



Parent Handbook



A Note from the Directors....

Dear Friends,

Welcome to the Camp Millhouse family! Whether this is your first year or your 50th (yes we have a camper who has been coming this long!), we are so excited to have you join the fun!

We've put together this handbook to help families and caregivers understand the process for registering and attending Camp Millhouse, learn about opportunities available at camp and obtain more information about the importance of supporting camp. We hope you will find the information to be helpful and informative. Please don't hesitate to call the office if you have any questions.

Camp Millhouse is proud to encourage the growth of each camper by fostering inclusion in all activity areas and creating an environment for self-expression. We want all campers to have a safe, fun, positive camp experience. Thank you for entrusting your loved ones to us for that purpose.

Happy Camping!

*Diana Breden
Executive Director*

*Melissa Swank
Camp Director*

TABLE OF CONTENTS

Important Contact Information.....	1
Camp Millhouse Mission.....	1
Camp Millhouse Operating Philosophy.....	1
Objectives of Camp Millhouse.....	2
Goals of Camp Millhouse.....	2
Camp Millhouse History.....	2-3
Camp Millhouse Overview.....	3
Rights and Dignity.....	3
Please be Kind!	3
Camp Opportunities.....	4
Weekends.....	4
Summer Camp.....	4
Fees and Refunds.....	4-5
Camp Fees.....	4
Late Departure Fee.....	5
Deposit.....	5
Refund Policy for Deposit.....	5
Refund Policy for Camp Fees.....	5
Application and Registration.....	5-6
Importance of Paperwork (All Due by April 1st).....	6
Camperships and Available Funds.....	6
Packing for Camp.....	7-8
Prohibited Items.....	7
Please Label.....	7
Packing Clothes.....	7
Linens & Toiletries.....	7
Cell Phones & Electronic Devices.....	7
Perfume & Jewelry.....	7
Sports Equipment.....	8
Food, Snacks & Drinks.....	8
Food Allergies vs. Food Preferences.....	8
Check-in Day.....	8-9
Check-in Day Reminders.....	8-9
Camp Store.....	10
Camper Phone Calls and Mail.....	10
Illness and Injury.....	10
Medications.....	10-11
Camper Behavior.....	11
Camp Programming.....	11-12
Camp Photos and Videos.....	12
Check-out Procedures.....	12
Covid Protocols and Pandemic Events	12
Camp Support.....	12-13

Important Contact Information

Camp Address: 25600 Kelly Rd. South Bend, IN 46614

Camp Millhouse encourages mail from family and friends. Please be sure to send it at least one week prior to your camper's arrival at camp.

Camp Phone Numbers:

Camp Office Phone: 574-233-2202

Camp Phone: 574-287-9833

Camp Office fax: 574-233-2511

Camp Email: campmillhouse@gmail.com

Camp Director: Melissa Swank

Executive Director: Diana Breden

Camp Millhouse Mission

Inspiring self-discovery in individuals with special needs through a safe, traditional camp experience. Empowerment~Independence~Compassion

Camp Millhouse Operating Philosophy

Camping should provide an educational learning experience for an individual using the unique environment of camp to continue the developing process of the individual in the areas of physical, social, intellectual, and personal growth. Campers will practice old, and learn new, concepts and have new and renewed involvements in:

- a) Maximum use of the outdoors
- b) A unique unit of living wherein the individual responds to other campers and staff
- c) A series of activities and learning experiences appealing to the individual interest by allowing for flexibility in the program, and creativity and responsibility by the camper
- d) Providing a setting that encourages growth and positive self-esteem

To carry out our purpose and objectives, we need:

- a) A qualified and well trained staff
- b) Sufficient grounds and facilities provided for maximum use by potential campers
- c) A program designed to be attractive to the campers and able to meet the purpose of camping
- d) Open communication between staff

Camp is for the campers. The administration and staff's purpose is to devote themselves completely to the campers experience and needs. Each staff member is a separate and necessary part of the team, supporting one another to help fulfill the purpose and objectives of camp.

