



Parent and Caregiver Manual and Information Guide



Dear Camp Jaycee Family,

Thank you for choosing to be part of the New Jersey Camp Jaycee's residential summer camp program! We look forward to providing your family with an exciting and active summer filled with lots of chances to make memories.

This Camp Manual has been created as a reference guide for our campers, their families and caregivers. Included in the Manual is information and policies to help prepare you for your adventure, answer many of your questions and give you some insight on ways we strive to make the best summer memories!

We ask that you please take some time to read through this guide and should you have further questions please visit www.campjaycee.org or ask to speak with your Summer Camp Director or Coordinator of Camping Services.

Get ready for the best summer yet!

New Jersey Camp Jaycee Staff

Summer Office
223 Zeigler Road
Effort, PA 18330
570-629-3291
570-620-9861 fax

Administrative Office
Open year-round
985 Livingston Ave
North Brunswick, NJ
732-737-8279 phone/fax

Registration Process

Residential Application

Camp Jaycee offers easy, convenient, and secure online registration. To register visit <https://campjaycee.campbrainregistration.com/>. For all returning visits, you can sign in with your email address and password. If you have forgotten your password, please, click on the password reset link to follow the instructions for password reset. New Families: If your camper has not attended camp in the past, you are considered a "first time user;" you will need to create an account to register. Once your account is activated you can begin to register. Please keep your sign-in information in a secure location for future use.

Once you have created the account, please read all the instructions to continue. Add the camper(s) name(s) in the child field, select the weeks and add to the cart to register. Continue to follow the online instructions to complete the registration.

Once the registration process is complete and you have selected the submit button, you will then receive instructions on how to finalize your application. Once all is submitted, you and the camp office will immediately receive an email confirmation of your submission. Lastly, please mail your \$150 non-refundable application fee payable to "Camp Jaycee" to the administrative office at 985 Livingston Ave. North Brunswick, NJ 08902.

Once the camp director has reviewed and approved the application, a camp acceptance packet will be mailed to you within 1-2 weeks. If the camper is not accepted, or if we need additional information, you will be notified by phone. Enclosed in the acceptance packet you will receive the acceptance letter, detailing check-in day procedures, a packing list, driving directions to camp, and an annual physical and health assessment packet which is required to attend camp. Please be sure to schedule an appointment with the camper's physician to have the packet completed. Please review the invoice and registration dates on the letter for accuracy. If you do not receive the letter within 2 weeks of submitting your application, please contact the Camp Coordinator at 732-737-8279 or email info@campjaycee.org. Applications without an application fee will not be processed and the application will be placed on a waiting list.

Fees

Please contact the administrative office for current fees. All fees must be paid in full by June 1, 2023. *A \$150.00 non-refundable application fee is required with the submission of an application.*

Accepted Forms of payment

- Check: Please make all checks payable to "New Jersey Camp Jaycee"
- Money order
- All major credit cards are accepted (please call the administrative office to make a credit card payment)

Financial Assistance for Camp Jaycee

Camp Jaycee is an approved provider for the state of New Jersey Division of Developmental Disabilities (DDD), PerformCare, and Medicaid in the states of New Jersey and Pennsylvania. Campers receiving services from these agencies are required to submit proof/approval of funding, and a current Individual Service Plan (ISP). All documentation must be on file in our office no later than May 1st.

Applicants with no letter of approval on file, or those with unpaid balances, will be subject to dismissal from the program without notice. Campers funded by agencies are required to attend camp, for the dates approved by the agency. Non-attendance by agency-funded campers automatically voids the agreement with the sponsoring agency, in which case the payment of tuition (less the Application Fee) automatically becomes the responsibility of the camper's parent/guardian.

Scholarship Program

This program is provided by generous donations annually. Camp Jaycee is able to provide a partial scholarship to assist private paying families based on their annual household income. If the camper is eligible for funding, this option is not available. Please contact the office to discuss eligibility requirements and to request an application.

Refer A Friend -Receive a \$100 credit towards camp fees

Please take advantage of our referral program by recommending a new camper to Camp Jaycee. Our referral program offers a \$100 credit and is exclusive to all current campers. **It has no monetary value.** The credit will be applied to the returning camper's account after the referred camper has completed their first week of camp. Please make sure the referred camper completes the referral information on the application at the time of registration.

Date Changes/Cancellations

We can usually accommodate session or week changes. If the need for a change should arise please contact our administrative office immediately. We will make every effort to accommodate your request.

