



# CAMP Lakeside

***SPLASH. EXPLORE. SMILE.  
SUMMER FUN STARTS HERE!***



## Camper/Parent Guidebook

Camp for school-aged kids of all abilities.

## Annual Themes

Week 1	The Circus Comes to Town
Week 2	Out of this World
Week 3	Character Craze
Week 4*	Cultural Carnival
Week 5	Ready, Set, Game
Week 6	Robot Rendezvous
Week 7	H2O Olympics
Week 8	Holiday Hoedown



Dear Parents and Guardians,

There is something so magical about camp! I have happily spent many summers of my life as a camp director before my employment with Opportunity Enterprises. Since piloting Camp Lakeside – it has grown into a successful experience for many kids!

Opportunity Enterprises' vision of creating inclusive and equitable opportunities for people of all abilities becomes a reality in their efforts to continue a summer day camp experience with the benefit of Lake Eliza in our back yard! The Camp Lakeside team remains excited to be a part of OE and our continued commitment to provide a camp that is far from ordinary, but close to home!

## Welcome to Camp Lakeside!

I am delighted to have your child join us. Together, we will explore, learn and grow while making new friends and having fun! Our goal is to provide your child with the best summer day camp experience in a safe environment. As our weekly camp themes rotate and bring new and exciting experiences, core activities will remain the same allowing your child to develop strength in life skills, social skills, educational activities and more!

Our dedicated staff participates in required and extensive training to be well-suited to care for children of all abilities and to ensure each child has an awesome camp experience. Campers are assigned to a counselor for the entire week and with our additional educators, our staff-to-camper ratio is 1:5.

Please review the guidebook and discuss the rules, regulations, and important information with your child. It is very important to understand Camp Lakeside's policies and procedures so everyone can have the most rewarding camp experience. Several rules and regulations have changed, **do please review carefully!**

Should you have questions or concerns, I encourage you to contact me. I am looking forward to an amazing summer day camp and we are excited to have your child with us!

Sincerely,

Nichole Schaefer-Murray  
Director of Adventure (Camp Director)  
219.464.0242 ext. 2  
[nichole.schaefermurray@oppent.org](mailto:nichole.schaefermurray@oppent.org)





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# COMMUNICATION

## Contacting Camp Staff

Please contact our Camp Director (Director of Adventure), Nichole Schaefer-Murray, with any questions or concerns. If you require contact with other camp staff, she will provide means for further communication.

You may also visit our website, Facebook page, or contact Opportunity Enterprises (OE) for information regarding Camp Lakeside.

## Nichole Schaefer-Murray

Director of Adventure  
(Camp Director)  
nichole.schaefermurray@oppent.org  
219.464.0242 ext. 2

## Camp Lakeside

36 S. Fish Lake St  
Valparaiso, IN 46385  
219.464.0242  
CampLakeside.org

## Opportunity Enterprises

2801 Evans Ave.  
Valparaiso, IN 46383  
219.464.9621  
oppent.org



## Follow Us!

You can find camp updates, activities, **and pictures posted** weekly. Stay in the loop on all of the fun we're having throughout the week!

To access photos, log into your UltraCamp account and find the link for pictures. While we want to share photos of your child in action, we ask that you be mindful of the privacy of the other campers when sharing photos.

Camp Lakeside and Opportunity Enterprises will not use any photos in promoting services without a publicity release. Camp Lakeside and Opportunity Enterprises are not responsible for photos publicly shared by others attending camp.

## Contacting Your Child at Camp

To contact your child at camp, please call us at 219.464.0242, and a camp staff member will relay the message to your child. We kindly ask that you limit your calls to urgent matters only. Campers are not allowed to bring/use cell phones at camp. Prohibiting cell phone use allows campers to stay focused on camp activities. We greatly appreciate your cooperation on cell phone usage.

## Weekly Camp Announcements

Important camp updates and information will be sent via text messages and emails, in addition to our weekly camp newsletter.

## Emergencies

In the event of an emergency, 911 will be called first. After calling 911, a phone call to the parent/guardian will be made to provide all of the necessary information regarding the incident.



# CAMP LAKESIDE MISSION



Camp Lakeside is a division of



## **Camp Lakeside's Purpose**

To create an inclusive, safe, and fun experience for campers of all abilities.

## **Camp Lakeside's Motto**

"One for all and all for one!"

## **Our Vision**

Embracing the value that inclusion brings to a community, OE will always be a benchmark for innovative services that empower people through a person-centered approach with an unwavering focus on quality.

