

# BOPARC REGISTRATION FORM

(Please Print)

Today's date:	OFFICE USE ONLY	NO PICTURE _____
<b>PAYEE-PARENT-GUARDIAN INFORMATION</b>		
First Name:	Last Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
		Email Address:
Address:	City:	State:      Zip:
Primary Phone: (      )	Alternate Phone: (      )	

<b>PARTICIPANT INFORMATION</b>				
(   ) Check here if participant is same as above				
Activity Name:	Participant First Name:	Participant Last Name:	Date of Birth:	M/F:

## RELEASE – WAIVER – TRANSFER – REFUND – PRIVACY - INFORMATION

**RELEASE:** As the above named participant, parent, guardian or legal representative of participant I do hereby give my approval to my/his/her participation in any and all activities of the above registered program or event. I understand that there are inherent risks and considerations of participating in recreational activities and I am certifying by enrollment that participant is physically able to participate and that I know of no physical/medical limitation that would prevent said participation. I, the participant/parent/legal guardian of participant release BOPARC, its agents, commissioners, employees and the City of Morgantown from all claims, including the institution of a lawsuit against BOPARC, its agents, commissioners, employees or the City of Morgantown for injuries or losses sustained by me/my child/my dependent as a result of my/his/her participation in this program or event.

**REFUNDS/CANCELLATIONS/TRANSFERS:** 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 the individual participation. Registration is non-refundable unless a waitlist is in force and a paid substitution is made. A 10% administrative fee may apply. BOPARC reserves the right to cancel, combine or alter programming, including staffing, and to make other changes that may become necessary to ensure a quality experience for all participants. If BOPARC cancels a program/activity due to weather or other unforeseen circumstance, an alternate date will be offered if available. If no alternate date is available, a refund will be processed. Partial attendance to camp will not be pro-rated. Transfers within the current season will be allowed only when the following conditions apply: The request must be made at least five business days prior to the activity start date, a waitlist for the original camp is in force, providing for a paid substitution of the space and an opening exists in the desired program.

**MEDICAL EMERGENCY:** In the event of need for emergency medical service, I authorize and consent to such services being provided to the above named participant and assume responsibility for all medical bills in excess of my insurable coverage. NOTE – each participant is responsible for his/her own accident injury medical/dental coverage.

**PROMOTIONAL CONSENT:** I give permission for the use, without fee, of my/my child's/dependent's picture in any broadcast, telecast, website, or print media account of this program for promotional and publicity purposes. If I do not consent to this stipulation I must advise of the same at the time of registration.

**ACCOMMODATION:** If you feel your child needs an accommodation, please contact the BOPARC Program Manager at 304-296-8356 ext. 15.

<b>SIGNATURE OF PARTICIPANT/PARENT/GUARDIAN</b>	<b>DATE</b>
---	-------------

## 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:** ALL participants MUST BE signed in and signed out 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. If you pick up your child(ren) after the last listed pick-up time **you will automatically be assessed a late pick up fee of \$25.00 for each incident.**

**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 **EVERYDAY**. Campers will need to bring a nutritious lunch and one afternoon snack 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. 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 heellies, open toed shoes, gum, candy or tools should be brought to camp, nor should any item that could be construed as a weapon. **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, if there is an unexplained body rash, head lice or nits. In the case of head lice, child must be lice and nit free in order to return to camp. A doctor's slip may be required upon return to camp. When in doubt, please check with your child's physician before delivering your child to camp. If child becomes ill while at camp, BOPARC will notify parent or guardian that pick up is needed. As part of participation in BOPARC programs, you are agreeing to pick up sick child within one hour of notification of illness or need for pick up.

**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 others 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 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 BOPARC maintains a **ZERO TOLERANCE VIOLENCE AND BULLYING POLICY.** **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 & SAFETY ADJUSTMENTS:** 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. Please note that each child's swimming ability will be evaluated on a daily basis. BOPARC reserves the right to adjust swimming parameters of individual campers based on recommendations of counselors and/or lifeguards.

**For additional information on policies & procedures where individual camps are concerned, please refer to your BOPARC Summer Camp Handbook which will be provided prior to the start of camp season and made available for download from the BOPARC website – [www.boparc.org](http://www.boparc.org)**