



Summer Camp Information Packet

Please complete and return at least 72 hours before your camper's first day of camp. You must complete one packet for each camper you have registered.

Return to Jules Erwin, Program Director at West Boggs Park in person or via mail at PO Box 245, Loogootee, IN 47459. Or scan and email to jules@westboggs.com



Camper Information Packet

Please help us serve your camper by filling out this packet completely. We gather this information to help keep your camper safe, happy, and having the best possible experience at camp. A parent/legal guardian should complete this form.

Camper Information

Name _____ My Camper Likes to Be Called _____

Home Address _____

Date of Birth _____ Age During Camp _____ Identifies as Male Female _____

Attending Sessions One Two Three Four Five Six Seven

Sibling(s) Also Attending Camp _____

Custodial Parent/Guardian Information

Name _____ Relationship to Camper _____

Home Address _____

Email Address _____

Preferred Phone _____ Texting is Great (Alternate Phone) _____

Second Parent/Guardian Information

Name _____ Relationship to Camper _____

Home Address _____

Email Address _____

Preferred Phone _____ Texting is Great (Alternate Phone) _____

Emergency Contact (If Parents/Guardians Are Unavailable)

Name _____ Relationship to Camper _____

Home Address _____

Email Address _____

Preferred Phone _____ Texting is Great (Alternate Phone) _____



Health History and Care Instructions

Camp West Boggs Lake works to provide the safest possible environment for your camper. Please fill out this information carefully and completely so that our camp team can be aware of and respond to your camper's needs appropriately. We will have a CPR/First Aid certified counselor with your youth at all times.

Allergies

Please list all known allergies. Describe reaction and reaction management.

Medication Allergies

Food Restrictions

Other Allergies

Medications

Please list ALL medications (OTC and non-prescription included) that your camper takes routinely. If your camper needs medication at camp, please provide the medication in original packaging that identifies the prescribing physician (if applicable), the name of the medication, the dosage, and the frequency of administration.

- My camper takes no medications on a routine basis.
- My camper takes these medications on a routine basis:

- My camper will need to take medicine at camp. Instructions are as follows:



Camper Pick Up List

Counselors will not release your camper to anyone who is not on your approved list. Campers are given a 10 minute window before and after their camp session for dropoff and pickup.

Camper Information

Name _____ My Camper Likes to Be Called _____

Parent or Guardian Name _____

Attending Sessions One Two Three Four Five Six Seven

Sibling(s) Also Attending Camp _____

Approved Drivers

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Name _____ Relationship to Camper _____

Cell Phone Number _____ Texting is Great

Parent/Guardian Signature

Name _____ Date _____

Home Address _____



Waiver and Acknowledgment

Signing this form indicates you have read and agree to our camp policies and serves as an indemnity waiver.

Release, Indemnity, and Agreement

Participating in the selected recreational programs involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/trips/falls and musculoskeletal injuries, among others.

The parent/guardian chooses to allow participation in the selected programs despite the risks. By completing registration, the parent/guardian acknowledges all risks of injury, illness or death and affirms that he or she has assumed all responsibility for any injury, illness or death.

The parent/guardian also agrees on behalf of himself or herself and the participant to follow all rules and procedures of the program and to follow the reasonable instructions of the counselors of the program.

In return for the opportunity to participate in this program, the parent/guardian agrees for himself or herself and for heirs, assigns, executors and administrators to release, waive and discharge any legal rights to seek payment or relief of any kind from West Boggs Park, its employees or its agents for injury, illness or death resulting from this program.

The person who registers a participant for a program agrees that he or she is a parent or a legal guardian or is otherwise responsible for the participant whose application is submitted and releases, waives and discharges any legal rights that may be asserted on behalf of the participant's participation in the program.

The person who registers a participant also agrees not to sue West Boggs Park, its employees or its agents and agrees to indemnify the West Boggs Park for all claims, damages, losses or expenses, including attorney's fees, if a suit is filed concerning an injury, illness or death resulting from participation in the program.

Acknowledgment and Signature

By signing below, I acknowledge that:

- *West Boggs Park provides no insurance coverage for participants.*
- *I have read, understand, and agree to the West Boggs Park Summer Camp Policies.*
- *I understand I am waiving my legal rights. (Please see Policies and Waiver.)*
- *In the event of a medical emergency, every effort will be made to contact parent(s)/guardian(s). I authorize West Boggs Park staff to seek appropriate medical care if a parent/guardian cannot be reached.*
- *I have selected an appropriate program for the interests and abilities of the participant.*
- *The information I have provided in this packet is current and accurate.*

Printed Name

Signature

Date



West Boggs Park Summer Camp Policies and Information

Both you and your camper(s) are expected to respect and adhere to our summer camp policies. Please keep the next few pages for your records. Any questions? Call or text Jules at 812.320.6621.

