



**Camp LEAP**  
**Registration Form Summer 2018**  
**June 4, 2018 – July 20, 2018**

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

Home Address/City/Zip \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Gender \_\_\_\_\_ Birth Date \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

**Child Lives With** \_\_\_\_\_

**Parent/Guardian (1)** \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer's Address/City/Zip \_\_\_\_\_

**Parent/Guardian (2)** \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer's Address/City/Zip \_\_\_\_\_

**Payment**

**I agree to pay \$150.00 on Monday of each week that my child is enrolled in Camp LEAP. There is a one-time \$50.00 registration fee due at the time of registration. [If I registrar prior to May 4<sup>th</sup>, I will be able to pay \$150 per week.] I understand that partial payment will not be accepted. A late fee of \$20.00 will be assessed beginning on Tuesday. If payment is not made by 6:30 pm Tuesday, I understand that my child will not be allowed to attend Camp LEAP until the payment is received. I understand that I can pay by money order, debit, credit or check. I understand that if a check is returned, the fee is \$50.00. I understand that if a check is returned, personal checks will not be accepted in the future.**

\_\_\_\_\_  
Signature

**Emergency Contacts**

1) Name \_\_\_\_\_

Relationship to Youth \_\_\_\_\_

Phone \_\_\_\_\_

2) Name \_\_\_\_\_

Relationship to Youth \_\_\_\_\_

Phone \_\_\_\_\_

3) Name \_\_\_\_\_

Relationship to Youth \_\_\_\_\_

Phone \_\_\_\_\_

Does your child receive Free or Reduced Lunch? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Please provide documentation)

**Medical Information**

Medical Issues/Allergies/Conditions

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Medications \_\_\_\_\_

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Physician \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

**Special Diets:** The summer camp is unable to accommodate vegan, vegetarian, kosher, or gluten free diets. If it is reported that a child has peanut or tree nut allergies, the entire camp will be provided a nut free diet. CSPH will serve fish and pork for some meals. Parents must indicate on this form if a child does not eat a particular food item. This information will be given to the cook and a protein alternative will be served. Special dietary requests may not be made by the children to the cook. Parents are welcome to provide specialized meals and the camp cook or staff will safely store, microwave, and serve only your child. Parents will be provided a monthly menu that will enable you to know in advance which dates you will need to provide for your child's dietary needs.

Food Items not to be served to my child: \_\_\_\_\_

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Food or food items I will provide to meet my child's dietary needs: \_\_\_\_\_

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**Pick up Authorization**

Carrie Steele-Pitts Home, Inc. staff wants to ensure your child’s safe and enjoyable experience in our after school program. Please help us by agreeing to the following procedures:

- I will sign my child(ren) in at drop off and out at pick up.
- I understand that the adults (over 18) that I have listed are authorized to pick up my child.
- I understand that any changes to the authorized pick up list must be made in writing.
- I understand that identification (Driver’s License, State Issued ID) will be requested before the child is released into custody of anyone other than myself.
- I may NOT phone the camp and request to have my child released to a person not listed below.

1) \_\_\_\_\_ Phone \_\_\_\_\_

2) \_\_\_\_\_ Phone \_\_\_\_\_

3) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Signature

**Discipline Policy**

The camp strives for an atmosphere that enhances a child’s sense of belonging, accomplishment, security, and self-esteem. Counselors are trained to deal with the usual issues that arise when children interact. This ensures each camper’s enjoyable camp day. If a camper is found to be repeatedly interfering with the enjoyment of other campers or staff members, the CSPH Director will intervene reminding the camper of his/her responsibility to behave in an appropriate manner. The CSPH Director may choose to enforce an appropriate disciplinary action (i.e. time out, a discussion, loss of free time, etc.) which is consistent with the philosophy of the camp and which supports the camper’s dignity.

If a camper should continuously disregard the rules and maintains a pattern of disruptive behavior, the CSPH Director will then immediately notify the parents of the disruptive behaviors and the parents will be asked for assistance in developing a course of action that will be effective in changing the behaviors to appropriate ones. A camper who does not respond to this intervention will be considered insubordinate.

In keeping with the philosophy of maintaining a positive experience for our campers and to ensure the safety of each child, we have a no tolerance policy for extreme behaviors. These

behaviors include, but are not limited to, insubordination (as described above), possession of a weapon or any dangerous material (fireworks, etc), possession of an illegal substance (i.e. drugs, alcohol, drug paraphernalia, etc.), sexual and/or verbal abuse (including racial slurs or comments regarding sexual orientation), or violation of the “**hands-off**” policy, which states that no camper is to make physical contact with another camper in a manner that is inappropriate to a day camp setting.

