

Participant And Caregiver Handbook



2020

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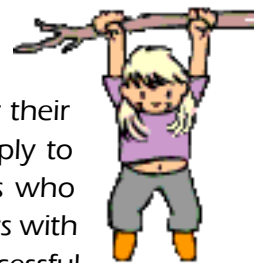
This handbook is here for you, as participants, parents, caregivers, providers, or concerned friends or relatives. It will give you insight into some of the more frequently asked questions and concerns regarding the camp experience. Please take time to read everything in this guide, and I'm sure many of your questions will be answered. However, if you still have questions, I encourage you to contact Camping & Recreation. We will be more than happy to help you!

IMPORTANT POLICIES

Eligibility & Ratios

The League's Camping & Recreation programs are designed for children and adults who have physical, cognitive, emotional, or multiple disabilities and their families.

For **Summer Camp, Respite Weekends, and Winter Camp**, a majority of the campers will be served successfully at a 2:1 staffing ratio. 1:1 staffing support will be provided at the 1:1 tuition rate to campers receiving respite funding from the Maryland Medicaid Waiver for Children with Autism Spectrum Disorders (Autism Waiver) for their registered session. Additionally, the 1:1 ratio and accompanying 1:1 rate will apply to campers who are unable/unwilling to attend at least 70% of programs, campers who require increased staff support due to aggressive or self-injurious behaviors, campers with complex medical or physical needs, or campers who have previously been unsuccessful without this level of support, as determined by Camping & Recreation administration. The League is not able to provide 1:1 staffing for behavioral needs to participants attending Adult Vacation sessions due to the nature of the program.



After campers are in bed for the evening, staff are permitted to take breaks, at which time the ratio may vary up to a 6:1 camper to counselor ratio. At 12am, staff are required to return to the cabins, at which time the above mentioned ratios will resume. Overnight awake supervision is not provided during this time. Campers must be able to sleep through the night (minimum of 6 hours) with minimal assistance. Due to the fact that campers sleep in an open dormitory type setting, Camp Greentop cannot accommodate campers that are disruptive, sleep less than 6 hours, or are at risk of night time elopement.

For **League Pioneers**, all participants must be able to be successful at a 3:1 camper to counselor ratio due to the nature of the program. *Due to the staffing ratios and regulatory guidelines, League Pioneer sessions cannot be billed to the Maryland Medicaid Waiver.*



After campers are in bed for the evening, staff are permitted to take breaks, at which time the League Pioneer ratio may vary up to a 10:1 camper to counselor ratio. At 12am, staff are required to return to the League Pioneer site, at which time the above mentioned ratios will resume. Overnight awake supervision is not provided during this time. Campers must be able to sleep through the night (minimum of 6 hours) with minimal assistance. Due to the fact that campers sleep in a group tent setting, Camp Greentop cannot accommodate campers that are disruptive, sleep less than 6 hours, or are at risk of night time elopement. The League Pioneer program is not able to accommodate participants needing assistance with ambulation due to the uneven and rugged terrain.

Due to the nature of **Travel programs**, all participants must be able to be successful at a 3:1 camper to counselor ratio. Overnight awake supervision is not provided. Participants must also be able to be left unattended for up to 30 minutes at a time. *Due to the staffing ratios and regulatory guidelines, Travel programs cannot be billed to the Maryland Medicaid Waiver.* We are unable to provide services to

travelers who are at risk of elopement or travelers with dangerous or aggressive behaviors. The League's Travel Camp program is not able to accommodate people with complex medical needs or needs that a Registered Nurse cannot delegate to a Certified Medication Technician. Participants requiring assistance with transfers must be able to transfer with a standing pivot or must be able to be lifted comfortably by no more than two staff members. **There will be an additional charge for participants who require a wheelchair accessible hotel room due to the increased costs Camping & Recreation incurs for those accommodations.** All potential travel participants will be carefully evaluated to determine if The League can provide the care required for safe participation in our programs.

The League Camping & Recreation is not able to accept campers who require intensive 24 hour medical care or who require medical procedures not easily managed in a camp environment. This is determined at the discretion of the director and/or the camp nursing staff. We are also unable to accept participants who have or need an active restraint program, who are at a high elopement risk, or who are otherwise unable to tolerate social settings. Other medical or behavioral needs may be assessed by the director as the need arises.

Camping & Recreation reserves the right to determine sending a participant home, at the participant's expense, if a participant exhibits inappropriate behavior, is showing symptoms of illness, or is not having a successful recreational experience. This includes, but is not limited to, participants who display aggressive behaviors, causing harm to either themselves or others, that is unable to be redirected. Sending a participant home is done at the discretion of the director. In these cases, the participant's fee will not be returned.

In accordance with Federal law, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, sexual orientation, or disability. If you have a complaint, please let us know. You also have a right to contact the Maryland Commission on Human Rights directly at: 6 St Paul Street, Baltimore MD 21201 or 410.767.8600.

