

Halfway Creek Day Camp Registration Form

Please take the time to fill out the forms completely.

If you are enrolling more than one child, we need separate, complete forms for BOTH children.



Thank you for signing your child up for Halfway Creek Summer Day Camp! We are excited for a summer of outdoor adventure and fun! Enclosed is the 2025 Enrollment Packet. Please read the entire packet carefully, fill out all necessary and applicable fields and return as soon as possible. Your child is not permitted to start Camp until this packet is filled out, signed and returned.

To return: Please email to Alex Inglett at ainglett@holmenwi.gov OR drop off/mail to the Holmen Park & Rec Office at 421 S. Main St., Holmen.

CAMPER INFORMATION

Camper's Full Name: _____ Date of birth: _____

Camper's Preferred Name: _____ T-shirt Size: _____
(Youth and Adult sizes available)

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____ Primary Phone: _____

Address: _____ Other Phone: _____

City, State & Zip: _____ Email: _____

Place of Employment: _____

Instructions on how to best reach parent/guardian during camp hours in case of emergency (please include phone number & address): _____

EMERGENCY CONTACT INFORMATION *Different from parent/guardian listed above*

Full Name: _____ Phone: _____

Relationship to Camper: _____

Full Name: _____ Phone: _____

Relationship to Camper: _____

CAMPER PICK-UP INFORMATION

Please add any individuals other than those listed as parent/guardian that are AUTHORIZED to pick up your camper. Emergency contacts are NOT automatically assumed to be authorized pick-up individuals. Please add them below if you want them authorized to pick-up your child(ren).

Full Name: _____ Phone: _____

Relationship to Camper: _____

Full Name: _____ Phone: _____

Relationship to Camper: _____

Full Name: _____ Phone: _____

Relationship to Camper: _____

Continued on the next page

CAMPER HEALTH INFORMATION

Please describe any health concerns of your child: _____

Action steps for camp staff to take: _____

Any additional information or steps we should take if/when necessary: _____

If your camper needs medication during camp hours (prescription OR over the counter, please fill out the Medication Dispense Form below. It must be completed and signed prior to camp.

Name of Camper's Physician/Medical Facility: _____

Phone of Physician's Office/Medical Facility: _____

MEDICATION DISPENSE AUTHORIZATION

If your child needs medication during Camp hours, please make sure this form is filled out completely and with as much information as possible. If medications, dosage, etc. change during your child's time at Camp, PLEASE make sure you re-fill out this form and turn into the Park & Rec Office.

Prescription medications must be in the original container with the pharmacist's label clearly marked with the prescription number, date, child's name and physician's name. All over-the-counter medication must be labeled clearly with the child's name and dosage information. Staff will NOT stray from what instructions are given. Please give ALL medications to camp staff upon arrival to camp.

Child's Full Name: _____

I authorize the administration of the following medications during Camp hours:

Please include medications, dosage, times, etc. Please give us as many details as possible.

Any and all remaining medication will be returned to parent/guardian at the end of each week. If medication is not picked up each week, the Village of Holmen & Camp staff will dispose of medication in an environmentally safe manner.

Parent/Guardian Signature: _____ **Date:** _____

Waivers & Permission Slips

Please take the time to read the entire form and sign.



Field Trip – Permission Slip

I give permission for my child to attend all field trips with Halfway Creek Summer Day Camp. I grant the camp permission to transport my child by bus or by foot (specified walking field trips) to field trips which are planned as a part of the camp's weekly activities. I understand that if my child does not have permission to attend the scheduled field trips, he/she will not attend Camp at all that day as there is no staff or supervision at the East Shelter on field trip days.

