

Brain Injury Alliance of New Jersey

CAMP TREK

Together in Recreation Exploration and Knowledge

# **PARTICIPANT HANDBOOK**

Camp TREK 2017

August 20th-August 25th



## Brain Injury Alliance New Jersey Mission Statement

Our mission is to support and advocate for individuals affected by brain injury and raise public awareness through education and prevention.

### Welcome to the BIANJ's Camp TREK

Camp TREK is a 6 day residential respite and recreation program. It provides independence, recreation and socialization for adults with brain injury, while their caregivers enjoy a week of relaxation.

**Please read carefully as policies and procedures have changed!**

#### **FORMS and PAPERWORK:**

- Please make sure that all forms and paperwork are sent back by the due date. Process for applying to CAMP TREK is as follows: Applications can be found on our website [www.bianj.org/trek](http://www.bianj.org/trek). Applications can also be mailed to you. If you prefer to have an application mail, please contact our office.

**APPLICATIONS ARE DUE NO LATER THAN MARCH 31, 2017.**

- Your application will be reviewed by our TREK Planning Committee. If you are accepted you will receive a Notification of Acceptance letter and additional paperwork to fill out. This will be mailed out the beginning of April 2017. Please abide by the deadlines given for submitting all additional paperwork. **A physical form is the only form we will allow to come in late. Please do not hold paperwork because you are waiting for a physical appointment/form. Contact us and let us know when to expect the physical form. All other paperwork is due by the assigned due dates. Camp openings cannot be held due to late paperwork as we usually have a waiting list.**
- Additional paperwork will include:
  - a. A copy of Medicaid/Insurance Card/Signed Insurance Form
  - b. A list of medications
  - c. CAMP TREK Code of Conduct
  - d. Waiver and releases
  - e. A current picture of camper
  - f. BIANJ membership form (optional)
  - g. Deadline for above paperwork is **May 15, 2017**
  - h. A Medical form to be filled out and signed by a physician. **(Deadline for Physical is June 16, 2017).**
- Our preferred method of contacting families regarding additional paperwork, communication, etc. is email. However, if you prefer that we not use email, you must inform us. My contact information is at the end of this handbook.

- After all additional paperwork is received; you will receive a final letter of acceptance which will provide additional details to make your week a memorable experience.

### **Eligibility:**

TREK campers must be 18 years and older. Although we do not have a maximum age, it is important to remember that camp is a fast-paced, highly structured program conducted in the natural elements such as heat, rain and uneven ground. For everyone's safety and enjoyment, this must be considered. It should be noted that it is ultimately up to the discretion of the camp director as to whether camp can meet your camper's needs, the level of assistance they will require to be successful and where they should be placed while at camp.

### **Physicals and Health Examinations:**

BIANJ requires all participants to complete a pre-program physical. Please have your medical professional complete and sign the medical form. This does not require an appointment for a new physical as long as the participant has completed a physical within the past year of camp week and there have been no changes in health. Physicals are due by June 16, 2017. If we do not have a current physical by this date, camper will not be able to attend camp TREK this year. We will use the opening for the next person on the waiting list.

### **Medication Administration:**

- Please provide a list of prescription medications on the initial camper application.
- For each prescription medication taken at camp you must provide written doctor prescriptions at check in.
  - All medications must arrive in the original containers (i.e.: prescription bottle/blister packs).
  - Vitamins and supplements must also be in their original containers.
  - All prescription medication labels must state the following: current dosage, time each medication is to be dispensed the route and any special instructions.
  - We cannot follow handwritten alterations to the bottles.
  - We cannot follow caregiver instructions for OTC medication if they are more than the recommended dose. If you wish to change the dosage from what is on the bottle/box, we will need a script from the prescribing physician, overriding the instructions on the OTC.
  - Any camper who requires medical marijuana must provide a copy of their NJ State Registration Card before arriving to camp. It will be dispensed from the medic office like any other medication. It must come in a properly dispensed container from a pharmacy or dispensary.
  - Only send in enough medication for camper's stay with one or two to spare. We will not accept more than 8 pills. If you send in more than 8 pills they will be returned to you to take home in a plastic baggie as we must keep the original bottle.

### **PERSONAL CARE ASSISTANTS (PCA)**

If you are planning on bringing a PCA with you to camp, they must be the same gender as the person for whom they are responsible. Space is limited; therefore the PCA and individual must be able to share a cabin with other campers. The primary task of a PCA is to ensure the safety and well-being of the person for whom (s)he is caring. A PCA should be prepared to provide personal hygiene and mealtime assistance, and to monitor the behavior of the client in regard to its effect on other people and

property. PCA's responsibilities include 24 hour a day one-on-one care as described above for your camper, in a physically demanding outdoor camp environment.

