

City of Lakewood's Camp Create 2020 Registration Packet

Location:	Lakewood Sr. Activity Center 9112 Lakewood Dr SW Lakewood, WA 98499	Date/Days:	Monday- Friday, 7/6 – 8/14
Hours:	8:30-5:00pm	Cost:	\$99 per Week
Meals:	Pack Your Own Lunch	Ages:	5-12



Check the boxes of the weeks you would like to attend - SPACE IS LIMITED!

- ☐ **Week 1: July 6 -10**
- ☐ **Week 2: July 13 -17**
- ☐ **Week 3: July 20 – 24**
- ☐ **Week 4: July 27 – 31**
- ☐ **Week 5: August 3– 7**
- ☐ **Week 6: August 10 – 14**

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Child Information

Child's Name	
Childs Age	
School	
Home Address	

Parent/Guardian Information (please specify primary contact)

Mother Name	<input type="checkbox"/> Primary?
Mother Phone #	
Mother Email	
Father Name	<input type="checkbox"/> Primary?
Father Phone #	
Father Email	
Other Guardian Name	<input type="checkbox"/> Primary?
Other Guardian Phone #	
Other Guardian Email	

EMERGENCY CONTACT

In case the individuals above cannot be reached, who should we contact?

Emergency Contact 1

Name	
Phone #	
Email	
Relationship	

Emergency Contact 2

Name	
Phone #	
Email	
Relationship	

Emergency Contact 3

Name	
Phone #	
Email	
Relationship	

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Medical Information

Child's Physician

Child's Physician Phone #

Medical Insurance Company

Medical History

Child's Medical information: (Medications, allergies, physical or mental disabilities, behavior or attention disorders, techniques, and/or special considerations that the camp staff should be aware of to best serve your child) Please be as detailed as possible!

Sunscreen/Bug Repellant Authorization Form

Staff will make every effort to protect campers from exposure from the sun. Parents should pack sunscreen, hats, or other protective devises. Camp Counselors my assist your child in applying sunscreen or sunblock. If you do not wish our counselors to assist please note below.

I hereby authorize the City of Lakewood Parks and Recreation staff to help administer sunscreen as needed

Childs Name _____

Parent/Guardian Signature _____

Date _____

Please list any special instructions:

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Authorized Pick-Up List

Pick-Up 1

Name	
Phone #	
Relationship	
Email	

Pick-Up 2

Name	
Phone #	
Relationship	
Email	

Pick-Up 3

Name	
Phone #	
Relationship	
Email	

NOT Authorized Pick-Up List

NOT Authorized Pick-Up 1

Name	
Phone #	
Relationship	

NOT Authorized Pick-Up 2

Name	
Phone #	
Relationship	

NOT Authorized Pick-Up 3

Name	
Phone #	
Relationship	

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City of Lakewood Camp Create Discipline Policy

The City of Lakewood has implemented the following rules to ensure the safety of all campers, staff, and the facility. A progressive discipline program is in place and is noted below. Our purpose is to create a safe and fun environment for all.

Camper Expectations - All campers will:

- 1) Respect camp counselors, fellow participants, equipment and property.
- 2) Follow the directions of the Camp Counselors and be cooperative.
- 3) Not use vulgar language/actions.
- 4) Not engage in hostile or dangerous conduct.

Camp Create Staff Will:

- 1) Use preventative management techniques by providing structured play time as well as free play.
- 2) Encourage self-discipline by encouraging campers to be involved in the discipline process.
- 3) Correct negative behavior in a timely manner and recognize positive behavior.
- 4) Establishing and consistently enforcing camp rules and guidelines.
- 5) Act as positive role models.

Progressive Discipline Plan:

- 1) **First Offense:** A Behavior Report will be filled out by staff as well as the camper(s) involved. This report will be presented to the parent(s) at the end of the day (or as soon as reasonably possible) before the camper is checked out, and the parent will be asked to sign the report. This alerts the parents to the offense and there will be a behavior contract put into place.
- 2) **Second Offense:** The Recreation Coordinator speaks with the parents and a suspension is likely.
- 3) **Third Offense:** Dismissal from the program is considered.

