



# City Trekker Winter Camp 2016

## Registration Form

### Dates

Week 1: December 26 – 30, 2016

Week 2: January 2– 6, 2017

**Regular drop-off time is 8:45 a.m. - 9:15 a.m. Regular pick-up time is 4:45 p.m. - 5:15 p.m.**

### Registration Fee

Family Member: weekly rate - \$225/week; daily rate - \$45

Non-Members: weekly rate - \$275/week; daily rate - \$55

**Become a Family Member:** Save on tuition by becoming a *Family* Museum Member. Just add your \$80 membership fee to your total on this camp registration form.

**Sibling Discount Policy:** First child pays regular rate. Each additional sibling receives \$5 off per day that both children are registered.

**Extended Day AM** (8:00 a.m. - 8:45 a.m.) is available for an additional \$10 per day per child.

**Extended Day PM** (5:15 p.m. - 6:00 p.m.) is available for an additional \$10 per day per child.

### CHILD INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  M  F

School: \_\_\_\_\_ Grade (2016 - 2017): \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email(s): \_\_\_\_\_

Does Child Have a Documented Disability?  Yes  No

If yes, please describe: \_\_\_\_\_

**Please select camp week(s):**

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|---|--|
| <input type="checkbox"/> <b>Week 1 (all week): December 26 – 30, 2016</b> | <input type="checkbox"/> <b>Week 2 (all week): January 2 – 6, 2017</b> |
| <input type="checkbox"/> Monday (Dec. 26)                                 | <input type="checkbox"/> Monday (Jan.2)                                |
| <input type="checkbox"/> Tuesday (Dec. 27)                                | <input type="checkbox"/> Tuesday (Jan. 3)                              |
| <input type="checkbox"/> Wednesday (Dec.28)                               | <input type="checkbox"/> Wednesday (Jan. 4)                            |
| <input type="checkbox"/> Thursday (Dec.29)                                | <input type="checkbox"/> Thursday (Jan. 5)                             |
| <input type="checkbox"/> Friday (Dec.30)                                  | <input type="checkbox"/> Friday (Jan. 6)                               |

Does your child require Extended Day AM and/or PM Care?  Yes  No

**If yes, please select:**

Extended Day AM Day(s): \_\_\_\_\_

Extended Day PM Day(s): \_\_\_\_\_

### PAYMENT INFORMATION

TOTAL (family membership + tuition - discounts + extended day fees) = \$ \_\_\_\_\_

Form of Payment:  Check made payable to "Coral Gables Museum"  Cash or money order

Credit card information:  American Express  MasterCard  VISA

Account Number

Security Code

Exp. Date

Signature

**AGREEMENT FORM**

- I CERTIFY THAT I HAVE READ AND UNDERSTAND the Camp Policies and agree to respect and uphold these policies.
- I HEREBY GRANT PERMISSION for my child/ren to participate in all Camp field trips and activities unless otherwise stated in writing and presented to the School and Family Programs Manager.

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- I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under this authority.

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- I GIVE CORAL GABLES MUSEUM PERMISSION to take and use photographs, slides and recordings of my child as may be needed for records or public relations.

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- I UNDERSTAND that the City Trekker Camp Program reserves the right to decline acceptance of an application or to dismiss a child from programs/classes if attempts to remedy unsatisfactory situations and behavior cannot be resolved.

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**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RELEASE FORM**

Please provide us with the names of all people to whom your child may be released during and/or at the end of the day. Should an unauthorized person arrive to Camp and attempt to pick up your child, your child will remain at the Camp until you have been contacted and have given us permission to release your child to such person.

Please include your name and phone number, as well as those of any family members.

- |                |                     |               |
|----------------|---------------------|---------------|
| 1) Name: _____ | Relationship: _____ | Phone # _____ |
| 2) Name: _____ | Relationship: _____ | Phone # _____ |
| 3) Name: _____ | Relationship: _____ | Phone # _____ |
| 4) Name: _____ | Relationship: _____ | Phone # _____ |
| 5) Name: _____ | Relationship: _____ | Phone # _____ |

I give permission for the people above to pick up and sign out my child anytime they are at the City Trekker program.

