



# Lake Alfred Parks & Recreation Department Summer Day Camp Registration 2018

<b>FIRST PAYMENT</b>	
Amount Paid	_____
Date Paid	_____
<b>Balance Due by June 8</b> _____	
<b>SECOND PAYMENT</b>	
Amount Paid	_____
Date Paid	_____

**Program: Lake Alfred Summer Day Camp**

Monday thru Friday  
Location: Lake Alfred Elementary School

**Cost: \$450.00 for all 7 weeks**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ School \_\_\_\_\_ Grade in 2017/18 \_\_\_\_\_ Can this child swim? \_\_\_\_\_

Known medical conditions (allergies or other limitations) \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Primary /Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact (other than parent/guardian) Name \_\_\_\_\_ Phone \_\_\_\_\_

Authorized persons to pick up your child:

Name	Relation	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will your child be walking or biking to camp? \_\_\_\_\_ If yes, what time is child allowed to leave camp? \_\_\_\_\_

### PARENTAL AGREEMENT

\_\_\_\_\_ I understand that the last day to request a refund is Friday, June 8<sup>th</sup>. Refunds will not be granted after June 8<sup>th</sup>.

I give the City of Lake Alfred Parks and Recreation Department permission to transport my child on two or three field trips per week. I understand that I will be notified of exact time and locations.

I/We, the parent(s)/guardian(s) of the named minor, hereby give my/our approval for his/her participation in the Lake Alfred Parks and Recreation Department Summer Day Camp program. I/We assume all risks and hazards incidental to such participation including any risk or hazard in transportation to and from activities. I/We do hereby waive, release, absolve, and agree to hold harmless and indemnify the organizers, sponsors, supervisors, participants, the City of Lake Alfred and/or its employees for any claim arising out of injury originating from participation in any activity associated directly or indirectly with the program and understand that any medical costs resulting from any such injury will be borne by the undersigned.

I also understand my child's photo may appear in publicity items for the City of Lake Alfred.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

(Please read and sign back of form.)

# PARENTAL AGREEMENT

## PAYMENT PROCEDURES

- \$450.00 for all 7 weeks
- Half (\$225.00 per child) of the payment is due in full at the time of registration.
- The balance is due by June 8<sup>th</sup>.

## REFUNDS

- Refunds will be granted through Friday, June 8<sup>th</sup>. No refunds will be issued after Friday, June 8<sup>th</sup>.

## DROP OFF AND PICK UP OF CHILDREN

- Participants will be allowed to leave camp only with the child's parent/guardian or a designated person by the parent/guardian (this person must be designated in writing by the parent/guardian on the registration form). If a child bikes or walks to camp, the parent/guardian must include on the registration form the time the child is allowed to leave camp.
- If someone is picking up the child other than the parent/guardian or designated person, the parent/guardian must inform the camp director of this change in writing on a daily basis.
- Camp hours are from 7:30am to 5:30pm. All children must be picked up by 5:30pm. A late fee of \$10.00 for every 15 minutes per child will be assessed for children picked up after 5:30pm.

## DRESS CODE

- Campers should wear shorts, T-shirts (appropriate logos), sneakers and socks to camp. **Flip flops, sandals or open-toed shoes are not allowed.** Please mark all clothing and extra items with the child's name.
- **Heeley's (shoes with wheels) are not allowed.**

## FIELD TRIPS

- **All campers and staff will attend each trip.**
- Field trips are subject to change; however every effort will be made to adhere to the field trip listing. Parents/guardians will be notified of any changes.
- **Campers must wear a camp T-shirt on all field trips.**

## MEDICATION

- No medication can be administered by staff, as we do not have a nurse on duty.

## LUNCHES AND SNACKS

- Breakfast and lunch is provided free of charge as part of the Summer Food Service Program sponsored by the United States Department of Agriculture. Afternoon snacks will be provided on a daily basis.
- An occasional field trip will require children to bring their own lunch. Parents will be notified in advance.

