



Camper Guidelines and Parent Handbook

Camp One Step • Programs for Kids with Cancer

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Camper Guidelines/Parent Handbook

Children's Oncology Services and Camp One Step's mission is to provide positive, safe, and fun camping experiences for children and adolescents diagnosed with cancer, as well as survivors of childhood cancer, while benefiting volunteers and affected families.

This document should serve as a general guide regarding camper expectations and camp policies. This is in addition to the Camper/Parent Agreement that is included in the camper application, which can also be found at the end of this guide. While many of these considerations may not be typical at camp, we want you to know how they are handled. This is not meant to be a comprehensive guide, as situations can arise that we are unable to anticipate.

We hope this helps prepare your child for a great time at Camp!

Partnering with Parents

Children's Oncology Services and Camp One Step make every effort to ensure your child has a wonderful experience at camp. Parents can greatly help us in our efforts to do so, particularly by letting us know in advance about specific behavioral, health-related, emotional, or other issues that affect your camper at home. With sufficient notice, parents and camp staff can discuss strategies for helping to ensure your camper's success at camp. The Camp Director/Medical Director can share the discussed strategies with the camper's counselors.

Participation

Camp can be an opportunity to try new activities and games. Campers are asked and expected to participate in all activities to the best of their ability. Appropriate modifications are made in order to provide an inclusive environment.

Diversity

We are a diverse community of campers, volunteers, and staff. Campers and staff come from all types of ethnic backgrounds, faiths, socio-economic backgrounds, family structures, etc. The unique quality about Camp One Step is that we all come together as ONE community to have a fun, safe time together. It's important for everyone to feel valued and have a positive camping experience.

Late Arrival/Early Departures

Unfortunately, we are unable to accommodate late arrivals to camp or early departures, unless it is due to a medical reason. Each program is planned and structured from the time campers meet everyone in their group, through to the last good-byes. To avoid disruption in the program, campers are not allowed to arrive late or depart early except as noted above.

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Accidents

If your camper should become ill during his/her stay, our medical volunteers will administer medical attention as necessary. In the event of an accident or illness needing more than routine care, your child will be taken for additional treatment at a medical facility; your signed authorization on the Medical Consent Form allows your consent for us to secure proper treatment. In this event, the Medical Office or Camp Director will attempt to notify parents/guardians or emergency contact persons. Payment for outside medical services is the parent/guardian's responsibility.

Health Insurance

All participants are required to have health insurance and must provide proof of valid insurance during the application process. If a camper's insurance changes from submission of application to the program, it is the parent/guardian's responsibility to provide an updated copy of the new card. Parents/guardians are financially responsible for co-payments associated with hospital/clinic visits, as well as co-pays for prescriptions purchased for their child. Children without health insurance will not be able to participate in One Step programs.

CAMP ONE STEP DOES NOT CARRY HEALTH AND ACCIDENT INSURANCE ON CAMPERS.

Water Safety

To ensure the highest level of safety, campers using watercraft are required to wear a personal flotation device (PFD). In addition, lifeguards will be present during swimming. Camp One Step uses the "Buddy System" while swimming: campers pair up and must stay together while in the water. Buddy Checks are called periodically and campers are expected to stand with their buddy during checks. Unsupervised swimming is not allowed. Any child with a reported history of seizures is typically a 1:1 in the water. Campers who have had an one time seizure as a side effect of a medication will be placed on seizure precautions. If they remain seizure free and are off all anti-seizure medications for at least 3 years, seizure precautions can be removed.

Behavior Management

We believe that every child has the right to experience camp and all that it has to offer. We believe in setting limits, and explaining the boundaries for campers. When these boundaries are tested, we try to help the camper to continue his/her positive experience at camp. There are some times when a camper's behavior detracts from the overall experience of the cabin or program group by requiring excessive one-on-one attention from the staff. If a camper continues to act disruptively, s/he may be sent home before the conclusion of the program. It is required that the parent/guardian or another authorized individual will pick up the camper in such a situation. All costs associated with traveling home are the parent/guardian's responsibility.

Corporal Punishment

Camp One Step **DOES NOT** subscribe to corporal punishment as a means to discipline campers. Corporal punishment is defined as physical punishment, or the striking of somebody's body as punishment.

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Obscenity

Being respectful to volunteers and other campers is important and expected. Obscene, profane, or vulgar language whether written, oral, played in music, or expressed by symbols, is unacceptable, and will not be tolerated. Any camper who violates this policy will be subject to disciplinary action.

