



# General Information

## **Sign-In/Out Procedure:**

Parents/guardians must sign campers in and out every day of camp. Please park and walk with campers to the camp location where camp staff will show you how to sign in and out. Someone other than a parent/guardian may pick up a camper only if listed on the Health and Safety Form.

## **What to Wear:**

Dress your child in comfortable, play clothes with closed-toe shoes. Open-toed and/or backless shoes are not permitted due to safety reasons. Know that your child may get dirty or wet, so please have them wear clothes that can get messy.

## **What to Bring:**

A water bottle is a must! We want to make sure that our campers stay hydrated.

Sunscreen is a good idea. Please apply to your child at the beginning of camp. Campers may apply sunscreen to themselves. Staff may not apply sunscreen for campers.

## **Health and Safety Forms:**

Every family must complete a Health and Safety form and return it to us prior to the first day of camp. If your child will have an aide or behavioral specialist attending camp with them, please let us know prior to the start of camp.

## **Snacks:**

We will provide a healthy snack at each day of camp. If your child has special dietary needs that the staff needs to be aware of, please alert the staff but noting it on the Health and Safety Form. If you are bringing food to leave at camp with a camper, please clearly label all containers with the camper's name.

## **Medication:**

Staff may not dispense medications, nor are campers allowed to self-medicate. If medication must be taken during camp time, please arrange for a parent or guardian to come and dispense medication.

## **EpiPen Policy:**

Children who must carry epinephrine are permitted to bring and use an EpiPen on themselves in the event of an emergency. Parent/guardian must attach a letter to the Health and Safety Form stating that the child has an EpiPen, where it is located, and that the child has permission to use it. If the use of an EpiPen is needed, parents will be notified immediately and emergency medical services will be contacted. Please note: Staff with first aid training are only permitted to administer EpiPen medication to campers if directed to do so by a 911 responder.



# Health and Safety Form

Camper Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Camp Name: \_\_\_\_\_ Camp Date: \_\_\_\_\_

Parent/Guardian Name:		Is this person the preferred emergency contact?	Authorized to sign camper in/out?	
Home Phone:			Yes	No
Work/Cell Phone:			Yes	No

If the contact above cannot be reached, please contact:

Name:	Daytime Phone:	Relationship to Camper:	Authorized to sign camper in/out?	
			Yes	No

Additional persons authorized for drop-off/pick-up (requires identification):

Name:	Daytime Phone:	Relationship to Camper:	Authorized to sign camper in/out?	
			Yes	No
			Yes	No

**Allergies** \_\_\_\_\_ **Medications\*** \_\_\_\_\_

*\*Staff are not permitted to dispense medication. If medication must be given during camp, a designated adult must come and dispense it.*

Other medical, behavioral, or emotional issues we should know about: \_\_\_\_\_

## Release for treatment

I/We, as the parent(s)/guardian(s) of the above mentioned child, grant permission for Phipps Conservatory and Botanical Gardens staff to administer first aid and allow treatment for my child by authorized medical personnel in case of an emergency in which I or my designated alternate contact cannot be contacted. I understand I will be immediately notified as soon as I can be reached, and this is permission for emergency care only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_