

This form is required for participation in BOPARC Programs.

BOPARC Medical Information/Emergency Contact Form

Please Print Information Clearly. Use a separate form for each child.

Participant Last Name: _____ First: _____ Birth Date: _____

Parent/Guardian 1: _____ Home# _____

Street _____ Apartment # _____ City _____ State _____ Zip Code _____

Work# _____ Cell# _____ Employer _____

Parent/Guardian 2: _____ Home# _____

Street _____ Apartment # _____ City _____ State _____ Zip Code _____

Work# _____ Cell# _____ Employer _____

Emergency Contacts

Must be a local person(s) other than parent/guardian listed above.

1) Name _____ Relationship to Child _____

Home # _____ Work # _____ Cell # _____

2) Name _____ Relationship to Child _____

Home # _____ Work # _____ Cell # _____

3) Name _____ Relationship to Child _____

Home # _____ Work# _____ Cell# _____

Authorized Pick Up

Person(s) Other Than Above Parent(s)/Guardian(s) Approved to Pick-Up My Child.

1) Name _____ Relationship to Child _____

Home # _____ Work # _____ Cell # _____

2) Name _____ Relationship to Child _____

Home # _____ Work # _____ Cell # _____

3) Name _____ Relationship to Child _____

Home # _____ Work# _____ Cell# _____

Health & Medical Information

Please Answer the Following Questions:

- 1. Does your child have any allergies? (food, bee stings, insect bites, other)

Check one. Yes No

If yes, please list allergy AND necessary treatment:

- 2. Does your child have any medical needs/health problems? (ex.asthma)

Check one. Yes No

If yes, list need or problem AND necessary treatment:

- 3. Does your child require medication (prescription or non-prescription) during camp hours?

Check one. Yes No

***IF YES, A MEDICATION AUTHORIZATION FORM (ATTACHED)
MUST BE COMPLETED!***

- 4. Is your child able to swim? Check one. Yes No

I will permit my child to go off the diving boards. **Initials**

I will permit my child to use the water slides at Marilla Pool. **Initials**

Parent/Guardian Responsibilities

- We understand, from time to time, that new people will pick up your child for one reason or another. Without proper notice, we cannot release your child. In the event that you cannot provide us with a signed letter in advance, you must contact the Program Manager or Site Coordinator via phone. Please remind the individual picking up your child(ren) to bring photo ID, which will be required to be shown to the appropriate BOPARC staff person before release of your child(ren).
- I understand that I must immediately notify the BOPARC Office of any changes to the information on this form. YES NO
- I understand that I am responsible for notifying the BOPARC Office of my child's absence; when I or an approved pick-up person is running late to pick-up my child; or special circumstances for late drop-off and/or pickup arrangements.
 YES NO

I have read, understand, and agree to the above.

Parent/Guardian Signature: _____

Date _____

Board of Park and Recreation Commissioners (BOPARC)
MEDICATION AUTHORIZATION

PART I: To be Completed by the Parent/Guardian

We strongly encourage medications to be administered at home. All new medication must be administered at home first. I hereby authorize BOPARC personnel to administer medication to my child as directed below. I agree to release, indemnify, and hold harmless BOPARC and any of its officers, staff, contractors, or agents from lawsuit, claims, expense, demand, or action against them for administering medication to my child. I am aware medication will be administered by a specifically trained non-health professional.

Child's Name _____ DOB _____

Medication Name and Prescription # _____

Date and Duration of Order (maximum is 10 days w/o physician signature) _____

Dosage to be Given _____ Time Medication is Given _____

If child is taking more than one medication at a time, list the sequence medications are to be administered.

Symptoms/Conditions for which medication is ordered _____

Possible Side Effects from Medication _____

Special Instructions (if any) _____

Parent's Signature	Daytime Phone	Date
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PART II: To be Completed by a Physician (for Inhalers, Epi-pens, and long term medications)

For Epi-pens: Emergency injections are administered by non-health professionals who are taught by BOPARC. For this reason, only pre-measured doses of Epinephrine may be given. It should be noted that these staff members are not trained observers; therefore, they cannot observe for the development of symptoms before administering the injection. I understand that the rescue squad will always be called when Epinephrine is injected, whether or not the child manifests any symptoms of anaphylaxis. The following injection will be given immediately after report of exposure to:

Indicate specific allergen and type of exposure (i.e. ingestion, skin contact, inhalation)

Check as appropriate (medication expiration date must be clearly indicated) Epi-Pen / Epi-Pen Jr:

_____ Give the pre-measured does by auto injection

_____ Repeat does in 15 minutes if rescue squad has not arrived (2 kits needed)

Please select one of the following (for inhalers and epi-pens only):

_____ I believe it is best for the camp staff to carry the medication on his/her person.

_____ I believe this child can use the medication properly in an emergency and this child my carry the medication on his/her person.

The medication listed on this form is a long term medication and may be administered as needed.

