# Camp Felix 2022 Application Instructions for Returning Campers

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## **INSTRUCTIONS FOR RETURNING APPLICANTS:**

# To register a camper for Camp Felix 2022, parent/guardian must have access to a computer, tablet or mobile phone and follow these steps:

- 1) Open internet browser and go to www.campdoc.com
- Click the green "Sign In" button on the top right corner. Enter your email and password (from last summer) and click on Log In. If you can't remember your password, click on Forgot Your Password and follow instructions on how to reset your password.

	CampDoc	•
	CampDoc is the leading electronic health record system for camps, designed by camp doctors, nurses and directors.	
	Email Address	Ľ
		h
	Password	
-	Forgot your password?	
	LOG IN	
N <sup>a</sup>	OR	
	SIGN UP	
1.0	© 2019 DocNetwork LLC Privacy • Security • Terms of Use	

3) You will then be directed to your child's main page which contains the Registration and Camper Profile. Click on "Register for a New Session" to register for General Application 2021. This registration will allow you to complete the Camper Profile next. After the Camper Profile is 100% completed, the camper will be placed into the preferred camp sessions (based on availability).

CampDoc	Jane Doe / Registration O Ja New York Foundling Camp Felix	
🍟 Jane Doe	Registration	
Registration	Thank you for your interest in Camp Felix. This summer, we have 2 Camps to choose from:	
Camper Profile	1. Traditional Comp. Folix (new leastion in Conductor, N.I), which will run for 2 weeks August 0.06th for shildren area 0.	
🖞 Jane Doe	<ol> <li>Traditional Camp Felix (new location in Sandyston, NJ) which will run for 3 weeks August 8-26th for children ages 8- 15.</li> </ol>	
🖌 Jay Doe	2. Camp Felix Pride (Plymouth, CT) which will run for 1 week July 24-29th for children ages 10-16.	
🖞 Jean Doe	To be eligible for both camps, children must be current or prior clients of the New York Foundling or Haven Academy. On the next page, please click "Register" and then select "Register for a New Session" and select "General Application" for the camp of your choice. After you submit your registration, you will be prompted to complete the Camper Profile where you can indicate camp session/week preference. Once the Camper Profile is 100% completed, Camp Felix staff will assign your camper to the preferred camp/session, based on availability. If you reguire assistance with this application or if you	
Y John Doe		
🍟 John Doe	have any questions, please contact Jane Feyder-Siegel at 646-660-4849.	
🖌 Mary Doe	Registrations for Jane are listed below. You may select a registration to view additional details, including camp contact	
Y Peter Doe	information. You may also select additional add-ons.	
+ NEW PARTICIPANT	Jane is not currently registered for any upcoming sessions.	
	REGISTER FOR A NEW SESSION	

4) When you click on "Register for a New Session" the General Application Session will be listed. Please, select this session and click "CONTINUE."

Select Sess	ions
<b>Q</b> Search al	1 available sessions
Foundling Car	np Felix General Application 2022
General A	pplication - Foundling Camp Felix » Foundling Camp Felix General Application Aug 8, 2022 - Aug 26, 202:

4

5) The next screen will confirm your registration and ask you to read and check the box next to the authorization statement. Once you have read this statement and checked the box next to it, you can click on the REGISTER button below.

	Confirmation	
Jean Doe	Please Note: There is no tuition associated with Camp Felix. Please click "Register" below to continue to the "Camper Profil	le".
John Doe		
John Doe	Transactions	
Mary Doe	ITEM AM	IOUNT
Registration	General Application » 2019	\$0.00
Camper Profile	Total:	\$0.00
Labels	Due now:	\$0.00
	Felix, you must complete the entire Camper Profile including all camper information, medical forms, immunization records, copies of insurance card and authorizations. Once everything is 100% completed, it is be reviewed and approved by Camp Felix staff and your child will be assigned to the preferred Camp Session (based on availability).	
	By clicking this box, I confirm that I have read and fully understand this statement.	

6) Once you click REGISTER, a message will say "Success!" Click on Continue button and it will automatically bring you to the "Camper Profile" page.



7) The **Camper Profile** page is where all questions about the camper must be answered. On the right, you will see the various sections with red dots next to them. The **RED** dot means that it's not completed. A **GREEN** checkmark will appear once it's complete.

