

Camp Anne

Parent Handbook



Your Guide to Camp Anne

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



Mailing Address Prior to June 1st:

AHRC - Camp Anne
83 Maiden Lane 9th floor
New York, NY 10038

After June 1st:

Camp Anne
228 Four Corners Road
Ancramdale, NY 12503

Main Office Phone Number: (212) 780-2526

Fax Number at Main Office: (212) 482-1956

Fax Number at Camp Anne: (518) 329-5689

Camp Phone Number (starting June 1st):

(518) 329-5649

or

(212) 780-2526

Director of Camping and Recreation - Mary Anne Killeen

Director of Camp Anne- Michael Rose

Assistant Director - Emily Hirst

Nursing Coordinator - Eftali Nikpreljevic, LPN

Where is Camp Anne located?

Camp Anne is located in Ancram, New York about 2 hours north of New York City. The camp is situated on 40 acres of land, most of which is surrounded by a fence. There is a beautiful lake outside the fenced area where boating and fishing takes place.

Is the camp safe?

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

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

The State Department of Health requires that we have a written safety plan that addresses many important areas for operating a safe camp, such as our procedures for hiring and training staff, supervision of campers, and camp site hazards and emergencies. This is available for your review upon request.

The Department of Health also inspects the camp prior to the camp opening, and again 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 camp another time 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 child in the days preceding their arrival at camp as a way of helping your family member adjust to the idea of going away from home. Please call the Camp Director to make arrangements for a visit.

Session Dates

Please go to the website see the camp schedule: <https://camping.ahrcnyc.org/schedule>

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

GOING TO CAMP:

- **Camp registration begins at 12pm on the first day of each session at the pick-up location.** (See below for the location.)
- When you arrive for registration, make sure that you stand in the registration line with your camper.
- You must remain with and be responsible for 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 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 to meet this time. You are welcome to call Camp Anne (518) 329-5649 after 9:00 am to see what time the buses 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 or any changes in schedule.
- When the buses arrive, camp staff will help direct you to the correct bus. Please give your name to the bus captain who will connect you with your camper.
- If someone other than you (or your emergency contacts) is picking up your camper, we must be notified in advance, in writing. We cannot release your camper to anyone other than the parent or a designated caregiver.
- Campers will have eaten breakfast, and taken their a.m. medications.

☺ **ADVICE** *Families using ACCESS-A-RIDE should not schedule the appointment to be picked up on the last day until at least 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)329-5649 to let us know when to expect you. For Saturdays, Sundays and Holidays please call (212)780-2526. 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 will pull over to a safe location and the bus captain will call 911.

SPECIAL PROCEDURES FOR NON AMBULATORY CAMPERS:

At the bus stop on the pickup 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.

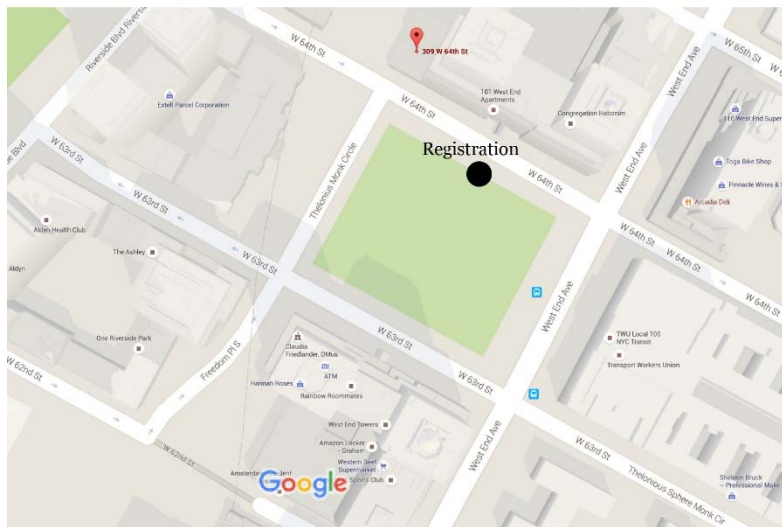
Upon arrival at camp, the individual will be taken to the cabin and helped from their wheelchair. The counselor will check buttocks for any redness and report any redness to the nurse immediately. If the person uses Attends, this will be changed, wet or not, to allow air to the skin, the individual will 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 at the corner of West End Avenue and 64th (Thelonius Monk Corner). (Use 309 West 64th Street for Access-A-Ride). There are meters and parking lots in the area if you chose to drive.