Physician's Name and Phone Number	Physician's Signature	Date
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BOPARC USE

This form is complete and the medication is appropriately labeled. _____ Initial _____ Date

The child _____ (has / has not) been approved to carry own Epi-Pen or inhaler



ADDITIONAL INFORMATION FOR BOPARC ACTIVITY AND CAMP PARTICIPANTS

Please take a moment to review this general information and regulations on BOPARC camps and activities. The information is provided to assist you in remaining informed as to the structure of our camps and activities, as well as to provide you with guidelines that your child will be required to adhere to for safety and class structure purposes. If for any reason you review these guidelines and decide that our activity is not well suited to your child, you have 24 hours to withdraw your child and receive a full refund. Should you withdraw your child after that 24 hour time frame, you will be held to the refund policy as stated on your receipt and the front of this form.

ATTENDANCE: It is the assumption of all parties concerned that the person registered for a BOPARC activity intends to take part in the activity and will assume the space allocated for his or her participation. If your child is unable to attend on a specific day or for any number of days, please notify the BOPARC office. Please note that we do not pro-rate our programs for partial attendance.

PICK UP, DROP OFF AND SIGN OUT: Participants should be dropped off no more than 15 minutes prior to the beginning of activity. Normally camps begin at 8:30 AM, meaning participants should be dropped off no earlier than 8:15 AM. ALL participants **MUST BE** checked in by parent/guardian with camp instructor on each camp day. On the Information/Contact form, you will list individuals authorized to pick up your child when camp ends daily. Please notify instructor immediately if there is a change to this list. For safety purposes, individuals on the authorized list will be required to show ID when picking up child. If applicable, you must make our office aware of **any custody issues at the time of registration and provide documentation** regarding those issues. Most camps run for a full week and end at 4:00 PM daily. Camp pick-up is from 4:00 PM to 4:30 PM. Children are due to be picked up promptly. BOPARC offers a late pick up option (until 5:30PM) for camps at a rate of \$25.00 per week. This should be chosen and paid for at the time of registration. If you do not sign up for the late pick up option and pick your child up after 4:30, **you will automatically be assessed the late pick up option of \$25.00, at which point your child will be eligible for late pick up for the remainder of the week. The late pick up option will not be pro-rated.**

STAFF: BOPARC liaisons with teachers, community professionals and young adults pursuing applicable careers to bring a diverse group of summer activities to the children of our area. Our staff is certified in CPR, First Aid and AED utilization. Camp curriculum is approved by BOPARC's Program Manager and as part of the hiring process candidates undergo a background check. The National Recreation and Park Association sets a standard of 12/15 children per 1 instructor for outdoor activities. BOPARC utilizes junior volunteers in addition to our standard ratio whenever possible.

WHAT TO BRING TO CAMP: Tennis shoes with non-skid soles are required. Please dress child in comfortable "play" clothes. Each participant needs a tote bag or backpack each day to store his/her belongings. Please send a bathing suit, towel, sunscreen with your child. Campers will need to bring a nutritious lunch daily. We do not provide refrigeration or microwave use so please pack perishable items with ice packs to ensure freshness and do not send frozen meals. There are drink machines located at most of our facilities. We do provide water at all of our camps to guard against dehydration and heat related illness. **We suggest that you put your child's name on all items brought to camp.** A lost and found is located at the entrance of each swimming pool and in Marilla Center.

WHAT TO LEAVE AT HOME: Please NO electronic devices at camp. This includes cell phones, ipods, video games, etc. **BOPARC staff reserves the right to and will remove these items from your child's possession until the end of the day if found.** No heelies, open toed shoes, gum, candy or tools should be brought to camp. **BOPARC is not responsible for the loss of personal items brought to camp.**

WHEN TO KEEP CHILD AT HOME: Do not bring your child to camp if he/she has a fever (over 100 rectally and 99 orally) or the child has had a fever and medication has been given. The child should be given an appropriate time to rest, usually 24 hours. Do not bring child to camp if he/she is vomiting, has diarrhea or if the mucous membrane of the eye(s) is reddened or draining or if there is an unexplained body rash. When in doubt, please check with your child's physician before delivering your child to camp.

DISCIPLINE AND INSTRUCTOR PROCEDURE: The camp's instructor(s) will be responsible for handling discipline within the camp. Child discipline will be handled with kindness, consistency and understanding. Attention will be given to specific needs of each individual child while at the same time the child is encouraged to become a part of the group and participate. As BOPARC is providing a structured camp setting, rules apply to both inside and outside safe play. Instructors will discuss applicable rules with participants at the beginning of each camp and review them as necessary. We do not want children to hurt themselves or each other and we want to encourage respect for people and property. Because children are children and discerning right from wrong is a continual learning process, we will first talk to the child when unacceptable behavior occurs. If the behavior is recurring, we may separate the child from the group and continue to discuss the situation/redirect the child to another activity. If the activity instructor feels it is necessary he/she may speak with the parent/guardian and request a conference with the BOPARC Program Manager present. **Please be aware that children may lose pool time due to a behavior issue. BOPARC reserves the right to terminate a child's enrollment at any time with or without refund.**

POOL INFORMATION: Many BOPARC camps visit the pool on a daily basis. Pool rules are posted at each swimming pool and will be enforced by camp instructors and pool staff. In the event of inclement weather, children will leave the pool and return to their camp home site. This site is normally Marilla Center but parents will be advised of the home site if it is an alternate location.