Objectives of Camp Millhouse

In conjunction with the operating philosophy, Camp Millhouse has these objectives of its overall camp program:

1. Provide outdoor fun and community living in a safe and healthy environment.
2. Expand the campers' knowledge and appreciation for the living and nonliving elements of nature.
3. Foster the human dignity of each individual at camp by adapting to their unique needs.
4. Offering opportunities for:
 - a. Recreation
 - b. Fellowship
 - c. Self-reliance
 - d. Adventure
 - e. Success
 - f. Tradition
5. Contribute to the growth and well-being of each camper physically, socially, personally, and intellectually.
 - a. Physically, by providing land and water opportunities to develop fitness and new motor skills
 - b. Socially, by providing group living opportunities for positive communication and behaviors and by encouraging social interactions in both small and large group activities.
 - c. Personally, by expanding daily self-help skills, encouraging independence, and improving attitudes towards themselves and others.
 - d. Intellectually, by providing new sensory experiences, knowledge, and problem solving opportunities in the areas of nature, music, aquatics, arts and crafts, recreation and games.

Goals of Camp Millhouse

1. Encourage and promote independence and self-esteem.
2. Create an atmosphere where every camper experiences success.
3. Provide an opportunity for a cohesive living environment.
4. Provide a much needed respite for our campers and their parents/care providers.

Camp Millhouse History

Camp Millhouse is currently operated by Camp Millhouse, Inc., a 501(c)(3) not-for-profit organization led by a volunteer Board of Directors. Camp Millhouse began operation in 1937 as a four week program for children with polo on West Chain of the Lakes Road in South Bend. In 1940, Mr. and Mrs. Charles Millhouse donated 11 acres of land for the operation of a camp for children with physical disabilities. At that time the camp was operated by a local organization.

For the first several years Camp Millhouse served primarily children impacted by the polio epidemic. As the years have gone on, Camp Millhouse has acquired grounds and has expanded the population that we serve. In the early 1970's Camp Millhouse obtained accreditation from the American Camp Association (ACA). Camp has maintained accreditation since then and last went thru the accreditation site visit in the summer of 2019. ACA Accreditation means that Camp Millhouse cares enough to undergo a thorough peer review of its operation-from staff qualifications and training to emergency management. On December 22, 2017, Camp Millhouse purchased the property they have called home since 1940. Camp Millhouse remains committed to providing their campers with a safe, traditional camp experience by maintaining and improving its facilities and programs.

Camp Millhouse Overview

Camp Millhouse is a residential summer camp for people with disabilities. Our campers range in age from 7 to up into their 70s, we do not "age-out". We take campers with various disabilities. We offer a week-long summer camp experience where campers rotate through programs including arts and crafts, music, recreation, and swimming. Each evening the entire camp comes together for a special evening activity. In addition we have a low ropes challenge course that is adapted to be used by all campers and we have Wheelchair Art. We have 24 hour on-site nursing. Our meals are prepared by our cooks from a variety of recipes and cookbooks. Each menu is capable of meeting our campers' specialized dietary needs. The campers we serve come from various socio-economic backgrounds from Indiana, Michigan, Illinois, Ohio, Kentucky and even as far away as Texas. Camp Millhouse is proud to encourage the growth of each camper by fostering inclusion in all activity areas and creating an environment for self-expression.

Rights and Dignity

Camp Millhouse believes in the importance of the rights and dignity for all campers and staff which includes:

1. An appreciation and acceptance of all people
2. Realization that all people are different and are capable of contributing to the learning and working environment
3. Creation of an environment where all individuals feel comfortable and respected.
4. Encouragement of new ideas and perspectives.
5. Commitment to a policy that includes all people as equals and promotes justice

PLEASE BE KIND!

The pandemic has changed a lot of things. We know it has been particularly difficult for our families. We also know your camper cannot wait to be at camp and you can't wait for some much needed respite. When those expectations cannot be met and your camper needs to be sent home, we know it is upsetting to both the camper and family/guardian. However, it is never ok to yell at or threaten any camp staff or volunteers. This behavior will not be tolerated.

CAMP OPPORTUNITIES

Weekends: Camp Millhouse offers spring and fall camp weekends in addition to their one-week summer sessions. Weekends are offered in May and September and run from 9 a.m. on Saturday to 1 p.m. on Sunday. During the weekends, campers experience many of the same fun camp activities as summer camp. We may also take the campers out into the community for events or activities. The biggest difference between the weekends and the week-long summer camp is the size of the group. Our camp weekends are a smaller, more intimate group of up to only 14 campers. Registration for camp weekends can be completed on the summer camp application. All the same paperwork is required. Cost is \$250 for the weekend and all fees are due by April 1st.