If you see this icon  $\checkmark$  it means that the section has **saved your information** from last summer and you will just need to review it and confirm that it's accurate (and make changes if necessary to reflect the most accurate information).

For example, the contact information section will save everything from last year and will have this message at the top of the page:



If you see the Please Review message at the top, please scroll down and make sure all the information is correct. Once you have reviewed everything and made any necessary changes, please click on Confirm Information button at the bottom to continue onto the next section.

Each section must be completed in order to complete registration for the camper. The only section you won't be able to complete is the Medication Information section which will be completed by the Camp Felix staff after your doctor forms are received. Please, note that the deadline for completing this profile is **June 18<sup>th</sup>**.

8) In the Session Preference Section, you will be able to select which camp your child would like to attend (Camp Felix or Camp Felix Pride or both) and select your preferred camp sessions for Camp Felix (Monday through Friday only). Campers can sign up for a maximum of <u>two sessions</u>, but the second session will only be assigned if there is room. We have 3 one-week sessions available for your child: Sessions 1 – Aug 8-12, Session 2 - August 15-19, and Session 3 – August 22-26. Your preferred session will be assigned after the camper profile is 100% completed (based on availability).

	Session Preference	
	* Please indicate which Camp your child is applying for (Pick one)	
	Please indicate which Camp your child is applying for (Pick one)	
	Camp Felix (Aug 8-26) in Sandyston NJ	
	Camp Felix Pride (July 24-29) in Plymouth CT	
	Both Camp Felix and Camp Felix Pride	
	Session Preference  * Please indicate which Camp your child is applying for (Pick one)	
	Camp Felix (Aug 8-26) in Sandyston NJ	*
Select your	* Please select the first session you want your child to attend.	
session	Session 1 (8/8 -8/12)	*
preferences here. ┟	If applicable, please select the second session you want your child to attend.	
Two sessions	Session 2 (8/15-8/19)	-
	Session 1 (8/8 -8/12)	
maximum.	Session 2 (8/15-8/19)	
	Si Session 3 (8/22-8/26)	

9) The next section is the Caseworker and Supervisor section. First, you must check the YES where it asks if your child is a current or prior NYF or Haven Academy client. Once you click YES, you will need to indicate the borough, program, case planner/Haven staff member and supervisor contact information. Once all information is filled in, click NEXT STEP.

CampDoc	Mary Doe / Camper Profile New York Foundling Camp Felix	۹	Jane Feyder-Siegel 🔞 🗇
⋬ Jane Doe ⋬ Jean Doe	Case Planner/Supervisor Contact Information	i	Mary Doe Feb 4, 2007
Y John Doe     John Doe	is the camper a current or prior client of the New York Foundling or Haven Academy? Yes No		Contact Information     Case Planner/Supervisor     Contact Information
1 Mary Doe	* Borough		Camper Information
Registration	Borough		<ul> <li>Camper Health Information</li> </ul>
Camper Profile			Diet & Activity
Labels	* Program Name		Allergies
+ NEW PARTICIPANT	Program Name	*	Medication Information
+ NEW PARTICIPANT	* Will the case be closed before the start of camp?		Immunizations     Insurance
	Will the case be closed before the start of camp?	*	Healthcare Providers
	Are you currently working with an NYF Case Planner or a Haven staff member?     Yes No		Healthcare Providers     Medical Evaluation Form     Income Eligibility Form     Authorizations

If the <u>case is already closed</u>, then select Case Closed/NA from Borough and Program drop down menu, indicate month/year that case was closed, click on NO under Caseworker Information, and then click NEXT STEP.

10) The next section asks about important information regarding the camper – their grade/age, interests, personality traits, etc. Some information will be saved from last year, but some questions are new so they will need to be answered. Please complete fully. Once complete, click NEXT STEP.

