

STEPPING
STONES



PROGRAM HANDBOOK

2020 Season

CREATE
YOUR SUMMER



PROGRAM TIMES

SUMMER DAY CAMP

5650 Given Rd., Cinti, OH 45243

Car Riders:

Drop-Off: 9:15 am

Pick-Up: 3:30 pm

Bus Riders:

Refer to your bus assignment

OVERNIGHT STAYCATION

1414 Lake Allyn Rd., Batavia, OH 45103

Individuals:

Drop-Off: Sunday at 1:00 pm

Pick-Up: Friday at 2:00 pm

Group Homes:

Drop-Off: Sunday at 2:00 pm

Pick-Up: Friday at 2:00 pm

Note: Overnight Staycation participants should eat lunch prior to arrival as the next meal will not be served until 6:00 pm.

*Please respect pick-up and drop-off times.
Early and late pick-ups/drop-offs interrupt the program structure.*

ARRIVAL & DEPARTURE

SUMMER DAY CAMP (GIVEN)

Each camper receives 4 identification cards. Please place a card on the dashboard of your vehicle during drop-off & pick-up times.

Anyone who is picking up a camper must be on the Approved List found on the application.

CAR RIDERS

- **Do not arrive early.** Commercial vans and buses will be blocking access to the driveway.
- Late arrivals must be called into the attendance hotline at (513) 965-2465
- **No late arrivals are accepted past 10:15 am**
- Give medication to the staff member greeting you on the driveway.
- Parents who wish to speak to a Coordinator should park in the Lake Lodge parking lot across the street from main campus.

BUS RIDERS

- Give medication to the bus counselor. All medication will be placed in a locked box until received by the nurse at camp.

OVERNIGHT STAYCATIONS (ALLYN)*

ARRIVAL

- To ensure safety, do not arrive before the designated drop-off time.
- Late arrivals must be called into the attendance hotline at (513) 965-2466
- Park in the lot and follow the signs to the designated Check In area.
- Be prepared to stay for at least 60 to 90 minutes to complete check-in procedures.

DEPARTURE:

- To ensure safety, do not arrive before the designated pick-up time.
- Park in the lot and go to the Check-Out area in the Dining Hall
- Collect medication from nurse's table
- The name of the person picking up the participant **MUST** be on the approval list located on the Camper Application
- Be prepared to stay 30 minutes to complete checkout procedures.

* Find our full check-in and checkout procedures online at SteppingStonesOhio.org.



ATTENDANCE GUIDELINES

If a participant needs to be absent for any reason, please notify the Program Coordinator by calling the Attendance Hotline assigned to your program location.

If notification is not made ahead of time, participants absent from a scheduled overnight session or routinely absent from a day program may have an impact on future services.

ATTENDANCE HOTLINES

Given Campus (Summer Day Camp)
(513) 965-2465

Allyn Campus (Overnight Staycations)
(513) 965-2466

IMPORTANT CONTACTS

Whenever possible, it is best to communicate by **email** with staff.

SUMMER DAY CAMP

Bridget Rahill, Program Coordinator
(513) 965-5115
Bridget.Rahill@SteppingStonesOhio.org

DAY CAMP NURSING QUESTION

Linda Apel, Nursing Coordinator
Linda.Apel@SteppingStonesOhio.org
(513) 965-5150

GENERAL DAY CAMP QUESTIONS:

Program staff are not permitted to give out personal contact information. To reach your camper's unit staff, please email:
daycampgiven@SteppingStonesOhio.org.

