled and secured at program area and will only be accessible during related activity.
12. Campers are permitted to bring trained service animals upon approval to Camp Director. Approval must be granted prior to arrival. Camper is responsible for care and management of service animals and must complete a release of liability.
13. Campers are not permitted to have personal vehicles on camp property. Campers should be transported by care providers, family, or friends. Exceptions may be made under extenuating circumstances at discretion of Camp Director and require prior written approval. If a camper does transport themselves, they will be asked to lock their vehicle and check in keys.

## Payment and Cancellation

Camp High Hopes adheres to the following policy in regard to cancellations, payments, and refunds.

1. Deposit for all programs due at time of registration request. Deposit will be applied to final balance due. Deposit is considered non-refundable once program reservation is made and will only be refunded if no reservation can be made at time of application. Deposit is non-refundable when a reservation is held pending third-party funding. In the event a deposit is covered by a 3<sup>rd</sup> party payment, such as IA Respite Waiver, deposit will be carried forward on account to apply toward future programs once payment from 3<sup>rd</sup> party is received, unless a refund is requested by camper.
2. Payment of balance due or letter of intent from third-party, is due no less than 2 weeks prior to program start date unless arrangements are made with Camp High Hopes
3. Campers seeking funding assistance must complete a Campership form prior to allocation of funds. Program deposit is not eligible for funding assistance.
4. Non-payment/non-receipt of letter of intent will result in loss of reservation and forfeiture of deposit and payments made.
5. Refunds (minus deposit and incurred expenses) may be issued by Camp High Hopes only when written notice to cancel with cause is received no less than 2 weeks prior to the event.
6. **Third Party Payment:** In the event that a third party is unable to pay a bill related to attendance at a Camp High Hopes event, camper is ultimately responsible for payment of any outstanding balance and will make payment to Camp High Hopes within 15 days of notification.
7. Camper is responsible for any unpaid portions of attended events and cannot attend future programs until balance is paid.
8. In case of dismissal for cause, illness, or voluntary departure, there will be no refund or credit of camp fees for the unused portion of respite.

**Camper understands that Camp High Hopes reserves the right to dismiss any camper from further participation in the program if the camper cannot meet the program eligibility requirements as determined by the camp director. Supervision and transportation resulting from dismissal are the responsibility of the camper.**

## Notification of Parent/ Legal Guardian/ Caregiver

Camp High Hopes shall take immediate necessary action to protect a camper from further harm and shall immediately notify the camper's parents or legal guardian when one of the following occurs while in the care of Camp High Hopes.

- A. A camper has any injury when the skin is broken.
- B. A camper sustains a head injury.
- C. An accident or injury requiring professional medical care occurs.
- D. Any other instances where the parent or legal guardian has made special arrangements to receive notifications of an incident or event.

Accidents, bites, and injuries other than those specified above shall be reported to the camper's parents at end of the program. Upon request of the camper's parent/legal guardian, Camp High Hopes will provide a written description of the incident by the end of the next operating day.

Notification is given in events involving minors and adults with appointed legal guardians or at consent of adult camper.

# Camper Transportation and Safety

Camp High Hopes implements the following policies regarding the safety and supervision of campers during transportation to and from offsite activities and locations.

- Seatbelt use required by all passengers, including, but not limited to driver, staff, campers, volunteers, board members, and parents.
- Seatbelts must be fastened prior to vehicle being disengaged from park and must remain in fastened until vehicle is in park and driver instructs passengers to unload.
- All passengers are to remain seated, facing forward when vehicle is in operation.
- All transportation of campers should occur with a minimum of 2 staff at all times. Camp Director or Executive Director maintain discretion to permit 1 staff member to provide transportation when fewer than 15 individuals are being transported.
- Driver is responsible for safe operation and transportation; passengers must refrain from distracting driver. Other staff should assist with camper needs during transportation.
- Campers are not permitted to sit in front seats of vehicles and should not be placed behind driver if safety concerns exist.
- All personal and other items must be stored under seats, in overhead storage and other designated storage areas. Items cannot impede isles, or emergency exits.
- Supervision Ratio: During transportation, CHH staff should accompany campers in accordance with ratios set in CHH Program Policies unless otherwise determined by Camp Director.

