

DAY CAMP HANDBOOK

SUMMER 2024

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Hudson, Illinois 61748

309-365-8021

www.timberpointeoutdoorcenter.com

 easterseals
Central Illinois



Welcome!

Thank you for choosing Easterseals' Timber Pointe Outdoor Center for your child's camping experience. There are many great summer options out there, but what countless feedback surveys, emails, and handwritten thank-you notes agree sets Timber Pointe apart is our highly-trained, compassionate staff and low camper-to-counselor ratios. We know what an extraordinary act of faith it is for you to put your child in our arms. We will hold them carefully. We also know you don't just want your child to learn how to canoe, fish, or roast the perfect marshmallow, but that you want them to learn about themselves and about others, returning home better off for having been at camp. The unwavering support, celebration of individuality, and unconditional love woven throughout Timber Pointe's overall camp environment and culture allow courage, confidence, and connection to flourish.

Yes, our adaptive programming and equipment provide limitless adventure, but what truly creates a space of 100% inclusivity and empowerment is the hearts and minds that fill it. As we welcome returning staff and hire on new team members for this summer, we have your child(ren) as our guiding compass, and we look for those that won't just watch your camper, but will raise them up, cheer them on as they both stumble and succeed, and hold them in their hearts long after they have left our gates.

Camp is **more** than rock climbing and zip lining- it's a sense of bravery and accomplishment, it's the chance to fly. Camp is **more** than songs and cheers, it's being part of a community where you are loved and accepted for exactly who you are. Camp is **more** than mosquito bites, s'mores and bunk beds, it's living life to the fullest, gaining independence, and giving parents/caregivers a very well-deserved break. Camp is **more** than the woods and trails, it's freedom to breathe, freedom to be, freedom to become. Camp is **more** than campfires, it's an experience that helps individuals burn bright, that instills flames of confidence and hope that glow far past that summer. Without a doubt, people need camp now **more** than ever before.

In this handbook, we've tried to answer questions often asked of our staff, and directly address our policies and procedures for our day camp program. These policies focus on prioritizing our camper population's safety and health, while keeping the spirit and magic of camp at the center of our programs. Please use this as a reference guide in preparing for your camper to attend Timber Pointe Outdoor Center. By familiarizing yourself with various topics, it will make the transition easier for you as well as your camper. If you have further questions, please don't hesitate to ask. We look forward to creating a magical summer experience with your camper!

Happy Camping! 

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ABOUT US

The Easterseals Timber Pointe property was originally owned by the Boy Scouts Camp Heffernan. Shortly after purchasing the land from the Boy Scouts in 1989, Easterseals Central Illinois and the Timber Pointe Charitable Foundation began the long process of transforming the property into a year-round camp and retreat center designed for inclusive and adaptive programming that meets the needs of individual campers and families. Located along the beautiful shorelines of Lake Bloomington in Hudson, Illinois, Timber Pointe's 170-acre property is the perfect environment for hosting a variety of camps, outdoor programs, teambuilding, retreats, events, and cabin rentals.



100% Included. 100% Empowered.

Timber Pointe Outdoor Center is committed to ensuring access, inclusion, and engagement for all. We believe camp is a place where everyone feels comfortable being their authentic self, and where they are acknowledged, accepted, and celebrated as exactly that. In a camp environment, creating a physically and psychologically safe environment is what makes campers feel empowered, developing the confidence to love who they are and what they can do, to feel they are valued, seen, and heard, and to experience connections with peers and mentors both similar and different than themselves. Belonging is a fundamental need that allows for the full human experience, and only through cultivating a safe space of belonging can we create a brave space for growth.

Camp is a community-- a unique one shaped by the physical, outdoor space of camp, the teambuilding nature of our activities, and the welcoming environment we strive to create with all who enter our gates. Together, we create a safe, inclusive, and empowering environment that celebrates who we are as individuals and members of a community. At Timber Pointe, you can expect that your camper will be immersed in an environment that nurtures belonging, relies on teamwork, encourages personal responsibility, self-exploration, and supported risk-taking, and is respectful and inclusive of all abilities and identities, including those historically marginalized and systemically excluded from outdoor and/or recreational spaces.

OUR STAFF

Timber Pointe Outdoor Center hires seasonal staff for the summer camp program, and also welcomes volunteers to provide additional support. Program Staff are in charge of leading camp activities, and learn how to adapt each activity to meet each camper's specific needs. Camp Counselors supervise campers, facilitate peer-to-peer connections, provide personal care/support, and cultivate positive camp culture. All staff members are required to attend a week-long orientation, and Program Staff receive additional training to be certified on the ropes course and as lifeguards. Training topics include:

- Emergency procedures
- Behavior management
- Safety and supervision policies
- Transitional activities
- Child abuse prevention and reporting
- Dealing with homesickness
- Specific disability overviews
- Sensory needs and integration strategies
- Diversity, inclusion, and adaptation
- Personal care and transferring
- Communication and feeding techniques
- And more!

Timber Pointe counselors are assigned to groups based on our belief that they will best serve the campers in the group to which they are assigned. All staff complete a thorough application process, undergo background checks, and complete multiple screening procedures before they are hired. Timber Pointe leadership staff takes great care in choosing the mentors and leaders for our campers.

Our staff reflect a spectrum of gender identities and have a wide range of lived experiences. Just as we value and celebrate all campers, striving to be an inclusive, accepting, and affirming space for individuals of all abilities and identities, we also value the diverse abilities and identities of our staff, including those who are members of marginalized groups. Similar to privacy policies relating to campers, Timber Pointe will not disclose the gender identity, medical history, or any other personal information about a staff member before, during, or after a camp session without consent. However, in cases of medical emergencies or where there is a legitimate business necessity, such information may be shared only to the extent necessary to address the situation effectively.

Timber Pointe Outdoor Center prides itself on low staff-to-camper ratios and safe, continuous supervision policies. Accredited by the American Camp Association, Timber Pointe adheres to the standard and best practice of the "rule of 3," ensuring no adult or camper is ever alone or alone with another individual.



SUMMER 2024 SESSIONS & PROGRAM OFFERINGS

Inclusive Adventure Day Camp-Youth

Our inclusive adventure day camp sessions are in orange. This program runs from 8:00 a.m. - 5:00 p.m. Monday-Friday, includes breakfast, lunch and afternoon snack, and is for children ages 5-17 with or without a disability. **Programming is designed for a developmental age of 5-13.*

Session A: June 3-7



“Into the Wild”

Session B: June 17-21



“Page Turners”

Session C: June 24-28



“Reach for the Stars”

Session D: July 1-5



“Holiday Hoopla”

Session E: July 22-26



“Next Level!”

Overnight Camp-Youth & Adults

Our overnight camp sessions are in green. Youth overnight sessions are open to children ages 7-17 with a disability (with the exception of our inclusive youth overnight, which is open to children with OR without a disability). Adult overnight sessions are open to individuals ages 18+ with a disability. This program runs from 4:00pm on Sunday to 12:00pm on Friday.

