

Registration Procedure & Timeline

TIPS:

- ◆ We recommend that you make a copy of **ALL** forms for your records.
- ◆ It is suggested to complete paperwork and submit to The Arc in stages, rather than wait for all pages to be completed.
- ◆ Please bring your copies with you on registration day to ensure an easy admission to camp.

Step	Due	Date Completed	Action
1	May 17, 2026		Send the following forms to The Arc—
			Agency Supported & Community Companion Home Campers:
			Supporting Documents from DDS Individual Plan <i>These forms should be copied from the camper's DDS Individual Plan</i> <ul style="list-style-type: none"> ✓ DDS Emergency Fact Sheet ✓ IP.7 Provider Qualifications and Training Form ✓ Guidelines listed on IP.7 (submit copies of ALL protocols listed on IP.7: dining, mobility, safety, etc.) ✓ Fall Risk Screen Form ✓ Behavior Support Plan
Step	Due	Date Completed	Action
2	June 1, 2026		Complete & Submit Medical Forms (pp. 8–14)
			<ul style="list-style-type: none"> ✓ Each camper is required to submit an updated physical annually. ✓ The <i>Camp Harkness Medical Form</i> (p. 9) must be signed by a CONNECTICUT PHYSICIAN within one year of attending camp. ✓ These forms MUST be submitted to The Arc by June 1, 2026.
Step	Due	Date Completed	Action
3	June 1, 2026		Complete Packet Information
			<ul style="list-style-type: none"> ✓ Please carefully review and complete the remainder of the forms in your packet and send as soon as possible. Note the special instructions listed on the Table of Contents. The remainder of Packet Information MUST be submitted to The Arc by June 1, 2026.
Step	Due	Date Completed	Action
4	Prior to Arrival		Pay Full Payment Balance
			<ul style="list-style-type: none"> ✓ Please make full payment made out to The Arc Eastern Connecticut. Campers will not be admitted unless full payment has been made prior to their arrival. Submit all Forms and Payment to: <div style="text-align: center; margin: 5px 0;"> The Arc Eastern Connecticut Attn: Finance 125 Sachem Street Norwich, CT 06360 </div> Preferred method of contact is EMAIL: bolone@thearcct.org Tel: (860) 889-4435 x117
A prompt turnaround of these forms and payment of balance will reduce delays on registration day. Failure to submit forms may affect the camper's stay at camp.			

PLEASE READ REVERSE SIDE (P. 4)

Registration Procedure & Timeline (cont.)

Arrival & Departure Times:

Camper Arrival Time: **Mondays, Check-In begins at 2:00 pm**

NO ONE IS ALLOWED TO UNLOAD OR PARK IN THE CABIN AREA UNTIL 2:00 PM. Campers who arrive early will be asked to visit the beach or other surrounding areas. Please cooperate and allow the staff to finish preparations prior to arrival.

Camper Departure Time: **Fridays, 12:00 pm**

No Medications will be administered after 11:30 am. It is crucial that campers are picked up **BEFORE 12:00 pm**, as no meals will be provided after lunch. Failure to pick up campers on time will result in additional charges.

Check-In:

Registration will take place in the stone building located in the yellow cabin area. Consult the enclosed map and signs within the park for accurate directions. **ALL PROVIDERS** must first register with the Camp Administrator. In addition, all providers dropping off medication **MUST** meet with the camp nursing staff.

Discharge & Refunds:

Camp Administrator reserves the right to discharge campers at any time.

Refund Policy: No refund of camp fees will be made in connection with the following circumstances: failure to attend scheduled session, late cancellations (refundable cancellations must be made at least one week prior to the start of the camper's session), late arrivals, early withdrawals, or dismissal due to misconduct. If a camper is scheduled for two weeks, he/she will not be refunded for the second week if they are sent home for misconduct or homesickness.

An exception to this policy may be made for campers who are unable to attend due to physical illness or injury. The camper must produce documentation from a physician or nurse certifying that he or she is unable to participate in camp activities. Campers who arrive late or leave early due to injury or illness will receive pro-rata refunds only. Homesickness is not considered as a basis for a refund.

Note: The camp office phone will not be set up until June 22, 2026.

Until that time contact Bridgette O'Lone at bolone@thearcct.org (*Preferred*) or (860) 889-4435 x117.