



Camper Name \_\_\_\_\_

**\* Please attach a recent photo of your child \***

# Summer Camp Emergency Form

Home Address \_\_\_\_\_ Town \_\_\_\_\_ Home Phone# \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Name \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
(if none of the above can be reached)

- \* Campers birthday \_\_\_\_\_ Age \_\_\_\_\_ Grade entering in Fall \_\_\_\_\_
- \* Does your child have any allergies?(ex: seasonal, medication, food, other...) \_\_\_\_\_ If so, please explain \_\_\_\_\_
- \* Is your child on any medication? \_\_\_\_\_ Do you need to keep this medication at camp? \_\_\_\_\_  
**Please contact camp director for separate Permission to Dispense Medication form. If medicine is to be kept at camp, and/or administered here please be sure to give it to the Camp Coordinator with specific instructions.**  
Please list medications/dose (for EMS knowledge) \_\_\_\_\_

### Medical Treatment Policy

Your child's well-being is our main concern. The medical portion of the emergency form must be completed. Please list any / all conditions that may affect your child during camp hours, i.e. Asthma, allergies, (bee stings, peanuts, craft items...), appropriate use of inhalers... any information you feel is important. Camp staff is not medical personnel and cannot administer medications to the participant without written consent from the parent / guardian. Camp staff is trained in basic first aid and CPR and will take appropriate action when necessary. If emergency services personnel are deemed necessary by staff the expense will be the responsibility of the participant's guardian.

### Emergency Treatment Release:

As a parent and or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the above minor in the event of a medical emergency which in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after reasonable effort has been made to reach me. This release form is completed and signed of my free will with the sole purpose of authorizing treatment under emergency circumstances in my absence.

SIGNATURE \_\_\_\_\_

Parent / Guardian Name

\_\_\_\_\_

Date

- \* Does your child have any physical limitations of which we should be aware? \_\_\_\_\_
- \* Please identify any special adaptations or accommodations necessary to assist your camper in participating in the camp program. \_\_\_\_\_

\* I give permission for my child to watch a PG rated movie \_\_\_\_ Yes \_\_\_\_ No

\* I give permission for staff to assist my child in applying sunscreen if necessary \_\_\_\_ Yes \_\_\_\_ No  
**(Please note that campers MUST bring their own sunscreen to camp. Spray-on sunscreen is preferred.)**

- \* What is your child's swim level? [ ] please swim test my child.
  - o \_\_\_\_ RED - Allowed in the shallow end of the pool only.
  - o \_\_\_\_ WHITE - Allowed to swim in the shallow end up to lifeguard chair – not allowed on the diving board.
  - o \_\_\_\_ BLUE - Allowed to swim anywhere in the pool – not allowed on the diving board.
  - o \_\_\_\_ PURPLE - Allowed to swim anywhere in the pool plus go on the low diving board.
  - o \_\_\_\_ GREEN – Allowed to swim anywhere in the pool plus go on the low and high diving boards (must be 54 inches tall for high dive, with lifeguard approval).

\* Please list any additional comments or concerns you would like us to be aware of \_\_\_\_\_

\* Please list who is allowed to pick your child up from camp (in addition to names listed above)

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship to camper \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship to camper \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship to camper \_\_\_\_\_

**(If a situation arises please send a note to camp with your child stating who will be picking up that day with their phone number. Proof of identification will be required for that person to pick up your child.)**

### Drop off and pick up procedures

A parent, guardian or other authorized individual must sign the participant in and out of camp each day. Proof of identification may be required for picking up campers.

### Early drop off policy:

Early drop off's not permitted. Extended camp begins at 7:30am. Supervision will not be provided prior to 7:30am. An authorized individual must sign in your child to start the day. Regular camp hours begin at 8:30am, no early drop off's allowed unless registered for extended camp hours.

### Late pick up policy & fee structure:

Children must be picked up at the appropriate time – Regular camp ends at 3:30pm and extended camp ends at 5:30pm. A late pick up fee will be charged if your child is not picked up at camp ending time. The fee structure is as follows; a late pick up fee of \$20 will be charged if your child is not picked up before 3:40pm / 5:40pm. In addition to the \$20, a \$5 fee will be charged for every additional five minutes beyond 3:40pm / 5:40pm that your child has not been picked up. The fee must be paid by the following business day before your child will be admitted to the program. Counselors will provide you with a late pick up fee form for you to fill out and submit with payment to our Park District 24 hour drop box located at the main entrance of the Recreation Administration Building. Cash is not accepted in the drop box.