## Policies for Use of Waterfront and Pool Facilities

In order to keep all campers and staff safe during programs the following policies have been established and/or adopted by Camp High Hopes to ensure health and welfare of all campers, staff, and volunteers, as well as to ensure compliance with local bathing codes and ACA standards.

1. Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable disease shall be offered an alternative activity.
2. Any person with excessive sunburn, open blisters, cuts, or bandages shall be offered an alternative activity.
3. Persons experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past 14 days should refrain from swimming and shall be offered an alternative activity.
4. All persons in diapers must wear plastic pants with snug fitting elastic waist and leg bands.\*\*  
**\*\* Please ensure that you pack a pair of plastic or rubber pants if you want to swim while at camp. Campers without these pants will not be able to participate in aquatic activities.**
5. Conduct that endangers the safety and comfort of others shall be prohibited.
6. Outdoor water activities shall be prohibited during an electrical storm.
7. Any additional aquatic facility rules will apply on a facility-to-facility basis when utilizing off-site facilities.
8. Campers unable to support themselves and demonstrate effective swimming skills, must wear a Personal Floatation Device (PDF) to ensure safety of the individual.
9. Personal Floatation Device must be worn by all campers during boating activities.
10. Participation in all aquatic activities is at discretion of Camp High Hope lifeguards and other aquatic facility lifeguards and staff.

# Camper Bill of Rights

## Camper's Rights

1. Be free from cruel teasing and put-downs. Make mistakes without being ridiculed by others.
2. Have a safe, calm, clean and orderly environment.
3. Receive compassionate and respectful care free from any form of abuse, neglect, or harassment.
4. Make decisions regarding your own care.
5. Be free from fear of physical harm from others.
6. Participate in activities by choice and without coercion or harassment.
7. Have a fair turn in any group activity.
8. Seek help from staff who are here to help you.
9. Be treated with dignity and respect from everyone.
10. Confidentiality of all communications and records pertaining to your care.
11. Know the names and role of camp counselors, activity staff, directors, nurses, and staff responsible for your care.
12. Know the rules and policies that apply to you as a camper.
13. Be free from any restraint (physical/chemical) or seclusion used as a means of physical restraint, coercion, discipline, convenience, or retaliation.
14. Filing of grievance with Camp High Hopes Camp Director or Executive Director.

## Camper's Responsibilities

1. Avoid fights or verbal abuse of others.
2. Be fair and accepting of others eager to join any activity.
3. Work and play safely in all activity areas, following safety guidelines as explained.
4. Remain free of illegal drugs, alcohol, knives, weapons, or other items that may pose a health or safety risk to others at Camp High Hopes.
5. Use appropriate, acceptable verbal language and gestures.
6. Be kind, considerate, helpful, and respectful toward others.
7. Share equipment and materials fairly and use them properly.
8. Respect property of others including the camp and other campers.
9. Cooperate with others in activities and who are here to help you.
10. Speak out when you witness unfairness or offensive language or behaviors from others.
11. Be a good sport whether you win or lose.
12. Be truthful with everyone.
13. Leave valuable property and money at home.
14. Remain with camp staff for safety.

## Staff Intervention

1. Camp staff will encourage each camper on a personal level.
2. Camp staff will redirect camper if their behavior warrants correction.
3. Camp staff will stay with a camper if they separate themselves from the group. Encouraging them to rejoin their group when possible.
4. Camp staff will follow restrictions and intervention plans shared through registration paperwork or intake interviews.

## Camper Disciplinary Action

The following disciplinary actions will be taken, if needed:

1. **First Offense:** Verbal warning and disciplinary action from counselor (loss of privileges or sitting out from activity due to safety concerns).
2. **Second Offense:** Counselor to contact Director for further disciplinary action.
3. **Third Offense:** Phone call home by Director and camper to be picked up if deemed necessary.
4. **Fourth Offense:** Possible expulsion from camp.

*\*\*Steps may be skipped if safety of the individual or others is a concern.*

Camper Rights are reviewed prior to each camping season (quarterly) by the Camp Director.

# Notice of Privacy Practices for Camp High Hopes

## THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED, AND/OR DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

### PLEASE REVIEW CAREFULLY

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Camp High Hopes, herein referred to as CHH, in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives the camper and/or legal guardian, significant new rights to understand and control how your health information is used. HIPAA does provide penalties for covered entities that misuse personal health information. As required by HIPAA, this explanation was prepared on how CHH is required to maintain the privacy of your health information and how CHH may use and disclose your health information. CHH may use and disclose campers' private health information only for each of the following purposes:

**Treatment-** includes providing, managing, or coordinating health care and related services by one or more health care providers. An example of this would be providing a hospital private health information in a medical emergency.