In case of inclement weather or unforeseen scheduling conflicts, the director of the camp may make field trip substitutions. I take responsibility in finding out where my child will be going each week. I give Halfway Creek Summer Day Camp staff the authority to use their discretion to change the schedule as needed. I assume all responsibility for risks and hazards incidental to participation in Field Trip Days. I assume all responsibility for the behavior of my child and grant the camp permission to discipline my child for misbehavior based on the rules outlined in the camp's behavior plan. I do not hold Halfway Creek Summer Day Camp staff, the Village of Holmen, or any of its personnel responsible for any injuries or accidents of any kind, or loss of personal property.

I know that all possible care and safety will be provided for my child. Therefore, in case of an accident, I will not hold the Village of Holmen or any of its employees legally responsible. I grant my permission to Halfway Creek Day Camp Director, Holmen Park & Recreation Director or Camp Supervisor to authorize and obtain medical care in case of an emergency when parent or guardian cannot be contacted to grant authorization for emergency treatment.

Emergency Medical Consent

In the event of an emergency or non-emergency situation requiring medical treatment of the camper during his/her attendance at Camp, I/we, the undersigned parent(s)/guardian(s) of the camper, give the Camp Director my/our consent and authorization for all medical treatment that is deemed necessary by qualified medical personnel for the proper care and treatment of the camper, including but not limited to administration of first-aid, use of an ambulance, x-ray examination, administration of anesthesia, surgery and hospitalization.

Waiver & Permissions

By signing this waiver of liability, I agree that my child has permission to participate in all planned activities during the program that he/she is participating in. I understand that some activities may require my child to participate in physical activities. I understand that some of these activities include some risk of injury to my child. I certify that the above-named child is in normal health capable of participating safely in the program(s) he/she is registered for. I recognize and acknowledge that there are certain risks involved in these programs including but not limited to, property damage, personal injury, or death. I further certify that I am of legal age and freely sign this agreement. That I understand by signing this agreement I may be giving up legal rights that I may otherwise have and that if I object to any provision contained in this document, I should not sign this agreement as drafted and seek advice from your legal counsel. I authorize Holmen Parks & Recreation to secure emergency medical care at my expense in an emergency situation. No accident or other insurance is provided by the Holmen Parks & Recreation Department. I acknowledge and am responsible for informing Holmen Parks & Recreation of any and all special needs (health, dietary, etc.) that my child has and what needs to be done for those needs. I agree to waive, relinquish, discharge, release and covenant not to sue the Village of Holmen, its officers, employees, volunteers and agents from all claims of injury, damage, or loss that may accrue arising out of, connected with, or in any way associated with the activities of Holmen Parks & Recreation as identified in this Waiver of Liability. This Waiver of Liability does not apply to intentional misconduct of Holmen Parks & Recreation. I have read this Waiver of Liability thoroughly and fully understand it and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made me any representations, statements, or inducements that change or modify anything written in the agreement.

By attending this program hosted by the Village of Holmen Department of Parks and Recreation, you understand that you or your child's photo may be taken during the program and may be used for marketing and promotional purposes including but not limited to social media, printed materials, e-newsletters, website graphics, etc. You understand that you will not receive compensation for use of this material.

By signing below I agree to all of the above statements. I also agree to all policies & procedures of camp.

Parent/Guardian Signature: _____ **Date:** _____

Behavior Guidelines & Policies

Please take the time to read the entire form and sign.



We will set reasonable, natural boundaries and consequences during Camp. Our staff will be trained to follow protocol for any inappropriate behavior displayed by campers.

Campers should:

- Arrive each day ready to listen, participate and have fun!
- Take responsibility for their actions.
- Respect themselves, other campers, staff, all equipment and our environment.
- Understand that honesty will be the basis for all interactions.
- Talk to a counselor or any Camp staff if they are uncomfortable with anything they may experience or need assistance with while at Camp.