## **Our Mission**

To create inclusive and equitable opportunities for people of all abilities.

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## CAMP LAKESIDE OVERVIEW

### **Overview**

Camp Lakeside provides a traditional day camp setting on a 158-acre property located on Lake Eliza at 36 South Fish Lake Street in Valparaiso, IN. Day camp runs Monday - Friday, from 9am - 3pm for school-aged kids of all abilities. That's right - Camp Lakeside is a place where kids with AND without disabilities experience camp TOGETHER!

### **Discovering Camp Lakeside**

Camp Lakeside is an inclusive recreation program composed of a variety of outdoor and indoor activities. Activities provide community engagement and social connection leading to relationship building and friendships. Camp is an experience to foster individual growth and life skill development.

### **What You Need to Know About Camp Lakeside**

Camp Lakeside is not a daycare, respite service or ABA therapy.

Recreation is a right and inclusion is the process of providing supports, adaptations and training to ensure that individual needs and desires for participation are met in ways that are reasonable, safe and do not fundamentally alter the nature of the recreation program or activity. **Please refer to Inclusion Services found on page 11 of this guidebook.**

### **Eligibility Requirements for Camp Lakeside Participation**

- Register, pay fees and complete necessary documentation.
- Meet the age and registration requirements.
- Voluntarily engage in scheduled activities for at least 50% of the program time with or without reasonable accommodations.
- Able to use a consistent form of communication to indicate basic needs and follow simple directions.
- Able to tolerate and function, with assistance, as a member of a social group of 10 – 15 or more people for most of their schedule and, at times, all camp activities with multiple groups of 10 – 15 people.
- Remain with staff, follow directions to the best of his or her ability and refrain from disrupting activities with or without reasonable accommodations.

- Follow rules of conduct with or without reasonable accommodation.
- Wear appropriate attire at all times.
- Demonstrate behavior that will not affect the safety of an individual including him/herself.
- Allow others in the program to enjoy the activity with limited disruption (within reason).
- Demonstrate social skills that promote a healthy environment.

**Programs, Dates, and Hours of Operation**

Camp Lakeside Office Hours: Monday-Friday 8am-4pm  
 Summer Camp Hours, June - August: Monday-Friday 7am-6pm

Summer Day camp runs for 9 weeks from June 9 – August 8. Each camp session lasts for one week, Monday through Friday from 9 am until 3 pm. Summer campers can attend as many sessions as they like, and register for camp one full week at a time for up to 9 weeks. For summer campers who need to arrive early or stay late, extended morning and evening hours are available at an additional rate. Campers register for extended hours individually and by the week

Early Bird Camp Hours  
 Monday - Friday  
 Partial Time: 8-9 am  
 Full Time: 7:30-9 am

Night Owl Camp Hours  
 Monday - Friday  
 Partial Time: 3-4:30 pm  
 Full Time: 3-5:30 pm



# CAMP LAKESIDE WEEKLY

## **WEEK 1: June 8 - 12**

### **The Circus Comes to Town**

Step right up! Campers will enjoy a week full of circus-style games, colorful crafts and playful activities inspired by life under the big top.

## **WEEK 2: June 15 - 18**

### **Out of this World**

Blast off into a week of space exploration and science fun! Campers will discover planets, stars, and hands-on experiments that are truly out of this world.

## **WEEK 3: June 22 - 26**

### **Character Craze**

From cartoons to movie favorites, this week celebrates beloved characters! Campers will dive into creative activities, themed games, and imaginative play!

## **WEEK 4: June 29 - July 2**

### **(\*4-Day Week)**

### **Cultural Carnival**

Travel the globe without leaving camp! Campers will explore different countries and cultures through crafts, music, games, and traditions from around the world.

## **WEEK 5: July 6 -10**

### **Ready, Set, Game**

Game on! This video game inspired week brings friendly competition, teamwork, and interactive challenges that help campers “level up” their skills.

## **WEEK 6: July 13 -17**

### **Robot Rendezvous**

Science meets creativity during this tech-inspired week! Campers will explore robotics, problem-solving, and hands-on activities with a futuristic twist.

## **WEEK 7: July 20 - 24**

### **H2O Olympics**

Make a splash during water week! Campers will cool off with water games, challenges, and outdoor fun designed to beat the summer heat

## **WEEK 8: July 27 - 31**

### **Holiday Hoedown**

Celebrate all your favorite holidays in one exciting week! From festive crafts to themed games, this end-of-camp celebration is the perfect grand finale.