OVERNIGHT STAYCATIONS

Jenn Schott, Program Coordinator
(513) 312-9097
Jenn.Schott@SteppingStonesOhio.org

OVERNIGHT NURSING QUESTIONS

Holly Molony, Nursing Coordinator
Holly.Molony@SteppingStonesOhio.org
(513) 735-8888

CLIENT SERVICES

Jeannie Ludwig
(513) 965-5108
Jeannie.Ludwig@SteppingStonesOhio.org

WHAT YOU SHOULD BRING

SUMMER DAY CAMP (GIVEN)

- Wear casual, comfortable clothes
- Backpack
- A full change of clothes
- A swimsuit and towel
- Disposable bag for wet clothes
- Packed lunch that does not require refrigeration
- Refillable water bottle
- If incontinent, please bring at least 4 Pull-Ups and 1 pool-appropriate Pull-Up each day

SUMMER OVERNIGHT STAYCATIONS (ALLYN)

- A complete packing list can be found in the participant's confirmation packet and on our website at SteppingStonesForms.org.
- A large mesh laundry bag, available at most grocery or general stores
- Ambulatory individuals need shower shoes
- Toiletries should be in a single, large re-sealable Ziploc bag and labeled with the participant's full name.
- Bring any assistive device the participant uses (i.e. wheelchair, walker) as well as any charging cords and label with first and last name.
- Refillable water bottles
- If Incontinent, please bring 40 Depends and 4 pool-appropriate Depends.

Stepping Stones is not responsible for lost, stolen, damaged or broken items.

IMPORTANT
Please ensure that **ALL** belongings are labeled with both the participant's first and last name.

WHAT NOT TO BRING

Stepping Stones advises personal items should be left at home whenever possible.

The following items are **not** permitted in program:

- Cellphones
- Balloons
- Play weapons of any kind (i.e. guns, swords, knives)
- Jewelry or other items with sentimental value (i.e. special baseball hat)
- Designer or fine clothes
- Trading cards
- Money
- Animals are not allowed
- Overnight Staycation guests may not bring personal fans
- Overnight Staycation guests also may not bring outside food and drinks

A TECHNOLOGY FREE ZONE

In Stepping Stones' recreation programs, we try to get away from technology to enjoy the outdoors and connect with our peers. To help us maintain a digital free campus, please refrain from bringing cameras, hand-held games, iPads, iPods, laptops or other electronics as they distract from programming.

Stepping Stones is not responsible for lost, stolen, damaged or broken items.



FOOD & DRINK

SUMMER DAY CAMP

- Bring a packed lunch that does not require refrigeration
- Bring a refillable water bottle
- Label ALL meals with the camper's first and last name

SUMMER OVERNIGHT STAYCATIONS

- Do not bring outside food or drinks.

Special Diets:

Special diets can, in most cases, be accommodated by our kitchen staff.

Please inform the Food Services Manager of a participant's dietary needs at least one week prior to the program's start date.

Food Services Manager, Brad Pottorf
(513) 735-8885
Brad.Pottorf@SteppingStonesOhio.org



HELPFUL INFORMATION

BILL OF RIGHTS

The Bill of Rights for Persons with Disabilities has been adopted by Stepping Stones. To read the Bill of Rights, please refer to our website. If you do not have computer access, please contact Client Services at (513) 965-5108 and a copy will be mailed to you.

CONFIDENTIALITY

Stepping Stones staff members and volunteers respect the privacy of program participants. All staff members and volunteers participate in training to ensure that they understand the importance of holding in confidence all the information obtained in the course of this professional service.

VISITORS

In order to avoid program interruption, visitors will only be permitted on grounds for tours and participant meetings. All visitors MUST schedule appointments and/or visits to program at least 48 hours in advance by contacting Client Services at (513) 965-5108 or Jeannie.Ludwig@SteppingStonesOhio.org.

LOST AND FOUND

Program staff make every effort possible to see that personal belongings are taken care of and returned home at the end of the program. There are some ways that you can help make this happen:

- Label ALL items with first and last name, including wheelchair charging cords
- Send items that are old and can get dirty
- Never send valuable items or those with sentimental value
- If you receive the wrong item in your participant's belongings, please return it to Stepping Stones with a note.
- If missing an item, email the Program Coordinator with a good description.

Each program location has a Lost & Found. If you would like to search for an item, please contact your Program Coordinator.

For Overnight programs, a table will be designated for unclaimed items at checkout.

