



Send your completed form to:  
 Markham Park District • 16053 Richmond Ave. • Markham, IL 60428 • 708-596-3366 • Fax: 708-596-3373  
 E-Mail: MarkhamParkDistrict@gmail.com

# Summer Camp Registration Form

## Parent Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Participant's Name (First and Last)	Session (Circle ALL that apply)	Before Care (Circle ALL that apply)	After Care (Circle ALL that apply)	Birth Date (M-D-Y)	A g e	S e x	Grade	T-Shirt Size
	1 2 3	1 2 3	1 2 3					
	1 2 3	1 2 3	1 2 3					
	1 2 3	1 2 3	1 2 3					
	1 2 3	1 2 3	1 2 3					

**Total Due Session 1 \$** \_\_\_\_\_ **Total Due Session 2 \$** \_\_\_\_\_ **Total Due Session 3 \$** \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_ Balance Due: \_\_\_\_\_

### **PAYMENT FACTS:**

- **NO REFUNDS!!!**
- **Payments are due ON TIME**
- **Your child will NOT be able to attend camp if payments are not up to date**
- **Your child may Not be dropped off Before 9am if you did NOT pay for before care**
- **Your child will NOT be able stay AFTER 3pm if you did NOT pay for after care**
- **You will be FINED \$5 for the first minute and \$1 each additional minute after that if you are late picking up you child**
- **If you encounter late fees, then your child will NOT be able to attend camp until that debt is PAID IN FULL**

**Parent/Guardian's Signature:** \_\_\_\_\_

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

## **Medical Information**

Does your child have any of the following?

- Fears/phobias?** (YES NO)

**Explain:** \_\_\_\_\_

- Seasonal/food allergies?** (YES NO)

**Explain:** \_\_\_\_\_

**Treatment for allergy:** \_\_\_\_\_

- Dietary restrictions?** (YES NO)

**Explain:** \_\_\_\_\_

- Medical conditions/limitations?** (YES NO)

**Explain:** \_\_\_\_\_

**Is your child on medication?** (YES NO)

**Explain:** \_\_\_\_\_

**Is medication required during the camp hours?** (YES NO)

**Explain:** \_\_\_\_\_

### **Medication**

Camp/park district staff WILL NOT administer medication to your child(ren). If medication is needed during camp hours you, the parent/guardian, is allowed to come and give medication to the child. If you are unable to do so, the child must self-administer. It is your 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 a zip-lock bag. 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. Please fill out "Permission to Dispense Medication" form if need be.

Parents are expected to provide a doctor's note for prescribed medications. Participants are not permitted to store any type of medication in their bag or pockets. This includes cough drops, inhalers, epi pens, over the counter medications and prescription medications. If your child has a food allergy, your child's physician will be expected to complete a food allergy action plan.

### **Health**

For the health and safety of all participants and staff, the following health regulation is required. Please notify us if your child has a communicable illness so that we may inform other parents (send out a note) to watch for symptoms.

Park staff has the authority to refuse any child that may show signs of any contagious illness. In such cases, the judgment of the staff is final and refusal to come pick up the child will result in dismissal from the program. Staff also has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.

**Parent/Guardian's Signature:** \_\_\_\_\_

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

# **Pick-up Authorization/Emergency Contact**

Please remember that at least 2 contacts should be able to arrive at camp and pick-up your child in case of an emergency. If your child(ren) is/are going to be picked up by one of the following people listed below, please inform the camp coordinator within a timely manner.

The following people are allowed to pick-up my child(ren)....

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

3. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## **After Care:**

Campers registered in After- Care may be divided into groups. Groups will alternate between the Gym and room activities. **Campers MUST be picked up by 6:00 p.m. to avoid late fees.**

## **Late Fees:**

Pick-up times are strictly enforced. If your child is **NOT registered in After Care, you MUST pick them up by 3:00 p.m. to avoid late fees.** If your child is **registered in After Care you must pick them up by 6:00 p.m. to avoid late fees.** If you are unable to pick your child up on time, it is your responsibility to make other arrangements.

We do realize that work or traffic conditions are sometimes beyond your control, **we will allow for ONE late pick-up, up to 15 minutes.** If you are more than 15 minutes late or you have already used your one free late pick up, late fees will be charged per day as follows:

- \$ 5 .00- 1st minute late
- \$1.00 -Each additional minute

Late fees must be paid at the Front Desk ***before the camper returns the next day.***

Please note that if a parent is more than an hour late, the police may be notified.

**Parent/Guardian's Signature:** \_\_\_\_\_

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

### **Custody Situations**

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody. Documents from past school years need to be re-submitted.

### **Parent Communication with Children**

Parent/adults are not allowed to speak to children other than their own regarding that child's behavior. If there is a problem between your child and another, please bring it to the attention of staff or have your child do so. Only park district staff is permitted to discipline or question a child in their care. If a parent must reach their child at camp due to an emergency, please call 708-596-3366 and ask for the Camp Director. The Camp Director will locate your child and bring them to the phone. Please remember the staff's responsibility is supervising the children, so we ask that phone calls are kept to a minimum and only made in emergency situations.

### **Parent/Volunteer/Spectator Code of Conduct**

Parents, volunteers and spectators are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Markham Park District. It is recommended that parents discuss with their children that activities are planned for groups and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants.

Additional rules may be developed for particular programs and athletic programs as deemed necessary by staff.

