

Camp Felix 2023

Application Instructions for Returning Campers

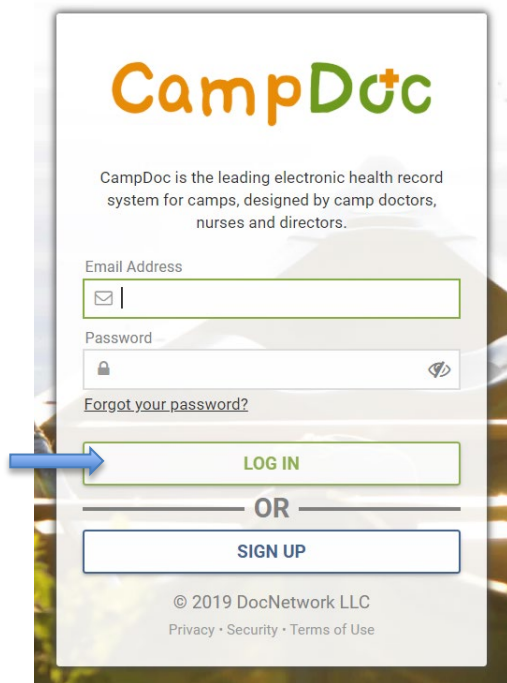
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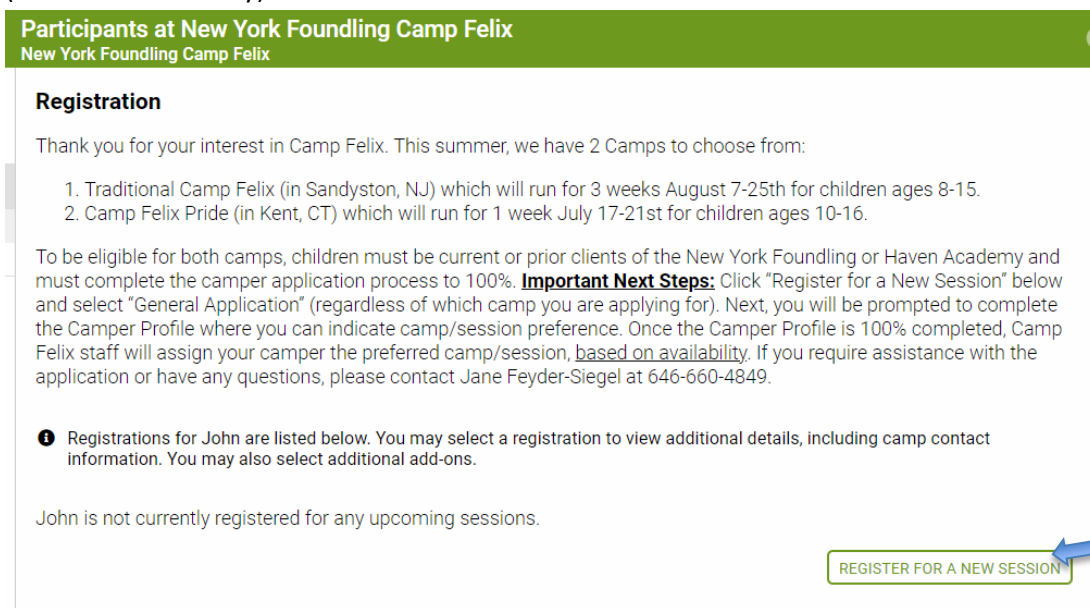
INSTRUCTIONS FOR RETURNING APPLICANTS:

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

- 1) Open internet browser and go to **www.campdoc.com**
- 2) 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.

The image shows the CampDoc login page. At the top is the CampDoc logo. Below it is a description: "CampDoc is the leading electronic health record system for camps, designed by camp doctors, nurses and directors." There are two input fields: "Email Address" and "Password". Below the password field is a link that says "Forgot your password?". There are two buttons: a green "LOG IN" button and a blue "SIGN UP" button. A blue arrow points to the "LOG IN" button. Between the two buttons is the word "OR". At the bottom, there is copyright information: "© 2019 DocNetwork LLC" and links for "Privacy", "Security", and "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 2023. 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).

