



CAMP CELEBRATION

INCARCERATED MOTHERS AND THEIR CHILDREN
CAMPING TOGETHER

CAMP HANDBOOK



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139368

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CAMP CELEBRATION

Mothers and Children Camping Together

ACKNOWLEDGEMENTS

Undertaking a new project, which has little precedence in programming for incarcerated mothers, requires the courage and dedication of numerous individuals. The vision of Warden Jane E. Higgins, with the facilitation and support of Nola Joyce and Brenda Eich (Illinois Department of Corrections) in obtaining a federal grant to support the project, were essential. The federal grant for this program was funded by the U.S. Department of Health and Human Services and the National Institute of Corrections, U. S. Department of Justice (Grant No. 90-CW-0927/01).

Diane Guse, Director of Campus Recreation Services at Illinois State University served as a consultant in the beginning stages of the project which included site, facility, and equipment design, development, and budgeting. Perhaps one of the more important contributions Diane provided was in giving the program its name . . . Camp Celebration.

The Camping Staff in all three years of the initial Camp Celebration project demonstrated enthusiasm and dedication to the program. Of particular note, was the hiring of Ray Lovell (Camp Director) and Dawn Lovell (Camp Staff/Intern) for the summers of 1989 and 1990. Their enthusiasm, expertise in family camping, consistency, and genuine caring for people provided the necessary ingredients for the project's success. Laura Schmidt and Amy Neely (1988), Brenda Walkup (1989), and Tom Weitzel (1990) played an important support role as camp staff, lending their youthful spirit and willingness to learn in a new and changing situation.

There is great appreciation for the role of the the Camp Mates, whose assignment was to assist staff and families with meals, equipment needs, pavilion maintenance, and the care of the Camp Celebration pet program. The 1989 Camp Mates (Maxine, Pam, Brenda, and Robbie) charted new waters through trial and error to determine how to feed and maintain the support facilities/equipment for 40-50 people (and animals) each weekend. The 1990 Camp Mates (Deborah, Charlene, and Marty) fine tuned the services, providing an improvement in storage, inventory, and most importantly improvement in the menus and quality of food preparation.

The note of appreciation is extended to ALL of the Dwight Staff and Officers who, despite their heavy workload, helped make Camp Celebration operate. Starting with Warden Jane E. Higgins, Assistant Wardens Gwen Thornton and Steve Punis, the list of those involved extends throughout Dwight. However, the following individuals should be recognized for their leadership role, creativity, and ingenuity in helping not only the camping program, but assisting with the evaluation research portion of the project supervised by Norma Stumbo and Sandy Little, both from Illinois State University:

Office Personnel: Elaine Earing, Dorothy St. Germain

Business Administrator: Peg Pfeifer and Staff

Clinical Services: Lynn Cahill Masching and Staff

Family Advocate: Jeanne Fairman

LTS Staff: Edna Lee (1988), Leroy Leemhuis (1989-90)

Duty Wardens: Wardens Higgins, Thornton, Punis, and Majors Brawdy
(1988-89) and Opperman (1990)

Security: Captain Tucker and Security Staff

Dietary/Food: Marge Beyer and Staff

Health Care Unit: Monica Becker and Staff

Maintenance: Jerry Anderson and Staff

Ministerial Services: Phil Johnson

MPB Staff for assistance with interviewing, arrivals, departures, and help with the facility as a rainy day alternate on camping weekends.

Honors Cottages (for use of facilities/staff/residents)

Illinois State University Research Interns: Kathy Berberich, Michelle Hildereth, Sue Kasser and Regina Stoops

A very extra special acknowledgement goes to Lutheran Social Services of Illinois who went far, above and beyond to see that the children were reunited with their mothers by providing transportation to and from Camp Celebration.

This handbook is dedicated to the celebration of reuniting mothers and their children. In addition, credit is given to Dr. C. Edginton and the Operation Adventure sponsored by the University of Oregon Department of Leisure Studies and Services for guidance in developing the Camp Celebration Handbook.

Sandra Little

Recreation and Parks Administration

Illinois State University

CAMP CELEBRATION

Mothers and Children Camping Together

VISION STATEMENT

CAMP CELEBRATION: MOTHERS AND CHILDREN CAMPING TOGETHER is committed to enriching and enhancing the well-being of children and their inmate mothers at the Dwight Correctional Center. Our theme - Mothers and Children Camping Together - suggests the belief in the importance of maintaining and improving the interpersonal relationships of parents and children in a time of separation.

We are committed to pursuing excellence in all of our endeavors. It is our desire to provide activities, programs and services that observe the highest standards of quality, creativity, and safety. It is our intent to create a camp environment which emphasizes the joy of sharing, the thrill of discovery and the fun of companionship. The bond which exists between a mother and her children runs deep, regardless of reasons for incarceration. It is our purpose to assist children and their mothers any way we can towards opening and enhancing communication between them, as well as enriching their social, physical, and emotional well-being.

We are dedicated as Correctional Center Staff and Administrators, Camp Staff, Camp Mates, and Camping Mothers to operate and participate in Camp Celebration with integrity, pride, and sensitivity. We are committed to one another and to each other's success. Our team effort will be built on our loyalty and respect for one another and to our dedication and commitment to our theme - Mothers and Children Camping Together!

CAMP CELEBRATION

Mothers and Children Camping Together

MISSION STATEMENT

Dwight Correctional Center, through the Illinois Department of Corrections, is responsible for providing services for basic living of incarcerated women under its supervision. A majority of women inmates are mothers and prior to incarceration were responsible for the care and supervision of their children. Most mothers desire to and will live with their children following their release. It is understood that incarceration is a necessary result of crimes against society. Children, however, become the involuntary victims of this separation process

Therefore, the mission of Camp Celebration is to provide a quality overnight visitation program for inmate mothers and their children utilizing a camp setting within the Dwight Correctional Center facility. The desire is to extend the contact between the mother and child(ren) in a positive setting that will help maintain and assist the bonding/communication of that family unit.

Camp Celebration: Mothers and Children Living and Playing Together provides an opportunity for children of incarcerated mothers to experience the fun, adventure, and excitement of family camping out-of-doors, under the loving supervision of their mothers and a dedicated staff. This is achieved through a setting and program philosophy in which each family can choose how it interacts within itself and with the community of other camping families in a safe and healthy manner.

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CAMP CELEBRATION

Mothers and Children Camping Together

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NOV 10 1992

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Part One: The Program

Program Philosophy and Objectives

Camp Celebration operates under the belief that the mothers and their children are capable of being in charge of their own personal living situation and that the role of the Camp Staff is to facilitate their experience at the camp site in a safe and secure manner. A basic schedule is maintained, however, Camp Celebration makes adjustments as needed depending upon the age and abilities of the children, type of supervision by the mother, weather, and constraints of the institution. The program utilizes a philosophy of staff flexibility to meet the needs of the campers, including the availability of a wide repertoire of activities and resources which can be implemented or obtained as needed. The program design emphasizes: (a) a maximum amount of time for mothers to be with their children; (b) choice as to how each family makes its decisions for interaction among themselves or with other families; and (c) a supportive environment by all Dwight staff who are available if the need presents itself.

Sample Schedule of Weekend Activities

Friday

- 9:00 a.m. Orientation of Mothers at Campsite with Wardens, Nurse, Security, Camping Staff
- 10:30 a.m. Campsite Preparation - Mothers check out equipment/go to cottages to pick up personal items; go to Central Dining Room (CDR) for lunch and turn in medication to Nurse.
- 1:00 p.m. All mothers are required to be at the campsite at 1:00, regardless of visitors.
- 1:00 - Evening. Children arrive. Mothers go to MPB to meet with the transportation (as a transition) and the children.
- 3:15 p.m. All mothers and children are brought to campsite "en masse" (as a single unit) as visits leave - Free activities (equipment checkout at pavilion); continuing preparation of the camping home.

- 5:30 p.m. Camp Welcome by the Camp Director (includes going over the rules, e.g. have a good time, camp boundaries, equipment checkout procedures, preparation duties for mothers, review of activities for evening/weekend, care of animals.
- 5:45 p.m. Dinner (prepared by Camp Mates and Mothers)
- 6:15 p.m. Clean up by assigned moms - Free time until Campfire
At Dusk - (8:00-9:00 p.m.) Campfire with singing and snack (S'mores)
- 9:30 p.m. All families are to be at own tent site (in tent/at table) Showers are taken after dinner and until tent time.