## **Behavior**

Camp Trek has a "hands off" policy for behavior management. This means we do not restrain in any way. Campers who present a physical threat to themselves, others or property may be beyond the scope of our program. This may include campers who are non-compliant with taking medication, nutrition or hygiene. We strive to make all campers successful here at Camp Trek. However, there are occasions that we must dismiss a camper for serious and/or repeated infractions of camp policy or if they pose a threat to themselves or others. Physically striking another camper or staff, with intent, is grounds for immediate dismissal from camp.

## **ARRIVING AT CAMP**

We want to provide each camper with a safe and fun vacation: unfortunately this means spending time at registration. We have highlighted a few ways to make our process more efficient and as quick as possible. You must stay with camper until the entire check in process has been completed. Please allow ample time.

- We will not open our doors before 2PM for any reason, other than to use the bathroom. We will, however, take your names in the order in which you arrived, please be honest and courteous to you fellow families.
- After you have registered at the at the registration table, we will verify emergency contacts. You will then be asked to be seated to await you name being called for medication check in. After medication is checked in, you will then be paired with your camper's counselors and head back to the cabin to make their bed and discuss their care. Once these steps are completed, you must check out at the registration table and then you are free to go. **No camper or family will be allowed to skip any steps in this process for any reason.**
- **As we get closer to camp week, you will be assigned a time to arrive at camp. Staggering registration will help alleviate lines while waiting for medication check in. Please abide by the time you are assigned for check in.**

## **Last Day of CAMP**

Campers will only be released to authorized persons, made known, by you, at check in or by calling the camp director prior to camp closing. At the time of pick up, the authorized person may be asked for photo ID. Please make them aware so they will be prepared.

Pick up time will be between 1-3 pm. You are of course welcome to pick up your camper at an earlier time. Since they will be involved in program during the day, please make the camp director aware of what time you expect to pick them up so that we can have them ready to go.

Please park in the designated area and head to the dining hall. You will pick up your medications and at this time you can discuss any issues that your camper had during the week with the medical staff. We will have your camper and their luggage brought up and you can discuss how the week went with your camper's counselors.

At this time, please check camper's luggage and make sure they have all belongings.

**PLEASE BE AWARE THAT the BIANJ is CLOSED the weekend following Camp TREK .** It is your responsibility to ensure you have everything your camp needs before you leave camp. If you are missing something, please call me at the BIANJ office on Monday.

## **THE UNEXPECTED**

We always want campers to enjoy their time here at Camp Trek. Unfortunately, there are some circumstances that force us to cut their stay short. Below are issues that may be grounds for early dismissal. Please be advised that in the event of early dismissal, you or your emergency contacts will be expected to pick up your camper. Examples may be excessive heat wave, excessive rain storms, prolonged power outage, etc.

## **Unexpected Medical Issues**

We do our best to keep our campers healthy and safe during their stay with us. Counselors are instructed to seek the attention of our medical staff whenever there is a problem. Illness, injury or lack of medication may be a motive to send a camper home.

Just so you are aware, camp does not call home for minor bumps, bruises or scratches. If we can handle the situation here we will do so. We will of course call for anything out of the ordinary. If your camper is prone to issues that result from minor injury, please let us know so we can elevate their care to the next level and keep you informed.

In the event that your camper has a medical emergency, they will be transported to the hospital via ambulance and treated there. You or your emergency contact will be contacted at this point to make you aware of the situation. A member of camp staff will go with them to the hospital and stay with them during procedures deemed necessary by medical professionals. If they are treated, released and given the go ahead to return to camp than they are more than welcome to resume activity. For emergencies that require admittance, we will stay with them until you arrive. Campers are then released into your care and become your responsibility at that point. Arrangements will be made to gather their belongings for you to pick up. If campers are released but not cleared to resume activity, you will need to arrange to have them picked up at the hospital. They will be unable to return to camp.

## **Other Medical Information**

We do our best to accommodate different allergies and dietary restrictions such as gluten free and low sugar diets. Please notify us of dietary needs or assistance needed with eating, swallowing, etc. prior to attendance. The menu is approved by the New Jersey Department of Agriculture and although we make reasonable attempts to provide alternatives for various dietary requests, we cannot accommodate all nutritional wishes. Please note any special dietary restrictions on the initial application so we can discuss with family and will do our best to accommodate those needs.

