



## Summer Camp Program Update COVID-19 Response

May 2020

Dear Parents,

The goal of the Frankfort Park Districts Summer Day Camp program is to provide a safe and quality environment for participants who need childcare. For the 2020 Day Camp Program, the Frankfort Park District has been given the challenging task of creating a summer program while maintaining the safety guidelines provided by local government and health officials, including the Illinois Department of Health Professionals and the Center for Disease Control.

To ensure the quality of the programs, including safety and staffing needs, it is necessary for the Park District to make changes to the day camp program. The traditional program including swimming and field trips will not allow for the new safety regulations to be possible. As complicated as this process will be, we are prepared to make adaptations to our day camp program to help meet the needs of our working community.

The changes being made are needed to ensure the day camp program is following safety guidelines in accordance with the CDC and the IDPH. We will need help from Parents/Guardians to make sure these procedures are being met.

### Safety Guidelines for Day Camp 2020:

#### Arrival/Departure Procedures:

- Before arrival, parents must do a health screening on their own child and be on the alert for any symptoms (fever, cough, shortness of breath, etc.) and keep children home if showing signs of COVID-19. Please take child's temperature daily. Staff members will also conduct their own screening.
- Staff will greet children outside as they arrive while keeping a 6-foot distance.
  - Parents will be given a large name card to be placed in their window/windshield at arrival/pick up.
  - Parents/Guardian and other guests will not be allowed in the building, unless there is an emergency.
  - A designated staff member will walk children to their camp area, and at the end of the day, walk them back to their cars.
  - Staff should discourage congregation at arrival/pick up.
- If possible, the same parent or designated person should drop off and pick up their child every day. Avoid designating those at high risk such as elderly grandparents who are over 65 years of age.
- Campers will need to bring their own hand sanitizer. Hand sanitizer will also be available at the entrance of the facility. Staff will provide guidance for the use of hand sanitizer (containing 60% alcohol) upon arrival and departure each day. Hand washing with soap and water as well as the use of hand sanitizer will be practiced frequently throughout the day.

**It is important for families to self-monitor campers prior to attending camp. Please have your child stay home under the following conditions:**

- If campers are sick.
- A temperature of 100.4°F or above will not be allowed at camp
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness



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### COVID-19 Safety Procedures & Guidance:

- Space for children will be structured in a way that allows for social distancing guidelines. Campers will be divided into groups of 10 having the same group of children stay with the same staff. There will be no mixing between groups. Each group of 10 will use the same classroom throughout the day. Siblings will be kept together in the same group.
- Masks must be worn by campers and staff when social distancing is not possible. Parents will have to provide their children with a clean mask daily. **If a child forgets their face mask, a disposable mask will be provided by staff for a charge of \$5.** The fee will be collected when the parent/guardian picks up the child at the end of the day.
- Campers and staff will be expected to wash their hands or use hand sanitizer before and after each game or activity. Staff will continuously reinforce proper hand washing, use of hand sanitizer and covering coughs and sneezes with campers.
- Social distancing will be encouraged (6-feet apart). Campers and staff will refrain from hand shaking, touching or hugging.
- Camp staff will be cleaning and sanitizing camp areas frequently including tables, countertop surfaces, toys, games, door handles, etc.
- Campers who are not feeling well during camp, will be quarantined in a designated area and must be picked up from camp immediately. Parents should be available to pick up in a timely manner.
- Children will bring a supply box in addition to other general camp supplies (see Parent handbook), which should include, crayons markers, pencils and a glue bottle.
- Field Trips and outings to areas with large crowds will not be permitted.
- Your child should bring **spray sunscreen** to camp instead of lotion, if assistance is needed with application.

### **Please Note:**

- ❖ ***We recommend that children with underlying health conditions (asthma, allergies, autoimmune disorders, et.) consult their family physician before entering camp.***

### Day Camp Activities:

- Camp activities will consist of weekly themes (*Summer Kick Off, Great Outdoors, Superheroes, Under the Sea, Holiday Fun, Weird Science & Campers Got Talent*). Each day will include arts & crafts, group games, virtual tours, walking excursions, etc.

This approach to camp is a new challenge for the Frankfort Park District and changes to new safety measures may be made as we work through this process. We realize the risks that are involved as should any participant signing up for the Day Camp Program. The guidelines set by local health officials will be taken seriously, but there must be some flexibility to these procedures as it will be a learning process for everyone involved.