We believe that if campers are provided with positively structured activities, they will respond with positive behaviors. We have had very few experiences in which a camper’s experience at camp needed to be shortened or terminated. However, for the well-being of each camper and the camp as a whole, the Camp Directors will either suspend or expel if there is a violation of the camp’s no tolerance policy.

### **5-Point Discipline Policy**

It is our intention to provide your child with a safe and secure environment. We attempt to create a warm, comfortable, and fun atmosphere that will make your child look forward to coming to camp each day. In order to ensure the quality of this program and the safety of the campers, each participant must follow program rules.

#### 5-Point discipline Policy

Campers are encouraged to practice social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When disciplinary situations occur that requires interventions, an adult provides the child clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the **safety of all members of the camp**.

Behavior Problems: If the camp staff members encounter behavior problems with any camper, he/she will first attempt to resolve the problems with the camper. If this attempt fails, the Camp Coordinator will be consulted, followed by the parents. There is a strict 5-Point Discipline Policy. If a camper gets three Written Warning during the summer for the same offense, he/she will be dismissed from the program. Each parent/guardian is required to read the following information to his/her camper and sign and return the 5-point Discipline Policy for to Camp. (This must be on file prior to the start of camp.)

### **General Summer Camp Program Rules**

1. Safety
2. Show respect to all campers, staff, equipment, and property.
3. Keep your hands, feet, head, and other body parts to yourself. We enforce a “**hands-off**” policy, which states that no camper is to make physical contact with another camper in a manner that is inappropriate to a day camp setting. Fighting, hitting theft, destruction of property, etc. will not be tolerated.
4. Appropriate language and dress at all times.
5. Cooperation and participant involvement both in group activities and with other campers.

**5-Point Policy**

1. Verbal Warning
2. Time Out/Activity Privilege Withheld. (Parent/Guardian will be notified at pick-up.)
3. 1<sup>st</sup> Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and he/she is removed from the camp for the remainder of the day.)
4. 2<sup>nd</sup> Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the day and the 2 following days.)
5. 3<sup>rd</sup> Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program and will NOT be eligible to return during the same season.

**Immediate Dismissal**

1. Any child who runs away from the staff will be removed from the program for the remainder of the program. If staff cannot convince the children to return, the police will be called. The staff is not permitted to chase after children or leave the site.
2. Any child who harms or attempt to harm himself or another will be removed (physical and/or verbal abuse.)
3. Any child who abuses staff will be removed.
4. Physical violence is not tolerated. The agency reserved the right to dismiss a participant whose behavior endangers the safety of themselves or others.

I have discussed the rules and consequences of the 5-Point discipline policy with my camper and they understand what is expected from them at the camp.

\_\_\_\_\_  
Camper's Name (print)

\_\_\_\_\_  
Camper's Signature

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

\_\_\_\_\_  
Date

## **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

**At Camp LEAP, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to *acquire skills, knowledge, friendships, and life experiences*. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp LEAP.

It is our vision at Camp LEAP to provide a welcoming atmosphere and a sense of home for all of our campers through our dedication to quality programming, understanding service and inclusion. The spirit of Carrie Steele-Pitts Home builds character and builds childhood memories.

In order to ensure that everyone has this positive experience, we want all of our camp families to understand that the physical and emotional safety of each of our campers is our number one priority. Therefore, at Camp LEAP at Carrie Steele-Pitts Home, Inc., **bullying is inexcusable and is grounds for immediate dismissal from camp.**

Bullying comes in many forms. Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods.

During staff training and throughout the summer, we work with our staff to identify and stop any incidents that may occur. We understand that boys and girls bully in different manners and that the physical bullying that boys sometimes use (pushing, hitting, kicking) often pales in comparison to the emotional bullying and exclusion that girls use (teasing, gossiping, taunting, etc.). Other forms of bullying include slurs, rumors, jokes, innuendos demeaning comments drawing cartoons pranks, gestures, physical attacks, threats or other written, oral or physical actions.

Each day, we work within the camp to set the expectations of how each of the campers wants and can be expected to be treated. We are committed to offer a summer camp program that helps campers to see the “common ground” they all have. We know the best way to reduce bullying is to create a positive atmosphere from the start. We have set up our schedule to provide many opportunities for camp unity and understanding.

Each year our campers tell us that one of the most special things about Camp LEAP is that it is fun and a safe place where they can come as who they are. Our policy is not in reaction to a problem at camp, but rather a proactive approach to offering a wonderful experience to each of our campers. We encourage you to let us know about particular concerns that you have regarding bullying at camp or any camp related email, instant messages, social media, or other incidents. We are confident that with our excellent staff training and follow through, solid communication regarding our expectations to campers, and strong partnership with parents that we can be successful in managing this issue.