Subways trains: Stops are: A, B, C, 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 camp? (Instead of meeting the bus?)

If you want to drop off the camper at the camp, then you should plan to arrive at camp around **3 PM** (not any earlier!). On the last day of camp, you should arrive between **9 – 10 AM**. Please be prompt as this is the staff scheduled time off.

Directions to Camp Anne (from New York City)

Option 1:

- Take New York State Thruway I - 87 North to I-287 East.



- **From I-287 East, take I-684 North.** Stay on I-684 until it ends in Danbury/Brewster area (approximately 30 minutes).
- Merge onto **Route 22 North.** You will go through the towns of Patterson, Pawling, Dover Plains, Amenia, and Millerton. (Approximately one and a half hours).
- About 8 or 9 miles past Millerton, look for **Route 7A** on the left side (you will see a sign for Dad's Diner and for the town of Copake). Make a left and follow into Copake.
- In town, you will come to a fork (town clock in the center of fork). Stay to the left onto Route 7 (you will drive past gas station and post office)
- Go 2 miles – you will pass Oleana Campground on left and then Camp Pontiac. After passing Camp Pontiac, drive ½ mile to Four Corners Road. Make a left onto Four Corners Road and left into the entrance to Camp Anne.

Option 2:

- Take the **Taconic State Parkway North** to the **Jackson Corners exit.** **Make a right** onto Jackson Corners Road and follow for approximately 1.2 miles.
You will follow County Route 7 to Camp Anne but it will make a few turns. Just keep following signs for County Route 7.
- Pass through Gallatinville and come to a blinking light at Route 82 in Ancram.
- Continue through the blinking light, remaining on County Route 7 for approximately 2.8 more miles.
- Camp Anne is at the corner of County Road 7 and Four Corners Road. Make a right on Four Corners Road and a left into the entrance of Camp Anne

Who are the staff that care for the campers?

We run a most unique camp in that there is always more staff on grounds than campers!

Our staff is mature, enthusiastic, diverse, and most importantly, very caring! We always have at least 25-35% of our best staff returning from the previous year. All the new staff are carefully screened before hiring them. They 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, Holland, Australia, and Ireland– and must speak and understand the English language.

Our senior staff have many years of experience working at Camp Anne; they consist of the Camp Director, Assistant Camp Director, Unit Coordinators (to oversee the large counseling staff), Cabin Leaders, Head Lifeguard, Nursing Supervisor, Program Coordinator, Office Manager, Head Chef, and Head of Maintenance. 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 camper comfortable, safe and fun.

And all staff participate in a rigorous 7-day training prior to the arrival of campers.

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

Campers are placed in cabins according to their need for assistance or level of supervision. Each cabin has a Cabin Leader who supervises the cabin and ensures the safety of each camper in the cabin. Each cabin has a staffing ratio of 2 to 1 or 1 to 1. Counselors stay with the campers throughout the day, even at activity and meal times. After campers go to sleep and some of the staff are on time-off, we always have at least 4 counselors in the cabin.



What should the camper 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 camper's name.

While we do our very best to return all items home, we cannot guarantee this. Camp is not responsible for any lost items, and will not be able to replace or reimburse you for them.