## **Weekly Tuition: \$225 (Week of 4<sup>th</sup> of July is \$180)**

Campers receive one complimentary camp T-shirt per summer. Additional t-shirts are available for purchase.

A detailed schedule of activities is planned for every week at Camp Lakeside. Activities include art, STEM, archery, gardening, nature exploration, games, life skills and social development, community service, and much more. Activities within these areas change weekly in accordance with our weekly theme.

*\*50% deposit due upon registration.*

*The remaining 50% balance of each camp is due the week prior to the start of that camp.*

# REGISTRATION

## Registration Procedures

Registration for all programs can be completed online at [CampLakeside.org](http://CampLakeside.org).

Each camp session is one week, Monday-Friday. Please register separately for each week. Registration will close the Monday prior to each camp week.

All necessary forms must be completed and submitted during the online registration process. In-depth and complete information is necessary in providing each camper the best experience possible.

## Payment Policy

Payment can be made online using a credit card or electronic check.

A 50% deposit is required for each camp week at the time of registration with the balance due one week prior to the first day of each camp. If payment is not received one week prior, the camper's spot is subject to cancellation.

**Returned checks will be assessed a \$20 fee. Weekly Tuition: \$225**

## Refund Policy

Refunds must be requested two weeks prior to the start of the camp week you are canceling. Please note that all cancellations result in a 75% refund of camp tuition.

This policy is not negotiable. Refunds will not be issued if requested less than two weeks in advance as adequate time is needed to fill the spot.

Any changes to the camp week in which your camper is enrolled must be requested at least two weeks prior to the intended camp week. There is a **\$15 fee for switching camp dates with no guarantee**. Please contact the Camp Director at 219.464.0242 to make any changes or to request a refund.

## Notification of Registration Changes

Parents/guardians are responsible for notifying the Camp Director of changes in current information after registration is completed. This includes address, phone number, health status, adults authorized for pick up, etc.

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# CAMP STAFF AND CREWS

## Division of Crews

Each camper will be assigned to a counselor and crew of campers for the entire week. Crews are divided by age and meet or exceed camp to counselor ratios set forth by the American Camp Association. Campers will participate in all activities throughout the week with their crew and assigned counselor. Camp Lakeside is open to school-aged kids. Campers with intellectual disabilities or cognitive delays will be grouped by age not ability. Please contact us with any specific needs or concerns you may have at 219.464.0242.

## Special Requests

We understand that campers may want to be paired with siblings, friends, etc. Please notify us of these requests during registration. We will do our best to accommodate special requests, however, the best scenario for everyone will take precedence.

## Counselors

Counselors are college-aged individuals or older who have gone through background checks, extensive training and hold CPR, First Aid and CPI certifications. Many of our counselors have worked at summer camp previously. These are hard-working, responsible, and fun individuals who take on the very special task of being a summer camp counselor.

## Additional Camp Staff

Additional staff include the Camp Director and multiple educators, who are all an integral part of every camper's experience. These staff run fun, educational sessions in the areas of art, STEM, fishing and boating, archery, nature, gardening, and life skill and character development. The additional staff brings our camper-to-staff ratio down to ensure that all of our campers are safe, engaged and having a great time!

# ARRIVAL & DEPARTURE PROCEDURES

## Overview

At Camp Lakeside, campers stay active from arrival to departure. It's very important to be on time, so your camper doesn't miss out on one minute of FUN! Campers may be traveling to other destinations on the property for scheduled activities, so punctuality is important. If campers need to be dropped off late or picked up early, please call us at 219.464.0242 to work out arrangements.

If you will be late picking up your child, notify us as soon as possible at 219.464.0242. If you are late and do not contact us, we will call you. If we cannot reach you, we will call the listed emergency contacts.

If your child is not picked up by 3:15 pm, a late charge of \$1 per minute will be applied. If we cannot reach you or your listed emergency contacts within 30 minutes, the local police will be contacted.

If there are individuals who are not authorized to pick up your child, please make sure you document their name(s) during the registration process or notify us immediately.

Your child can be dropped off 15 minutes prior to the start of camp, but not earlier than 15 minutes.

## Summer Day Camp Drop-off and Pick-up

**Procedure** Follow signs on South Fish Lake Street to the designated drop-off and pick-up location. Parents/guardians will stay in their vehicles. Staff will assist children to and from vehicles.

## Early Bird and Night Owl Drop-off and Pick-up Procedure

Please follow designated Early Bird and Night Owl signs on South Fish Lake Street. Pull under the portico at the Markiewicz Center (36 South Fish Lake Street, Valparaiso) and ring the doorbell.

