

Your Guide to The Lodge Summer 2018

(Everything you will need to know for a successful summer!)



Mailing Address Prior to June 1st:

AHRC - The Lodge
83 Maiden Lane 9th floor
New York, NY 10038

After June 1st:

The Lodge
653 Colgate Road
East Jewett, NY, 12424

Main Office Phone Number:

(212)780-2526

Fax Number at Main Office:

(212)777-3771

Camp Phone Number after June 1st

(518) 589-6000

Camp Fax Number after June 1st

(518) 589-6583



*Director of Camping and Recreation - Mary Anne Killeen
Director of The Lodge - Matt Hatcher
Assistant Director of The Lodge - Sam Emsell
Nursing Coordinator - Lorie Fagin, RN*

Where is AHRC Katy Isaacson & Elaine Gordon Lodge located?

The Lodge is located in East Jewett, New York about 2-and-a-half hours away from New York City, near the Hunter Mountain Ski Resort. The lodge is situated on 200 acres of land nestled in the heart of the Catskill Mountains. There is a 60 acre lake where boating and fishing takes place.

Is The Lodge safe?

Yes. This is our top priority! We work closely with the following agencies and strictly adhere to all health and safety codes:

- ❖ The New York State Department of Health – Green County Office
- ❖ The New York City Department of Health and Mental Hygiene.
- ❖ The NY State Office for People with Developmental Disabilities.
- ❖ The American Camp Association (ACA) accredited The Lodge as a camp that meets the ACA's high standards for health, safety and quality programming.

The Department of Health also inspects the camp while camp is in session. The inspector is particularly concerned with the cleanliness of the kitchen and food handling procedures, safety procedures at the pool and medical area.

May I visit The Lodge prior to my family member attending?

Absolutely! We think it's a great idea to help you and your family member prepare for this time away from home. In fact, we recommend that you take pictures and show them to your family member in the days preceding their arrival at the lodge as a way of helping your family member adjust to the idea of going away from home. Please call The Lodge Director to make arrangements for a visit.

What are the session dates?

Session 1	Monday, June 25 – Friday, July 6
Session 2	Sunday, July 8 – Thursday, July 19
Session 3	Saturday, July 21 – Wednesday, August 1
Session 4	Sunday, August 5 – Wednesday, August 15 (Young Adults Session – ages 21 – 30)
Session 5	Friday, August 17 – Monday, August 27 (Teens Session – ages 12 – 21)



What are the drop-off and pick-up times?

GOING TO CAMP:

- **Camp registration begins at 12 NOON on the first day of each session at the pick-up location.** (See next question for the location.)
- When you arrive for registration, make sure that you stand in the registration line with the camper.
- You must remain with your family member until they board the bus. We ask that you do not board the bus (it creates too much chaos).
- Please give your camper an early lunch before they get on the bus.
- If your camper requires medication at 12 p.m., 1 p.m. or 2 p.m., please administer before they get on the bus.
- **Buses leave promptly at 1PM.** Any camper missing the bus will have to be transported to camp by the family at the family's own expense.

RETURNING FROM CAMP:

- **Please arrive at the same location by 11:00 AM on the last day of the session.**
- We try our best to be back early but it is sometimes challenging. You are welcome to call The Lodge after 9 am on the last day of camp to see what time the busses left camp at the bus drop off. Someone who represents the camp will be at the bus stop to greet you and give you an update on the bus arrival time.
- If there are any changes in arrival, the staff person will inform you of these.
- Guests will have eaten breakfast, and taken their morning medications.

TRAVELING ON THE BUS

- Camp staff will make sure that all campers are seated while the bus is in motion.
- Camp staff will work with bus drivers on the loading and securing of participants who use wheelchairs.
- We send sufficient staff to provide appropriate supervision as needed.
- Each bus has a bus captain, who monitors staff and campers on the trip and makes adjustments as needed.
- **We ask that you please do not park in the way of the buses on 63rd Street so we can safely load and unload our guests.**

☺ **ADVICE** *Families using ACCESS-A-RIDE should not schedule the appointment to be picked up on the last day until noon, when we are certain that our buses have reached the city.*

☺ **ADVICE** *If you are running late on the drop-off or pick-up days, call our office at (518)589-6000 to let us know when to expect you. We will try to work with your needs.*

Bus Safety Guidelines

On Boarding and Disembarking Requirements

- The parent or guardian must stay with the camper until they board the bus.
- The bus captain will take attendance as the campers board the vehicle and will take attendance again just prior to departure.
- Upon arrival at camp, the bus captain must “sweep” the vehicle to ensure that all individuals are off the vehicle and **must document** that all individuals are off the vehicle.