- ☐ 5 pairs of long pants
- ☐ 8 pairs of shorts
- ☐ 13 polo shirts or blouses (include 2 long sleeves)
- ☐ 16 sets of undergarments
- ☐ 16 pairs of socks
- ☐ 2 heavy sweaters or sweatshirts
- ☐ 1 lightweight jacket
- ☐ 1 raincoat with hood or poncho
- ☐ 1 swimsuit
- ☐ 2 pairs of pajamas
- ☐ 1 bathrobe (light)
- ☐ 1 pair of sneakers
- ☐ 1 pair of shoes
- ☐ 1 pair of sandals
- ☐ 1 dressy outfit for the banquet night (last night of camp)
- ☐ 1 toothbrush and toothpaste
- ☐ 1 comb and brush
- ☐ 1 deodorant
- ☐ 1 bars of soap
- ☐ 1 container of shampoo
- ☐ 1 box of sanitary napkins (if applicable)
- ☐ 1 electric or regular razor (if applicable)



☺ ADVICE - DO NOT SEND:

- ⊗ Bedding or towels – we provide this!
- ⊗ Money
- ⊗ Expensive clothing (we cannot guarantee that it will return home)
- ⊗ Jewelry and watches
- ⊗ Appliances such as iPads, tablets, gaming devices (unless they are essential)

(only exception: if a tablet or similar piece of equipment is needed for the well-being of the camper, then send the item labeled and a letter in the luggage explaining why and how to best use this item.)

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

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

Diapers - The clothing list is designed for campers who are toilet trained. Those campers 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 them off at the 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 camper’s name securely taped to them or engraved on them.

☺ **ADVICE** *Please include a letter in the camper’s luggage stating what the item is and why it is needed at camp. This will assist us greatly in knowing how to provide the best possible care for the camper.*

May I call my family member or their counselor at camp?

Absolutely! If you are calling the counselor, you should call before or after meals, or before evening activity. (See the Daily Schedule on the next page for these times.) These are the times that you are most likely to reach the counselor or the family member. Phone Number: (212) 780-2526. Calls will be forwarded up to camp at no expense to you.

If you are calling to speak to your family member, then we recommend that you do not call in the first 48 hours of camp. This tends to increase homesickness. (This is a good time to check in with the counselor.) When you do call for your child, please understand that we have a large facility, and it may take some time to locate your family member in an activity.



Where do I send camper mail to camp?

AHRC Camp Anne
228 Four Corners Road
Ancramdale, NY 12503

What is a typical day of camp?

7:00 AM	Morning wake-up
8:30 AM	Breakfast
9:15 AM	Cabin Clean-up
10:00 AM	Activity #1
11:30 AM	Break (general fun outdoors)
12:15 PM	Lunch
1:45 PM	Quiet time/rest hour
2:45 PM	Activity #2
4:30 PM	Activity #3
5:00 PM	Free time
5:30 PM	Dinner
7:00 PM	Evening program
8:30 PM	Cabin time
10:00 PM	Lights out



What will the campers do at Camp Anne?

We have several goals for each camper at Camp Anne. First, we want to provide a great vacation opportunity for the camper as well as respite for their family member. We want to increase each camper’s independence in small ways during their time at camp. We will provide many supervised opportunities for social interactions and will assist with improving the camper’s socialization skills. We will provide choice for each camper and will encourage them to try a new activity while at camp.

Daily activities include arts and crafts, games and sports, archery, swimming in the pool, boating or fishing at the lake, music, dance, pony rides and exercise. Each evening, everyone participates in a variety of camp programs, such as a talent show, fun game contests, theatrical activities, and dances. On the last night of camp, everyone dresses up and attends a special banquet dinner and show.

Our programs are designed for many different ability levels, and staff makes sure that everyone is engaged in the activity for as long as the camper is comfortable. All campers will find programs available for them. We have a sensory room and a relaxation area.

Specialized programs

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

1. **Swimming** – all swimming is at the pool, which is a zero-grade entry pool and just 4' deep at the deepest part. There is always at least one lifeguard for every 25 swimmers; usually there is a minimum of two lifeguards. The pool is gated and locked at all times. There is a designated staff person who opens the gate and permits campers to enter with their counselor. All campers are required to wear life jackets when in the pool unless they have been swim tested by our Water Safety Instructor. There is a safety orientation at the start of each swimming period and staff go in the pool with their camper to provide one to one supervision in the pool.
2. **Boating** – access to the lakefront is controlled by fencing and staffing. 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.
3. **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.
4. **Field trips** – We will occasionally offer a community outing to a few campers at a time. Typical trips may include a visit to The Lodge, our camp in Greene County. All trips are taken in our camp van with our own driver and staff. Staff are assigned to the campers, who are supervised at all times.
5. **Pedal Go Karts** – We offer 4 wheeled, pedal go karts in a secured area for campers. The activity is staffed with minimum 3 staff and all campers are required to wear a helmet. The karts are 49 inches from the ground.
6. **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 camper doesn't know how to swim or is at risk for seizures?