Sincerely,

Kristen Morrison

[kmorrison@franfortparks.org](mailto:kmorrison@franfortparks.org)

815-464-5579



## Fort Frankfort Adventures Summer Day Camp

Camper's Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone (Dad) \_\_\_\_\_ (Mom) \_\_\_\_\_  
 Birth Date \_\_\_ / \_\_\_ / \_\_\_ Grade (as of September, 2020) \_\_\_\_\_ Age \_\_\_\_\_

Does your child have a medical condition that our camp staff should be aware of? YES NO  
 If so, please explain \_\_\_\_\_

**Campers may purchase a camp T-shirt to wear to camp. \$8.00 per shirt (Optional)**  
 Shirt Size                    6/8   10/12   14/16   AS   AM   AL   AXL

**Day Camp Fees Per Two Week Session (Session 4 – one week)**

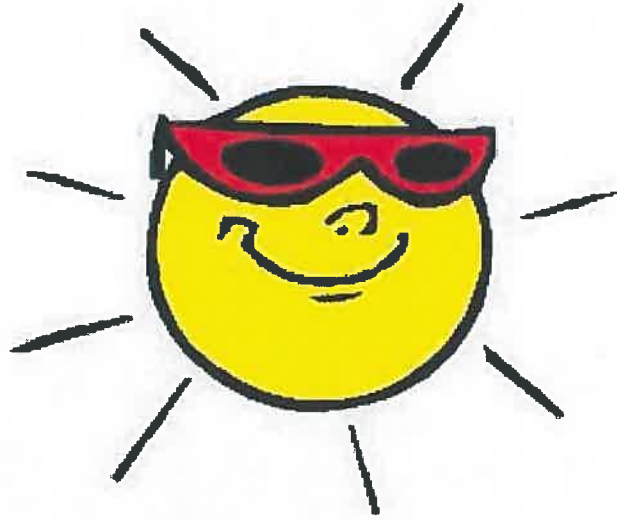
***\*Resident registration begins on June 1<sup>st</sup>/Non- Resident Registration begins June 8***  
***\$315/ NR \$365 Session 1\* (No July 3<sup>rd</sup>)***  
***\$350/ NR \$400 – Session 2***  
***\$350/NR \$400 – Session 3***  
***\$175/NR \$200 – Session 4\* (One Week)***

**Campers may register for the entire camp or one session (two week commitment). You may not switch around weeks in the sessions. Weekly payment plans are available. Space will be limited. Please put a check by the session(s) your child will attend camp. Please be aware of registration deadlines.**

<b>Dates</b>	<b>Check Sessions Needed</b>	<b>Registration Deadline</b>
Session 1: June 22 - July 2 <i>(No Camp July 3<sup>rd</sup>)</i>		Monday, June 15
Session 2: July 6 - 17		Monday, June 29
Session 3: July 20 - 31		Monday, July 13
Session 4: August 3 - 7		Monday, July 27

**PLEASE NOTE: The Day Camp location has changed this summer to the Susan Puent Building located at 400 West Nebraska Street.**

# Fort Frankfort Adventures Summer Day Camp



# Parent Handbook

Susan A. Puent Building & Main Park  
400 West Nebraska  
Frankfort, IL 60423



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## Day Camp Site Location Contact Information

Susan A. Puent Building (Preschool Building)

& Main Park

400 W. Nebraska

Frankfort, IL 60423

815-641-2458 (Day Camp Cell #)

**Preschool Office # 815-464-5579**

**Park District Main Office # 815-469-9400**

**Recreation Supervisor: Kristen Morrison**

**[kmorrison@frankfortparks.org](mailto:kmorrison@frankfortparks.org)**

*Please contact Day Camp staff for any questions about scheduling.*



## **PURPOSE**

The goal of Fort Frankfort Adventures Summer Day Camp is to provide a safe, fun, and positive program where children can find companionship and enjoy recreational opportunities. The program is coordinated by qualified staff who strive to develop a warm constructive relationship with the children. Day Camp provides a creative and stimulating summer environment in which children can learn, grow and thrive at their own developmental pace.

## **PROCEDURES AND PROGRAMMING**

The Frankfort Park District reserves the right to change any procedures and programming related to the Summer Day Camp program.