Safety Requirements

- In addition to compliance with all State licensing and traffic laws, we provide adequate staff to accompany campers.
- There is a designated staff person in charge of any medical emergencies on the bus, who has first aid training and is CPR-certified.
- Staff will review the camper’s applications and be familiar with their individual protective oversight needs. If there is something that you think would be helpful for the staff to know when transporting your child; please include a note in your child’s acceptance packet and inform the bus captain at the bus pick up.
- For any trip with individuals served on board, the bus captain must ensure that there is a working cell phone on the vehicle. The bus captain on board must have AHRC emergency contact phone numbers with them and know how to access medical information if needed.
- Individuals on board may never be left on a vehicle without staff.
- Wheelchairs must be tied down appropriately. (Program directors must ensure that all drivers know the appropriate wheel chair tie down procedure for each individual transported.)
- Staff will ensure that each camper is seated any time that the vehicle is in motion.
- Staff must be seated in the location that the bus captain considers safest for the individuals on board.
- If an individual on board becomes seriously ill during transport, the driver must pull over to a safe location and the bus captain will call 911.

SPECIAL PROCEDURES FOR NON AMBULATORY GUESTS:

We recommend that wheelchair users arrive half an hour earlier, at 11.30 a.m., as these are the first people to board the bus.

At the bus stop on the pick up day, camp staff and/or nurse at the pick up will ask the family or caregiver to reposition the individual immediately prior to boarding the bus.

Upon arrival at camp, the individual will be taken to the cabin and removed from wheelchair. Counselor will check buttocks for any redness and report any redness to the nurse immediately. If the person uses Attends, this will be changed, wet or not, to allow air to the skin, the individual will be out of the chair for 15-30 minutes. In addition, a nurse will check the skin of every camper who is wheelchair dependent upon arrival.

Where do I meet the bus?

❖ The Manhattan pick-up location is located at 63rd Street and West End Avenue (Thelonius Monk Circle). There are meters and parking lots in the area if you choose to drive. **If you need an address for Access-A-Ride; please use 75 West End Avenue.**

Subways trains stops are: A, C, B, D and #1 all stop at 59th Street/Columbus Circle (It is a 15 minute walk from Columbus Circle).

Bus Routes:

The M57, M66 Busses stop close by.



What if I want to drive to The Lodge, instead of meeting the bus?

If you want to drop off a guest at the lodge, then please arrive at the lodge **around 3 PM** (not any earlier!).

On the departure date, you should arrive **around 8 AM**. Please be prompt, this is the scheduled time off for the staff.

Directions:

- **New York State Thruway (I- 87) to Exit 20.**
- After tollbooths go to stop sign and take a left; go over the overpass, take a right onto **Route 32 North**.
- Follow **Route 32 to Route 32A** (will fork off to the left)
- Follow **Route 32 A to Palenville**. There will be a light and fork in the road). Take **left onto Route 23A**.
- Follow **Route 23A through Haines Falls and into Tannersville**. Go to the end of Tannersville and make a **right at the light onto County Road 23C**.
- **Follow County Road 23C approximately 2 miles** to a large stone church at a fork in the road. Bear left at fork and continue on County Road 23C. Follow 23 C approximately 1-1 ½ miles further and **take a right onto County Road 78-known locally as Colgate Road- opposite the Post Office**. (If you pass the firehouse on your left, you've missed County Road 78!)
- Follow County Road 78 two miles into The Lodge. We are at the end of the road- you cannot go any further.



Who are the staff that care for the guests?