Civil Disobedience or Camper Disruption

Any camper conduct, either individually or in a group, that is intentionally or designed to be disruptive to the normal operation of the camp program, may result in the camper being sent home from camp.

Such conduct includes, but is not limited to, the destruction of camp property (or advocating such disruption or destruction), refusing to cooperate with camp staff attempting to maintain or restore order in the cabin/group, and/or pressuring another camper or staff member to participate in inappropriate or illegal activities. Campers involved in unacceptable conduct will face consequences, and parents/guardians are contacted by the Camp Director and/or the Chief Programs Officer.

Falsely Reported Emergency Calls and Fire Alarms

Any camper setting off a fire alarm, fire extinguisher, tampering with smoke detector, or calling to falsely report an emergency to 911 will be subject to disciplinary action.

Bullying

We believe that every participant should be treated with courtesy and respect. Each camper is expected to treat all other campers with respect, and to help one another achieve the best possible experience. If a camper has difficulty meeting these expectations, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great camp memories.

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person, with the intent to hurt another. Bullying happens when a person or group of people want to have power over another, in order to get his or her way, at the expense of someone else.

Unfortunately, campers who are bullied may not have the same potential to get the most out of their camp experience. Bullying is inexcusable. Any camper found to be harassing, degrading, demeaning, threatening, making fun of, or intimidating another camper is subject to disciplinary actions.

Our leadership addresses all incidents of bullying seriously. We train volunteers to promote communication with their campers, and to encourage them to feel comfortable to alert Camp Leadership of any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we help ensure that all campers and staff have a great time. All campers are expected to treat one another, as well as volunteer staff, with courtesy and respect.

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Cyberbullying

Along with the bullying guidelines outlined above, cyberbullying is also not tolerated at camp. Cyberbullying includes any form of bullying noted above by use of electronic communication. A few examples of cyberbullying include sending threatening/intimidating messages via phone/email/social media/etc., posting private or embarrassing photos/videos online in any capacity, or spreading gossip/information about others through any electronic means.

Stealing

Stealing is a violation of the law. A camper who becomes involved in a theft of camp property, another camper's belongings, or a volunteer's belongings, is subject to disciplinary action. Stealing may result in a camper being sent home early from camp. If an incident occurs, the Camp Director may contact parents/guardians.

Fighting

Camp One Step does not tolerate campers who harm other campers or volunteers. Any camper involved in fighting whether it is verbal fighting including degrading, demeaning, or malicious teasing, is subject to discipline, and may be sent home. The parents/guardians may be contacted by the Camp Director or a designee of the Chief Programs Officer.

Dangerous Weapons

Items designed to cause bodily harm, or deemed potentially harmful, are strictly prohibited at camp, and are immediately confiscated. The parents/guardians are contacted. Bringing such items to camp may result in campers being sent home early from camp. All types of knives and dangerous items **MUST** be kept off the camp property.

Drinking and Illegal Drugs

Zero Tolerance Policy = camper automatically sent home.

Alcohol and illegal drugs absolutely have no place at camp! Positively no alcohol, illegal drugs, or controlled substances are to be carried onto the camp property. Campers who are taking controlled substances (narcotics) prescribed by their health care team must check in these medications to the medical team upon arrival to camp. They will remain locked in the medical office for the duration of camp. Any camper in possession of alcohol, illegal drugs, or a controlled substance is sent home immediately. In the event alcohol, illegal drugs, or a controlled substance is found, it is confiscated and the camper's parents/guardians are contacted by the Camp Director to pick up their camper immediately, no matter the time of day or night. The camper will not be welcomed back at camp again.

The Zero Tolerance Policy also includes cigarettes, any other tobacco product, and sexual harassment.

Severe Behavior

Camp One Step is not equipped to handle, and volunteers do not have training to deal with, campers with chemical dependency, severe emotional disturbances, or violent behavior. If your

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child has severe behavior problems, or is unable to live a chemical-free life during his or her camp stay, we ask that you talk with the Camp Director before camp begins, and a determination will be made together as to whether your child is appropriate for one of the programs offered. Campers who are unable to accept and demonstrate appropriate boundaries may be sent home.

Search and Seizure

Our volunteers are given the right to search a camper's property, either with the program leader/designee or with the aid of law enforcement officials, should they deem the search necessary to maintain the integrity of the camp's environment, and/or the protection of other campers or volunteers.

Energy Drinks

Based on health research, energy drinks including but not limited to: Red Bull, Rock Star, and Monster, are not allowed at camp. All energy drinks found will be immediately confiscated and not returned.

