

# Camp Felix 2024

## Application Instructions for New Campers

---

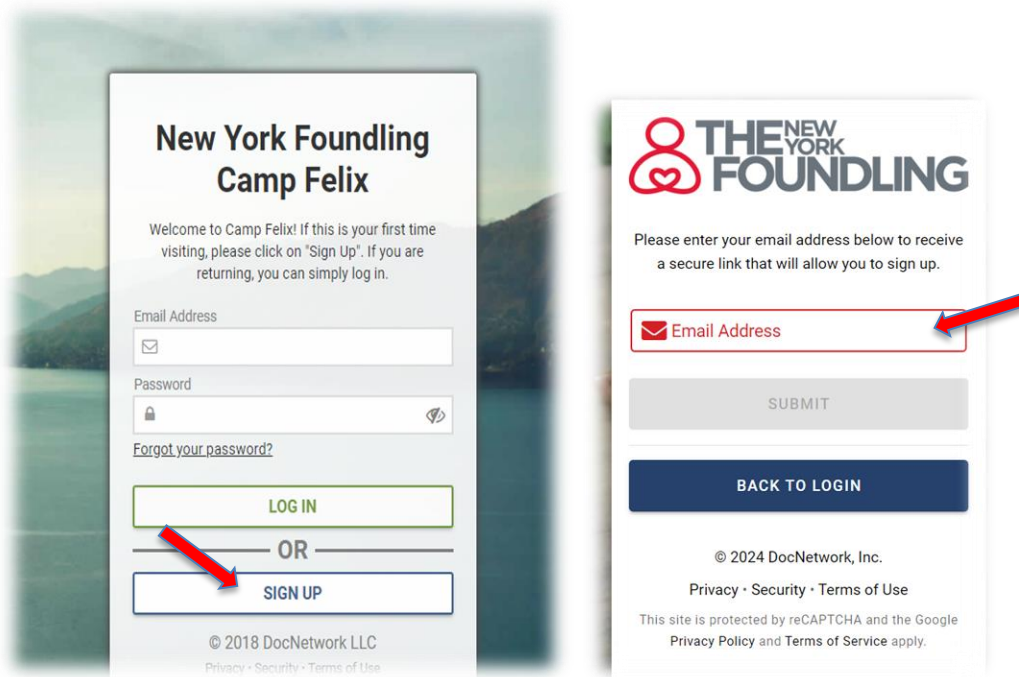
### TABLE OF CONTENTS:

Link to Camper Application & Log-in Instructions	Page 2
Registration	Page 3
Camper Profile	Page 3
Contact Information & Session Preference	Page 5
Case Planner and Supervisor Information	Page 6
Camper Information, Mental/Physical Health History	Page 6
Diet/Activity Restrictions & Allergies	Page 7
Medication Section	Page 7
Immunization Records	Page 8
Insurance Card Copy	Page 8
Healthcare Provider Information	Page 9
Medical Evaluation Form	Page 9
Authorizations & Signatures	Page 9-10
How to Add Other Users to Account	Page 11
Protection Plan Explanation	Page 12
How to Add Siblings	Page 12

# INSTRUCTIONS FOR NEW APPLICANTS:

To register a camper for Camp Felix 2024, parent/guardian must have access to a computer, tablet or mobile phone and follow these steps:

- 1) Open internet browser and go to [app.campdoc.com/register/campfelix](http://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, you will receive a secure link that will allow you to sign up.



- 4) After you sign up, you will be prompted to complete the “New Participant” page where you must enter the **camper’s information** – name and date of birth, then click “Continue.”

The screenshot shows the 'New participant' registration page. The page title is 'Participants at New York Foundling Camp Felix'. The form includes fields for First Name, Middle Name, Last Name, and Date of Birth (Month, Day, Year). A 'CONTINUE' button is at the bottom right.

- 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

- 1 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

\* Phone Number

I would like to receive text message alerts. ?

\* Mailing Address

- 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 session (based on availability).

**Participants at New York Foundling Camp Felix**  
New York Foundling Camp Felix

### Registration

Thank you for your interest in Camp Felix. This summer, we have 2 Camps to choose from:

1. Traditional Camp Felix (in Sandyston, NJ) which will run for 2 weeks (M-F) August 5-16 for youth ages 8-15.
2. Camp Felix Pride (in Kent, CT), which will run for 1 week July 15-19 for LGBTQ+ youth ages 10-16.

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-Siege

- 1 Registrations for June are listed below. You may select a registration to view additional details, including camp contact information. You may also select additional add-ons.

June is not currently registered for any upcoming sessions.

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

**June Smith / Register**  
New York Foundling Camp Felix

### Select Sessions

- 1 Sessions and add-ons may fill and are not guaranteed until purchase is complete. The final total may differ if sessions are no longer available.