*Parents/Volunteers/Spectators shall:*

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities.
- Take direction from program staff and supervisors.

The Markham Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in, or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

### **Disciplinary Action**

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do so, and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent, volunteer or spectator removal.

- **Written or Verbal Warning:**  
Staff or Coach will discuss with the parent, volunteer or spectator the undesirable conduct and why the action is not appropriate.
- **Suspension:**  
Staff or Coach may temporarily ban a child from camp if the issue continues. (The length of the suspension will be determined by the severity of the action).
- **Dismissal:**  
Three write-ups is equivalent to a dismissal. If inappropriate behavior persists or the behavior completely disrupts the program, removal from the program, facility or activity may be necessary. Once again, the Park District reserves the right to dismiss a parent, volunteer or spectator whose behavior endangers his/her own safety or the safety of others. **Refunds will not be given!**

## **CAMPER RESPONSIBILITIES**

### **Code of Conduct:**

Campers are expected to exhibit appropriate behavior at all times.

#### *Campers shall:*

1. Show respect to participants/staff, and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, participants or staff.
4. Show respect to equipment, supplies, and facilities.

### **Discipline**

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her own actions. It is also necessary for the safety of all participants and staff. Participants are encouraged to follow the six pillars of the Character Counts program. We use corrective statements and “time-outs” to redirect negative behavior. Recurring or major problems will be documented through an incident report and discussed with the parent/guardian.

Students may be suspended or dismissed from the Camp for the following reasons:

- 3 incident reports
- Aggressive behavior
- Possession of weapons and/or illegal substances
- Reoccurring behavior and any other inappropriate behaviors deemed unacceptable by the Markham Park District staff.

## **ADDITIONAL INFORMATION**

### **Items from Home**

Participants should leave all toys, electronic games, cell phones, MP3 players, tablets, headphones, and other items at home unless camp staff requests the item. Unauthorized items will be stored in the camp office and must be signed out by a parent. **The Markham Park District is not responsible for any lost or stolen items. Children are responsible for keeping up with their own items including, but not limited to, clothing, shoes, jewelry, Show & Tell items, etc.**

### **Appropriate Attire**

Make sure your child wears gym shoes and play clothes to camp each day. **Sandals and opened toe shoes are *NOT* permitted.** Campers who are not wearing gym shoes will not be allowed to participate in camp activities for the day.

*Campers shall:*

- Show respect to all participants and staff
- Take directions from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other participants or staff
- Show respect to equipment, supplies, and facilities
- Take direction from program staff and supervisors
- Wear gym shoes to camp

### **Field Trips**

Field trip(s) are included in camp price and will be scheduled between 9am-2:30 pm. All groups will be attending the field trip together with their counselors. Campers will be expected to wear a provided camp shirt on field trip days. Parents may elect to not send their child on a scheduled field trip; however no refunds will be granted for missed trips.

### **Field Trip Shirts**

All campers will be provided with a camp t-shirt. Campers are expected to wear their camp t-shirt for field trip outings.

### **Snacks/ Lunch**

The park district will provide an afternoon snack on a daily basis around 3:30 pm for after care. Campers are allowed to bring their own snacks with their names on it. Campers are also allowed to bring their own personal bagged lunch. However, the Park District will always provide a lunch for every child. Campers are not allowed to call home for parents to bring them a lunch during camp hours. Food sharing is NOT permitted.

### **Abuse and Neglect**

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, the Markham Park District personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will then be notified.

### **MARKHAM PARK DISTRICT STAFF**

If you have any questions or concerns, please feel free to contact the following staff members:

1. Quinttella Rodriguez, Camp Director  
(708) 596-3366, [quinttella@markhamparkdistrict.org](mailto:quinttella@markhamparkdistrict.org)
2. Demontez Moutry, Recreational Aide  
(708) 596-3366, [dmoutry@markhamparkdistrict.org](mailto:dmoutry@markhamparkdistrict.org)

**Important Information:** The Markham Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of the participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for any program or activity must recognize that there is an inherent risk of injury when choosing to participate in any recreational activity.

**Warning of Risk:** Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers, and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs exist. In this regard, it must be recognized that it is impossible for Markham Park District to guarantee absolute safety.

**Waiver & Release of All Claims & Assumption of Risk:** Please read this form carefully and be aware that in signing up and participating in this activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child./ward may have (or accrue to me or my child/ward), including its officials, agents, volunteers and employees (hereinafter collectively referred to as Markham Park District).

I do hereby fully release and forever discharge the Markham Park District from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

**Photo/Video Policy:** Entrance into the parks and/or the park district facilities and participation in our programs is a public act and such persons may be photographed or recorded on video, including being photographed or videotaped by Park District Staff and its subcontractors for promotional purposes. The program waiver is intended to further highlight this possibility for all participants, including parents or minor children, but such a waiver is not a prerequisite to the possibility of being photographed or videotaped.

I have read and fully understand the above **Warning of Risk, Waiver & Release of All Claims & Assumption of Risk and Photo/Video authorization.**

If registering on-line or via fax, your on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

*I do hereby agree to and understand the all of the above. By signing this document, I do acknowledge that the content was thoroughly explained to me and that I have received a copy of this signed form.*

**Parent Name (PRINT)** \_\_\_\_\_

**Parent Name (SIGNATURE)** \_\_\_\_\_

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