Saturday

- 7:30-9:00 a.m. Wakeup/Showers
- 8:00-9:30 a.m. Breakfast (Families come to pavilion for breakfast)
- 9:30-10 a.m. Pavilion/Showers Cleanup by assigned mothers
- 9:30-Lunch Free time and elective activities (Arts & Crafts, Volleyball, Basketball, Animal Play, Informal Games, and family maintenance activities; Pictures of families are taken by camp photographer (Camp Mate)
- 1:30-5:30 p.m. Free time and elective activities (Arts & Crafts, games, VB, BB; family tent time; pony ride, water games/wading pools, Pictures of families
- 3:30 p.m. Preparation/planning for skit night
- 5:30 p.m. Dinner (prepared by Camp Mates and Mothers) at Pavilion
- Dinner-8:00 p.m. Pavilion clean-up by mothers; Free time; skit rehearsals; showers
- 8:00 p.m. Skit night at pavilion
- 9:00 p.m. Campfire with singing, stories, S'mores
- 9:45 p.m. Tent time

Sunday

- 7:30-9 a.m. Wakeup/Showers
- 8:15-10:30 Breakfast/Brunch- Mothers cook at own campsite in good weather
- 10:00 - 1:00 Pavilion cleanup by mothers; Free time; Elective activities (crafts); Mothers "break" camp; return equipment to pavilion
- 11:00 a.m. Sunday Celebration/Worship - Mimes/Clowns
- 11:30 a.m. Show Videotape of the Camping Weekend in Review (videotaped throughout the weekend by a Camp Mate and Staff)
- 1:00 - 2:00 Transportation arrivals; Mothers and children to MPB by 1:00
- 2:00 p.m. Pre-orientation meeting with the next week's mothers at the campsite (with Camp Director)

Rain/Inclement Weather Plan - The program remains at the camp site as long as there is not major discomfort. The covered pavilion is used as the center of activity, along with individual family tents. When there are threatening conditions, e.g., excessive rain or cold, tornados the Multi-Purpose Building (MPB) gymnasium is used for sleeping and camp activities. The visiting room, adjacent to the gym, is available for the serving of meals if it is not during visiting hours. Meals are cooked at the pavilion, however. Video equipment, sleeping bags, clothes/personals, coolers, lanterns, mats, snack supplies, games, reading materials, craft supplies are all transferred to the MPB site as needed. Families create their own space in the gym, using mats or equipment as boundaries for the family space.

Facilities and Equipment

Facilities List and Function

Pavilion (Lighted) - Covered area; 8 picnic tables (8 electrical outlets); 3 large covered trash containers; outside telephone.

Serves as community gathering location for meals, crafts, Skit Night and other activities, as well as providing shade and protection. Containers of hot water, coffee, and Kool Aid, as well as snacks (fruit, chips) are available at all times in this area.

Pavilion Storage Inside Area: Stove/oven, utility sink, washer/dryer; 2 refrigerator/freezers; 1 chest freezer; Storage shelves for camping equipment, meal supplies, play equipment; tool room (locked) - water heater, kitchen utensils, hoses, ropes, camp files. Has both floor and rafter storage; base unit telephone with mobile unit, and a food service cart.

Meals are prepared in and served from this area. All equipment is dispensed from an equipment window.

Showers/sinks (2; male and female) as part of pavilion

Portable Toilets (4) - not attached to pavilion

Campfire Ring (20 ft. in diameter with 6 inch stone wall for seating).

Is used each evening for campfire, singing, storytelling, and roasting marshmallows.

Grass Sport Courts: (volleyball; badminton; basketball)

Open Grassy Area (Frisbee, softball, wiffleball, active games)

Sandbox: (Under a tree - 8 ft square)

Playground Equipment Parallel to the pavilion with the following pieces: tire swing, slide, regular swings, swinging bridges, sliding pole, etc.

Mural. The 8' x 40' mural serves as the entrance for campground (see p. 7 for layout) and provides a visual separation from the rest of the institution. The mural is painted on both sides depicting the selected camp theme for the summer, e.g., circus, tropical beach.

Animal Pens: 3 sided pony shelter and enclosed pen; chicken house and a pen(big enough for children to go inside); rabbits' cage and pen.

Camp Sites (14) each with a tent, picnic table and trash can

Equipment/Supply List

Camping - Equipped for 15 units of the following items:

- 5 person cabin tents (8x10) - can accommodate more with small children
- Ground cloth for tent (tarp)
- Sleeping bags
- Foam sleeping mats
- Cooler
- Electric Coleman Lantern (6 v. batteries)
- Picnic Tables
- Refuse Receptacle (on pedestals)
- Tent Site Marker
- Propane Camp Stove
- Cooking utensils - frying pan, tongs, large spoon, spatula;
- Rain ponchos

General Equipment/Supplies:

- Cassette player/radio
- TV/Videotape machine
- Videotape blanks for filming
- Videotape Movies suitable for children/mothers
- Costumes/props for skits
- Bathing tub for babies
- Training toilet for infants
- Disposable diapers
- Infant carrier
- Playground equipment near MPB available when using MPB for inclement weather

First Aid/Safety:

- Insect Repellent
- First Aid Kit
- Fire Extinguisher

Meals:

- 4 grills
- 1 large coffee urn
- 1 large hotwater urn
- 2 large beverage coolers/containers
- Pots and serving pans
- Serving cart on wheels

Play/Toys:

- Table games
- Lummi sticks
- Playground and sport balls
- Parachute
- Children's books
- Sand box toys
- Pre-school toys
- Play equipment - hula hoops, frisbees

Maintenance:

- Buckets
- Scouring pads; oven cleaner; rubber gloves
- Sanitizer
- Brooms, mops
- Ladder

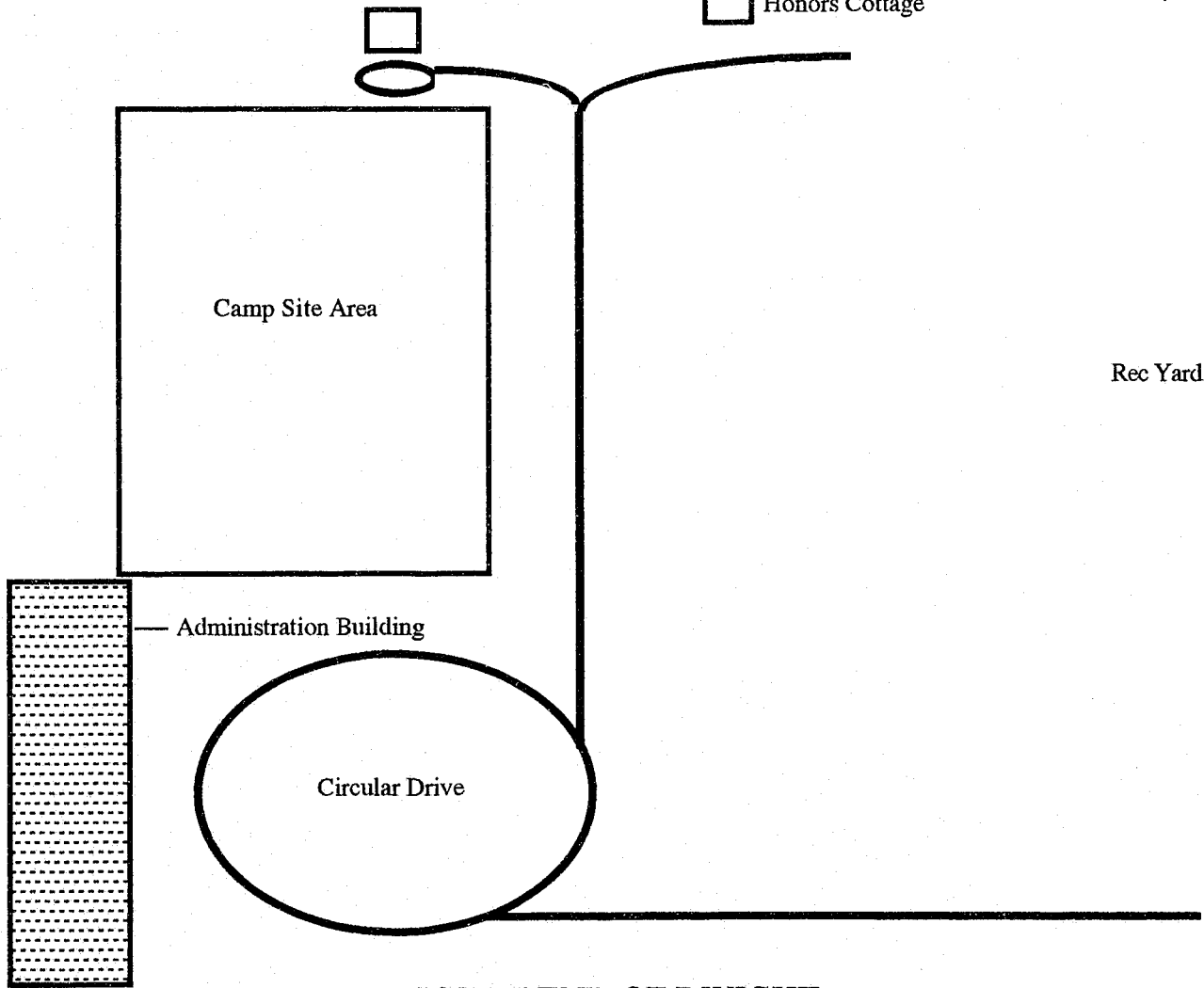
Animals:

- Feed - hay, sweet feed, rabbit pellets, chicken feed
- Saddle, bridle, blanket
- Water bottles
- Rabbit cages
- Water buckets
- Brushes
- Fly Spray
- Hoof Pick

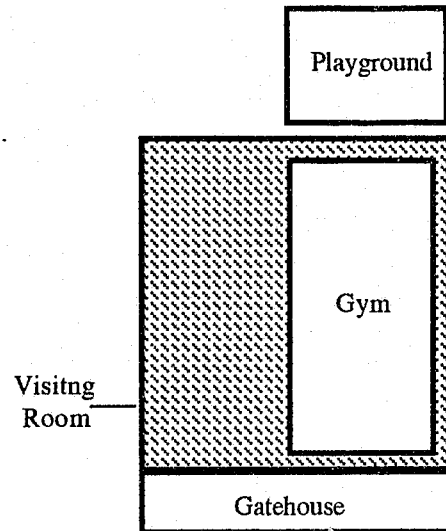
Facility Layout :(See the following pages for diagrams of the south end of Dwight Correctional Center, overall campground, and pavilion)