Session 1 (YOUTH): June 2-7



“Into the Wild”

Session 2 (YOUTH): June 16-21



“Page Turners”

Session 3 (ADULTS): June 23-28



“Reach for the Stars”

Session 4 (ADULTS): June 30-July 5



“Holiday Hoopla”

Session 5 (*INCLUSIVE YOUTH): July 21-26



“Next Level!”

Session 6 (ADULTS): August 4-9



“TPOC-vision”

*Open to children ages 7-17 with OR without a disability

A TYPICAL TIME AT CAMP

DAY CAMP SAMPLE SCHEDULE

8:00 Day Camp Check-In

8:00-9:15 Breakfast, Announcements & Energizers

9:30-10:30 Morning Activity 1 (ex: Canoeing/Kayaking/Pedalboating)

10:45-11:45 Morning Activity 2 (ex: Rock Wall/Zip Line)

12:00-1:30 Lunch, Critter Talk & STUMP

1:30-2:15 Rest Time/Free Time

2:30-3:30 Afternoon Activity 1 (ex: Swimming)

3:45-4:45 Snack & Afternoon Activity 2 (ex: Arts & Crafts)

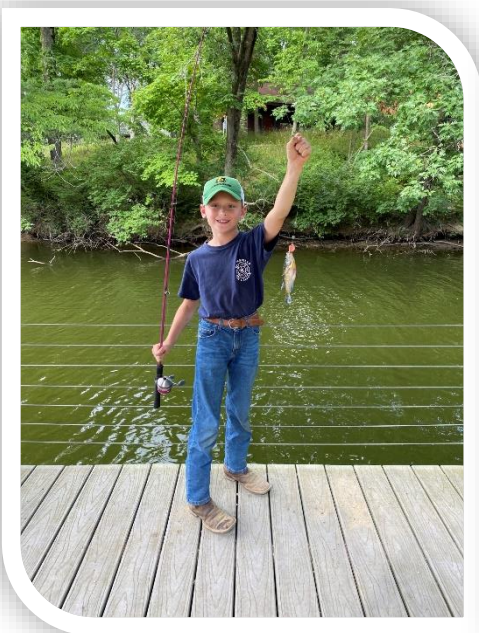
4:45-5:00 Free Play before check-out



AN INTENTIONAL CAMP: GOALS AND OUTCOMES

Camp is a ton of fun, and we can't wait for you to read about all the fun activities listed in the next section! However, camp is so much more than a fun time (or as we like to say, so much *s'more*)—camp influences the way a camper feels about themselves and the world around them, and teaches or builds upon life-long skills. Timber Pointe is intentional about designing programming and creating a camp culture/community that produce the following goals and outcomes:

- We intend for *all* campers and guests to feel included and empowered at camp! Therefore, all campers will have the opportunity and possibility to participate in every activity offered during a camp session, with the use of adaptive equipment and strategies to support all ability levels.
 - We acknowledge, celebrate, and build upon successes that are unique to each individual—everyone's wins look a little different!
 - We always start with the most minimal level of support, and add in supports as necessary. When an adaptation is presented, campers will be given the choice to utilize the adaptation
- We intend for all campers and guests to develop and practice a more comprehensive, positive, healthy and productive skillset that will help them throughout life and beyond camp. Specifically, we intend for campers to gain and display the following skills during their time with us:
 - Building positive relationships with both peers and adults (if camper is youth) through positive interactions with individuals at camp both familiar and unfamiliar (friends old and new!) of all abilities, identities and backgrounds
 - Displaying increased independence over the duration of the camp session
 - Participating in new activities, trying new things, and gaining new perspectives while at camp!



ACTIVITIES

The camp experience and environment facilitates inclusivity, curiosity, wonder, and empowers campers to try new things and develop new skills. At Timber Pointe, all activities are designed so that *every* camper can participate, regardless of individual needs and abilities.

You and your camper(s) will be thrilled with all the amazing adventures they'll have at camp! Engaging in such a wide range of activities will build confidence and self-esteem, as we focus on their strengths and abilities, and celebrate individual successes. While similar base activities will occur every session, activities will tie in to that specific camp session's theme (ex: Arts & crafts every session, but each project will be unique and dependent upon the theme).

All activities are accessible and include:

- Rock wall and zip line
- Giant 30' tandem swing
- Swimming pool
- Horseback riding
- Canoeing, kayaking and pedal boating
- Fishing
- Pontoon boating
- Arts and crafts
- Sports and games
- Archery
- Science
- Music
- Dance
- Cooking
- Nature
- Campfire circle
- Scavenger hunts
- Talent show/performing
- Sensory play

**All activities are subject to change based on weather and staffing.*

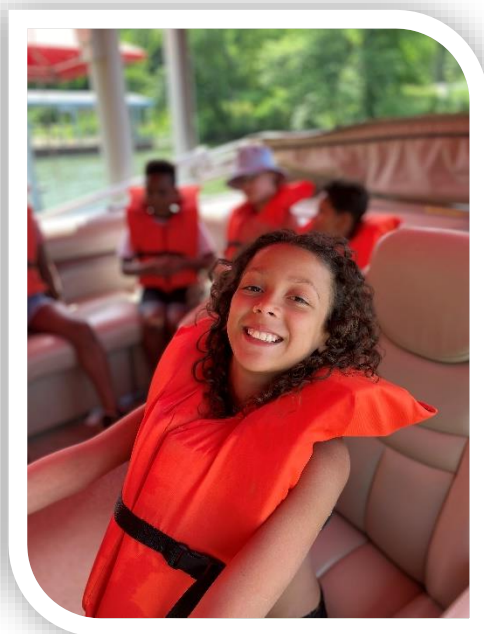
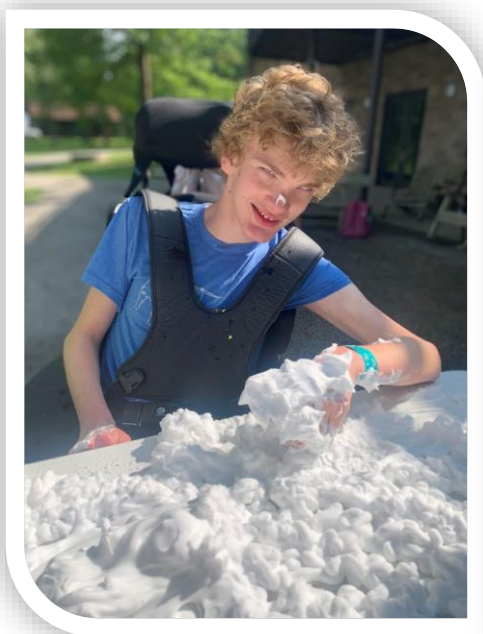
Aquatic/Waterfront Activities: Floatation devices are provided for any campers that need to utilize them during pool time, and life vests are required for all lakefront activities. At least one certified lifeguard is on duty during all aquatic activities. Please provide swim diapers if applicable



Activity Considerations/Policies:

With respect and care towards our mission and camper population served, Timber Pointe continues to monitor COVID-19 Community Levels and employ practices to ensure we are doing our very best to keep all of our campers, staff, and guests safe at camp.