Examples of Serious Offenses Which May Result In Immediate Dismissal from the Program:

- | | |
|--|-------------------------------|
| • Causing physical harm or threat to others; causing harm to self. | • Weapons, Drugs, Tobacco |
| • Physical or verbal assault | • Destruction of Property |
| • Sexual misconduct | • Stealing |
| • Refusal to Cooperate | • Leaving the Designated Area |
| • Temper Tantrums | • Excessive late pickup |

*If a suspension or expulsion is necessary, all fees will be forfeited for the current session.
Prepaid fees for future sessions may be refunded.

I understand that inappropriate behavior will be recorded and tracked throughout the time that my child is involved in Camp CREATE. I have read and understand these policies and have explained them/read them to my child prior to the start of camp and will support the progressive discipline process.

Participant's Name: _____

Parent's Signature: _____

Date: _____

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Late Camper Policy

Camp ends at 5:00 pm. It is very important to pick-up your camper by 5:00pm!
A late warning will be given for the first time you are late.

After the late warning you will be charged \$10.00 for every 5 MINUTES past 5:00pm throughout the camp season.

- 5 minutes \$10.00
- 10 minutes \$20.00
- 15 minutes \$30.00
- 20 minutes \$40.00
- 25 minutes \$50.00
- 30 minutes \$60.00

The balance must be paid to the City of Lakewood before the end of the camp week.

I understand the late camper policy.

Parent's Signature

Date

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Payment Information

☐ Credit/Debit Card

Card #

Exp Date:

Security Code:

☐ Check

Check #

Check Amount

Security Code:

☐ Cash

Cash Amount

Release Waiver

I (we) am/are the parent(s) or legal guardian(s) of _____ (Child's Name), who desires to be a participant in the City of Lakewood sponsored recreational activity of CAMP CREATE.

It is important to me (us) that this child is allowed to participate in this activity. I (we) understand there are special dangers and risks inherent not only in this activity but in being transported by vehicle, including but not limited to, the risk of serious physical injury, death or other harmful consequences which may arise directly or indirectly from the child's participation in this activity or being transported by vehicle to and/or from the activity. Furthermore, I have been advised via this document that the City of Lakewood does not provide Uninsured, Underinsured, Med Pay or Personal Injury Protection Insurance Coverage. Being fully informed as to these risks and in consideration of City of Lakewood allowing my (our) child to participate in this sponsored activity and/or use of City of Lakewood facilities and/or being transported, I (we), on behalf of myself (ourselves) and on behalf of the above-named participant child, assume all risk of injury, damage and harm to the child which may arise from the child's participation in the activities, use of City of Lakewood facilities and/or transportation to and from the activity. I (we) further agree, individually and on behalf of the above-named child, to release and hold harmless the City of Lakewood, its officials, employees, volunteers and agents and agree to waive any right of recovery that I (we) may have to bring a claim or lawsuit for damages against City of Lakewood for any personal injury, death or other harmful consequences occurring to the above-named child or me (us) arising out of the child's voluntary participation in this activity and/or being transported to and from the activity. I (we) grant my (our) full and voluntary consent for the above-named child to participate in the activity described above and to be transported to and/or from the activity.

I (we) authorize any necessary emergency medical treatment that might be required for this child in the event of physical injury and/or accident to the child while participating in this activity or while being transported.

YES [] NO [] (parent/legal guardian initial(s)) _____

I (we) hereby consent to allow this child's picture or likeness to appear in any official document, City of Lakewood website, sponsor advertisement and/or City of Lakewood produced television coverage of "Camp Create" sponsored recreational activity without compensation to me.