Cancellation / Refund Policy

Camp Programs: Participants who are unable to attend their scheduled camp program will receive a refund for tuition paid minus the deposit if notification is made with more than one week's notice. If a cancellation is made with less than 7 days' notice, no refund of tuition payments will be made. Campers utilizing the Autism Waiver to pay for their camp session will not be required to pay the cancellation fee. However, The League reserves the right to discontinue future services for campers utilizing the Autism Waiver when services are repeatedly cancelled with less than 7 days' notice. Exceptions to this rule may be made at the discretion of the director with documented proof of medical emergency.



Travel Programs: Changes or cancellations made at least 30 days prior to trip departure will receive a refund for tuition paid minus the deposit and any pre-purchased portion of the vacation package.

Trips cancelled after the 30 day deadline will still require full payment. Exceptions to this rule may be made at the discretion of the director with documented proof of medical emergency. For reasons of safety, travelers may lose their space on the trip if necessary paperwork, including all medical forms, is not received by the due

date. Change/cancellation penalties may apply. There will be no refund for cancellations or delays due to weather. Changes to airport or departure and en route plans are considered a change in itinerary and penalties may apply. Travelers may be refused on the trip if he/she shows up in ill health or without all medication and dosage for the trip plus one day. No refund will be issued if a traveler is refused boarding due to lack of identification or other reasons.



Tuition

Final payment is due by **May 15th** for summer programs, or one week prior to your year-round program. Please make checks payable to "Camp Greentop" and mail all payments to our Baltimore office at 1111 E Cold Spring Lane, Baltimore MD 21239. Unless other arrangements have been made, you run the risk of losing your spot in the program if payment is not received prior to this time. If you registered online, you can log into your account to make payments via Visa or MasterCard by visiting <https://campgreentop.campbrainregistration.com/>.



Service Agency Funding: We understand that service organizations will often pay after camp. With that in mind, in order to credit the monies that a service organization is committing to you, Camping & Recreation must receive a *Letter of Intent for Funding* form (available online or by contacting the Camping & Recreation office). In return, Camping & Recreation will invoice that organization directly and we will credit your account. Camping & Recreation makes every effort to collect money committed by service agencies for your camping programs. *Should an agency deny funding for any reason, regardless if Camp has a Letter of Intent for Funding form from them, the family is responsible for payment of any unpaid balance.*

Autism Waiver: If you are utilizing Autism Waiver respite hours to pay for your camp program, The League must receive a Plan of Care listing The League as a provider and designating the appropriate number of respite hours to cover your camp session(s). **It is the responsibility of the parent/guardian to notify their Autism Waiver Coordinator of the participants' intent to participate in a program offered by The League Camping & Recreation and to request the appropriate number of respite hours in advance of the program.** The Autism Waiver Coordinator will then amend the Plan of Care to allocate the appropriate number of respite hours to The League. If Camping & Recreation does not receive an updated and current Plan of Care prior to your camping session, you are at risk of being denied services until that Plan of Care is received. Please note that Autism Waiver respite hours will cover traditional camping sessions only and League Pioneer or Travel programs are not eligible.



Please note: Withdrawal from a **camp program** with more than (7) days notice requires the non-refundable deposit to be paid (\$75 per Weekend Respite, \$200 for Summer or Winter Camp). Withdrawal from a camp program with less than (7) days notice will require payment in full. Campers utilizing the Autism Waiver to pay for their camp session will not be required to pay the cancellation fee. However, The League reserves the right to discontinue future services for campers utilizing the Autism Waiver when services are repeatedly cancelled with less than 7 days' notice. Withdrawals from a **travel program** at least 30 days prior to trip departure will receive a refund for tuition paid minus the deposit and any pre-purchased portion of the vacation package. Trips cancelled after the 30 day deadline will still require full payment. Exceptions to this rule may be made at the discretion of the director with documented proof of medical emergency.

Camperships

The League Camping & Recreation is proud to offer a small scholarship program for campers that might not be able to attend traditional camp programs without financial assistance. Campership applications will be accepted when camp registration begins. Applications will be date stamped upon receipt and processed and approved on a first come, first serve basis at monthly meetings held by the Campership Committee, beginning in March, and continuing each month thereafter as funds remain available. Camperships are not awarded for Travel programs.



Please contact Samantha Routzahn at 410.323.0500 x309 for a Campership application or with any questions.

Late Fees



A designated pick up time is noted for each camping or travel program on the insert included with your confirmation packet. Please note that if you are more than 15 minutes late to pick up your camper, there will be a \$50 charge for every ½ hour our staff are required to wait with the participant. **Please make sure you look at the date and time carefully to ensure correct pick-up times, and plan accordingly to arrive prior to your designated check-out time.** If you have any questions about your pick-up time, please call the Camping & Recreation office.