- Staff members will be required to wear masks in situations where they are **both** A) indoors and B) unable to maintain 3' of social distance for an extended period of time (e.g. assisting with personal care)
- Staff members will also be required to wear masks when cooking or serving food, as well as facilitating or assisting with cooking class
- Campers will be required to wear masks when getting their food for each meal in the serving line, and throughout the duration of any cooking class, with the understanding that some of our campers are unable to safely wear a face covering
- Hand sanitizer and/or water and antibacterial soap will be available at or near the entrance to all buildings. All participants will be encouraged to clean/sanitize their hands in between activities, as well as before and after they eat/touch their faces.
- Any high-touch surfaces or equipment will be sanitized daily
- Grouping/Ratios
 - Group sizes will range from 10-15 campers, plus proper staffing ratios
 - Timber Pointe will maintain a 4:1 camper: counselor ratio or better and have additional “floaters” to be assigned to groups where added support may be needed.
 - Groups will be static, with no changing of counselors or participants throughout the week



CAMP APPLICATION AND FEES

Applying for camp is easy! Apply online at <https://timberpointe.campbrainregistration.com/>. **Please note that submission of a camp application is not confirmation of registration acceptance into the desired camp session. Acceptance into the desired camp session(s) is not guaranteed and is contingent upon space availability, camper ratios and staffing. In order to ensure appropriate, safe, and supportive staffing, all campers will be waitlisted upon initial camp application submission. We will review all applications to ensure proper camper support and adequate camper-to-counselor ratios, and reach out to indicate/confirm registration status.**

The full camp tuition must be paid at least 2 weeks prior to the start of camp. Failure to complete payment will result in a cancellation of the registration and the advancement of another camper from the waiting list. **A \$50 deposit will be applied for each day camp session and camper registered.** Deposits are due within 3 days of registration acceptance, are non-refundable, and will be deducted from your total camp fee.

Payments: We now take e-check payments by returning to the online application portal! Any payments being sent in the mail can be sent to 20 Timber Pointe Lane, ATTN: Camper Payment, Hudson, IL 61748. Please make any checks out to Timber Pointe Outdoor Center.

Cancellation/Refund: Cancellations must be made at least 2 weeks prior to the camper's arrival, with exceptions being made on a case-by-case emergency basis, in order to receive a full refund. Deposits are non-refundable.

Camper Dismissal Policy: If a camper is sent home, session fees will be refunded **only** when campers are unable to complete their stay due to medical reasons (in which case refund amount will be determined based on amount of days attended). Homesickness or inaccurate ratio/behavioral information submitted during the application process resulting in insufficient staff support are not conditions for refunds.

Discounts and Financial Assistance

Multiple Child Discount: A multiple child discount of \$35 will be automatically applied to the balance due for each additional child in the same family registering for camp sessions.

Easterseals Central Illinois Discount: Campers currently receiving services from Easterseals Central Illinois will receive a 30% discount for all programs offered this summer. Enter your child's therapist/provider's name in the space provided on the camp application. A Timber Pointe staff member will confirm services and apply the discount to your balance.

Financial Assistance: Timber Pointe Outdoor Center relies on funding from multiple sources to be able to provide financial assistance for families. **The “Financial Assistance Form” must be completed during the online camp application process for those requesting any level of assistance. Your honest, accurate answers on this form will help us determine which funding source you qualify for. Please know that income is not the only determining factor for assistance; we realize there is often more to the story, and encourage you to apply if cost is a barrier keeping your family from accessing camp.** Depending on which funding sources your family qualifies for, you may be asked to complete additional steps or submit income verification (either the most recent copy of your tax return or a free school lunch qualification letter).

Timber Pointe Outdoor Center will review financial assistance applications and may limit household financial assistance awarded based on demand and available funding.

MEDICAL AND EMERGENCIES

Health/Wellness in relation to COVID-19: Given the COVID-19 pandemic’s impact on our programs the last few summers, Timber Pointe Outdoor Center is sharing the following plan to help guide us into the summer of 2024. It is our intention to provide a clear outline for those planning to attend camp this summer, however, *the following policies and procedures are subject to change at any time* and will be reviewed/modified as needed based on authoritative sources. Our campers’ health and safety has always been and will continue to be our highest priority.

Timber Pointe will provide a space to indicate vaccination status during the online application process. This information will help medical staff determine next steps if there is a positive case or exposure to COVID-19. At this time, COVID-19 vaccination is *not* mandatory to attend camp, but may affect how soon your camper is able to return to camp if they have tested positive for COVID-19 or come into close contact with someone who has tested positive for COVID-19.

Timber Pointe will implement the below policies/procedures (subject to change):

What we are monitoring and following:

- Centers for Disease Control and Prevention (CDC) guidelines
- Illinois Department of Public Health (IDPH) guidelines
- Occupational Safety and Health Administration (OSHA) guidelines
- [American Camp Association’s \(ACA\) “Field Guide for Camps on Implementation of CDC Guidance”](#)

Policies/Procedures in relation to COVID-19 & other communicable illnesses

(Subject to change)

➤ Camper/Guest Expectations

- All individuals on-site during a Timber Pointe camp session will be required to wear masks when getting their food for each meal at the serving line, and throughout the duration of any cooking class, with the understanding that some of our campers are unable to safely wear a face covering
- Timber Pointe will provide a “packing list” for campers and will include supplies that minimize sharing between campers/staff (i.e. bug spray, sunscreen, etc.)
- If a day camper is presenting multiple symptoms consistent with COVID-19 at any point during the camp week, Timber Pointe will notify the parent/guardian to have the camper picked up and complete a COVID-19 test before returning. Timber Pointe can also administer a test on-site
- Timber Pointe will encourage appropriate handwashing, sanitation, and cough etiquette protocols
- All visitors and volunteers will be required to complete the same screening protocols as campers

In the event that a staff member or camper is displaying symptoms of any communicable disease (i.e. chicken pox, influenza, COVID-19), Easterseals Timber Pointe Outdoor Center will follow best practices outlined by the Association of Camp Nursing’s “Communicable Disease Management in the Camp Setting.” For detailed information click [here](#).

Injury: Our staff will treat routine scrapes, cuts and minor illnesses. It is our policy to inform parents/guardians of any injury that is more serious than a minor cut or scrape. In the case of serious illness or accident, the Nurse or Camp Director will contact you immediately. In the event you cannot be reached, we will attempt to call your designated emergency contact. Your signed authorization on the medical waiver allows us to secure prompt treatment. Parents/guardians are responsible for charges incurred for outside medical treatment if required while their child is in attendance at Timber Pointe.