**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HEALTH FORM**

If your child has allergies, please list below and provide an Emergency Action Plan, as designated by your child's physician.

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If there are any health concerns (physical, mental or social) pertaining to your child that you feel need extra attention or consideration, please indicate them below.

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**MEDICATION POLICY AND AGREEMENT FORM**

If your child needs to take any medication (i.e. inhalers, Epi-Pens, Tylenol etc.) you will need to read and sign this medication form.

All medications along with instructions for use, including dosage instructions, storage information, etc., must be provided to the School and Family Programs Manager on or prior to Monday morning check-in. All medications should be picked-up on Friday afternoon. Medications will be kept in the Museum Education office, under the supervision of our School and Family Programs Manager. Prescription medications and over-the-counter medications shall be kept in the original containers, bearing the pharmacy label and directions for use. ALL MEDICATIONS must be taken in the Museum Education Office under the supervision of Camp staff.

Under no circumstances should children carry medications around with them while in attendance at our program.

**Coral Gables Museum honors the privacy of families and individuals in regards to health conditions and medications and will not discuss the private health issues of campers with individuals who need not be privy to such information.**

Coral Gables Museum and its agents will be held harmless in the event of reactions of any kind, illness, or death resulting from the child's use of any medication while attending City Trekker Summer Camp.

Coral Gables Museum reserves the right to refuse to administer medications. In such an event all deposits and tuition paid will be refunded in full.

I, THE UNDERSIGNED, GIVE PERMISSION to Coral Gables Museum to store medication for my child to self-administer (with supervision). I understand that the Coral Gables Museum is not responsible for any problem arising from the effects of the medication or the omission of the medication. I further agree to indemnify and hold harmless the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under its authority.

**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CITY TREKKER CAMP POLICIES

**CAMP STAFF:** Camp staff are carefully screened and selected for their activity skills, level of enthusiasm, ability to work well with children, and good judgment. In addition, training is provided on safety procedures and expected conduct, as well as program planning and implementation. All staff undergo background checks.

**SAFETY FIRST:** Safety is our first priority. All camp instructors are CPR and First Aid Certified.

**REGULAR DROP-OFF:** Regular drop-off takes place from **8:45 a.m. - 9:15 a.m.** Drive west along Aragon Avenue and pull into the drop-off/pick-up zone on the right shoulder directly in front of the Museum's main entrance, OR walk campers to the Museum's main entrance on Aragon Avenue. No need to exit your vehicle. Camp staff will greet you and your child in front of the building. Given that all registration paperwork and payment is in order, camp staff will escort your child into the building to join their Counselor and age group for camp activities. You may NOT leave your child at camp if we are missing any of the MANDATORY FORMS.

**REGULAR PICK-UP:** Regular pick-up takes place from **4:45 p.m. - 5:15 p.m.** Your child will be waiting with his/her group and counselor inside the Museum complex. Authorized persons may drive/walk to the Museum's main entrance on Aragon, just as in morning drop-off. Counselors will verify that the adult is on the authorized pick-up list, request the adult's signature and release children to that person. **IMPORTANT:** Any person picking up your child needs to be listed on the Release Form for safety and security reasons and able to show proof of identification at the time of pick-up. **PLEASE NOTE:** Children not picked up by 5:15pm will automatically be placed in our Extended Day program and charged a \$10 fee to cover staff and snack expenses. There is an additional fee of \$1 per minute for each child still in the care of camp staff after 6:00pm.

**EXTENDED DAY A.M.:** Extended Day A.M. (early drop-off) is available from **8:00 a.m. to 8:45 a.m.** You should register children in advance for Extended Day AM at a rate of **\$10/day**. Children will have supervised play time, juice and snack. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and check-in with the Extended Day A.M. Supervisor. Should a child be dropped off early without being registered for Extended Day A.M., the \$10 fee will be added to their tuition balance.