Parents or Guardians, Please take the opportunity to read and sign the Behavior Agreement on the next page with your camper(s). Reading and signing this agreement provides you and your camper(s) knowledge of the expectations for the summer. Please feel free to contact us with any feedback, questions or concerns. We look forward to your involvement at Camp LEAP this summer.



### Summer Camp Behavior Agreement

Parents: Please take a moment to review the following agreement with your child. Signify that you both understand and agree to each statement by initialing each item.

- I will arrive and remain at camp with a positive attitude, open to meeting new people and trying new activities.
- I will work with my counselors toward creating a camp experience that is safe and welcoming of each of us.
- I will work with my counselors to set expectations for our behavior and I will adhere to these expectations.
- I understand that doing intentional harm or bullying another camper, either physically or emotionally is grounds for dismissal from camp.
- I understand that my actions and words have a direct impact on others' camp experience and will remain respectful of my fellow campers; refraining from any behavior that could be interpreted as demeaning or harassing.
- I understand that although I may be able to solve some conflicts on my own, my counselors are always ready to listen and assist if there is a problems. I understand that my counselors and all of the camp staff need and want to help by can only do so if I am willing to share any concerns that I have with them.
- I will remain with my activity group as required.
- I will use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.
- I will leave my cell phone at home understanding that if there is an emergency the camp staff will be happy to allow me to use the phone and will pass on any urgent message from home.
- I believe that it is possible to spend time at camp "electronics free" and I will leave any video games, music systems, laptops or digital media at home. I am being asked to bring a good book each day for quiet reading.
- I will not possess smoking materials, lighters, matches, illegal drugs, alcohol or weapons of any kind to the camp.
- I will protect each camper's right to confidentiality and will not post any campers names or camp activities on any form of social media.

We have read and agree to the above behavior agreement and understand that not following policies may result in disciplinary actions including dismissal from the camp.

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Parent's Signature

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Camper's Signature

## **INTERNET AND ON-LINE SERVICES**

### **CAMPER AND PARENT CONSENT AND WAIVER FORM**

Carrie Steele-Pitts Home believes that the benefits to educators and students from access to the internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed the disadvantages of access. Ultimately, the parent(s) and/or guardian of the student is responsible for setting and conveying the standards that the students should follow. Carrie Steele-Pitts Home supports and respects each family's right to decide on access to the internet for the student.

It is CSPH's intent to make the Internet and on-line services available to further its educational goals and objectives. CSPH has made every effort to keep your child safe from illegal or offensive materials. Carrie Steele-Pitts home cannot control the information distributed through the internet. Staff has been trained in the appropriate use and filters are in place.

Your child may have personal supervised access to the Internet and some Internet information may be shown to the whole class. All internet and other on-line services and all computer use will be under the supervision of the teacher in charge of the lesson. No chat rooms will be allowed for students. There will be not personal student email accounts.

Internet and other on-line service use and all computer access are for the support of educational goals and objects.

By signing this consent and Waiver form, I and my parent (s) or guardian (s) have discussed and agree to the following rights and responsibilities:

1. I will limit my use of internet and on-line services and computers at CSPH to the educational objectives established by my teachers.
2. I will follow the rules of network etiquette, which include the use of appropriate language and polite responses.
3. I will not share my home address, email address, or phone number with another user without my parent (s) or guardian(s) written approval.
4. I will not plagiarize information in any form. I will not violate copyright laws.
5. Will not attempt to bypass the security built into the system. I recognize that this may result in cancellation of network privileges.
6. I will print only when permitted.
7. I will not use Carrie Steele-Pitts Home network access for illegal purposes.
8. I will not use unauthorized chat areas, unauthorized disks or CDS, unauthorized external drives, download games or download any other files to the hard drive or floppy drives of the workstations.
9. Parents(s) or guardian(s) shall be responsible for damages, losses or costs incurred by the Home relating to or arising from any violation of rules by your child.

**INTERNET AND ON-LINE SERVICES**

**CAMPER AND PARENT CONSENT AND WAIVER FORM**

**STUDENT**

I have discussed the Waiver and Consent Form with my parent(s) and/or guardian(s) for the use of network and computer services at Carrie Steele-Pitts Home, Inc. I will use these services for educational purposes only and I will restrict use to classroom assignments.

Student Name (Print Name) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent of \_\_\_\_\_ (child's name), I have read the Consent and Waiver Form for the use of network and computer services in the classroom and I have discussed this with my child. I understand that this access is for educational use and it is the responsibility of my child to restrict use for the stated purposes of the lesson and projects assigned. By signing this, I give my permission for my child to use the network and computer services in a supervised personal manner for only educational purposes.