Camper Dress

Campers' clothing should reflect good taste and concern for values and standards. Inappropriate dress includes, but is not limited to, the following: clothing promoting alcohol, illegal drugs, or tobacco products, or clothing which is sexually suggestive or provocative. Campers may be asked to change his or her clothes if any staff person deems this attire inappropriate.

Lost and Found

When sending your campers to a program, please remember to mark all clothing and items with his/her full name. Please do not use your camper's initials; mark all clothing with your camper's full name. Unmarked clothing items left in the Lost and Found at the end of camp are donated. Lost and Found items will be announced at meals, and campers are asked to sing a camp song when they retrieve their item from Lost and Found. If there are items still left in Lost and Found at the end of the program, it is not Camp One Step's responsibility to track down the owners of the belongings, and they may be donated if left unclaimed or unidentified.

Lost/Stolen Items

Camp One Step is not responsible for lost or stolen items. We encourage campers to leave valuable items at home.

Visitors

Parents are received at camp only during the designated times on check-in or check-out days. While well-meaning parents or friends would like to "drop by" to visit their child, this is not allowed as the camper, other campers, and the camp program are disrupted. Parents or family members visiting may also elicit homesickness in younger children, making the camp experience more difficult. Therefore, family visits are not allowed during the duration of camp.

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Cell Phones

To encourage campers to interact as much as possible with each other, cell phones are not allowed to be used for phone calls, texting, and/or social media while at camp. If a camper is found to have a cell phone, and is violating the policy, it may be confiscated by a counselor and will be returned at the end of camp. The cell phone policy is meant to provide all campers with the opportunity to fully engage with each other and the activities. Cell phones can be used for photos, but if campers are then using phones for calls, texts, social media, or otherwise distracting purposes, they may be confiscated and returned at the end of camp.

Preparing Your Camper for Potential Homesickness

For most children, including those who have been to camp before, missing home is a common occurrence for campers. Parents can play a big role in helping their camper to overcome missing home, both before and during camp. Things which may help avoid or help your child get over homesickness include: sending a special item, such as a stuffed animal, or pictures from home with them to camp; writing and sending letters or post cards to them at camp, and encouraging them to send you the same; and having conversations about camp and what campers may experience while at camp before the program begins. Most importantly, encourage your camper to get involved in activities at camp, which will ensure they have fun.

Out of Camp Contact

While at Camp, volunteers and counselors are in a fun and friendly environment. Participants sometimes choose to stay in touch after the conclusion of camp. Camp One Step does not monitor such contact, and is not responsible for behavior or contact that occurs outside of Camp, unless that behavior would negatively affect their or others' future participation at camp.

Camper Automobile Keys

Some campers are eligible to drive themselves to Camp. Campers are not permitted to leave campus throughout the duration of a program, and may be asked to give a staff person the keys to their vehicle at check-in, and will have them returned at the conclusion of the program.

Pranks

While appropriate pranks can be part of a fun camping experience, they should never include destruction of someone's property, invasion of someone's privacy, or intend to hurt someone's feelings. Pranks that are harmful to others will result in disciplinary action. We strongly encourage campers who wish to participate in a prank to discuss its appropriateness with a staff or counselor to ensure that it is safe and appropriate.

Photographs and Media

Members of the media (for example, newspaper reporters, television, etc) may visit Camp One Step and it is possible that they will want to take photos and/or interview the campers. These photos may be used for marketing and media. If you do not want your child to have their

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photograph taken or be interviewed, please contact our office. No Camp One Step volunteer should be sharing or posting photos of campers taken at programs, unless it has already been shared on a social media platform by the Social Media Coordinator.

Release of Information

In order to best care for your child, we may share the pertinent information in the camper application with those who will interact with him/her. Such people may include medical staff, counselors, program leaders, and program directors.

Camper Application Review

To promote safety, all camper applications will be reviewed by our Medical Director. If our Medical Director does not approve the child's application from a medical and safety perspective, s/he will be unable to participate in that particular program but are welcome to apply to others. This medical recommendation will supersede any other acceptance/confirmation.

Program Cancellation

To ensure the highest level of safety and to best care for your child, Camp One Step strives to secure qualified medical volunteers to care for the campers during camps and programs. If qualified medical volunteers are not able to be secured 30 days prior to the scheduled program, the program/camp is subject to cancellation.