If you need to cancel, we require 4 weeks advance notice. A refund excluding the \$150 application fee is given. If the camper's medical form and/or required documentation is not received 4 weeks prior to their registered camp arrival date, the camper will be removed from the roster and placed on a waiting list.

Refund Policy

No refunds or credits will be given for the following circumstances:

- Camper fails to submit approval letter or is not approved for funding
- Camper does not show up for registered/scheduled camp session
- Camper arrives and checks in at a later date.
- Camper is denied admission to camp upon arrival (i.e. incomplete/inaccurate medical forms, presence of an acute medical condition etc.).
- Camper leaves prior to the end of the camp session (i.e. behavior, illness, scheduled vacation conflicts etc.)

Check-in and Check-out Procedures

Check-in

Camper check-in is always on Sundays. There are no exceptions or additional check-in days offered unless discussed with the director prior to registration.

Check-in starts at 12:00 Noon - no earlier - it is done on a first come first served basis. There is no lunch served for campers checking-in. Check-in for our campers is a very thorough process. You can expect to meet with the director, the Head of Men's or Women's camp, your cabin counselors, sit down with a nurse and count your medication and also stop by our camp canteen to find the most recent gear! During these introductions the camper will be given a wrist band with cabin assignment and counselors on it, greeted by head staff. At this time, feel free to ask any last-minute questions about your camper's stay or provide additional information that may be useful. We understand that your campers are excited to be back at camp, nervous to be trying a new adventure, or anxious about who their new counselors will be, therefore it can be a long day. We ask all families and caregivers to have the appropriate paperwork and medication ready to meet with the nurses to make it a seamless process for everyone. After you meet with the nurses, you will be able to drive up to your cabin and help your camper settle in. During loading and unloading we ask that families and caregivers take caution to our natural terrain. While parking your car to unload at the cabins please face perpendicular to the hill with your wheels turned up the hill. **All cars must have an emergency brake initiated before exiting the vehicle.** We appreciate your attention to this for the safety of our campers and families.

Here are some tips for check-in days.

- Be sure that all paperwork is complete.
- Bring hard copies of their physical report and application.
- Allow the afternoon to meet with our camp staff and get to know the facility.
- Have medication in original prescription container(s).
- Provide prescriptions as requested, including discontinued, if needed.
- Do not book flights, trips, or appointments on the day of check-in.

Check-out

Camper check-outs are on Saturdays. There are no exceptions or additional check-out days unless discussed with the director prior to registration.

Check-out begins at 9:00 AM and all campers scheduled for pick up must be collected by 12:00 Noon. Campers will be packed and ready for collection from their cabins. Families and caregivers are responsible for collecting medication from the infirmary and any remaining canteen money from the office administrator. All campers need to be signed out by an authorized individual. Any camper who has not been picked up by 12:00 Noon will be subject to additional charges.

Camp Life

Camp Jaycee is a communal living experience. The success of our community depends on the cooperation and involvement of all participants. Our leadership team and counselors work hard to create a welcoming atmosphere and inspire positive relationships among both campers and staff. We encourage our campers and staff to respect themselves, others, our camp and its property.

Cabin Assignments

Cabin assignments take time, and many things are looked at to make sure your camper is staying in the cabin that fits their needs physically, emotionally and socially. Our leadership team considers age, gender, ability, previous friendship, and availability when assigning campers. There are anywhere from 3-8 campers per cabin and always at least two counselors. The cabins offer one large living space, there are no divided sleeping areas. Our cabins feature toilet and sink facilities, but the shower house is located centrally on both men's and women's camps. Cabins have air-conditioning units for the hotter days, and windows that can be opened for the best air circulation.

Each camper has a bedside shelf to store personal items, smaller clothing and nighttime necessities. Along the back wall of the cabin are cubbies. Counselors will label these accordingly and each camper will have space for clothing. Under bed storage is available for campers who are with us for extended stays.

During the online registration process, there is an opportunity to request cabin mates. If you missed this, please email requests to the director. We will do our best to honor cabin mate requests made during registration. The best camp experience is a mix of new and returning campers in each cabin, so our emphasis is to balance returning campers and past friendships with new campers and new friendships. We put a great deal of thought and effort into the cabin assignments.



Our Staff

Staff at Camp Jaycee are carefully hand-selected for their maturity, personality, and acceptance. They range from 18-30 years of age and from all over the world. Our staff are young adults who are looking to make a difference through their experiences. A third-party agency works with Camp Jaycee to find qualified applicants, they are then interviewed by camp staff. If the individual has qualities that align with Camp Jaycee's goals and a personality that would help Camp flourish, they are invited to spend their summer with us.

