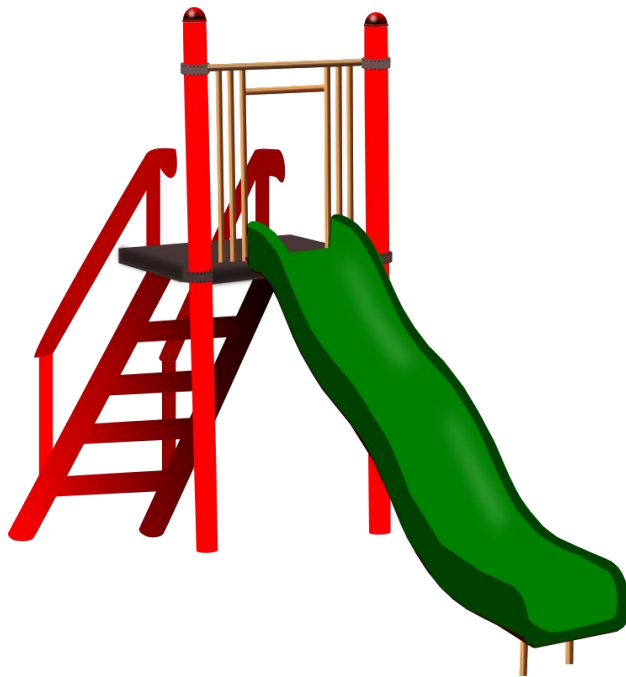


# 2017

## Summer Day Camp Handbook & Registration Forms

Ages 5-13



Attention:  
**This year lunch will NOT be provided!**  
**Please make sure your child has a sack lunch**  
**everyday, even for field trips unless notified.**

### Introduction

Welcome to the Bad Axe Parks & Rec. Summer Day Camp. The Day Camp Program offers you and your family a safe and secure environment for your child to have a wonderful and fun filled summer. Our staff is experienced in providing quality programming and supervision of children. We look forward to a safe fun filled summer with your child. A wide variety of activities will be provided for your child. We encourage all children to participate in all the planned activities including:

Arts & Crafts  
Socialization Games  
Field Trips  
Guest Speakers & Entertainers  
Sporting Events  
Theme Days  
Physical Activities  
Fun Day Activities (moonwalk, water games, ect.)

In the following pages, you will find general information about Day Camp and rules that are provided to help you with any questions you may have. The children will be bringing home a calendar of monthly planned activities the first week of camp. You will also be able to find the information on the Bad Axe Park and Rec. Facebook page and also on the City of Bad Axe page. This calendar will also include supplies they may need to bring to complete an activity. If you have any additional questions, please feel free message the Bad Axe Park and Rec. Facebook page and we will get with you as soon as we can.



### Payment & Procedures

Children attending Park & Rec. Summer Day Camp must be between the ages of 5-13. **Please circle the one your child will be participating in.**

#### Enrollment Cost

##### **City Residents**

5 days (all field trips) \$225.00  
2 days (field trip days) \$175.00  
2 days NO field trips \$75.00

##### **Non-City Residents**

5 days (all field trips) \$325.00  
2 days (field trip days) \$250.00  
2 days NO field trips \$125.00

Enrollment must be paid in full Friday, July 7th with 75% down before the first day of camp. If a payment plan is needed it must be started on or before Friday, June 23rd. Field trip payments are also due at the time of registration. This is done so we know the number of children attending and how many buses will be needed for each trip. If your child cannot attend a field trip or the trip is canceled due to weather, you will NOT be reimbursed. We are holding a spot on the bus for your child. If a field trip is canceled due to weather we will attempt to reschedule the trip.

For the 2 Day program, you have the choice of either coming on the two days we have field trips or the other days we don't have field trips.

### Program Plan

Day Camp begins Monday, June 19th and runs through Friday August 11th. Camp is held at the Bad Axe City Park, located behind City Hall, next to the Bad Axe City Library. There will be no day camp Monday, July 3<sup>rd</sup> and Tuesday, July 4th. The normal hours are from 9:00a.m. – 2:00 p.m. Monday-Friday.