Summer camp: Camp Millhouse offers six one-week sessions from mid-June to the end of July. Each session is for a different group as shown below. In conjunction with residential camp, day camp will be offered during all regular weeks of camp. Ages for the day camp will coincide with the ages assigned for each regular week of camp. Day camp is designed for campers/parents who are not ready for an overnight stay, but would like to get familiar with Camp Millhouse and their staff. Arrival will be at 8:00 a.m. and departure time will be set based on a mutually agreed upon time. Meals are provided.

- 18 & Up – we have three one-week sessions that are for campers ages 18 & Up. We can take up to 60 campers during these weeks. There is limited availability for campers who require one on one care. Drop-off and pick-up are scheduled & times will be provided in your confirmation letter.
- “One”derful Week – we have one session exclusively for campers who require one on one care. This may be due to camper behaviors, needs with daily living skills or mobility. We can only take up to 24 campers this week to keep staff to camper ratios within ACA guidelines. This is a shorter week due to the extra cost of one on one care (we still have to have the same number of staff for 24 campers vs 60 campers). All activities remain the same as our other weeks of camp. Pick up is on Wednesday at 7 p.m.
- Kids’ Week – we have one session exclusively for kids ages 7 to 17. We will make accommodations for kids into their early 20’s if this week would be most appropriate for them. Kids go home on Thursday afternoon. Drop-off and pick-up are scheduled & times will be provided in your confirmation letter.
- Sports Week – is designed for campers ages 13 & Up who are independent with their daily living skills and who do not require one on one care (as assessed by Camp Millhouse). This week is all about sports-soccer, basketball, swimming, football, baseball and adventure challenge. During sports week, arts & crafts and music are replaced by a sport. Those activities may be available during each night’s Evening Program. Drop-off and pick-up are scheduled & times will be provided in your confirmation letter.

FEES AND REFUNDS

Camp Fees – please refer to camper application for our voluntary tiered fee program. Camp fees must be paid in full no later than April 1st. This applies to all fees for spring, summer and fall. If it is more convenient, camp fees can be paid in installments throughout the year (but must be paid in full by April 1st).

Late departure fee – We will assess a late departure fee of \$25.00 for the first half hour after the stated pick-up time and \$20 for every 15 minutes thereafter. Please be on time as a courtesy to our staff.

Deposit – every camper is required to pay a \$200 deposit upon application which will hold their registration. This deposit is non-refundable but will be applied toward the total camp fees. Applications will not be processed without a deposit for each week of registration.

We carefully plan each session of camp for maximum fun. We understand that your schedule may change but our staffing and meal arrangements are finalized based on projected attendance. With that in mind, please read our refund policies carefully.

Refund policy for deposit – A non-refundable deposit of \$200.00 is required at the time of registration to secure your camper's spot. Applications will not be processed without a deposit (for each week being requested). The deposit will only be refunded if we are not able to place your camper in a week of camp at the time of their original application. Deposits for additional weeks should be on a separate check that will be held in the camper's file until we can determine if we can provide any additional weeks. It will be returned if no additional weeks can be registered. The balance of camp fees are due no later than April 1, 2023. Limited funds are available for camperships. The financial aid application can be found on our website.

Refund policy for camp fees - Camp Millhouse should be notified immediately if a camper is unable to attend their registered session. All fees (minus the non-refundable deposit) will be refunded ONLY upon receipt of a written request if cancellation is made: A) in writing prior to the start of the summer season, or B) due to the camper's medical emergency (we will need a signed note from the physician). If your camper checks-in to camp on check-in day but then must leave at some point on that day or during the week, there will be no refund unless it was a medical emergency and confirmed via a doctor's written note sent to the Camp office. All refunds must be approved by the Camp Millhouse Board of Directors. This policy covers all camp fees – spring, summer and fall. Refunds will not be issued until the camp season is over.

APPLICATION AND REGISTRATION

Camper applications will be mailed via non-profit bulk mail to all campers listed on our camper mailing list. Please understand that once the applications leave the camp office, we have no control over how long it takes USPS to deliver them.

We have restructured the registration process. This packet includes the Application and Checklist & Demographics page. **Please do not wait! Space is limited.** Complete and return the application and demographics page with your \$200 non-refundable deposit and a copy of any Behavior or seizure plans and/or IEP if applicable.

Once we have your camper registered, you will receive an email, at the email address you provide in the application, confirming registration and providing the dates for the week of camp. You may begin making additional payments once you receive that email. You can pay by check or money order to the office. Payments by credit or debit card can be made by calling the office. There will be a processing fee to pay by card so your camp fee is paid in full. In January you will receive a packet with written registration confirmation including your drop off and pick up times. The packet will also include all the

additional required paperwork including the health packet (camper physical), medication form, ropes course form and Steps for Completing Camp Med form. Please do not leave any questions or sections blank. If they do not apply to your camper, please indicate with N/A.