Note: All Lost & Found items will be kept for four weeks after the conclusion of the summer program season. Unclaimed items will then be donated to community resource groups.

NURSING PROCEDURES

SUMMER DAY CAMP

- Please keep all medications in their original packaging.
- Car riders should give medication to the staff member greeting you on the driveway
- Bus riders should give medication to the bus counselor to be stored in a locked box until received by the nurse at camp.
- Families who wish to drop-off a camper's medications and/or meet with the nurse prior to the start of camp are welcome to do so at the Hillside Hall Nurse Station at these appointed times: June 3, June 4 & June 5 from 8:00 am to 4:00 pm. June 6 from 8:00 am to noon.

DAY CAMP NURSING QUESTIONS:

Linda Apel, Nursing Coordinator
(513) 965-5150
Linda.Apel@SteppingStonesOhio.org

SUMMER OVERNIGHT STAYCATIONS

- Nurses are available during waking program hours (7:00 am to approximately 9:30 pm)
- Please keep medications in original packaging.
- Medication Administration Records (MAR) must be completed and fully legible prior to check-in. Locate Stepping Stones' MAR form in your confirmation packet or online at: SteppingStonesForms.org

OVERNIGHT STAYCATION NURSING QUESTIONS:

Holly Molony, Nursing Coordinator
(513) 735-8888
Holly.Molony@SteppingStonesOhio.org

IMPORTANT REMINDER

All medication must come in the original prescription container, showing dosages and designated times, for it to be administered in program.

Note for Overnight Staycations:
Stepping Stones requires Medi-Packs for those attending from a Group Home or any individual participant who takes 3 or more medications.

NURSING POLICIES

Only licensed Nurses and Med-Certified staff will administer medications and treatments.

At both Given and Allyn locations, ALL medications and treatments will be kept safely locked in cabinets at the Nurse station.

FIRST AID

All staff members are certified in First Aid, CPR and AED.

In the event a participant needs non-routine over-the-counter medication (i.e. Tylenol), a phone call will be made to the parent or guardian to obtain verbal permission.

MEDICATION

- ALL medication must come in the original prescription bottle, indicating current administration times and dosages.
- Send one extra full set of required medications, over and above the necessary amount for total time of service. Note, please send only one extra dose.
- Daily over-the-counter medication is handled in the same manner as prescription meds.
- If prescribed, a participant's Diastat, Glucagon and/or Epi-Pen must be on site. Check that these medications are not expired prior to arriving at Stepping Stones. The participant will not be allowed to stay on campus if the medication is missing or past its expiration date.

Overnight Stayactions: Medi-Packs

To assist with smooth check-in procedures and maintaining safety, Stepping Stones now requires Medi-Packs for many overnight program participants. Please plan accordingly.

Group Homes: Medi-Packs are required for participants attending from a Group Home

Individuals: Medi-Packs are required for individuals who take 3 or more medications

SEIZURES

If a participant has a seizure for more than five minutes, emergency medical services will be called.

IMMUNIZATIONS

Stepping Stones is committed to protecting the health and well-being of our participants and staff. We do not require participants to be immunized, although we do encourage it for everyone's safety.



SUNSCREEN & BUG SPRAY

SUNSCREEN IS PROVIDED

- If a camper requires a specific kind of sunscreen due to an allergy, please send it in its original bottled labeled with the camper's full name. If personal sunscreen is not provided, our camp staff will apply SPF 30 sunblock as needed.
- If you wish for staff not to apply sunscreen, non-consent must be indicated on the application.

BUG SPRAY IS PROVIDED

- If a participant has an allergy that requires a specific insect repellent, please send your preferred bug spray in its original container and label with his/her full name. If no personal insect spray is provided, our staff will apply as needed.
- If you wish for staff to not apply bug spray, non-consent must be indicated on the application.

ILLNESS

Parents/Guardians/Caregivers will be notified in the case of illness or significant injury. In the event we are unable to make a connection, we will begin contacting persons from the emergency contact list.