## Absences

If your child will be absent for any reason, please contact camp staff immediately at 219.464.0242.

As a reminder, we must receive a two-week notice to refund tuition for illness, absences, or vacations. Seventy-five percent of tuition will be refunded with a two-week notice. Missed camp days, regardless of reason, cannot be transferred to another camp week.



# CAMP PREPAREDNESS

## Camp Attire

Camp Lakeside is an outdoor camp. Your child should wear weather-appropriate clothes. Clothes may get dirty and wet. For your child's protection, closed-toe shoes must be worn at all times. Gym shoes, hats, jackets, or sweatshirts are strongly encouraged.

Advance preparation can help keep your child comfortable and safe when unpredictable weather occurs. Bring an extra set of clothes in your bag or backpack, please label them so they do not get lost.

## Sunscreen and Bug Spray

Campers will be outdoors all week. While we make many efforts to provide shade, campers will be exposed to the sun and environment. Sunscreen and bug spray will help protect our campers.

Please apply sunscreen and bug spray to your child prior to arrival at camp and explain the importance to them. Campers may bring their own sunscreen and bug spray to camp to reapply throughout the day. Camp staff is available to help, if necessary.

## Water

### THE KEY TO A HAPPY CAMPER... WATER!

Water is crucial, we cannot stress that enough. We'll remind campers throughout the day to drink water. Being properly hydrated is the best way to combat the summer heat. PLEASE SEND YOUR CHILD TO CAMP WITH A REUSABLE WATER BOTTLE DAILY!

We have water stations throughout camp to refill water bottles. Please encourage your child to drink water throughout the evening too.

## Lunch

Please send your camper with lunch Monday – Thursday. Pizza will be provided on Fridays!

If your camper does not have a lunch, we will provide one, and bill you accordingly. We encourage healthy food choices for lunch. Campers are very active, nutritious food will provide fuel for energy throughout the day. We encourage the use of reusable containers, recycling, and composting in the spirit of environmental stewardship.

## Snacks

Campers are allowed snacks throughout the day for extra nourishment. We encourage campers to pack extra snacks, in addition to their lunch to maintain energy throughout the day.

## Checklist of Items to Bring

- Dress appropriately for outdoor adventure
- Pack a change of clothes
- Pack a nutritious lunch and extra snacks
- Wear closed-toe shoes that can get dirty
- Bring a rain jacket and/or sweatshirt
- Wear a hat and/or sunglasses
- Bring a reusable water bottle
- Wear/bring insect repellent
- Wear/bring sunscreen
- Bring a backpack to hold your belongings
- Bring sensory and/or calming tools
- Bring communication devices

## Personal Belongings

**Please label your belongings.** Camp Lakeside and Opportunity Enterprises are not responsible for personal items that are lost, stolen, or damaged.

Please do not send your child with any valuable, personal items. Valuable items should stay at home.

Each crew will have a table in their camp clubhouse. Campers within each crew may leave their belongings for the day if desired. Please be advised this area may be unattended at times.

## Checklist of Items to Leave at Home

- Money and any other valuables
- Phones and/or other electronic equipment (unless needed for calming or communication)
- Toys
- Weapons (play or real, including pocket knives)
- Fireworks
- Matches and/or lighters

## Lost & Found Items

Every effort will be made to return labeled items to their owner. Unlabeled items will be placed in our lost and found wagon. This wagon will be out during drop-off and pick-up on occasion each week. If your child has lost belongings, please check the wagon.

All items left in the lost and found wagon at the end of the summer will be donated to local charities. Camp Lakeside and Opportunity Enterprises are not responsible for any lost, stolen, or damaged items.

# A WEEK AT SUMMER DAY CAMP

Camp Lakeside hosts a new adventure weekly through our changing themes. Every week includes individual life skill development & team building activities, games, STEM, arts & crafts, archery, nature hikes & exploration, gardening, pontoon rides, community service opportunities, finale events, and much more! Daily schedules vary by crew, but all campers participate in all weekly scheduled activities by the end of each week.

## Typical Weekly Schedule

Time/Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am-9:30am	Team Crew	Team Crew	Recess	Recess	Recess
9:30am-10am		Playground	Outdoor Cooking	STEM 2	Special Guest/ Culture
10am-10:30am	Opening Ceremony				
10:30am-11am	Garden	Art 1	Waterfront	Art 2	Theater
11am-11:30am					
11:30am-12pm	Lunch	Lunch	Lunch	Lunch	Lunch
12pm-12:30pm	Recess	Recess	Recess	Recess	Recess
12:30pm-1pm	Give Back	STEM 1	Music	Music 2	Finale Event
1pm-1:30pm					
1:30pm-2pm	Games 1	Archery 1	Nature	Archery 2	
2pm-2:30pm					Closing Ceremony
2:30pm-3pm	Daily Debrief	Daily Debrief	Daily Debrief	Daily Debrief	Daily Debrief

# ACTIVITY DESCRIPTIONS

Each camp session has a theme with core principles and goals incorporated throughout. Specific activities in each of the categories below, change weekly.