**EXTENDED DAY P.M.:** Extended Day P.M. (late pick-up) is available from **5:15 p.m. to 6:00 p.m.** You should register children in advance for Extended Day P.M. at a rate of **\$10/day**. Children will have supervised play time, juice and snack. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and sign out their children with the Extended Day P.M. Supervisor. Should a child be picked up late without being registered for Extended Day P.M., the \$10 fee will be added to their tuition balance.

**LUNCH AND SNACK:** Please pack a lunch and snack that does not require refrigeration. Pizza provided on Friday!

**PEANUT-FREE POLICY: NO PEANUT PRODUCTS ALLOWED!** Due to the increase in the number of children with peanut allergies, we ask that you pack peanut-free lunches for your children while they are attending Camp. Peanut products will be thrown out, and parents will be contacted to supply an alternative lunch for their child. Safety is a major priority of Camp. As always, whenever food is being consumed, our Camp staff will be in close vicinity to the children. The School and Family Programs Manager, Instructors and Counselors are prepared and trained to administer medication as needed and as specified by your medication form in the event of an allergic reaction. Please be advised that although we are implementing a Peanut-Free policy, we cannot guarantee our premises will be completely peanut-free. This is an effort to reduce the risk of any peanut exposures.

**CLOTHING:** It is recommended that children wear comfortable walking shoes (sneakers, Crocs, etc.) and clothes that can get messy. **NO SANDALS PLEASE.** Label personal items so they can be easily identified if lost or misplaced. Include a change of clothes for young ones in their backpacks.

**TOYS:** Please stress to your children that video games, playing/trading cards, stuffed animals and similar toys should stay at home. Any belongings that arrive with a child will be their responsibility to carry and keep track of throughout the day. The City Trekker Camp program is not responsible for lost items.

**CELL PHONES:** Children should not carry cell phones at camp. Should you need to communicate with your child during the day, you may call the Museum's main line (305) 603-8067.

**LOST AND FOUND:** Lost items will be held in the Museum Education Office.

**BEHAVIOR:** Respecting others and the property of others is the key to having a great time at camp. Campers are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will go over camp rules on Monday mornings, use a positive approach to discipline and seek parental support to resolve behavior issues and to encourage positive behavior. We apply a "three strike" system to misbehavior: first strike is a warning, second is a trip to the School

and Family Programs Manager; third is a call home. Any act of physical violence will be met with immediate attention. The camper will be sent home for the rest of the day, week or summer, depending on the decision made by the School and Family Programs Manager. Campers who remain disruptive after consultation with the parents may be dismissed from the program.

**ILLNESS:** If a child is not feeling well, the s/he will be attended to in the first aid area of the Museum Education Office. No medications will be administered, unless authorized. If illness symptoms become apparent via temperature or further complaints from the child, parents/guardians will be contacted. In the event of a health emergency, the Coral Gables Museum will send the camper to the nearest medical facility for emergency care via local Fire Department Ambulance Service.

**INCLIMENT WEATHER POLICY:** All outdoor activities are suspended during inclement weather. Alternate indoor activities will be offered. There are no refunds due to inclement weather. City Trekker Camp programs will close following the National Hurricane Center warning for our area.

**PAYMENT:** Payment can be made by cash, check, money order, VISA, MasterCard or American Express. **Each camp session must be paid in full prior to the date of the camp session.** There is a **same day registration fee of \$15.** No child may attend camp until all fees are paid. Fees that accrue following initial registration payment, such as unexpected extended day fees, must be paid in a timely manner. Invoices will be issued to registrants with outstanding balances.

**REFUND POLICY:** NO REFUNDS will be provided for City Trekker Camps. In case of a medical emergency, a full refund will only be issued with notification prior to the date of the camp session.