Social Media

Personal websites, web logs (blogs), and Internet networking sites (such as Facebook, Instagram, Snapchat, LinkedIn, Twitter, etc.) have become prevalent methods for self-expression in our culture. Children's Oncology Services respects the rights of individuals to use these mediums during their personal time. If you choose to engage in activity on a Web site, Web log, or Internet networking site, you must adhere to the following guidelines:

- **If you identify yourself as a Camp One Step camper or parent on a Web site, Web log or Internet networking site, make clear to readers that the views expressed are yours alone, and may not reflect the views of the organization.**
- **You may post/share/like images, likenesses, video and/or other media that Camp One Step shares/ posts first.**
- **Do not identify or disclose any information about any campers, employees, donors, or volunteers.**
- **Do not disclose any information that is confidential or proprietary to Children's Oncology Services.**
- **Uphold the organization's value of respect for others, and remember that the Internet is a public place. Avoid making defamatory, disparaging, or embarrassing statements about Children's Oncology Services/Camp One Step campers, employees, or volunteers. Even if a message is posted anonymously, it may be possible to trace it back to the author.**

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- **Children's Oncology Services reserves the right to monitor use of its computers and Internet, including, but not limited to blogging and Internet networking activity. If blogging or Internet networking activity is seen as compromising Children's Oncology Services or its operations, the organization may request a cessation of such activities. Further, if the author posts or writes narratives/comments that undermine the organization, or show it in a negative fashion, the author may be asked to no longer participate in Camp One Step activities.**

The following is a copy of the language that is included in our camper application.

Camper Contract, Release of Information and Photo/Media Consent

PHOTO AND MEDIA CONSENT:

Members of the media (for example, newspaper reporters, television, etc) may visit Camp One Step's programs and it is possible that they will want to take photos and/or interview the campers.

I grant Camp One Step staff and/or professional media personnel permission for my child to be photographed and/or interviewed, and the broadcast and distribution of those photographs and/or interviews by print, film, video, and the One Step programs website.

If I do NOT want my camper in pictures or interviewed by the media, I will email the COS office at dperkins@camponestep.org.

CAMPER CONDUCT (Please review with your camper)

Furthermore, I agree to and understand that:

- the mission of the Camp One Step is to have a happy, fun, safe and positive experience and environment for children with cancer and their families.
- the staff, which is mostly volunteer, will make all reasonable and appropriate efforts to help any child to comfortably be able to participate in the Program activities along with other children and staff.
- Camp One Step programs has a policy that if, despite the efforts of the staff, a child continues to display behavior that is disruptive, disrespectful and/or dangerous, that it may be necessary to send the child home. I also understand that such negative behavior may result in my child not being invited to future programs.
- Camp One Step maintains a Zero Tolerance Policy with regard to alcohol, recreational drugs, weapons, sexual harassment, sexual abuse and any behavior that threatens or endangers others. I also understand that any violation of this Policy will result in my child's immediate dismissal.
- if I wish to know about my child's camp experience, I may call the Program Director, and a staff member will obtain such information from the child's counselor, and return my call as quickly as possible. I will not expect to talk directly with my child.
- camper use of a phone for calls/texting/social media during any time while part of any program is prohibited.
- campers requesting to make calls must first discuss the necessity with a Counselor and Program Leader/Director. If appropriate, a call will be initiated by the Program Director.

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- to provide Camp One Step with the necessary names and phone numbers to reach me or another designated responsible person while my child is away.
- if it is necessary for my child to be sent home during the Program, that I will help arrange for it to happen as quickly as possible.
- except in case of illness or emergency, my child will stay for the entire Program. My child will not arrive after the Program has started, nor leave before the Program is over.
- the campers and staff will travel for special activities, and permission is hereby granted for same.

Below is what the camper agrees to. I have read the language below to my child and s/he understands what is expected of him/her. More specifically, he/she:

- understands the volunteer staff will do their best to help him/her and the other children have a happy, fun, safe and positive experience.
- understand that volunteer staff and One Step programs are not responsible for lost, stolen or damaged items that he/she brings to the Program.
- understands that Camp One Step has a policy that if, despite the efforts of the staff, s/he continue to display behavior that is disruptive, disrespectful and/or dangerous, that it may be necessary to send me home. I also understand that such negative behavior may result in my not being invited to future programs.
- understand that Camp One Step maintains a Zero Tolerance Policy with regard to alcohol, recreational drugs, weapons, sexual harassment, sexual abuse and any behavior that threatens or endangers others. S/he also understands that any violation of this Policy will result in his/her immediate dismissal.
- understand that use of a phone during any time while part of any Program is prohibited.
- agrees that he/she will sincerely try to participate in the activities to the best of my ability.
- agrees that he/she will treat the other children and the staff with courtesy and respect.
- agree that if he/she does not try to participate in the Program activities or if s/he is unable to treat the other children and staff with courtesy and respect, I may be sent home before the Program is over.

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