

# SUMMER DAY CAMP

## 2019 REGISTRATION PACKET

### Participant Information

---

NAME

---

DATE OF BIRTH

---

ADDRESS

---

CITY

ZIP

---

PARENT PHONE

---

MALE

FEMALE

---

KNOWN ALLERGIES/  
MEDICATIONS

---

SPECIAL NEEDS THAT STAFF  
SHOULD BE AWARE OF

---

SHIRT SIZE (PLEASE CIRCLE ONE):      SMALL    MEDIUM    LARGE

ADULT SMALL    ADULT MEDIUM    ADULT LARGE

---

### Parent/Guardian Information

---

NAME

---

RELATIONSHIP TO CHILD

---

PHONE 1

PHONE 2

---

EMAIL

---

NAME

---

RELATIONSHIP TO CHILD

---

PHONE 1

PHONE 2

---

EMAIL

---

### Emergency Contacts

---

NAME

---

RELATIONSHIP TO CHILD

---

PHONE 1

---

PHONE 2

---

AUTHORIZED FOR PICK-UP

YES

NO

---

NAME

---

RELATIONSHIP TO CHILD

---

PHONE 1

---

PHONE 2

---

AUTHORIZED FOR PICK-UP

YES

NO

---

NAME

---

RELATIONSHIP TO CHILD

---

PHONE 1

---

PHONE 2

---

AUTHORIZED FOR PICK-UP

YES

NO

---

PHYSICIAN

---

MEDICAL PLAN

PHONE

---

IF LISTED CONTACTS AND PHYSICIAN CANNOT BE  
REACHED,  
WHAT ACTION SHOULD BE TAKEN:

CALL EMERGENCY HOSPITAL

OTHER

---

**Consent for Medical Treatment**

As the parent or authorized representative, I hereby give consent to the Arden Manor Recreation and Park District to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.), osteopath (D.O.), or dentist (D.D.S.) for my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of my child.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_  
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

**Agreement, Waiver & Release**

I have carefully read description of class(es) / program(s) for which I am/we are registering and in consideration for being permitted by the Arden Manor Recreation and Park District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Arden Manor Recreation and Park District (its officers, officials, employees, and volunteers) from any and all liability arising out of, or connected in any way, with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said activity. I give the Arden Manor Recreation and Park District, the absolute right and permission to use my child's photograph in its promotional materials and publicity efforts. I understand that the photographs may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet/WWW), or other form of promotion. I release the District, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

**Parental Consent**

I hereby consent that my child participate in the above activity, and I hereby execute the above agreement, waiver, and release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold harmless the persons and entities mentioned above, free and harmless from any loss, liability, damage, cost, or expense, which may occur as a result of death or injury, or property damage, that said minor may sustain, while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ARDEN MANOR RECREATION AND PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_  
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

**Behavioral Standards and Expectations**

**Discipline:** It is our goal to make this program an exciting and worthwhile experience for your child. This requires participants to follow basic rules such as respect for staff and other participants, teamwork, maintaining a positive attitude, and common courtesy. Discipline is a matter of creative effort on the part of the staff because each student and each situation is unique. We do, however, observe certain guidelines. Disrespectful behavior, inappropriate language, and inappropriate physical contact directed towards staff members, participants, or the general public will not be tolerated, and will be disciplined according to the policies of the Arden Manor Recreation and Park District.

**Positive Reinforcement:** The main emphasis of the Arden Manor Summer Day Camp is to challenge students to do the right thing. Our staff's key focus is on acknowledging and rewarding good behavior.

**Timeouts:** In the case of minor behavioral problems or rule breaking, students will receive a timeout from activities. The amount of time that a student sits out is dependent on the rule that is broken and is at the discretion of the staff member in charge.

**Chronic or Serious Offenses:** In the case of chronic or serious offenses, the following steps will be taken:

Verbal warning to the child and verbal parent notification of the behavior.

If the behavior continues or another incident occurs, a behavioral meeting will be set up with a parent/guardian and child.

Incidents following a verbal warning and parent meeting will result in a one day suspension from the program.

A second suspension from the program will result in suspension for no less than five program day. A child will only be able to return to the program once a behavioral contract is drafted by Arden Manor staff and agreed to and signed by a parent or guardian. **Refunds will not be given for time missed due to behavior related absence.**

Any further behavior may result in expulsion from the program.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

**Participant Self Sign In/Out Authorization**

I authorized my child to sign themselves into the program when they arrive: YES NO

I authorized my child to sign themselves out of the program at the end of the day: YES NO

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

## Program Description

Campers will participate in traditional and non-traditional sports, fun games, Kids in the Kitchen program, Guest Speakers series, field trips, creative projects, swimming and more. Trained staff will supervise participants while emphasizing the importance of teamwork, good sportsmanship, and cooperation through games, sports, and group activities.

