

Must be completed by first day of attendance

**Ages 5 – 12**

**CHILD'S ENROLLMENT INFORMATION**

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

List all allergies and any special precautions or treatment indicated for these allergies:

\_\_\_\_\_

List any medications, food supplements, modified diets, or fluoride supplements being administered to the child: \_\_\_\_\_

List any chronic physical problems and any history of hospitalization: \_\_\_\_\_

\_\_\_\_\_

List any diseases that the child has had: \_\_\_\_\_

\_\_\_\_\_

**CHILD RELEASE FORM**

My child, \_\_\_\_\_, is allowed to be picked up from the Bucyrus Area YMCA Day Camp program by the following people:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Any, other than those named above will not be allowed to take the child from the building, unless we have written permission from one of the parents.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

**SWIMMING PERMISSION**

My child, \_\_\_\_\_, has my permission to participate in water activities as part of the Summer Day Camp program at the Bucyrus Area YMCA. At this time, my child \_\_\_\_\_ does / \_\_\_\_\_ does not know how to swim. I understand that the campers will be expected to swim every day.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BUCYRUS AREA YMCA SUMMER DAY CAMP REGISTRATION FORM

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M / F

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Is your child a member of the Bucyrus Area YMCA? Circle Yes No  
If yes Expires on \_\_\_\_\_

**\*\* All fees for the week must be paid on Monday\*\***

**All Children must be signed in and out each day with the counselor.**

If your child is registered and not going to be here on a certain day, please call and let us know.

In signing this application, I agree to place my child in the care of the YMCA, subject to its rules.

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

Dear Parents or Guardians,

On behalf of the Bucyrus Area YMCA, we would like to welcome you and your child to our day camp program. We have a great line-up of activities planned and are confident that your child will have a blast this summer! Day camp will begin on **June 6, 2011** and end on **August 19, 2011**. In order to help the summer run as smoothly as possible for your camper, we ask that you please read the following information carefully.

<b><u>FEES:</u></b> YMCA member	\$76 a Week / \$25 a day
Non – Member	\$148 a Week / \$45 a day

### **PAYMENTS**

There are discounts for second+ children. Please make sure that the balance due for each week is paid on the Monday of the week your camper will be attending. If you need to make other arrangements, please contact Sandra Rostash or Kimberly Chavatzas before your child starts camp. If you do not pay on Monday or make payment arrangements, then your child will not be allowed to return to camp until payment in full is made.

**Weeks / days are not transferable or refundable!**

### **HOURS**

Camp runs Monday thru Friday from 7:30 am – 5:30 pm (9 – 4 are scheduled). Parents or other authorized adults are required to sign children in and out each day with a drop off / pick up time. Children may not be signed in earlier than 7:30am. **Children picked up after 5:30 pm will be charged a late pick-up fee of \$1.00 per minute per child.**

### **ARRIVAL TIME**

We would like to have all children arrive at camp by 9:00am. This will allow staff to get started with the day's activities. We may leave earlier for some field trips, so please check with the staff for departures. If your child arrives late on a field trip day, you have the option of dropping them off at the field trip site (provided there is room for return transportation) or back at the YMCA after the field trip.

### **SCHEDULES**

Weekly schedules will be available from the camp staff by Friday for the upcoming week. The schedule will include departure and return times for field trips, planned activities, and important notes to children and parents.

### **SNACKS/LUNCH**

Children will need to bring a sack lunch each day. They may also want to bring a snack or money to use in the vending machine for a snack.

### **CHILDREN'S ATTIRE**

Children should come to camp dressed for the day's activities and prepared for changing weather conditions. Tennis shoes, swimsuits, towels, sunscreen, and a light jacket are items your child may need every day. Please mark all your child's belongings on an inside surface for identification. All children should bring a water bottle to promote hydration throughout their daily activities. We will be outside everyday.

## **PERSONAL ITEMS**

The YMCA is ***NOT*** responsible for children's personal items. Such items include, but are not limited to: lunch boxes, clothing, jackets, walkmans, Game Boys, books, notebooks, glasses, watches, ball caps, etc. **Please make sure your child leaves all valuable items at home.**

## **MEDICATION**

If your child will need to take medication while at camp, please notify the staff. All medicine must be given to staff, in labeled container, and a permission to administer medication form must be signed. This includes Tylenol, asthma inhaler, cough drops, decongestants, etc. Staff will give medicine to child at appropriate time, for the child to administer to themselves.

## **FIELD TRIPS**

There will be field trips and outings during camp this summer. Signed permission slips will be needed for each trip. Parents will be asked to help transport children on the outings.

## **DISCIPLINE POLICY**

The Bucyrus YMCA Day Camp shall adhere to the following policy regarding discipline:

1. If a child becomes a discipline problem, the counselor will speak with the child about the problem and direct him/her away from the problem area.
2. If the first step taken does not resolve the problem, a conference will be scheduled with the parent and the child with the counselors.
3. If the above steps prove to be fruitless, and no solution to the situation can be found, the child will be dismissed from the day camp.
4. Physical punishment or physical restraint will not be used as a discipline procedure.

## **SAFETY POLICY**

The Bucyrus Area YMCA Day Camp will adhere to the following policy regarding safety.

1. A staff member is always in charge of a child or group of children and responsible for their safety.
2. ***Each child must be signed in and out of Day Camp each day by a parent or other authorized individual.*** Eye contact is to be made between parent and counselor when the child is dropped off and picked up. Any exceptions to this rule must be arranged in advanced with the counselor.
3. Attendance is taken at the beginning of each day.
4. No child shall be released to an unauthorized individual. If the child is to be picked up at the end of the day by anyone other than the child's parent, the parent must communicate to the counselors in **writing** prior to them being picked up.
5. Emergency telephone numbers for all children are on file in the Day Camp room. There is a phone available at all times at the YMCA Service Desk. Emergency Authorization Forms are on file and are taken on all Field Trips outside the YMCA.

6. A fire emergency and weather alert plan and diagram of evacuation routes is posted in the classroom.
7. First aid kits are available at the Service Desk and in the Day Camp room. A first aid kit will accompany the class on each field trip outside of the YMCA.
8. On field trips, each child shall have identification attached that includes the Day Camp's name, address, and telephone number.
9. Use of spray aerosols is prohibited when children are in attendance at Day Camp.
10. When an accident or injury occurs or when any other incident necessitates administration of syrup of ipecac (following verbal instructions of the poison control center or a licensed physician) or the emergency transportation of a child in accordance with rule 5101:2-12-49 of the Administrative code, the center shall complete a report to be given to the parent or guardian on the day of the incident.

### **EMERGENCY PROCEDURE**

In case of severe emergency or accident:

- A. Administer first aid - pull child's file.
- B. Call emergency medical transportation.
- C. Contact parents

### **TAX INFORMATION**

Please save your day camp receipts for tax purposes, for your records. **This will be your only record. The YMCA Federal Tax number is 34-4428491.**