**Payment-** includes such activities as obtaining reimbursement for services, confirming coverage, billing, or collection activities.

**Camp Operations-** includes the business aspects of running our camp, including but not limited to, conducting quality assessment and improvement of activities, auditing functions, cost-management and analysis, and customer service.

**To People Assisting in Camper Care-** includes only disclosing private medical information to those taking care of the camper or other close family members or friends if these people need to know this information to help the camper, and then only to the extent permitted by law. CHH may provide certain information regarding camper condition to family members/caregivers following the disclosure requirements under state law.

**As Required by Law-** includes disclosing medical information when CHH is required to do so by federal, state, or local law. If the camper is involved in a lawsuit or dispute, CHH will disclose medical information about the camper only in response to a valid court order, subpoena, or with camper or legal guardian consent.

**To Prevent a Serious Threat to Safety or Health-** includes disclosing or using medical information about the camper when necessary to prevent a serious threat to the safety or health of you or others. Any disclosure may only be to someone able to prevent the threat or target of the threat. This includes contacting a care provider who may be at risk for contracting or may have been exposed to a disease or condition. CHH may contact a care provider who may be at risk for contracting or may have been exposed to a disease or condition.

In regard to HIV/AIDS information, CHH may reveal the identity of a person who has tested positive for HIV to the extent necessary to protect a third party from the direct threat of transmission.

**Coroners and Medical Examiners-** includes releasing medical information to a coroner or medical examiner in cases of certain types of death, as this may be necessary, for example, to identify the camper or determine the cause of death.

**Health Oversight Activities-** includes disclosing medical information to an agency for health oversight activities that are authorized by law. These activities may include audits, investigations, inspections, and licensures.

CHH may also create and distribute de-identified health information by removing all references to individually identifiable information. Any other uses and disclosures will be made only with camper or legal guardian written authorization. The camper or legal guardian may revoke an authorization in writing and CHH is required to honor and abide by that written request, except to the extent that CHH has already taken actions relying on your authorization. The camper has the following rights with respect to protected health information, which the camper can exercise by presenting a written request to the CEO.

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by the camper or legal guardian. CHH is, however, not required to agree to a requested restriction. If CHH does agree to a restriction, CHH must abide by it unless the camper or legal guardian agrees in writing to remove it.
- The right to a reasonable request to receive confidential communications of protected health information from CHH by alternative means or at alternative locations.
- The right to inspect and copy the camper's private health information.
- The right to amend the camper's private health information.
- The right to receive an accounting of disclosures of private health information.
- The right to obtain a paper copy of this notice from CHH upon request.

CHH is required by law to maintain the privacy of the camper's protected health information and to provide campers with notice of CHH's legal duties and privacy practices with respect to protected health information. CHH is required to abide by the terms of the Notice of Privacy Practices currently in effect. CHH reserves the right to change the term of the Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that CHH has on file. Any revisions will be posted in the Camp High Hopes Administrative Office, and campers or legal guardian may request a written copy of the revision from this office.

If the camper or legal guardian revokes authorization, CHH will no longer use or disclose medical information about the camper for the reasons covered by written authorization, except to the extent in situations where prior disclosure was made as previously authorized by camper or legal guardian consent, and where CHH is required to retain information in CHH records regarding care that has been provided to the camper.

If the camper or legal guardian believes the camper's privacy rights have been violated, the camper or legal guardian may file a complaint with Camp High Hopes. To file a complaint, contact the CEO at Camp High Hopes. All complaints must be submitted in writing. Camp High Hopes will not retaliate against any persons for filing a complaint.

# **Section 2:**

# **Arrival & Departure**

## **Arrival: Fall & Spring Sleep-Away Sessions**

**Weekend Sessions:** Assigned arrival time occurs between **6:30 pm and 7:30 pm** on first day of program. No dinner service provided on arrival day. Arrival may take 30-45 minutes as we want to ensure we have the most accurate information to ensure camper safety.