## Camp Staff

The Summer Day Camp staff is comprised of recreation professionals as well as university students with experience in recreation and youth leadership. The Summer Day Camp staff is dedicated to providing a fun and safe environment for each participant. The staff is responsible, qualified, and trained to work with children of all ages.

## Lunch and Snack

Parents will provide a sack lunch every day of camp. Water is available throughout the day, so please send a labeled water bottle. Morning and afternoon snacks are encouraged. If campers want afternoon snacks, they may purchase them at the pool snack bar on swim days or may bring a snack from home on all other days. Please indicate any food allergies your child may have on his or her registration form.

## Swim Days

The camp will be going to the pool on Tuesdays, Thursdays, and Fridays in the afternoon. However, we will be playing water sports and water games on non-swim days to stay cool. Please send a swimsuit, towel, change of clothes and sunscreen with your child each day.

## Illness

Should your child become ill at camp you will be notified and must arrange for your child to be picked up as soon as possible. These arrangements should be made prior to the first day of camp should a sudden illness occur. If the camp staff are unable to reach the parent/guardian, the next person on the emergency card will be contacted to pick up your child. Please do not bring your child to camp if he or she has an apparent illness such as fever, rash, or a sore throat. If your child has been exposed to any "contagious childhood disease" such as lice, measles, chicken pox, etc., please notify us immediately. Your help is greatly appreciated. We wish to provide a healthy atmosphere for our participants and staff.

## Clothing and Valuables

For safety reasons, please make sure that students **do not** wear open-toed shoes to camp. They may wear sandals at the pool if desired, but students will not be able to participate in sporting activities without the proper footwear. Considering the emphasis on play and outside activities throughout the day, comfortable play clothes are encouraged. **It is important that all students bring their own sun block as we will be outside for a majority of the day.** Please encourage students to take care of their belongings. To avoid ownership problems, please label sweaters, bathing suits, towels, and anything that is brought from home. **Arden Manor Recreation and Park District is not responsible for lost or stolen items.** Campers are prohibited from bringing electronics such as portable game systems, cell phones and mp3 players to camp.

## Promptness

Parents will not be early or late when dropping off and picking up their students from camp. Camp hours are from 7:00am to 6:00pm. Special arrangements or accommodations for pick up or drop off will not be made. Parents are responsible for getting their children to and from Arden Manor Recreation and Park District's day camp program. **Parents must sign their children IN and OUT of the program on a daily basis unless the waiver Self Sign In and Out waiver is completed. There will be a \$10 fee per child due for every fifteen minutes that the child is not picked up after 6:00pm. These fees must be paid in full before the child may return to the program. Refunds will not be given for days missed due to failure to pay late pick up fees.**

## Payment Information (staff: please make a copy of this page for the customer)

### Payments

Fees for the Summer Day Camp must be paid according to the payment schedule selected by the parents. District Policy states that the payments must be made ON or BEFORE the date due. Your child may not attend until fees have been paid. Invoices will not be sent out. It is the responsibility of the parent to record the proper payment dates. Recreation leaders will NOT accept payments; it must be walked in or mailed in to the District Office, or paid over the phone using Visa or Mastercard. Registration is on a first come, first serve basis. A spot in the program is not secured until the initial registration payment is made in full.

### Refunds

Refunds will not be given for absences or vacations during the run dates of camp. Refunds will not be given for behavior related suspension or expulsion from the Summer Day Camp program. The initial installment payment secures each participant's place in the program and is non-refundable.

I have read and understand the Summer Camp Policies and Payment Information.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_  
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

<b>Payments</b>	<b>Full Summer</b>	<b>First camper \$840</b>	<b>Second camper \$815</b>
Non-refundable Deposit: (due by May 3 <sup>rd</sup> )		\$100.00	\$100.00
Payment #1 (Due by Friday, May 3 <sup>rd</sup> ):		\$250.00	\$250.00
Payment #2 (Due by Friday, June 7 <sup>th</sup> ):		\$250.00	\$250.00
Payment #3 (Due by Friday, July 12 <sup>th</sup> ):		\$240.00	\$215.00

### WEEKLY CAMPER PAYMENT SCHEDULE

\$130.00 per week, per camper on non- field trip weeks

\$155.00 per week, per camper during field trip weeks

\$100.00 per camper week of July 1<sup>st</sup>- 5<sup>th</sup>

### NOTE:

No sibling discount for weekly campers.

If registering after May 3<sup>rd</sup> at least \$350.00 per camper is due before the camper(s) can start.

Participants will be removed from the program without refund of prior payment and replaced by a waiting list participant if installment payments 2 and 3 are not made as stated above.

Payment Notes: \_\_\_\_\_