## **DATES AND HOURS**

Regular hours for Day Camp will be 8:30 am - 4:00 pm. Please be on time for Day Camp. **There will not be a before & after camp option available for the 2020 season.**

## **LOCATION**

**NEW this year!** Day Camp will be held at the Susan A. Puent Building & Main Park located at 400 W. Nebraska.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Arrival/Departure Procedures:

- Before arrival, parents must do a health screening on their own child and be on the alert for any symptoms (fever, cough, shortness of breath, etc.) and keep children home if showing signs of COVID-19. Please take child's temperature daily. Staff members will also conduct their own screening.
- Staff will greet children outside as they arrive while keeping a 6-foot distance.
  - Parents will be given a large name card to be placed in their window/windshield at arrival/pick up.
  - Parents/Guardian and other guests will not be allowed in the building, unless there is an emergency.
  - A designated staff member will walk children to their camp area, and at the end of the day, walk them back to their cars.
  - Staff should discourage congregation at arrival/pick up.
- If possible, the same parent or designated person should drop off and pick up their child every day. Avoid designating those at high risk such as elderly grandparents who are over 65 years of age.
- Hand sanitizer will be available at the entrance of the facility. Staff will provide guidance for the use of hand sanitizer (containing 60% alcohol) upon arrival and departure each day. Hand washing with soap and water as well as the use of hand sanitizer will be practiced frequently throughout the day.

**ABSENCES**

Please contact Day Camp if your child will be absent from the program. You may call the day camp cell number at **815-641-2458** or the Puent Building at **815-464-5579**. There is no refunds due to non-attendance.

**FEEES, PAYMENTS AND PENALTIES**

**Online registration will be available for the 2020 Day Camp season. Registration may also be done at the Founders Community Center, 140 Oak Street.** A separate registration form for each child attending Day Camp must be filled out at the time of services requested. A list of the Day Camp weeks that are available will be on the form. Please put a check by the session(s) your child will attend camp. Payments will be due at the time of registration. Weekly payment plans are available. Campers may register for the entire camp or one session (two-week commitment). You may not switch around weeks in the sessions. Space will be limited. Please be aware of registration deadlines.

**Arriving to Day Camp without pre-registration will not be permitted. There will be no refunds, or credits given for missed days.** A \$10.00 fee will be charged for the first 15 minutes you are late after 4:00 pm. After the 15 minutes, one dollar for every minute thereafter will be charged. Repeated violation for late pick up may result in a discharge from the program.

Face masks are required at camp and must be worn when social distancing cannot be maintained. **If a camper forgets their face mask, a disposable mask will be provided by staff for a charge of \$5.** The fee will be collected when the parent/guardian picks up the camper at the end of the day.

**CLOTHING**

Clothing must be appropriate for camp. Clothing that is disruptive to camp activities and other campers will not be permitted. We recommend that gym shoes be worn in order to safely participate in camp activities. **No flip flops or water shoes.**

**CAMPER SUPPLIES**

Each camper must bring a labeled **backpack** every day to camp. lunch, sunscreen, **water bottle**, snacks, sunglasses, face mask, hand sanitizer, etc. may be kept in the bag.

**LUNCH**

Campers will be responsible for bringing a lunch each day in an insulated lunch container. **Please put your child's name on their lunch bag.**

**CELL PHONES**

Cell phones will not be permitted at camp. If a cell phone is seen, it will be taken away until the end of the camp day. If the child needs to contact the parent in an emergency or vice versa, they may use the camp cell phone. The camp cell phone number is **815-641-2458**.

**PERSONAL BELONGINGS**

Personal belongings such as toys, hand held games, tablets, iPods, sports equipment, etc. may not be brought to Day Camp. The staff/Frankfort Park District will not be held responsible for the campers personal belongings.



### **SUNSCREEN POLICY**

- Due to allergies, Day Camp does not provide any type of sunscreen for campers.
- Apply sunscreen to your campers every day prior to camp.
- Send additional sunscreen with your camper's name on it.
- We will remind campers to apply sunscreen throughout the day.
- Assistance in applying sunscreen will be provided if students provide the spray style sunscreen.