CampDoc.com	Jane Doe / Camper Profile New York Foundling Camp Felix	۹	Jane Feyder-Siegel 😮 🕩
Y Jane Doe Registration	Camper Information		Feb 3, 2007
Camper Profile	• The following information helps us make camp the best experience for your child. Please complete fully		<ul> <li>Contact Information</li> </ul>
Protection Plan Y John Doe			<ul> <li>NYF Caseworker/Supervisor</li> <li>Contact Information</li> </ul>
	General Camper Information		<ul> <li>Camper Information</li> </ul>
+ NEW PARTICIPANT			Camper Medical Information
	* Is this your first time attending Camp Felix? Yes No		<ul> <li>Additional Health Information</li> </ul>
			Diet & Activity
	A 11/hot words will the summary to standing in Call 00000		Allergies
	* What grade will the camper be starting in Fall 2018? 4th Grade	1	Medications - Camper
			Medications - Staff
			Immunizations
	* How old will the camper be at the start of camp?		Insurance
			Healthcare Providers
			Medical Evaluation Form
	* Is the camper in foster care? Yes No		Income Eligibility Form
	Tes INO		Authorizations     DATES
	* How long has he/she been in current foster home?		Due: June 1, 2018
	1 year		Lockout: July 23, 2018
			CONTACT Jane Feyder-Siegel
	* Please list the camper's responsibilities at home.		(212) 660-1321 jane.feyder@nyfoundling.org
	sweeping, cleaning		PRINT
		/	PRINT
	* Has the camper been away from home for more than two days?		•
© 2018 DocNetwork LLC Privacy • Security • Terms of Use	PREVIOUS STEP 20% Complete / Last saved a few seconds ago	STEP	

11) The next section is the **Camper Health Information** which asks for important information about the camper's physical and mental health. Again, some questions from last year will have information saved, but some are new and will need to be answered again. Please complete fully.

	CampDoc	Mary Doe / Camper Profile New York Foundling Camp Felix	🕥 Jane Feyder-Siegel 🛛 🕞
	🐈 Jane Doe	Health History	Mary Doe Feb 4, 2007
	<ul> <li>Y Jean Doe</li> <li>Y John Doe</li> <li>Y John Doe</li> </ul>	* Does your camper have any serious illnesses, diseases, or disorders? Yes No	Contact Information     Case Planner/Supervisor     Contact Information
	🛉 Mary Doe		Camper Information
	Registration	* Does your camper have any serious injuries?	Camper Health Information
	Camper Profile	Yes No Diet & J	Diet & Activity
	Labels		<ul> <li>Allergies</li> </ul>
	+ NEW PARTICIPANT	Additional Health Ouestions	Medication Information
	TREMTANIOLAN		Immunizations
		Does your child get frequent	Insurance
lf vou answ	ver YES to a		Healthcare Providers
•	box will open	* Ear Infections?	Medical Evaluation Form
up asking f	·	Yes No	Income Eligibility Form
	information		Authorizations
about the o	child's health.	* Please specify.	DATES Due: June 7, 2019 Lockout: August 23, 2019
	vide more		CONTACT
details in th	hat box.		CONTROL

Please, be as detailed as possible when answering questions about your child's physical and mental health. It is vital that you provide as much information as possible so that we can be well prepared to work with this child at camp and ensure that they have the best possible experience.

Mental, Emotional, and Social Health
Is the camper currently being treated for any of the following:
* ADHD Yes No
* Please specify.
takes medication daily
* Behavlor Disorder Yes No
* Personality Disorder Yes No
* Eating Disorder Yes No
* Trauma from Abuse/Neglect Yes No
* Please specify.
experienced abuse in the past, is seeing a therapist

12) The next section asks about **Diet and Activity limitations**. Information from last year will be saved here. If you need to update it, please make the necessary changes. If everything is still the same, you can just review and confirm and continue to next section.

13) The next section asks about the **camper's allergies**. Information from last year will be saved here. If you need to update it, please make the necessary changes. If everything is still the same, you can just review and confirm and continue to next section.

If your child does have new allergies that need to be added, you will need to fill in information about what he/she is allergic to, what the allergic reaction is, and if there's a risk of anaphylaxis (if yes, is camper is bringing epi-pen to camp). Each line has a drop down menu, but if you don't see your option there you can type it in. You can make as many selections in the REACTION field as needed (i.e. if camper has many reactions such as cough and swelling and rash). Once you type in all the allergy information, you will click SAVE ALLERGY. You can add as many allergies as needed.