Field trips are on various days. If your child will not be attending these field trips, they will not have camp on that day. If your child attends these field trips they will need to be picked up at the normal pick of time of 2:00 p.m. unless the trip is scheduled to return later. Camp will start each day at 9:00 a.m. unless the trip is scheduled to begin earlier Please be sure your child is not at the park before 8:45 a.m. each morning and this does include TAT Children. **Staff is not at the park before 8:45 a.m.** We cannot be responsible for them before this time. Also, please note the end time of the program for each day. Children are expected to be picked up promptly at 2:00 p.m.

## **Picking Up and Dropping Off**

When your child comes to camp each morning parents or guardians will have to sign in with their counselor. This will also be done in the afternoon to sign out. This is done with safety of your child in mind. We will only allow your child to leave with the person(s) you have specified on their registration form, a driver's license or some other proof of identification will be needed to verify who they are. If you know in advance that there will be a change in who picks up your child, please make a point to speak to your child's counselor. If you do not notify us, then your child will not be allowed to leave with that person. No child will be allowed to leave early at any time without permission from the parent. Please inform your child of this policy.

## **Rain Policy**

On occasions when it rains, the best policy is to listen to WLEW (102.1 FM) and also the Bad Axe Park and Rec. Facebook page. If it is raining in the morning before camp starts, it will most likely be cancelled or moved to the Bad Axe Public Schools. PLEASE CHECK FACEBOOK OR LISTEN TO THE RADIO. IF CAMP WILL BE CANCELLED OR THE LOCATION CHANGED, IT WILL BE ON THE RADIO AND FACEBOOK BETWEEN 7:30 A.M. AND 8:00 A.M. For more information be sure to "Like" the City of Bad Axe Facebook Page for updates and cancelations as well. If it starts raining after camp has already started, we will continue camp. Activities at the library or pavilion will be scheduled.

## **Lunch**

This year lunch will not be provided. Please make sure your child has a sack lunch every day, even for the field trips, unless notified. We will be having lunch from 11:30 a.m. – 12:00 p.m. If you wish to send a snack with your child they are more than welcome to have it before or after lunch.

## **Park Rules**

\*\*\*Please go over these with your child\*\*\*

1. Always check with your counselor first before going to the restroom, getting a drink, or to check out equipment. Staff needs to know the whereabouts of all the children at all times.
2. Be sure to sign in and out with your counselor everyday.
3. No one will be allowed to leave the park early without permission from his or her parent/guardian.
4. NO Bullying (Bullying is a pattern of behavior by one towards another which is designed to hurt, injure, embarrass, upset or cause discomfort to that person. Physical or verbal aggression. )
5. Show courtesy and respect for others at all times.
6. No swearing or obscene gestures. Your child will be sent home immediately.
7. Shoes and shirts are to be worn at all times. Water shoes are highly recommended for water days.
8. Pop is for lunch only and will not be allowed at snack time. Water fountains are available or you may send juice, water, or other non-carbonated drinks.
9. The library is off limits during day camp hours unless it is a planned trip.
10. Children are expected to respect the rights and property of the program and others.

### Discipline Policy

- First Offense: Verbal Warning. (With the exception of swearing, bullying\* or obscene gestures - a written warning will be given.)
- Second Offense: Asked to sit out for a short period of time with a note sent home to parents or spoken to when child is picked up. (**Bullying - dismissal from program**)
- Third Offense: Parents called, the child will need to be picked up.
- Fourth Offense: No longer allowed to attend the day camp program. **NO REFUND!**

Parent Information:

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Name of Child

Age

Date of Birth

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Name of Parent/ Guardian

Home Phone number

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Address

City, Zip

Person to be notified in an emergency situation when parent is unavailable:

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Name

Home #

Work #

Medical Information:

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Child's Physician

City

Phone

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Health Insurance Carrier

Policy / Group Number

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Allergies/ Other Conditions

Is your child currently under medication or treatment? Yes\_\_\_\_ No\_\_\_\_

If yes, give type, dosage, frequency, and symptoms: \_\_\_\_\_

If staff has to administer medication, a medication release for **MUST** be issued.

My child will be leaving by way of:

\_\_\_\_ Bike    \_\_\_\_ TAT    \_\_\_\_ Walking    \_\_\_\_ Parent

Other persons my child may be released to: \_\_\_\_\_

Other phone numbers that you may be reached at:

**Permission's Waiver and Authorizations:**

Child's Name: \_\_\_\_\_

The above named child has my permission to attend the Bad Axe Parks and Recreation Summer Day Camp Program. I realize that by signing this form, I will not hold the city of Bad Axe, its employees, or organizers of the program responsible for any injuries that may occur during the program hours. I also realize that the staff and program organizer will do everything possible to offer a safe and injury-free program. I also realize that by participating in this program there is a certain degree of risk and that injury may occur.