### **EMERGENCY MEDICAL & HEALTH POLICY**

Day Camp will always try to provide a safe environment for your children, but occasionally a child may get hurt or injured. In the event of such an occurrence, Day Camp will follow the procedure below:

- A. A call will be made to inform you of the situation. If you cannot be reached, we will call the emergency numbers that you have provided.
- B. Medical paramedics will be called to handle any serious accidents.
- C. If your child needs medical care, we accompany them to the nearest facility.
- D. You must meet us at the medical facility as soon as possible.

If your child is ill or has a fever (100.4°F or above), please do not bring them to camp. Please do not send a camper who has any of the following the morning of camp: fever, diarrhea, vomiting, runny nose, pink eye, etc. If we are made aware of a contagious disease that was brought to camp, we will notify you as soon as possible such as chicken pox, strep throat, lice or pink eye, we will respect your confidentiality in reporting the illness. Please keep in mind, a signed doctor's note will be required for a camper to return to camp if they were out due to a contagious disease/illness.

If a child becomes ill during camp, a parent will be notified and asked to pick up the child immediately. If a parent is unavailable, the emergency contact will be called. **Children who are not feeling well during camp, will be quarantined in a designated area and must be picked up from camp immediately. Parents should be available to pick up their child in a timely manner.**

**PLEASE BE ADVISED:** In the event of a COVID-19 outbreak your child's camp group will have to be dismissed from camp and self-quarantine at home until further notice.

**ALL CHILDREN MUST BE TOILET TRAINED. CHILDREN MAY NOT WEAR PULL - UPS.** *Frequent accidents will result in a dismissal from the program.*

### **MEDICATION**

If your child takes medication regularly, please let the staff know. If possible we encourage parents to give their child the medication prior to camp. If your child needs to take medication during the camp day, staff must receive a completed medical permission form which is included in your packet. The form is also available on our website. Time and dosage of the medication must be indicated on the permission form.

## **BEHAVIOR REQUIREMENTS**

Discipline is carried out in a way to help your children develop self-control and assume responsibility for their own behavior. It is kind and gentle, yet firm. It is based on four overall rules:

- A. **A child may not disturb or hurt others, verbally or physically.**
- B. **A child may not damage equipment.**
- C. **A child may not place himself/herself in dangerous situations.**
- D. **A child needs to listen and respect staff.**

## **REMEDY PROCEDURES**

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Staff will encourage children to work out their own solutions. Staff will help children to understand one another's actions.

Staff will attempt to correct improper language. Sometimes we say "talk nicely". Excessive swearing, etc. will be addressed to both the parents and the child. Continued problems may result in dismissal for the day of the program.

One of our most reoccurring and disruptive problems has been name-calling and verbal conflicts between children. If this occurs children are given a verbal warning, followed by a time out separation, and lastly, if the problem persists the child could be suspended from the program.

Discipline is the responsibility of the staff as well as the parents. If there is an assessment of the child's pattern of unacceptable behavior the entire staff shall be made aware of it and cooperate in carrying out the specific plan developed for the child.

Day Camp has developed a program of written warnings for inappropriate behavior. The child will receive a written warning for inappropriate behavior (hitting, foul language, etc.) This will be signed by the child, parent and the staff member. On the third warning, after discussing it with you and your child, your child will be given an immediate suspension from Day Camp and no refunds given. Reoccurring problems could result in a permanent dismissal from any future Day Camp programs.

**If inappropriate behavior becomes severe, the programs practice of written warnings may not be used and suspension or discharge may occur immediately.**

## **COMMUNICATION**

Communication efforts will be implemented through a variety of ways. Letters from the Recreation Supervisor will be sent home, as important information needs to be addressed.

Talking to the staff on a daily basis is another means of communication. If you have any concerns please call the Recreation Supervisor, Kristen Morrison at 815-464-5579. You may also reach her at [kmorrison@frankfortparks.org](mailto:kmorrison@frankfortparks.org).

