

March 2010

Dear Friends,

Enclosed is registration material for summer programs offered by Catholic Charities Disability Services. All forms must be complete and turned in before we can make a decision on the acceptance of your camper. Use the checklist to be sure you've completed all forms. To make the registration process go more smoothly, please be sure to return all forms by **Monday, May 3, 2010**.

Campers will be individually assessed (after all forms are returned) to determine the appropriateness of the program offered. If our program is not appropriate we will try to assist you in your search for a more appropriate program. **Once a camper is accepted, you will be sent a letter of confirmation.**

A \$50 non-refundable registration fee must be sent with your application. This fee applies to everyone and will be credited toward the cost of camp. You must also have a \$0 balance from any previous year's attendance at camp. If you still have a balance, please send your payment to our office as soon as possible. Or you can call to set up a payment plan. Having a balance will hold up acceptance.

We would like to clarify a transportation procedure. It is very important that the designated person is at the pick-up address when the camper is being dropped off. The transportation company cannot wait for someone to come home – this just delays the other campers from getting home in a timely manner. Please read this new procedure:

The transportation company will attempt to drop the camper off, if no one is home, all other campers will be dropped off. The Transportation Company will make every effort to contact the parents and emergency contacts during this time. If at the end of the route no one can be contacted, the camper will be taken to the local police station.

Do you know someone who would love coming to Camp Happiness? Consider referring a friend to camp! If they are accepted before May 28, 2010, you will be eligible to receive 10% off of your final balance due (after any assistance is given). Tell them to mark your name down on the back of the application form.

Some helpful suggestions ~

- **Call your doctor immediately** to set up an appointment to have the medical completed.
- **Call your camper's school to get a copy of the most recent Individual Education Plan.**

Two items for your information are included in this packet as well. One is a "Criteria for Admission". This is what we base the appropriateness of our program on. The other bit of information is on "Extended School Year". Please read both of these for more detailed information.

Again, it is very important that you return all forms by Monday, May 3, 2010.

We are looking forward to a wonderful summer! Call or email with any questions or concerns - 216-334-2963 or mjscott@clevelandcatholiccharities.org.

Thank You,


Marilyn Scott
Program Administrator

Please be sure to read both sides →

INSTRUCTION SHEET

Please read carefully – This page will help you to complete the packet correctly and will help avoid delays in acceptance to camp.

*****HELPFUL TO-DO LIST!! Do this EARLY!!!**

1. Call your Doctor NOW to set up an appointment for a physical.
2. Call your school to get a copy of the most recent Individualized Education Plan (IEP) ~ If your IEP meeting is after May 3, 2010, send us the last year's IEP.
3. COMPLETE ALL FORMS IN THIS PACKET. Be sure to look over the forms before sending them in. If you're waiting on the medical or IEP, send in all the other forms with a note saying the medical and/or IEP is coming.
4. Please be sure to complete and sign all areas – this will really help speed the registration process. It takes much longer if we have to send forms back to you for signatures! Look for the  this will show you where to sign!

Use this checklist so you know you've completed all forms correctly

***If you are waiting on one form (ie medical form), mail all other forms with a note saying it will be mailed at a later date.*

*****Check the box to the left when you have completed that specific form*****

- \$50 NON-Refundable Registration Fee** ~ This fee applies to everyone and will be used towards your cost of camp
- INDIVIDUALIZED EDUCATION PLAN (IEP) and Behavior Plans If Applicable** ~ We must have the FULL IEP ~ please do not send just a page or two. If there is a Behavior Plan, we will require a copy of that as well. We can accept the last year's IEP ~ do not wait for upcoming meetings, especially if it is after May 3, 2010.
- Application Form**
- Medical Form** ~ This must be completed and signed by a licensed physician and must be current. Medical forms need to be complete and on file in our office before any camper is accepted to camp. **All medicals must be completed on our form only. Exceptions may be made on an individual basis.**
- Medication Authorization (For meds taken only during camp hours – 9:30am to 3:00pm)** ~ For prescription medication a Doctor must complete and sign this form. The Parent/Guardian must also sign. For non-prescription (over the counter) medication, the Parent/Guardian must complete and sign this form. It is VERY IMPORTANT that we have up to date information on medication. If a camper is taking more than one medication that is to be distributed during camp hours ~ a separate form is to be completed. **Make copies if need be.**
- Health History** ~ This form contains important information that our staff should know about the camper. The Parent/Guardian can complete this form. **Sign page three at the bottom.**
- Notice of Privacy Practices** ~ Information you need to know about how our program values and protects confidential health information. There are 2 forms, one for you to sign and send back, the other is for you to keep.
- Authorization Form** ~ There are 3 sections to sign on this form. The first two sections MUST be signed – these are the Authorization for Medical and/or Emergency Treatment and Release and the Waiver of Liability and Release. The third section is *optional* – this is the Authorization to Photograph & Release.
- Transportation Form** - Complete this form **ONLY** if you need transportation **and** are a resident of **Cuyahoga County**.
- Ohio Summer Food Service Form** - All families must fill this form out, even if you think you are not eligible. If the majority of the camp site qualifies, the entire site receives free lunches. **Complete Part 1** if the camper receives food stamps, Ohio Works First (OWF) or Food Distribution Program on Indian Reservations (FDPIR). You must provide your identification number and a signature. **Complete Part 2** if you do not receive any of the above. List names of ALL household members and income by source. The adult completing this section must sign and provide a social security number.

