Camp Felix 2023 Application Instructions for New Campers

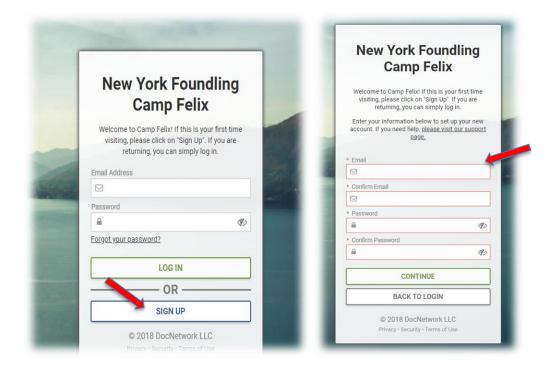
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INSTRUCTIONS FOR NEW APPLICANTS:

To register a camper for Camp Felix 2023, parent/guardian must have access to a computer, tablet or mobile phone and follow these steps:

- Open internet browser and go to app.campdoc.com/register/campfelix
- 2) Welcome window will appear with instructions. Click on "Sign Up" to get started.
- 3) Type in your email address, re-enter/confirm the email address, create a password, and confirm that password. Please, write down this password so that you can use it to log back in when needed.



4) Next, you will be prompted to complete the "New Participant" page where you must enter the camper's information.



5) Next, complete the "About You" section –fill in the parent/guardian contact information (whichever parent/guardian the child is currently living with). Make sure to select YES under the text message question so you can receive text message alerts from Camp Felix.

About You If you want to change the name, email, phone or address associated with your CampDoc account, you may do so below. If you are using CampDoc for someone other than yourself (e.g., your child), please do not enter their information here. * First Name * Last Name * Email Address maribel.cruz@nyfoundling.org

* Phone Number

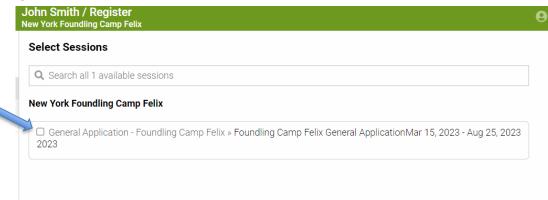
* Mailing Address Enter a location

6) After you click "SAVE", you will be directed to the Registration page where you can register for the General Application session. 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).

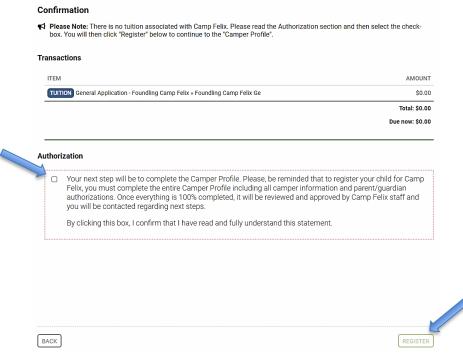
I would like to receive text message alerts. ?



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



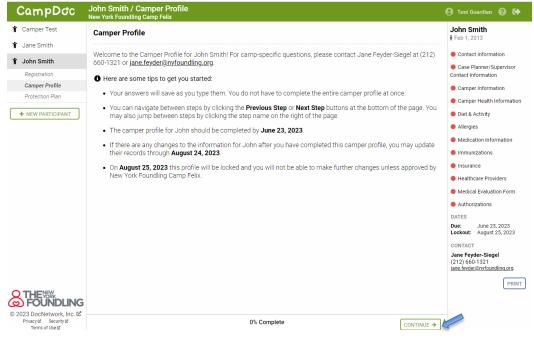
8) The next screen will confirm your registration and ask you to read and check the box next to authorization statement. Once you have read this statement and checked the box next to it, you can click on the REGISTER button below.