## **DISCHARGE POLICY**

A child may be discharged from Day Camp if any of the conditions outlined below arise. Discharge is the last alternative, but will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

1. **Verification of falsified admission records. Incomplete or missing forms.**
2. **Participant's actions or activities endanger the safety of self and/or the other participants and staff of the program and newly established behavior management techniques fail. This includes inappropriate behavior, action or language.**
3. **Repeat violations of the transportation arrangements for the child, i.e. no phone call to the program when the child will not be in attendance.**
4. **Repeat violations of payment policies and due dates.**
5. **Repeat violations by the parents in picking up their child late.**
6. **The childcare needs of the participant are incompatible.**
7. **Parents/Guardians that cause a disruption by using foul language, violent behavior or verbal abuse towards participants or staff.**
8. **Any additional violations or concerns deemed unacceptable by the Day Camp Staff.**

## **ADA**

In compliance with the Americans with Disabilities Act and the Frankfort Park District will make all reasonable efforts to accommodate children with disabilities. Parents are encouraged to provide any related information to assist Day Camp in providing a quality service to the child. It is the responsibility for the parent/guardian to notify the park district of any medical, physical and/or mental condition that may require special consideration. Confidentiality will be respected.

## **INCLUSION SUPPORT**

LWSRA is prepared to continue to provide the Inclusion support that is requested by current LWSRA participants. **At this time, LWSRA will not be accepting any new participants.** Per the CDC guidelines and State COVID-19 Mandates, below are the guidelines in place for inclusion support:

### **Camper Participation Guidelines or Safety Protocols**

1. Participant & Staff must wear a mask and keep it on for the duration of camp
2. Participant needs to Social Distance 6' throughout the day
3. Participant needs to be able to follow directions with minimal intervention by staff
4. Participant must be able to be successful with a 6:1 staffing and devoid of emotional outbursts requiring 1:1 staffing support.
5. Participant must be independent in managing personal care including toileting, feeding, Personal hygiene.
6. Participants must follow the behavior policy set in place by the Park District.

Should your child be in need of inclusion services, it is your responsibility to complete the appropriate forms provided by the Park District, so a request can be made to review and process the participant's inclusion needs. This process will take up to two weeks. Lincolnway Special Recreation Association will make contact with the parent/guardian after a review is complete and decisions have been made on the best course of action concerning your child's needs.

I acknowledge that I have received a copy of the Parent Handbook outlining the policies of the Fort Frankfort Adventures Summer Day Camp Program and it meets with my approval.

Signature\_\_\_\_\_

Date\_\_\_\_\_

*Please sign this page and turn in with registration documents.*

*Thank you.*





## Frankfort Adventures Summer Day Camp Highlights 2020

<b>Day Camp Weeks</b> 	<b>Monday</b> 	<b>Tuesday</b> 	<b>Wednesday</b> <i>Virtual Field Trips</i> 	<b>Thursday</b> 	<b>Friday</b> <i>Popcorn/Movie</i> 
<b>Session I</b> June 22-26 Summer Camp Kick Off	COVID-19 Time Capsule	Hands-Free Kickball	Tie Dye Shirts	Outdoor Portraits	Bubble Mania
June 29-July 2 The Great Outdoors	Nature Self-Portrait	Pet Rocks	Bug Jars	Nature Walk	Twig Painting
<b>Session II</b> July 6 - 10 Superheroes	Captain America Shields	Make Your Own Comic Strip	Super Hero Masks	Super hero Fitness Relay	Super Hero Hoop Contest
July 13-17 Under the Sea	Seashell Art	Sea Creatures Collage	Ocean in a Bottle	Sharks & Minos	Beach Party
<b>Session III</b> July 20-24 Holiday Fun	Be My Valentine	St. Patrick's Day Parade	Christmas In July	Happy New Year	Halloween Party
July 27-31 Weird Science	Slime	Sharpie Tie Dye	Ivory Soap Experiment	Moon Sand	Mentos/Diet Coke Experiment
<b>Session IV</b> August 3-7 Campers Got Talent	Pictionary Contest	Crazy Hair Day	Freeze Dance Contest	Karaoke Fun	Reptile Guy

**The information in this document may be subject to change.**



**FRANKFORT**  
*Park District*  
**Fort Frankfort Adventures**  
**Summer Day Camp**  
Camper Information Sheet

CHILD'S NAME \_\_\_\_\_ GENDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ HOME PHONE (\_\_\_\_) \_\_\_\_\_ GRADE IN FALL 2020 \_\_\_\_\_

MOM'S CELL # \_\_\_\_\_ DAD'S CELL # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

Persons authorized to pick up your child (list parents' names & any car pools). Photo identification will be required. **Your child will not be allowed to leave the Day Camp with anyone not listed.**

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Persons to contact in case of emergency or illness. List people who are available to pick up your child, if necessary. Persons authorized to pick up your child are:

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>PHONE #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**OVER**

DOES YOUR CHILD HAVE ANY HEALTH PROBLEMS? \_\_\_\_\_

HAS YOUR CHILD PREVIOUSLY BEEN ENROLLED IN A DAY CAMP PROGRAM?