Our staff is mature, enthusiastic, diverse, and most importantly, very caring! We always try to have at least 25-35% of our best staff returning from the previous year. All new staff are carefully screened before being hired. All staff must be at least 18 years old. Most counselors who are hired have at least one year of college training and experience with the developmentally disabled population. Many of the staff come from abroad –countries such as England, Australia, and Ireland– and must speak and understand the English language.

Our senior staff have many years of experience working at The Lodge; they consist of the Camp Director, Asst. Camp Director, Head Counselor, 4 Lodge Leaders, Head Lifeguard, Nursing Supervisor, Program Coordinator, Office Manager, and Head Chef. In addition, our camp has certified lifeguards, program specialists, nurses, cooks and dining hall staff, and other trained staff to make the stay of each guest comfortable, safe and fun. And all staff participate in a rigorous 7-day training prior to the arrival of the guests.

What level of supervision is there for the guests throughout the day?

Each lodge houses a minimum of five General Counselors and a Lodge Leader who supervises the lodge and ensures the safety of each Guest. At least one (usually more) staff member is always present to ensure the safety of your family member - both day and night.

What are the sleeping and bathroom facilities like?

There are 15-18 guests and 6-8 staff in each lodge– a maximum of 24 people per lodge. The lodges are divided into 2 sleeping areas with a shared bathroom (3 toilets and 3 showers). All of the lodges are designed for persons who have difficulty walking or use a wheelchair. These lodges are located near activity areas and are equipped with ramps and wheelchair accessible bathrooms.

Should Guests bring money to The Lodge?

There is a souvenir shop and cafe at The Lodge. Available for purchase are items from candy bars, soda, and snacks to T-shirts, sweatshirts, and duffel bags. The store is the only place on grounds where money can be used. We recommend that Guest monies be turned in to the “Lodge Bank”. By checking money in with the staff at the check-in table, guests can be assured that their money is safe and will be available at the store. It is our recommendation that guests bring no more than \$30 to The Lodge.

What should guests bring to camp?

Below is a list of items that we strongly recommend for a two-week stay. Please do not send your family member to camp with brand new clothing. Label your clothing with the guest's name. **While we do our very best to return all items home, we cannot guarantee this. The Lodge is not responsible for any lost items, and will not replace/reimburse you for them.**

- 4 pairs of long pants
- 6 pairs of shorts
- 6 polo shirts or blouses (include 2 long sleeve)
- 12 sets of undergarments
- 12 pairs of socks
- 2 heavy sweaters or sweatshirts
- 1 lightweight jacket
- 1 raincoat with hood or poncho
- 1 swimsuit
- 2 pairs of pajamas
- 1 pair of sneakers
- 1 pair of shoes
- 1 pair of sandals
- 1 dressy outfit for the banquet night (last night of camp)
- 2 towels for showering
- 1 toothbrush and toothpaste
- 1 comb and brush
- 1 deodorant
- 1 bars of soap/shower gel
- 1 container of shampoo
- 1 box of sanitary napkins (if applicable)
- 1 electric or regular razor (if applicable)



ADVICE - DO NOT SEND:

- ⊗ bedding or towel for swimming – we provide this!
- ⊗ expensive clothing (we cannot guarantee that it will return home)
- ⊗ jewelry, watches, radios, and cell phones-which do not work at the lodge.

It is our policy to not permit alcohol, non-prescription drugs, animals or weapons at camp.

Please speak to the camp director prior to your arrival at camp if you intend to drive to camp or bring any specialized sports equipment.

☆☆NEW☆☆

While we appreciate the need for our guests to keep in contact with their loved ones, **it is highly recommended that guests do not bring cell phones to camp.** Guests are welcome to use office phones during designated times and have access 24 hours in case of emergency. In recent years we have found that the use of cell phones in the camp environment has not been conducive to social interactions and general 'camp life', furthermore we risk

HIPPA violations that staff must adhere to (Staff are prohibited from sharing pictures on social media). We also appreciate the value of cell phones and do not take responsibility for them.

What about sending other essential items such as diapers, glasses, or adaptive equipment?

