POLICIES AND PROCEDURES FOR THE CAMP CHRISTOPHER COMMUNITY RESPITE SERVICE

Camp Christopher has been providing services to children and adults with developmental disabilities since the 1960’s. Our services have always embraced a philosophy of challenge by choice and have encouraged campers to try new things, visit new places and make new friends. Today we continue our tradition of providing services that allow campers to practice independence and to feel integrated into the community of Northeast Ohio by participating in both the traditional camping activities on the grounds of Camp Christopher as well as by attending various local establishments and events. Our goal is to enhance the opportunities that individuals have to lead self-directed lives in their community.

Below is important information about the services we provide. We commit to providing the best service we are capable of providing, and in return, we appreciate the cooperation of our campers and caregivers so that we can offer a safe and rewarding experience to the individuals in our care.

REGISTRATION AND DOCUMENTATION

1. The registration process requires that applicants submit completed registration forms, medical forms and an up-to-date copy of their Individuated Plan for consideration prior to being approved for attendance. These documents are necessary in order for the camp administration to determine whether the camper’s needs can be adequately met while at Camp Christopher.

2. It is a requirement of Ohio Department of Developmental Disabilities that providers are referencing an up-to-date Individualized Plan in the delivery of service. Therefore information requested by the camp administration must be updated annually including updates to information about all medications.

3. Caregivers are asked to identify whether the camper can sleep in a top or bottom bunk when they register the camper. Campers must be able to get into and out of the bunk independently. Top bunks have a ladder that is used for getting into and out of the beds. Campers will be asked to demonstrate this ability at drop off. If they are unable to independently get into and out of the beds and there are not bottom bunks available, they will not be permitted to stay that week and will be asked to register for an alternate week (if it is available).

DROP OFF AND PICK UP

4. Stated drop off and pick up times are rigid. Campers should not enter the facility prior to the stated drop off time and must be picked up prior to the stated time for the close of the session. Drop off times are as follows:

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<thead>
<tr>
<th>TYPE OF SESSION</th>
<th>ARRIVAL TIME</th>
<th>DEPARTURE TIME</th>
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<tbody>
<tr>
<td>Full WEEKEND Session*</td>
<td>Friday, 6:00 pm</td>
<td>Sunday, 11:00 am</td>
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<tr>
<td>Saturday ONLY Session*</td>
<td>Saturday, 8:30 am</td>
<td>Saturday, 10:00 pm</td>
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<tr>
<td>6 day/5 night SUMMER Session</td>
<td>Monday, 10:00 am</td>
<td>Saturday, 9:30 am</td>
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*Note: There is a shuttle for the weekend or Saturday Community Respite Program. Times for the shuttle can be found in the quarterly newsletter for that service and are dependent on the shuttle pick up and drop off location.
Campers may be charged $15.00/15 minutes for late pick up from sessions.

5. If campers will be arriving later or leaving earlier than expected, please notify the office in advance.

6. In the event that the program administration determines that the camper must leave prior to his or her scheduled departure (for reasons of illness, incident or other unexpected cause), caregivers are responsible to make arrangements for the individual to be removed within 2 hours of being notified of the decision. Notification may be via phone or email. Failure to arrange timely pick up may result in immediate discontinuation of services.

FINANCIAL

7. Campers using a Medicaid Waiver to pay for services may attend without having Waiver units authorized, but they will become financially responsible for services rendered in the event that units are not authorized.

8. If using a Medicaid Waiver, the Waiver will pay the fees for personal care and supervision. The camper will be charged additional fees for food, lodging and activities commensurate with the length of stay and the activities planned.

9. Instructions on payment and terms of payment will be communicated via email to each camper in advance of their first session. Camp Christopher accepts personal checks, money orders, and some credit cards. Payment must be made in advance either in person at the main office in Akron, via telephone or through the web based registration system. NO PAYMENTS ARE ACCEPTED AT THE PHYSICAL LOCATION OF CAMP CHRISTOPHER.

MEDICATIONS

10. Medication information must be kept up to date in the camper’s online record. If there are any changes, please log in and update the camper’s medical form or contact the office for assistance.

11. All medications must arrive to camp in their original bottles with proper labeling. Prescriptions must not be expired. Supplements and vitamins can only be dispensed with a prescription from an appropriately licensed health care provider.

12. Medications may not be kept in the cabins. All campers must submit medications, vitamins, supplements etc. to the camp administration upon arrival and be available to discuss any changes, questions, etc. about the medications.

13. At drop off, Campers must have adequate medication for all scheduled dispensations for the full term of the scheduled stay. Campers who do not have an adequate supply for the full session will not be permitted to stay.

14. Caregivers must stop at the nurses’ station at pick up to receive all leftover medications or containers from the camper’s stay. Medications not picked up can be picked up at a later time by appointment. Medications left for more than 90 days will be disposed of by camp administration.
LUGGAGE

15. Campers must bring necessary supplies for sleeping. We recommend at least a sheet and adequate blankets to accommodate the season. Sleeping bags and pillows are also suggested. Camp Christopher does not provide bedding or laundry service.

16. Luggage should be kept to a minimum needed. Campers have approximately one 1’ x 3’ shelf and half of the space under a bed to hold luggage. All property should be labeled. Personal property of high value should not be sent unless it is absolutely necessary.

SUPERVISION

17. Camp Christopher provides staffing for Community Respite at a ratio of 1 staff person to 5 staff persons. Staff complete all necessary screenings and trainings to be in compliance with the rules of the Ohio Department of Developmental Disabilities. Staff sleep in the cabins with the campers in order to be present if needed but do not remain awake during the night.

18. Appropriate candidates for this service must be able to perform the following functions:

   a. They must be able to sleep through the night without causing disruption (other than unexpected illness or notification to staff of an emergency).

   b. They must be able and content to stay with the group through activities and on field trips and not be prone to wandering or trying to flee.

   c. They must be able to attend public events without causing disruption. Travel is a significant part of this program and attendance at events such as concerts, movies, festivals etc. requires that attendees are not disruptive.

   d. Based on the judgment of the camp administration, campers must be able to refrain from (1) behaving in a manner that places themselves or others in harm’s way and (2) causing damage to public or private property.

   e. Must be able to independently meet basic personal care needs such as eating, using the restroom, showering etc. Staff may be present to provide verbal prompting, but due to their responsibility to other clients, they are not typically available to go into a restroom stall or bathroom alone with a client.