The image shows the registration page for New York Foundling Camp Felix. The header is green with white text: "Participants at New York Foundling Camp Felix" and "New York Foundling Camp Felix". Below the header is the "Registration" section. It starts with a thank you message: "Thank you for your interest in Camp Felix. This summer, we have 2 Camps to choose from:". Then it lists two options: "1. Traditional Camp Felix (in Sandyston, NJ) which will run for 3 weeks August 7-25th for children ages 8-15." and "2. Camp Felix Pride (in Kent, CT) which will run for 1 week July 17-21st for children ages 10-16." Below the list is a paragraph: "To be eligible for both camps, children must be current or prior clients of the New York Foundling or Haven Academy and must complete the camper application process to 100%. **Important Next Steps:** Click “Register for a New Session” below and select “General Application” (regardless of which camp you are applying for). Next, you will be prompted to complete the Camper Profile where you can indicate camp/session preference. Once the Camper Profile is 100% completed, Camp Felix staff will assign your camper the preferred camp/session, based on availability. If you require assistance with the application or have any questions, please contact Jane Feyder-Siegel at 646-660-4849." Below this is a note: "i Registrations for John are listed below. You may select a registration to view additional details, including camp contact information. You may also select additional add-ons." At the bottom, it says "John is not currently registered for any upcoming sessions." At the bottom right, there is a green button that says "REGISTER FOR A NEW SESSION". A blue arrow points to this button.

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

John Smith / Register
New York Foundling Camp Felix

Select Sessions

Search all 1 available sessions

New York Foundling Camp Felix

☐ General Application - Foundling Camp Felix » Foundling Camp Felix General ApplicationMar 15, 2023 - Aug 25, 2023

- 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

Please Note:

There is no tuition associated with Camp Felix. Please read the Authorization section and then select the checkbox. You will then click "Register" below to continue to the "Camper Profile".

Transactions

ITEM	AMOUNT
<div>TUITION</div> General Application - Foundling Camp Felix » Foundling Camp Felix Ge	\$0.00
Total: \$0.00	
Due now: \$0.00	

Authorization

☐

Your next step will be to complete the Camper Profile. Please, be reminded that to register your child for Camp Felix, you must complete the entire Camper Profile including all camper information and parent/guardian authorizations. Once everything is 100% completed, it will be reviewed and approved by Camp Felix staff and you will be contacted regarding next steps.

By clicking this box, I confirm that I have read and fully understand this statement.

BACK

REGISTER


- 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.

Success!

Please wait while we redirect you.

Continue

- 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  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:

Please Review

New York Foundling Camp Felix requests that you review the information on this page and make any necessary updates. You may confirm that the information is up-to-date at the bottom 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.

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

CONFIRM INFORMATION

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 23rd**.

- 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 two sessions, 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).

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 7-25) in Sandyston NJ

Camp Felix Pride (July 17-21) in Kent CT

Both Camp Felix and Camp Felix Pride

Session Preference

* Please indicate which Camp your child is applying for (Pick one)

Camp Felix (Aug 7-25) in Sandyston NJ

* Please select the first session you want your child to attend.

Session 1 (8/7 -8/11)

If applicable, please select the second session you want your child to attend.

Session 2 (8/14-8/18)

Session 1 (8/7 -8/11)

Session 2 (8/14-8/18)

Session 3 (8/21-8/25)

Select your session preferences here. Two sessions maximum.

- 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.