Diapers - The above clothing list is designed for guests who are toilet trained. Those guests who are not should bring more clothing than listed, particularly more undergarments, pants, shorts, and pajamas. Be sure to send plenty of diapers. You may send diapers ahead of time if you wish or drop off at main office.

Glasses, helmets, hearing aids or other special orthopedic apparatus, or adaptive equipment (wheelchair trays, eating utensils, and communication boards) – These items must come to camp with the guest's name securely taped to them or engraved on them.

☺ *ADVICE* *Please include a letter in the guest's luggage stating what the item is and why it is needed at The Lodge. This will assist us greatly in knowing how to provide the best possible care for our guests.*

Is there a parent visitation day?

Open House is June 10th 2018, free transportation is provided. Please call (212) 895-3351 or (518) 589-6000 to register. If you are unable to make this date, we can accommodate a separate visit; we ask that any visits be arranged with the Camp Director in advance.

Can my family member call home?

Yes. We will allow each of our guests to make phone calls home during their vacation, at no cost.

May I call my family member at The Lodge?

Absolutely! Our guests look forward to speaking with their loved ones while enjoying their vacation. While away your family member is very active and in order to reach him/her by phone, we ask that you call to arrange a time convenient for both you and your family member to talk. The phone number to The Lodge is: (518)589-6000.

Where do I send mail to a family member?

AHRC Elaine Gordon & Katy Issacson Lodge
653 Colgate Road
P.O. Box 37
East Jewett, NY 12424



What is a typical day at The Lodge?

7:00am-8:00am	Morning wake-up
8:00am	Medications
9:00am-10:00am	Breakfast
10:30am -11:30am	Activity #1
11:30am – 11:45am	Gazebo Time
11:45am - 1:00pm	Activity #2
1:00pm - 1.45pm	Lunch
1:45pm-2:30pm	Leisure Time
2:30pm-4:00pm	Activity #3
4:00pm-4:30pm	Gazebo Time
4:30pm-5:45pm	Activity #4
6:00pm-7:00pm	Dinner
7:15pm-9:00pm	Evening Activity (8pm Medications)
9:00pm-10:00pm	Prepare for Bed, or get Ready for Night Life (for those wishing to stay up later)
10:00pm-11:00pm	After Hours Program - Night Life
11:00pm	Return to Lodge and prepare for bed.



What will the guests do at The Lodge?

We have several general goals for each guest. First, we want to provide a good vacation opportunity for the guest as well as a good respite for their family and caregivers. We want to increase each guest's independence in small ways during their time at camp. We will provide many supervised opportunities for social interactions and will assist them with improving their socialization with others. We will provide choices for each guest and encourage them to try different things.

Since one of the guiding principles is to give our guests the chance to make decisions, we offer an array of attractive program options. In the last couple of years, we have added to our facilities, developed new activity options, and improved on our popular existing programs that past guests have enjoyed. A motorized pontoon boat, bowling alley, Archery zone, and a few computers with internet access were all added in order to enhance the Lodge environment for our guests' enjoyment.

Our current list of activities include arts and crafts, sports, swimming in the pool, boating or fishing at the lake, archery, music and dance, sports, pony rides and a souvenir shop. Each evening, everyone participates in a variety of Lodge wide programs, such as talent shows, theatrical activities, and dances. On the last night of the session, everyone dresses up and attends a special banquet dinner and show.

Specialized programs

We offer several specialized programs and require a signed permission slip for your family member to participate in any of these activities. You can opt out of any or all of these activities. Please feel free to call the camp director if you have any questions or concerns.

