



Information Booklet

School Respite

2017- 2018

(keep this document for reference)



Documents to be returned to us

- A copy of the intervention plan (if any), prepared for the camper during the previous year
- A copy of any medical prescriptions

**All documents and payments must be sent to our
Montreal head office**

Emergo Respite Services – Autism and other PDDs

1862 rue Jolicœur
Montréal (Québec) H4E 1X2

Tel.: 514-931-2882

Fax: 514-931-2397

E-mail: info@repitemergo.com

Website: www.repitemergo.com

**Please note: You must return required documents
to us within 15 days after receiving them.**

Allocation procedure

Mis en forme : Anglais (Canada)

1. Priority is given to participants living at home. Those who reside in another environment are thus automatically transferred to a waiting list. However, there is a two-year transition period during which a participant leaving his or her home environment to move into an out-of-home caregiving resource is still eligible for school respites.
2. On average, four respites are allocated to families that request them (one long respite and three short ones).
3. Some peculiarities must be taken into account:
 - a. the number of places in single rooms is limited to two per respite
 - b. the number of places for iDEFIX participants is limited to three per respite
 - c. the number of places for participants presenting a flight risk is limited to one per respite
 - d. participants in wheelchairs should be referred to a better suited resources

Registration procedure

Mis en forme : Anglais (Canada)

The processing of the registration forms is done upon reception of **originals only**. The forms must be sent to us by regular mail. Registration forms will not be accepted by phone, fax, email, priority post or in person.

All payments (check, bank or mail money order) must be addressed to: "Emergo Respite Services – Autism and other P.D.D.s". You must also write the first and last name of the participant on the front of the check.

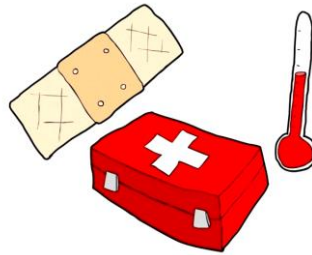
The cost of each respite is payable at least two weeks before the scheduled respite date. Upon reception of the confirmation of your respites, you can send us post-dated checks.

Note: we do not accept payments during the respite : simply make your payment during business hours or by mail.

Cancellation procedures

1. Membership fee of \$35 is not refundable.
2. In case of cancellation during the stay, you will have to pay the cost of the services already received. There is also a penalty that represents the smallest of these two amounts: \$ 50 or 10% of the cost of services that have not been received.
3. Notification of cancellation must be given by email (info@repitemergo.com), mail or by phone (514-931-2882) to a member of Emergo Respite Services' permanent staff (Administrative Assistant, Accountant or Director).

Health



Medication

We require a Dosette (small container with compartments, available in pharmacies) or Dispill organizer for medication management. Ideally, we prefer to use the **Dispill system** prepared by your pharmacist. You may obtain this service on request, free of charge, by phoning your pharmacist in advance. This is the **safest method**, as the camper's name and the time of medication administration are written on each dose. If you use a Dosette, it must be clearly identified.

You **must** provide the **valid prescription**, or a photocopy, for each medication, whether routine ones or those administered as necessary (PRN).

Medication to be administered as necessary (PRN) must be in its original container with the pharmacy prescription label and be accompanied by an information sheet with the official administration procedure indicated by the doctor or pharmacist, the dose, the administration instructions, effect, duration of effect and side effects of that medication.

When you arrive at the camp, you must submit all **medication and medicated creams, corresponding prescriptions** and a **photocopy** of the camper's **health insurance card** to the health care coordinator. There should not be any medication in the camper's luggage upon your arrival at the campsite.

Special diet (must be nut free)

If your camper has to follow a special diet, you must provide sufficient food for the full stay at camp. The meals must be prepared and well **identified** (name of camper and contents). Before the beginning of your camper's stay, you must also give us the menu for each day at camp. Don't forget that it is strictly prohibited to bring food containing—or possibly containing—nuts or traces of nuts.

Nuts and food containing—or possibly containing—traces of nuts

It is strictly **PROHIBITED** to bring food containing—or possibly containing—**traces of nuts** to the campsite. If your camper follows a special diet, you must check his snacks, meals, liquids, cereals, desserts, etc. to make sure they don't contain any nuts or traces of nuts.

Heart disease

If your camper has a heart disease, you must send us a medical certificate attesting that they may take part in the activities, while specifying any restrictions or limitations.

Contagious diseases

If, 15 days before your camper's departure for his camp stay, they have had a contagious disease or been in contact with a person carrying a contagious disease (mumps, chicken pox or other), please notify the health care coordinator when you arrive at the campsite.

Incontinence

Pack a sufficient quantity of protective underwear or diapers for the total duration of the camper's stay. If we need to buy any, we will provide you with a bill for the purchases made.

Menstruation

Pack a sufficient quantity of sanitary pads and medication for the camper's stay. If we need to buy any, we will provide you with a bill for the purchases made.

Clothing and Other Articles to Bring

Here is the list of clothing to provide for your camper's stay. Don't forget to adjust quantities as required by your camper's needs. Please note that all clothing and personal belongings must be clearly **identified**. We are not responsible for lost clothing and belongings.