Referral Discount

The greatest compliment that one of our families can give is to recommend our Camping & Recreation programs to others. Since word of mouth is the best advertising we can get, we want to encourage our families to tell others about Camp Greentop programs. So, Camping & Recreation is offering a referral discount to our current families! This incentive program will offer a \$100.00 discount to families who refer another family to a Camp Greentop program. Please see below for program rules:

1. The referred family must not have been previously enrolled in any Camping & Recreation program in any prior year.
2. The referred family must complete the registration process (including any applicable deposit) before the discount will be applied to your account.
3. The referred family must list your name on the registration form in order for you to receive credit for the referral. (If your name is not listed on their initial registration, we will be unable to apply your referral credit).
4. Each family can receive only one \$100 discount per calendar year.

Thanks for letting others know what a great program Camp Greentop is!

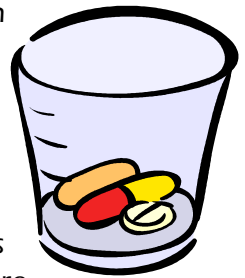
HEALTH SERVICES INFORMATION

Forms



Along with this handbook, you have received a confirmation letter and any medical forms that need to be completed. All forms are due **at least two weeks prior to your scheduled program**. This allows Camping & Recreation staff time to review the paperwork to ensure its completeness. If you do not submit the medical forms by the requested date, you run the risk of being withdrawn from the program or programs you registered for. If you need to make alternative arrangements, please contact Brynna McMillan, RN at bmcmillan@leagueforpeople.org. Please note that these forms remain valid for **one (1) year** before they need to be resubmitted, unless there have been any changes since initial submission. Expiration dates of any previous forms will be listed on page 2 of your confirmation letter.

When completing the medical forms, be sure that the information filled in by both you and the healthcare provider is complete and accurate. This includes ensuring that **all** medications listed on the Medication Form match the labels on the bottles. This includes all prescription, over-the-counter, and PRN (as needed) medications. You will need to bring all medications with you, **in the original packaging**. We cannot and will not accept medication that has been pre-poured. Upon your arrival to camp, if the Medical Form or Medication Form are not thoroughly completed with a doctor's signature, the camper will be asked to leave until the information is completed. If there is a change in your medication prior to camp, please forward a discontinuation order and/or a new physician's order for the change. You do not necessarily need to fill out a whole new Medication Form. You can fax medication order changes to 866.306.7424.



If a g-tube is to be utilized while at the camp program, or if the participant is diagnosed with Diabetes and requires blood sugar monitoring or insulin, additional forms are required. Each of these forms requires a physician signature. Please contact Camping & Recreation to obtain one of these forms, or download them from our website.

If you misplace a form prior to the camp session, a downloadable version is available in a PDF format on our website for your convenience. Just click on the "Forms and Docs" section and find the form you are looking for. If you have any questions about any of the required forms, please contact Brynna McMillan, RN at bmcmillan@leagueforpeople.org.

Other Health Services Information



For all Camping & Recreation programs, there will be staff trained in Medication Administration, CPR, and First Aid on site 24 hours per day. For League Pioneer programs, a nurse is readily accessible at all times. Travel programs will have a nurse on-call at all times. All other programs (traditional camp, weekend respites, and winter camp) will have a nurse on site for the duration of the program. There is a physician on call 24 hours per day for all programs. Emergency care will be provided as needed.

All medication, whether prescription or over-the-counter, must be turned in with the health center staff upon check-in. **Please do not pack any medication in the luggage that gets dropped off at the cabin.** This includes lotions, creams, or ointments.

At check-out, you or your designee must pick up any remaining medications from the Health Center staff. If any medications happen to get left behind, you are responsible to make arrangements to pick them up from Health Center staff within one week (7 days) of completion of the camp session, as Camping & Recreation is required to destroy all medications not picked up.

Health Services in our programs are limited to procedures that can be safely delivered by the staff provided. The League Camping & Recreation is not able to accept campers who require intensive 24 hour medical care or who require medical procedures not easily managed in a camp environment. This is determined at the discretion of the director and/or the camp nursing staff. Potential travel participants will be carefully evaluated to determine if their medical needs are able to be accommodated while on the trip.

Please note: Campers who are not well upon arrival at camp will be sent home. Campers are screened by our health center and cabin staff upon arrival. No camper will be admitted if, upon arrival, he or she is suffering from any skin or respiratory infection, open bed sores or any evidence of head lice. If a participant displays a temperature of 100 degrees Fahrenheit or more, they will need to leave the camp facility until they are fever-free for a minimum of 24 hours with no fever-reducing medication. If a participant exhibits multiple symptoms (i.e. vomiting, diarrhea, fever) or if symptoms are reoccurring, the participant will need to be picked up from their program until they are symptom free for a minimum of 48 hours, without the use of medication.



If the camper requires any specialized health care while at camp, please bring the necessary equipment. This includes any nebulizers, CPAP machines, g-tube supplies, etc. Also, if a Hoyer lift is used on a daily basis at home, please bring a lift with you to camp. This is to ensure not only the participant's safety, but also the safety of the staff.