## DISCIPLINE

- Campers are disciplined when camp rules are broken and/or when a child is uncooperative. For minor infractions such as these, the camp counselor will fill out a disciplinary action form. The parent will be informed by the camp director of any action taken.
- For major infractions, such as becoming violent to other campers or to a staff person, the child's parent/guardian will be notified to pick up the child immediately from camp.
- Any recurring infractions of camp rules by a camper may result in suspension or dismissal from the day camp program.
- **Level One:** Most misconduct is minor and is limited to offenses that can be easily handled by the counselors. This could include, but would not be limited to, uncooperative or disrespectful behavior, not putting away personal possessions or summer recreation equipment, littering, or misusing equipment.
- **Level Two:** More serious misconduct will result in a behavior / discipline report being filed with the Summer Recreation Counselor. A copy of this report will be sent home to the parent / guardian to sign and return with the camper on the next day. A brief meeting with the camper's parent / guardian, camper and coordinator to review appropriate behavior and consequences will be necessary before the camper can return to the program. Examples of behavior that would cause a behavior / discipline report to be filed could include, but would not be limited to, acting in a way that would put oneself or others in danger, damaging property, using insulting or profane language, continued disrespect to adults or other camp participants.
- **Level Three:** Depending on the severity of the camper's behavior, the Parks and Recreation Director will have the authority to send the camper home from the summer program immediately after an incident occurs. Harassment includes verbal or

physical conduct that creates an intimidating, hostile or offensive environment for others. Examples of harassment could be, but are not limited to; actual or threatened physical aggression, demeaning comments or behavior, slurs or insults, and inappropriate sexual comments or actions. The camper will not be allowed to attend the next scheduled day of summer camp, and will not be allowed to re-enter until a conference with the camper, parent / guardian, and the Parks and Recreation Director occurs.

- **Level Four:** If level three misconduct occurs a second time, the camper will be expelled from the program, and will not be allowed to return for the remainder of the summer with no refund of enrollment fees.

**LEVELS OF CONSEQUENCES**

- **Level One Violation**

Verbal warning  
Sit out of activities for 15 min or longer

- **Level Two Violation**

Discipline report sent home

- **Level Three Violation**

Camper will be suspension from the program for 1 day.

- **Level Four Violation**

Camper will be expelled from the program for the rest of the summer.

All disciplinary actions given will be at the discretion of the coordinator with the consideration of the number of previous offenses. If a camper is suspended from the program, he/she may not remain at the program. No refunds will be given for expulsion from the program.

**ELECTRONIC DEVICES**

- City of Lake Alfred's Summer Camp will not be responsible for any lost or stolen electronic devices. Please make sure your child keeps all devices secure while at camp.

**HEAD LICE**

- Camp brings children into close contact on a daily basis. For that reason, camp can become a common site for the transmission of head lice from person to person. Campers found to have lice and/or nits will be removed from camp. Campers will be readmitted after the designated staff person has inspected the child's head and determined that the student has no lice or nits or when note has been provided by a physician stating that the child is free from lice and nits.

**I have read and understand the above Parental Agreement.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Summer Rec. 2018 - Emergency Contact and Medical Information for a Child

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M F  
Sex

Parent's/Guardian's Name \_\_\_\_\_ Parent's/Guardian's Name \_\_\_\_\_  
 ( ) ( ) ( ) ( )  
 Primary Contact # Alternate Contact # Primary Contact # Alternate Contact #

Address \_\_\_\_\_ Address \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_ City, ST ZIP Code \_\_\_\_\_

## Alternative Emergency Contacts

Primary Emergency Contact \_\_\_\_\_ Secondary Emergency Contact \_\_\_\_\_  
 ( ) ( ) ( ) ( )  
 Primary Contact # Alternate Contact # Primary Contact # Alternate Contact #

Address \_\_\_\_\_ Address \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_ City, ST ZIP Code \_\_\_\_\_

## Medical Information

Hospital/Clinic Preference \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Allergies/Special Health Considerations \_\_\_\_\_