CampDote Mary Doe / Camper Profile
New York Foundling Camp Felix

Jane Doe
Jean Doe
John Doe
John Doe
Mary Doe

Registration
Camper Profile
Labels
+ NEW PARTICIPANT

Case Planner/Supervisor Contact Information

Is the camper a current or prior client of the New York Foundling or Haven Academy?
Yes No

* Borough
Borough

* Program Name
Program Name

* Will the case be closed before the start of camp?
Will the case be closed before the start of camp?

* Are you currently working with an NYF Case Planner or a Haven staff member?
Yes No

Mary Doe
Feb 4, 2007

- Contact Information
- Case Planner/Supervisor Contact Information
- Camper Information
- Camper Health Information
- Diet & Activity
- Allergies
- Medication Information
- Immunizations
- Insurance
- Healthcare Providers
- Medical Evaluation Form
- Income Eligibility Form
- Authorizations

If the case is already closed, 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 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.

General Camper Information

* Is this the camper's first time attending Camp Felix?
Yes No

* Has the camper ever been away from home for more than 2 days?
Yes No

* Is your camper independent in their self-care (i.e. bathing, toilet, personal hygiene, eating, etc)?
Yes No

Mental Health History

1 Is the camper currently being treated for any of the following:

* ADHD
Yes No

- 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.

Camper Health Information

1 Please, answer the following questions with as much detail as possible and be advised that your answers will not affect the camper's eligibility to attend Camp Felix.

1 Does your child get frequent ...

* Ear Infections?
Yes No

* Please specify.

* Urinary Tract Infections?
Yes No

* Stomach/Intestinal Problems
Yes No

Important: 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.

- 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

Jane Feyder-Siegel

Allergies

* Does Jane have food allergies?
☒ Yes ☐ No

New Food Allergy

* Allergic to...
Nuts, Peanuts

* Reactions
Swelling Cough Rash (Mild)

* Risk for Anaphylaxis?
☒ Yes ☐ No

* Will Jane be bringing an Epi-Pen to New York Foundling Camp Felix?
☒ Yes ☐ No

CANCEL SAVE ALLERGY

* Does Jane have drug allergies?
☐ Yes ☒ No

* Does Jane have environmental allergies?
☐ Yes ☒ No

Jane Doe
Feb 3, 2007

- ✓ Contact Information
- ✓ NYF Caseworker/Supervisor Contact Information
- ✓ Camper Information
- ✓ Camper Medical Information
- ✓ Additional Health Information
- ✓ Diet & Activity
- Allergies**
- Medications - Camper
- Medications - Staff
- Immunizations
- Insurance
- Healthcare Provider
- Medical Evaluation
- Income Eligibility Form
- Authorizations

DATES
Due: June 1, 2018
Lockout: July 23, 2018

CONTACT
Jane Feyder-Siegel
(212) 660-1321
jane.feyder@nyfoundling.org

Click on Save Allergy when done. You will then have an option to add another food allergy if needed.

- 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.

The screenshot shows the 'Immunizations' section of a camper profile for 'John Doe / Camper Profile' at 'New York Foundling Camp Felix'. It includes a header with the camper's name and a profile icon. Below the header, the section is titled 'Immunizations'. There is a sub-header 'Upload Copy/Photo of Immunization Records' and a note '* Upload Scanned Immunization Records'. A large grey box contains the text 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'. A small thumbnail image of a document is shown in the bottom left corner of the upload area.

- 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.

The screenshot shows the 'Insurance' section of a camper profile for 'John Doe / Camper Profile' at 'New York Foundling Camp Felix'. It includes a header with the camper's name and a profile icon. Below the header, the section is titled 'Insurance'. There is a sub-header '* Does the participant have health insurance or Medicaid?' with 'Yes' and 'No' buttons. Below this is a sub-header '* Insurance Card Upload' with the text 'Please upload the front and back of your health insurance/Medicaid card.' and a note 'If you are unable to scan, please take a photo of the front and back of your card via a mobile device and upload.' A large grey box contains the text 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'. A small thumbnail image of a health insurance card is shown in the bottom left corner of the upload area. At the bottom, there is a yellow box with the text 'I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.' and a 'CONFIRM INFORMATION' button.