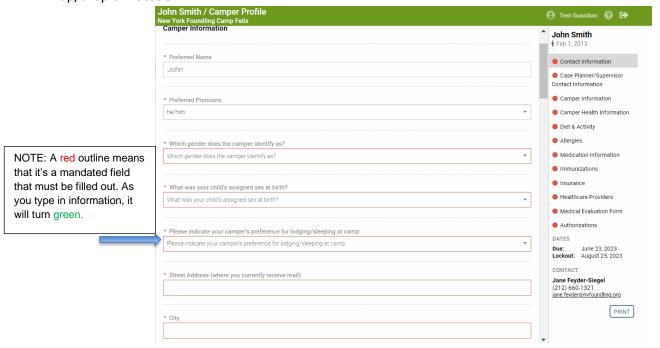
9) Once you click REGISTER, a message will say "Success!" Click on Continue button and it will automatically bring you to the "Camper Profile" page.



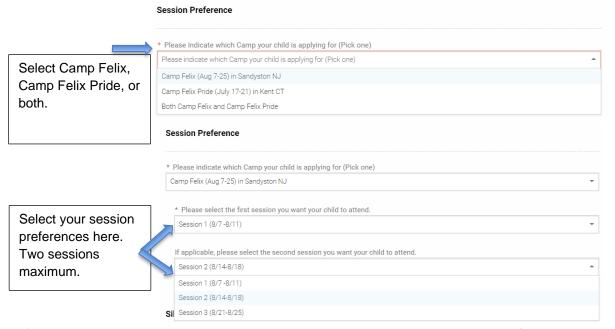
10) The Camper Profile page is where all questions about the camper must be answered. On the right, you will see the various sections with red dots next to them. The RED dot means that it's not completed. A GREEN checkmark will appear once it's complete. Each section must be completed. Please note that the deadline for completing this profile is <u>June 23rd</u>. To get started, click CONTINUE.



11) The first section is the **Contact Information** section where you will need to type in camper information, parent/guardian information, Emergency Contact information, indicate your session preferences, and select a bus pick up/drop off location.



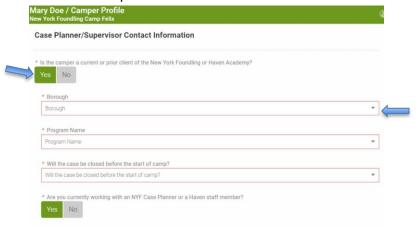
12) In the Session Preference Section, you will be able to select which camp your child would like to attend (**Camp Felix** or **Camp Felix Pride** or both) and select your preferred camp sessions for Camp Felix (Monday through Friday only). Campers can sign up for a maximum of <u>two sessions</u>, 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 7-11, Session 2 - August 14-18, and Session 3 – August 21-25. Your preferred session will be assigned after the camper profile is 100% completed (based on availability).



13) Once the section is completed, you will see a green checkmark next to Contact Information section on right hand side and you can click NEXT STEP to move onto next section.

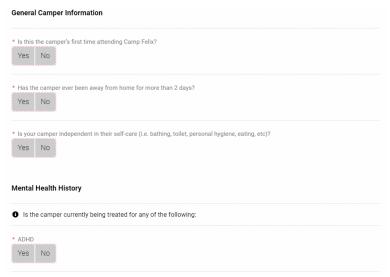


14) The next section is the **Caseworker and Supervisor** section. First, you must check the YES where it asks if your child is a current or prior NYF or Haven Academy client. Remember - if your child is NOT a current or prior client of NYF or Haven Academy, they are not eligible for Camp Felix. Once you click YES, you will then need to indicate the borough, program, case planner/Haven staff member and supervisor contact information. Once all information is filled in, click NEXT STEP.



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.

15) The next section asks about **important information regarding the camper** –their habits, interests, personality traits, mental health history, etc. Please complete fully until you see a green check mark next to that section. Once complete, click NEXT STEP.



16) The next section is the **Camper Health Information** which asks for important information about the camper's physical and mental health. Please complete fully.



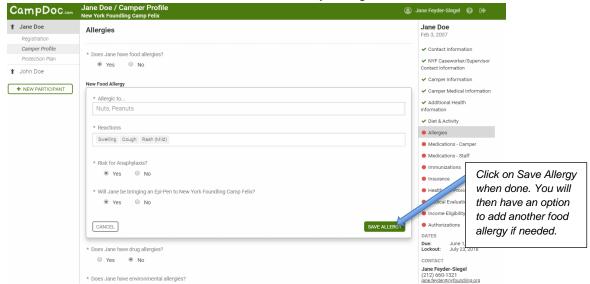
<u>Important:</u> Please, be as detailed as possible when answering questions about your child's physical and mental health. It is vital that you provide as much information as possible so that we can be well prepared to work with this child at camp and ensure that they have the best possible experience.