Honors Cottage

Honors Cottage



**SOUTH END OF DWIGHT
CORRECTIONAL CENTER**

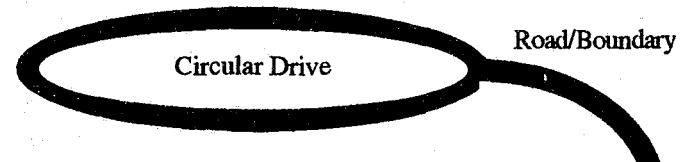




Pony Pen



Honor Cottage



Circular Drive

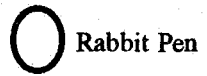
Road/Boundary



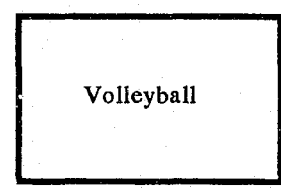
Port-A-Potties



Basketball



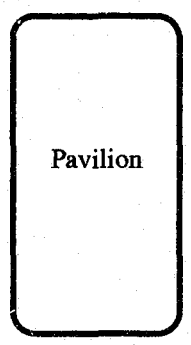
Rabbit Pen



Volleyball



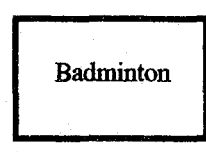
Chicken Pen



Pavilion



Play-Ground



Badminton



Sandbox



Trash



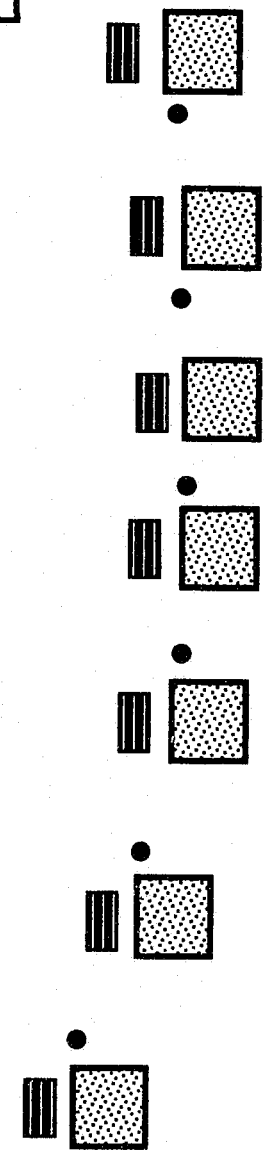
Tent

Table



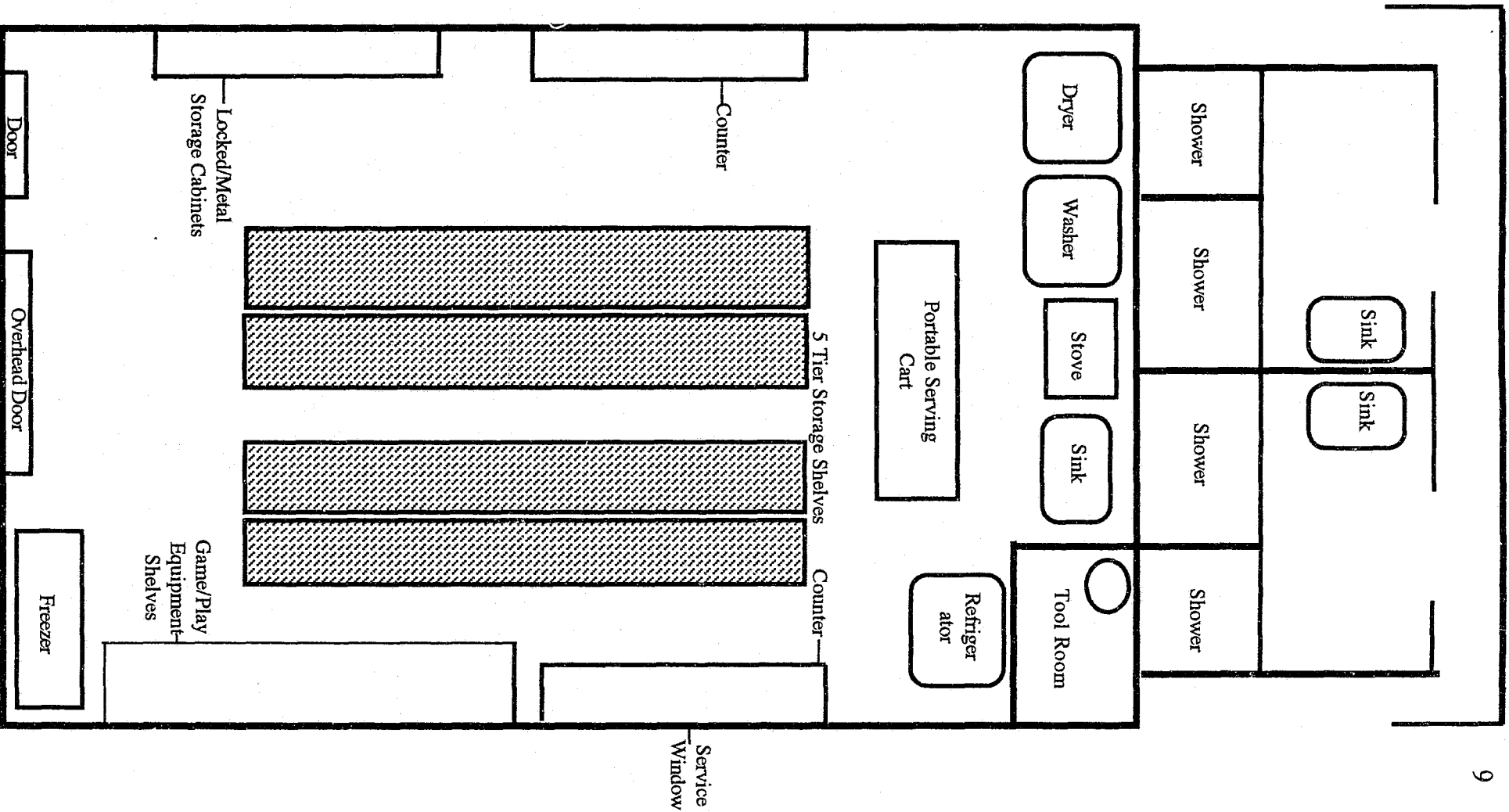
Campfire Ring

Mural - 10' x 40'



Road/Boundary

Pavilion
Storage and
Interior



Menus

Friday - Supper: Cheeseburgers, potato chips, green salad (tomatoes, lettuce, onions), Jello, beverage (Kool-Aid, coffee, tea, milk); oranges; apples; cookies

Saturday - Breakfast: cold cereal, canned peach halves, orange juice, beverage of choice

- Lunch: sloppy joes, green beans, potato salad, watermelon, beverages and cookies

- Supper: BBQ chicken or Pork Ribs or Pork Steaks, baked beans, corn on the cob, green salad, choc. chip bars and beverages

Sunday - Breakfast/Brunch: eggs, bacon and ham, cheese, bread, orange juice, beverages (optional cold cereal)

- Lunch (when needed) - hot dogs, green salad, cookies, fruit, and beverages

-Snacks (General, Campfire - marshmallows, chocolate bars, graham crackers)

Additional condiments: Catsup, mustard, relish, pickles, butter, popcorn, cooking oil, cheese, salt, pepper, bbq sauce, sugar peanut butter, grape jelly, salad dressing

Program Evaluation

Staff - Formative evaluation occurs as needed by staff on a weekly basis and with an end of camp debriefing . (See Appendix A)

Camping Mothers - Selected mothers from each weekend have a post camp evaluation session (combined with videotape clips, picnic). See Appendix B.

Camp Mates - A verbal formative and summative evaluation debriefing is conducted by the Camp Director

Staff - Individual/group conferences by Camp Director with targeted staff

Organizational Charts (See Appendix C)

Part Two: Camp Guidelines/Procedures

Camp Program Staff (Director, Interns)

Job Descriptions (See Appendix D)

Recruitment, Selection and Procedures

Sample Job Notice (See Appendix E)

Selection Procedure:

September - Job Description and Job Notices are reviewed

October - Job Notices sent to colleges and universities with cover letter

January 15 - Closing date on applications; references checked

January 31 - Interviews begin

February 15 - Staff selected.

Becoming a Part of the System

The following items will need to be completed according to Department of Correction and Dwight Correctional Center policies and procedures.

- Application
- Drug Testing
- Security Check
- Finger Printing
- Photos and ID's
- Contracts
- Administrative and Operational Directives
- General Institutional Orientation

Procedures/Rules Specific to Camp Celebration

Schedule (Duty Time/Off Time) - Staff are to be available beginning 8 a.m. Friday until 5:00 p.m. on Sunday. One staff member, at minimum, is assigned to the Camp area until all children are picked up by their transportation. It is expected that there will be coverage at the camp site during the day Tuesday through Sunday by at least one member of the staff. The purpose for on-site supervision during the week is to be available for delivery of supplies, general maintenance, and miscellaneous questions and situations that arise concerning the facility operation. All schedules will be arranged through the Camp Director. Monday is designated as the day off for Camp Staff.

Count - The Camp Director is responsible for count which occurs at the regular institutional times. Interns will assist this process as assigned. Generally the philosophy is to keep the count as unobtrusive as possible, however, it is recognized that its importance should not be minimized. The staff is responsible for calling in the count and an officer will pick up the count sheet after each count.