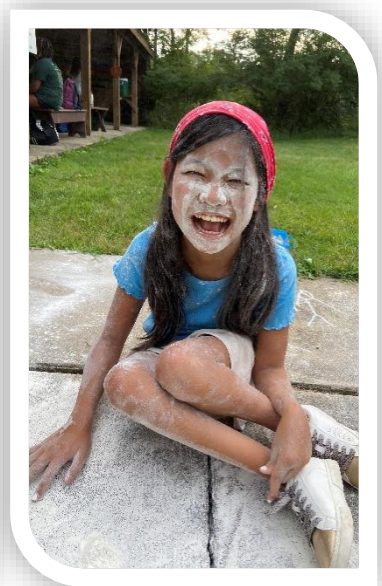
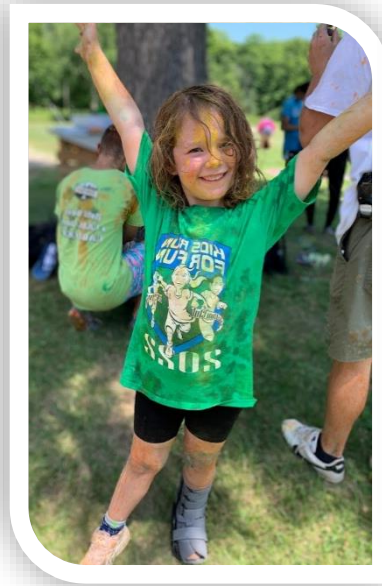
Illness: It is our policy to inform parents/guardians of any serious symptoms of illness (for example: persistent vomiting, sudden/unexpected onset of severe pain, new and different skin rash, etc.), and to not keep campers enrolled in the session with *any* persistent symptoms lasting more than 24 hours. We ask parents/guardians of these campers to care for their child at home and to see their primary care physician. If a day camper is presenting multiple symptoms consistent with COVID-19 at any point during the camp week, Timber Pointe will notify the parent/guardian to have the camper picked up and complete a COVID-19 test before returning. Timber Pointe can also administer a test on-site. If your child is registered to come to camp and becomes ill, please do not bring them to camp. Call our office as soon as possible so that we can try to schedule another session for you.

Emergencies: If there is a family emergency, please text Remind (see Communication section) to make arrangements and call the office at 309-365-8021.

THE CAMPER LIFE

Attending camp at Timber Pointe Outdoor Center is an unforgettable adventure for campers and their parents/guardians. We know both parties may be a bit anxious about the camper leaving the comforts of home/familiar routines, trying new camp activities and meeting friends. Here are some helpful tips:

- Talk to your child about camp ahead of time and what camp activities might look like for them. Showing pictures or videos of camp via this handbook, our website, and our YouTube is a great way for them to visualize themselves here! Encourage them to be themselves, and get them excited to make new friendships and experience new adventures!
- Avoid focusing on anything that makes your child anxious. Instead of asking leading questions like, “Are you nervous about canoeing?” ask open-ended questions like, “How are you feeling about canoeing?”
- If your child does show concerns, don’t trivialize them or offer generic reassurances like “There’s nothing to worry about!” or “Everyone loves camp!” These may discourage your child. Instead, show empathy and acknowledge any concerns.
- If there is a certain coping/calm-down mechanism or strategy that will not be available or as readily available to your child at camp (ex: a certain space at home, technology/movies/TV shows, a blanket that may be farther away at their cabin depending on their activity location), practice and talk to them ahead of time about other ways they can access positive emotions in challenging moments (breathing/grounding techniques, portable fidgets/sensory tools they or their counselor can carry with them, asking for a break, squeezes/deep pressure, etc.). Please know that our staff are trained in strategies and methods to utilize to support your camper, and that they will be there to help through any challenges or discomfort!
- Praise the accomplishments your camper has made each day at camp, no matter how “small” they may seem. Your camper will try lots of new things while at camp, which can inspire new interests, hobbies, etc. and foster bravery in other areas! Recognize any new positive things that have emerged in them as a result of camp.
- Do not send valuables, family heirlooms, or expensive items to camp. Pack with your camper and make a list of what they bring so that they or staff members know what they should bring home.
- Do not send cell phones/technology devices with your camper, unless it is being used as an AAC device or you have pre-approved it with the Camp Director in an established behavior plan. Ensure your camper knows ahead of time that these devices are not coming with them.
- Remember: label **EVERYTHING** and pack light! Camp is not responsible for lost or stolen items.



Communication with Camp (REMIND): We are asking all families to sign up for “Remind,” which is the communication system we’ll be using this summer! You do not need to download the app. It will function as texts on your phone’s normal text messaging. You will use this to communicate late arrival, early pick-up, alternative pick-up person, or any other time-sensitive information. It will notify our leadership team immediately. If we have any time-sensitive announcements, we will send them out via Remind. To sign up, you will **follow the instructions included in your registration acceptance email** and message a code for **EACH** session your camper is attending:

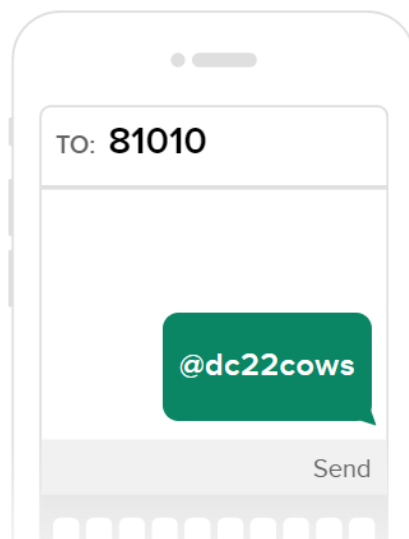
** Make sure you are including the @ in front of the code! This is the most common error. If anyone has trouble with texting their code to 81010, you can try texting the code to (810) 250-7858.*

Example of what this looks like on your phone (CODES WILL DIFFER DEPENDING ON SESSION, THIS IS AN EXAMPLE FROM A PREVIOUS SUMMER).

Tell people to text @dc22cows to the number 81010

They’ll receive a welcome text from Remind.

If anyone has trouble with 81010, they can try texting @dc22cows to (954) 906-9369.



Family Contact: If your child has any issues you should know about, we will notify you of the situation. Our staff members are trained and well equipped to head off potential problems before they escalate. To foster independence, family/friends are welcome to visit camp only during check-in and check-out. If your camper has forgotten items that they need, such as glasses, swimsuit, etc. please contact us via Remind to alert us and to schedule a drop-off.

Meals: Our main lodge is modern and spacious. Timber Pointe has well-balanced meals served by professional food service staff. We will provide breakfast, lunch, and an afternoon snack for day campers. If your camper has any special dietary needs or food allergies, please indicate them when applying online so that we are aware and can make accommodations. Alternatives to meals include cereal, oatmeal, peanut butter (soy butter)/jelly sandwiches, etc. If your camper is an extremely selective eater, please send supplemental food items so that they can have adequate nutrition and energy for camp activities. Water is provided during meals, and at every activity, and we encourage all campers to stay hydrated throughout the day. **Please send your camper with a reusable water bottle to fill up throughout the day to reduce waste.**

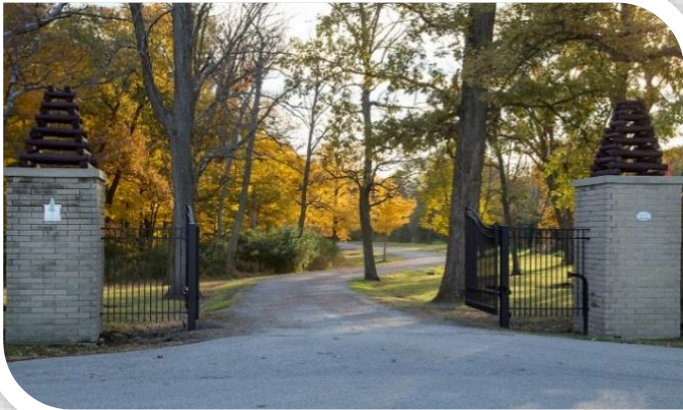
➤ COVID-19 Dining Procedures

- A gloved and masked staff member will deliver food to campers.
- Camper groups will have assigned tables/seating areas to ensure physical distancing.
- All campers and staff will follow proper handwashing protocols before and after they eat.