Prior to arrival, our staff are screened via background checks from their home country and both NJ and PA. Our staff complete an intensive 7-day training before working with our campers. Staff are also trained and well-rehearsed in our emergency procedures.

Our counselors are the heartbeat of Camp Jaycee. They are the center of fun and the biggest fans for our campers. Often, our staff will return for many summers to share the experience over and over again with our campers.

Behaviors

Camp Jaycee has a zero-tolerance policy for dangerous behaviors. Our leadership team is trained in Crisis Management Prevention and will intervene with a distressed camper to get the camper to a safe place and assist to de-escalate with conversation. Any act that would be considered dangerous to the campers or the staff is grounds for immediate removal from the program.

Camp rules are outlined below. Infraction of any of the following policies or practices may be cause for immediate removal from the program:

- Camper must stay with their assigned group with appropriate supervision.
- Camper must not leave campgrounds.
- Camper must attend all scheduled activities, meals and programs unless excused by the infirmary or director and appropriately supervised.
- Camper must abide by curfew.
- Camper must not bully or threaten other campers or staff.

The Camp Director reserves the right to expel any camper for infractions of camp rules, inappropriate behavior, or language, or verbal or physical abuse of campers or staff. In such a case, it is the responsibility of the parents or designated emergency contacts to arrange for the camper to vacate Camp within 12 hours of notification. **There will be no refund of any camp fee when a camper is expelled under such conditions.** Please refer to the Refund Policy on page 4.

Laundry

Camp Jaycee provides laundry services weekly for campers who are staying more than one week. Campers' laundry is collected by cabin and washed together. Once washed, dried and folded, it is returned to the cabin to be sorted and put away. **Labeling clothing is mandatory.** Failure to label clothing will result in lost clothing. Please mark EVERYTHING, including socks and underwear. Labeling does not need to be huge, just legible, and easy to see. We recommend sending enough clothing for your campers' stay and notifying the cabin counselor you do not wish to have clothes washed. Emergency laundry is used for soiled clothing and bed sets. This wash is done immediately in specific laundry facilities.

Besides clothing, all your campers' other belongings must also be labeled. We encourage our campers to be independent, but in doing so, we must supervise. Labeling their belongings will avoid confusion or accidentally misplacing something.

Lost and Found

We work very hard to make sure that campers come home with everything they brought to camp. Please label **ALL** items, so we can quickly return items to their owners if they do become separated. Any items left behind that are labeled will be returned. Any items not labeled will be kept for two weeks. If you find that you are missing items or that you have another camper's items when your camper gets home, call or e-mail us immediately. If we can locate the item, we will arrange a way to return it to you. Items not claimed after two weeks are donated to a local charity. Remember to label everything!

Meals

FOOD ALLERGIES AND DIETARY RESTRICTIONS

Camp Jaycee is NOT a peanut free camp. If your camper has a specific food allergy or other special dietary need not listed below, please call us before registering to ensure that we can accommodate your camper's needs. We can accommodate vegetarian, gluten free, lactose free and ground diets if noted on registration.

Camp Jaycee and our kitchen staff work hard to provide the most accommodating food menu, choices, and times for our campers. At camp we have one seating for each meal and our cabins each dine family style.

Breakfast 8:45
Lunch 1:00
Canteen 3:45
Dinner at 6:00

Our campers sit with their assigned cabins in our air-conditioned dining hall. Their counselors work to dish out the food to all campers while considering food allergies, dietary restrictions, and portion control. Our meals rotate on a two week schedule featuring hot breakfast sandwiches, omelets, French toast, chicken salad, meatball subs, salad, pasta dishes, turkey dinners and tacos. Our kitchen staff works hard to meet the needs of all our campers and staff.

If a camper is unsatisfied with the meal offered, they can ask for a PB&J sandwich. If your camper has a preferred food, we ask that you bring that food to check-in, and we can provide it for them during meal times.

Canteen is an afternoon snack provided after our camp-wide general swim. This snack includes juice, milk or soda and is accompanied by small snacks such as granola bars, chips, or fruit bars. Counselors are responsible for distribution of snacks.