Please contact Brynna McMillan, RN if there are any questions about a participant's specific medical needs at bmcmillan@leagueforpeople.org or 443.970.3164.

Special Diets



Many participants that come to camp require special diets. Our experienced kitchen staff are quite familiar with many of the special dietary needs some campers require. We are able to accommodate most diets in the camp environment, but please make us aware of all dietary needs and/or allergies prior to the camp program beginning so that we can plan accordingly. **If the participant is on an extremely strict diet, such as the Gluten-Free / Casein-Free diet, the parent must bring foods that the camper is able to eat along with them.** We have plenty of refrigerator storage room and can heat meals up as needed. If the participant has a limited amount of foods that they will eat, we also recommend bringing enough of that type of food to get him/her through the camp session. **If you have any questions regarding a specific diet or if you would like a copy of the menu ahead of time, please contact Camping & Recreation.**

Photos

Please submit a recent wallet sized head-shot photo of the camper along with your medical forms. This photo is for identification purposes only and will be kept with the health center files.

PRE-CAMP / GETTING READY

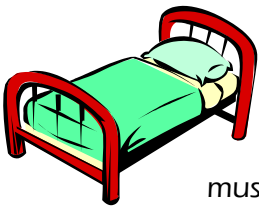
Packing

For your convenience, a blue packing list for each program you registered for is included with this confirmation packet. This list is not a limit as to what you may pack, but just a step in ensuring that all necessary items are brought. It's also a way to help eliminate lost and found items. If you do not have all items on the list, you don't need to purchase it just for camp purposes. Camp is full of outdoor and messy activities. For that reason, we encourage bringing older clothing to camp so that your new clothes are not ruined by the camp activities. Please do not bring expensive electronics, sports equipment, or toys; camp is not liable for loss or damages to these items. We do, however, understand that this category may include communication devices and other adaptive equipment that are essential to a camper's daily life. We would prefer that our campers are able to communicate their needs to us and have the capability to be as independent as possible. For this reason, please know that our staff will do our best to ensure that this equipment will be well taken care of. Please note that there is **no wi-fi** available at camp. Please see page 17 for more information relating to cell phone usage at camp. If participants use equipment such as a Hoyer lift on a daily basis, please send a portable one with them to camp to ensure both their safety as well as the safety of our staff. Please keep an eye on the weather forecast for your session(s) and pack accordingly.



Please ensure that all of your participant's belongings are clearly labeled with their name to make packing and the return of all belongings more efficient. We also request that all luggage and laundry bags are labeled clearly with the camper's name. Please pack camper belongings in suitcases or duffel bags to allow for an easier return, as they are easier for families to distinguish. Garbage bags often make for accidental pick-up by other campers.

If you would like to purchase name labels, please visit: www.oliverslabels.com/campgreentop.



Please note: **Bed linens need to be brought by the camper, as we do not supply them** (with the exception of Travel programs). This should be either a sleeping bag or twin sheets and blankets. Pillows will also need to be brought to camp. League Pioneer participants will need to bring their own sleeping bags. Campers must supply their own toiletry items for all programs.

Laundry

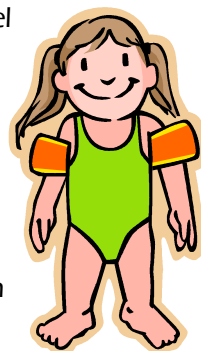
Camping & Recreation does not do laundry on a regular basis, so please plan on packing enough clothing to last the entire session. *For summer camp programs and Winter Camp only*, we will do emergency laundry in the event of an accident, and have extra sheets and blankets that the camper can use while theirs are being washed. You are also encouraged to pack a second set of sheets if these situations are likely to happen. Camp does not take responsibility for laundry that may be lost or damaged while at camp. Again, labeling clothing is important to ensure that laundry is returned to the appropriate person.



Laundry services are not available for Weekend Respite or travel programs.

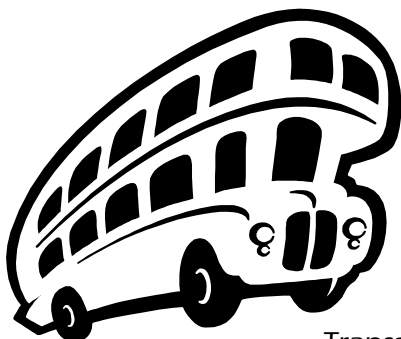
Pool Attire

The pool is utilized for summer programming and Winter Camp only. Travel participants should also be prepared for swimming at either the hotel pool or the beach. Only clothing that was designed and sold exclusively as swimwear is allowed in the camp pool. This is a policy of the National Park Service that we are required to enforce. Due to this policy, other clothing items such as shorts or t-shirts will not be permitted. **If a participant wears Depends, a Depends cover or swim diaper must be brought in order to go swimming. If a Depends cover is not packed, your camper will not be allowed to get into the pool.** Depends covers can be purchased at most pharmacies and medical supply stores, or you can check out www.mypoolpal.com, www.sosecureproducts.com, or www.amazon.com. We will also have a supply available for purchase in our camp store.