1. Swimming – all swimming is done in the pool. There is always at least one lifeguard for every 25 swimmers; usually there is a minimum of two lifeguards. The pool is gated and access is controlled at all times. There is a designated staff person who checks guest into the pool area. All guests are swim tested on their first visit to the pool. All non-swimmers and those with seizure disorders are required to wear life jackets when in the pool. There is a safety orientation at the start of each swimming period.
2. Feldenkrais – For a small number of people with physical challenges we also offer feldenkrais – normally at the pool. Feldenkrais is a gentle movement and directed attention to improve movement and enhance human functioning.
3. Boating – There are always two lifeguards on duty during boating sessions. Additionally, a lifeguard is on the pontoon boat. We offer two options in boating. The pontoon boat holds approximately ten participants per trip, is accessible to wheelchairs and travels at a slow speed around the lake. We also have paddle boats, which allow one camper and one staff person to operate the pedals to move the boat. There is a safety orientation prior to the boating session and all boaters must wear life jackets on the dock and on the boat.
4. Horse Riding - We offer pony rides within a fenced in area. The horses are leased each summer and assessed for their suitability for camp. The horse is led by a trained individual and at no point is the rider allowed to control the horse. The rider is assisted on and off the horse, from the mounting platform. All riders must wear helmets and boots, which we provide. All riders must wear long pants. 1:1 supervision is provided for each rider.
5. Field trips – We will occasionally offer a community outing to a few guests at a time. Typical trips may include a visit to Camp Anne, our camp in Columbia County, a local fair or music event, lunch at a local diner or a trip to Wal-Mart. All trips are done in our camp van with our own driver and staff. Specific staff are assigned to the guests, who are supervised at all times. Ratios are generally 1:4.

6. Pedal Go Karts – We offer 4 wheeled, pedal go karts in a secured area for guests. The activity is staffed with minimum 3 staff and all guests are required to wear a helmet. The karts are 49 inches from the ground.

7. Archery – The program will be open to campers of all ages and will include adaptations that take into consideration cognitive and physical disabilities. The course will be located at a safe distance away from other activity areas on the pathway to the lake, access will be restricted and the gate locked when not in use. All equipment will be locked away when the program is not in use. The range will include 3 arrow stops at ranges of 5, 10 and 15 yards; there will be a supplementary backstop in the form of netting behind the range. Behind the netting there additionally will be a safety zone comprising hilly terrain that is not accessed by people. The program is run by certified staff.

What if a guest doesn't know how to swim or is at risk for seizures?

Pool time is a favorite activity of many guests. It's great fun regardless of their swimming level. Of course you do not have to swim, just go to the poolside and relax. Here are some important facts you should know about our program:

- ❖ We require consent forms for all guests in order for them to participate in swimming, riding or boating.
- ❖ All of our lifeguards are certified as American Red Cross Lifeguards and CPR. They train for 5 days at our pool and learn how to work specifically with our guests. Most of our lifeguards are returning staff who knows our guests well.
- ❖ When the pool is closed, it is locked up and secured by a 6 foot high fence.
- ❖ All Guests who have a history of seizures are required to wear a lifejacket while at the pool area.
- ❖ There is no swimming allowed in our lake.
- ❖ All guests are required to wear a life jacket when out on a boat.

What do the guests eat?

We provide 3 nutritious meals a day, and an afternoon snack. Menus are reviewed by a licensed nutritionist. We serve meals family-style. The counselors sit with the guests at all times assisting with serving food (as necessary). If a guest has a special diet or food allergies it is critical that our Health Center have that information highlighted on the guest's health form.

Are there laundry facilities at The Lodge?

Yes. Fresh linens and towels are supplied on a routine basis. Blankets, mattress and pillow covers are changed twice weekly or whenever they become soiled. We launder personal clothing. It is our intention to send all guests home with clean clothing.

What will the weather be like?

During the summer, days range from pleasantly warm to hot and humid. Nights range from cool to cold, especially in early and late summer. The pollen count can become high in this area, which can be difficult for persons with asthma or allergies. If you think this might be a problem, contact your physician now. We do not recommend starting new medications for asthma or allergies while at The Lodge. There is a heater and fans in each lodge, but no air conditioning. The swimming pool is outdoors and heated.



Do you recommend that I tip the counselor for services well done at the end of the session?

Staff are not allowed to receive cash gifts. It isn't fair for one staff member to get rewarded with a tip when it is considered a team effort in giving the guests a great vacation experience. If you want to offer some appreciation, then we recommend a letter of appreciation or something like a fruit basket, chips or homemade cookies. This would mean a lot to them.

What happens if a guest loses things at The Lodge?