**Station 1: Meadowlark Lodge** - Camper will be greeted by camp staff and will review the following admission information with camp staff:

- Ensuring camp program fee has been received
- Collection of Camp Store Money – please put cash in an envelope with the camper’s name clearly outlined.
- Receive suite assignment and introduction to camp counselor

**Station 2: Osprey Health Center** - Camper and Caregiver will meet with Health Center Staff to review camper’s current health status and medications.

- Check all campers’ vitals including, resting heart rate, temperature, pulse, and overall wellbeing.
- Review Health History Form. **Must be signed by caregiver & licensed medical professional**
- Review, count, and sign in all medication.
- Review Medication Administration Record.
- Discuss special medical concerns/special needs.

**Station 3: Activities** - Campers will be introduced to their suite mates and other fellow campers

- Caregivers are free to depart
- Campers join in group activities until end of arrival
- It is time for camp to begin!

## **Departure: Fall & Spring Sleep-Away Sessions**

**Weekend Sessions:** Caregivers are asked to arrive by **1:00 pm** on last day of session for departure. **Be certain to have your valid photo ID.**

Earlier pick up can be arranged by calling the camp with your request at least one day in advance. Unless previous arrangements are made with the Camp Director for late departures, a surcharge of \$25 will be assessed every half-hour past the scheduled departure time.

Caregivers will meet camp staff and campers in **Meadowlark Lodge**. **All caregivers must present a valid photo ID and be indicated as an Authorized Pick-up to which camper may be released, in order to proceed with departure process as follows:**

- Collect remaining camper money and receipts
- Collect medication or empty bottles
- Check luggage with counselor
- Review Health Assessment and Program Review before final departure

Once all medications, money, and luggage are collected, Health Assessment is reviewed, and camper is signed out, camper and caregiver are free to depart.

**\*Important note,** caregivers and other visitors are not permitted beyond departure station in Meadowlark Lodge to ensure the safety of our campers; we appreciate your understanding in this matter.

**\* Please note,** our staff cannot accept tips. If you wish to show appreciation for the care and service our staff provided, please contribute to our “Staff Appreciation Fund” in the main office or by seeing the program supervisor.

## **Arrival: Fall & Spring Day Camp Sessions**

**Fall & Spring Day Camp Sessions (Saturdays, 9 am-5 pm):** Arrival begins at 9 am daily. Gate opens automatically at 8:50 am for arrival. Early arrivals must wait for gate to open.

**Please park in the main parking lot for each session.** Camp staff will greet you in parking lot on first day of session to ensure a smooth transition into camp. Please be aware that arrival may take a little longer as we need to be certain we have all your information correct and health needs are reviewed.

**Station 1: Meadowlark Lodge** - Camper will be greeted by camp staff and will review care information and assistance needs.

**Station 2: Admission review and ID Badge:** the following admission information will be reviewed with camp staff:

- Ensure camp program fee has been received
- Collection of Camp Store Money – please put cash in an envelope with the camper’s name clearly outlined.
- Receive suite assignment and introduction to camp counselor
- Counselor will assist camper and caregiver through arrival process

**Station 3: Medication Review** - Camper and Caregiver will meet with Health Center Staff to review all prescription and PRN medication needs.

- Review Health History Form. **Must be signed by caregiver & licensed medical professional**
- Review, count, and sign in all medication.
- Review Medication Administration Record.
- Discuss special medical concerns/special needs.
- Review of current health status with caregiver.

**Station 4: Activities** - Campers will be introduced to their fellow campers

- Caregivers are free to depart
- Campers join in group activities and it is time for camp to begin!

## **Departure: Fall & Spring Day Camp Session**

**Fall & Spring Day Camp Sessions (Saturdays):** Caregivers are asked to arrive by **5:00 pm** daily for departure. **Be certain to have your valid photo ID.**

Earlier pick up can be arranged by calling the camp with your request at least one day in advance. Unless previous arrangements are made with the Camp Director for late departures, a surcharge of \$25 will be assessed every half-hour past the scheduled departure time.

Caregivers will meet camp staff and campers at **Meadowlark Lodge**. **All caregivers must present a valid photo ID and be approved for departure as individual to which camper may be released in order to proceed with departure process as follows:**

- Review Health Notes and Program Review
- Collect personal items and backpacks
- Collect remaining camper money and receipts
- Collect medication or empty bottles

Once all medications, money, and personal items are collected, Health Assessment is reviewed, and camper is signed out, camper and caregiver are free to depart.