The remaining required documents and camp fees are due in the camp office NO LATER THAN

APRIL 1ST.

IMPORTANCE OF PAPERWORK

We recognize there is a lot of information to read and forms to complete in the application process. We assure you it is all essential in order for us to provide a safe camping experience for everyone. Please **do not leave anything blank** (even if you think it is a duplicate). Please read all directions and step-by-step instructions carefully. We frequently restructure pages of the application so please do not use any pages you have from years past. As always, if you have any questions or need help with this process, please call us. We'd be happy to help you! Please call the office 574-233-2202. **ALL PAPERWORK AND FEES MUST BE IN THE OFFICE NO LATER THAN APRIL 1ST – NO EXCEPTIONS!** There is a lot of work that has to be completed once the camper's paperwork comes in. If we do not have all required documents by April 1st, the pre-camp work cannot be done and we will not be ready for your camper's arrival. This affects our ability to safely and properly care for your loved ones.

NOTE: We understand that insurance only pays for one physical a year. At some point, that date is going to run into when your camper is at camp which is too late to send in to the office. We highly encourage you to schedule a physical in late summer/early fall (that you may need to pay for) to get your camper on a schedule that will allow for your insurance to cover it for many years to come. Camp must have all paperwork, especially the medical paperwork, in the office ***no later than April 1st.***

CAMPERSHIPS and AVAILABLE FUNDS

We never want lack of funds to be a reason a camper cannot come to camp. There are many ways to fund the camp fees.

- You may contact the office to make payment arrangements to spread out the fees over an extended period of time (August to May for the following summer)
- Contact local civic and service organizations to ask for assistance. For example: Lions Club, Kiwanis Club, Rotary Club, Civitan, sororities, or churches
- Grants – Indiana Youth Institute, check with your local diagnosis-specific organizations (i.e. Down Syndrome Indiana, Autism Society of Indiana – each state should have similar organizations)
- Friends and family – instead of other gifts, friends and family could gift your loved one a week of camp or pay toward it. The funds can be sent directly to camp noting whose account should be credited.
- Camp Millhouse has limited funds available for camperships. You must complete the campership application in order to be considered for funding. You will need to submit the campership application at the time of camp registration. Your camp registration must include the \$200 deposit. The campership application will be considered to help cover part or all of the remaining camp fees. The application can be found under "Forms" on the camp website campmillhouse.org

PACKING FOR CAMP

Prohibited items: The following items are prohibited at camp: pets and other animals, weapons of any kind, alcoholic beverages, drugs, smoking, vaping. Camp Millhouse reserves the right to confiscate any of these items. If a camper brings prohibited items to camp, they will be sent home without a refund.

Please label! All camper belongings brought to camp should be labeled with the camper's first initial and last name written in permanent marker. This includes bedding, the outside of all luggage, clothes, towels/washcloths, toiletries and any other personal belongings. With the nature of camp, it is easy for items to get mixed up. If you will be sure all of your camper's items are marked, it makes it more likely we'll be able to return the item to you. Camp Millhouse is not responsible for lost clothing or items but we make every effort to return all camper belongings. Send enough clothing to last the entire week as laundry will be done on an emergency basis only. **YOU MUST PROVIDE ONE (only) LAUNDRY BAG WITH YOUR CAMPER'S NAME ON IT.** Our staff will bag any wet clothes in trash bags before placing in the laundry bag. Otherwise, ALL of your camper's laundry will be placed in one laundry bag only. We will not sort the laundry into separate bags.

Packing Clothes: When packing your camper's clothes, please pack them as individual outfits by rolling everything for one day together (shirt, shorts, underwear, & socks) and rubber banding/taping it, or putting each days outfit in a 1 or 2 gallon Ziploc-type bag. By doing so, it helps us help your camper build independence as we can ask them to "grab an outfit" or "which outfit do you want" from the five bagged or rolled outfits. Extra clothes can just be in their bag as usual. Please complete the "My Packing List" page so we know exactly what you included in your camper's belongings. Please bring this completed form to check-in.



Linens & Toiletries: Please do NOT send sleeping bags or large blankets. If your camper has an accident, we are unable to wash those large items. Campers must supply their own towels, sheets and pillow(s). Camp Millhouse does not provide toiletries. Packing recommendations will be sent with your confirmation letter and a copy can be found on our website under Camp Forms.