Lost and Found: We will make every effort to return lost and found items while your camper is at camp. Please label all items with your camper's name in a permanent marker or label for easy identification. Items found after the camp session will be put in our front office and may be claimed by description. If you find out something is missing upon returning home, please call our office as soon as possible. Arrangements can be made to pick up the item(s) at Timber Pointe. Two weeks after the last summer camp session, all remaining items will be donated to a local nonprofit. Undergarments and socks left at camp will be thrown away. ***Timber Pointe Outdoor Center is not responsible for lost, stolen, or damaged items.***

Community Living: Personal responsibility and group cooperation are elements of the camp experience. Trained and caring staff members work with campers on the importance of maintaining one's personal space and belongings, assisting in daily clean-up, and pitching in with shared responsibilities around camp (picking up garbage, cleaning up after meals, etc.). We strive to teach honesty, respect, compassion, inclusion and responsibility in our camp community and hope to develop these attributes in our campers' lives outside of camp as well!



HEALTH AND SAFETY

Timber Pointe Outdoor Center is proud to be accredited by the American Camp Association. Developed exclusively for the camp profession, this nationally-recognized program focuses on program quality, health and safety issues, and requires review of every facet of our operations. Timber Pointe has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction. Timber Pointe also meets the Illinois Department of Public Health Regulations. We undergo at least two full inspections each year. Our inspection records are kept on file in the office.

Medications: All prescription medication brought to camp must be in original **bottles/containers** that include the camper's name, dosage, and medication times. The Medication Form provided during registration must be completed, signed by a physician, and mailed to our office prior to camp check-in. This form must be turned in at least 2 weeks prior to the session start date. If the camper has more medications than spaces allowed, please copy the form and attach it to the original.

ALL medications, including over-the-counter vitamins, creams, lotions, etc. must be turned in during the check-in process to be dispensed by medical staff. Medications must remain in the original bottle/container. Timber Pointe stocks most over-the-counter medications needed at camp, so it is not necessary for you to pack these. If there are any over-the-counter medications that your child cannot take, please specify on the Medical form when registering online.

When checking-in, Timber Pointe medical staff will provide pill containers which we ask guardians to fill. We ask that at least one pill be left in the prescription bottle, in case need arises to identify pills. Make sure your camper's name is on all items. We recommend that all campers stay on regular daily medication during their stay at camp. Daily medications will be dispensed at mealtime or when otherwise indicated. Our medical staff are readily available so emergency medication can be obtained at a moment's notice.

HIPAA and Camper Privacy: In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 as well as subsequent updates including the HITECH Act and revisions, staff and volunteers of Timber Pointe shall respect the privacy of the persons served and safeguard all information and materials obtained during the course of services. If such information is used in teaching, research or writing, the person's identity served will be protected.

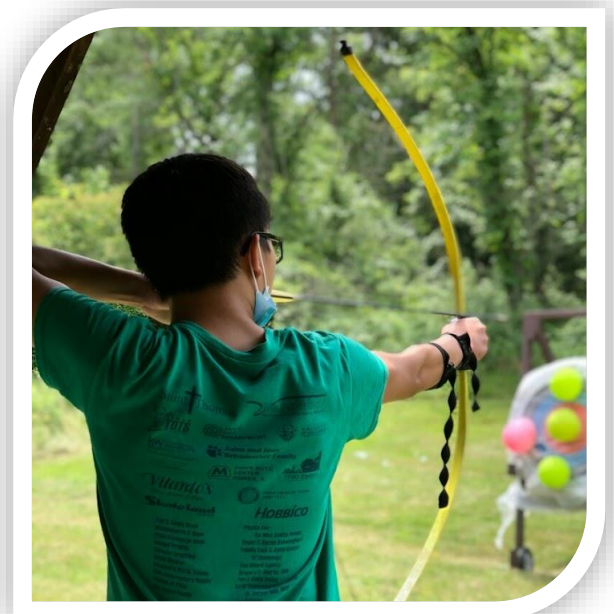
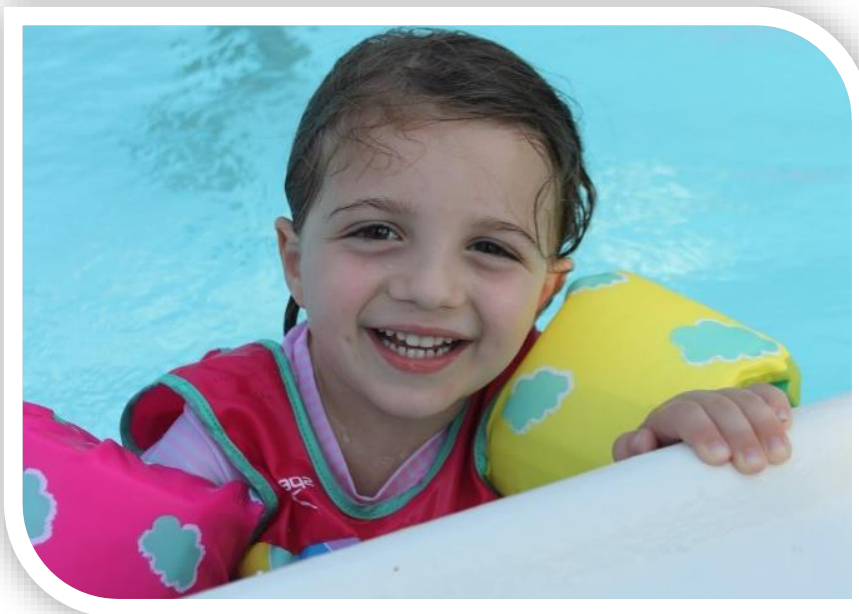
Information received of a person by Timber Pointe staff from another source is to be treated as confidential. It can be used only for the purpose it was intended and cannot be disclosed without the written consent of the person served or legal guardian. In keeping with our privacy policies, families will not be notified of the names, medical histories, or any other personal information about other campers before, during, or after the camp session.