Search all 1 available sessions

**New York Foundling Camp Felix**

2024 » Camp Felix General Application 2024 Jul 15, 2024 - Aug 16, 2024

- 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.

**June Smith / Register**  
New York Foundling Camp Felix

**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
TUITION 2024 » Camp Felix General Application 2024	\$0.00
<b>Total:</b>	<b>\$0.00</b>
<b>Due now:</b>	<b>\$0.00</b>

**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.

- 9) Once you click REGISTER, a message will say that your camper is successfully registered. Click on the close 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 **June 14th**. To get started, click CONTINUE.

**Camper Profile**

Welcome to the Camper Profile for June Smith! For camp-specific questions, please contact Jane Feyder-Siegel at (212) 660-1321 or [jane.feyder@nyfoundling.org](mailto:jane.feyder@nyfoundling.org).

**Here are some tips to get you started:**

- Your answers will save as you type them. You do not have to complete the entire camper profile at once.
- You can navigate between steps by clicking the **Previous Step** or **Next Step** buttons at the bottom of the page. You may also jump between steps by clicking the step name on the right of the page.
- The camper profile for June should be completed by **June 14, 2024**.
- If there are any changes to the information for June after you have completed this camper profile, you may update their records through **August 01, 2024**.
- On **August 2, 2024** this profile will be locked and you will not be able to make further changes unless approved by New York Foundling Camp Felix.

**June Smith**  
Feb 6, 2014

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

**DATES**  
**Due:** June 14, 2024  
**Lockout:** August 2, 2024

**CONTACT**  
**Jane Feyder-Siegel**  
(212) 660-1321  
[jane.feyder@nyfoundling.org](mailto:jane.feyder@nyfoundling.org)

0% Complete

- 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.

**John Smith / Camper Profile**  
New York Foundling Camp Felix  
Camper Information

**John Smith**  
Feb 1, 2013

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

DATES  
Due: June 23, 2023  
Lockout: August 25, 2023

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

PRINT

\* Preferred Name  
John

\* Preferred Pronouns  
he/him

\* Which gender does the camper identify as?  
Which gender does the camper identify as?

\* What was your child's assigned sex at birth?  
What was your child's assigned sex at birth?

\* Please indicate your camper's preference for lodging/sleeping at camp:  
Please indicate your camper's preference for lodging/sleeping at camp.

\* Street Address (where you currently receive mail)

\* City

NOTE: A red outline means that it's a mandated field that must be filled out. As you type in information, it will turn green.

12) In the Session Preference Section, you will be able to select which camp your child would like to attend (**Traditional Camp Felix or Camp Felix Pride or both**) and select your preferred camp sessions for Traditional Camp Felix (Monday through Friday only). Campers attending the Traditional Camp Felix program in Sandyston, NJ can choose 1 session only (either August 5-9<sup>th</sup> or August 12-16<sup>th</sup>), but not both. Your preferred session will be assigned based on availability once the camper profile is fully completed.

**Session Preference**

Please, select which camp program and session your child would like to attend (pick one).

**Important Note:** Camp Felix and Camp Felix Pride are two separate camp programs held at different locations and during different weeks. Camp Felix Pride was designed for LGBTQ+ youth and allies and operates in July in Kent, Connecticut. Camp Felix is a traditional summer camp for all youth (Foundling and Haven Academy participants ages 8-15) and operates in August in Sandyston, NJ.

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

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

Camp Felix (August 5-16) in Sandyston NJ

Camp Felix Pride (July 15-19) in Kent CT

Both Camp Felix and Camp Felix Pride

\* Please select your session preference (1 session maximum per child)

Please select your session preference (1 session maximum per child)

Session 1: August 5-9

Session 2: August 12-16

Select Camp Felix, Camp Felix Pride, or both.

Select your session preference here. 1 session maximum.

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.

- ✓ Contact Information
- NYF Caseworker/Supervisor Contact Information

- 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. Next, 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 case is already closed, then select Case Closed from Borough and Program drop down menu, and select NO under Caseworker Information, then click NEXT STEP.

- 15) The next **Camper Information** 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.

If you answer YES to a question, a box will open up asking for provide additional information about the child's health. Please, provide more details in that box.

**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.

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.

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

Immunizations

Upload 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: 5MB

Click on this box to select file.

Open

File name: Immunization records - John

Custom Files

Open Cancel

Locate your file and click Open. File will upload.

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 [Jane.Feyder@nyfoundling.org](mailto:Jane.Feyder@nyfoundling.org).**

Insurance

\* Does the participant have health insurance or Medicaid?

Yes No

\* Insurance Card Upload

Please upload the front and back of your health insurance/Medicaid card.  
If you 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

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):

Here's your uploaded file!