- 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.

The screenshot shows the 'Primary Care Provider' and 'Dentist' sections of a camper profile. The 'Primary Care Provider' section has a sub-header 'Primary Care Provider' and two fields: '* Name' with the value 'Dr Ally Smith' and '* Phone Number' with the value '8887747474'. The 'Dentist' section has a sub-header 'Dentist' and two fields: 'Name' with the value 'Dr. Dentist' and 'Phone Number' with the value '8887778787'. At the bottom, there is a yellow box with the text 'I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.' and a 'CONFIRM INFORMATION' button.

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 (**last year's forms are not valid and any other outside forms are not valid**). Please, take this 2023 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 Jane.Feyder@nyfoundling.org.

The screenshot shows the 'Medical Evaluation Form' section of a camper profile for 'Mary Doe / Camper Profile' at 'New York Foundling Camp Felix'. It includes instructions to download the form template, a warning that only Camp Felix forms are accepted, and a 'DOWNLOAD TEMPLATE' button. A callout box points to the button with the text 'Download Medical form here.' Another callout box points to the upload area with the text 'Once completed, upload the forms here.'

Mary Doe / Camper Profile
New York Foundling Camp Felix

Medical Evaluation Form

i 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.

Once completed, please scan and upload the two pages here.

Camp Felix DOES NOT accept any outside medical forms, please make sure to submit ONLY the designated Camp Felix Medical Forms

* Medical Evaluation Form

Please click "DOWNLOAD TEMPLATE" to download the three required documents. Once the three documents have been completed by the physician, please upload those here.

DOWNLOAD TEMPLATE

Once completed, upload the forms here.

Drag Files Here or Click to Upload
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). **VERY IMPORTANT!** This is where the **BIOLOGICAL PARENT** (or NYF Director/AVP/VP if child is freed for adoption) must accept 3 consents and complete 3 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 **downloaded, signed on paper, and uploaded back into the profile.**

The screenshot shows the 'Authorizations' section of a camper profile for 'Mary Doe / Camper Profile' at 'New York Foundling Camp Felix'. It includes instructions to download the authorization form template, a question about being the biological parent or NYF representative, and a 'DOWNLOAD TEMPLATE' button. Callout boxes provide additional instructions: 'Click here to download the paper authorization form.' and 'Once signed, please upload the authorization form here.'

Mary Doe / Camper Profile
New York Foundling Camp Felix

Authorizations

i **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.**

* 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.

Once signed, please upload the authorization form here.

Drag Files Here or Click to Upload
Permitted file types: PDF, JPG, GIF, PNG
Maximum file size: 5MB

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

I, 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 campaign. 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.

The reporter/photographer/videographer may only use my child's first name.

DECLINE SECTION **ACCEPT SECTION**

* Signature of Biological Parent (or NYF Representative if child is freed for adoption) * Relationship

SIGN AUTHORIZATION

Click Accept or Decline section, then type in name and relationship below and click on 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: PERMISSION TO RELEASE CONFIDENTIAL HEALTH INFORMATION

I give the named medical practice above permission 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**.

ACCEPT SECTION

* Signature of Biological Parent (or NYF Representative if child is freed for adoption) * Relationship