If it is deemed necessary for the participant to leave program, he/she must be picked up within a reasonable amount of time. Stepping Stones also reserves the right to require a physician's note before a participant returns to camp.

Communicable diseases can spread quickly and put everyone participating in program at risk. If any individual exhibits any of the following symptoms, he/she must be kept home until they have been gone for at least 24 hours:

If the individual has any of the following, please be sure he or she stays home until after symptoms have been gone for at least 24 hours.

- Vomiting
- Diarrhea
- Fever
- Head Lice
- Pink Eye
- Skin Infection
- Sore Throat

**REPORT ANY ABSENCE
DUE TO ILLNESS TO THE
ATTENDANCE HOTLINE**

SUMMER DAY CAMP
(513) 965-2565

SUMMER OVERNIGHT STAYCATIONS
(513) 965-2466

BEHAVIOR CHALLENGES

Stepping Stones reserves the right to send an individual home if his/her behavior becomes unmanageable, disruptive or endangers the health & safety of participants, volunteers or staff.

Our program staff are trained and committed to preventing challenging behaviors through the least intrusive behavior management possible.

Crisis Prevention Intervention (CPI) physical techniques are used only as a last resort by trained lead staff.

We make every effort to keep parents and caregivers informed and involved before a behavior issue becomes unmanageable for the program staff.

BEHAVIOR PLANS

If your participant has a Behavior Plan, a copy must be sent to the Program Coordinator. The more information we have about your participant, the better we will be able to successfully serve his/her needs.

Training on the behavior plan must occur prior to the program date by the Behavioral Support Specialist.

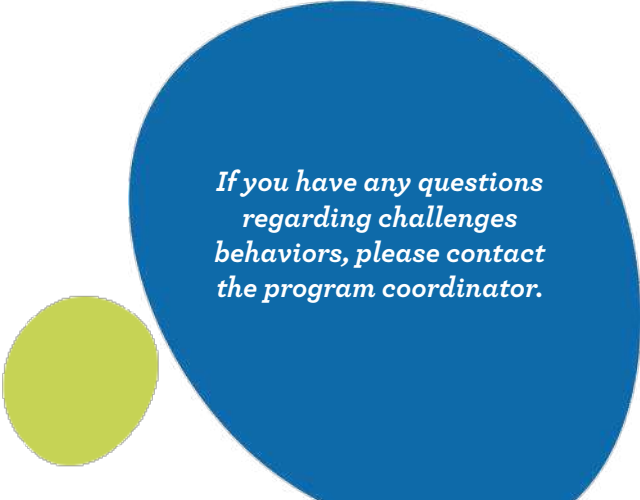
Stepping Stones must have a current plan on site to attend program.

Not having a current plan on site will cause an interruption of your participant's services

OVERNIGHT PROGRAMS

All participants and staff stay in shared cabin spaces during Overnight Staycations.

Participants who require significant overnight attention or have disruptive sleep patterns are better suited for day programs. Stepping Stones reserves the right to discontinue services if a participant is noted to be disruptive in an overnight setting.



If you have any questions regarding challenges behaviors, please contact the program coordinator.

MORE WAYS TO GET INVOLVED

In addition to summer programs, Stepping Stones offers weekend programs through the fall, winter and spring seasons. Our Adult Day Services program is also available year-round at three program locations.

To learn more about our additional programs and eligibility, visit SteppingStonesOhio.org.

FOLLOW US ON SOCIAL MEDIA



@SteppingStonesOhio



@SSOhioInc



@SteppingStonesOhio

Stepping Stones, Inc.

(513) 831-4660

www.SteppingStonesOhio.org

Given Campus

5650 Given Rd.
Cinti, OH 45243

Allyn Campus

1414 Lake Allyn Rd.
Batavia, OH 45103

Drex Campus

2300 Drex Ave.
Norwood, OH 45212

North Bend Campus

5195 North Bend Rd.
Cinti, OH 45247