Canteen Money

Camp Jaycee offers a shop, "Camp Canteen", which sells a variety of camp apparel, snacks, and other small items. Campers often like to have clothing matching our staff and what's not to love about a Camp Jaycee sweatshirt for cooler nights? Camp apparel includes t-shirts, sweatpants, hooded sweatshirts, and rain jackets. Snacks are bags of chips and cans of soda; past items have included camp post cards and water bottles. Parents and caregivers can leave money for their camper during check in. **We do not recommend** campers carry cash during their stay and we are not responsible for money if it is not left with the office staff. For a camper staying 2 weeks, \$20 can get them a snack once or twice and a T-shirt. For a camper staying all summer \$60 can get them a few snacks and a bit more camp merchandise. **The Camp Canteen is also open during check-in to make larger purchases such as sweatshirts and sweatpants.**

Communication during Camp

Telephone calls

Here at camp, we understand that we are caring for a loved one and you may want to touch base. We ask you to work with us and understand that we have a jam-packed and fun-filled schedule. We are able to accommodate four (4) phone calls per evening. These spaces are first-come, first-served and must be requested by the camper or family. We understand that to be out of communication with your loved one, especially in today's age of instant communication, can be very difficult. Please assist us and realize that this is a time for your loved one to learn and grow in a safe and enriching environment.

Should you have any questions or concerns about camp, or your camper's adjustment to the camp program, please call the camp office and a member of our leadership team will be happy to speak with you. Please be aware that the camp day is packed with activities and our leadership team are usually out of the office, interacting with campers and counselors. However, if you leave a message with the office staff, your phone call will be returned within 24 hours.

Cell phones

Cell phones are **strictly prohibited** at Camp Jaycee. With campers and staff alike unplugged from the world of social media and constant communication via phones, we develop an environment that fosters strong friendships and connections amongst all of our camp family. Unfortunately, a small number of families chose to ignore this policy. This raises issues such as destruction of property, misuse of cell phones and conflicts among campers.

In the event a camper brings a phone to camp we will confiscate the phone and hold it in a secure space in the office until pickup. We encourage all families and caregivers to discuss this prior to camp check-in and leave all mobile devices at home.

Mailing

Campers love to receive mail during their stay at camp! Camp mail is distributed daily during lunch and dinner. You are more than welcome to deliver the package or letter to camp for distribution. Please include camper first and last name and cabin, if known; this way there is no delay for distribution. We encourage families to send positive messages in the letters. If needed, camp staff will help your camper read the card/letter. Packages are also accepted, but please keep in mind that if you are sending food and goodies, they will be reviewed by staff to ensure that there are no allergy concerns or other safety concerns that would disrupt the camp environment. If a problem is present, the articles will be confiscated by the leadership team.

Electronics

Electronics and devices with **wi-fi capabilities are strictly prohibited** at Camp Jaycee. Examples of these are (but not limited to) handheld game systems, iPods, iPads, laptops, and cameras. Again, these devices can be damaged at camp, wrongfully used and cause conflicts amongst campers. With understanding of our population's needs, exceptions can be made for communication devices. To discuss these arrangements, please contact the director prior to arrival at the camp. Camp staff and administration may inspect any devices found.

Camp Visits

Camp Jaycee welcomes visitors. Should you or someone else involved with your camper like to visit camp, please call ahead of time to arrange the visit. Upon arrival, all visitors must sign a visitor's policy and wear a visitor's badge.

Grievance

To insure equitable and objective treatment of all campers, the following procedures shall be observed in the event that a camper/guardian believes that there has been unjust treatment:

- All grievances are to be taken up with the Director of Camp by calling 570-629-3291 during the camp season.
- If the grievance is against the Director of Camp, a written grievance shall be made to the management organization.

NJ Camp Jaycee
985 Livingston Ave
North Brunswick, NJ 08902
Attn: Management Representative

- To ensure that the grievance process works in the best interests of all parties, the above procedures will be strictly followed. Any attempts to circumvent them by any involved party will be discouraged.

Health at Camp

Our campers' safety and health are our two most important concerns at Camp Jaycee. We are proud to be able to support the needs of all our campers at our on-camp infirmary, staffed by RNs, LPNs and EMTs. Our nurses are responsible for all medication distribution, including 5 daily medication passes, 8:45, 1:00, 3:45, 6:00 and 8:00. Our nurses dispense all medication directly to our campers. All health concerns are addressed and documented by our medical team. Our EMTs offer care to our campers during the days when nurses are concentrating on medication and also at night. All medical staff work together to provide the best care for our campers and staff.

All medication must be accurate at check-in, if there are any concerns, Camp Jaycee reserves the right to refuse admission on that day.

