



Information Booklet  
School Respite  
2018- 2019  
(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

**\*\* Please return the documents by mail within 15 days of receipt to the following address\*\***

## **Emergo Respite Services – Autism and other PDDs**

Address : 1862, rue Jolicoeur  
Montréal (Québec) H4E 1X2

Telephone : 514-931-2882

E-mail : [info@repitemergo.com](mailto:info@repitemergo.com)

Website : [www.repitemergo.com](http://www.repitemergo.com)

# Allocation procedure

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. Up to four respites are allocated to families that request them (one long respite and three short/2 nights). Certain parents may request more, in which case, they will be put on the waiting list of the additional respites requested.
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

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". You must also write the first and last name of the participant on the front of the check.

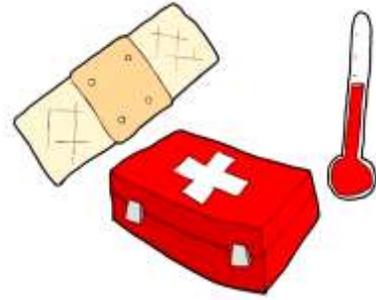
The cost of each respite is payable at least two weeks before the scheduled respite date. Upon reception of the confirmation of your respites, you can send us post-dated checks.

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](mailto: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	<b><u>Depending on the temperature:</u></b>
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

**Colonie deGrandpré**  
(Previously known as Colonie des Bosquets)  
**756, Chemin des Patriotes**  
Otterburn Park (QC) J3H 1Z5  
Tel.: 514-312-1423 (Voice message only)

## Option 1: Champlain Bridge

- After crossing the bridge, take **AUTOROUTE 10 E** towards Sherbrooke.
- Take exit 11 to **AUT-30 E** towards **Sorel / AUT-20 / Québec City**.
- Take exit 118 to **Boulevard Sir-Wilfrid-Laurier / RTE-116 E** towards **Beloeil**.
- After crossing the Richelieu river, **stay on your right**.
- Turn right on **Rue de Rouville** (to go down towards the river).
- At the light, turn **left** on **Chemin des Patriotes S** towards Otterburn Park.
- Continue along **Chemin des Patriotes** until you get to Colonie DeGrandpré.

## Option 2: L.-H.-La Fontaine Tunnel

- Take the **L.-H.-La Fontaine Tunnel**.
- Continue along **AUT-20 E / Autoroute transcanadienne E**.
- Take exit 113 towards **Mont-Saint-Hilaire / Saint-Charles-sur-Richelieu / Chemin des Patriotes / RTE-133**.
- At the stop, turn **right** on **Rue Brunet**.
- At the next stop, turn **left** on **Chemin des Patriotes**.
- Continue along **Chemin des Patriotes** until you get to Colonie DeGrandpré.