Yes \_\_\_\_\_ No \_\_\_\_\_ Where \_\_\_\_\_

Is Your Child a strong Swimmer? Yes \_\_\_\_\_ No \_\_\_\_\_

May your child have his/her picture taken while at Day Camp? Yes \_\_\_\_\_ No \_\_\_\_\_

Are your child's immunizations current? Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, please explain.*

IS THERE ANY SPECIAL CONSIDERATIONS OR NEEDS THAT MAY COME UP AT CAMP, INCLUDING ALLERGIES AND MEDICATIONS TAKEN DURING CAMP?

***All paperwork must be turned into our business office prior to starting camp!***

***Founders Community Center  
140 Oak Street  
Frankfort, IL 60423  
Phone # 815-469-9400  
Fax # 815-469-9275***



## Summer Day Camp Discipline Policy

The Frankfort Park District Fort Frankfort Adventures Day Camp staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

1. **Listen to staff.**
2. **Respect Day Camp staff and other camp participants.**
3. **Respect camp property and facility property.**
4. **Keep hands, feet, and other objects to yourself.**
5. **Participate in camp activities.**
6. **Use an inside voice when indoors.**
7. **Respect the bus and rules of the bus.**
8. **Follow staff instructions on field trip days.**
9. **Clean up after yourself.**
10. **Be positive and have fun!**

Should a participant choose not to follow any of these rules, these are the guidelines that the staff will follow to handle the situation:

**Step 1:** Verbal Warning.

**Step 2:** Time out or time away from group.

**Step 3:** Behavior Warning report sent home.

**Step 4:** Conference with Parent.

**Step 5:** Meeting with the Supervisor, necessary staff, parent(s), and child.

At this time, suspension or expulsion will be discussed. Refunds will not be given.

- In the event that a Camp participant engages in behavior which poses a threat of bodily harm to himself, others, or facility property, an immediate meeting with the parent(s), or guardian may be called. If such behavior warrants it, an immediate suspension or expulsion may result.
- Situations that will result in an automatic Behavior Warning report are: stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) and property damage.

Please review these rules with your child. The staff will review these rules with your child at the beginning of camp. Thank you in advance for your cooperation, and we hope to have a great summer!

---

I have reviewed the discipline policy with my child.

Parents Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

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





## Consent/ Release Form

**Child's Name** \_\_\_\_\_

### Photographs

I / we authorize photographs to be taken of my child to be used for publicity purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

Relationship to child \_\_\_\_\_

### Emergency First Aid

The only measures taken at the school are as follows:

Bump or Bruise \_\_\_\_\_ Splinter \_\_\_\_\_

Cut or Scratch \_\_\_\_\_ Nose Bleed \_\_\_\_\_

If further care is needed, we will notify a parent.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

Relationship to child \_\_\_\_\_



## Medication Dispensing Information

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### BACKGROUND INFORMATION:

Participant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Parent's/Guardian's Name(s) \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### MEDICATION INFORMATION:

1. Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Dispensing & Storage Instructions: \_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Dispensing & Storage Instructions: \_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Dispensing & Storage Instructions: \_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_

### OTHER INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.**

**In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.**

**I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.**

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

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



**Permission to Dispense Medication**

***Waiver and Release of All Claims***

The Frankfort Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

---

**NAME OF PROGRAM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
(Print Name) (Print Name)

give permission to the staff of the Frankfort Park District to **administer to my child**

---

(Name of Medication)

---

**I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:**

**PARTICIPANT'S NAME:** \_\_\_\_\_

**NAME OF MEDICINE AND COMPLETE DOSAGE INSTRUCTIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Frankfort Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.**

(over)

**WAIVER & RELEASE OF ALL CLAIMS**

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Frankfort Park District administering medication to my minor child, I do hereby fully release or discharge the Frankfort Park District, and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

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**Signature of Parent/Guardian**

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**Date**