There is to be absolutely NO medication, vitamins, inhalers or similar in the cabins at any time. All health-related needs must be checked in with the nursing staff.

Caregivers are promptly notified by our infirmary staff whenever:

- Your camper is ill and will be staying overnight in the infirmary.
- Your camper must receive care that is not available at camp. Ex. doctor visit, ER trips.
- Discussion of medication distribution is needed.
- There is a major, moderate, or minor injury related to an incident, or allegation of abuse, neglect or exploitation. Notifications within two hours, per the state of NJ Stephen Komnino's Law.
- Any moderate or major injury occurs. Moderate injuries are defined as those needing attention from an outside provider. Major injuries are defined as those needing emergency care such as an ambulance.

Caregiver will not be notified whenever (this is not a complete list):

- Your camper receives regular first aid treatment (bug bites, minor cuts, etc.)
- Your camper rests in the infirmary during an activity period.
- Your camper receives basic health care with permission from the over-the-counter form. (common cold, cough, stomach ache, etc.)

Our infirmary can be reached throughout the day at medical@campjaycee.org.

Programming at Camp

Camp Jaycee is an adventure, an opportunity for new things and most importantly is a vacation. Our staff work endlessly throughout the year to come up with some of the best activities and programs for our campers during their stay. We are continuously trying to improve and grow our program from year to year. We implement themed sessions, holidays, outside entertainment, events and many other dynamic activities to our program.

Every day our campers will be involved in traditional camp activities including, but not limited to: arts and crafts, nature, swimming, dance, boating and sports. Your camper will follow a schedule led by their counselors, making their way to all the activities with their cabin mates. They may be in activities with other cabins to encourage friendships and maximize socializing. The schedule below is an outline for how your camper will rotate through their day as well as the camp-wide activities. The following schedule is subject to change.

Daily Schedule



8.00	Rise and shine
8.45	Breakfast
9.30	Fire pit
9.45	Period 1
10.15	Period 2
10.45	Period 3
11.15	Period 4
11.45	Period 5
12.15	Period 6
1.00	Lunch
1.45	Rest hour
2.45	General Swim
3.30	Meds and Change
3.45	Canteen
4.15	Period 7
4.45	Period 8
5.15	Evening Program Prep
6.00	Dinner
7.00	Evening Program
8.00	Meds and bed
9.00	Lights off



This schedule varies slightly depending on sessions attended, weather and events that are happening at camp. There are many influences that may play into the adjustments of our schedule, but we understand the importance of scheduling for both our camper and the functionality of camp.

Campers will be on a rotating shower schedule by cabin. All campers shower with their own cabin supported by their counselors. There are no more than two cabins scheduled to shower in the same block. Age, ability and assistance needed are considered when scheduling.

New Jersey Camp Jaycee Packing List

The following is a suggested list of clothing for your camper's stay at Camp Jaycee for a typical two (2) week session. We recommend that you not bring new clothing because it will receive extreme usage.

Camper's must have their name on all clothing and toilet articles (sew on labels are recommended).

Please include one dress up outfit for special activities.

Linens

pillow
* Standard twin sheets & pillowcases
2 blankets or sleeping bag
4 large bath towels & face cloths

Sleepwear

2 pairs pajamas or nightgowns
1 robe
1 pair of slippers

Personal Items

1 laundry bag
1 sun hat
stationary supplies
sunglasses
1 flashlight

Shoes

2 pairs of sneakers
1 pair shower shoes (flip flops)
1 pair hiking boots (optional)

Swimwear

2 bathing suits

Rainwear

1 raincoat / rain hat

Toilet Articles

1 kit bag or case
1 soap with plastic dish
1 toothbrush & toothpaste
1 comb & brush
1 talcum or baby powder
1 deodorant (plastic bottle)
1 shampoo (plastic bottle)
1 box facial tissues
1 plastic cup
sanitary napkins (girls)
electric razor/safety razor & shaving cream (boys)

Underwear

8 pairs underpants & undershirts 8 pairs
socks (white cotton)
4 pairs socks (heavy or woolen) 8 bras
(girls)

Camp wear

3 long sleeve shirts or blouses
5 pairs shorts
3 pairs jeans / sweatpants
1 heavy sweater or jacket
1 light weight sweater or sweatshirt
8 T-shirts (we will have shirts for sale)

* If camper is staying for (1) week – 2 sheets & 1 pillow case
* If camper is staying for (2) weeks – 4 sheets & 2 pillow cases

We are not responsible for lost items or clothing!