Age Verification

West Boggs Park strives to provide age-appropriate curriculum and programming for all recreation services delivered. To meet this goal, the age of the participant, as of the cut-off date for the program, is required at the time of registration to appropriately place the participant in our programs. West Boggs Park reserves the right to request that the parent/guardian provide a legal document (i.e. birth certificate) verifying the age of the participant, as of June 1st of this year that was denoted on the registration form. If legal documentation is requested and not provided within 24 hours, the program supervisor may offer the parent/guardian a transfer to an age-appropriate program if available or dismiss the participant from the program. The parent/guardian will be responsible for any difference in fee if a transfer occurs. No refund will be given if the participant is dismissed from the program.

Behavior Management

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. Our programs will create an environment that encourages positive choices through understanding participant's basic needs and explaining program expectations.

West Boggs Park supports and practices the following Behavior Management practices:

- Monitoring – Noticing program environment. Daily check-in with participants. Active participation with participants and proper staff placement.
- Positive Reinforcement – providing participants a positive program environment.
- Redirection – stop the undesired behavior and redirect participant to make the positive choice.
- Time Out – Provide an opportunity for discussion between staff and the participant by asking questions about the behavior.

When positive choices are not made by the participants, the following procedures will be followed:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions. Generally, a counselor or the program director will speak with the camper and offer them an opportunity to change their behavior. If needed, the counselor will offer to let the camper call a parent and discuss the problem with them. If the camper doesn't wish to explain their behavior to a parent, the counselor will talk to them. Usually this causes a behavior change.

3. If behavior problems continue after implementation of the Behavior Action Plan, a first Behavior Incident Report will be presented to the parent/guardian and they may be asked to come pick up their camper.
4. Additional behavior problems will constitute a second Behavior Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Behavior Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the behavior incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/ hitting, theft, vandalism, bullying in program or through social media, possession of weapons or drugs, severe verbal threats, sexual misconduct, leaving the program/ building without proper dismissal, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately.

Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.

Participation in camp activities during program hours is required. However, we will never make your camper do anything that makes them uncomfortable. We follow a “challenge by choice” guidance on physical activities. Campers ARE expected to walk, play, and try things out though.

Confidentiality

West Boggs Park staff will not discuss confidential matters or personal information with anyone outside of the Department or with unauthorized individuals. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information with social media such as Facebook, Twitter, etc.

Departmental staff are not permitted to share personal information about any participants or staff with social media such as Facebook, Twitter, Instagram, Snap Chat etc. or discuss any personal information about participants outside of the workplace.

Dress Code and Preparation

Participants should wear cool, comfortable clothing and athletic shoes in order to participate in recreational or athletic activities each day. Certain programs may have additional clothing requirements.

Each day of summer camp, your camper should have the following items with them:

- Swimwear and goggles
- Beach Towel
- Closed Toed Shoes
- Sunglasses or a sun hat
- Water Bottle
- Any medications needed
- Sunscreen and bug spray
- Lunch in an insulated tote
- A change of clothes

Please label your camper’s items with their name. Summer camp can be a real jumble sale after a busy day! We want to make sure each camper only comes home with their own possessions.

Electronic Devices/Items from Home

No electronic devices are allowed (examples: cell phones, MP3 players, gaming devices, etc.) unless accommodations have been made for the participant with park staff. Staff reserves the right to confiscate electronic devices if issues arise. If you wish your child to have a cell phone with them, we would respectfully ask that we keep them in the program director's office during camp hours.

Participants may have the opportunity to bring in items (toys, books, etc.) from home. If you choose to allow your participant to bring in items from home, West Boggs Park does not assume any responsibility for lost, stolen, broken or confiscated items.

Departmental staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program. Confiscated items will be returned to the parent/guardian at the end of the day.

Food

All participants are required to bring their own lunch and drink to camp each day.

Participants are not allowed to share lunches or snacks.

Vending machines will not be available for purchasing drinks or snacks during program hours.

Any food brought into any program to be served to all participants must be store bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted into our programs to be served to participants.

Parent/Guardians should notify camp staff of a child's food allergies or dietary restrictions and discuss possible accommodations. We will always work with you to keep your child healthy and safe, but we need your help and input to do so.

Illness/Injury

Any participant should remain home from all programs if they have had any of the following in the past twenty-four (24) hours:

- Fever (100 degrees or higher without fever reducing medication), diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, or any other potentially contagious condition.
- Physical injury that does not allow the participant to safely participate in program activities.
- If a participant demonstrates any of the above while at the program, the parent/guardian will have one hour to pick up the participant from the program location.
- If the participant becomes sick while at the program, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to the program.