SIGN AUTHORIZATION

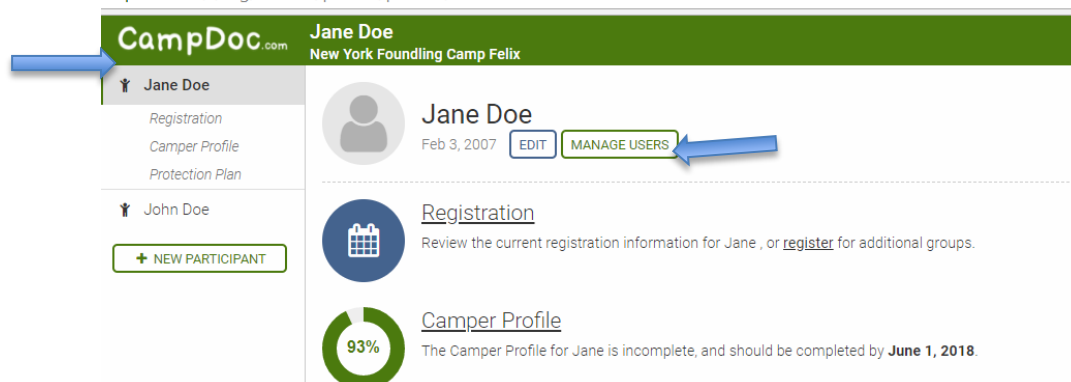
20) **Now you should be all done!** You will see all green checkmarks on the right hand side, except the Medication Information section which you don't need to complete. You can click on **PRINT** in order to print a copy of the entire Camper Profile for your records.

This section will remain incomplete until a Camp Felix staff member completes it.

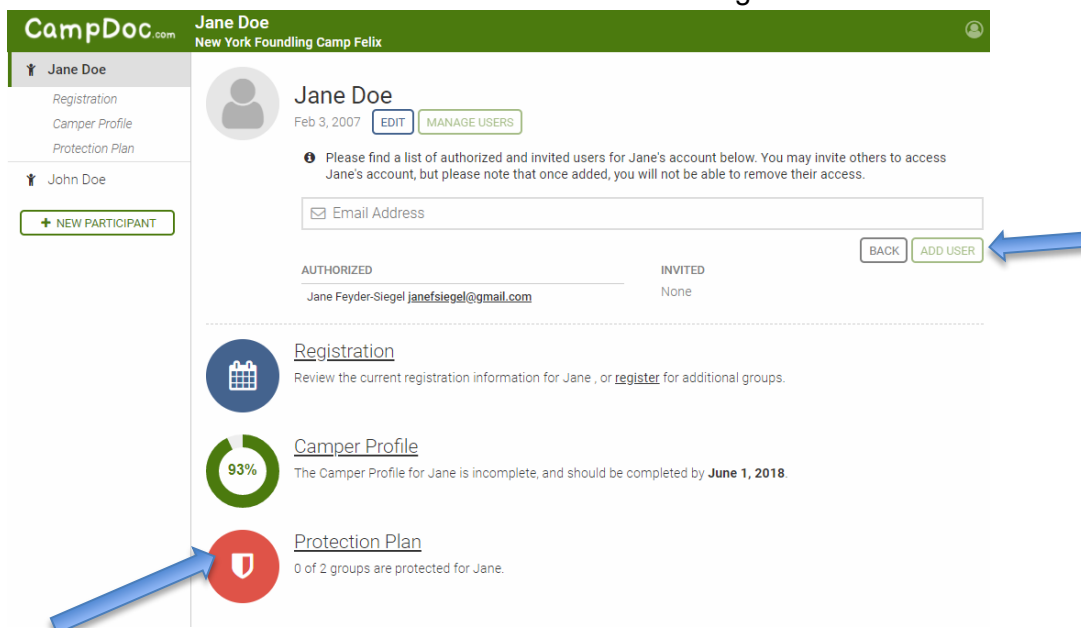
Camp Felix staff will complete this section once your Medical Evaluation forms are uploaded with all the medication information.

- ✓ Contact Information
- ✓ Case Planner/Supervisor Contact Information
- ✓ Camper Information
- ✓ Camper Health Information
- ✓ Diet & Activity
- ✓ Allergies
- Medication Information
- ✓ Immunizations
- ✓ Insurance
- ✓ Healthcare Providers
- ✓ Medical Evaluation Form

- 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.



- 22) **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.

- 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.