Frequently Asked Questions

Where is Camp Jaycee located? I see two addresses on the website.

Camp Jaycee and our summer office are located on 185 acres in the heart of the Pocono Mountains in Effort, PA. Our administrative office is open year-round and located at 985 Livingston Avenue in North Brunswick, NJ.

Is Camp Jaycee accredited by an outside organization?

Camp Jaycee is accredited by the American Camp Association, which means it meets all industry- accepted and government-recognized standards.

When does registration open?

Enrollment opens on January 1st and campers are accepted on a first-come, first-served basis. Our summer camp runs for four, 2-week sessions with 4 check-in days.

Who are the people that work at camp and what type of training do they get?

Our camp staff are carefully selected to ensure a safe and enjoyable experience for our campers. They are all 18 and over and come from around the world to experience summer camp. During the interview, they are screened for maturity, good judgement, and kindness. Before they work with campers, they must undergo intensive training including, but not limited to, online safeguarding trainings, CPR/First-Aid, PA and NJ State Background checks, fingerprints, drug testing, Camp Jaycee operations and policies and other training to comply with New Jersey and Pennsylvania. Our leadership team is trained in Crisis Management, should it ever be needed to maintain the safety and well-being of camp.

I have trouble walking without assistance, can I attend camp?

We serve campers of all ages with developmental and intellectual disabilities. Due to the mountainous terrain of camp, we **cannot** accept campers who use walking assistance.

How many campers are at camp?

Camp Jaycee offers a residential camp program to over 400 individuals with developmental and intellectual disabilities each summer. Depending on the session, enrollment varies between 80-150 campers per week. Camp Jaycee has a 4:1 camper to counselor ratio and no more than 8 campers and 2 counselors per cabin.

What type of facilities are at camp?

Camp Jaycee's picturesque summer camp boasts rustic cabins with newly renovated bathrooms and air conditioning units. There are shower houses centrally located on both the Men's and Women's camps. The two sections of camp are divided by natural forests and playing fields. The camp features an air-conditioned dining hall, a modern infirmary, activity areas including a spring fed pond, a recreation hall for dance and movement, an arts and crafts building, a nature trail, a petting zoo, playing fields, tennis courts, basketball courts and a sensory and exploration room.

Does camp accommodate special diets?

Camp Jaycee and our kitchen staff are proud to offer family style meals for all three meals. We have a typical camp menu including many favorites such as grilled cheese and tomato soup and Sunday turkey dinners. Our kitchen staff works to find alternatives for the many dietary requirements of our campers and staff, such as gluten-free, lactose intolerant, ground meals, vegetarian and others. Should you have concerns, we recommend discussing it with the director and sending highly preferred foods.

I have a peanut allergy, is a camp peanut free camp?

No, Camp Jaycee Does serve peanut butter.

I have medical needs and take medication, does camp have medical staff?

Camp Jaycee has RNs, LRNs and EMTs at camp supporting our campers and staff. RNs and LPNs are responsible for the administration of all medication, we have 5 medication passes daily. Campers and staff are not allowed any medications or vitamins in the cabins, all must be stored securely in the infirmary.

I have questions that are unanswered from this guide, who should I contact?

You should contact the Director of Camp at 570-629-3291 or Coordinator of Camping Services at 732-737-8279.

Acknowledgement Form

By signing below, you acknowledge you have been informed about:

- **Camp Jaycee’s Parent and Caregiver Manual**
- **Mandated Reporting**
 - As per reporting requirements, staff at camp are required to report if they have reasonable cause to believe that a camper has been subjected to abuse or acts of abuse. Staff will report this information to the State Central Registry in NJ or to Keep Kids Safe in PA.
- **Grievance Procedure**
 - All grievances are to be taken up with the Director of Camp by calling 570-629-3291 during the camp season. If the grievance is against the Director of Camp, a written grievance shall be made to the management organization.

NJ Camp Jaycee
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- **Camper Record Access**
 - Guardians and/or camper can access camper files by written request to the Director of Camp Jaycee at

NJ Camp Jaycee
985 Livingston Ave
North Brunswick, NJ 08902
Attn: Director of Camp

- **Guardian / Family Notification**
 - As per the state of NJ Law, staff are required to notify guardians or family members within 2 hours of an incident involving injuries that are reportable to the state or any incident and/or suspicions of abuse, neglect or exploitation.

Parent/Caregivers Signature: _____ Date:



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