Meals - All meals during the camping weekend are provided to staff at the campsite location. Purchase of food at the employee commissary is the employees' financial responsibility.

Relationship to Camp Mates - Camp Mates report to and are the responsibility of the Camp Director. In the Camp Director's absence for other duties, the other Camp Staff (interns) are responsible for the Camp Mates. Developing a good rapport between the staff and the Camp Mates is essential because the work is so intense, requiring a great deal of flexibility and mutual trust.

Appropriate Supervision and Interaction with Mothers and Children - With regard to discipline of children, this is primarily the responsibility of the mother. The staff should allow mothers to carry through with this responsibility, however, it is also their duty to inform mothers if they or their children are engaging in activity which is against camp policy, violates the rights of others, or endangers themselves or others (including the animals). In the event of danger, any adult should act to help the safety of others.

Equipment Use/Maintenance - All equipment at the camp site is available for staff use. All staff are responsible for helping with basic maintenance as assigned.

Program - The Camp Director is responsible for the overall program. Each of the interns is assigned specific areas of responsibility for the summer. These areas include: arts and crafts; water activities; skit night; low organized games; pony rides; Sunday morning brunch - camp stoves; animal care; campfire activities; painting the mural, etc.

Use of Vehicles - All Camp Staff, under the direction of the Camp Director, may be assigned to use vehicles for transporting food, medical emergencies, supply acquisition within the institution. All persons driving vehicles must possess a valid driver's license.

Risk Management Plan/Emergency Procedures/Accidents/First Aid - It is the responsibility for all staff to constantly check the camp site for potential danger and to immediately resolve the problem by repairing or removing people from the danger situation. All staff will receive basic First Aid and CPR training at the institution. For minor medical problems, Health Services is called and they will provide assistance at the camp site. For major medical services, the Shift Commander is notified, who makes the decision with the staff as to how to expedite the situation.

Performance and Program Evaluation - Performance expectation is that the staff will participate enthusiastically, follow institutional rules, and in general be available to facilitate the general needs of the camp program. Staff will be involved in formative evaluation through constant communication with the Camp Director and may be asked to complete weekly and mid-summer formative evaluations and post camp summative program evaluations.

Camp Closing and Opening for the Season - The Camp Director is responsible for closing and opening the camp. The Camp Staff, Camp Mates and other institutional personnel offer assistance. See the Maintenance area in Section Four.

Camp Mates

Camp Mates are women within the institution for whom the camping program is their work assignment during the summer.

Assignments - The following are the general Camp Mate assignment categories:

Food Management - This individual will be involved with the institution's restaurant management program and is responsible for menu implementation in

consultation with dietary, ordering food supplies, picking up, inventorying, preparation and serving. The food manager may use other individuals, e.g., Camp Mates, staff to assist.

Animal Care - Responsible for feeding and general care of all animals. This includes keeping their living areas clean, being aware of medical needs, ordering of feed, grooming, and in general is responsible for the humane care of all animals.

Clerical/Photographic Services: - Takes pictures of mothers and children, distributes photos and manages all records with regard to photos. Takes care of typing, filing, and maintaining camp records.

General: - Two Camp Mates are hired to assist with any other duties needed. Need to be highly dependable and flexible.

Overall Responsibilities: - All assist with: equipment checkout; keeping equipment in good order/repared; checking the condition of equipment when it is returned; and storage of equipment. Camp Mates should assist in being certain that: tents are pitched properly; pavilion, showers, toilets, and grounds are clean. The telephone should be answered whenever a staff person is not available to do so. The Camp Director should be notified of any potential problems. Additional assignments may include setting up the video tape machine, helping with programs such as crafts, Skit Night, camp fires, and other recreational activities. There is a need to be flexible and Camp Mates are expected to help the staff and one another with their assignments so that there is continuity in the program.

Schedule - The Camp Mate schedule is established by the Camp Director in consultation with the Camp Mates. Schedules may differ slightly, depending upon the assignment, e.g., animal care, food preparation. The basic work hours are Friday and Saturday 8:30 a.m. to 8:30 p.m. and Sunday from 8:30 a.m. until 4:00 p.m. Camp Mates are on call from 10 a.m. to 2:00 p.m. on Tuesday thru Thursday (for laundering of sleeping bags, pavilion and cleaning grounds, food pickup, and site preparation before the weekend)

Facilities and Equipment

Eligible Equipment and Use - Camp Mates may use all equipment at the site. Certain equipment or tools can only be used under supervision of staff or if logged out, e.g. propane, telephone, knives, photographic equipment

Inventory and Checkout - Camp Mates are responsible for maintaining the inventory of all equipment and checking equipment in and out to the mothers and their children. An example of the Equipment Form can be found in Appendix F

Maintenance/Preparation/Sanitation Procedures - All sleeping bags are laundered at least twice a month, or as needed. Grass is mowed the Thursday before the camping weekend by the institutions maintenance personnel. Port-a-Potties are cleaned by the vendor on the Wednesday before the camping weekend. During the camping weekend the following maintenance occurs: (a) the pavilion is cleaned after each meal; (b) restrooms/shower area are cleaned once in the morning and once in the evening (by mothers, but with Camp Mate assistance); (c) tents are taken down by the mothers each weekend, checked for condition by the Camp Mates and stored; (d) make sure batteries for lanterns are fresh and working; (e) stoves filled every Sunday morning; (f) and garbage is collected in plastic garbage bags and removed for pickup four times/day (including horse and animal manure).

Meal/Snack Preparation - General meal preparation is the responsibility of the Camp Mate with that assignment. However, mothers and Camp Mates can assist in food preparation, serving, and cleaning after each meal.

Grill Procedures and Safety - Grills may only be used by staff and Camp Mates or mothers under their supervision. Grills should be located in an area which is not high in traffic and is free from potential contact by children. Lighter fluid and other inflammables are used under supervision and kept in locked steel cabinet. A fire extinguisher is available in the event of emergency.

Pet Care - The Camp Mate whose responsibility is the care of the animals does the following: On a daily basis the animals are fed, watered, and areas cleaned three times per day (or as needed). They are constantly being monitored to be sure that they have adequate shade, are groomed properly, and in general are treated in a humane manner.

Protection - The large animals have a large animal shelter available for inclement weather; the small animals are kept in their cages under cover during rain.

Pony Rides - This occurs after lunch. The Camp Mate in charge saddles the pony; helps the children on and off, gives them instruction about their treatment of the pony (being gentle, not screaming), and leads the ride.

Performance Evaluation - There is an informal evaluation which occurs between the Camp Director and the Camp Mates which can result in reassignment, raises, or dismissal

Mothers

Conditions for Being Eligible/Who Can Participate - Conditions include being a mother, not being locked in Segregation or the Protective Custody Unit (PCU), and having access to their children (16 years or younger). Mothers are required to show documentation of children who are coming. Behavioral stipulations may be instituted in the future for participation in addition to identifying a mechanism for mothers to invest in the camp experience, e.g., volunteer time before they camp. Over time, the problem of personal commitment may be evident as the program becomes an expectation, rather than a privilege.

Referrals - A bulletin is posted at each cottage March 1st which informs women of the program. If they are eligible, the inmates make a referral to the Family Advocate informing them of their interest in the program by April 15th. After a screening for those who are eligible, the weekends are scheduled according to when children are available and transportation can be arranged. As much as is possible the mothers camp according to the date of their referral. The first three weekends, however, are special weekends (Gateway and Pace). See Appendix G for Referral/Program Sign-Up Form

Contacts with Children/Caretakers - Mothers make the contacts. The institution sends out a cover letter indicating that the children are eligible to camp and what weekend they will be scheduled. The mailing includes a photography consent and liability release form. (See Appendix H)

Arranging Transportation and Responsibilities - Transportation arrangements are the responsibility of the mother. For those with no transportation, the institution attempts to provide assistance, primarily through Lutheran Social Services.

Notification as a Camper - Mothers are informed one month in advance of their camping weekend. This generally occurs through a phone call from the Family Advocate. At the point of phone contact details concerning the children's schedule and transportation are discussed. When cancellations occur, there is a standby list of mothers who have indicated that they would be able to have their children camp with short notice.

Pre-Orientation Meeting - Mothers attend a meeting at 2:00 p.m. on the Sunday before their weekend of camping. The meeting is held at the camp site. At that time they are able to ask any questions to better prepare them for the weekend. The Camp Director hands out a diary as a souvenir and a personal guide to Camp. See Appendix I for the Diary and Personal Guide.

Orientation - Final orientation is held Friday morning of the camping weekend. At that time the mothers PROVIDE final information on their children including a medical information form (see Appendix J) concerning the children who will be camping for the weekend. This orientation has key Dwight staff in attendance and is begun and concluded with a presentation by Warden Higgins as to the history and importance of the weekend camping program.

Shopping for Children - This is the responsibility of the mothers prior to the camping weekend. If the mothers have short notice on their camping weekend arrangements are made to get enough money on the books so that the mothers may be able to make purchases. The types of items that are purchased include bottled drinking water and snacks.

Policy of Participation in Other Events/Activities or Visits during Camping Program - Once their children have arrived, mothers can have no other visits or engage in any other institutional activities during the camping weekend until their children leave. They are informed of this policy in the Sunday afternoon pre-orientation.