Timber Pointe Outdoor Center continually makes space to hold and have privacy within a community context. As with all moments of camp, we ensure continuous supervision of campers and maintain a ratio of 4:1 or lower at all times within all spaces at camp. All Timber Pointe staff members participate in HIPAA training before the camp season begins, and are also trained on privacy measures including:

- Setting expectations about respecting privacy including staying out of other’s belongings and obtaining consent prior to giving hugs and other forms of touch
- Making it known that privacy measures are for all campers, not just those with specific support needs
- Speaking to campers who may need extra support away from the larger group
- Maintaining camper privacy in medical matters
- Specific privacy measures around changing, bathroom use, and other sensitive times

Camp provides a unique experience for campers to explore who they are away from home, and to gain confidence in themselves, their identity, their courage, and their capabilities. They will try new things at camp, which may include going down zip lines, climbing rock walls, singing at the talent show, using a different name, or making a friend who is a different gender. All of this is part of healthy development! If a camper asks to use a different name or set of pronouns than is on their application form, it is our policy not to share that information without consent. A camper's decision to share their name and pronouns is theirs alone and we respect that choice.

Timber Pointe staff are trained to ask campers if they feel safe at home, and if so, to encourage campers to share about their camp experience with their trusted family/caregivers. In our experience, campers will want to share every detail about camp when they return home! That said, there are situations in which we will reach out to families (or authorities) regarding camper safety, including times where a camper is hurt by another camper, or is suspected of being in danger of harm at home or other environments. Timber Pointe Outdoor Center staff are mandatory reporters and all staff are trained on how to respond to immediate camper safety needs.



CHECK-IN/CHECK-OUT

Day Camp Check-In

The front gate will open at 7:55am each morning, and check-in will begin no earlier than this time. If you will be arriving later than 9:00am, please text us via the Remind system to let us know, as groups will be heading out to activities. There are 2 check points when checking-in each day—Please **remain in your car** throughout check-in unless needing to unload your camper’s mobility aid/help them out of vehicle.

Check Point #1- Front Office Drive: After entering camp, proceed to the “Check Point #1” sign at the front office, and stop. A staff member will approach your car to sign your camper in and inform you which group they will be in. Each group will have a color associated with it, and they will mark your side window with this color tape. They will also ask if your camper will be taking any medications while at camp, or if you need to speak with the nurse about any medical needs. If so, they will add a white colored piece of tape on your side window to indicate to the nurse that she will need to check in with you.

Check Point #2- The Main Lodge: Follow the road signs to proceed to the Main Lodge. For safety, please follow the instructions of our staff and keep your speed under **5mph** at all times when in the Lodge area. Do **NOT** park your car in the lot, but rather pull into one of two lanes in the circle drive. A counselor in your camper’s assigned group will approach your car to walk your camper inside. **If you have white tape on your window**, please pull into the lane closest to the Main Lodge, and the nurse will also come to your vehicle to take any medication your camper needs for that week, or to speak with you about your camper’s medical needs. **If you do not have white tape on your window**, please pull into the farther lane for a more expedited check-in process.

To keep check-in as efficient as possible, if you need to provide in-depth details concerning your camper’s behaviors, needs, or have any concerns, we ask that you schedule a time to speak with our Camp Director ahead of check-in, and they will share this information with appropriate personnel.



Day Camp Check-Out

Check-out will be at 5:00pm daily. If you will be picking up your camper earlier than 4:45pm, text us via the Remind system at least 1 hour earlier so that we can be prepared and have ample time to get them to the lodge/ready to go. After entering camp, proceed to “Check Point #2”. Do **NOT** park your car in the lot, but rather pull up to the circle drive located in front of the Main Lodge, or to the car in front of you in line. Please remain in your vehicle. A staff member will approach your vehicle where you will be asked to provide the name of who is picking up, and the name of the camper to be picked up. For example, “Hi, Bob Belcher picking up Tina Belcher.” If the names match our records, we will call your camper(s) to your vehicle and sign them out for the day. We will not release a camper to anyone other than a parent, guardian, or emergency contact listed in your camper’s profile, unless notified of the individual’s name by a parent/guardian during check-in or in writing later in the day via Remind. If this has not been communicated, we will call the parent/guardian on file to make arrangements for the camper to be picked up. Text using the Remind messaging system to alert Timber Pointe staff on any changes related to drop off or pick up. For safety, please do not exceed 5mph when in the Lodge area.



BEHAVIOR AND GUIDANCE PROCEDURES

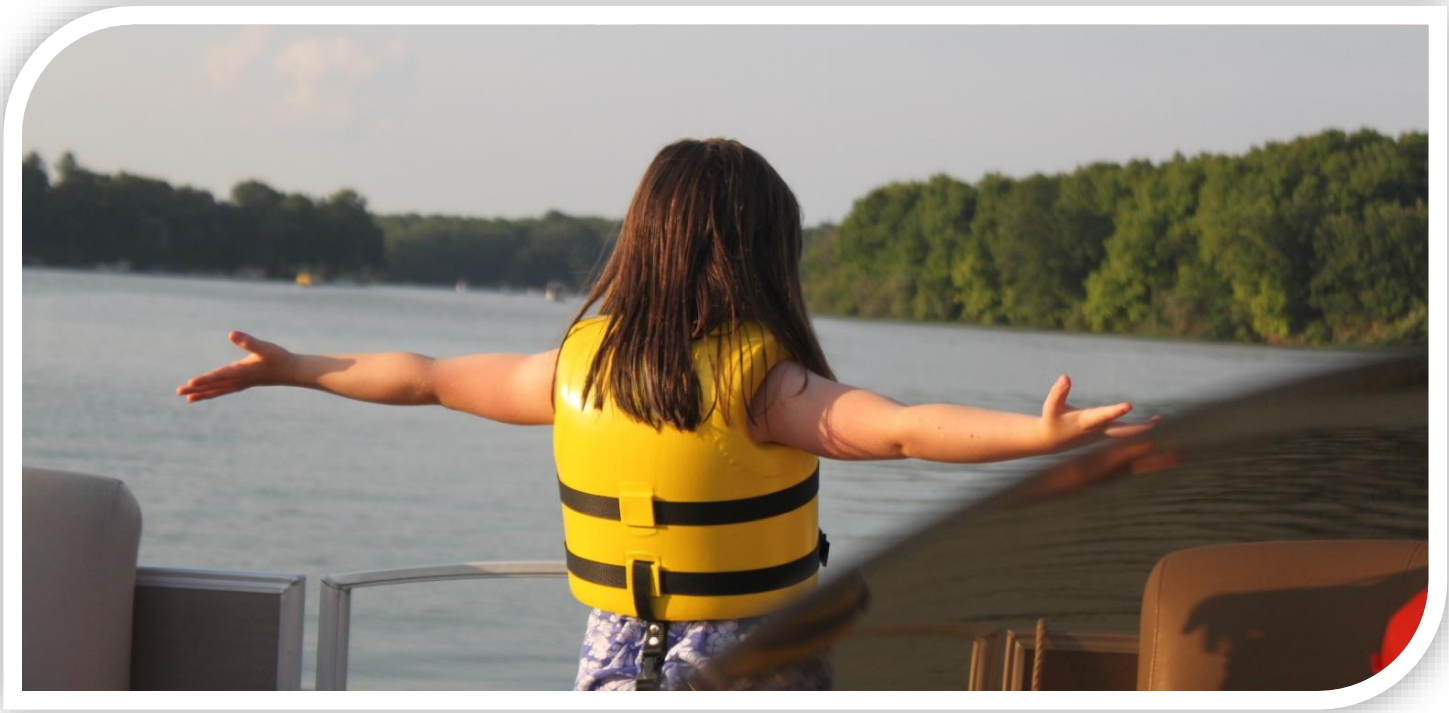
Self-regulation skills and positive social interactions among campers and staff are encouraged and enhance everyone’s experience at camp! At Timber Pointe, we use positive guidance methods including reminders, prompts, praise, and redirection. Our behavior management is based on the Love & Logic model, which is built upon concepts of unconditional regard, shared control, empathy, and logical consequences. We firmly believe in respecting the rights and dignities of *all* individuals (regardless of their abilities, gender identity, race/ethnicity, culture, religion, etc.) and validating *every* individual’s personhood. We also believe that by promoting a positive self-concept, and offering opportunities to solve their own problems with support and mentorship, campers will leave camp feeling more empowered, independent, confident, and capable.