**\*Important note,** caregivers and other visitors are not permitted beyond departure station in Meadowlark Lodge to ensure the safety of our campers; we appreciate your understanding in this matter.

**\* Please note,** our staff cannot accept tips. If you wish to show appreciation for the care and service our staff provided, please contribute to our “Staff Appreciation Fund” in the main office or by seeing the program supervisor.

## **Arrival: Summer Sleep-Away Sessions**

**Summer Sleep-Away Sessions (6 days):** Assigned arrival occurs between **3:00 pm and 5:00 pm** on first day of program. Dinner provided on arrival day. Arrival may take 45-60 minutes as we want to ensure we have the most accurate information to ensure camper safety.

All arrivals start in parking lot by Meadowlark Lodge.

Campers will be assigned Arrival Groups with staggered times to arrive at Camp and get settled in. Please plan to arrive for the time noted on your reminder letter. Campers arriving before their assigned arrival time will be asked to visit nearby Bacon Creek Park or another Sioux City attraction and return at their scheduled arrival time. If you are in Group 1, please plan to arrive no earlier than 3pm to allow our staff to prepare for camper arrivals.

Please park in the main parking lot and follow directions given by camp staff. Camp staff will greet you at your car to assist with luggage and help guide you through the arrival process.

**Station 1: Parking Lot** - Camper will be greeted by camp staff and the following admission information will be reviewed:

- Camp program fee payment or third-party consent to bill has been received
- Collection of Camp Store Money – please put cash in an envelope with the camper’s name clearly outlined.
- Receive suite assignment and introduction to camp counselor
- Counselor will meet and assist camper and caregiver through arrival process
- Counselor labels camper belongings and sets them in designated suite zone
- Medications are removed for review with Health Center Staff

**Station 2: Osprey Health Center** - Camper and Caregiver meet with Health Center Staff to review camper’s current health status.

- Review all campers’ vitals including, resting heart rate, temperature, pulse, and overall wellbeing.

**Station 3: ID Badge Station** - Camper review of allergies and critical care information and receive ID badge.

**Station 4: Medication Review** - Caregiver will meet with Health Center staff to review all prescription and PRN medication needs.

Camper will proceed to Station 5.

- Review Health History Form. **Must be signed by caregiver & licensed medical professional**
- Review, count, and sign in all medication.
- Review Medication Administration Record.
- Discuss special medical concerns/special needs
- Submit other paperwork as needed

**Station 5: Activities** - Campers will be introduced to their suite mates and other fellow campers

- Caregivers are free to depart
- Campers join in group activities until end of arrival
- It is time for camp to begin!

## **Departure: Summer Sleep-Away Sessions**

**Summer Sleep-Away Weeks (6 days):** Caregivers are asked to arrive between **1:00 pm and 2:00 pm** on last day of session. **Be certain to have your valid photo ID.**

All departures start in roadway outside Meadowlark Lodge.

**Smiles Ceremony & Early Departure:** Caregivers wanting to attend our Smiles Ceremony and pick up their camper early on last day of session are welcome to do so. Caregivers should arrive by 9:45 am. Campers departing after the Smiles Ceremony with caregivers will not be provided lunch. Please arrange at arrival or 1 day prior to departure if you intend to pick-up your camper at the Smiles Ceremony. Other earlier pick-ups can be arranged by calling the camp with your request at least one day in advance.

Unless previous arrangements are made with the camp for late departures, a surcharge of \$25 will be assessed every half-hour past the scheduled departure time.

Caregivers will meet camp staff and campers in **Meadowlark Lodge**. **All caregivers must present a valid photo ID and be indicated as an Authorized Pickup to which camper may be released, in order to proceed with departure process as follows:**

- Collect remaining camper money and receipts
- Collect medication or empty bottles
- Check luggage with counselor
- Review Health Assessment and Program Review before final departure

Once camper is signed out, camper and caregiver are free to depart. Please collect your luggage on the way back to your vehicle.

Camp Store is open at departure should you wish to purchase any camp merchandise.