**Archery:** Twice weekly, campers learn and practice archery with trained facilitators at the archery range.

**Art:** Twice weekly, campers learn about art while completing different theme-related projects.

**Closing Ceremony:** An all-camp event on Friday as a special close to the week. It includes activities and ceremonies led by the Camp Director.

**Theater:** Campers participate in creating, performing, dressing up, and using their imaginations.

**Special Guest/Culture:** Campers have the opportunity to learn from and about others.

**Waterfront:** Campers participate in waterfront activities, pontoon rides and fishing.

**Daily Debrief:** At the end of each day we come together to check in with other crew, and share our experiences.

**Nature:** Campers will explore nature and animals of Lakeside! They will hike, dig, and enjoy the lake.

**Finale:** A huge all-camp event on Friday in accordance with the weekly theme.

**Games:** Twice weekly, campers play sports and games of all kinds!

**Garden:** Campers enjoy hands-on educational experiences including planting, picking, and eating what they have grown.

**Give Back:** Campers participate in community service projects and learn the importance of helping.

**Lunch:** From 11:30am-12pm in each crew's clubhouse. Campers are responsible for clean-up prior to dismissal and composting and recycling are encouraged.

**Music:** Twice Weekly. Singing, dancing, performing, making music and instruments, and learning all about its many forms.

**Opening Ceremony:** Monday kickoff to the camp week. An all-camp event that includes introductions, activities, ceremonies, and an overview of camp rules, structure, and schedule led by the Camp Director.

**Recess:** Free time for campers throughout the week. Counselors supervise and lead various activities during this time.

**STEM:** Twice weekly, campers participate in hands-on science, technology, engineering, and math projects. We love to do egg drops, newspaper forts, and other fun experiments!

**Team Crew:** First thing Monday morning crew introductions, name games, and team building activities help campers ease into camp environment and getting to know each other. Activities are led by each crew counselor.

**Playground:** Free play with swings, scooters, bouncers and sensory boxes.

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## EARLY BIRD AND NIGHT OWL CAMPS

### Overview

During Early Bird and Night Owl camps, campers will extend the hours of camp fun! Early Bird and Night Owl camps operate in the same facilities, with the same staff, and under the same policies and procedures as day camp. Snacks are provided at both.

### Eligibility, Hours, and Fees

Campers must be enrolled in day camp to be eligible for Early Bird and Night Owl camps. Campers enroll in extended camp hours by the week. Rates listed below are weekly rates. Early Bird and Night Owl camps can be registered for individually. Different hour options are available to best accommodate your needs.

#### Early Bird Hours M-F

Partial	8am-9am	\$20
Full	7:30am-9am	\$30

#### Night Owl Hours M-F

Partial	3pm-4:30pm	\$30
Full	3pm-5:30pm	\$45

To drop off or pick up your camper, follow designated Early Bird and Night Owl camp signs on South Fish Lake Street and pulling under the portico of the Markiewicz Center. Please ring doorbell and staff will assist.

# CAMP LAKESIDE INCLUSION SERVICES

We are excited to build our camp program with a focus on accommodations and accessibility, creating a fun and fulfilling experience for campers of all abilities. As we launch this program, we are starting with a focus on serving campers with moderate needs while we continue to grow and enhance our facilities and resources. Our goal is to expand our ability to welcome and support campers with more complex needs in the future, ensuring an inclusive and enriching experience for all.

Camp Lakeside's property is not fully ADA accessible. However, all activities are designed to be fun and engaging for every camper. We work closely with each participating family to provide accommodations and supports within the framework of our resources and abilities to ensure every campers safety and success.

It is important for participating families to share detailed information with camp staff during the registration process. This is so we can best prepare for your camper(s) and facilitate a rewarding camp experience based upon individual needs, or what works best for a camper. Successful inclusion at Camp Lakeside works best when professionals, parents or guardians, and others involved with camp participants work as a team. Working as a team provides greater knowledge and experience when working with campers creating more approaches to problem-solving rather than just one person alone. Maintaining good, clear communication and providing accurate records or your camper(s) are imperative for our staff's ability to provide safe and successful experience for all campers.

