



Summer Explorers Registration Form

Please fill out all forms in their entirety.



Camper Information

Camper's Full Name: _____

Birthdate: _____

Camper's Preferred Name: _____

T-shirt Size: _____

(Youth and Adult sizes available)

Family Information

Parent/ Guardian Name: _____

Primary Phone: _____

Home Address: _____

Secondary Phone: _____

Email: _____

Place of Employment: _____

Instructions on how to best reach parent/guardian during camp hours: (please include phone number & address)

Emergency Contact Information

Full Name: _____

Phone: _____

Relationship to Camper: _____

Full Name: _____

Phone: _____

Relationship to Camper: _____

Camper Pick-Up Information (Individuals other than those listed as parent/guardian that are AUTHORIZED to pick up your camper)

Full Name: _____

Phone: _____

Relationship to Camper: _____

Full Name: _____

Phone: _____

Relationship to Camper: _____

Full Name: _____

Phone: _____

Relationship to Camper: _____

Camper Medical Information

Please describe any health concerns of your child: _____

Action steps for camp staff to take: _____

Any additional information (when to call parents, 911, etc.): _____

**If your camper needs medication during camp hours (prescription OR over the counter, a separate Medication Dispense Form must be completed and signed prior to camp.*

Name of Camper's Physician/Medical Facility: _____

Phone of Physician's Office/Medical Facility: _____



Summer Explorers Waivers & Consent



Please read all information carefully and sign below.

Field Trip - Permission Slip

I give permission for my child to attend all field trips with Summer Explorers Day Camp. I grant the camp permission to transport my child by van or bus to field trips which are planned as a part of the camp's weekly activities. I understand that if my child does not have permission to attend the scheduled field trips, he/she will not attend Camp at all that day as there is no staff or supervision at the Omni Center on field trip days.

In case of inclement weather or unforeseen scheduling conflicts, the director of the camp may make field trip substitutions. I take responsibility in finding out where my child will be going each week. I give Summer Explorers Camp Staff the authority to use their discretion to change the schedule as needed. I assume all responsibility for risks and hazards incidental to participation in Field Trip Days. I assume all responsibility for the behavior of my child and grant the camp permission to discipline my child for misbehavior based on the rules outlined in the camp's behavior plan. I do not hold Summer Explorers Camp staff, the City of Onalaska, or any of its personnel responsible for any injuries or accidents of any kind, or loss of personal property.

I know that all possible care and safety will be provided for my child. Therefore, in case of an accident, I will not hold the City of Onalaska or any of its employees legally responsible. I grant my permission to Summer Explorers Camp Director, Onalaska Park & Recreation Director or Site Supervisor to authorize and obtain medical care in case of an emergency when parent or guardian cannot be contacted to grant authorization for emergency treatment.

Emergency Medical Consent

In the event of an emergency or non-emergency situation requiring medical treatment of the camper during his/her attendance at Camp, I/we, the undersigned parent(s)/guardian(s) of the camper, give the Camp Director my/our consent and authorization for all medical treatment that is deemed necessary by qualified medical personnel for the proper care and treatment of the camper, including but not limited to administration of first-aid, use of an ambulance, x-ray examination, administration of anesthesia, surgery and hospitalization.

Waiver & Permissions

By signing this waiver of liability, I agree that my child has permission to participate in all planned activities during the program that he/she is participating in. I understand that some activities may require my child to participate in physical activities. I understand that some of these activities include some risk of injury to my child. I certify that the above-named child is in normal health capable of participating safely in the program(s) he/she is registered for. I recognize and acknowledge that there are certain risks involved in these programs including but not limited to, property damage, personal injury, or death. I further certify that I am of legal age and freely sign this agreement. That I understand by signing this agreement I may be giving up legal rights that I may otherwise have and that if I object to any provision contained in this document, I should not sign this agreement as drafted and seek advice from your legal counsel. I authorize Onalaska Parks & Recreation to secure emergency medical care at my expense in an emergency situation. No accident or other insurance is provided by the Onalaska Parks & Recreation Department. I acknowledge and am responsible for informing Onalaska Parks & Recreation of any and all special needs (health, dietary, etc.) that my child has and what needs to be done for those needs. I agree to waive, relinquish, discharge, release and covenant not to sue the City of Onalaska, its officers, employees, volunteers and agents from all claims of injury, damage, or loss that may accrue arising out of, connected with, or in any way associated with the activities of Onalaska Parks & Recreation as identified in this Waiver of Liability. This Waiver of Liability does not apply to intentional misconduct of Onalaska Parks & Recreation. I have read this Waiver of Liability thoroughly and fully understand it and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made me any representations, statements, or inducements that change or modify anything written in the agreement.

By attending this program hosted by the City of Onalaska Department of Parks and Recreation, you understand that you or your child's photo may be taken during the program and may be used for marketing and promotional purposes including but not limited to social media, printed materials, e-newsletters, website graphics, etc. You understand that you will not receive compensation for use of this material.

By signing below I agree to all of the above statements. I also agree to all policies & procedures of camp.

Parent/Guardian Signature: _____

Date: _____



Summer Explorers Policies

Please read all information carefully and sign below.



