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# FIRST-TIME CAMPER APPLICATION GUIDE

Thank you for applying to Camp Starfish for your camper. The application process takes a little time. Our goal is to work with you and mutually determine if Starfish is the right match for your camper. This checklist will guide you through the paperwork and give you an expectation of how things will happen. If you have any questions at all, please don't hesitate to contact our office by phone (978-637-2617)/email ([operations@campstarfish.org](mailto:operations@campstarfish.org)). We are here to help and look forward to receiving your application!

## **STEP 1: Camper Application & Deposit**

**CampMinder Online Application Form**

Completing this form provides us with information about your camper, including family background, behavioral/emotional history, current school placement, diagnosis (if any), etc. It is required for all campers. This does take a bit of time to complete, you will be prompted to create a CampMinder account and then will be able to "save and continue" the application at your convenience. We suggest you "save and continue" After each page to prevent your progress from being lost (CampMinder has an automatic time out feature out of our control). You will be asked to provide a credit card number or to mail a check for the required deposit of \$300, unless your camper is being fully funded by an agency (such as DMH). \*Please note you will not be charged this deposit until your camper enrolls into a program. Should we not be able to find a place at Starfish for your camper, we will refund your deposit in full. Should you decide during the process to withdraw your application, we will refund your deposit minus a \$75 application fee.

### **STEP 2.1: First-Time Camper Application Questions Form**

**CampMinder form**

Once you have submitted your Application form through CampMinder, your online account will populate with this required supplementary form, which collects more detailed information about your camper. This form should be completed by the same person who completed the online application form.

This form is located at: <https://starfish.campintouch.com> (please note there is no "www")

### **STEP 2.2: Professional Recommendation Form**

**Electronic form, 2 required**

Two recommendations will be needed. The recommendation form is completed electronically by a minimum of 2 professionals who know your camper. One must be an educational professional (ideally your camper's main classroom teacher or the educator who sees him/her most often during the day). If your camper currently receives mental health services, the second recommendation must be provided by their main therapist/social worker/psychologist. If your camper is not currently receiving therapeutic services on a regular basis, please have the second form completed by a professional who has most recently worked with your camper or who can give good insight into your camper's strengths, areas of growth, interactions with others, and goals. *Neither of these forms should be filled out by parents/guardians, friends of the family or care providers such as a babysitter, or professionals who do not see your camper in the context of their interactions with others* (i.e. a psychiatrist seen for medication management). You are welcome to invite additional recommenders to complete this form; the more information we have from individuals who know your camper, the better we will be able to individualize the camp experience for him/her. Once these two forms are received, the required parts of your application are complete.

This form is located at: <http://tinyurl.com/csfprofessionalrec>

Please give this link directly to the recommending individuals so they may complete the forms at their earliest convenience.

### **STEP 2.3: Optional Supplementary Forms** *Please reach out to us at the office and ask if you need either of these forms.*

#### **[OPT-1] Agency Support Notification**

*School districts, mental health agencies, private foundations and others may be involved in helping you fund camp. If so, Camp Starfish can work directly with those agencies by providing invoices, enrollment information and confirmation of a child's camp attendance, as well as additional documentation or explanations the agency may need to make funding decisions. If you plan to work with any agencies, please complete this brief form so we have the right contact information.*

#### **[OPT-2]: Campership (Starfish Financial Aid) Application**

*If you need assistance to pay for camp, we may be able to help. Camp Starfish has limited amounts of "Campership" (Financial Aid) available for distribution based on financial need. Completing this form in its entirety and submitting it, along with documentation (as listed on the form) is the first step towards determining a Campership award.*

## **STEP 3: Parent/Guardian Phone Call**

**Phone call**

Once we review the application, supplementary questions, and both recommendations, you will receive an email asking you to schedule a convenient time to talk in detail with a member of our Enrollment Team. On this call (typically lasting between 15-60 minutes) we will answer your questions and ask any clarifying questions we have about your setting your camper up for success.

## **STEP 4: Camper Interview**

**Zoom**

A member of our team would like to take about 10-15 minutes to say "hi" to your camper. This is a good chance for us to get to know him/her a little better and also to answer any questions he/she may have. Following the parent/guardian call, we will send you an email with detailed information about this step.

## **STEP 5: Notification & Deposit**

**Email confirmation**

Once everything is completed, we will be back in touch within 3 business days. Either you will receive final notification of enrollment status, or if we or you have any remaining questions or concerns, we will let you know. Once you officially choose to enroll your camper, your deposit (if any) becomes non-refundable and, more importantly, you officially join the Starfish family!