



12 Camp Monomonac Rd.  
Rindge, NH 03461  
Phone: 978-637-2617  
www.campstarfish.org  
Email info@campstarfish.org

# FIRST-TIME CAMPER APPLICATION GUIDE

Thank you for considering 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) or email ([info@campstarfish.org](mailto:info@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.

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

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

*CampMinder form*

Once you have submitted your Application form through CampMinder, your on line 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.

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

*Electronic form, 1 required*

One professional recommendation will be needed. The recommendation form is completed electronically by a professional who know your camper well and can give good insight into your camper's strengths, areas of growth, interactions with others, and goals. Ideal professionals include an educational professional (e.g. your camper's main classroom teacher or the educator who sees them most often during the day) or a mental health services professional (e.g. your camper's therapist, social worker or psychologist). The recommendation form should not 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 them. Please give this link directly to the recommending individuals so they may complete the forms at their earliest convenience.

This form is located at: <https://tinyurl.com/CSFRecommendation>

Once Steps 1, 2.1 and 2.2 are complete, the required parts of your application are complete.

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

*Phone call*

Once we review the application, supplementary questions, and the recommendation, 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: Notification & Enrollment**

*Email Confirmation*

Once everything is completed, we will be back in touch within 5 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!

## **Optional: Supplemental Forms & Camper Zoom Call**

### **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.

### **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.

### **Camper Zoom Call with a Director**

After enrollment, your camper (& you of course!) are invited to have a brief zoom call with the a year round director to say "hi", share information about camp, and answer any questions they may have. This can be helpful in the transition process for new campers.