Please remember to pack sunscreen!

Transportation



Transportation is **not** provided for any **summer camp** or **Winter Camp** program. Participants are responsible to get themselves to and from the appropriate camp facility on their applicable check in day. Details on your check in location and times are included with your confirmation packet. Please note that **travel programs** may check in at Camp Greentop, BWI Airport, or The League, so please pay close attention to the itinerary you receive prior to the trip.

Transportation for **Weekend Respite** programs is available on a limited basis and at an additional fee. You must pre-register for the transportation option if you are interested. Transportation for these programs is round trip from The League in Baltimore (1111 E Cold Spring Lane, Baltimore MD 21239). If you did not pre-register for transportation, you must check in at Camp Round Meadow.

GPS directions to all camp facilities are readily available on our website. If you would like to [GoogleMap](#) directions directly from your home, please use the following addresses for your corresponding camp facility:

All Summer Camp programs are held at Camp Greentop
(15001 Park Central Road, Sabillasville, MD 21780)

All weekend respite programs are held at Camp Round Meadow
(14840 Manahan Road, Sabillasville, MD 21780)

Winter Camp is held at YMCA Camp Letts
(4003 Camp Letts Road, Edgewater, MD 21037)

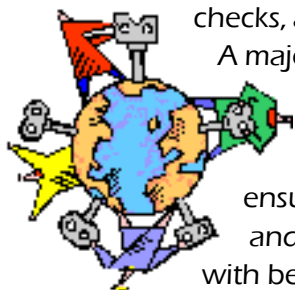
CAMP / CABIN ORGANIZATION

Staff

Our full-time, year round staff include: **Melita Bell**, Director, Camping & Recreation; **Samantha Routzahn**, Administrative Coordinator; **Garrett Schatz**, Manager, Camp Programming; **Rick Broyles**, Manager, Food Services; and **Brynna McMillan, RN**, Manager, Health Services. Each summer, Camping & Recreation welcomes roughly 80 talented staff from across the country and the world. Camp staff are primarily college students majoring in a variety of fields such as psychology, therapeutic recreation, special education, or social work. All of our staff complete an application process, reference and background

checks, and actively participate in an intensive 10-day orientation prior to camp beginning.

A majority of our weekend respite and travel staff are those who have worked a summer with us, or were referred by those who have.

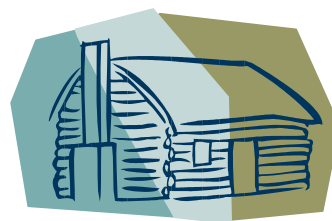


Staff are trained to deliver a wide variety of assistance to those who need it, ensuring a successful experience in the camp/trip environment. Our Leadership Team and administrators work with cabin staff as needed to provide direction and assistance with behavior modification, ADL's, etc.

During camp programs, the assigned 2:1 or 1:1 ratio allows for counselors to be available to assist with all personal needs. Travel programs and League Pioneers have a 3:1 participant to staff ratio to allow for a successful experience. This arrangement allows the campers to get the support they need while being as independent as possible.

Camp Organization

SUMMER: We work hard to group campers by both age and ability. We plan cabin groups so that there are a variety of abilities in each cabin. Cabin groups typically consist of 6 campers and 4 staff. Staff are responsible for the care and well-being of the campers in their group for the entirety of their stay.



Camp consists of four units. Three cabins are combined to form each unit, along with a common comfort station in close proximity. Camp is "split" down the middle in terms of gender. Females will occupy A and B units, while males will be living in C and D units. Occasionally for youth sessions, B unit will become a male unit. **Please note that female staff may be working with male campers.** If you have concerns regarding this, please contact Samantha at sroutzahn@leagueforpeople.org or 410.323.0500 x309.

For youth camp, each cabin has a program schedule to follow throughout the day. They are paired up with a traveling cabin for program times. This traveling cabin will typically be one of similar age and ability levels, and may be of the opposite gender. Adult camp is more of a relaxed, camper choice environment with both on-site and off-site programming.

WEEKEND RESPITE AND WINTER CAMP: Groupings are again done by age and ability level. For these programs, staff are assigned to specific campers at either a 2:1 or 1:1 ratio. The cabins at these facilities are dorm style, with bathrooms located inside the cabin. Campers follow a structured schedule throughout the day similar to that of the summer traditional youth sessions.

Rooming Requests



We do accept rooming requests. In order to be able to do this, each party needs to request the other in writing. For example, Jane needs to request to room with Susan, and Susan needs to request to room with Jane. Campers are not able to switch cabins once at camp in order to be with their friends. We will do our best to accommodate all rooming requests submitted, but please note they are not guaranteed. Please contact Samantha Routzahn via email at sroutzahn@leagueforpeople.org to make your rooming request.