Please be sure to read both sides →

You may be eligible for EXTENDED SCHOOL YEAR (ESY) SERVICES

And Our Summer Camp Programs may be able to provide it for you!

1. WHAT DOES EXTENDED SCHOOL YEAR (ESY) MEAN?

The term "extended school year services" means educational programming beyond the traditional 180 day school year for eligible students with disabilities as outlined by the Individuals with Disabilities Education Act (IDEA).

2. WHO MUST BE CONSIDERED FOR ESY SERVICES?

Every student with a disability under IDEA must be considered for ESY services. The determination of whether a student is eligible for ESY services is made on an individual basis by the student's IEP team and must be discussed at each annual IEP review meeting.

3. WHO DETERMINES ESY ELIGIBILITY?

The IEP team determines eligibility for ESY services. The team is made up of the parent, child if appropriate, regular education teacher if the student is or may be in a regular class, at least one special education teacher or provider, at least one child study team member, the school district representative who is qualified to provide or supervise the provision of special education and is knowledgeable about the general curriculum and the available resources, and others at the parent's or school's discretion.

4. WHAT CRITERIA SHOULD BE USED IN MAKING AN ESY ELIGIBILITY DETERMINATION?

There is no single criterion used in making an eligibility determination. Some criteria are:

- The regression that a student experiences as a result of an interruption in educational services.
- The nature and severity of the student's disability
- The ability of the child's parents to provide educational structure in the home
- behavioral and physical impairments
- The ability of the student to interact with nondisabled peers
- The student's vocational needs
- The requested ESY services are unique to the student's personal needs. An example would be emerging skills or breakthrough opportunities, such as a student being on the brink of learning to read.

5. HOW IS ELIGIBILITY FOR ESY SERVICES DETERMINED?

Any information that can assist the IEP team in developing a composite of the level of functioning and circumstances having an impact on the student's educational performance should be presented. See bullet points in #4 for examples.

Other important considerations are keeping ongoing communication between parent and teacher, keep notes, work samples, test results, report cards, homework, progress reports and parent observations

6. ARE STUDENTS REQUIRED TO FAIL IN ORDER TO BE ELIGIBLE FOR ESY SERVICES?

No. Students cannot be required to fail before being eligible for ESY. ESY must be determined individually based on the needs of the student.

7. HOW IS ESY STRUCTURED?

The IEP team will determine the type, duration, and frequency of services for a student receiving an ESY program. The goals and objectives should be a continuation of all or part of the school year IEP, although the ESY services may be modified to provide maintenance of acquired skills during periods of interruption of school.

8. WHAT TYPES OF ESY MODELS ARE AVAILABLE?

The individual needs of the student determine the program and services to be provided. ESY service options may include, but are not limited to, the following:

- Support services for maintenance of skills, such as math, reading, etc.
- Home instruction or consultation to provide parents with support and materials to prevent regression
- Individual or group instruction
- Recreational services to provide for the maintenance of identified IEP skills
- Services during periods of school vacation.

Our summer programs may be an appropriate ESY option for your child.

9. MUST ALL THE SERVICES THAT ARE PROVIDED DURING THE REGULAR SCHOOL YEAR BE DUPLICATED IN THE ESY PROGRAM?

No. A student's program and placement for ESY services may differ from the regular school year program. When a student is determined to need ESY services, the IEP team will determine what services need to be provided through the IEP meeting process.

10. IS A STUDENT AUTOMATICALLY ENTITLED TO ESY SERVICES BECAUSE HE/SHE WAS DETERMINED ELIGIBLE THE YEAR BEFORE?

No. Eligibility determination for ESY services is made on the present needs of the student.

11. DO ESY SERVICES HAVE TO BE PROVIDED IN A CLASSROOM?

No. ESY services may not necessarily be provided in a classroom or school setting. The location and delivery of program services may be provided in the home or at an alternative location, such as our summer programs.

12. WHAT HAPPENS IF THERE IS DISAGREEMENT REGARDING ESY?

The Ohio Department of Education will assign an impartial mediator to assist the parties in resolving differences. Mediation is voluntary; therefore, the participants (parent(s), guardians, and school district) must agree to mediation. In addition, parents and school districts can always exercise their right to request a due process hearing.

More information regarding mediation or a due process hearing can be obtained by contacting the Ohio Department of Education at 1-877-644-6338 or the Disability Office at 1-614-466-2650.

IF CAMP IS TO BE CONSIDERED FOR ESY, YOUR SCHOOL DISTRICT MUST CONTACT US REGARDING THE ESY PLAN TO FOLLOW AND TO SET UP AN INVOICING PLAN.