Camp Lakeside's inclusion process includes ongoing procedures to ensure the needs of each camper are met – regardless of ability. Camp staff assess variables to help in determining levels of services afforded to campers as requested by their parents/guardians. Nature, level and duration of inclusion services can range and may change during the camp experience. An example of inclusion services is some camper's needs may require a meet and greet with camp staff prior to participation.

## **Inclusive Recreation in Action**

- Inclusive Recreation is based on providing opportunities for people with disabilities to participate in activities with their peers without disabilities.
- Inclusion is the right to request and receive support and accommodations in programs and services to a degree that does not fundamentally alter the intent and nature of the program design as defined by Title II of the Americans with Disabilities Act.
- Inclusion is about helping participants increase their participation in community programs. Inclusion examines each individual person and determines how best that person can be fully included.
- Inclusion assesses what skills and support a person may need for participation in recreation programs and activities.

## **Boundaries for Inclusive Recreation**

Boundaries for Inclusive Recreation ensure a safe, respectful and supportive environment where everyone can participate meaningfully without compromising the needs or dignity of others. For Camp Lakeside, this means that the program does not need to:

- Provide a separate area or alternative activity for a person for a significant portion of the scheduled program.
- Make exceptions to the minimum eligibility criteria of a program, including rules or regulations (with or without accommodation), that were designed to ensure the safety of participants.
- Hire, select or guarantee assignment of a specific staff member to work with a person needing additional support.
- Provide individualized therapy within a program.
- Make provision and/or purchase of personal custom devices or equipment.
- Guarantee one-on-one staffing ratios.

## **Reasonable Accommodations in Inclusion Services**

Reasonable accommodation is the act of providing appropriate modifications and adjustments to ensure persons with

disabilities can participate in an activity on an equal basis with others without imposing a disproportionate or undue burden. What constitutes reasonable accommodation is determined on a case-by-case basis:

- Accommodations considered to be reasonable by the family or individual may not be reasonable to Camp Lakeside.
- What is reasonable for one service area may not be reasonable for another service area within Camp Lakeside.
- The ADA does not require nor expect Camp Lakeside to be able to exhaust every potential option in providing accommodations to a person experiencing a disability.

Inclusion service levels are determined by reviewing supporting documentation including:

- Registration forms (completed each registration term)
- Outside documents pertaining to need (i.e. a school-developed individualized education program)
- Care provider assessments
- Previous camp records

Prior to participation, Camp Lakeside also requests feedback and evaluations from:

- Camp Lakeside Director (meeting)
- Camp Staff
- Parents/Guardians
- Partnering Organizations

Rules and regulations of our inclusion services exist to maximize the safety of campers and their success in our camp program.

### **Inclusion Service Levels**

Camp Lakeside defines four inclusion levels which include:

- **High Services:** This is defined as substantial accommodations are required. This includes 1:1 camper to staff ratio; individualized training for staff; program modification(s); and individualized behavior plans. This level of support is determined when a camper needs redirection, behavior management, engagement, sensory breaks or personal care for more than 50% of program time. Camp Lakeside cannot provide this level of service without outside support. **The 1:1 staff ratio must be provided by the camper(s) family/guardians. Families can utilize respite dollars to fulfill the 1:1 ratio. OE can review on a case-by-case basis the provision of a respite staff at private pay rates.**
- **Moderate Services:** This is defined as when accommodations are required. This may include individualized training plans for staff; behavior plans for campers; program modification(s) and increased staff-to-camper ratios. This level of support is determined when a camper needs redirection, behavior modification, sensory breaks, or personal care for up to 50% of program time. This level of services can be provided by Camp Lakeside.
- **Minimal Services:** This is defined when limited accommodations may be required and there is no need for additional staff or individualized training or behavior plans – however, there may be a need for program modifications and/or adaptive equipment. This level of support is determined when a camper needs redirection; behavior management; sensory breaks or personal care for less than 25% of program time. This level of services can be provided by Camp Lakeside.
- **No Inclusion Services:** This is defined when a camper does not require accommodations or services for their successful participation in the program.