Personal Property Transfer - The general institutional procedure for transfer of personal property is expedited in a special manner for the camping weekend. Mothers may transfer one gift to their child during the camping weekend. They are to inform the Camp Staff that they have an item to transfer. On Saturday of the camping weekend, a personal property officer comes to the camp site, inspects the item, completes necessary paper work, and gives the item back to the child.

On-Site -

What's provided by the program - All camping, play, and cooking equipment, as well as food, are provided by Dwight.

What each mother needs to provide - bottled drinking water, linens, snacks, personal clothes and toiletries; radios; reading/writing materials; cards/games; gifts for children

Talking/communicating with non-camping women - There is to be no communication with non-camping women during the weekend.

Boundaries - The asphalt road surrounding the camp area serves as the boundary for the camp. No campers are to go beyond the road during the camping weekend. (See p. 6 for camp layout)

Photographs/Picture Taking and Releases (See Appendix K) - Each mother can pose for two pictures any place in the camping area with their children. They cannot pose with other mothers or their children. The pictures are free and are available about 3 to 4 weeks following the camping weekend. The mothers sign a receipt for their pictures. Mothers can follow usual institutional procedures for providing for reprints, enlargements, etc.

Pictures are taken during the weekend (slides, prints, videotape) for both research and record keeping purposes. The mothers sign a release form or inform the staff of their desires with regard to having pictures taken.

Responsibilities as a camper for . . .

Meals - On occasion mothers are asked to assist with cooking if needed, however most of these duties are assigned to a Camp Mate. All mothers (with their children) prepare their own Sunday breakfast

Cleaning - Mothers do the cleaning of the pavilion after each meal, including cleaning port-a-potties and showers in the morning and evening. See Appendix L for the Mother's Prep assignment sheet and list of duties.

Supervision of children (including pet care) - Mothers are responsible for their own children with regard to discipline and care. They are also responsible for the supervision of their children in the presence of the animals being sure that the animals are not mistreated or that the children or animals are put in any danger.

Skit Night - Each family or several families together provides an act for skit night. Camp Staff provide assistance with ideas and props as needed. Skit props are available. The philosophy is to have total participation, however, no one is forced (just encouraged) to participate. Types of presentations include skits, dance routines, rap, songs, poetry, readings, stories, and stunts.

Consequences for Violation of Camp or Institutional Rules While Camping - Minor violations, e.g., talking to people on the road, inappropriate language, are first met with a warning. More serious violations, e.g., repeated minor violations, violation of boundaries, fighting, the Camp Director consults with the Shift Commander or Duty Warden. As long as there is no danger to anyone, the

consequences for more serious violations, e.g., tickets, segregation, are taken care of after the children have left camp.

Children

Boundaries for the Camp - The children are allowed access to all areas of the camp site within the boundaries established. They are not to go beyond the road which serves as the camp site perimeter.

Responsibilities as a Camper - Children will follow all the established rules and are responsible for their own behavior so as not to endanger or violate the rights of any other individuals.

Pet Care - The children are instructed to treat the animals with care (mothers are informed to watch their children play with the animals). The pony is not to be ridden by children or mothers without the supervision of the Camp Mate who is responsible for the pony rides.

Pavilion/Equipment Checkout - Children can use all pavilion facilities, except they are not allowed inside the interior pavilion area. They can sign out equipment and charge it to their tent number. They may only check out one item at a time and must use the piece of equipment in the manner for which it was intended.

Tents/Tent Time/Bed Time - Children (or mothers) are to go in no one else's tent but their own. Tent Time begins after the campfire and showers. Essentially children need to be in their tent or in their tent area after the campfire.

Dwight Staff/Officers

Correctional Officers on Camp Grounds - Officers that are to be in the camp ground area are officers assigned to a specific duty, e.g., personal property or count.

Part Three: Program Activities

The following are examples of activities used at the camp throughout the summer. Detail on any of the activities can be found in a variety of recreation activity resource books.

Active Games

- Obstacle Course
- Parachute Play
- Relay Races
- Sports (Volleyball, basketball, badminton, softball, football)

New Games

- Lap Sit
- Zoom Zoom Eek
- Swat

Water Activities

- Balloon Toss
- Wading Pools
- Slip and Slide
- Water Balloon Battle

Arts and Crafts

- Family Banners
- Sawdust Sculpture
- Palm Prints with Mother's Poem
- Sit-Upons
- Gliders/Zing Wings
- Drawing/Painting
- Finger Painting
- Indigenous Crafts

Nature/Animal Activities

Petting, feeding, and caring for goats, sheep, chickens, rabbits
Pony Rides

Songs/Singing Games

Lummi Sticks

Skits/Stunts/Stories**Skits**

Doctor's Office
Important Papers
Airplane Skit
Restaurant Skit

Stunts

All Around Me
Shake Well Before Taking

Stories

Wide Mouth Frog
Ticki Ticki Tembol
Sophie

Part Four: Support Service Procedures and Responsibilities

Administration

The Assistant Warden of Programs has the overall responsibility for the Camp Celebration which is delegated to the Family Advocate and Camp Director. Each weekend of camping, the Duty Warden and Camp Director confer frequently with regard to individual situations. Budget, payroll, and other program support functions are provided by the regular administrative staff as part of the overall Correctional Center operations.

Clinical Services

Selection of Camping Mothers - The Family Advocate is responsible for the selection and scheduling. The Assistant Warden of Programs is sometimes consulted when situations arise which need special consideration.

Transportation - Initially, the responsibility is for the mother to arrange for transportation. However, when transportation poses a difficulty, the Family Advocate is consulted. The Family Advocate, in conjunction with Lutheran Social Services, attempt to make the necessary transportation arrangements.

Security

Children - A list is provided for the child's caretaker as to the items allowed to be brought into Dwight. That list can be found in the Camp Celebration Personal Guide in Appendix I. The children arrive through the Gatehouse where their property is taken, tagged with their name and their mother's name, put in a laundry cart and taken to the Shift Commander's Office. The property is searched ("shaken down") to be sure that there is no contraband or items not allowed to be brought into the institution. Anything included which is not allowed is removed and kept in storage by the Shift Commander until the weekend is over. It is returned to the child when they leave the institution. If the shake down occurs and contraband is found before the child's transportation leaves, the transporters are allowed to take the excess items with them.

Mothers - Count is done by Camp Staff at the regular institution times. A personal property officer comes on site on Saturday to allow the release of one gift item by the mother to the child.

Fire Prevention and Fire Emergency Procedures - A fire extinguisher is located on site and is recharged at the beginning of the camp season. All flammable liquids and materials are stored in locked metal lockers. Smoking is not allowed under the outside pavilion canopy area or in the tents. The inside pavilion has 4 openings for immediate exit if needed.

Severe Weather Procedures - During severe weather, e.g. thunder storms, the camp is moved inside the Multi-Purpose Building (MPB). This could include the camp program, e.g., games, or sleeping. A van is used to help move the equipment indoors. For tornados, arrangements are made to go to the basement of C-1 (Honors Cottage) which is adjacent to the camp site. Staff keep apprised of weather conditions with the Duty Warden and Shift Commander.

Dietary/Food

Menus and Ordering of Food Supplies - The menus are prepared and food ordered by the Camp Director in consultation with the dietary staff.

Pickup, Delivery and Return Procedures - On Wednesdays of each week the Camp Staff goes to the kitchen to pick up the weekend supply of food. Some items may not be picked up until Friday. The items are returned to camp and stored. At the end of the season all excess food and paper goods are returned.

Health Care Unit

Notification of Necessary Medications - The mothers during orientation provide information concerning their children's medication (see Appendix J). When the children arrive, their medication is turned into security. From security it is given to the health care nurses.

Site Visitation to Camp Site - A nurse visits the camp site approximately every four hours between 8:00 a.m. and 9:00 p.m. to administer medications and attend to any minor medical emergencies. Major medical emergencies are taken care of immediately in consultation with the Shift Commander.

Maintenance/Preparation/Shutdown

Seasonal Start-Up - The opening of camp follows this general time line:

February/March - Ordering and Purchase of Supplies

April - Receipt/Storage of Supplies (batteries, stove fuel, cleaning supplies, crafts); Check and Reinventory

May - Assembly and Painting of Mural
Picnic and Waste Cans Placed on Camp Sites
Cleaning of the sand box, replacing of sand;
Cleaning and replacement of wood chips

June - Camp Begins

Grounds - On Thursday the mower crew trims trees and cuts grass prior to each weekend.

Closing Procedures - At the conclusion of camp (the last weekend of camping) the following occurs:

Camp items are inventoried.

Animal pens are all disassembled and areas cleaned.

Excess food, condiments and paper goods are returned to the kitchen.

Opened material which has a liquid base, e.g. paint, glue, are removed.

Art supplies remain stored in the pavilion; some are taken to the Children's Visitation Corner.

Port-a-Potties are picked up by the vendor immediately after camp

Sleeping bags are laundered, boxed, and stored in the pavilion.

Batteries and bulbs are removed and lanterns are returned to their boxes.

Propane is drained from camp stoves, stoves are cleaned (some serviced) and stored.

Video tape machine and tv is used by other programs during off season.

Radio is returned to clinical services.

Fire extinguisher remains at the camp site and is serviced before the next camping season.

All other supplies are stored in boxes and placed on shelving in the pavilion.

October

Water pipes are all drained and shut off to prevent freezing of water in pipes by maintenance.

Maintenance encloses shower area with plywood.

All appliances, except refrigerator/freezers, are disconnected.

