



Rotary Youth Camp Inc.
521 E. College Ave,
Tallahassee, Fl. 32301
850-328-0302
same

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Rotary Youth Camp for Children with Disabilities (RYC) appreciates your interest in exploring our summer overnight camping options. In an effort to make the child's overnight camping experience a memorable one, we have put together this informational handbook, so that you have all the information that is needed at your fingertips. We encourage you to fully read the information, which should outline the type of care you can expect from our staff and what is needed to make this a wholesome enjoyable experience.

Paperwork:

Forms, Medical History, Emergency Info etc.

RYC requires all participants to complete a physical examination, and have the Health History and Medical forms complete and submitted 2 week prior to your camping session. There are no exceptions for submission of medical forms, even if you have previously attended camp. This is to ensure the best understanding of all medical implications, new and old. This is for the safety of your camp attendee.

Medications

All medications prescribed and over the counter, need to be listed on the Medication Form. If there is a change of medication and/or dosage from what has been listed and submitted on your medication form, please bring an updated medication list, supplied by your medical provider.

All Medication must arrive in the original containers (prescription bottle/packaging), including vitamins and supplements. The packaging must include the original pharmacy dosage, and information. Packages with hand written changes will not be accepted.

Luggage and clothing:

In spite of all precautions, items may be lost. We suggest that all clothing be marked with name, or other identifying notations, to reduce this occurrence. (First and Last initials are not sufficient.) Participants live together closely in a shared room. Every effort is made to keep personal property and clothing together, but at times this is not always possible.

Suggested clothing for each participant is comfortable, loose fitting, weather appropriate items. While we want campers to look their best every day, new clothing is discouraged due to the types of activities the campers participate in. Remember, during camp, participants will be outside in dirt and grass, participating in arts and crafts, and many other fun activities that produce stains of the lovely memorable time that was had while at camp. We highly encourage participants to have closed toe athletic type shoes, or nonskid rubber type soled shoes. This reduces the risk of some minor injuries experienced by campers packing list for the current summer will be made available.

Laundry

Laundry will be done in emergency situations only. Please make sure you send enough clothing for the entire program. Please do not have expectations that the participant will return with all clean laundry. Please make sure that all clothing and personal effects are well labeled. Please provide a laundry bag, or heavy duty large trash bag for dirty laundry. If your participant soils themselves or bedding frequently, please provide smaller bags trash bags to place these items in, for them to be sent to laundry. Items soiled during the final 36 hours of camp may be sent some unclean.

Electronic Devices

We at RYC discourage the use of electronic devices while at camp and ask that participants leave mobile phones at home. If participants choose to bring iPods, MP3 players, CD players, digital cameras, computers, tablets or other such devices, we at Rotary Youth Camp will not take responsibility for these items. Please note this does not include assistive devices, needed to for daily living functions. **Assistive devices are permitted.**

Guest Policy

During session there are very limited opportunities for guest and visitors. **All visits** must be pre-approved by the Director, at least 24hours prior to the expected visitation. All guest and visitors must sign in with the program supervisor or onsite office personnel. A visitor badge will be given and must be accompanied by RYC staff or Board member on site at all times. Rotary Youth Camp reserves the right to ask anyone to leave the property at any time. Non approved visitors **will not** be allowed on site.

Curfew Policy

RYC operates a curfew policy for all participants and staff. These guidelines are intended to allow adequate rest after the day's events and enough sleep to keep energy levels up to ensure a quality experience for all. The curfew is set at the direction of the program supervisor and director. It may vary from day to day.

Mailing Address & Contact information for the home office address is:

Rotary Youth Camp
P.O. Box 10426
Tallahassee Fl., 32302
Phone: 850-328-0302

Onsite Address

23 Wallwood BSA Dr.
Quincy, Fl. 32351
Phone: To be provided

Participant Eligibility and Supervision

Parent/Guardian of the camper shall be referred to as Participant. Please refer to acceptance letter for agreed upon criteria that must be met for attendance. Participant understands that RYC reserves the right to dismiss any participant from further involvement if the program eligibility cannot be met, as determined by the Director, or Medical Staff. Supervision and transportation resulting from dismissal are the responsibility of the participant.

You may feel the need to call staff to discuss your participant. We are often out of the office, supervising, taking care of, and actively participating with your attendee, but please leave a message. The voicemail will be checked throughout the day during downtimes. Children are not allowed cell phones, and will not be afforded the time to call home. No news in this situation for sure is good news; it means that all is well.

How to find us

We have moved, at this time appointments need to be set in advance to ensure that someone is here to receive you.

GPS Address is: 2878 Mahan Dr. Tallahassee Fl. 32308

Campsite:

GPS Address is: 23 Wallwood BSC Dr. Quincy, Fl. 32351

Notification of Parent/Legal Guardian / Caregiver

Rotary Youth Camp shall take immediate and appropriate action necessary to protect a participant from further harm and shall immediately notify participants' parent / legal guardian when one of the following occurs while in the care of RYC.

- A. A Participant is bitten and the skin is broken
- B. A participant sustains a head injury
- C. An accident or injury requiring professional medical care (i.e. emergency or doctor's office)

- D. Any other instance where the parent(s) / legal guardian has made special arrangements to receive notifications of an incident or event.

Accidents, bites and injuries other than those specified above shall be reported to the participant's parent(s) / legal guardian at the end of the program session.

Code of Conduct:

Program Rules and Behavior Expectations

While participating in RYC events and on the campground facilities we expect all rules and guidelines to be followed at all times. Campers previously dismissed from RYC, will have to undergo an additional interview process, prior to having the application approved for return.