17) The next section asks about **Diet and Activity limitations**. Please indicate if child has any dietary restrictions or activity limitations. Once complete, click NEXT STEP at the bottom.



18) The next section asks about the **camper's allergies**. If the child has no allergies, you will simply click NO for each question and move onto the next step.

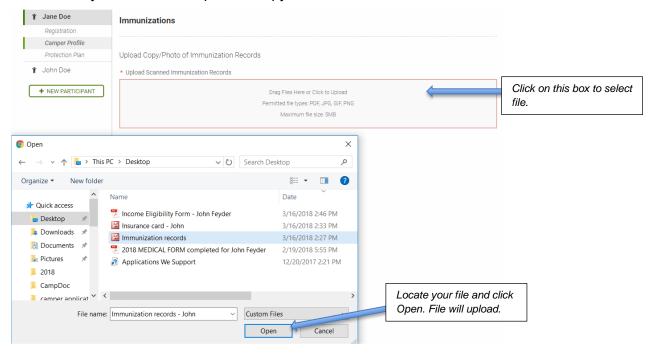
If your child does have allergies, you will need to fill in information about what he/she is allergic to, what the allergic reaction is, and if there's a risk of anaphylaxis. Each line has a drop down menu, but if you don't see your option there you can type it in. You can make as many selections in 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.



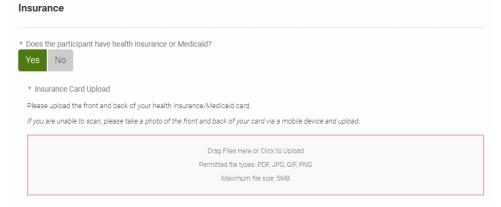
19) The next section **DOES NOT NEED TO BE FILLED OUT!** JUST SKIP IT! Camp staff will fill this out upon receipt for Doctor Forms. Just lick NEXT STEP and move onto next section.



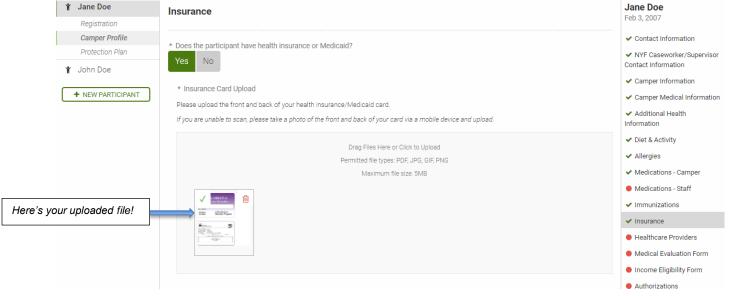
20) The next section is where you will need to upload a copy of the child's **Immunization Records**.



21) 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). Follow same instructions as above. ***Please note that if upload method is not convenient, you can also send the copies to Jane Feyder-Siegel via email to <u>Jane.Feyder@nyfoundling.org</u>.



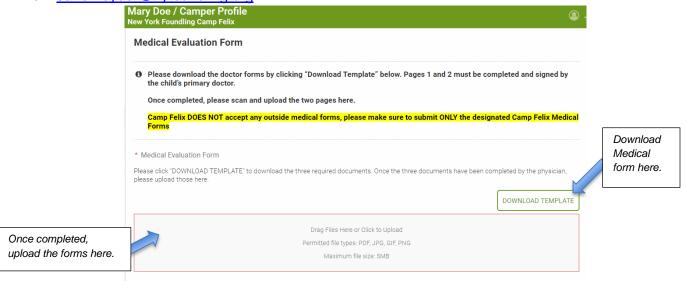
This is what it will look like when file is uploaded (the box will no longer be outlined in red, and green check mark will appear on the right side next to Insurance section):



22) The next section asks for contact information for the **child's doctors**. The dentist information is optional. The physician information is mandatory.