### **Indicators (not limited to) for Inclusion Services:**

The following is a list of possible indicators that a camper may need various levels of Inclusion Support Services:

- Camper lacks own sense of personal safety or boundaries

- Self-injurious behavior is evident
- Harmful behaviors toward other campers or staff are exhibited
- Personal-care needs of a camper are beyond occasional
- Camper is non-verbal
- Emotional regulations are challenging
- Camper exhibits sensory or social integration challenges
- When a camper is prone to elopement

### **Camp Lakeside Inclusion Services and Accommodations**

The following are inclusion services that Camp Lakeside CAN provide:

- Staff training in disabilities, activity modification, sign language, and behavior management
- One-to-one support staff for occasional feeding, personal care and sensory break needs
- Wheelchair accessible transportation (extra fee)
- Adaptive equipment
- Adaptation and modifications of games and/or rules of activities
- Sensory and calming equipment and spaces
- Choice of activity participation with alternate activities are always available
- Picture and sign language communication
- Program modification as long as it, fundamentally, does not alter the nature of the activity
- Assessments, person-centered planning and individualized behavior support and trainings
- Accessible facilities
- Knowledge and expertise in behavior management and intervention
- Ongoing evaluation and quality assurance measurements
- Scholarship funds based on income
- Resource, information and referral services (Help Me Grow Porter County)

### **Changes of Inclusion Services and Processes**

School-aged children at different developmental stages may vary in their ability to interact with others, regulate emotions, and appropriately navigate social and play situations. Inappropriate behavior is not a disability. If a camp participant engages in inappropriate behavior, the camp team will identify various accommodations and strategies to ensure that the behavior does not become disruptive or a safety issue. If a situation is determined unsafe for staff and campers, Camp Lakeside reserves the right to remove that particular camper from the program and may also extend exclusion from other programs until the situation or behavior is no longer a safety issue, and documentation states as such.

### **Situations that Concern Safety**

Situations that concern safety of campers and staff include, but are not limited to, the following:

- Frequent running away or wandering
- Being physically aggressive toward others and self
- Significant inappropriate behavior that cannot be mitigated or controlled

Certain situations may warrant immediate suspension from the program without following Camp Lakeside's Behavior Policy and Intervention steps for the safety of all participants. An example of this is when significant inappropriate behavior occurs. This is defined as consisting of the following behavior(s):

- Inappropriate sexual behavior
- Violent behavior
- Behavior that poses significant safety risk

# CAMPER BEHAVIOR POLICY & INTERVENTION STEPS

It is our goal to provide each camper and staff member a safe, positive, and enriching environment. We strive toward cooperative behavior and a cohesive environment.

To achieve this goal, Camp Lakeside follows a behavior pledge outlining expectations and a reward system, reinforcing the pledge, while encouraging positive character skill development. Campers earn recognition for demonstrating positive actions throughout each camp day which they can exchange for special privileges and prizes. We work toward growth for each camper and acknowledge that this will look different for each camper in our care.

To participate at Camp Lakeside, all campers and staff are expected to abide by the Give Me Five Pledge. We understand that reasonable expectations will vary for each camper in our care and will work to provide accommodations and supports as needed for successful adherence to this pledge.

Please help us prepare for the best camp experience by providing detailed information during the registration process, explaining these expectations to your camper(s) and discussing any concerns with our Camp Director.

## **Camp Lakeside Give Me Five Pledge:**

**SAFETY** – I pledge to act in a safe and positive manner.

**COMMITMENT** – I pledge to stay committed to the camp schedule and rules.

**KINDNESS** – I pledge to choose kindness and respect in my words and actions.

**RESPONSIBILITY** – I pledge to take responsibility for myself, my belongings and camp property.

**COMMUNICATION** – I pledge to listen to others and communicate my needs to staff.

I pledge to always GIVE 5, be prepared, try new things, meet new people, take positive risks and have fun!

## **Behavior Intervention Policy**

Campers must display acceptable behavior and be accountable for their actions for the safety of all. Redirection of a camper's behavior and use of the Give Me 5 Pledge and Reward System will be the first form of correction used.

If a participant is identified as having difficulty in the program, even with accommodations and support, the following behavior interventions steps will take effect. Each step provides an opportunity to work through the process in a respectful and fair way and facilitate communication and collaboration with the goal of helping the camper participate safely and successfully.

1. Verbal warning; discussion of the situation and desired behavior goals using the "Behavior Awareness and Redirection Model" with their counselor.
2. Temporary removal from activities and discussion with the Camp Director.
3. Contact or re-contact parents, guardians, counselors, behavior specialists or other stakeholder for the purpose of gathering additional information and developing additional supports and/or accommodations to their behavior support plan, or create one if not done so already.
4. Meeting with parents, guardians, camp staff and behaviorists or other stakeholders to discuss behavior support plans outlining goals and expectations for participation and clearly identifying conduct expectations and consequences for noncompliance.
5. Monitor and evaluate the plan. Camp staff and family/guardians will communicate and meet as needed to

evaluate the plan, if necessary, and continue to monitor and evaluate. Document all meetings, telephone calls, incidents, complaints, safety concerns, problems and successes.

