

Camp Felix 2024

Application Instructions for Returning Campers

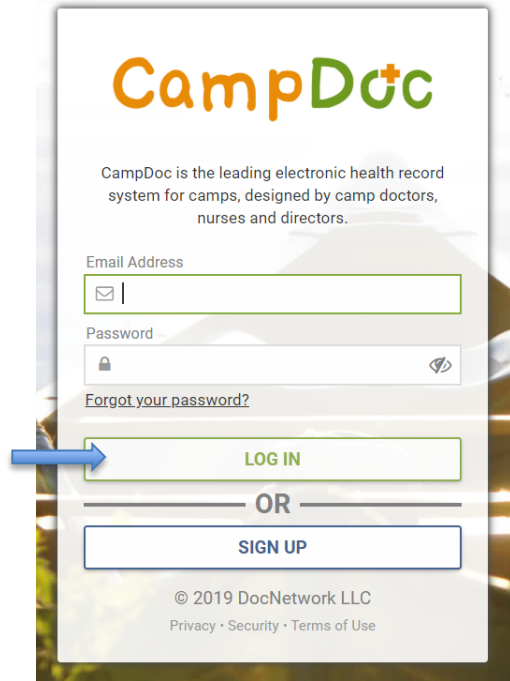
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INSTRUCTIONS FOR RETURNING APPLICANTS:

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 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.



- 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 Camp Felix General Application 2024. 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

i 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.

[REGISTER FOR A NEW SESSION](#) 

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

Select Sessions

i 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

- 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
TUITION 2024 » Camp Felix General Application 2024	\$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.

- 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, make changes if necessary, then click Confirm Information 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 15th**.

- 8) 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 5-9th or August 12-16th), 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 which camp your child wants to attend here.

Select your session preference for Camp Felix here. 1 session 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.

The screenshot shows the 'Case Planner/Supervisor Contact Information' section for a camper named Mary Doe. The form includes the following fields and options:

- Is the camper a current or prior client of the New York Foundling or Haven Academy? (Yes/No) - A blue arrow points to the 'Yes' button.
- Borough (Drop-down menu)
- Program Name (Drop-down menu)
- Will the case be closed before the start of camp? (Drop-down menu)
- Are you currently working with an NYF Case Planner or a Haven staff member? (Yes/No)

A sidebar on the right lists various sections of the profile, including 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, and Authorizations.

If the case is already closed, then select Case Closed 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

• 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

• 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.

• 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.

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

14) The Medication Information 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.

Message: 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.

Message: Parent/guardian does not need to complete the remainder of this section, it will be completed by Camp staff upon receipt of doctor forms.

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.

Upload Scanned Immunization Records

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

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.

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.

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 2024 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.

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

Download Medical form here.

Once completed, upload the forms here.

- 1) 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

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 legal parent/guardian or NYF representative who can legally sign/consent for the child, the entire consent can be done electronically. Click YES at the top where it asks if you are authorized to give consent, then complete both consents.

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.

* 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.

DECLINE SECTION

ACCEPT SECTION

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

* Relationship

2) **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

3) 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.

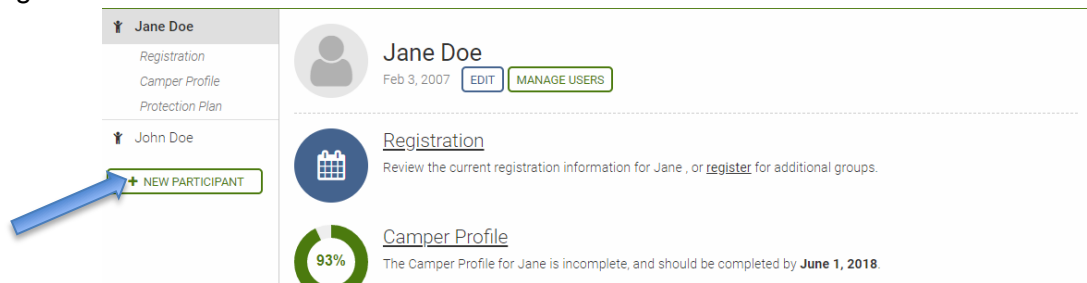
On the next screen, you will be able to enter the email address of any user you would like to add, then click **ADD USER**. They will get an email with an invitation and instructions on how to log in.

- 4) **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.

- 5) 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 and John Doe. Under Jane Doe, there are links for Registration, Camper Profile, and Protection Plan. A blue arrow points to a '+ NEW PARTICIPANT' button located below the John Doe entry. The main content area for Jane Doe shows her name, a profile picture, and her birth date (Feb 3, 2007). There are two buttons: 'EDIT' and 'MANAGE USERS'. Below this, there are two sections: 'Registration' with a calendar icon and text 'Review the current registration information for Jane, or register for additional groups.', and 'Camper Profile' with a progress indicator showing 93% completion and text 'The Camper Profile for Jane is incomplete, and should be completed by June 1, 2018.'