Picnic tables and waste cans are stored/stacked under the pavilion

The tables are checked for repair and rebracing is done during off season.

The mural is disassembled and stored in the pavilion.

Electricity remains on during off season.

Multi-Purpose Building

Arrival and Departure of Children - After the children go through the Gate House, they reunite with their mothers in the MPB Visiting Room. After the transportation/visits leave, the families come to the camp site at approximately 3:15 p.m. At the conclusion of camp, the mothers wait for the call from the transportation/visits, take their children to the Visiting Room, where their children depart through the Gate House. The children will pick up any items retained in storage by the Shift Commander during the intake shake down.

Use During Inclement Weather - The MPB gym is used during inclement weather as indicated elsewhere in the Handbook.

APPENDIX A
STAFF EVALUATION FORMS

Camp Celebration
STAFF WEEKLY PROGRAM EVALUATION

Name _____ Week End of Camp _____ Date _____

Instructions: On Sunday, the Participant Observer will interview the staff for formative evaluation purposes with regard to each weekend.

PROGRAM STRENGTHS

PROGRAM AREAS FOR IMPROVEMENT AND MODIFICATIONS RECOMMENDED

Identify the most critical incidents/situations which contributed to to the outcome of the weekend from your perspective. This can include parent-child, Camp Staff, or prison officials/staff interactions.

Camp Celebration

Staff Formative Program Evaluation

The following topics serve as a guideline to assist in ongoing assessment each week of the camp program in order to help with program development throughout the summer. In addition, the information will be reviewed to assist in preparation of the End Action Report for Camp Celebration and for development of a Camp Celebration Operations Manual.

For each of the following topics, as needed, indicate what . . .

- A. Areas should be Retained
- B. Areas should be Changed or Improved
- C. Areas should be Eliminated

1. Site Location/Layout-Facilities

2. Program Design

Length and Duration

Staff/Participant Ratio

Themes

Types/Timing of Activities

Activities-Rainy Days

Special Events/Campfires

Meals/Snacks

Evaluation System

Risk-Management

Supervision

Supplies and Equipment

3. Highlights of the Impact of the Program on Participants (Moms and Kids).
(Did we achieve the following stated mission and objectives of the project?)

"The mission of Camp Celebration is to provide a quality overnight visitation program for inmate mothers and their children utilizing a camp setting within DCC facility. The desire is that extended contact between the mother and child(ren) in a positive setting will help maintain and assist the bonding/communication of that family unit."

**Camp Celebration-1990
Staff Summative Evaluation**

The following items have been formulated as a guideline to assist in developing the End Action Report for Camp Celebration and for development of a Camp Celebration Operations Manual.

For each of the following topics, as needed, indicate what . . .

- A. Areas should be Retained
- B. Areas should be Changed or Improved
- C. Areas should be Eliminated

1. Recruitment and Selection of Staff

2. Staff/Volunteer Training (Orientation, On-Site)

3. Pre-Camp Publicity/Information

4. Mom Selection/Orientation to Camp

5. Site Location/Layout-Facilities

6. Transportation

7. Program Design

Length and Duration

Staff/Participant Ratio

Themes

Types/Timing of Activities

Activities/Rainy Days

Special Events/Campfires

Meals/Snacks

Evaluation System

Risk-Management

Supervision

Supplies and Equipment

7. Support from DCC Officials/Staff

8. Highlights of the Impact of the Program on Participants.
(Did we achieve the stated mission and objectives of the project?)

"The mission of Camp Celebration is to provide a quality overnight visitation program for inmate mothers and their children utilizing a camp setting within Dwight Correctional Center. The desire is that extended contact between mother and child(ren) in a positive setting will help maintain and assist the bonding/communication of that family unit.

APPENDIX B
MOTHERS' SUMMATIVE EVALUATION

Camp Celebration Camping Mother's Summative Evaluation

The following topics serve as a guideline to assist in ongoing assessment each week of the camp program in order to help with program development throughout the summer. In addition, the information will be reviewed to assist in preparation of the End Action Report for Camp Celebration and for development of a Camp Celebration Operations Manual.

For each of the following topics, as needed, indicate what

- A. Areas should be Retained
- B. Areas should be Changed or Improved
- C. Areas should be Eliminated

1. Site Location/Layout-Facilities

2. Program Design

Length and Duration

Staff/Participant Ratio

Themes

Types/Timing of Activities

Activities-Rainy Days

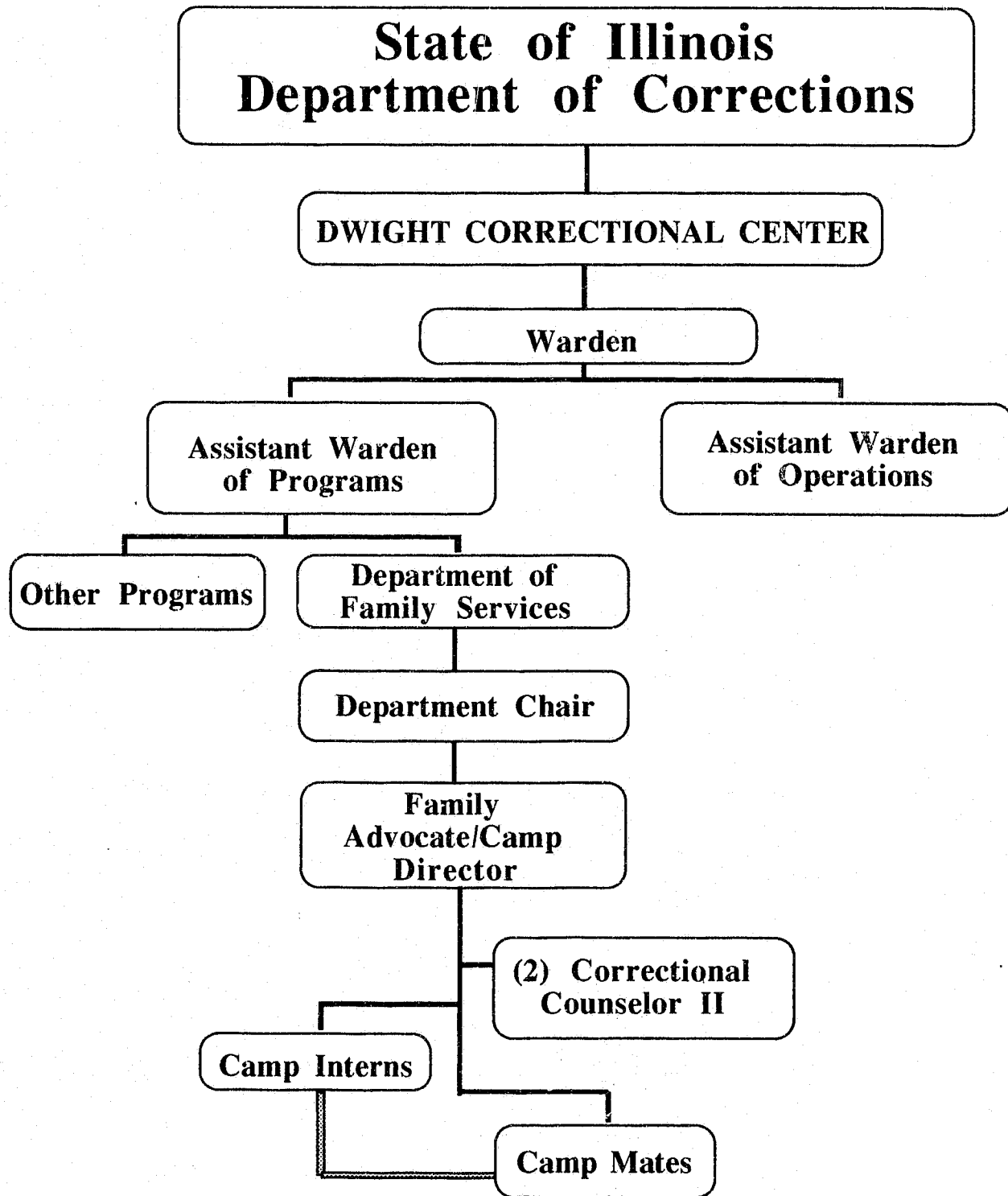
Special Events/Campfires

Meals/SnacksEvaluation SystemRisk-ManagementSupervisionSupplies and Equipment

3. **Highlights of the Impact of the Program on Participants (Moms and Kids).**
(Did we achieve the stated mission and objectives of the project?)

The mission of Camp Celebration is to provide a quality overnight visitation program for inmate mothers and their children utilizing a camp setting within DCC facility. The desire is that extended contact between the mother and child(ren) in a positive setting will help maintain and assist the bonding/communication of that family unit.

APPENDIX C
ORGANIZATION CHART



APPENDIX D
INTERN JOB DESCRIPTION

CAMP CELEBRATION

Dwight Correctional Center
Dwight, Illinois

Job Title: Summer Camp Intern

General Description: The summer camp intern helps plan, organize, maintain, evaluate and provide leadership for all areas of program activities such as sports, crafts, music, games, drama, etc.

Supervision Received: This position comes under the direct guidance of the Camp Director/Family Advocate

Supervision Exercised: Supervises Camp Mates, mothers and children as assigned or necessary.