Pool times are one of the favorite activities for most campers. It's great fun for them regardless of their swimming level. Here are some important facts you should know about our waterfront program.

- ❖ All our lifeguards are certified as American Red Cross Lifeguards and are trained in first aid and CPR. They train for 5 days at our pool and learn how to work specifically with our campers. Most of our lifeguards are returning staff who know our campers well.
- ❖ Every camper has a counselor assigned as a pool buddy. This is a strictly enforced one-one ratio and at least 2 lifeguards are on duty when the pool is open.
- ❖ All campers must wear a life jacket when they are at the pool or the lake area, even if they know how to swim. The pool's deepest point is 4 ft deep.
- ❖ When the pool is closed, it is locked up and secured by a 6-foot-high fence.

What do the campers eat?

We provide 3 nutritious meals a day, and a morning and afternoon snack. We serve meals family-style. The counselors always sit with their campers assisting with serving food (as necessary).

If a camper has a special diet or food allergies, then it is critical that our Health Center have that information highlighted on the camper's health form. We have a cook whose sole responsibility is to prepare special diet meals.



Are there laundry facilities at the camp?

No. We utilize off-ground laundry facilities. Fresh linens and towels are supplied on a routine basis. Blankets, mattress and pillow covers are changed if they become soiled.

We launder personal clothing if heavily soiled; however, lightly soiled personal clothing will be returned in a laundry bag (courtesy of Camp Anne) with their luggage.

What will the weather be like at camp?



During the summer, days range from pleasantly warm to extremely hot and humid. Nights range from warm to cool, 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 camp. There is air conditioning in all camper cabins. 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 campers a great camp 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 camper loses things at camp?

Unfortunately, this happens more often than we would prefer. We have so many campers, 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 camper items with the camper's name, though, it becomes difficult for us to identify unlabeled items.

☺ **ADVICE** - *We strongly recommend that you do not send your child to camp with new or expensive clothing. We cannot replace or reimburse you for lost items.*

Do you have other recommendations for preparing campers for camp?

As parents and guardians, you play a very important role in preparing your family member for camp. Here are some ideas:

- ❖ Speak often and enthusiastically about Camp Anne 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 camp, and the great staff that will be with them at all times.

☺ **ADVICE** *We recommend that you visit the camp prior to sending your family member to camp. It will help both you and the camper to become comfortable with camp. Make your arrangements with the Camp Director, and plan to ask lots of questions.*

☺ **ADVICE** *One parent made a picture book of what camp would be like, and showed it to their family member every day prior to going to camp.*

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 bed 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 policy please call camp.

Camper Rights

All campers, without distinction of any kind, have equal and inalienable rights to:

- ❖ Be treated with respect
- ❖ Receive the special treatment, supervision and medical care that his/her particular condition dictates
- ❖ Protection from exploitation, abuse (mental, physical and sexual) or any form of degrading treatment

Each camper has a right to an enjoyable and safe experience at camp. The Director of Camping and Recreation and the Camp Director have the right, and indeed the responsibility, to discharge any camper who:

- ❖ Poses a threat to self or others (by word or deed)
- ❖ Is disruptive, preventing others from sleeping, eating or otherwise enjoying camp activities
- ❖ Whose health, in the opinion of the Director and camp Nursing Supervisor, cannot be safely maintained at camp

What type of medical care is available at camp?