CampDoc.com	Jane Doe / Camper Profile New York Foundling Camp Felix	(2) Jane Feyder-Siegel
Y Jane Doe Registration	Allergies	Jane Doe Feb 3, 2007
Camper Profile Protection Plan  John Doe	* Does Jane have food allergies?	<ul> <li>✓ Contact Information</li> <li>✓ NYF Caseworker/Supervisor</li> <li>Contact Information</li> </ul>
NEW PARTICIPANT	New Food Allergy * Allergic to Nuts, Peanuts	Camper Information     Camper Medical Information     Additional Health     Information
	* Reactions Swelling Cough Rash (Mild)	Diet & Activity     Allergies     Medications - Camper
	* Risk for Anaphylaxis?     ③ Yes ③ No     * Will Jane be bringing an Epi-Pen to New York Foundling Camp Felix?	Medications - Staff     Immunizations     Insurance     Healthcar
	<pre>     Yes      No     CANCEL </pre>	Mure Figuliation then have and to add anothe SAVE ALLERGY Authorizations allergy if need
	* Does Jane have drug allergies?	DATES Due: June 1, 2018 Lockout: July 23, 2018 CONTACT
	* Does Jane have environmental allergies?	Jane Feyder-Siegel (212) 660-1321 iane feyder@ovfoundling.org

14) The next section **DOES NOT NEED TO BE FILLED OUT!** Camp staff will fill this out upon receipt for Doctor Forms. Just lick NEXT STEP and move onto next section.

John Doe / Camper Profile New York Foundling Camp Felix						
	This step is locked!					
	This step is currently locked and cannot be edited. You should submit an extension request to New York Foundling Camp Felix if you need to edit the information in this step. REQUEST AN EXTENSION					
	Medication Information					
	Parent/guardian does not need to complete the remainder of this section, it will be completed by Camp staff upon receipt of doctor forms.					
	* Does John take medications?					
	Yes No					

15) The next section is where you will need to upload a copy of the child's **Immunization Records**. If no new immunizations have been received, you can leave last year's immunization records here. But if additional vaccines have been given to your child since last summer, you will need to upload updated immunization records here.

Joł <sub>New</sub>	וח Doe / Camper Profile י York Foundling Camp Felix	۹.
In	nmunizations	
	pload Copy/Photo of Immunization Records	
*	Upload Scanned Immunization Records	
	Drag Files Here or Click to Upload	
	Permitted file types: PDF, JPG, GIF, PNG	
	Maximum file size: SMB	
P	REVIOUS STEP 7% Complete / Last saved 2 minutes ago	NEXT STEP

16) The next section is where you will need to upload a copy or photo of the child's **Health Insurance Card** (both front and back please). Last year's copy will be saved here, so if there are no changes with the child's health insurance you can just confirm and move onto the next section.

Doe / Camper Profile fork Foundling Camp Felix		
-		
es the participant have health in	surance or Medicaid?	
s No		
insurance Card Upload		
ase upload the front and back of y	rour health insurance/Medicaid card.	
ou are unable to scan, please take	a photo of the front and back of your card via a mobile device and upload.	
	Drag Files Here or Click to Upload	
	Permitted file types: PDF, JPG, GIF, PNG	
	Maximum file size: 5MB	
ave reviewed the above inform owledge.	ation, made any necessary changes, and confirm that it is up-to-date to the	best of my
	CONF	
		-
VIOUS STEP	7% Complete / Last saved 4 minutes ago	NEXT STEP

17) The next section asks for contact information for the **child's doctors**. The dentist information is optional. The physician information is mandatory. Again, information from last year will be saved here, so if everything is still the same, just confirm information and click on next step.

John Doe / Camper Profile New York Foundling Camp Felix	J
Primary Care Provider	•
* Name	
Dr Ally Smith	
* Phone Number	
\$8887747474	
Dentist	
Name	
Dr. Dentist	
Phone Number	
\$8887778787	
I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date knowledge.	to the best of my
[	CONFIRM INFORMATION
	·
PREVIOUS STEP 7% Complete / Last saved 5 minutes ago	NEXT STEP

18) The next section is where you will need to download the Medical Evaluation Form, which will need to be completed by the child's doctor (<u>last year's forms are not valid and any other outside forms are not valid</u>).Please, take this 2021 Medical Form to the child's doctor so that he/she can fill it out and sign it (2 pages total). Once those two pages are completed by the doctor, you will need to upload them in this section of the camper profile. \*\*\*These forms can also be obtained from <u>Jane.Feyder@nyfoundling.org</u>.