Duties:

1. Assists in planning and organizing program activities, including directly leading activities as needed.
2. Assists in general maintenance of camping area and equipment.
3. Assists mothers and their children and campmates as needed with site preparation, meals, and dismantling at end of weekend.
4. Ensures that all security, safety, and sanitation requirements are met.
5. Responsible for pick-up, storage, distribution and inventory of all food and dietary supplies.
6. Aid in the coordination of transportation of children.
7. Attend camp meetings and training sessions.
8. Assist in assigning and processing of photograph consent and liability release forms.
9. Attend orientation of mothers.
10. Submit an exit evaluation of the camping program.
11. Maintain a positive attitude toward making Camp Celebration a beneficial experience for the mothers, children, and staff.

Qualifications: Minimum of two years of college; Coursework or major should be related to recreation, education, physical education, criminal justice, counseling, or social work.

Skills: Ability to plan, organize, and conduct a variety of recreational activities. Need to be enthusiastic, flexible, creative, and enjoy working with children and their mothers in an outdoor setting.

APPENDIX E
JOB NOTICE

CAMP CELEBRATION
Dwight Correctional Center
Dwight, Illinois

JOB NOTICE

Position: Summer Camp Intern, Camp Celebration

Requirements: Minimum two years of college; Coursework or major related to recreation, physical education, education, criminal justice, counseling, or social work. Need to be enthusiastic, flexible, creative, and enjoy working with children and their mothers in an outdoor setting.

Job Description: Responsible to the Camp Director for planning, organizing, maintaining, evaluating, and providing direct leadership for all areas of program activities; such as sports, crafts, music, games, drama, etc. This position would qualify for practicum or independent study credits at most colleges and universities.

Hours of Work: Friday, 8:00 a.m. to Sunday, 3:00 p.m. for 7 or 13 weeks

About Camp Celebration: Camp Celebration is a unique overnight visitation program for incarcerated mothers and their children which has served as a national model. The program operates 13 weekends for a 48 hour period from the first weekend in June until the end of August. The Camp is held within the Dwight Correctional Center, Dwight, Illinois (Exit 217 off I-55, between Chicago and Bloomington/Normal). The site has large oak trees, features a large picnic pavilion, 14 camp sites, spacious activity areas, showers, restrooms, etc.

Appointment: Appointment will be made from the top five candidates who will be interviewed by the Camp Director. Position to be filled no later than February 15, 1991.

Fringe Benefits: All meals and housing (your own tent!), and good company are provided. Students would be able to get experience, credit, and paid employment on weekends, having weekdays available for summer school or other employment.

Salary: \$1,500 (for 13 weekends); \$750 (7 weekends)

Travel Stipend: Interns traveling more than 30 miles to Dwight will be provided a travel stipend of \$130 (for 13 weekends); \$70 (7 weekends).

Application Deadline: January 15, 1991

Application consists of a letter of application and a resume.

Contact: Ray Lovell
Family Advocate/Camp Director
Dwight Correctional Center
P.O. Box 5001
Dwight, IL 60420

Phone: 815-584-2806

APPENDIX F
EQUIPMENT CHECKOUT FORM

Dwight Correctional Center
Camp Celebration

Equipment Checkout Form

Camp Site # _____

Mother's Name

Date

	NUMBER	DATE	DATE
TENT _____			
TARP _____			
STOVE _____			
LANTERN _____			
COOLER _____			

	NUMBER	DATE		NUMBER	DATE	
		OUT	IN		OUT	IN
SLEEPING BAG _____						
SLEEPING BAG _____						
SLEEPING BAG _____						
SLEEPING BAG _____						
SL. BAG LINER _____						
SL. BAG LINER _____						
SL. BAG LINER _____						
SL. BAG LINER _____						
SLEEPING PAD _____						
SLEEPING PAD _____						
SLEEPING PAD _____						
SLEEPING PAD _____						

APPENDIX G
REFERRAL/PROGRAM
SIGN-UP FORM

CAMP CELEBRATION
Camping Program Sign-Up Form

(PLEASE PRINT)

Note: List only your own children

INMATE'S NAME _____ ID# _____

LIVING UNIT: _____ NO. OF CHILDREN PARTICIPATING _____

1. CHILD'S NAME (FIRST/LAST): _____

AGE: _____ SEX: M or F (CIRCLE ONE)

ADDRESS: _____

TELEPHONE NUMBER (AREA CODE): (_____) _____

SPECIAL CAMPING DATE REQUESTED (IF ANY) _____

DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)

GUARDIAN/CONTACT PERSON: _____

2. CHILD'S NAME (FIRST/LAST): _____

AGE: _____ SEX: M or F (CIRCLE ONE)

ADDRESS: _____

TELEPHONE NUMBER (AREA CODE): (_____) _____

SPECIAL CAMPING DATE REQUESTED (IF ANY) _____

DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)

GUARDIAN/CONTACT PERSON: _____

3. CHILD'S NAME (FIRST/LAST): _____

AGE: _____ SEX: M or F (CIRCLE ONE)

ADDRESS: _____

TELEPHONE NUMBER (AREA CODE): (_____) _____

DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)

GUARDIAN/CONTACT PERSON: _____

See other side to list additional children
and to sign

4. CHILD'S NAME (FIRST/LAST): _____
 AGE: _____ SEX: M or F (CIRCLE ONE)
 ADDRESS: _____
 TELEPHONE NUMBER (AREA CODE): (_____) _____
 SPECIAL CAMPING DATE REQUESTED (IF ANY) _____
 DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)
 GUARDIAN/CONTACT PERSON: _____
5. CHILD'S NAME (FIRST/LAST): _____
 AGE: _____ SEX: M or F (CIRCLE ONE)
 ADDRESS: _____
 TELEPHONE NUMBER (AREA CODE): (_____) _____
 SPECIAL CAMPING DATE REQUESTED (IF ANY) _____
 DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)
 GUARDIAN/CONTACT PERSON: _____
6. CHILD'S NAME (FIRST/LAST): _____
 AGE: _____ SEX: M or F (CIRCLE ONE)
 ADDRESS: _____
 TELEPHONE NUMBER (AREA CODE): (_____) _____
 SPECIAL CAMPING DATE REQUESTED (IF ANY) _____
 DCFS INVOLVEMENT? YES OR NO (CIRCLE ONE)
 GUARDIAN/CONTACT PERSON: _____

In signing this form, I am declaring all of the above information to be correct and true. I understand that if I list children other than my own I may jeopardize my opportunity (and that of my children) to camp.

 Signature

 Date

APPENDIX H
LEGAL GUARDIAN CONSENT FORM
FOR LIABILITY AND PHOTOGRAPHS
AND COVER LETTER

DWIGHT CORRECTIONAL CENTER
LEGAL GUARDIAN CONSENT

The undersigned legal guardian does hereby give consent for:

1. _____
2. _____
3. _____
4. _____
5. _____

to participate in a Camping Program at the Dwight Correctional Center and to be photographed and/or interviewed by Dwight Correctional Center staff and Camping Program staff for the exclusive purpose of research and documentation of the program. Said photographs may include filming of any kind and said interviews may include a recording thereof. The undersigned consents and authorizes that any such photographs or interview material may be utilized by the Camping Program Research Analysts and Dwight Correctional Center for the aforementioned purpose.

Furthermore, the undersigned does hereby release and save harmless the Department of Corrections, Dwight Correctional Center, Rose Meadow Farms, and its agents and servants from any and all claims for damage for libel, slander, invasions of the right of privacy or any other claim based on the use of said material or the above named children's participation in the camping program.

The above consent is given by me freely and voluntarily without any promises, threats, or duress.

Signature of Parent/Guardian

Signature of Witness

Street/Box Number/Apt. Number

Street/Box Number/Apt. Number

City/State/Zip Code

City/State/Zip Code

Date

Date

Illinois Department of Corrections
Dwight Correctional Center
Letterhead

Date

RE: Camp Celebration

Dear Guardian of Camping Participant:

We announce with great pleasure the continuation of our Camping Program. The child/children of _____, 16 years of age or younger, have been invited to camp with their mother during the weekend of _____.

Before we may proceed with this campout, it is required that the guardian of said child/children release us from any liability incurred during the weekend. Therefore, it is necessary that the attached liability waiver be signed and returned in the self-addressed, stamped, envelope enclosed by May 29, 19__.

We are looking forward to seeing the child/children on Friday _____, at approximately 2:30 p.m. to begin an enjoyable weekend of camping.

Sincerely,

Assistant Warden/Programs

Attachment

APPENDIX I
CONTENT FOR MOTHERS PERSONAL GUIDE
TO CAMP CELEBRATION AND DIARY

Cover Page
(with logo and welcome)

Inside Page

WELCOME!

The following will help you become acquainted with the format for your camping weekend.

The purpose of Camp Celebration is to provide an opportunity for incarcerated mothers and their children to spend time together in a positive, attaching activities designed to enhance and strengthen relationships and attitudes.

WHERE ARE WE GOING TO CAMP?

Camp Celebration will take place in the oak grove between the Honors Cottage and the Administration Building.

Approximately 14 tent sits have been designated and marked so that each mother can select a site for her family's tent.

Selections must be made carefully, with full consideration given to the special needs of each mother and child or children.

Mothers will sleep with their children in the tent.

SOME ANSWERS TO COMMON QUESTIONS ABOUT CAMP

Q. How much food should I bring?

A. Food and snacks are provided at Camp, however, mothers may want to bring special snacks for their children

Q. Can I smoke at Camp?

A. Smoking at the campsite is limited to areas where smoking is designated as acceptable. This is a safety concern for both children and equipment. There is no smoking in the tents.