YES [] NO [] (parent/legal guardian initial(s)) _____

Parent(s) /Legal Guardian Printed Name(s): _____

Parent(s) /Legal Guardian Signature(s): _____

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ADDITIONAL INFORMATION

COVID-19 IMPORTANT INFORMATION:

The City of Lakewood will be taking safety precautions modeled off of the recommendations made by the Washington State Department of Health and the Office of Superintendent of Public Instruction. For more information please visit:

<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ChildCare>

Pick up/Drop off:

For safety reasons all children must be accompanied by a parent or guardian at drop off and pick up; photo I.D. will be required. Each child must be signed in/out by a parent/guardian that is listed on the emergency contact form. Please add any additional persons that may pick up your child prior to the start of camp. Staff is not authorized to release a child to any persons who are not listed on the emergency contact form! Staff will need to be given advanced notice, if you need to pick up a child prior to the end of the day.

Attendance and Late Policy:

Camp starts at 8:30am and ends at 5:00pm Monday-Friday, including field trip days. Please drop your child off on time. If your child will be late or absent on a field trip day, please notify the Parks and Recreation Department by calling 253-983-7887. Please note that camp fees are non-transferable and non-refundable.

If you pick up your child after 5:00pm, you will be charged a late fee of \$10 for every five minutes thereafter. You will receive a warning on the first occurrence but after the next occurrence you will be charged accordingly: 5 minutes = \$10, 10 minutes = \$20, 30 minutes = \$60, and so on. The late charge will be added to your account, to be paid before the last day of the current session. Failure to pick up your camper by 5:00pm may result in dismissal from the program.

Transportation:

Field trip transportation will be provided by chartered school buses and drivers. Campers will walk with staff to activities within walking distance.

What to Wear:

All children should wear comfortable clothing, suitable for play and should always wear closed-toe shoes. Flip flops and sandals are NOT permitted except in the swimming areas. Any special apparel or shoes needed for field trip days will be noted on your weekly camp calendar.

All belongings including clothing, backpacks, towels and lunch boxes should be labeled with your child's first and last name and should be placed in a bag or backpack that is easily portable. Items left at camp will be placed in a lost and found until the last day of camp. Unclaimed items will be donated to a clothing bank after the summer season. The City of Lakewood Parks and Recreation department is not responsible for any lost or stolen items.

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Sunscreen:

Please put adequate sunscreen on your child BEFORE dropping them off at camp as well as pack additional sunscreen for the day. Due to the risk of allergies, sunscreen will not be provided nor will campers be permitted to share sunscreen. Staff will remind campers to self-apply sunscreen throughout the day.

Meals:

- Please pack a lunch, healthy snack, and a refillable water bottle for your child

Valuables:

Campers are not permitted to bring personal toys, games, trading cards, shoes with wheels and or any type of electronics (i.e. cell phones, Gameboys, PSP;s DS1's, iPods, or any other electronic item) to camp with them. If a child brings a prohibited item, the staff will hold the item until the end of the day. City of Lakewood Parks and Recreation department is not responsible for any lost or stolen items.

Health Policies:

Campers who have contagious conditions (i.e. Pink Eye, Chicken Pox, lice) or who feel ill in any way are not permitted to attend camp. As a precaution, please notify a staff member if your child has been exposed to a contagious condition.

If your child becomes ill while at camp, a parent will be notified. If no parent can be contacted, the emergency contact(s) will be called. If no party can be reached and the symptoms worsen, 911 may be called.

Injuries:

All Lakewood Parks and Recreation staff is CPR and First Aid Certified. Staff will administer basic First Aid for minor injuries such as scrapes and cuts. If an injury occurs, parents will be notified ASAP. If a child needs medical treatment, the parent will be notified. Staff will follow the following procedures in the case of a serious injury: **Call 911 → Administer First Aid/CPR → Contact parent or emergency contact → Incident Report**

Discipline:

It is the policy of camp create for staff to use progressive discipline to ensure the safety of all the campers, facility and other staffers. If a serious offense occurs, a staff member will complete an incident report to be signed by the staffer, child and parent/ guardian prior to the child being signed out for the day. If the behavior continues a second time, the Recreation Leader will notify the parents and a suspension may be required. If a third offense occurs, dismissal from the program will be considered.

*If a suspension or expulsion is necessary, all fees will be forfeited for the current session. Prepaid fees for future sessions may be refunded.

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