CampDoc	Mary Doe / Camper Profile  Swew York Foundling Camp Felix	
🖞 Jane Doe	Medical Evaluation Form	
🖞 Jean Doe		
🐈 John Doe	Please download the doctor forms by clicking "Download Template" below. Pages 1 and 2 must be completed and signed by the child's primary doctor.	
🐈 John Doe	Once completed, please scan and upload the two pages here.	
👔 Mary Doe	Camp Felix DOES NOT accept any outside medical forms, please make sure to submit ONLY the designated Camp Felix Medical Forms	
Registration		ſ
Camper Profile	* Medical Evaluation Form	Download
Labels	Please click "DOWNLOAD TEMPLATE" to download the three required documents. Once the three documents have been completed by the physician,	forms here
+ NEW PARTICIPANT	please upload those here.	
e completed,	Drag Files Here or Click to Upload	
ad the forms here.	Permitted file types: PDF, JPG, GIF, PNG	
	Maximum file size: 5MB	

19) The next section is the **Authorizations** section, will need to be completed again (last year's authorization will not be saved). <u>VERY IMPORTANT!</u> This is where the <u>BIOLOGICAL PARENT</u> (or NYF Director/AVP/VP if child is freed for adoption) must accept several consents and complete electronic signatures.

If the person completing this Camper Profile is NOT the biological parent or designated NYF representative, then a paper Authorization Form can be **<u>downloaded</u>**, signed on paper, and uploaded back into the <u>profile</u>.

	Mary Doe / Camper Profile New York Foundling Camp Felix	).	
	Authorizations		
	This section must be signed (electronically or on paper) by the camper's BIOLOGICAL PARENT. If the camper is freed for adoption, an NYF Representative can sign.		
Once signed, please	* Are you the camper's BIOLOGICAL PARENT or NYF Representative (if child is freed for adoption)?     Yes No     * Please, print out the authorization form (2 pages) and have a biological parent or NYF representative sign by hand. Once signed, please     upload both pages below.     DOWNLOAD TEMPLATE		Click here to download the paper authorization form.
upload the authorization form here.	Drag Files Here or Click to Upload Permitted file types: PDF, JPG, GIF, PNG Maximum file size: SMB		

If the person completing the Camper Profile IS the biological parent or NYF representative who can legally sign/consent for the child, the entire consent can be done electronically.

#### Electronic Authorization:

The first is the **Photo Consent** – if the parent does not want photos/videos taken of their child, they will click DECLINE SECTION. If they agree to photos/videos taken of their child, they will click ACCEPT SECTION. Then, they will type in their name and click SIGN AUTHORIZATION.

PHOTO/VIDEO CONSENT	
l, hereby give permission to Camp Felix of NY Foundling and Felix Organization to interview and/or photograph and/or video my child, for publication and/or use in the New York Foundling and Felix Organization initiative which will begin on 7/29/19 and end on 8/23/19.	
The interviews/photos/videos, if any, will be conducted on or about 7/29/19-8/24/19 or a date to be agreed upon by all parties involved. The article and/or photograph(s)/video(s) may be used multiple times, however, their use shall be limited to the time frame established for this particular campain, Additionally, their use shall be limited to the following forms of media. Area newspapers, magazines,	
television, subways, buses, bulletin boards, electronic media, social media, websites, and billboards.	Click Accept or
The reporter/photographer/videographer may only use my child's first name.	Decline section,
DECLINE SECTION ACCEPT SECTION	then type in name and relationship
	below and click on SIGN
* Signature of Biological Parent (or NYF Representative if child is freed for adoption)     * Relationship	AUTHORIZATION

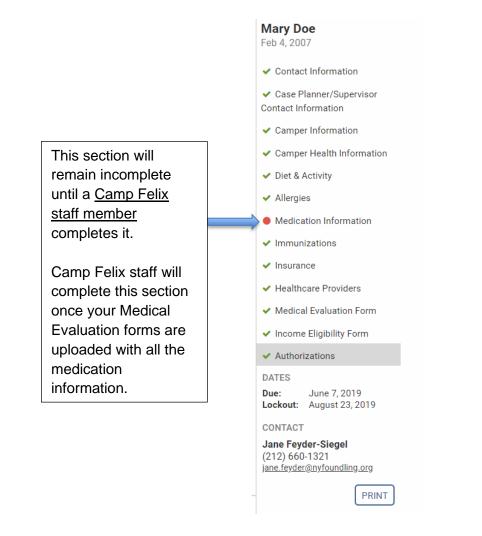
Next is the **HIPPA Privacy Statement** where the parent must type in the name of the child's healthcare provider, click ACCEPT SECTION, type in name and relationship to child and click SIGN AUTHORIZATION.