\* If your camper requires any consumable medically necessary items such as Ensure, Thick-It, Gatorade, etc. it is your responsibility to provide enough for your camper's stay. Please remember we are outside at camp and they may be more thirsty than normal.

## **Camp Policies**

Here at Camp Trek we believe in a happy and cohesive camp experience. Camp is supposed to be a fun place for everyone. The best way to make this happen is to be certain that all campers are aware of and follow all camp policies. These policies are meant to keep each camper safe while ensuring respect for them and their property. They safeguard each camper's right to have a happy camp experience. Please review the code of conduct and all camp policies with your camper.

## **Code of Conduct**

Campers are expected to display appropriate behavior and show respect to all they encounter, be it counselors, cabin mates or any member of staff, to the best of their ability.

- Campers are expected to refrain from aggressive behavior including but not limited to, violence, teasing, sexual language and inappropriateness, threats, gossip, harassment bullying/exclusion and hazing and excessive cursing.
- Campers are expected to respect the property of both the camp and other people and refrain from taking or damaging other's belongings.
- Campers are expected to follow directions for activities during program in order to ensure safety, to the best of their ability.
- Campers will help, to the best of their ability, to keep their personal belongings and cabins neat and tidy.
- Camper cannot bring prohibited items to camp.

## **PROHIBITED ITEMS**

The following items are prohibited:

- Weapons of any kind
- Personal vehicles
- Alcohol or illegal drugs
- Animals (service animal are permitted, this needs to be discussed prior to camp)

If these items are found on the camper appropriate action will be taken and the items will be held in the camp office until pick up, at which time they will be given to the caregivers. Camper may be sent home at camp director's discretion if rules are not followed.

## **ELECTRONIC DEVICES**

Camp is a place to connect with the outdoors, be active and limit the use of technology.

If you choose to bring any electronic devices to camp, iPods, MP3 players, CD players and CD's, cameras, computers, cell phones or other such devices, the Brain Injury Alliance of New Jersey **cannot** take responsibility for these items if they are lost or damaged. Campers are responsible for their own items.

## **CAMPER BILL OF RIGHTS**

Camp Trek maintains the following philosophy and policy concerning the rights of our campers. We believe all individuals have equal rights and we will ensure these rights are protected during their stay. Below are the rights that all campers are entitled to:

- The right to freedom of choice within the camper's capacity to make decisions and within the limitations imposed on all people.
- The right to participate in the activity offered.
- The right to interact with peers and staff.

- The right to a nutritionally balanced diet, modified in accordance with a camper's medical needs.
- The right to health care and proper medical treatment
- The right to speak openly and freely with respect for those around you.
- The right to make or receive unmonitored telephone calls during set times.
- The right to open and send mail. The camper can request assistance in reading or writing letters without censoring.
- The right to privacy and respect.
- The right to be free from corporeal punishment, demeaning treatment, abuse, neglect or exploitation.
- The right to request to go home.
- The right to grieve any situation affecting their rights.
- The right to have fun!

## **PUBLIC RELATIONS/PICTURES**

Throughout the summer we take many videos and pictures of the staff and campers engaging in our many fun activities. Whether they are participating in arts & crafts, swimming or just hanging out, we like to capture those magic moments. Sometimes these videos and pictures will be used for publicity such as our Camp Video to help recruit staff, campers and volunteers. We also use photos in our brochures and informational packets. Each camper has the right to NOT have a photograph of them used for such purposes. You can opt out of this on the Release form.

## **ACCOMODATIONS**

Sleeping accommodations are in air conditioned cabins. All cabins are wheelchair accessible and each camper will have a lower bunk bed. It is important to note that the bathrooms are located in a separate building. Shower shoes are strongly recommended. Flip Flops will not be permitted in the bathroom for safety reasons. It is the camper's responsibility to supply a commode/urinal if applicable.

## **CLOTHING**

We will do our best to make sure all clothing goes home with campers. However items may get lost or torn. Every effort is made to keep to keep clothing together. Although at times this is not always possible as participants live closely together in a shared cabin, therefore you should mark/label all clothing and other belongings with participant's full name. This will help us to identify an article of clothing when found. Camp is a great place to wear old, comfortable clothes, no special uniform is required. Dress to relax! We will have a dance at the end of the week. Please do not bring expensive clothes.

**In order to maintain safety, flip flops and open toed shoes cannot be worn during camp activities.**

## **DRESS CODE**

Campers are asked to bring camp appropriate clothing. Remember that we are in the woods and get messy regularly. Please refrain from sending new or good quality clothing, one of a kind items or something your camper would not want to lose or wear out. Also, please be sure items fit correctly (worn out bathing suits or clothes that are too tight are good examples). Make sure that graphics or text on clothes is appropriate and not offensive. Camp is a great place to wear out old clothes.