Unfortunately, this happens more often than we would prefer. We have so many guests, and things unintentionally get misplaced. At the end of every session, we mail home lost and found items. If you don't label clothing and other guest items with the guest's name, though, it becomes difficult for us to identify unlabeled items.

☺ **ADVICE** *We strongly recommend that guests do not bring new or expensive clothing. We cannot replace or reimburse you for lost items.*

Do you have other recommendations for preparing guests for their vacation?

As parents and guardians, you play a very important role in preparing your family member for their time away from home. Here are some ideas:

- ❖ Speak often and enthusiastically about The Lodge and all the fun activities that they will participate in such as swimming, dancing, music, arts and crafts, and outdoor parties.
- ❖ Have your family member help pack, if possible, and allow them to take some of his or her familiar clothing or personal items (but don't send anything valuable or irreplaceable).

❖ Tell them about all the wonderful friends they will make at The Lodge, and the great staff that will be with them at all times.

☺ *ADVICE* You are welcome to visit *The Lodge* prior to sending your family member on Vacation. It will help both you and the guest to become comfortable with *The Lodge*. Make your arrangements with the Director, and plan to ask lots of questions.

Bed bugs and similar issues are currently on the rise. With this in mind, please check your family member for any evidence of bed bugs, head lice or other problems, and treat if needed, before sending them to camp.

Due to increasing concern regarding bud bugs, AHRC Camping and Recreation has developed new policy and procedures in partnership with the Department of Health and other AHRC departments. You will be notified if your family member is in proximity to bed bugs. To request a full copy of the bed bug policies please call camp.

What type of medical care is available at The Lodge?

Our Health Center is staffed with professional licensed nurses throughout the day. The Health Center is equipped to handle routine and urgent care. Our qualified nursing staff is prepared to provide care for short-term illnesses and first aid care for minor injuries. In an emergency, the local ambulance services will transport a sick or injured camper to Kingston or Columbia Hospital located 20 minutes from camp.

Here are some other important procedures that we strictly adhere to:

- ❖ All medications are stored securely in the Health Center. No one, including staff, may keep medications in the lodges.
- ❖ Only licensed nurses may administer medications.
- ❖ Nurses only administer medications as written by a doctor.
- ❖ Our nurses' document and sign for every medication dose given.
- ❖ Nurses may not give a medication if the label is not clear, or the label has expired.
- ❖ All narcotic substances or controlled drugs are double locked.



What medical requirements are needed for my family member to attend camp?

The following regulations are required by the Department of Health and Office for People with Developmental Disabilities. We must strictly adhere to these regulations, and require that you send them to us by **May 15, 2017**

❖ **The Physical Exam Form** must have a physician's signature and be dated within one year of the last day of the camper's stay at camp. For your convenience, a copy of AHRC's Medical Exam Form is included in this acceptance packet (although any standard physical form is acceptable).

❖ **The PRN Form** (attached to the Physical Exam Form) also needs a **physician's signature** and be dated within one year of the camper's stay at camp. This allows our nurses to give your family member over the counter medications that do not need a prescription, such as Tylenol, Cough Syrup, creams and special lotions.

❖ **Immunizations Record** must be provided for persons under the age of 18. You should contact the camper's physician to make certain all immunizations are up to date before submitting this record.

❖ If the camper is above the age of 18, please provide us with documentation of the date of the last Tetanus inoculation, Meningitis, as well as any information you may have regarding their Hepatitis B and MMR status.

❖ **Permission To Treat Form** must be completed and signed by the parent/guardian and returned to us.

❖ **Medication Record** – Please complete this for all medications that the camper takes.

What if there are medical changes after I send you the Physical Exam Form?

Contact us immediately at our Nursing Supervisor's office at (518)589-6000. After May 15th, call the Health Center directly at (518)589-5021. Every guest attending our program has a special medical care plan, and we must update it accordingly. Early notification to our Health Center helps to avoid confusion and possible safety risk. Remember, we have over 70 guests per session, so we need you to help us by avoiding last-minute issues.

How are medications administered at camp?