HIPPA Privacy Statement	
* Name of Medical Practice	
HIPPA PRIVACY STATEMENT: PERMISSION TO RELEASE O	CONFIDENTIAL HEALTH INFORMATION
I give the named medical practice above permission to release confide	ntial health information to CAMP FELIX regarding this camper.
	ACCEPT SECTION
* Parent/Guardian Signature	* Relationship
	SIGN AUTHORIZATION

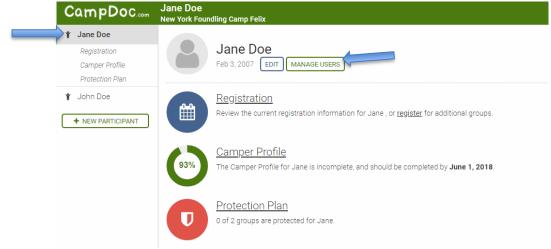
Next is a long list of bullets that the parent must read and consent to by clicking ACCEPT SECTION, then typing in their name and relationship to child and then click SIGN AUTHORIZATION.

CONSENT
<ul> <li>I hereby apply for admission of my child to Camp Felix of the NV Foundling. In signing this application, I certify that hershe is healthy in the origination of the origination of the composition of the NV Foundling the ingitiate of of the NV Foundling and its agents full authority to take whatever actions they deem necessary regarding.</li> <li>I hereby apply camp Felix of the NV Foundling and its agents full authority to take whatever actions they deem necessary regarding in your birds beath and safety.</li> <li>I hereby apply camp Felix of the NV Foundling and its agents full authority to take whatever actions they deem necessary for the health and safety.</li> <li>I hereby apply entrinsistion to my childs health care providers (including without limitation physicians, physicians assistants, dinied have provide y including and the agent safet and the term of the Camp Felix of the NV Foundling to the Park physicians.</li> <li>I agree to pay all charges for hospital, runsing, medical, and surgical services incurred by or on behalf of my child in excess of any any provide my envisions.</li> <li>I altorize the appropriate representative of Camp Felix of the NV Foundling to release the information concerting my health insurance on provide of medical services to my child in due tages or the originate on the activity of any release of the VV Foundling on the Archidocese of New York, ther officers, agents or employees/volunteers arising to of any insurance and parent NV applications of the Archidocese of New York, ther officers, agents or em</li></ul>
* Signature of Biological Parent (or NYF Representative if child is * Relationship reed for adoption)
SIGN AUTHORIZATION

20) **Now you should be all done**! You will see all green checkmarks on the right hand side, except the Medication Information section which you don't need to complete. You can click on PRINT in order to print a copy of the entire Camper Profile for your records.



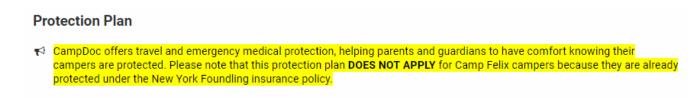
21) To **add other users** to this account, such as a birth parent or case planner, click on the camper's name on the left hand side and you will be directed to the home screen. Click on MANAGE USERS to add users.



On the next screen, you will be able to enter the email address of any user you would like to add, then click ADD USER. They will get an email with an invitation and instructions on how to log in.

CampDoc	Jane Doe  New York Foundling Camp Felix
Y     Jane Doe       Registration       Camper Profile       Protection Plan       Y     John Doe	Jane Doe         Feb 3, 2007         EDIT         MANAGE USERS         Image: Please find a list of authorized and invited users for Jane's account below. You may invite others to access Jane's account, but please note that once added, you will not be able to remove their access.
+ NEW PARTICIPANT	AUTHORIZED     INVITED       Jane Feyder-Siegel janefsiegel@gmail.com     None
	Review the current registration information for Jane , or <u>register</u> for additional groups.
	Camper Profile The Camper Profile for Jane is incomplete, and should be completed by <b>June 1, 2018</b> .
	0 of 2 groups are protected for Jane.

22) **Protection Plan** is something that's offered to other camps and it <u>does not apply to Camp Felix</u>. If you click on Protection Plan section you will see this message. You can ignore this section completely.



23) To **add a sibling**, you will need to click on **+NEW PARTICIPANT** on the home page and then complete information for that sibling. A separate registration and camper profile will need to be completed for each sibling.

