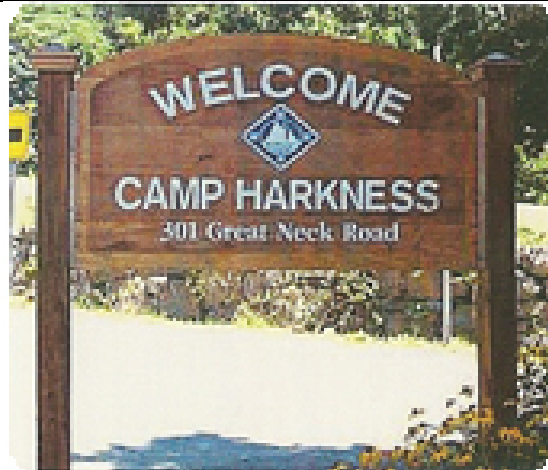


# UCP Camp Harkness Information

## NEW and REVISED for 2018!



Here you'll find all the information you need to know about Camp Harkness! Please use this as a reference because it will answer most of your questions about camp.

*Please read this **before** filling out the Packets #1, 2, and 3.*

Please note important new information:  
SESSION 5 Day 1 Check-In Time has been changed to  
1:00-3:00 pm.

## Camp Harkness Information

February 2018

Dear Campers, Parents and Caregivers:

Enclosed are your UCP Camp Harkness 2018 application forms. We are looking forward to receiving your application and seeing you at camp this year!

Please follow these registration procedures:

1. Read the Camp Information packet. It will answer most of your questions about Camp Harkness. Keep it as a reference.
2. Please complete and return Packet #1 as soon as possible to reserve your choice of session. **Include a \$200.00 deposit.** We can only accept checks made payable to: United Cerebral Palsy of Greater Hartford.
3. Mail Packet #1 and your \$200.00 deposit check to:

United Cerebral Palsy of Greater Hartford  
80 Whitney Street  
Hartford, CT 06105  
Attn: Cheryl Scott

4. **Packets #2 and #3 must be completed and returned no later than April 1, 2018.** Failure to submit Packets #2 and #3 by April 1 will result in a loss of session reservation and the camper will be put on our waiting list. Campers requesting an exception to the April 1 due date should contact Cheryl Scott @ 860-712-9444. Campers who have a yearly physical date which occurs after April 1 will be granted an exception.

*\*Please be sure to make copies of these forms for your records.  
Mail packets #2 and #3 to the address above.*

5. Payment balances are due by June 1, 2018.

**Please note that incomplete applications will not be processed. These campers will be placed on a waiting list until all complete forms are submitted.** You will be notified in writing of your acceptance to camp. Confirmations will not be given over the phone.

Your cooperation is greatly appreciated. If you have any questions, please call the UCP Camp Office in Hartford at 860-712-9444.

Sincerely,

Cheryl Scott  
Camp Coordinator

## Camp Harkness Information

### **IMPORTANT CAMP INFORMATION**

#### **Arrival and Departure Times**

Sessions 1, 2, 3, 4, and 6:

Arrive: Sunday 1:00-3:00 p.m. Lunch will not be provided on check-in day.

Depart: Friday 9:00 am- 12:00 noon

Please note: Campers picked up after 12:00 noon will be charged \$25.00 for every half hour late.

Session 5:

Arrive: Monday 1:00-3:00 p.m. Lunch will not be provided on check-in day.

Depart: Friday 9:00 am- 12:00 noon

Please note: Campers picked up after 12:00 noon will be charged \$25.00 for every half hour late.

#### **Check-In**

Check-In will take place in the brown activities cabin. All providers must register with the camp nurse and camp director. The nurse must check all medications.

#### **Important Information about MEDICATIONS:**

1. Any changes to medications prior to camp must have updated doctor's orders along with the proper labels on prescription bottles, otherwise UCP camp will send the camper home.
2. **All nonessential medications (i.e. creams, vitamins, ointments) should be discontinued** for the length of the camper's stay.