Q. Can we bring radios (boom boxes, cassettes, Walkman's, etc.).

A. Yes, but families must be considerate of other families.

WHAT WILL BE PROVIDED AT CAMP

The following items will be provided to participants at no cost:

CAMP HEADQUARTERS
 PICNIC PAVILION
 SLEEPING BAGS AND PADS
 PLASTIC SHEETING
 TENTS
 TARPS
 CAMP STOVES
 FOOD AND BEVERAGE COOLERS
 FLUORESCENT LANTERNS
 COOK SETS
 WATER BOTTLES
 COOKING UTENSILS
 INSECT REPELLENT
 RAIN PONCHOS
 DUFFLE BAGS
 FIREWOOD
 CAMPCRAFT AND PROGRAMMING SUPPLIES
 MEALS
 FIRESIDE AND DAY TIME SNACKS
 SHOWER FACILITIES
 PARTABLE RESTROOMS
 TRASH CONTAINERS

WHAT EACH CAMPER SHOULD WEAR TO CAMP

COMFORTABLE SHOES AND SOCKS -- NO SANDALS
 COMFORTABLE PANTS OR SHORTS -- KEEP AN EYE ON THE WEATHER FORECAST
 COMFORTABLE SHIRT
 APPROPRIATE UNDERGARMENTS

WHAT EACH CAMPER SHOULD PACK FOR CAMP BESIDES THE CLOTHES ON THEIR BACK

CLEAN BATH TOWEL (ONE LARGE/ONE SMALL)
 WASH CLOTH (ONE)
 SOCKS (THREE PAIR)
 SHIRT (THREE)
 PANTS (TWO PAIR)
 SHORTS (TWO PAIR)
 UNDERWEAR (THREE CHANGES)
 PERSONAL TOILETRIES (SHAMPOO, SOAP, SUN SCREEN, LOTION, TOOTHBRUSH,
 AND PASTE, DEODORANT, COMB, BRUSH, PICK, ETC.)
 LIGHT JACKET OR WINDBREAKER OR WARM SWEATER OR SWEATSHIRT
 SLEEP SHIRT OR PAJAMAS
 DIAPERS
 BAG FOR SOILED CLOTHES
 BAGS FOR PACKING

PLEASE LIMIT YOUR CHILDREN TO ONLY THE ITEMS LISTED ABOVE

WHAT ARE WE GOING TO EAT?

The camp menu has been carefully designed to provide balanced meals throughout the Camp Celebration weekend.

Meals will be prepared by mothers in conjunction with Camp Mates and Staff for all meals except Sunday breakfast. Sunday breakfast is prepared by mothers and children at the tent site over a camp stove. A sample menu is as follows:

Snacks are available at all times at the pavilion (beverage, chips, fruit).

Friday - Supper: Cheeseburgers, potato chips, green salad (tomatoes, lettuce, onions), Jello, beverage (Kool-Aid, coffee, tea, milk); oranges; apples; cookies

- Camp Fire: S'Mores (marshmallows, chocolate, graham crackers)

Saturday - Breakfast: cold cereal, canned peach halves, orange juice, beverage of choice

- Lunch: sloppy joes, green beans, potato salad, watermelon, beverages and cookies

- Supper: BBQ chicken or Pork Ribs or Pork Steaks, baked beans, corn on the cob, green salad, choc. chip bars and beverages

- Camp Fire: S'Mores (marshmallows, chocolate, graham crackers)

Sunday - Breakfast/Brunch: eggs, bacon and ham, cheese, bread, orange juice, beverages (optional cold cereal)

- Lunch (only when needed) - hot dogs, green salad, cookies, fruit, and beverages

RESPONSIBILITIES AT CAMP CELEBRATION

MOTHERS WILL:

- Assist in meal preparation and clean-up;
- Set up and maintain the family unit tent site;
- Participate in camp activities with campers;
- Request all required camping supplies;
- Care for their children during the camp and attend to their needs;
- Participate in the orientation session;
- Participate in the closing of camp and storing and cleaning of all equipment;
- Report all concerns and problems and first aid needs to the camp staff.

PERSONAL COMFORT AND CONVENIENCE

Comfort stations (Port-A-Potties) will be provided at the campsite, along with showers and a washroom area.

A TYPICAL CAMP CELEBRATION WEEKEND

Friday

- 9:00 a.m. Orientation of Mothers at Campsite
- 10:30 a.m. Campsite Preparation
- 1:00 p.m. All mothers are required to be at the campsite at 1:00
- 1:00 - Evening. Children arrive. Mothers go to MPB to meet with the transportation
- 3:15 p.m. All mothers and children are brought to campsite
- 5:30 p.m. Camp Welcome by the Camp Director
- 5:45 p.m. Dinner (prepared by Camp Mates and Mothers)
- 6:15 p.m. Clean up by assigned moms - Free time until Campfire
- At Dusk - (8:00-9:00 p.m.) Campfire with singing and snack (S'mores)
- 9:30 p.m. Tent Time/Showers

Saturday

- 7:30-9:00 a.m. Wakeup/Showers
- 8:00-9:30 a.m. Breakfast (Families come to pavilion for breakfast)
- 9:30-10 a.m. Pavilion/Showers Cleanup by assigned mothers
- 9:30-Lunch Free time and elective activities Pictures of families are taken by camp photographer
- 1:30-5:30 p.m. Free time and elective activities (Arts & Crafts, games, VB, BB; family tent time; pony ride, water games/wading pools, Pictures of families)
- 3:30-5:30 p.m. Preparation/planning for skit night
- 5:30 p.m. Dinner (prepared by Camp Mates and Mothers) at Pavilion
- Dinner-8:00 p.m. Pavilion clean-up by mothers; Free time; skit rehearsals; showers
- 8:00 p.m. Skit night at pavilion
- 9:00 p.m. Campfire with singing, stories, S'mores
- 9:45 p.m. Tent time

Sunday

- 7:30-9 a.m. Wakeup/Showers
- 8:15-10:30 Breakfast/Brunch- Mothers cook at own campsite
- 10:00 - 1:00 Pavilion cleanup by mothers; Free time; Elective activities (crafts); Mothers "break" camp; return equipment to pavilion
- 11:00 a.m. Sunday Celebration/Worship - Mimes/Clowns
- 11:30 a.m. Show Videotape of the Camping Weekend in Review
- 1:00 - 2:00 Transportation arrivals;

Diary Cover

CAMP CELEBRATION

THIS IS _____'S
 DIARY OF CAMP CELEBRATION HELD THE
 WEEKEND OF _____

Inside Diary

This diary is for your use to keep a personal record of your time with your children before, during and after Camp Celebration. This is a souvenir for you for the weekend.

I. BEFORE CAMP REFLECTIONS

Write about your contacts with your children before camp begins. You can talk about your feelings, children's reactions, ease/difficulty in getting them to camp, etc.

DEAR DIARY

(Several Blank Pages)

Date _____

II. DURING CAMP REFLECTIONS

Write about your activities with your children EACH day. Talk about good things, bad things, how you felt, what you and your child(ren) liked the best or least. You can write this part right after camp is over so that you don't take time from your children writing in the diary (unless you can find the time).

FRIDAY

DEAR DIARY

(Several Blank Pages)

Date _____

SATURDAY

DEAR DIARY

Date _____

(Several Blank Pages)

SUNDAY

DEAR DIARY

Date _____

(Several Blank Pages)

III. AFTER CAMP REFLECTIONS

Write about contacts, conversations, visits with your child(ren) following camp. You can talk about how you think Camp affected the relationship between you and your child(ren).

DEAR DIARY

Date _____

APPENDIX J
MEDICAL INFORMATION - CHILD CAMPERS

Dwight Correctional Center
Camp Celebration

Medical Information - Child Campers

Mother's Name _____ Camping Dates _____

Child's Name	Age	Allergies	Current Medication	Special Concerns
1.				
2.				
3.				
4.				

APPENDIX K
RESIDENT CONSENT FORM
FOR PHOTOGRAPHS AND INTERVIEWS

Dwight Correctional Center

The undersigned does hereby consent to be photographed, and/or interviewed by CAMPING STAFF AND DWIGHT CORRECTIONAL CENTER STAFF FOR THE EXCLUSIVE PURPOSE OF DOCUMENTATION OF THE CAMPING PROGRAM

Said photographs may include filming of any kind, and said interview may include a recording thereof. The undersigned consents and authorizes that - any such photographs or interview material may be utilized by DWIGHT CORRECTIONAL CENTER for the aforementioned purpose.

Furthermore, the undersigned does hereby release and does save harmless the Department of Corrections, its agents and servants, from any and all claims for damage, libel, slander, invasion of the right of privacy, or any other claim based on the use of said material.

The above consent is given by me freely and voluntarily without any promises, threats, or duress.

Date: _____ Signed _____

Address _____

Witness by: _____

Address: _____

APPENDIX L
MOTHER'S PREP DUTIES

Camp Celebration

Friday a.m.	Saturday a.m.	Sunday a.m.
Bathrooms		
p.m.	p.m.	p.m.

MEALS Friday	Saturday	Sunday
Breakfast		MOTHERS COOK FOR THEIR FAMILIES
Lunch		
Dinner		

DUTIES FOR BATHROOM PREP:

Clean showers, Port-A-Potties, empty wastebaskets

DUTIES FOR PAVILION PREP:

Clean up pavilion after each meal
 Sweep and clean off tables
 Make sure you clean up after children
 Pick up trash around camp ground