Cell phones & electronic devices: Your camper should not bring any electronic devices (cameras, phones, iPads, iPods, radios, hair dryers, etc.) unless they are a part of a communication device, behavior plan, or required for bedtime routine (which should already be noted in the application). **PLEASE DO NOT SEND CELL PHONES.** They will not be allowed in the cabin but will be kept locked in the healthcare center with your camper's medication. Camp Millhouse is not responsible for lost or stolen items. Please refrain from sending cameras (or any valuable items). We have a staff person specifically designated to take pictures. Those photos are posted to our Facebook page for you to view and save to print.

Perfume & jewelry: Do not bring any perfume or cologne as it has negative effects on some campers & staff. Also, please leave all jewelry at home.

Sports equipment: Personal sports equipment brought to camp will be stored by the recreation director. Campers can only use the equipment under direct supervision of Camp staff.

FOOD, SNACKS AND DRINKS

The only food we are allowed to accept at camp is food that is required for special diets. Please do not send regular snacks with your camper unless they are required for a special diet. A doctor's note may be required for proof of medical necessity. All food for special diets should be brought into the lodge at registration to be kept in the kitchen. If you bring snacks and drinks that are not for a special diet, we will send it back home with you.

No food will be allowed in the cabins for the following reasons:

1. Food in the cabin attracts rodents and bugs.
2. It undermines the cabin community when a few campers have food and others do not.
3. Filtered water is available around camp and at every program area. Bottled water is available in each cabin.

Please do not bring bottled water, Gatorade, juice, pop or any other beverage. Camp provides water coolers all around camp, at every meal, in every program area and bottled water in every cabin. Pop, flavored water and Gatorade are available options in the camp store where they get to visit each day. Juice, milk and water are served at breakfast and flavored drink & water is served at lunch and dinner.

Camp Millhouse does their best to accommodate all campers' dietary restrictions. If your camper is on a very restrictive diet, you may be asked to provide food. Please contact the office with any questions regarding food, snacks and drinks.

Food allergies vs food preferences

It is imperative you provide any and all true food allergies or sensitivities on the camper application as requested. **PLEASE DO NOT list food preferences as a food allergy.** If there are certain foods that your camper does not like to eat, you may list those at the end of the application. For instance: your camper does not like hot dogs. Please don't list as an allergy. If you have not told us, we will figure it out and provide them with an alternate meal. We will not let your camper go hungry.

CHECK-IN DAY

After your camper is registered, you will receive a confirmation letter with your check-in and check-out times. We've worked hard to improve our check-in/out process and have found it has reduced waiting time. Campers who arrive at their assigned times find their wait times are noticeably shorter. We are grateful for your cooperation which has helped make this process successful!

Please pay close attention to speed limit and parking signs. You may pull up to the lodge to drop off luggage & then park in the main parking lot or if necessary, in the handicapped spots near the lodge. Please see note below**

1. Upon arrival, you will be given a check-in number and the camper will be given a name tag and wrist ID bracelet. Camper belongings will be tagged with the camper name and cabin number and will be left on a cart outside during check-in.
2. Camper and their family/guardians should bring all medications and any camp store money in to the lodge. Please listen for your check-in number. When called, please proceed to the first check-in table to check-in the camp store money and review the application contents to be sure we have all documentation required.
3. The camper file will then be passed back to the nurses at the medication table. Listen for your camper's name to be called then proceed to the nurses table to check in all medications and discuss any medical needs or concerns.
4. From the medication tables, you will be sent to the nurses who are doing body and lice checks.
5. Once you are done with check-in, you will accompany your camper and their belongings to their cabin. Please do not leave until you have spoken with your camper's counselors. You must then escort your camper to the rec hall for activities and parents/guardians may leave at that time. (Campers may not walk to the rec hall unattended)

PLEASE NOTE: The above check-in day procedures were our pre-covid procedures. If Covid numbers dictate, we may continue to do a drive-thru check-in where camper families remain in their cars during check-in and the camper will be greeted by their staff and taken from the car to the cabin.

