

## What To Bring To 6 Day Staycation

**Participant's Name** \_\_\_\_\_

**ALL items *MUST* be marked with participant's first name and last initial and packed in luggage marked with participant's name. If items are not labeled, you will be given a marker upon arrival at Allyn and asked to mark them before participant is admitted.**

SUGGESTED ITEMS	HOW MANY PACKED?
<b>Bedding</b>	
1 Sleeping Bag, Bed Roll or Twin Sheets	
1 Pillow and Pillow Case	
1 Blanket	
<b>Clothing</b>	
7 Pairs Socks	
7 Pairs Underwear	
7 Pairs Pants/Shorts	
7 Tee Shirts	
1 Warm Shirt, Jacket or Hoodie	
1 Pair Extra Shoes (do not count pair worn to camp)	
3 Sets Pajamas	
Swim Suit/Trunks	
7 Brassieres	
<b>Towels</b>	
3 Bath Towels	
3 Wash Cloths	
1 Swim Towel	
<b>Mesh Laundry Bag</b>	

SUGGESTED ITEMS	HOW MANY PACKED?
<b>Toiletries</b>	
Toothbrush	
Toothpaste	
Liquid Soap	
Shampoo	
Comb/Brush	
Deodorant	
Menstrual Hygiene Products	
Slip proof water shoes for showering/swimming	
<b>Adaptive Equipment (if needed)</b>	
Rubber or Plastic Sheets	
Cups	
Dishes	
Silverware	
Braces	
Eyeglasses	
Hearing Aid	
Cane	
Ted Hose (at least 2 pair)	
<b>IF PARTICIPANT IS INCONTINENT PLEASE INCLUDE THE FOLLOWING:</b>	
6 Attends per day or more.	
1 Extra Blanket	
1 Extra Set of Twin Sheets	
Extra Socks, Underwear, Pants/Shorts and Shirts Accordingly	

CHECK IN CAREGIVER SIGNATURE \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

CHECK BOX IF OPTING NOT TO FILL IN FORM. BE AWARE THAT THIS WILL MAKE MANAGING THE CAMPER'S BELONGINGS MORE DIFFICULT FOR THE STAFF AND MAY RESULT IN A HIGHER INCIDENT OF LOST ITEMS.

CHECK OUT CAREGIVER SIGNATURE \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

## Program Attendance and Check-In - Sunday

- Participants must stay the entire session.
- Please arrive at the specified times. Do not arrive early, as Camp Staff are busy with preparations and will be in a staff meeting until 1:00 pm.
- Individual Drop-Off: 1:00 pm; Pick-Up: 2:00 pm
- Residential Home Drop-Off: 2:00 pm; Pick-up: 2:00 pm
- Participants should eat lunch before arrival at camp, as the next meal will not be served until 6:00 PM.
- Upon arrival, program staff will be available to assist with luggage.
- Be prepared to remain on campus for 60-90 minutes to complete all Check-In procedures.
- During Check-In, parents/caregivers MUST meet with coordinators, nursing, kitchen and lodge staff before departing.
- To assist us with a SAFE drop-off and pick-up, DO NOT arrive before your scheduled times.
- Late arrivals must be called into the attendance hotline at (513) 831-4660 x8903.

## Check-Out Procedure - Friday

- Upon arrival for Check-Out, please come to designated Check-Out area as marked with signs.
- Collect all medications from Nursing table.
- A staff member will help you to the car with personal belongings.
- To ensure the safety of all participants, you may not arrive before designated Pick-Up time.
- Be prepared to remain on campus for 30 minutes to complete Check-Out Procedures

## Nursing Procedures and Medication

- To ensure efficient check-in, pack medication separately from luggage as luggage will be immediately taken to cabin upon arrival.
- Medication must be registered with Nursing table at Check-In.
- Bring medication for the 6 days attending plus one extra dose of each medication. Unused medications will be returned to participant's caregiver at Check-Out.
- Stepping Stones' Medication Administration Records (MAR) must be completely legible and **MUST** be returned by **May 13**. MARS forms are included in the participant confirmation packet.
- **ALL medication must come in the original prescription container, showing dosages and current times for it to be administered.**
- Medi-Sets can be utilized if they have been dispensed by a pharmacy.
- Daily over-the-counter medication is handled in the same manner as prescription medication.
- If prescribed, Diastat, Glucagon and EpiPen must remain on site while participant is in program. Please check to ensure that these medications are not expired before arriving to camp. The participant will not be allowed to remain on campus if the medication is missing or past its expiration date.

## Please Do Not Bring the Following Items to Camp

- Cell phones, cameras, hand held games, iPads or other electronics, unless used as a communication device
- Items with sentimental value (e.g., souvenir baseball cap, jewelry, photobook)
- Designer or fine clothing
- Trading cards
- Play weapons of any kind, such as guns, swords, knives, etc.
- Money
- Razors – Staff members are not permitted to shave participants. Electric shavers may be included if a participant is fully independent.
- Animals
- Stepping Stones is not responsible for lost, damaged or broken items.

## Food and Drinks

- Application with updated dietary information **MUST** be submitted each year.
- In most cases, our food service team can accommodate special diet needs of a participant. Please notify Kitchen Manager Stacy McVey at least two weeks prior to arrival at (513) 735-8885 or [Stacy.McVey@SteppingStonesOhio.Org](mailto:Stacy.McVey@SteppingStonesOhio.Org) of any special diet needs.
- **Participants MAY NOT BRING their own beverages, snacks or candy to camp.** Unregulated food items create a potential hazard to other participants and attract unwelcome pests.
- Food items brought to camp for special dietary needs must be registered with Kitchen Staff and will be stored in the kitchen to ensure the health and safety of all participants.