Parent or Guardian Name (Please Print) \_\_\_\_\_

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

Date \_\_\_\_\_

### Consent for Camp LEAP Participation

The undersigned hereby acknowledges that participation in risk-oriented programs and activities involves an inherent risk of physical injury and assumes all risks. The undersigned hereby agrees that for the sole consideration of the Carrie Steele-Pitts Home, Inc. allowing the undersigned to participate in these programs and activities for which or in connection with which the program has made available an facilities, equipment, grounds or personnel for such programs or activities, the undersigned does hereby release and forever discharge the Carrie Steele-Pitts Home. Inc. its member individually, and its staff, guest speakers and employees of any and from all claims, demands, rights and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to personal property, and the consequences thereof, resulting from any participation in any way connected with such programs and activities.

I further covenant and agree that for the consideration stated above I will not sue Carrie Steele-Pitts Home its members individually, its staff, guest speakers, or employees for any claim for damages arising or growing out of my voluntary participation in above said activities. I understand that the Acceptance of this release and covenant not to sue the Carrie Steele-Pitts Home shall not constitute a wavier in whole or in part, of sovereign or official immunity by said staff, its members, guest speakers and employees. Further, I understand that this release, wavier of liability and covenant not to sue shall be effective during the entire period of my enrollment in the Camp LEAP at Carrie Steele-Pitts Home or participation in risk related activity. I have received a copy of this document and I certify that I am older than 21 years of age and suffering no legal disabilities and that I have read the above carefully before signing.

By signing below, I certify the above information is true to the best of my knowledge. I authorize Carrie Steele-Pitts Home, Inc. to contact me if my child is injured and/or harmed in any way. I also authorize Carrie Steele-Pitts Home to seek medical attention for my child if she/he is injured or harmed and needs immediate medical assistance at a local hospital or emergency care center. I certify that I and/or our family's insurance provider will be responsible for any financial medical costs that may be associated with all medical attention and treatment given to my child. In consideration of their granting my child the opportunity to participate in Camp LEAP@ Carrie Steele-Pitts Home, I hereby release, indemnify and hold harmless the Carrie Steele-Pitts Home, Inc. from any liability, claim or demand resulting from any legal medical attention and assistance that may be needed and provided as a result of an injury or harmful incident to my child.

\_\_\_\_\_  
Legal name of parent/guardian (print)

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

### **What is NOT allowed at Camp Leap**

- **Electronic devices, including computers, cell phones, ipods, ipads, iwatches, MP3 players, headphones, athletic monitoring devices, etc.**
- Perfume, body spray, cologne, etc.
- Any item in a glass bottle.
- Sharp objects, including pocket knives and nail cutters.
- Medication – Children are not to have any medication (prescribed or over the counter) in their possession. Only CSPH full-time staff members are approved to administer medication with the written approval of the parent. All medication administration must be documented. Any medication found with a child will be removed and the parents will be notified. A child taking or administering medication to another child will result in a conference with parents and possible removal from summer camp program.
- Candy, chewing gum, bubble gum, chips or any snack that is to be eaten at a time other than meal time. If your child needs food in addition to what is served at breakfast, lunch and supper meal times, please inform the staff and they will ensure your child is served the food as requested. Food is only to be eaten in the dining room.

### **Supplies to bring each day**

- Dry bathing suits. Please provide one piece bathing suits for girls and trunks with fitted waists for boys. Children may wear t-shirts or swim shirts into the swimming pool if they desire.
- Dry towel
- Plastic bags to separate wet towels and bathing suits
- Flip flops (only to be worn in the locker rooms and on the pool deck).
- A book of your child's choice for daily DEAR (Drop Everything and Read) Please do not send e-books on iPad, nooks, or kindles.
- A craft item of your child's choice for quiet time. (latch hook rugs, knitting, crocheting, etc.) If your child does not enjoy crafts, they will be encouraged to read during quiet time.
- Camp LEAP strives to provide ample physical fitness and play activities. Children must wear athletic shoes to camp each day for safety reasons. The athletic shoes should be appropriate for indoor and outdoor play. Sandals, flats, heels, boots, and shoes with black soles that mark the gym floor are not permitted.

### **Optional Items**

- Goggles
- Nose plugs
- Swimming flotation devices
- Lotion (may only be applied in the locker rooms while dressing)

CSPH staff will make every attempt to protect approved items for camp. Please instruct your child(ren) if you do not them to share personal pool items. Towels, swimsuits, and other clothing or personal items may not be shared, borrowed, swapped, or sold at camp. It has been our experience that pool items break easily and the agency cannot be held responsible for lost, stolen, or broken items.