Check-in day reminders:

- ~If you are late for check-in (after 4:30 p.m.), we will be unable to check-in your camper until 7:00 p.m. or on Monday at 10:00 a.m. Please call the camp to discuss any late arrival with the executive director or camp director.
- ~Please remember the first medication pass is not until 5:30 p.m. EST. If your camper requires medication prior to this time, it is your responsibility to give it to them.
- ~Your camper will be sent home if you have neglected to inform us of any hospitalization or procedures in the 60 days prior to camp, if the camper is found to have lice, or if we have not been informed of any behavioral issues. There will be no refunds. If you are able to get the issues corrected, your camper may return at 7 p.m. on Sunday or 10 a.m. on Monday.
- ~Camp does not open for check-in until 2:00 p.m. on Sundays.
- ~All campers must be accompanied by a person who is legally able to sign any consent or information forms.
- ~Persons accompanying camper on registration day must be familiar with the camper's needs and are required to stay with the camper throughout the registration process – this includes meeting with the cabin staff.
- ~If someone other than the person dropping off the camper is planning to pick up the camper, please let us know at check-in. A release will need to be signed by the parent/guardian giving permission for other person to pick up.
- ~If you have not arrived by the time check-in registration is complete, we will contact you to verify your camper's absence.
- ~Please contact the office if your camper has been hospitalized or had a medical procedure within 60 days of arrival at camp.

CAMP STORE

Each day your camper has an opportunity to visit the camp store with their cabin mates where they can get a drink and a snack. We keep a variety of drinks in stock including water, flavored water, pop/diet pop, caffeine free pop and a variety of snacks including sweet, salty, sugar-free and gluten-free. If your camper has a very restrictive diet, you can provide their snack so they'll get to have the same camp store experience as everyone else. We'll put their name on their snacks and let them pick from their own items. **You will need to check a small amount of money into your campers' camp store account on Sunday at check in.** See the packing list for dollar amount.

CAMPER PHONE CALLS AND MAIL

An important part of the camp experience is encouraging our campers to build independence. We find that phone calls from home are both disruptive to their day and can cause or increase home sickness. We ask parents to trust that your camper is having a great time - "**No news is good news**". If campers ask to call home, we always allow them to do so at designated times (after lunch and after evening program). Be assured we will call you if there are any issues. Please **do not send a cell phone** with your camper. If one is sent, it will be kept in with their medications and will be returned to the parent at pick up. Letters, cards, and notes of encouragement may be mailed to: Camp Millhouse, camper's name, 25600 Kelly Road, South Bend, IN 46614. In order to allow for USPS mail time, you will need to mail all cards at least 1 week **BEFORE** your camper's planned arrival at camp. This will ensure they will arrive before your camper leaves camp at the end of the week. Campers get very excited to receive mail at camp.

ILLNESS AND INJURY

In the event of any serious illness or injury to any camper, the parents/guardians (or emergency contacts) will be notified by the camp administration immediately. Parents/guardians will be informed of the treatments being administered by the camp or emergency personnel. Camp Millhouse has physician directed protocols in place for illness and injury. Every effort is made to allow campers to stay at camp but that is not always possible. If we notify you that you need to come to pick up your camper, you must comply. If the parents and/or emergency contacts listed cannot be reached, the camp director will determine if the child should be taken to a doctor or hospital. The parents are responsible for all medical charges including physician, hospital, x-ray, pharmacy, transportation and any expense that may be incurred. If your camper needs to go to the hospital, we will do our best to send one person along. However, we do not always have a staff member to spare to send off site. Therefore, you will need to meet your camper at the hospital.

MEDICATIONS

If your camper is attending camp for more than one week or on any of the spring or fall camp weekends, you must provide our camp medication form, signed by your physician. You'll need one for each week and weekend. Extra copies of the medication form can be found on our website under Camp Forms. If your camper does not take any medication, you are still required to provide a physician signed med form with the notation "No meds".

If your camper arrives with medication labels that do not match the medication form, medications are not in the original containers, they are missing medications listed on the med sheet, or bring additional medications that are not listed on the medication form, or any other med issues that do not follow the Camp “Steps for Completing Med Forms” **YOUR CAMPER WILL BE SENT HOME until all issues are corrected. Once you correct the issues, your camper may return at 7 p.m. EST on Sunday or 10 a.m. EST on Monday. No exceptions.**

Be sure you thoroughly read the camp form included in the camper application packet titled “Steps for Completing Camp Millhouse Medication Forms”. You will need to sign and date this form to return to the office. We recommend that you make a copy of this form for your own records to refer to when packing your camper for camp. If you have any questions, please contact the office. **(Copy of this form is at the end of this handbook)**

CAMPER BEHAVIOR

We ask many questions regarding your camper’s behaviors and habits. We understand that some questions may seem forward. However, we feel that it is for your camper’s well-being that we ask. We do not mean to offend anyone. We cannot stress enough that your honesty is required for everyone to have a fun, safe, and positive week at camp.

