

## Camp Horizon Policies and Procedures

### Eligibility

Children age 5 and up, and adults with an intellectual and/or developmental disability. Overnight campers must be age 18 or older. Campers must have medical authorization for participation. Staff support is provided for toileting and other personal care, medication administration and health needs such as insulin injections and intermittent catheterization. Campers with complex medical needs will be assessed on a case by case basis to determine if Camp Horizon can accommodate their needs. If you have questions regarding camper eligibility, please contact Patricia Coale at 965-8681.

### Behavior

Camp Horizon will make every reasonable effort to provide positive behavior supports to all campers to ensure their success and safety. If a camper engages in behavior that threatens their own health and safety, or that of others despite staff support, the camper will be asked to leave the program for the remainder of the summer. Fee refunds cannot be given in the event of discharge due to behavior.

### Medical Forms

All campers must submit the Medical Authorization for Participation form, signed by the camper's physician, before they can attend camp. The results of a physical exam CANNOT be substituted for this form.

### Medications

Campers' medications will be administered by the camp nurse or certified medication (**term?**) **Medication brought to camp must be in its original container or package.** Medications should be delivered directly to the camp nurse or camp director and will not be accepted by other staff members. Medications should not be sent unattended to camp with the individual's personal belongings (i.e. backpack). Camp Horizon is not responsible for administering medications that are not delivered directly to the camp nurse or camp director. We must have a physician's order to administer any medications, including over the counter medications.

### Special Diets

Camp Horizon provides meals to all campers, and will make every effort to monitor campers with special diets (low sugar, cut-up food, non-dairy, etc.) We cannot provide pureed food nor individual menus. If a camper requires a pureed diet or a special menu, caregivers may send food with them and Camp Horizon staff will assist the camper with their meals.

### Payment Policy

Payment in full for all sessions in which a camper is enrolled, and for any outstanding balances from previous summers, is due no later than June 1, 2019 in order for the camper to be able to attend Camp Horizon. Campers who do not have an outstanding balance from previous summers may be eligible for a short-term payment plan. Contact Patricia Coale at 965-8681 to discuss this potential option.

### Cancellation Policy

Full refunds of camp fees (excluding the \$25 non-refundable application fee) will be issued when an individual cannot attend the camp session(s) for which they are registered, ***only when written notice is received by Patricia Coale in person, by mail or by e-mail no fewer than 14 days before the beginning of the session in which the camper was enrolled.*** Voice mail or text messages cannot be substituted for written notice.

A refund of 50% of camp fees (excluding the \$25 non-refundable application fee) will be issued when an individual cannot attend the camp session(s) for which they are registered and written notice is received by Patricia Coale 1-13 days before the beginning of the session in which the camper was enrolled. Voice mail or text messages cannot be substituted for written notice.

No refunds will be issued for cancellations without advance notice, with the following two exceptions:

1. Physical or mental health concerns that require a camper to leave early will be eligible for a pro-rated refund.
2. If The Up Center shortens a camp session for safety reasons (inclement weather, building issues, etc.), campers will be eligible for a pro-rated refund.