I have read and understand the drop off and pick up procedures, policies and fee structure.

PRINT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Parent / Guardian Name

Date

\* Please list who is **NOT** allowed to pick up your child (if applicable) \_\_\_\_\_



### Photo and Video Policy

Plainfield Park District staff may use videos or photographs of participants in programs and special events to inform others of recreational opportunities available in our community. We do not use identification in our publicity materials. Please be aware that videos and photographs may be used in future promotional pieces. All videos and photographs are property of the Park District.

**Permission to photograph and videotape participants is authorized by your signature on this waiver.**

By signing this waiver, I understand that my child/ward or I may be photographed or videotaped at any Plainfield Park District program, event or facility. I give permission for photographs and videotapes of my child/ward or me to be used for camp craft projects, as well as to promote the Park District through press releases, brochures, the website, and other promotional materials. Such photographs and videotapes will remain the property of the Plainfield Park District. Please tell the instructor and photographer if you do not want to be photographed.

### Park District Code of Conduct

To ensure enjoyable and safe programs for all participants, the Plainfield Park District has developed a Code of Conduct for all participants. Participants are expected to exhibit appropriate behavior at all times, including:

1. Show respect to all participants and staff.
2. Take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self or others.
5. Show respect for equipment, supplies, and facilities.

Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. Failure to comply with this Code of Conduct may result in removal from the program or event without refund.

**CAMP BEHAVIOR MANAGEMENT PLAN**

Expectations for Campers

- Keep hands and feet to self.
- Talk to others (campers and staff) with respect.
- Listen attentively when spoken to.
- Treat all park district material and property with care.
- Be safe while having fun.

Discipline Procedure

1. When a child has trouble following the expectations of the camp, park district staff will verbally request that the behavior be discontinued. If behavior continues, staff will remove the child from the activity for "quiet time." "Quiet time" allows the child to reflect on his/her behavior. It is given appropriate to the child's age, ability, and the severity of the inappropriate behavior. A parent will be notified at the end of the day if a child needed "quiet time" during the program. If a child is removed from the group 3 times in one day, a parent will be called immediately and asked to remove the child from the program for the remainder of the day. Park district staff documents all removals and phone calls to parents.
2. If a child has difficulty following camp expectations on a daily basis, a parent will be contacted. Next, a conference will be scheduled between the parent, child, program staff, and recreation staff. A written report will be filed after this conference. It will state the unacceptable behaviors previously demonstrated by the child and expected changes for the next program meeting date. It is also to be stated that one more incident of unacceptable behavior may result in the child's removal from the program permanently or for a specific period of time. This report is to be signed by a parent and program staff. One copy remains at the park district and the parent will retain another.
3. If a child continues to have trouble following the camp's expectations and the above procedures have been followed, a parent will be contacted and immediately requested to remove the child from the program for the designated period of time determined at the parent conference meeting.

*\*In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the park district reserves the right to immediately remove a participant from a program. There will be a Zero Tolerance policy if there are any verbal threats or actions toward the physical well-being of other campers or staff. This behavior will result in the immediate dismissal of the camper.*

*\*\*No refunds will be issued if your child has been removed from the program for disciplinary reasons \*\*.*

I have read and understand the Park District Code of Conduct and Camp Behavior Management Plan.

SIGNATURE \_\_\_\_\_

Parent / Guardian Name

\_\_\_\_\_ Date

*My Parent / Guardian have reviewed the Camp Behavior Management Plan with me:*

SIGNATURE \_\_\_\_\_

Camper Name

\_\_\_\_\_ Date

**Special Note: Please do not send your camper with technological devices (ex: handheld gaming devices, cell phones, etc.). There is no need for campers to bring these items to camp. Please be aware that if items are brought to camp they are the responsibility of the camper, NOT the Park District. The Park District is not responsible for damaged, lost or stolen items.**