#### **Refund Policy**

No refund of camp fees will be made with the connection to the following circumstances: failure to attend a scheduled session, late cancellation, late arrivals, early withdrawals, dismissal due to misconduct, or homesickness. An exception to this policy will be made for campers who are unable to attend due to physical illness or injury. The camper must be able to produce documentation from a physician stating that the camper is unable to participate in camp activities.

#### **Souvenirs**

Campers may want to bring a small amount of money to camp (\$20-\$25). Camp souvenirs and T-shirts are available for purchase.

#### **Contact Information**

Camp Director	860-437-1273
Camp Nurse	860-701-0873
UCP Office	860-236-6201
Cheryl Scott's Cell	860-712-9444

## Camp Harkness Information

### **UCP's Camp Harkness Medical Standards**

Please review the following information. Failure to comply with any one of these standards could result in your camper being sent home.

1. A completed Camp Harkness Medical Form with a CT Doctor's signature is required within one year of attending camp.
2. Diagnosis and pertinent medical information must be listed.
3. Must have a tetanus booster within the last 10 years.
4. Authorizations for medical, surgical and dental treatments must be signed.
5. All medications must have written orders signed by a physician. When changes are made after medical forms have been completed and sent, an updated written order signed by the physician must be sent to UCP or must be brought during check in.
6. Medications must be in the original containers from the pharmacy with the proper labels. Labels MUST match the physician's orders exactly. **DO NOT** put medications in pillboxes or envelopes.
7. Sufficient medication and supplies are necessary for the entire stay of the camper. Including medications, syringes, diabetic testing supplies and personal items, wipes, depends, gloves, chucks and etc.
8. Medication will be administered at the following intervals:
  - AM- 8:00 am
  - Noon- 12:00 pm
  - Dinner-6:00 pm
  - Hour of Sleep-9:00 pm
9. Adaptive equipment must be in good repair and provided by the camper. This includes braces, wheelchairs, shower chairs, feeding utensils, etc. A Doctor's order is needed for mechanical restraints of the camper including bedrails and pads.
10. Communicable diseases such as ring worm, "pink-eye", etc., will lead to the camper being sent home.
11. We do provide special diets including ground, puree, and chopped.
12. Camp Harkness maintains contracts for medical services with a local physicians' group as well as Lawrence Memorial Hospital in New London, CT.
13. If a camper verbally abuses staff, becomes physically aggressive with staff or displays self-injurious behaviors that camper will be sent home.
14. Campers must be able to sleep through the night 11 pm -7 am. Campers will be repositioned and changed as needed.

\*In order to keep the number of medications to a minimum, please discontinue all non-essential medications (vitamins, creams, ointments, etc.) for the duration of the campers stay.

### **UCP/Camp Harkness Exclusion Policy**

To protect the health of the campers attending Camp Harkness, we require these guidelines to be followed.

**PROCEDURE:** An individual showing signs or symptoms of illness will not be accepted at Camp Harkness. It is at the discretion of the camp nurse to send campers home who may be exhibiting any signs or symptoms of illness.

## Camp Harkness Information

### **Guidelines for Camp Harkness Exclusions**

1. Vomiting within 24 hours of attending camp.
2. An elevated temperature within 24 hours of attending camp (greater than 99°F).
3. Diarrhea (or loose stools that would be abnormal for an individual) within 24 hours of camp.
4. Severe cold symptoms such as profuse nasal discharge or continuous coughing within the last 24 hours.
5. Conjunctivitis (AKA – pink eye) until antibiotic therapy has been received for at least 24 hours.
6. Seizures - If a seizure occurs at Camp, the camp nurse will follow the Sunrise Northeast/UCP Seizure Protocol. If a seizure lasts longer than 5 minutes, if there are multiple seizures, or the post seizure activity appears odd, the camper will be sent via 911 to the nearest hospital.

If a camper has an individual seizure protocol, please send this protocol **SIGNED AND DATED WITHIN THE LAST 12 MONTHS BY A PHYSICIAN** when you mail in your camp paperwork.