If your camper sees a behaviorist and/or has a behavior support plan (BSP), we may ask you for permission to speak to the behaviorist to be able to be consistent with your plan at home. We also require a copy of the behavior support plan, or school IEP, if one is in place for other social interactions (i.e. – school, home, etc.). Please be sure to bring any items to camp that are required to carry out the BSP.

Camp Millhouse makes every attempt to provide all campers with a positive camp experience. We may not be equipped to provide the necessary care for extensive behaviors. Therefore, Camp Millhouse reserves the right to decline a camper due to extraordinary or aggressive behaviors. Campers may also be sent home from camp if their behavior becomes detrimental to themselves, other campers or our staff. No refund is provided if that were the case.

CAMP PROGRAMMING

Every summer Camp Millhouse hires programming staff to run the different programs we offer. Our staff work very hard, long before camp starts, to plan fun, engaging, and goal-oriented programs. Each day, your camper will participate in our four main program areas with their cabin group. Each evening all cabins come together to participate in a specially planned evening program. In addition to the daily programs, Camp Millhouse also offers an opportunity for campers to step outside their comfort zone to gain confidence and independence on our low ropes challenge course. Camp Millhouse is fortunate to own their own wheelchair art equipment. Each week campers will have an opportunity to participate in this all-inclusive art experience.

Daily programs:

Arts & Crafts – this may include painting, beads, drama/acting, nature crafts and much more

Music – playing instruments, learning different songs, music relaxation, peer to peer interactions

Recreation – nature hikes, different sports, life-size board games, yard games

Pool – Zumba, water aerobics, ball games, free swim, relaxing (please note – campers who have or have had seizures are required to wear a life jacket in our pool)

Evening Program – Millhouse Idol, Lions Club train, scavenger hunts, dances

CAMP PHOTOS AND VIDEOS

Camp Millhouse employs a program staff member who is in charge of taking all photos and videos. In addition to sharing all photos and videos on Camp Millhouse's Facebook page for all camper families to view and share, we also use the pictures and videos for public relations purposes for Camp Millhouse and the American Camp Association to illustrate and promote the camp experience, Camp Millhouse and its camp programs or the American Camp Association. The photo release is included on the last page of the Camper Application.

CHECK OUT PROCEDURES

Check out date and time depends on the week of your camper's attendance. You will be provided with the check-out date and time on your confirmation letter. Please be sure to keep the letter for your reference. You will need the packing list that is on the back of the confirmation letter. A second copy will not be sent.

As part of their registration, campers will be given a camp t-shirt on the last day of camp.

Early pick up is not available. It is disruptive to the cabin activities and pulls a staff member from the group which then affects the camper to staff ratios. Please be sure your camper is able to stay the week when you choose your week for registration. Please call the directors if you have a family emergency.

Our summer 2022 pick-up procedures were a huge success. Therefore, we have made these procedures permanent. Families/guardians will pull up to the lodge where you will be greeted by the directors and nurse. You will receive your camper's medications and we will call for your camper. Your camper's luggage will be waiting at the lodge and will be loaded in your vehicle while we wait for your camper's arrival. Goodbyes and final pictures can take place and you will pull out with your camper.

COVID PROTOCOLS & OTHER PANDEMIC EVENTS

Camp Millhouse will meet or exceed all recommendations from the CDC, state and county guidelines in order to keep campers, our staff and you safe. Each summer's protocols will be determined in May before the start of camp. Camp Millhouse will notify registered families of those protocols via email. We ask for your patience and kindness as we all navigate through a changed world.

CAMP SUPPORT

Camp Millhouse would not be possible without the generous support of individuals, businesses and organizations. We depend on everyone for financial support and volunteer help. On average, it costs Camp over \$1,400 to support one camper for one week of camp. The lowest tier of camp fees do not nearly cover the actual cost. We depend on multiple fundraisers and the financial generosity of everyone to keep camp open. Your support is appreciated and necessary to meet monthly expenses, make ongoing repairs and plan for future improvements and growth for generations to come.

Camp Millhouse only has two full-time, year-round staff – our Executive Director and Camp Director. Without the hard work that's completed during the off season of August to May, the seven week summer season and spring & fall camp weekends would not be possible. We ask you to keep that in mind when planning your giving and budget. **Camp needs financial support all year, not just during the summer months.** There are numerous ways to ensure Camp Millhouse continues to be here to provide your loved one with a safe, fun camp experience and you with a week of respite.