### **Important notes**

- Due to limited time and for camp security, tours are not available during camp arrival and departure. Please arrange a tour prior to your camp date by calling our program team at 712-224-2267.
- Caregivers and other visitors are not permitted beyond arrival/departure station in Meadowlark Lodge to ensure the safety and security of our campers; we appreciate your understanding in this matter.
- For first time and anxious campers, caregivers may take a camper to the cabin when escorted by a staff member during the arrival process. Caregivers and campers will be responsible for transporting their own luggage to the cabin if they wish to help the camper get settled in briefly.
  - Please note, due our desire to have our counselors spend time with each caregiver and camper prior to caregiver departure, this is a limited availability option. Please contact the camp in advance to arrange for this option.
- Group homes with more than 2 campers may be asked to schedule an arrival time.

**Consider giving to our Smile Maker Appreciation Fund.** While we cannot accept personal gratuities, a small gift to this fund goes a long way in showing thanks for the time, care, and support given to provide for making smiles at Camp High Hopes for each of our campers. The fund helps support our annual end of summer banquet and recreational items for the staff lounge.

## **Arrival: Summer Day Camp Sessions**

**Day Camp Session (M-F, 8:30 am-4:30 pm):** Arrival begins at 8:30 am daily. Early arrival occurs at 7:30 am for campers selecting early arrival. Gate opens automatically at 8:30 am for arrival. Early arrivals must wait for gate to open.

**Please park in the main parking lot throughout each session.** Camp staff will greet you in parking lot on first day of session to ensure a smooth transition into camp. Please be aware that arrival on the first day may take a little longer as we need to be certain we have all your information correct and health needs are reviewed.

### **Monday Arrival (First Day):**

**Station 1: Parking Lot** - Camper will be greeted by camp staff and will review care information and assistance needs.

**Station 2: Admission review and ID Badge:** the following admission information will be reviewed with camp staff:

- Ensure camp program fee has been received
- Collection of Camp Store Money – please put cash in an envelope with the camper’s name clearly outlined.
- Receive suite assignment and introduction to camp counselor
- Counselor will assist camper and caregiver through arrival process

**Station 3: Medication Review** - Camper and Caregiver will meet with Health Center Staff to review all prescription and PRN medication needs.

- Review Health History Form. **Must be signed by caregiver & licensed medical professional**
- Review, count, and sign in all medication.
- Review Medication Administration Record.
- Discuss special medical concerns/special needs.
- Review of current health status with caregiver.

**Station 4: Activities** - Campers will be introduced to their fellow campers

- Caregivers are free to depart
- Campers join in group activities and it is time for camp to begin!

### **Tuesday – Friday Arrival (Rest of Week)**

**Station 1: Meadowlark Lodge Shade Tent-** Caregiver signs camper in at shade tent:

- Caregiver to bring camper to shade tent, temporarily parking in traffic circle
- Review any medications if needed
- Review any health information if needed

## **Departure: Summer Day Camp Session**

**Day Camp:** Caregivers are asked to arrive by **4:30 pm** daily for departure. Campers selecting late departure must depart by **5:30 pm** daily. **Be certain to have your valid photo ID.**

Earlier pick up can be arranged by calling the camp with your request at least one day in advance. Unless previous arrangements are made with the Camp Director for late departures, a surcharge of \$25 will be assessed every half-hour past the scheduled departure time.

Caregivers will meet camp staff and campers at **Meadowlark Lodge Shade Tent**. **All caregivers must present a valid photo ID and be approved for departure as individual to which camper may be released in order to proceed with departure process as follows:**

- Review Health Notes and Program Review
- Receive reminders for next day
- Collect personal items and backpacks
- Friday Departure only
  - Collect remaining camper money and receipts
  - Collect medication or empty bottles

Once all medications, money, and personal items are collected, Health Assessment is reviewed, and camper is signed out, camper and caregiver are free to depart.

**\*Important note**, caregivers and other visitors are not permitted beyond departure station in Meadowlark Lodge to ensure the safety of our campers; we appreciate your understanding in this matter.

**\* Please note**, our staff cannot accept tips. If you wish to show appreciation for the care and service our staff provided, please contribute to our "Staff Appreciation Fund" in the main office or by seeing the program supervisor.

## Arrival: Travel Sessions

Arrival occurs on first day of program at designated time as indicated on reminder letter and varies based on destination. Arrival may take 30-45 minutes as we want to ensure we have the most accurate information to ensure camper safety.