Self-regulation skills are practiced using the following strategies:

- Consistent rules are clearly stated and communicated. Counselors and staff facilitate these rules across all camp activities and reinforce positive behavior with praise and affirmations.
- An atmosphere of trust is established in order for campers to know that they will not be hurt nor be allowed to hurt others. Staff members will treat campers with respect always, so that campers know how to treat them, each other, and people in their own world after camp.
- Staff work with campers to help them become more aware of themselves and their feelings. This will help them learn to cope with their feelings in a healthy manner and regulate them responsibly.
- Staff members frequently observe and communicate with campers to take proactive action to avoid potential problems (breaks, acknowledging feelings, utilizing sensory solutions, etc.) and come up with positive and healthy alternatives to negative behavioral choices. Camper's input is highly valued when coming up with alternatives and solutions!

Camper safety is the most important concern; therefore, campers whose behavior is dangerous to themselves or others will be discussed with their parent/guardian and will result in logical consequences (ex: missing an activity that would present further risk if they are not able to make safe choices), and if it cannot be managed with appropriate staff support, potential dismissal from camp. Parents/guardians are financially responsible for intentional damage to equipment/facilities caused by their camper.

Parents/guardians are also responsible for picking up any child that has been removed from a session.



DAY CAMPER PACKING LIST

Please make sure that all items are labeled with the camper's name! Timber Pointe Outdoor Center is NOT responsible or liable for any and all lost, stolen, or broken items that are brought to camp.

- Backpack
- Face covering/PPE to be used only during specific limited times mentioned in “COVID-19 Policies/Procedures section” (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing face covering)
- Extra** set of clothing, including underwear and socks (*In general, we ask that you send your camper in well-worn clothes they may soon outgrow that will withstand the wear-and-tear of camp and make damage/loss a non-issue)
- Comfortable **closed-toed** shoes (closed-toed shoes mandatory for horseback riding, giant swing, and rock wall/zip line)
- Comfortable water-resistant shoes (for waterfront activities, water play, pool, etc.)
- Hat and/or bandana, sunglasses (to protect from sun)
- Bathing suit
- All weather gear (rain poncho, light jacket, etc.)
- Sunscreen
- Insect repellent
- Depends/Briefs/Wipes (if needed—send plenty & label)
- Medications in original bottles to give to the nurse
- Medical/Personal care supplies (where applicable and enough for the entire session)
- Water bottle(s) – to reduce waste we ask you send a refillable water bottle
- Disposable camera (optional)
- Anything else your camper may need while at camp

What Not To Bring
Cell Phones!!!

Electronics NOT essential to communication or daily routine

Medications (unless given to the nurse)

Valuables (jewelry, treasured items, etc.)

PLEASE BRING ANY...

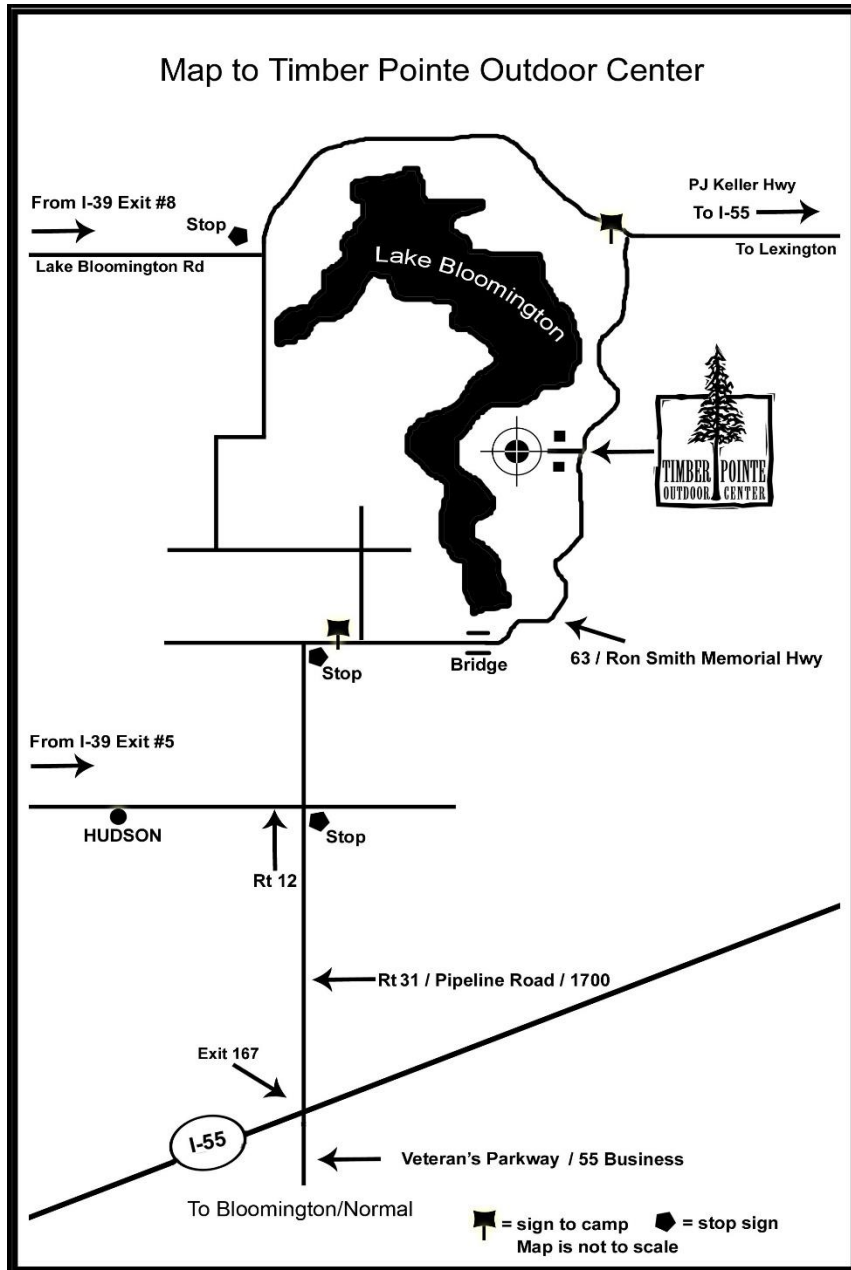
Communication or Electronic devices that are used to assist in daily routine.