Our Health Center is staffed with professional licensed nurses 24 hours a 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. We contract with a local nurse practitioner who is familiar with our campers with special needs. The nurse practitioner is available 24 hours a day via phone. She assesses all individuals with complex medical needs within 24 hours of arrival and is able to see sick camper on visitation days. In an emergency, the local ambulance services will transport a sick or injured camper to Sharon Hospital located 20-25 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 camper cabins.
- ❖ Only licensed nurses and AMAPs may administer medications.
- ❖ Nurses only administer medications as written by a doctor.
- ❖ Our nurses' document and sign for every medication dose given.
- ❖ All medications **must** be in the original bottle/container with an **in-date** pharmacy label with the **correct dose** and **frequency**.
- ❖ All narcotic substances or controlled drugs are double locked.
- ❖ The picture you send is used when needed to positively identify the camper before medication is administered.



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**.

❖ **The Physical Exam Form** must have a physician's signature and be dated within one year of the last day of session 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. Please note a service summary of your doctor's visit is NOT a physical exam; please request a copy of the Physical during your visit.

❖ **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 over 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.

❖ If the camper is between the ages of 13 and 21 include documentation of meningitis (forms in acceptance packet).

❖ **Medication Record** – Please complete this for all medications that the camper takes including the following: all prescription medication, vitamins, herbal remedies, creams, lotions, eye drops, allergy medication, any supplements and anything else you give the individual at home. **If this is signed by your Physician it can be used in place of prescriptions copies.

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) 329-5649. After May 15th, call the Health Center directly at (518) 329-6040. 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 100 guests per session, so we need you to help us by avoiding last-minute issues.

How are medications administered at camp?

Most campers 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 camper's doctor allowing us to administer these items while away at camp. 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. If your family member takes no critical medications such as vitamins or over the counter lotions you should consider placing these on "hold" during camp. Please discuss this with your Physician first.

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 script. If your family member requires the use of bedrails, a helmet or any 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 their 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 each script to camp. **Medications will NOT be accepted at the bus on pick up day and Campers will not be allowed to attend/board the bus unless medications are received ahead of time.**
- ❖ 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 (you can obtain this from either your doctor's office or local pharmacy).**
- ❖ Please ensure medication is in its regular container with a pharmacy label which includes the name of camper, the drug, dose and frequency.
- ❖ 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: Camp Anne,
228 Four Corners Road,
Ancramdale, NY 12503

- ❖ 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 camper 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 campers' 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.

Every year we will require the following documents to be uploaded into CampDoc: annual physical, medication record, seizure questionnaire, diet orders and OTC/PRN form. Blanks can be downloaded from the health profile and should be signed by a physician and uploaded back to the same fields in CampDoc.

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 camper has a Medicare Part D plan, you have been getting medication under this plan and you may be paying a co-pay.

❖ **Public Insurance or Medicaid** - Medicaid has strict rules about how many medications orders can be filled in one month. 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 camper 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 camper must cancel?

If a camper cancels two weeks or more before the start of their scheduled session date, AHRC will provide a 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.

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

In the unlikely event of this happening, you will be notified immediately. We will make arrangements for transporting the camper home (usually by our staff).

Private Pay & Invoicing

- ❖ Invoices for camp are available by logging into your account on CampDoc.
- ❖ 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 2 easy ways to pay:

1. Credit Card Online (it's so easy!): Please log on to your CampDoc account to pay by credit card.

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: John Saunders, Accounts Receivable, 8th floor, AHRC New York City, 83 Maiden Lane, New York, NY 10038

Please make sure to write the name of the camper/guest and the camp on the check or money order.

AHRC New York City

Rights of People Supported

Policy: AHRC New York City recognizes the rights of all people, including those supported by the agency. It is our responsibility, as an agency and as a caring community, to recognize these rights and do all we are able to do to ensure that these rights are protected.