6. If a camper cannot safely and successfully participate in the program after all supports and accommodations, within reason, have been implemented – then suspension from camp will occur until documentation is available to prove the behavior is no longer a safety issue.

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## MEDICAL INFORMATION

### Health Policy

Please keep your child home if they show any of the following signs, symptoms, or illnesses:

- Conjunctivitis (pink eye) or discharge from the eye
- Fever within the last 24 hours over 100.4°
- Vomiting, diarrhea, or an upset stomach within the last 24 hours
- Signs of general fatigue or discomfort
- Any form of skin rash
- Head lice
- Chronic cough or runny nose/discharge
- Sore throat accompanied with a fever

Before returning to camp, please consult a physician to determine if your child's symptoms are contagious and follow proper treatment protocols. A doctor's note may be required upon returning. Children being treated with antibiotics may not return to camp until they have been using the medication for a 24-hour period and/or the danger of infecting others has passed.

Notify the Camp Director immediately if your child has been exposed to or has a communicable disease.

If a child exhibits any of the listed signs, symptoms of illness, or is feeling ill for longer than 30 minutes, staff will contact the parent/guardian for pick up. Campers will be taken to the infirmary and made as comfortable as possible until a parent/guardian can pick them up. They should be picked up within one hour. Emergency contacts will be notified if a parent/ guardian cannot be reached.

### Injuries

At Camp Lakeside, we makes every effort to create a safe environment for everyone. Camp staff are certified in adult & child CPR/AED and First Aid.

In the event of minor injuries, first aid will be administered to your child. Minor scrapes and bumps will be reported to the parent/guardian on an accident/incident report.

If necessary, 911 will be called and emergency medical care will be deferred to medical personnel.

The parent/guardian will be called and notified immediately after 911. Staff will let the parent/guardian know if their child was transported by an emergency vehicle to the nearest hospital or needs to be picked up from camp. Emergency contacts will be called if a parent/guardian cannot be reached. A camp staff member will accompany your child and remain with them until a parent/guardian arrives should transportation to the hospital be necessary.

Campers who are unable to attend camp due to an illness or injury will not receive a refund for the days missed unless a two week notice is given (i.e. for a surgery). Camp days that are missed cannot be transferred to another camp week.

### Medication Policy

**These policies apply to campers and camp staff.** In order to provide care, we need to be aware of your child's health history, including allergies and/or medications. Please document this information during registration on your camp account. Our medication policy applies to both prescription and non-prescription medications.

If your child requires medication during camp, you must provide authorization during registration on your camp account. Verbal permission from parents is not sufficient, we must have a medication authorization documented.

Any medication brought to camp must be in its original container clearly marked with the child's first and last name, and specific dosage instructions.

All medications must be given directly to camp staff by a parent/guardian. Campers cannot possess their own medications, with the exception of inhalers.

In cases where campers require Epi pens, insulin, or inhalers, the counselor will carry them and ensure they remain with the child while at camp. All other medications will be stored in a secure place accessible by the Camp Director.

Medications are normally dispensed at lunch or kept for emergency needs. All medication administration will be recorded and any unused medications will be returned directly to a parent/guardian. Unused and unclaimed medications will be properly disposed of at the end of summer.

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## EMERGENCY PREPAREDNESS

### **Emergency Procedures**

Camp staff is trained on the proper procedures to take in the event of an emergency as outlined by Camp Lakeside's Emergency Action Plan (EAP).

Camp staff carry cell phones at all times for camp communication only. The Camp Director will notify all camp staff in the event of inclement weather or an emergency, and camp staff will then carry out the proper procedures as necessary.

During rain or storms, activities will be modified and held inside shelters. Your child may return home wet and muddy on these days! In the event of severe weather, natural disaster, or any other life threatening event, campers and staff report to our on-site safe shelters in accordance with the EAP. The Camp Director will contact parents/guardians, as necessary, after all of the proper precautions have been taken to assure safety.



## SUMMER FUN STARTS HERE!

**When your child comes home dirty,  
tired, and with fun stories to share...  
we have fulfilled our duties at Camp Lakeside!**

Please contact the Director of Adventure (Camp Director)  
with any remaining questions by 219.464.0242  
or visit [CampLakeside.org](http://CampLakeside.org)

Camp Lakeside is a division of



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