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

I give the City of Lake Alfred Parks and Recreation Department permission to transport my child on field trips each week. I/We, the parent(s)/guardian(s) of the named minor, hereby give my/our approval for his/her participation in the Lake Alfred Parks and Recreation Department Summer Day Camp program. I/We do hereby waive, release, absolve, and agree to hold harmless and indemnify the organizers, sponsors, supervisors, participants, the City of Lake Alfred and/or its employees for any claim arising out of injury originating from participation in any activity associated directly or indirectly with the program and understand that any medical costs resulting from any such injury will be borne by the undersigned.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_



Lake Alfred Parks & Recreation Department  
**SUMMER DAY CAMP PARENT INFORMATION**  
**(863) 291-5272**

## Lake Alfred Summer Day Camp

Location: Lake Alfred Elementary School  
Monday - Friday

### **Ages:**

Parents may register children who are 5 years of age on or by September 1<sup>st</sup>, 2017 through 12 years of age.

### **CAMP DATES**

June 11<sup>th</sup> - July 27<sup>th</sup>

### **HOURS OF OPERATION**

Monday through Friday from 7:30am - 5:30pm

### **PAYMENT PROCEDURES**

- ☉ \$450.00 for entire 7 week program (\$64.29 per week)
- ☉ Half (\$225.00 per child) of the payment is due in full at the time of registration.
- ☉ The balance is due by June 8<sup>th</sup>.

### **REGISTRATION REQUIREMENTS**

- ☉ Parent/Legal Guardian's Photo ID
- ☉ Parent/Legal Guardian's Signature
- ☉ Proof of child's age or grade

### **REFUNDS**

- Refunds will be granted through Friday, June 8<sup>th</sup>. No refunds will be issued after Friday, June 8<sup>th</sup>.

### **CAMPER TO COUNSELOR RATIO**

- ☉ Each counselor will be responsible for a group of 10 - 20 children.
- ☉ There will be four counselors staffed for this summer.
- ☉ Children will be assigned to groups based on age.

### **STAFF**

- ☉ Day Camp staff is chosen carefully to assure the best-qualified individuals for the supervision, instruction and guidance of your child. Prior to employment staff must complete a law enforcement background check and drug-screen test.

### **LEADERS IN TRAINING**

- ☉ The site will have 5 - 7 Leaders in Training assisting the paid staff positions. Leaders in Training are high school students who are volunteering their time in exchange for community service hours. The Leaders in Training assist the Camp Counselors and will never be in charge of a group of campers.

## **CAMPER DROP OFF AND PICK UP**

- ☉ Participants will be allowed to leave camp only with the child's parent/guardian or a designated person by the parent/guardian (this person must be designated in writing by the parent/guardian on the registration form). If a child bikes or walks to camp, the parent/guardian must include on the registration form the time the child is allowed to leave camp.
- ☉ If someone is picking up the child other than the parent/guardian or designated person, the parent/guardian must inform the camp director of this change in writing on a daily basis.
- ☉ Camp hours are from 7:30am to 5:30pm. All children must be picked up by 5:30pm. A late fee of \$10.00 for every 15 minutes per child will be assessed for children picked up after 5:30pm.
- ☉ ALL INDIVIDUALS PICKING UP A CHILD SHOULD BE PREPARED TO SHOW PICTURE IDENTIFICATION UPON REQUEST. This will assist in ensuring the utmost safety for your child.

## **FIELD TRIPS**

- ☉ All campers and staff will attend each trip.
- ☉ Field trips are subject to change; however every effort will be made to adhere to the field trip listing. Parents/guardians will be notified of any changes.
- ☉ Campers must wear a camp T-shirt on all field trips.

## **MEDICATION**

- ☉ No medication can be administered by staff as we do not have a nurse on duty.

## **LUNCHES AND SNACKS**

- ☉ Breakfast and lunch is provided free of charge as part of the Summer Food Service Program sponsored by the United States Department of Agriculture. Afternoon snacks will be provided on a daily basis. Children may bring their own lunch or snack, however, please only send items that do not need refrigeration.
- ☉ An occasional field trip will require children to bring their own lunch. Parents will be notified in advance.

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**It Starts  
in Parks**<sup>SM</sup>