**Station 1: Arrival Station @ Meadowlark lodge** - Camper will be greeted and will review the following admission information:

- Ensuring camp program fee has been received
- Collection of Camp Store Money – please put cash in an envelope with the camper’s name clearly outlined.
- Receive suite assignment and introduction to camp counselor

**Station 2: ID Badge Station**- Camper review of allergies and critical care information and receive ID badge:

**Station 3: Osprey Health Center**- Camper and Caregiver will meet with Health Center Staff to review camper’s current health status and medications.

- Check all campers’ vitals including, resting heart rate, temperature, pulse, and overall wellbeing.
- Review Health History Form. **Must be signed by caregiver & licensed medical professional.**
- Review, count, and sign in all medication.
- Review Medication Administration Record.
- Discuss special medical concerns/special needs.

**Station 4: Activities** - Campers will be introduced to other fellow campers

- Caregivers are free to depart
- Campers join in group activities until end of arrival
- It is time for the trip to begin!

## Departure: Travel Sessions

Caregivers are asked to arrive on last day of session for departure by the time designated on the reminder letter. Departure times vary by destination. **Be certain to have your valid photo ID.** All departures occur in Meadowlark Lodge.

Earlier pick up cannot be arranged for travel sessions as campers arrive immediately prior to scheduled departure time. Unless previous arrangements are made with the Camp Director for late departures, a surcharge of \$25 will be assessed every half-hour past the scheduled departure time.

Caregivers will meet camp staff and campers in **Meadowlark Lodge. All caregivers must present a valid photo ID and be indicated as an Authorized Pickup to which camper may be released, in order to proceed with departure process as follows:**

- Collect remaining camper money and receipts
- Collect medication or empty bottles
- Check luggage with counselor
- Review Health Assessment and Program Review before final departure

Once all medications, money, and luggage are collected, Health Assessment is reviewed, and camper is signed out, camper and caregiver are free to depart.

**\*Important note**, caregivers and other visitors are not permitted beyond departure station in Meadowlark Lodge to ensure the safety of our campers; we appreciate your understanding in this matter.

**\* Please note**, our staff cannot accept tips. If you wish to show appreciation for the care and service our staff provided, please contribute to our “Staff Appreciation Fund” in the main office or by seeing the program supervisor.

# **Section 3:**

## **What to Bring & Sample Schedules**

# Suggested Packing List for Sleep-Away & Weekend Camps

**CAMP IS A GOOD PLACE TO WEAR OUT OLD CLOTHES  
ALL CLOTHING MUST BE CLEARLY MARKED WITH CAMPERS NAME**

Please do NOT bring sandals or open toe shoes. A sweater or light jacket is needed for cool evenings or rainy days.

<b>Clothing &amp; Linens</b>		
<u>Suggested items</u>	<u>Suggested number of items for Weekend and Short-Week Sessions</u>	<u>Suggested number of items for Sleep-Away Sessions</u>
T-shirts/Blouses	3	6
Jeans/Slacks	2	2
Underwear	4	8
Socks (pair)	4	8
Shorts	2	4
Pajamas	2	2
Bathing Suit	1	1
Sweatshirt / Sweater	1	1
Shoes/Sneakers	1	1
Shower Sandals	1	1
Water Bottle	1	1
Raincoat/poncho	1	1
Towel & Washcloth	1 each	1 each
Pillows	1	1
Sleeping Bag or Sheets (Twin XL) & Blanket	1 each	1 each
<b>Toiletries &amp; Personal Care Supplies</b>		
Soap / Body Wash	1	1
Shampoo	1	1
Toothbrush	1	1
Toothpaste tube	1	1
Comb / Brush	1	1
Razors & shaving gel	1	1
Mouthwash	If required by camper	
Female personal care items	If required by camper	
Adult Briefs / Wipes / chucks / etc.	If required by camper	
Rubber pants	Required for pool use if camper wears briefs	
<b>Adapted Equipment &amp; Aides</b>		
Wheelchair	If required by camper	
Crutches or Cane	If required by camper	
Adaptive Eating Equipment	If required by camper	
<b>Additional equipment used by the camper at home, in the community, day programs, etc. which may be required to support them to fully participate in camp programs and be as independent as possible.</b>		
<b>Other</b>		
Spending Money	Recommended \$25 to spend at camp store or if we spend some time offsite.	