Timber Pointe values inclusion and participation. That is why we ask that any items (toys, games, collections, etc.) that could exclude other campers or distract from the overall focus of camp be left at home. We have plenty of activities, games, and equipment to be used during down time.

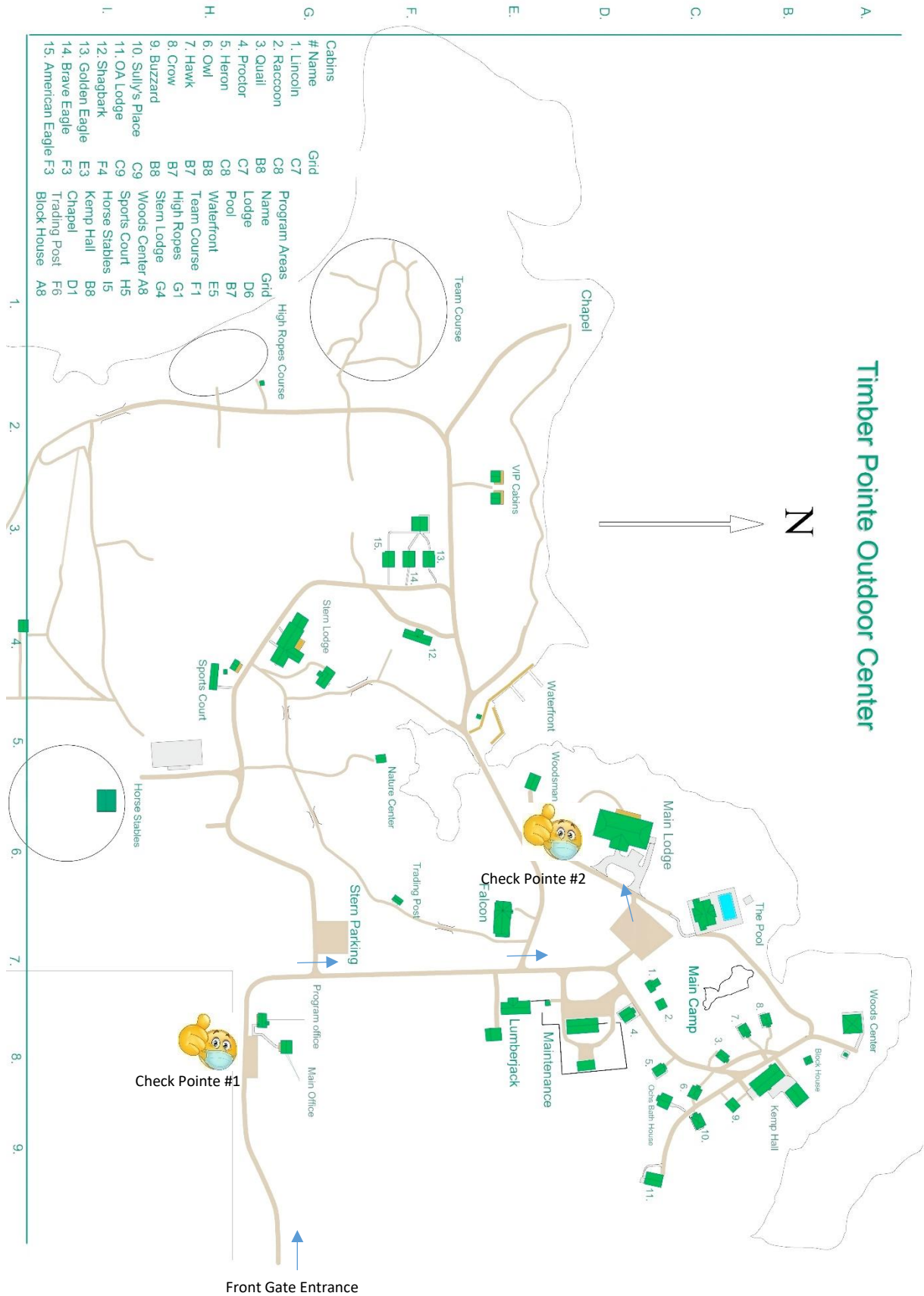
MAP AND DIRECTIONS

Map to Timber Pointe Outdoor Center

Office: (309)-365-8021



Map of Timber Pointe Grounds and Facilities



Directions

From Interstate 55 Northbound

- 1.) Take Exit #167 Veterans Pkwy/Central Illinois Regional Airport.
- 2.) Turn Left on N 1700 East Rd (CR-31N) (You will come to a stop sign part of the way through this road. Continue going straight on N1700 East Rd.)
- 3.) Turn Right on E2350 North Rd. (CR-31) (Continue on E2350 North Rd. (CR-63) which will turn into RON SMITH MEMORIAL HWY-CR 63/N 2850 East Rd.)
- 4.) Continue on N 1850 East Rd. (CR-63)
- 5.) Turn Left on Timber Pointe Drive.

From Interstate 55 Southbound

- 1.) Take Exit #178/ LEXINGTON onto P.J. KELLER HWY (County Road 8- go 5.2 mi.
- 2.) Turn Left on N 1925 East RD (County Road 29- go 1.8 mi
- 3.) Turn Right on E 2375 North RD- go 1.1 mi
- 4.) Turn Right on N 1850 East RD (County Road 63) – go .3 mi
- 5.) Turn Left on Timber Pointe Dr.

From Interstate 74 Eastbound

- 1.) Take Interstate 74 Eastbound towards Bloomington Normal
- 2.) Take Left Exit #127/Chicago (I-39) onto Interstate 55 North- go 1.8 mi
- 3.) Take Exit #164/Rockford onto Interstate 39 North- go 5.4 mi
- 4.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 5.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 6.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 7.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 8.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 9.) Turn Left on Timber Pointe Dr.

From Interstate 74 Westbound

- 1.) From Westbound Interstate 74 Merge onto Interstate 55 North
- 2.) Take Exit #164/Rockford onto Interstate 39 North- go 5.4 mi
- 3.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 4.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 5.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 6.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 7.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 8.) Turn Left on Timber Pointe Dr.

From Interstate 39 Southbound or U.S. 51 Northbound

Northbound U.S. 51 add these directions before proceeding to the directions used by Southbound Interstate 39.

Northbound U.S. 51 ONLY

- 1) Take Ramp onto Interstate 74 West toward Peoria/Rockford- go 2.5 mi
- 2) Merge onto Interstate 55 North- go 6.5 mi
- 3) Take Exit 164/Rockford onto Interstate 39 North- go 5.4 mi

Southbound Interstate 39

- 1.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 2.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 3.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 4.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 5.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 6.) Turn Left on Timber Pointe Dr.