Check-in times for each program are noted on the insert included with your confirmation packet. Please pay close attention to this and follow the times noted for your program, and if applicable, your last name. **We are unable to accept campers prior to their check-in time.** If you need to make other arrangements, please contact the camp office to do so.

Check-In Stations

In order to make check-in as easy as possible for both you and the camp staff, please make your way to the following stations:

- **Cabin (for summer and winter programs):** A staff member will greet you at the driveway and welcome you. Then, make a stop at the cabin to unload all belongings (except for medications!) and meet a member of the cabin staff. Some parents may want to unpack their camper. However, we ask that you **do not** do this. It is helpful to our cabin staff to be able to assist the camper in unpacking their belongings so that they can get to know what belongs to each camper. It is also a time where the staff can get to know the camper. When talking with the staff member, feel free to tell them any information that you think may be helpful for them to know, or better yet- send us a note ahead of time!
- **Health Center (for all programs):** Stop at the Health Center “triage” table to submit your camper’s name and get their temperature taken. You’ll then be passed on to a member of the Health Center team to check in any medications, whether over the counter or prescription. All medications need to be in their original containers and the label must match what is written on the Medication Form. Any specific instructions regarding medication administration should be shared with the Health Center staff at this time (i.e. crush meds in applesauce, mix in orange juice, etc.) This is also a time to share any concerns or recent changes in the participant’s health.
****Please Note:** You MUST stop at this station even if no medications are taken, as there is other medical related information we need to gather from you!
- **Administrator (for all programs):** Please be sure to stop by the Administrator’s table to double check emergency contact information. It is important that we have an up-to-date list of names and contact numbers to be able to reach out to if the need should arise. If parents and caregivers are planning to be out of town while the participant is at camp, **you must have someone in close proximity that can pick the camper up from camp if needed.** This station is also where you will turn in spending money for the camp store, if applicable.

Spending Money

Spending money is not required during summer camp programs, however, many participants do enjoy shopping at the camp store. The camper’s spending money (typically between \$30-\$60) can be prepaid online at <https://campgreentop.campbrainregistration.com/>, or can be turned in at the administrator’s station during check-in and will be made available to the camper as needed.



For campers attending adult vacation sessions (Session 3 or 4), the amount of spending money may be a bit more (typically between \$100-\$200) due to the various day trips offered. These trips are optional, but a majority of the campers do enjoy them. Exact cost of adult camp trips will be mailed out by mid-May. Adult campers also get the opportunity to shop in the camp store.

All money not spent during summer camp sessions will be returned, either as a credit to the card you used to prepay, or in the form of a check for those who turned in money at check-in.

Spending money is required for Travel programs. This will be used for meals while on the trip, as well as souvenir shopping. Participants attending these programs will be informed of the minimum amount to bring depending on the varying itineraries. The itineraries will be sent out about one month prior to the program, however, you should plan ahead and prepare to bring around \$125-\$275 for food and spending money.

No spending money is needed for participants attending a weekend respite or winter camp program.

Camp Store



Camping & Recreation is proud to have a camp store that sells hats, t-shirts, sweatshirts, cups, and other items to remember your stay at Camp Greentop. Each year, we try to get a variety of new items to add. The camp store can also provide last minute supplies like soap, shampoo, toothbrushes, etc. in case you forgot them when packing. Additional necessity items that may have been forgotten (Depends, sanitary napkins, etc) may be purchased by camp for that person's use.. In these cases, the amount of the item will be deducted from the camper's spending money balance, and every attempt will be made to notify the guardian/caregiver before the purchase is made. Camping & Recreation does not sell any food or drink items. The camp store is only available during summer camp programs.

Check-In Reminders

- All forms must be received by the Camping & Recreation office at least two weeks prior to your scheduled program to allow staff and nurses time to prepare for your arrival. If you have questions on whether your forms are correct and up to date, please contact Brynna McMillan, RN at bmcmillan@leagueforpeople.org.
- Please plan on arriving within your designated check-in time frame. We will be unable to accept you if you arrive any earlier than the designated time, as our staff need this time to fully prepare for your arrival. If you will be late dropping your participant off for their program, please prearrange this with a camp administrator, so as not to interfere with camp programming.
- **All prescription and over-the-counter medications *must* be in the original container with a current pharmacy label.** All medications should be packed separately from the luggage and must be turned in to the nurse during check-in. This includes any topical medications such as creams, lotions, or ointments. **Please be sure the labels on ALL medications match what is written on the Pink Medication Form, which must be signed and dated by a physician.** If there are any changes, please have a signed physician's order faxed (866.306.7424) or sent to Camping & Recreation prior to your check in date.

- Please ensure that all of the participants' belongings are clearly labeled with their name. This includes all luggage, wheelchairs, bedding, etc. Please pack your *blue packing list* in the luggage for the counselors to use. If you need a new packing list, please contact Samantha at 410.323.0500 x309 or sroutzahn@leagueforpeople.org.
- If the participant uses Depends, feminine pads, or any other supplies on a regular basis, please send enough for the entire stay, plus one day. All equipment and appliances should be in good working order.