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Signature of Parent/ Guardian

Date

I here by give my permission to the Bad Axe Park and Recreation Staff to obtain emergency medical and or surgical treatment for the above named minor/ child of such treatment is deemed by professional, trained medical personnel. I also understand that the Bad Axe Parks and Recreation/ City of Bad Axe will not be held responsible for any medical cost.

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Signature of Parent/ Guardian

Date

I hereby assume full responsibility for the behavior of my child. I realize that my child may be dismissed for the program due to inappropriate behavior/bullying that disrupts the program and/or actions that may cause harm to themselves, or other children and/or staff. In the event that he or she damages or destroys property belonging to the Summer Day Camp Program, Bad Axe Parks and Recreation or any other vendor or contractor associated with the program, I will replace the damaged item (s), equipment and/or materials.

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Signature of Parent/ Guardian

Date

I hereby realize that for my child's security and the security of all the children registered, program staff cannot and will not release a child to someone not listed on the child's information records. I also hereby realize that the staff may, at their discretion request to see identification of those picking up my child if they are unfamiliar with the individual.

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Signature of Parent/ Guardian

Date

I hereby agree to allow the Bad Axe Park and Recreation Department and all media to use, produce and/or reproduce my child's name, picture and/or likeness to promote, provide coverage for/or any other official business as needed.

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Signature of Parent/ Guardian

Date

## Child's Medication Release Form

Child's Name: \_\_\_\_\_

I, the undersigned parent/legal guardian, acknowledge that my child is in good health. I understand that I must list any health restrictions, allergies, or medications in the space provided below that pertain to the above named child.

The above named child has the following:

Health Restrictions:

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Allergies:

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Medications:

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I understand that the Bad Axe Summer Day Camp Program will not be responsible for anything that may happen as a result of health information incorrectly shared or not shared or not shared on this form.

I assume complete responsibility that my child is in good health and assume responsibility for my child's state of health while he/she is in attendance at Bad Axe Summer Day Camp.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

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



## **Parental Consent, Warranty of Physical Health and Waiver of Liability**

We, being either the natural or adoptive parents or legal guardian for the individuals whose names are set forth on the registration form, represent and warrant that the child is physically healthy and able to participate in the activities for which the child is registered, acknowledging the full understanding of such activities and an opportunity to review with the Department any and all questions regarding such activities. We further represent that to our knowledge, such child or children have no physical health problems, which would affect participation. We further represent that we have full authority on behalf of such child or children to consent to the child's participation and do consent to such participation. We acknowledge that participation in recreational activities carries the risk of serious injury or death from occurrences during such activities, including, but not limited to. Being struck by objects, slip, trip or fall, being injured by other participants, and other health hazards. We fully release and absolve from liability the Bad Axe Parks & Recreation Department, its employees, agents' contractors and those participating with it from any and all liability, injury or damages on behalf of our child, and individually on behalf of us. This release extends to personal and bodily injury, as well as property damage. The above includes a waiver of liability and should be read carefully and fully before signing. I the undersigned, hereby agree to allow the individual(s) name hereon to participate in the Bad Axe Parks & Recreation activities. I certify that, to the best of my knowledge, the participant(s) named hereon is/are physically fit and able to engage in Parks & Recreation activities. In case of emergency, I give my permission for emergency medical treatment. This form shall be considered valid until canceled or changed in writing by the undersigned parent/guardian/participant. I hereby authorize the Bad Axe Parks & Recreation Department to use all photos, both video and audio portion of videotapes on which my dependent or I appear. I understand that portions of these tapes may be used in other programs, training aids, and productions at the discretion of the Bad Axe Parks & Recreation Department.

Allergies, if any (use back if necessary):

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Parents/Guardian Signature

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Date

## Field Trips & Special Activities

I give my child \_\_\_\_\_ permission to attend all field trips scheduled through the Bad Axe Parks & Recreation program. I understand if I do not wish for my child to attend a field trip I will not send my child to Day Camp on that date. I understand that various trips may include water activities and I will provide the appropriate water safety devices needed (swim wings, life jacket, ect.) on those given trips.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I **DO NOT** give my child \_\_\_\_\_ permission to attend any scheduled field trips.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date