- Support Camp's fundraisers – watch Facebook for our events. Attend and share with family and friends.
- Host your own fundraiser for camp! The directors love to travel and would gladly join you for your fundraiser!
- Shop on Amazon Smile – it's the same Amazon you love but Amazon donates to camp for your shopping. Go to smile.amazon.com and choose Camp Millhouse as your charity.
- In-Kind donations – we have an Amazon Wish List and your purchase can be sent straight to camp. We are so grateful for the gifts that come to the office.
- Volunteer! We can always use volunteer help during the summer and in the off season. Call the office for more information.
- Donations by check (dropped off or mailed to camp's office) or by credit card via camp's website <http://www.campmillhouse.org/donate-now.html>
- Make a quarterly, monthly or weekly pledge of any amount.
- Giving Appreciated Securities- The most tax-efficient method of making this type of gift is to donate stock or bond shares directly to Camp Millhouse through our Edward Jones investor who will immediately initiate a sale of the stock shares and forward the proceeds directly to Camp Millhouse. Call the office for information 574-233-2202.
- Donate your IRA Distribution as a Qualified Charitable Distribution (QCD)
- Matching gifts – check with your employer to see if they will match your gift or ask family and friends to match your gift to Camp.
- Memorials and bequests - for the future success of Camp Millhouse, please consider including Camp Millhouse in your Obituary, Will, IRA Gift, Charitable Gift Annuities or Legacy Trusts.

We hope you've found this information to be helpful. Please keep this for future reference. Contact the office with any questions, concerns or suggestions. We are here to serve you and your family and appreciate the help we receive in return. We look forward to working with you!

*****This is a copy of the form that is included with the camper application*****

STEPS FOR COMPLETING CAMP MILLHOUSE MEDICATION FORMS

THE COMPLETE HEALTH INFORMATION PACKET MUST BE IN THE OFFICE BY MAY 1st –

TOP COPY OF THIS FORM MUST BE RETURNED WITH CAMP APPLICATION

Please be sure the person responsible for bringing the camper to Camp is aware of these procedures!

- There can be NO medication changes within 14 days prior to your camper's arrival. This includes increases or decreases of the dosage, additions or deletions of medication. If there are any such changes you must contact the office as you will need to reschedule camp. If your camper arrives at check-in & advises of a med change in the past 14 days, **YOUR CAMPER WILL BE SENT HOME**. We will do our best to place them in another week of camp but it may not be possible. There will be no refund of the Camp fee under these circumstances. One exception: if your camper was put on an antibiotic-you must have a copy of the prescription signed by the physician and provide it to camp.
- Please send enough meds for the week and one extra dose in case of an emergency. If meds are in bubble packs, please do not remove from bubble packs.
- All medications must be in the original bottle with the matching pharmacy labels intact. No Exceptions! Do not remove medications from bubble packs.
- No white-out should be used on any health or medication form. If you make an error, cross it out with a single line, initial it, and write in the correct information.
- Medication will be given at 8:00am, 12:00pm, 5:00pm and 8:00pm unless otherwise specified by the camper's Physician.
- Medication form must be signed by the camper's physician. No stamped signatures. We will not accept previous year's medication forms. Please use the current medication form.
- Information on the medication form must match exactly to the name and dosage listed on the bottle and should follow the example at the top of the medication form.
- Medications taken on an as needed basis (for example: inhalers) must accompany campers to camp. The same procedures apply as above.
- Vitamins, over the counter medications, and ointments must also be included on the white medication form. Nurses are not allowed to dispense any medications/vitamins that do not appear on the signed medication form.
- If your camper uses a feeding pump, nebulizer or CPAP, all equipment and supplies must be brought to camp. Please see campmillhouse.org under registration for the proper CPAP or Tube Feeding forms that must be completed and signed by the physician.
- All medications listed on the white medication sheet must be brought to Camp.
- If your camper does not take any medications, you must still provide the medication sheet that says "NO MEDICATIONS" and it must be signed by the physician.
- No faxed forms! We must have the original copies with the doctor's original signature.
- If your camper is planning to attend more than one week/weekend of camp, we will need a new white medication sheet(s) for each week/weekend of attendance. Each sheet must have the doctor's original signature. Extra copies can be found at campmillhouse.org

I have read, understand and intend to follow the above. I understand that if these steps are not followed my camper may be sent home until proper corrections have been made.

Signature of parent/guardian: _____ Date _____