

## Battle Creek Recreation Department Winter Break Camp 2018

Campers First Name	Middle Name	Campers Last Name
Home Address	Home Phone	Birth Date
City	State	Zip Code

### PARENT AND EMERGENCY CONTACT INFORMATION – PLEASE PRINT LEGIBLY

This also serves as a list of all persons who will be picking up your child from our program. Please use back for additional.

<b>Main Contact:</b>		
Name	_____	Relationship _____
Day Phone	_____	Cell Phone # _____
Address	_____	Night Phone _____
_____	_____	_____
<b>Emergency Contact #1</b>		
Name	_____	Relationship _____
Day Phone	_____	Cell Phone # _____
Address	_____	Night Phone _____
_____	_____	_____
<b>Emergency Contact #2</b>		
Name	_____	Relationship _____
Day Phone	_____	Cell Phone # _____
Address	_____	Night Phone _____
_____	_____	_____

### HEALTH INFORMATION – PLEASE LIST LEGIBLY

**Does the camper have any of the conditions listed below**

Hay Fever, Asthma, Wheezing	Yes	No	Diabetes	Yes	No
Convulsions or Seizures	Yes	No	Are personal services needed? i.e. feeding, toileting, changing clothes, etc?	Yes	No
Heart Trouble	Yes	No	Immunizations up to date?	Yes	No
Does your child receive any Special Education Services? i.e counselor or psychologist	Yes	No	Other – Please List	Yes	No

Would you like to be contacted by the director prior to camp to discuss your child's needs?  Yes  No

### MEDICATION INFORMATION – PLEASE PRINT LEGIBLY

Name of Medication	Frequency	Dosage	Prescribing Physician	Frequency while at camp

Special Conditions to watch for such as ALLERGIES (food, drugs, etc) FAINTING, NOSE BLEEDS, ETC.

Should the camper's activity be restricted because of any physical limitation on illness? If so, please explain.

Is your child able to swim in 4 feet of water?      Yes      No

Is your child in need of extra assistance in the water? Yes      No

Please Explain: \_\_\_\_\_



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## Camper Policies – Winter Break Camp 2018

### **Section A. Parent's Expectations of the Program**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Director about concerns related to their child or the program before and after camp, and by appointment during camp hours.
3. They will be told about any misbehavior on the part of their child with the opportunity to discuss the questionable behavior.
4. They will receive regular communication about camp activities.

### **Section B. Program's Expectations of the Parents**

The Program expects that the parents will:

1. Keep their child's records up to date with current phone numbers and address, **Section E**.
2. Pick-up and drop-off your child(ren) on time, **Section F**.
3. Follow health policy, **Section H**.
4. Pay attention to any communication from administration regarding their child's behavior, and cooperate in efforts to bring improvements in the situation.

### **Section C. Children's Expectation of the Program**

Children may expect:

1. To have **FUN** and experience new adventures.
2. To have a safe, supportive and consistent environment.
3. To use all the program equipment, materials and facilities on an equal basis.
4. To receive respectful treatment.
5. To have discipline that is fair and non-punitive.
6. To receive nurturing care from staff members who are actively involved with them.

### **Section D. Program's Expectations of the Children**

The Program expects that the children will:

1. Come to camp each day ready to have FUN with a positive attitude! Cursing, physical violence and poor attitudes will not be tolerated.
2. Keep their hands to themselves and only play/touch things that belong to them.
3. Use of the phone is for emergency calls **ONLY**. A staff member must be present.
4. Treat BCR staff members, as well as visitors, with respect.
5. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
6. Children **MUST** report to their teams when arriving to camp.
7. Leaving camp for any reason, without permission is grounds for immediate dismissal from the program.

### **Section E. Registration and Enrollment**

Winter Break Camp encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

#### **Registration/ Enrollment Process:**

1. Parents must complete the registration form **completely** during open registration. Forms must be kept current for the duration of the program.
2. Children will not be allowed to attend the program until all forms are complete and turned in.
3. All Program registration fees are non-refundable after the start of the program.

### **Section F. Hours of Operation**

Camp operates Monday – Friday; 7:00 am – 5:30 pm.

#### **Guidelines for parents pertaining to drop off/ pickup:**

For the safety of the children, everyone must be signed in and out of the program.

1. A parent or responsible adult must sign in/out all children they transport to and from the program. Parents must make arrangements for pick-up in the event of inclement weather. ID's must be presented at the time of pickup.
2. Parent/Guardian of BCR participants **MUST** pick their child up at the designated time [5:30 pm]. A late fee of \$5/child for every 15 minutes past 5:35 pm, will be assessed. This late fee must be paid at the time of pick up in the form of cash or check. **NO EXCEPTIONS**. Failure to pay the late fee will result in immediate suspension from Winter Break camp until the fee is paid. If the fee is not paid within **3 days**, the children may be subject to permanent removal from the program.

## **Section G. Distribution of Medication**

Parents must complete a Medical Release Form for all prescriptions and/or over the counter medicine that is to be administered during camp hours. All medication must be in its original container.

If medication is to be kept at Winter Break camp for treatment of a chronic condition, no more than one month supply may be on hand at a time.

## **Section H. Health and Safety**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), the director must have specific instructions on how to care for your child in the event of an episode/emergency. Please make sure that necessary medication is available and that the appropriate forms have been completed.

If a child has any one of the following conditions, the parent will be notified for immediate pick-up: Contagious Disease, Fever over 100 F, Vomiting or Diarrhea, Accident Requiring Medical Attention.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be notified. All campers are required to have a completed consent to treat form on file.

## **Section I. Absences**

Please communicate with Winter Break camp staff of all prearranged absences from the program. Winter Break camp is constantly on the move, it will be important to know your child's team and daily schedule in the event he/she is being dropped off or picked up at different times. Campers may be taking one fieldtrip, please make sure children are at Full Blast before the scheduled departure time.

## **Section J. Field Trips**

All daily activity costs, including: field trips, swim lessons, city transportation, etc. are included with your camp tuition. Children may bring extra money for snacks or gifts, but it is not required. A camp schedule of activities will be available online or at Full Blast as soon as it is completed.

## **Section K. Child's Personal Property**

Please label all of your child's belongings with First and Last name. your child will be responsible for ALL items brought to camp. Please refrain from allowing your child to bring expensive toys, clothes, electronics, MP3 Players, cell phones, etc. The Battle Creek Recreation Department is not responsible for any lost or stolen items.

## **Section L. Discipline and Discharge**

All participants will be required to follow the rules of the program. In the event your child does not adhere to the Winter Break Camp's rules and expectations, the following disciplinary steps will be taken:

1. Verbal Warning
2. Time out from current activity
3. Removal from the activity and a disciplinary note to go home and signed by the parent/caregiver. (3 disciplinary notes may result in dismissal from the program.)

If action persists or compliance to the rules continues to be an issue, these consequences will follow:

1. Loss of program for the next day. (Weekends excluded)
2. Loss of program for the next three days. (Weekends excluded)
3. Loss of program for one week, parent-director conference. (Weekends excluded)

### **SEVERE CLAUSE:**

Your child will be permanently suspended from Camp if...

1. He/she willfully harms another child or staff member.
2. He/she willfully and/or inappropriately touches another child or staff member.
3. He/she willfully destroys property.
4. He/she refuses to obey directions and displays disrespectful behavior.
5. He/she is in constant need of supervision and discipline.

The Battle Creek Recreation department reserves the right to make disciplinary decisions as they see fit, based on the severity of the child's actions.



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