

## The Registration Process –Adult Camps

For a smooth registration process, and in order for us to safely care for you, you must follow all steps. We will be following the same process we did last year to continue to keep camp safe and reduce exposure. We may require masks during arrival; this information will be shared three weeks prior to Camp.

As we did last year, our healthcare staff will make pre-check in phone calls the week prior to Camp to help speed along registration. This allowed us to shorten registration time for most campers to under a half hour.

Please check your confirmation email/letter for your arrival times. These are based on last name. If you cannot find your confirmation email/letter, the arrival times are listed below.

Sunday arrival: 1:00-4:00 PM

Arrival Time	Last name starts with
1:00-1:30	I-L
1:30-2:00	M-P
2:00-2:30	Q-U
2:30-3:00	V-Z
3:00-3:30	A-D
3:30-4:00	E-H

**The exception here is for our camp for Deaf or Hard of Hearing Adults. Your arrival time is on Monday, August 15 from 3:30 – 5:30 PM.** Please do not arrive earlier as we will not start until 3:30 pm.

At the front gate, you will be welcomed by a greeter who will check to make sure you are registered at Camp and are there at your scheduled time. Make sure to have your luggage with you and remove any paperwork or medications you'll need for registration.

- For our young adults with intellectual disabilities, your luggage will be tagged in the center circle of grass in front of the trading post by staff, then they will assist you to place it by the cabin signs on the grass for you to pick up with a staff member at the end of registration.
- For our adults who are blind or visually impaired, we will have your luggage delivered to your cabins. We will tag it at the front gate.
- For adults who are deaf or hard of hearing, you register first, then you can drive your luggage down and unload into cabins. If you were given a ride, you'll leave your luggage at the front gate until you are registered.
- In front of the trading post, you'll be welcomed by our Support Specialists who will confirm multiple questions.

- For all, how you'll be getting home. You'll also have your wristband given to you to wear for the week, as well as given your health file to take with you to the health lodge.
- For our young adults with intellectual disabilities your deposit is transferred to your trading post account. You'll be asked to donate or get refunded the balance at the end of the week.
- For our other adult campers, you'll get your deposit refunded immediately unless you choose to donate that deposit to Camp.
- All will be given their health file except our adults who are Deaf or Hard of Hearing. We do not provide healthcare for the week, so you will not have a healthcare check in.
- Under the maple tree by the ramp of the Dining Hall you'll discuss any special diet needs with the kitchen staff.
- At the picnic table in front of the crafts building we will take a photo of each camper for risk management purposes. We will also ask if you would be willing to be interviewed during the week to help us tell the Camp story for fundraising.
- At the Health Lodge you will hand your file to our Camp Director Andrea, except for our adults who are Deaf or Hard of Hearing. You can go down to the cabin and unload.
  - If you have no medications, she will ask a few questions quickly.
  - If you have medication she will send you in to drop those off with a licensed healthcare professional.
- Once done, adults who are blind or visually impaired can head down to their cabins while our young adults with intellectual disabilities or autism can go pick up their luggage and bring it down to the cabin with a staff member.

Please know that we will not allow camper families to walk down to their camper's cabins or see the space. It allows for campers and staff to begin getting to know each other and for the campers to take on the responsibility of unpacking and getting settled. Our staff will assist campers and get them orientated and settled into cabins.

### **Departure:**

Departure is a general time frame from 9:00 – 11:00. Campers will be eating breakfast from 8-9 AM, and then will move their luggage outside of the cabins in preparation for departure. Once that is done, we will have the departure process begin.

**For our adults who have intellectual disabilities or autism, you will follow our youth camp check out as listed below.**

- At the front gate, you will be welcomed by our Support Specialists and must give them the carbon copy of the departure slip. If you do not have it, you will be asked to show ID. If you cannot do that, or the name does not match, our Camp Director, Andrea will be called to come verify that you are the correct pick up person. The Support Specialist will radio your camper's staff person for them to bring your camper to the rec shelter with their luggage while you check out with the health lodge.

- The Support Specialists will initial one corner and give the carbon to you to bring over to the health lodge station in front of the house in the parking lot.
  - If your camper had no medications, you will go to the no medication line. This is to check in and ensure that there were no health lodge visits.
  - If your camper has medications, you will go to the medication line, get the medications back, review the forms showing the medications given and sign an acknowledgement that you did get medications returned to you.
- The healthcare staff checking you out will initial the other top corner of your carbon copy of the departure slip and give it back to you.
- You will head to the rec shelter and await your camper and staff person there.
- Once you see the staff person, you must give them the carbon copy of the departure slip before taking your camper and their luggage. This is our double check system to ensure campers go home with the right person.
- After this process is complete, if you and your camper wish to go inside the main gate to visit the Trading Post, you may do so. However, that is the only building you'll be able to go into. Rest rooms are available in the rec shelter.

**For our adults who are Blind or Visually Impaired:**

- Your ride will check into the main gate with our Support Specialists to let us know your ride is here. All luggage will be at the rec shelter.
- We will ask all rides to wait for you at the rec shelter/get your luggage while waiting. Your staff will be radioed to let you know to head over to the rec shelter to meet your rides.
- If you have medication, you will get it after breakfast, before departure begins so we ensure you have it before you leave.
- After this process is complete, if you and your ride wish to go inside the main gate to visit the Trading Post, you may do so. However, that is the only building you'll be able to allow your ride to go into. Rest rooms are available in the rec shelter.

**For our adults who are Deaf or Hard of Hearing:**

- After breakfast, any camper who is waiting for a ride will come up to the trading post with their luggage.
- We will have a staff person at the trading post to check off all adults leaving to ensure everyone has left. If a camper is driving themselves, we ask you to stop at the trading post when you are leaving to let our staff person know you're departing.
- All campers must leave by 11:00 AM as we need to begin cleaning for a rental group for the weekend.