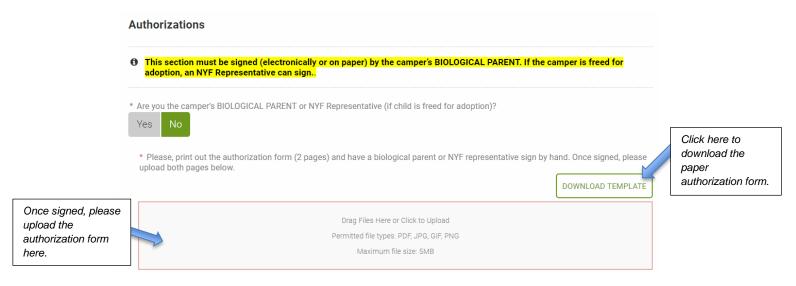


23) The next section is where you will need to download the **Medical Evaluation Form**, take it to the child's doctor so that he/she can fill it out and sign it (<u>2 pages total</u>). Once those two pages are completed by the doctor, you will need to upload them in this section of the camper profile. ***These forms can also be obtained from Jane.Feyder@nyfoundling.org.



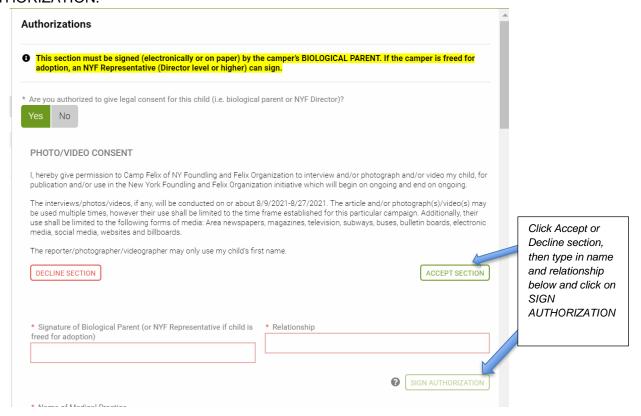
24) The next section is the **Authorizations** section. <u>VERY IMPORTANT!</u> This is where the **BIOLOGICAL PARENT** (or NYF Director/AVP/VP if child is freed for adoption) must accept 3 consents and complete electronic signatures in 3 places.

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



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.

The first is the **Photo Consent –** we take many photos/videos at camp and we need the parent's 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.



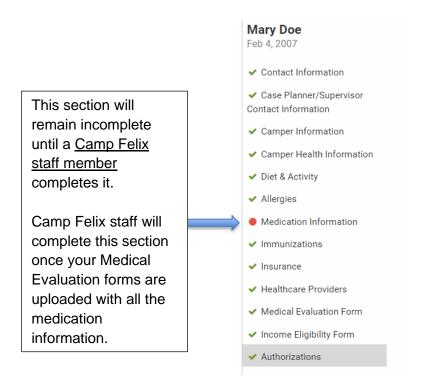
Next is the **HIPPA Privacy Statement** where the parent must type in the name of the child's healthcare provider, click ACCEPT SECTION, type in name and relationship to child and click SIGN AUTHORIZATION.

HIPPA Privacy Statement	
* Name of Medical Practice	
HIPPA PRIVACY STATEMENT: PERMISSI	ON TO RELEASE CONFIDENTIAL HEALTH INFORMATION
I give the named medical practice above permiss	ion to release confidential 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.



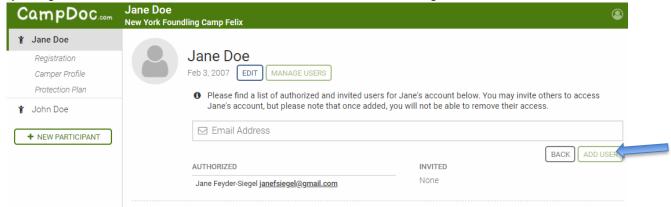
25) **Now you should be all done!** You will see all green checkmarks on the right hand side, except the Medications – Staff section which you don't need to complete. You can click on PRINT in order to print a copy of the entire Camper Profile for your records.



26) 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.



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

Protection Plan

- CampDoc offers travel and emergency medical protection, helping parents and guardians to have comfort knowing their campers are protected. Please note that this protection plan DOES NOT APPLY for Camp Felix campers because they are already protected under the New York Foundling insurance policy.
- 28) 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.