1. No weapons or items that can be used as weapons are allowed at any time. This includes, pocket knives, martial arts equipment, explosives, or any other item considered a threat will be allowed. Items that may be in luggage and deemed a threat will be held in a locked facility, or where appropriate and necessary disposed of in a proper fashion.
2. No illegal drugs, or drugs not submitted in part of medication will be allowed.
3. No alcohol
4. No bullying teasing or name calling will be tolerated. Participants and staff are expected to be courteous, to friends, peers, special guests, and everyone else at the camp facility.
5. No hitting, threatening or harassing other participants, RYC staff members, or guest, including, pushing shoving, wrestling, or play fighting.
6. Defacement or destruction of camp property, campgrounds, personal property of others will not be permitted.
7. Regulations and Rules within certain activity areas must be adhered to for safety at all times, including waterfront, pool, archery, rifle, and ropes course area. No participant or staff are allowed in these program areas without the program activity specialist present and provides instruction.
8. Participants have **NO** access to private staff areas at any time.
9. Participants must follow guidelines explained by counselors and other Camp Staff at all times and must never go anywhere without permission.

Rules for Aquatics Facilities

1. Any person showing evidence of communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges or any other disease shall be denied access, until medical staff approves.
2. Any person with excessive sunburn, open blisters, cuts, or bandages shall be denied admission.
3. Participants recovering from diarrhea or have had any signs of gastrointestinal disease will not be admitted.
4. All persons in diapers must wear plastic pants with snug fitting waist and leg bands.
5. Conduct that endangers the safety and comfort of others shall be prohibited.
6. Participants unable to support themselves, and demonstrate effective swimming skills, **must** wear a personal flotation device (PFD).
7. Participation in all aquatic activities is at the discretion of RYC lifeguards and other facility lifeguards and staff.
8. Additional waterfront and aquatic facility rules may apply, that are outlined from location to location.

Packing List

Clothing

Camp is a great place to wear old clothing, or to wear out clothes before they are retired. Participants are highly encouraged to bring clothes that can get wet, dirty, paint on, or other such stain causing agents.

We have no specified uniform, but t-shirts will be given to the kids with a high probability they will be worn on the final day of camp.

We discourage the wearing of sandals/flip-flops, crocs,[^] or open toed shoes.

Necessary Items	Quantity	Additional *	(*) Additional Items are only necessary, if you feel that your participant has a tendency to soil bedding or themselves. These items are necessary, to ensure prompt changing and that the child can return as quickly to activities as possible.
Underwear/garments	7	4	** These items are necessary for health and safety standards for aquatic activities and for sending items to be washed. Please judge your participants needs. [^] those using wheelchairs 80% or more can have Smaller single waste basket bags are preferred for soiled items in order to quickly identify them. Sweaters/light jackets/ long sleeve shirts and pants are worn on evenings outdoors, cooler evenings, or rainy times. Some actually prefer to wear in the buildings with powerful air conditioners. Our final evening is the most coveted night for attendees, the Dance. These items are worn on that evening. Not required, but many like to dress up.
Socks (pair)	7		
Shorts	5	4	
Jeans/Pants	2	2	
T-Shirts/Tops	10	4	
Sweatshirt/Long sleeve	2	1	
Sweater/light jacket	1		
Swim Suit	2	1	
Rubber /Plastic Swim Pants **	2		
Sleep wear	2	2	
Raincoat/Poncho	1		
Laundry Bag	1	2-5**	
Dressy Outfit	1		
Dress Shoes	1		

Toiletries & Personal Care Supplies

Soap/Body Wash	1		Please make sure the appropriate amount of personal care items and toiletries are packed and brought with participant to camp. Additional quantiles are listed in order to have one that travels with the participant daily and one to be left in the cabin, for use there.
Shampoo			
Toothbrush	2		
Toothpaste (Med)	1		
Mouthwash	1		
Floss/Picks			
Comb & Brush	1		
Shaving supplies			
Female Personal Care			
Baby Wipes	1	1	
Diapers, .Briefs, Chucks			
Hand Sanitizer	1	1	

Other Items			
Paper/Sketch Pad			Please provide a couple of items your child may need/or wish to use during down time. (Rest period & before lights out). *Music players/iPod's; while bringing electronics to camp are discouraged, we with RYC do understand that some children have been comforted by use of headphones and music. Please note these items will only be allowed during rest periods or downtime, not during activity sessions . Please work with your child in explaining times of proper use well in advance of coming to camp.
Postcards / Letter Writing Material			
Coloring/Reading Books			
Comfort Item (stuffed animal/toy)			
Personal Music Player *			
Adapted Equipment & Aides			
<p>Any equipment such as wheelchairs, walkers, canes, crutches, soundboards etc. that the participant needs or uses in the community, day programs, or school to be as independent as possible, must be brought to camp with them. Please make sure that adaptive equipment and aides are in proper working condition.</p>			
Hearing Aid Batteries			*If there are multiple plug ins please consider including also a power strip clearly marked with name.
Wheelchair & Scooter Chargers			
Wheel Chair covers (i.e. for rain, to prevent electrical malfunctions)			
Contacts & cases			
Eyeglass cases			
Additional Items			
Sunglasses	Crazy Hat Day		
Hats	Funky Socks (1)		
Bug Spray	Item for Talent show		
Eyeglass cases			
Money			
<p>There is never a need for your participant to have money while at camp. In the event that something is scheduled where money will be required, you will be given ample notification of such. However we never anticipate this need.</p>			