## **LAUNDRY**

Although we have laundry facilities on the property, they are limited and meant for our live in staff as they are here for the entire summer. Laundry will be done for emergency laundry needs only. Please make sure you are packing enough clothing for the entire week. Please do not expect the participant to return with clean clothes. Again, please make sure that all personal items and clothing are labeled. It would be very helpful if you provided a laundry bag for returning used clothing. Remember to label the laundry bag also.

## **JEWELRY**

Expensive jewelry is not needed. The Brain Injury Alliance of New **cannot** take responsibility for these items if they are lost or damaged.

## **LOST ITEMS**

Please be sure to label your camper's belongings to reduce lost and found. Although we do everything in our power to avoid the loss of camper's property, it is inevitable. Any lost items that are not labeled will be available to peruse at pick up. If items are not called for or claimed within a week of your camper's session they will be donated to Goodwill. Do not send cherished or expensive items. We are not responsible for lost or stolen items.

## **SMOKING POLICY**

If your camper is a smoker and is of legal age to do so, they will be allowed to smoke at a designated area on camp. Cigarettes and lighters will be kept in the possession of their counselor during the duration of their stay. If your camper smokes/takes medical marijuana, this will be held in the medic office and dispensed as indicated on the RX. They must hold a valid NJ State Registration Card. (see Medication Administration above)

1. Cigarettes will not be supplied for staff or participants. Any person who smokes must bring adequate supply of cigarettes for the week.
2. Cigarettes are not for sale anywhere on camp grounds.
3. Smoking is allowed only in designated smoking areas. Under no circumstances will smoking be allowed within cabins, while moving around camp grounds, or outside of designated smoking areas.
4. Smoking is limited to time frames that do not interview with organized camp activities.

## **GUEST POLICY**

We love when guests visit us at Camp TREK. However, all guests must give the CAMP Director 24 hours' notice in advance of their arrival. All guests must sign in with the CAMP Director and wear a visible visitor's name badge. All guests will be accompanied by staff for the length of their visit. At no time during your visit are you permitted to participate in the activities for insurance reasons. We respectfully ask that you keep your visit brief and to the area that is designated. Camp director has the right to refuse guests who do not follow these rules.

# A Typical Day at Camp

7:00-8:00am Wake Up and Prepare for the Day

8:15-8:30am Morning Exercises at the Flagpole

8:30-9:15am Breakfast

9:15-9:45am Morning Announcements

9:45-10:00-Prepare for morning activities

10:00-12:30pm Cabins rotate through Arts & Crafts, Sports & Games, Performing Arts and Nature

12:30-1:00-rest and prepare for lunch.

1:00-1:45 pm Lunch

1:45-2:45 pm Rest Period/Socialization

3:00-4:45 Free Swim/Pool Activities

4:45-5:30-Shower and get ready for dinner

5:30-6:15pm Dinner

6:15-7:00-Group Socialization activity

7:00-8:00pm Night Activity

8:00-8:20pm Campfire

8:20-9:15pm Prepare for Bed

9:30-10:30pm Nightly Movie (optional)

10:30pm Lights Out

**Mailing Address and Contact Information:**

The Camp mailing address is:  
1036 N Tuckahoe Road  
Williamstown, NJ 08094

CAMP phone number is:  
856 629 4502 (to be used  
only during camp week)

CAMP TREK mailing Address is:  
The Brain Injury Alliance of New Jersey  
825 Georges Road, 2nd Floor  
North Brunswick, NJ 08902

BIANJ phone number is:  
Ask for Liz-723-745-0200  
ext. 227  
Fax #-732-745-0211

Email Address:

[esullivan@bianj.org](mailto:esullivan@bianj.org)

Please write in the Subject Line: **CAMP TREK**

**PAYMENT and CANCELLATION:**

All payments are due 45 days prior to the start of camp. Checks should be made out to the Brain Injury Alliance of New Jersey. Please write TREK in the subject line. The fee we charge campers (\$405.00) is an administrative fee; therefore we cannot refund payments after August 15, 2017. TREK participants attending with a PCA (personal care attendant) must also submit payment (\$405.00) for their PCA. Payment should be sent to the following address:

**BIANJ TREK/Liz S.  
825 Georges Road, 2nd Floor  
North Brunswick NJ 08902**

**At the discretion of the TREK Director,  
Failure to follow any of the rules may result in dismissal from TREK**