Pets at Camp

There will be no pets allowed on Camp property. In addition to it being a Park Service rule, many of our campers are scared of dogs. Because of this, we ask you to please leave your pets at home during check-in and check-out days.

If you utilize a service animal, accommodations will be made for you. Please notify the Director with your request to bring this animal to camp so that we can make the necessary arrangements.

Tobacco Use

Adult participants and visitors over the age of 18 may only use tobacco products (including but not limited to, cigarettes, cigars, electronic cigarettes and chewing tobacco) in the designated participant smoking area. Participants must come with their own tobacco products, as staff will not be permitted to purchase/provide tobacco products for participants.

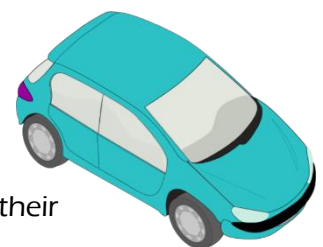


Alcohol Use

Alcohol is not permitted on camp grounds. Alcohol consumption is allowed for participants 21 years of age or older on offsite trips at locations that serve alcohol. Due to possible contraindications of many medications, campers that wish to consume alcohol while attending events with The League's Camping & Recreation Department must have completed the alcohol portion of the Medical Form signed by a physician. If this section is left blank, you will not be permitted to purchase or consume alcoholic beverages.

Vehicles

Vehicles are only allowed in the designated parking areas. The speed limit on camp is 15 miles per hour. During the check in process, you are allowed to drive to the cabin in order to unload the camper's belongings. A staff member will lead the way by walking in front of the car. The League's Camping & Recreation department strongly encourages all staff, parents and caregivers on site to lock their vehicles, as The League is not responsible for lost, stolen or damaged items.



Weapons

For the safety of all participants, visitors and staff, weapons are not allowed on camp grounds.

Sending Your Camper Mail ~ SUMMER CAMP ONLY

Many of our campers love receiving mail, and for that reason, we encourage you to write or email often! Mail and email will be delivered to the participants at each mealtime.

If you would like to email your camper while they are at camp, emails can be sent to the camp office at green-top@leagueforpeople.org. Please put the camper's name in the subject line. To send a letter or package, mail them to the address below. PLEASE NOTE: This is a NEW PO BOX ADDRESS!



Campers Name
c/o The League at Camp Greentop
PO Box 308
Thurmont MD 21788

If you would like your camper to reply to you via mail, please supply them with paper, postcards, address labels, envelopes, and stamps. There will be time during rest hour each day to write the letters, and we would be more than happy to mail the letters out for them. Unfortunately, we do not have enough computers at camp to allow participants to email responses.

We do not have the capability for mail or email during weekend respites, winter camp, or travel camp programs.

Phone Calls

We understand that for many participants, it may be the first time away from home. For this reason, we definitely encourage phone calls from parents to check in on how things are going.



SUMMER CAMP: Please be patient with us; the primary focus of the cabin staff is to be with the campers in their daily camp life. As a result, phone calls on how campers are doing will be addressed by an administrator who has daily contact with your camper and their cabin staff. We may need to have someone call you back. Return calls are typically made between 1-3pm, and because of that, you may have a difficult time getting through if you try to call. Due to the limited amount of telephones and the large amount of campers at each session, we cannot accommodate phone calls for you to speak directly to a camper.

Please be aware that camp meal times are: 8:30-9:30am, 12:30-1:30pm, and 6-7pm. Please try not to call during these times, as our office staff need to eat, too!

WEEKEND RESPITE, WINTER CAMP, AND TRAVEL: You are welcome to contact the administrator on duty to check in to see how your participant is doing. Their cell phone number will be listed in the reminder email sent out the week prior to the program. Administrators for these programs have many responsibilities and may not be able to answer your call at the time, so please leave a message and they will contact you as soon as they have time.

If there is an emergency or if our staff have any questions or concerns regarding your participant, please know that we will give you a call to discuss it. For this reason, it is important that your emergency contact numbers are correct and up to date. You will go over these numbers again during check-in.

Cell Phones

We recognize that cell phones are no longer a luxury, but have become a necessity as they are now a primary means of communication. When cell phones are not used with discretion, they can inhibit spontaneous social interactions, be disruptive to group activities, and can even be dangerous. When participating in a League program, we require participants to use discretion when using their cell phones.



For **Travel programs**, it is perfectly acceptable to use a cell phone when traveling on the bus or during free or down times. It is not appropriate to use cell phones when directions are being given, during meals, during scheduled activities, or when it may be dangerous to use when traveling by foot or driving a power wheelchair /electric scooter.