Insurance

\* Does the participant have health insurance or Medicaid?

Yes No

\* Insurance Card Upload

Please upload the front and back of your health insurance/Medicaid card.  
If you 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

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 Providers
- Medical Evaluation Form
- Income Eligibility Form
- Authorizations



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

Jane Doe / Camper Profile  
New York Foundling Camp Felix

Healthcare Providers

Primary Care Provider

\* Name  
Dr. Physician

\* Phone Number  
5254444444

Jane Doe  
Feb 3, 2007

- ✓ Contact Information
- ✓ NYF Caseworker/Supervisor Contact Information
- ✓ Camper Information
- ✓ Camper Medical Information
- ✓ Additional Health Information
- ✓ Diet & Activity
- ✓ Allergies

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 (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](mailto:Jane.Feyder@nyfoundling.org).

Mary Doe / Camper Profile  
New York Foundling Camp Felix

Medical Evaluation Form

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

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

Download Medical form here.

Once completed, upload the forms here.

24) The next section is the **Authorizations** section. VERY IMPORTANT! This is where the **LEGAL PARENT/GUARDIAN** (or NYF Director/AVP/VP if child is freed for adoption) must accept 2 consents and complete electronic signatures in 2 places.

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

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.**

\* 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

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

Click here to download the paper authorization form.

Once signed, please upload the authorization form here.

If the person completing the Camper Profile IS the legal parent/guardian 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**.

\* Are you authorized to give legal consent for this child (i.e. legal guardian or NYF Director)?

Yes  No

**PHOTO/VIDEO CONSENT**

I give permission to New York Foundling, YMCA of Newark and Vicinity and Camp Linwood Macdonald, and Felix Organization to interview and/or photograph and/or video my child for publication and/or use in the New York Foundling, YMCA of Newark and Vicinity and Camp Linwood Macdonald, and Felix Organization initiative which will begin on ongoing and end on ongoing. The interviews/photos/videos, if any, will be conducted on or about 7/15/2024 - 8/16/2024 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.

\* Signature of Legal Parent or Guardian (or NYF Representative if child is freed for adoption)

\* Relationship

*Click Accept or Decline section, then type in name and relationship below and click on 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**.

\* Signature of Biological Parent or NYF Representative

\* Relationship

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.

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.



- 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

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.

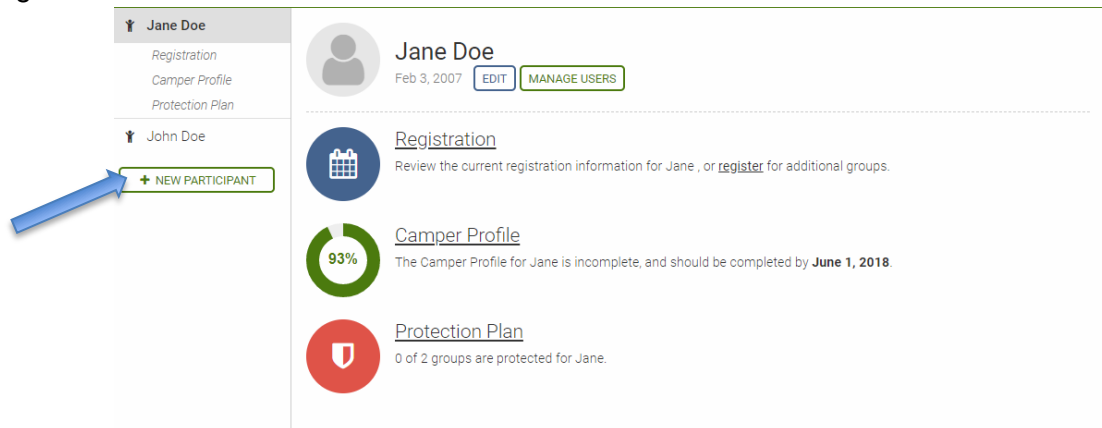
AUTHORIZED	INVITED
Jane Feyder-Siegel <a href="mailto:janefsiegel@gmail.com">janefsiegel@gmail.com</a>	None

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.



The screenshot displays a user management interface. On the left, a sidebar lists users: Jane Doe (with sub-links for Registration, Camper Profile, and Protection Plan), John Doe, and a highlighted '+ NEW PARTICIPANT' button with a blue arrow pointing to it. The main content area for Jane Doe shows a profile card with a calendar icon, a 'Registration' section with a calendar icon and text 'Review the current registration information for Jane, or register for additional groups.', a 'Camper Profile' section with a 93% progress indicator and text 'The Camper Profile for Jane is incomplete, and should be completed by June 1, 2018.', and a 'Protection Plan' section with a shield icon and text '0 of 2 groups are protected for Jane.'