In spite of all precautions, items may be lost; you may wish to mark all clothes with camper's name to reduce such occurrences.

- ❖ Linens and towels are NOT provided, please be certain to bring with you.
- ❖ Please leave your expensive watches, jewelry, electronics (Digital Cameras, Cell Phones, IPOD...), etc. at home as Camp High Hopes will not be responsible for any lost or stolen items.

# Sample Camp Day for Sleep-Away & Weekends

<b>7:00 am</b>	<b>Good Morning!</b>
<b>8:00 am</b>	<b>Breakfast</b>
<b>9:00 am</b>	<b>Activity 1</b>
<b>10:00 am</b>	<b>Activity 2</b>
<b>11:00 am</b>	<b>Activity 3</b>
<b>11:45am</b>	<b>Prepare for lunch</b>
<b>12:00pm</b>	<b>Lunch</b>
<b>1:00 pm</b>	<b>Cabin Time</b>
<b>2:15 pm</b>	<b>Activity 4</b>
<b>3:15pm</b>	<b>Activity 5</b>
<b>4:15pm</b>	<b>Activity 6</b>
<b>5:15pm</b>	<b>Prepare for Dinner</b>
<b>5:30pm</b>	<b>Dinner</b>
<b>6:30pm</b>	<b>Camp Wide Evening Activity</b>
<b>8:00pm</b>	<b>Evening Clean Up/Showers</b>
<b>9:30pm</b>	<b>Quiet in Cabins</b>

## Daily Packing List for Day Camp

- Plain white t-shirt for tie-dye (Summer Only)
- Water Bottle (can be purchased in Camp Store for \$5)
- Swimsuit (include rubber brief/pants for incontinent campers)
- Spare change of clothes
- Adaptive Equipment
- Personal Care Items (briefs, wipes, etc.)
- Prescription Medications (bring week's supply on Monday)
- Raincoat or poncho for those wet days

## Sample Camp Day for Day Camp

<b>7:30am</b>	<b>Early Arrival</b>
<b>8:30am</b>	<b>Arrival</b>
<b>9:00 am</b>	<b>Activity 1</b>
<b>10:00 am</b>	<b>Activity 2</b>
<b>11:00 am</b>	<b>Activity 3</b>
<b>12:00pm</b>	<b>Lunch</b>
<b>1:15 pm</b>	<b>Activity 4</b>
<b>2:15 pm</b>	<b>Activity 5</b>
<b>3:15pm</b>	<b>Activity 6</b>
<b>4:00pm</b>	<b>Snack</b>
<b>4:30pm</b>	<b>Departures</b>
<b>5:30pm</b>	<b>Late Departures</b>

# Camp High Hopes Map



# Pre-Camp Checklist

- Registered Early!!!!!!**
  - **Register via phone** with Camp Registrar at 712-224-2267 or
  - **Register online** at [www.camphighhopes.com](http://www.camphighhopes.com)
- Invite your friends and siblings** without a disability to join you at any camp session! All parties must complete a registration packet and are responsible for applicable fees.
- Complete Registration Information Forms and Health History** (do not leave any required fields blank!). Incomplete forms/packets will not be accepted.
- Send completed forms** with \$50 deposit per session to (includes campers on waivers):

**Camp High Hopes; 5804 Correctionville Rd; Sioux City, IA 51106**

- Received Confirmation Letter and Handbook** within 2 weeks via email or mail.
  - If you do not receive your packet within 2 weeks, please call our office at 712-224-2267 x108 and check your junk email folder (just in case).
- Completed and returned Full Registration Packet** promptly to the camp office.
  - All forms are required for attendance unless otherwise noted for special sessions.
  - Health Care Form must be signed by primary healthcare provider & returned prior to first registered session or June 1<sup>st</sup>, whichever comes first.
  - Forms requiring signature of **guardian** or **licensed medical provider** may be submitted separately from main registration forms but are required for attendance.
  - Read through your Camper Handbook, it is packed with helpful information and is frequently updated to keep you informed (check our website for updates).
- Full Payment Due:**
  - Spring Sessions: February 1<sup>st</sup> (or upon registration after due date)
  - Summer Sessions: June 1<sup>st</sup> (or upon registration after due date)
  - Fall Sessions: September 1<sup>st</sup> (or upon registration after due date)
- Got the reminder letter, ready for camp, just have to pack!!!!**