In order to withdraw a child from Camp, the parent/guardian is asked to give a 2-week written notice. Verbal notices will not be considered valid. If an incident occurs where a camper conducts himself/herself in a manner that does not follow the behavior guidelines or that jeopardizes their safety or the safety of others, the follow steps will be taken:

- *First Violation* - A staff member will discuss the incident with the child. The staff and child will discuss the incident and what steps the child should take to ensure it does not happen again.
- *Second Violation* - The child may be removed from part of or a whole activity. The parent/guardian will be notified of the incident at the end of the day.
- *Third Violation* - A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part of or a whole activity. The parent/guardian will be notified of the incident at the end of the day and asked to sign the documented incident report.
- *Fourth Violation* - A staff member will discuss the incident directly with the child and document it via the incident report. The parent/guardian will receive a phone call and be asked to pick up their child within the hour. The child will not be permitted to return to camp until the next day.
- *Fifth Violation* - A staff member will discuss and document the issue directly with the child. The parent/guardian will be contacted immediately to pick up their child within the hour. A phone call or meeting will be scheduled with the Camp Director, Site Supervisor and the parents/guardians to discuss a plan of action regarding the poor behavior. The child may be suspended from camp until a resolution has been reached.
- *Sixth Violation* - Child will be dismissed from Camp and no longer allowed to participate in Summer Explorers Day Camp for the remainder of the summer.

Circumstances considered for termination:

Physical Violence - A parent or emergency contact will be called to pick up the child immediately. A meeting may be necessary and will be determined on a case by case basis.

Intentional Leave - If a camper leaves the program area or building intentionally without permission, a suspension or termination may occur. This will be determined case by case.

Sexual or other harassment - Parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities.

Inappropriate Behavior - This type of behavior from a child or a parent that endanger the child, other campers or staff.

Late Pick-Up - more than 3 occurrences

Parent failure to pay fees or submit any required forms

Please do not hesitate to talk to the site staff or recreation staff if you have questions or concerns. The City of Onalaska reserves the right to start at the 2nd, 3rd, 4th, 5th or 6th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

Camper Code of Conduct:

1. Show respect to other participants and treat them as well as I would like to be treated
2. Not bully or make any other camper or staff feel unsafe at camp
3. Show respect to staff and cooperate with all of their instructions
4. Not hit, kick, bite, or show any physical violence toward any campers or staff
5. Not yell or scream inappropriate language at any point throughout the day
6. Know and follow all the camp's rules
7. Communicate any problems or issues at camp with camp staff or camp director
8. Respect the rights and beliefs of others and treat others with courtesy & consideration
9. Communicate in an appropriate manner, which means that I must not use foul language or gestures, harsh words or tone of voice
10. Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
11. Not deliberately cause bodily harm to other campers or staff. I understand that pushing, kicking or fighting are not acceptable and will not be tolerated.
12. Use program equipment, supplies & facilities properly
13. Be responsible for my actions and understand that irresponsible behavior will result in disciplinary actions.

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Summer Explorers Policies (cont.)

Please read all information carefully and sign below.



Cancellation & Refund Policy

In order to withdraw a child from Camp, the parent/guardian is asked to give a 2-week written notice.

Verbal notices will not be considered valid.

- Full refunds will only be given if the parent/guardian cancels registration 2 weeks prior to the start of that week of camp (i.e. 7:30am on Monday morning).
- If cancellation occurs after that 2-week mark, for any of the 10 weeks of camp, unfortunately, we will not be able to offer a refund and the registration fee will be considered a donation to the Parks & Rec Department.

**If your child leaves camp early, arrives late, or misses a day due to accident, illness, COVID, homesickness, behavior problems, other activities, or camper/parent request, there will be no refunds or prorated fees.*

Campers and their families are eligible for a refund of their registration fee if:

- Onalaska Parks & Rec Dept. cancels or reschedules camp

Late Pick-Up Policy

If your child has not been picked-up by 5:30pm, a late fee will be applied. Your child will not be allowed to attend camp until late pick-up fees are paid in full by the end of the current week. You will be notified of any late-fees incurred via an invoice sent to the email attached to the account used to register. If a child is picked-up late from camp on 3 occurrences, suspension from Camp up to the possibility of termination may occur on a case by case basis. If your child has not been picked-up after 31+ minutes and the staff has been unable to contact parents/guardians, the proper authorities will be notified. Staff will not be available to watch unattended children prior to the designate drop-off times. They will not be permitted to enter the building.

Late Pick-up Fees:

- 1-30 minutes early/late: \$15 charge per child
- 31+ minutes early/late: \$25 charge per child & proper authorities notified (for late pickup).

By signing below I agree to all of the above statements. I also agree to all policies & procedures of camp.

Parent/Guardian Signature: _____

Date: _____

Weeks of Camp

Please check which weeks of camp you are registering for.

Week 1 - Barnyard Bash

Week 7 - Summer Splash

Week 2 - Get Growing

Week 8 - Olympic Games

Week 3 - Sports Mania

Week 9 - Wild West

Week 4 - Zootastic Adventure

Week 10 - Space Exploration

Week 5 - Great Outdoors

Week 11 - Hometown Heroes

Week 6 - Around the World

Week 12 - End of Summer Extravaganza (Spirit Week)