Most guests receive some type of medication. Our nurses are prepared to administer medications ordered by a doctor. If you are currently giving your family member medications, vitamins, and/or supplement that you purchase "over the counter", please provide a prescription from the guest's doctor allowing us to administer these items while away at camp, all medications administered at camp must have a written doctors order. If your family member receives Medicaid benefits, many of these items are covered by their insurance. If an item is not covered ordinarily, it will not be covered at camp.

Routine medications are given before meals and at bedtime. Some medications must be given with food or after meals. Sometimes medications are given “as needed,” when problems arise. These medications are given throughout the day in accordance to standard guidelines.

☺ **ADVICE** If your family member requires their medication to be crushed and/or mixed with food or liquid, let us know and have your doctor specify this on the prescription. If your family member requires the use of bedrails, a helmet or any other protective equipment, please provide written authorization by the physician with reason for use.

☺ **ADVICE** If your family member takes medications for diabetes, a cardiac condition, or high blood pressure, please make sure that the doctor has provided directions for use, including frequency of blood sugar checks or monitoring of the pulse and/or blood pressure before administration by the nurse. There are some medications used for behavior that may need to be monitored closely as well. Please contact the nurse to review monitoring instructions and/or care needed for camper prior to session date.

How do I send Medication?

- ❖ When you receive a script from the doctor, make a copy, fill the script, then send pills and the copy of script to camp or plan to drop these items off at the main office (see below).
- ❖ Prescriptions for camp medication should be filled at your home pharmacy-**MAKE A COPY OF EACH BEFORE FILLING**
- ❖ **If your Doctor uses electronic prescribing ask for a printed copy of the prescriptions.**
- ❖ Please ensure medication is in its regular container with name of camper and drug dose.
- ❖ Campers attending sessions 1,2 & 3 need 12 day supply, Sessions 4 &5 need 11 day supply.
- ❖ Campers attending a 12-day session will need a 12 day supply of medications.
- ❖ Campers attending two sessions will need a 24 day supply of medication.

Camp Address: AHRC Katy Isaacson & Elaine Gordon Lodge
 653 Colgate Road
 P.O. Box 37
 East Jewett, New York 12424

- ❖ Alternately, you must bring any medication and supplies to the Main Office at 83 Maiden Lane, 9th floor Camping and Recreation Department. We will see that it gets to the camp.
- ❖ Medications that require refrigeration will only be accepted on the dates listed below as we do not have the ability to refrigerate them at other times. Please bring these medications on the dates listed or mail directly to camp packed with appropriate cold packs. Call the nurse at camp for any issues about medications.
- ❖ Dates and times for Main Office drop off:
 - ❖ Session 1 – Saturday June 16th, from 10am – 4pm
 - ❖ Session 2 – Saturday June 30th, from 10am – 4pm

- ❖ Session 3 – Saturday July 14th, from 10am – 4pm
- ❖ Session 4 – Saturday July 28th, from 10am – 4pm
- ❖ Session 5 – Saturday August 11th, from 10am – 4pm

- ❖ Medications and prescriptions are **NOT** accepted at the bus or Health Center on arrival day. Only inhalers to treat asthma, food supplements, and diapers will be accepted if we have given approval and know to expect them.

- ❖ All medications will be given exactly as prescribed by a doctor. If a doctor changes the dose or stops a medication after the prescription has been sent, you must send a **new written order** from the doctor. Our Health Center staff will not know of any medication changes unless you tell them.

- ❖ Families or guardians are responsible for any charges not covered by insurance.



Why are the Physical Exam Form, Immunization Record, and prescriptions required before the guest attends camp?

We are not trying to needlessly complicate your life. Please understand that our Health Center administers hundreds of medications every day (this is no exaggeration); therefore, if we are to accurately and safely prepare for all guests' stay at camp, then we must begin processing these forms and prescriptions well in advance. Please keep in mind that when we are preparing for one session, we are also busy operating the Health Center for the current session.

Will insurance pay for the extra medication for camp?

❖ **Private Insurance** - We don't know. If you have private insurance through work or a private pay contract, you must ask your insurance company. Most private insurances will give approval for medications if they understand the need. The best person to contact is the customer representative assigned to your policy. The approval process may take time. It is important to plan ahead and contact your insurance company before your appointment with the doctor.