Behaviors that will NOT be tolerated at Camp:

- Bullying, intimidation and/or harassment of any kind
- Refusing to follow behavior guidelines or Camp rules
- Stealing or damaging property
- Not cooperating or complying with staff
- Disrupting a program, activity or game
- Leaving the program or activity without permission
- Endangering the health and safety of other campers or staff
- Use of drugs, alcohol or tobacco
- Sexual or inappropriate conduct of any kind.
- Teasing, making fun of, or bullying other campers or staff
- Physical aggression or altercations

Behavioral Change and/or Disciplinary Process:

- *First Incident* – Counselors, Camp Supervisor and camper will work together to identify the behavioral issue and determine the appropriate consequence (sitting out for a few minutes, apologizing, etc.)
- *Second Incident* – Camp staff will remove the camper from the activity with clear expectations on how to correct the behavior. Parents will be talked to at the end of the day about the issue.
- *Third Incident* – Camp staff will fill out an incident report. Parents will be talked to discuss the behavior issues and how to best support and reinforce Camp rules both at Camp and at home.
- *Fourth Incident* – Camp staff will fill out an incident report. Parent/guardian will be called and given an additional opportunity to help modify the child's behavior one last time. Parents will also be told that if one more issue arises they will be asked to come pick up their camper.
- *Fifth Incident* – Parent/guardian will be contacted to pick up their camper immediately from Camp. While we understand that picking up a child early can be a hardship, an immediate pickup is required and is not optional once a fifth issue has taken place.

Staff members reserve the right to start at the 2nd, 3rd, 4th, or 5th step depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

Removal from Camp:

- Any offense resulting in serious physical harm to another camper, staff member or anyone from the public (at the park, pool, field trips, etc.) is grounds for immediate removal from Halfway Creek Summer Day Camp. These situations will be handled on a case by case basis.
- Any child that brings any type of weapon to Camp will immediately be removed and proper authorities will be notified.
- If the camper is picked up late 3 times, your child will be removed from Camp. Please see our Late Pick-up Policy on Page 4 for more information.
- Some children have needs that are beyond the scope of staff training and environmental structure. If we find that we are not able to properly meet a camper's needs, or if we determine that Halfway Creek Summer Day Camp is not the best environment for a camper, we may choose to remove them from camp. While this decision could be based on the camper exhibiting multiple, unchanged behavioral issues, it could also be because a child is not engaging well with their peers, is not ready to be away from their primary caregiver for the entire day, has developmental needs that our staff is not equipped to meet, is unable to adapt to our environment, or any other number of non-behavioral related issues that may arise. We do not take removing a child from camp lightly and only do so when we feel it is in the child's best interest, or necessary for the safety or operation of Camp. Should a camper be removed from camp, we will discuss with the primary caregiver whether they will be invited to re-enroll in future years.
- A removal from camp does not result in a refund.

Behavior Guidelines & Policies (cont.)

Please take the time to read the entire form and sign.



Late Pick-Up Policy & Fees

While we understand that situations out of your control arise, we also must respect our staff's time. If your child is not picked up by 5:30pm, a late fee will be administered. For every 15 minutes (per child) after 5:30pm that a child is left at camp, a \$10.00 late fee will be applied to your account. You will have until the end of the current week to pay for any late fees. Your camper(s) cannot return to Camp the following week until all late fees have been paid. After 30 minutes, if Camp staff have not been contacted by parents/guardians, the proper authorities will be contacted. After the third late pick-up in the summer, your child will not be permitted to return to Camp.

Refund Policy

A full \$165 refund will ONLY be administered if your child is withdrawn from Camp two weeks prior to the start of the scheduled week. After that two-week mark, no refunds will be given. If it is within the two-week timeframe and your child cannot attend Camp, please still let Park & Rec staff know so they can be taken off the week's roster.

If your camper leaves early, shows up late or misses a day due to illness, accident, vacation, etc. there are no refunds or prorated rates. Campers will be issued a full refund only if the Holmen Park & Rec Department cancels or reschedules camp for an unforeseen circumstance.

By signing below I agree to all of the above statements. I also agree to all policies & procedures of camp.

Parent/Guardian Signature: _____

Date: _____