Equality:

1. *All people supported have the same legal and civil rights as anyone else.*
2. *All people supported will be given the same dignity and respect given to every person, regardless of skin color, religion, language they speak, age, gender, sexual orientation, ethnic background or health condition(s).*
3. *All people supported have the right to express their religious beliefs freely.*
4. *All people supported have the right to advocate for their rights and the rights of others.*

Personal Growth:

5. *All people supported have the right to talk about what is important to them.*
6. *All people supported have the right to ask someone to listen to them.*
7. *All people supported have the right to think what they want and to respectfully express their ideas.*
8. *All people supported have the right to get help with decision making.*
9. *All people supported have the right to opportunities for lifelong learning and development of their talents.*

Health:

10. *All people supported have the right to learn about and understand their medical conditions, records and to participate in all decisions regarding their health.*

Safety:

11. *All people supported have the right to be safe.*
12. *All people supported have the right to assistance if someone tries to harm them.*
13. *All people supported have the right to live, work and have fun in places that are safe.*

Community Inclusion / Social Life:

14. *All people supported have the right to own things. Nobody can take these things away.*
15. *All people supported have the right to choose where and with whom to live.*
16. *All people supported have the right to work and be paid a fair salary for the work they do.*
17. *All people supported have the right to choose friends and to have a social life.*
18. *All people supported have the right to live their life and be a part of their community.*
19. *All people supported have the right to support needed to live a full and productive life.*

The following is the process for resolving objections, problems, and grievances to your rights:

1. *If you have a problem, objection, grievance or concern, you can go to the program manager. If you are not satisfied, you can go to their supervisor, and then the Associate/Assistant Director of your department, the Assistant Executive Director, Chief Operating Officer for Programs, the Associate Executive Director or the Executive Director.*
2. *In addition, any problems, objections, grievances, or concerns regarding your rights can be directed to the local DDRO, the Commissioner of OPWDD and the Commissioner of Quality of Care of the Mental Hygiene Legal Services.*

For your information, the addresses and telephone #s of people involved, that you can contact, are listed below:

AHRC NEW YORK CITY CONTACTS		
<i>Marco Damiani</i> <i>Executive Director</i> <i>AHRC New York City</i> <i>83 Maiden Lane, 11th floor</i> <i>NY, NY 10038</i> <i>(212) 780-2661</i>	<i>Elizabeth Lynam</i> <i>Chief Operating Officer</i> <i>AHRC New York City</i> <i>83 Maiden Lane, 11th floor</i> <i>NY, NY 10038</i> <i>(212) 780-2507</i>	<i>Kathy Broderick</i> <i>Associate Executive Director</i> <i>AHRC New York City</i> <i>83 Maiden Lane, 11th floor</i> <i>NY, NY 10038</i> <i>(212) 780-2530</i>
DDRO CONTACTS:		
<i>Jacqueline Best, Regional Director,</i> <i>(region 4)</i> <i>Queens DDRO</i> <i>80-45 Winchester Boulevard</i> <i>Administration Building 80-00</i> <i>Queens Village, NY 11427</i> <i>(718) 217-4242 Fax: (718) 217-4724</i>	<i>Jacqueline Best, Regional Director,</i> <i>(region 4)</i> <i>Brooklyn DDRO</i> <i>888 Fountain Avenue</i> <i>Brooklyn, NY 11208</i> <i>(718) 642-6000</i> <i>Fax: (718) 642-6282</i>	<i>Dr. Theodore Kastner - Commissioner</i> <i>Office for People with Developmental</i> <i>Disabilities</i> <i>44 Holland Avenue,</i> <i>Albany, NY 12229</i> <i>(518) 473-1997</i> <i>Fax: (518) 473-1271</i>
MHLS (MENTAL HYGIENE LEGAL SERVICES)		
<i>Bronx:</i>	<i>Hanna Kim (718) 862-5140</i>	<i>Fax: (718) 792-3154 718 597-7385</i>
<i>Brooklyn:</i>	<i>Rebecca Kittrell (718) 277-5324</i>	<i>Fax: (718) 235-3671</i>
<i>Manhattan:</i>	<i>Felice Weschler (646) 386-5907</i>	<i>Fax: (212) 618-5826</i>
<i>Queens:</i>	<i>Lisa Boronian (718) 264-3340</i>	<i>Fax: (718) 264-3559</i>
<i>Staten Island:</i>	<i>Katalin Amano (718) 698-8740</i>	<i>Fax: (646) 963-6648</i>