4 pairs of underwear	1 pair of shoes	Shaving cream and razor
4 pairs of socks	1 pair of slippers	<u>Depending on the temperature:</u>
2 pairs of warm socks	1 pair of rain boots	Sunscreen
2 t-shirts	1 identified laundry bag (for dirty laundry)	Mosquito repellent
2 long-sleeved shirts	2 washcloths	Rain boots
1 pair of shorts	1 bath towels	Snowsuit
2 pairs of pants	Shampoo	Scarf, mittens, hat
2 pairs of pyjamas	Deodorant	
1 sun hat	Soap	
1 windbreaker	Comb or hairbrush	
1 raincoat	Toothbrush	
1 pair of waterproof pants	Toothpaste	

Other Information

COMMUNICATION TOOLS

Considering that there are various means of communication (communication books, pictograms, etc.), we ask you to bring, during your camper's stay, the communication tool that he uses. When necessary, we use Boardmaker pictograms.



INTERVENTION PLAN

If an intervention plan has been prepared for your camper during the past year, please send it to us so that we can take it into account in order to provide him with better supervision.

Arrival and Departure

Arrival

You must drive your child to the head office on Jolicoeur at 6:00 pm. The transportation to camp is by school bus. We leave at 6:30 p.m. After this time, you will have to drive your child at the camp site.

If you choose to take your child directly to camp, please let us know. We will be waiting around 8:00 PM

Departure

You must pick up your child at the head office at 4:00 p.m. If you wish to pick up your child directly at camp, you must be there at 1:30 p.m. A parent who is late will have to pay a \$ 1 per minute fine after 15 minutes.

N.B.: If you do not drive and pick up your child yourself, please let us know and give us the name of the person who will be there in your place.

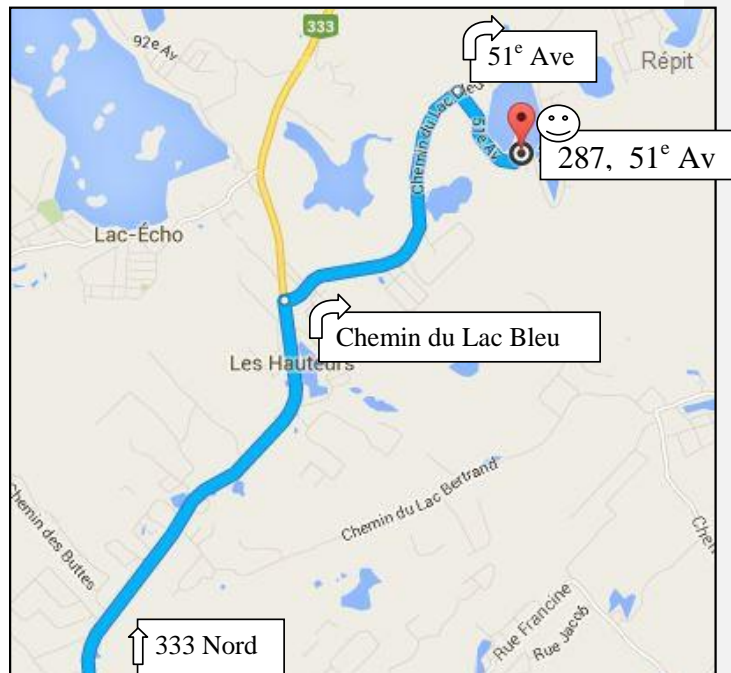
STM Paratransit is not accepted

Participants cannot arrive or leave using the STM paratransit program since we require the presence of the parent.

Route

Domaine du Lac Bleu (Camp Famille De Demain)
287, 51^{ème} Av. Lac Bleu
St-Hippolyte (Québec),
J8A 1N4

- **Autoroute 15 North**
- Take Exit **45** towards route 333 / Saint-Hippolyte
- Take route 333 N
- Turn right on Chemin du Lac Bleu
- Turn right on 51^e Av
- **287, 51^{ème} Av. Lac Bleu**
(on your left)



Have a nice respite!

Our Mission

To offer respite services to families living with autistic people or people having pervasive developmental disorders by welcoming them in a safe and stimulating outdoor environment adapted to their needs, thus encouraging them to maintain and develop their capabilities.

Vision

Emergo is the leader in terms of respite services for families of autistic persons in Quebec. It offers an optimal support ratio and programs that evolve with its customers. It is recognized for the dynamism of its team, the quality of its services, the hands-on training it offers to future counselors in the field of autism and its contribution to the integration of autistic persons to our society.

Values

To carry out its mission, to guide the decision-making, and to reach the objectives defined in its strategic plan, Emergo relies on the following values:

- **Customer Satisfaction** – Emergo has the concern and the will to answer fairly, within the limits of its resources, to the families of autistic persons' need for respite by using its motto as an inspiration "Parents helping parents".
- **Respect** – Emergo respects differences and adopts a caring and individualized approach when giving its services to families and managing its personnel.
- **Pursuit of Excellence** – Emergo does the utmost with the available resources by encouraging its personnel and its collaborators to show creativity, initiative and responsibility in order to take up the challenges and to offer exceptional respite services.
- **Transparency** – Emergo relies on open communication, clear operation rules known by all, collegial and documented decision-making to ensure the good functioning of the organization.
- **Integrity** – Emergo manages the entrusted funds with honesty, probity and rigor, and treats each one with the greatest equity.
- **Privacy** – Emergo ensures families, participants, members of its personnel, collaborators and benefactors the respect and the protection of their privacy and their personal information.