If you suspect that your participant has a contagious condition that may be spread to others, please notify your program director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted and has given permission for the camper to return to the program.

Early Drop-off / Late Pick-up

Participants are given a 10-minute margin from the 9:00am starting time and the 4:00pm closing time of the program for dropoff and pick-up. Participants that are dropped off before 8:50am or after 4:10pm will be charged an additional \$5 fee. Payment is due at the time of early or late if arrangements have not been previously charged to the weekly balance.

We request that the parent/guardian call the park if they are delayed for any reason.

Lost/Stolen Items

West Boggs Park is not responsible for any personal items lost or stolen at our programs.

Movies

Movies may be shown while participants are in West Boggs Park Programs. All movies shown are rated G or PG. If you have any restrictions on movies for your kids, please communicate this to staff.

Photography/Video Waiver

Pictures or video clips may be taken by the Department of any program participant while involved in West Boggs Park activities and may be used for marketing materials or staff training. Photos or video clips may be used in program activities. Participant's names will not be published when photo or video clips are used.

Sign-in & Sign-out Procedure

A child must be SIGNED IN and SIGNED OUT at the Activity Center each day. Please make sure you accompany your child in the center and sign in with the group leader before leaving the center.

A child will be released to the persons named as having permission to pick up the child. If a person unfamiliar to the staff arrives to pick up a child, identification will be checked. Identification must include a photo. Parents must call the staff to authorize a substitute pick-up. West Boggs Park cannot and will not release a child to anyone without the consent of Parent 1 (Primary Account Holder).

Medications

Parents must sign an authorization and include times for employees to administer each medication according to label directions. The medication must be in the original container labeled with the child's full name and the date brought to the camp. The medication is only administered to the child as it is intended for and in amounts according to the label directions or as amended by a physician.

Medication cannot be administered after its expiration date. If a child has a periodic and recurring medical problem, the parent may sign a medication authorization allowing West Boggs Park to administer the medication when symptoms occur for up to a six-month period and parents must include what signs to watch for. When dealing with recurring medical problems, staff will notify the parent immediately after administering medication.

Documentation of administering medication is kept for three months which includes the child's full name, name of medication, date, time, amount of medication given and full name of the employee administering the medication. Medication will be disposed of or given back to the parent when the child withdraws from the program or when the medication is expired or is no longer required for the child.

Sunscreen and Insect Repellent

If needed, parent/guardian should apply these products to participants before they come to the program each day. Please supply any sunscreen and/or insect repellent that the participant may need during any program.

Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff or siblings may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other campers.

Payment

A \$16 non-refundable deposit is required at the time of registration per week of camp, per child. Remaining weekly balances need to be paid ten days in advance for each session. If the required payment is not provided, the participant's registration will not be processed.

Registrations made after the balance due date must be paid-in-full at the time of registration.

Refunds and Transfers

Participants must withdraw one week prior to the start of a camp session for a full refund. Programs that are canceled by West Boggs Park will be fully refunded. Refunds requested after the start of a camp session will be prorated. Participants removed from any camp program due to disciplinary action will not receive a refund.

Weekly session payments are transferrable to future sessions based on availability.

For monetary refunds, all requests must be submitted to our office personnel. All requests are submitted on the second Wednesday of the month to the Daviess County Auditor's Office. Refund checks will be mailed to the recipient by the end of the third week of the month following approval. Depending on the request submission date, refunds can take 4-6 weeks to process.

Final Checklist for Each Day of Camp

Please make sure your camper has each of these items with them, each day of camp.

- | | |
|---|--|
| <input type="checkbox"/> Swimwear and goggles | <input type="checkbox"/> Beach Towel |
| <input type="checkbox"/> Closed Toed Shoes | <input type="checkbox"/> Sunglasses or a sun hat |
| <input type="checkbox"/> Water Bottle | <input type="checkbox"/> Any medications needed |
| <input type="checkbox"/> Lunch in an insulated tote | <input type="checkbox"/> Sunscreen and bug spray |
| <input type="checkbox"/> A change of clothes | |

Campers are welcome to leave a backpack with their change of clothes, sun hat or sunglasses, goggles, and water bottle here in the Activity Center overnight during their week of camp. Please be sure the swimwear and towel are dry and ready to go each morning. We will send those home with lunch totes each day.

We would appreciate if you pre-applied bug spray and sunscreen. We will have sunscreen and bug spray for the campers to use as needed, if they forget theirs. If your camper needs a special sunscreen or bug spray, please pack that for them and make sure to let the camp staff know.