For **Adult Vacation Camp** only, participants may use their cell phones during down time in the cabins only. This includes each morning, afternoon, and night. It is not appropriate to use cell phones when directions are being given, during program times, during meals, or when traveling on the paths due to the rustic nature. It is The League's expectation that participants will use their cell phones responsibly. Cell phones may be requested to be turned off at the discretion of League staff due to any of the above listed reasons.

For all other camp programs (Youth, All-Ages, Respite Weekends, Winter Camp, League Pioneers), cell phone use is prohibited as it greatly interferes with programming. Campers are required to leave their cell phones at home.

Visit Us Online

Our website (www.campgreentop.org) contains a wealth of information that you may find useful to you. Please take some time to familiarize yourself with our website!

We understand that parents and caregivers may be interested in what happens at camp on a daily basis. We have implemented a camp blog (updated during the summer only) to allow parents, caregivers, and friends to see all the exciting things that happen at camp. The blog can be accessed through our website at <https://www.leagueforpeople.org/camp-blog>.



Please keep up with us Year-Round! Camp Greentop and The League for People with Disabilities are on Facebook! We'll post a variety of things for our fans to see, ranging from neat videos or articles we find to upcoming events that may be of interest to you. And during the summers, we post a ton of photos there! Be sure to look us up on both pages and "like" us!

Parent Vacations

If you are planning on going on vacation while your participant is with us, we ask that you notify us in writing of the location and phone number that you can be reached throughout your stay. If someone else will be picking the participant up from camp for you, we also need that information in writing so that we can release that participant to them. **As previously mentioned, if the parent or caregiver is leaving town, we MUST have the name and number of someone locally who will be available to pick the participant up if the need should arise.**



Birthday Packages



If your participant will be at camp during his/her birthday and you would like that day to be recognized, you may arrange for a birthday package. A birthday package includes a lunch party with the cabin group, a cake, and a special birthday gift from the staff at Camp Greentop! If you would like to arrange a birthday package, please contact Samantha Routzahn at sroutzahn@leagueforpeople.org or 410.323.0500 x309.

Session Summaries

We are proud to offer a Session Summary at the conclusion of each program to give insight as to what occurred throughout the camp program. They also may contain goals that the participant has worked on during their time with us. These Session Summaries will be sent out to you after each camp session so that we have the time to copy them for their permanent camp file. Please take time to read these summaries to learn about your participant's time at camp!

Check-Out Stations

Check-out times are noted on the insert included in your confirmation packet. Please pay specific attention to the time under the correct program. There is always quite a large window of time for you to be able to pick your participant up. There will be a late fee applied if you are more than 15 minutes past the designated pick-up time. Please see pg. 6 for more information on this policy.



Please be sure that you stop at the following stations prior to leaving:

- **Health Center**- Be sure to pick up any remaining medications prior to leaving. We are not able to drop these medications off somewhere else if you forget them. You can also discuss any health related concerns regarding your participant with the camp nurses at this time. If any medications or medical supplies are left behind, you are responsible to make arrangements to pick them up from Health Center staff within one week (7 days) of completion of the camp session, as Camping & Recreation is required to destroy all medications not picked up.
- **Administrator**- Pick up your goodbye packet from the Camp Director. This also contains your cabin photo, as well as your refund for any remaining spending money, if applicable. Be sure to sign your participant out while at this station!
- **Camp Store**- For summer programs only, please stop here to pick up any camp store purchases,
- **Luggage**- All luggage will be grouped according to cabins. Please find the appropriate cabin and gather **all** camper belongings from the pile. We try our best to put each camper's things together; however, some things may not be with the rest, so please make sure that you have all of the luggage that your participant came with, plus a laundry bag. Again, please make sure that all luggage, as well as the laundry bag, is clearly labeled with the camper's name. Please double check the amount of luggage you are taking home before you leave camp grounds! It is also helpful if you peruse the lost and found pile before leaving.

Tipping



Being an accredited camp by the American Camp Association, our cabin staff are not permitted to accept any monetary tips from parents or caregivers. If you would like to donate to camp, you may talk to the Director and the money will be applied toward our end of summer staff banquet.

CONTACTING THE ADMINISTRATORS

Feel free to contact us with any questions. You can reach us at the following:

- Melita Bell, Director, Camping & Recreation
 - mbell@leagueforpeople.org or 410.323.0500 x366
- Samantha Routzahn, TRS, Administrative Coordinator
 - sroutzahn@leagueforpeople.org or 410.323.0500 x309
- Garrett Schatz, Manager, Camp Programming
 - gschatz@leagueforpeople.org or 410.323.0500 x320
- Brynna McMillan, RN, Manager, Health Services
 - bmcmillan@leagueforpeople.org or 443.970.3164
- Rick Broyles, Manager, Food Services
 - rbroyles@leagueforpeople.org

- Summer Camp Office: 301.416.0801

- Year-Round Fax Number: 866.306.7424



Please do not hesitate to call with any questions, concerns, or just for an update on how your camper is doing. We look forward to seeing you soon!