❖ **Medicare Part D – co-pay may apply.** If the guest has a Medicare Part D plan, you have been getting medication under this plan and you may be paying co-pay.

❖ **Public Insurance or Medicaid** - Medicaid has strict rules about how many medications orders can be filled in one month, however our partners at World's Fair will do their best to put these scripts through as a holiday override. Medicaid may or may not pay for extra doses needed for camp. Medicaid does not usually pay for items like vitamins or dry skin lotion. They will not pay for these items for camp either.

☺ **ADVICE** - If you have any questions about Medicaid and camp medication, contact your local Medicaid office. The number in NYC is 1-877-472-8411. You may also "walk in" to your local district office. Remember to bring any paperwork or receipts with you

What happens if a guest becomes sick or injured?

We will call you whenever a camper becomes sick or injured. In the rare event of an emergency, you will be called immediately. However, if we are unable to reach you, we will call your second contact which you provided for us on the medical emergency form.

☺ **ADVICE** *If you are going on a vacation, even for a couple of days, please leave us an emergency contact phone number – yours or a friend or relative.*

What happens if a guest must cancel?

If a camper cancels two weeks or more before the start of their scheduled session date, AHRC will provide 100% tuition refund. No refund will be provided if a camper cancels less than two weeks before the start of their scheduled session.

All payments are due by June 1st, 2017.

What happens if a guest must go home while at camp?

If a camper must go home early from camp, you will be notified immediately. We will make arrangements for transporting the guest home (usually by our staff).

Private Pay & Invoicing

- Invoices for camp are available by logging into your account on CampDoc
- Early Bird 10% Discount: If Paid by May 15th Your balance is reduced 10%.
- If a camper cancels two weeks or more before the start of their scheduled session, AHRC will provide 100% tuition refund. No refund will be provided if a camper cancels less than 2 weeks before the start of their scheduled session. All payments are due before the start of the session unless other arrangements, such as a payment plan, have been made in advance.

There are 3 easy ways to pay:

1. Credit Card Online (it's so easy!): website -

<https://www.ahrcnyc.org/services/community/recreation/camping-payments/>

2. Checks or money orders

MUST include camper's name / number (e.g. include this page with the check)

MUST be made out to: AHRC New York City

MUST be mailed to: Camp Anne, Accounts Receivable, 8th floor, AHRC New York City, 83 Maiden Lane, New York, NY 10038

AHRC NEW YORK CITY CONTACTS

Marco Damiani
 Executive Director
 AHRC New York City
 83 Maiden Lane, 11th
 floor
 NY, NY 10038
 212 780-2661

Chief Operating
 Officer
 AHRC New York City
 83 Maiden Lane, 11th
 floor
 NY, NY 10038
 212 780-2507

Kathy Broderick
 Associate Executive Director
 AHRC New York City
 83 Maiden Lane, 11th floor
 NY, NY 10038
 212 780-2530

DDRO CONTACTS:

Mary Grace Giuliano,
 Regional Director,
 (region 4)
 Queens DDRO
 80-45 Winchester
 Boulevard
 Administration
 Building 80-00
 Queens Village, NY
 11427
 718 217-4242 Fax:
 718 217-4724

Mary Grace Giuliano,
 Regional Director,
 (region 4)
 Brooklyn DDRO
 888 Fountain Avenue
 Brooklyn, NY 11208
 718 642-
 6000 Fax:
 718 642-6282

Kerry A. Delaney, Acting
 Commissioner
 Office for People with
 Developmental Disabilities
 44 Holland Avenue,
 Albany, NY 12229
 518 473-1997 fax: 518 473-
 1271

MHLS (MENTAL HYGIENE LEGAL SERVICES)

Bronx: Hanna Kim 718 862-5140 fax: 718 792-3154 718 597-7385
 Brooklyn: Rebecca Kittrell 718 277-5324 fax: 718 235-3671
 Manhattan: James Drake 212 229-3181 fax: 212 645-0753 212 627-0090
 Queens Lisa Boronian 718 264-3340 fax: 718 264-3559
 Staten Island Robin Silverman 718 698-8740/41 fax: 718 370-1972