

Green Bay Parks, Recreation & Forestry Summer Camp Permission Forms

Return these forms at least one week prior to the first day of Camp via email (parkmail@greenbaywi.gov) or fax (920) 448-3393.

Registration and payment must be made online or by calling (920) 448-3365.

Guardian 1: _____ Guardian 2: _____

Address: _____

Email Address: _____

Phone #'s: Guardian 1: _____ Guardian 2: _____

Participant's Name	Birth Date	Gender M/F

Each participant must bring their own lunch/snacks and water/drink for the day.

Selection	Week	Camp	Ages
	1. All About Animals <i>June 19-22</i>	This camp will be all about animals. We will explore many areas of the Wildlife Sanctuary, including the rehabilitation facility. Activities will include a pond study, nature hiking, bird and insect identification and animal track studies.	8-11
	2. STEAM Learning <i>June 26-29</i>	This camp will use STEAM (Science, Technology, Engineering, Art, Math) concepts in a fun environment. The camp activities will include building with LEGO's, SNAP circuits, solar robots, arts and crafts and much more.	8-11
	3. Outdoor Adventures <i>July 10-13</i>	Join us in exploring the natural world around us. These camp adventures will include geocaching, fishing, survival skills, orienteering, and other adventures.	10-13
	4. All About Animals <i>July 17-20</i>	This camp will be all about animals. We will explore many areas of the Wildlife Sanctuary, including the rehabilitation facility. Activities will include a pond study, nature hiking, bird and insect identification and animal track studies.	8-11
	5. STEAM Learning <i>July 24-27</i>	This camp will use STEAM (Science, Technology, Engineering, Art, Math) concepts in a fun environment. The camp activities will include building with LEGO's, SNAP circuits, solar robots, arts and crafts and much more.	10-13
	6. Outdoor Adventures <i>July 31-August 3</i>	Join us in exploring the natural world around us. These camp adventures will include geocaching, fishing, survival skills, orienteering, and other adventures.	8-11
	7. All About Animals <i>August 7-10</i>	This camp will be all about animals. We will explore many areas of the Wildlife Sanctuary, including the rehabilitation facility. Activities will include a pond study, nature hiking, bird and insect identification and animal track studies.	8-11
	8. Outdoor Adventures <i>August 14-17</i>	Join us in exploring the natural world around us. These camp adventures will include geocaching, fishing, survival skills, orienteering, and other adventures.	10-13

All fees are due at the time of registration. All cancellations will only be allowed more than 2 weeks before class start date and customer is responsible for 50% of the cost of the class. No refunds less than 2 weeks before class starts.

Field Trip Permission, Policies & Procedures

I give my child, _____, permission to attend the field trip(s).

Please check all that apply:

Week 1: NEW Zoo

Departure: 9:15 a.m.
Return Time: 3:30 pm.

Week 2: National Railroad Museum

Departure: 9:30 a.m.
Return Time: 3:30 p.m.

Week 3: Maribel Caves

Departure: 9:30 a.m.
Return Time: 3:45 p.m.

Week 4: Farm Wisconsin

Departure: 10:00 a.m.
Return Time: 3:30 p.m.

Week 5: BayTek Entertainment

Departure: 12:45 p.m.
Return Time: 3:30 p.m.

Week 6: Barkhausen

Departure: 9:30 a.m.
Return Time: 3:30 p.m.

Week 7: NEW Zoo

Departure: 9:15 a.m.
Return Time: 3:30 p.m.

Week 8: Botanical Gardens

Departure: 9:30 a.m.
Return Time: 3:30 p.m.

- Field trips will take place on Thursdays. Departure/return times vary by week (please see specific times above).
- Only one permission slip per child is needed for the summer.
- Field trips are subject to change or cancellation due to weather or other factors.
- On field trip days, camp sites will be open only to those camp participants who have registered for the field trip.
- Each participant is REQUIRED to wear their camp t-shirt on the field trip.
- All participants' emergency contact information will be transported on all field trips by the Camp Instructors.
- Staff will be available by cell phones during all field trip activities.
- A portable first aid kit will be transported on all field trips.
- Campers ARE permitted to bring extra money with them on some field trips
 - Campers are responsible if money is misplaced, lost, etc.
 - Staff at no time will hold onto campers' money or personal belongings for safe keeping.
- BE PROMPT! Please have your child arrive no later than 9:00 a.m.
- Field trips are calculated as a part of registration fees.
- T-shirts will be given out to campers on the Monday of their first week of camp. For identification purposes, each participant is required to wear their camp t-shirt on all fieldtrips.

I understand that all times are approximate. I authorize the City of Green Bay Summer Camp to take my child on the above marked field trip(s) on the date(s) indicated.

Name: _____

Date: _____

Camp Policies and Behavior Contract

Liability

Participation in parks and recreation program involves elements of risk or danger for all participants and may cause serious injury, death, or property loss. Parents/guardians agree to assume these risks for their family and release the City of Green Bay, its employees, volunteer agents and other participants from any liability for injuries and damages sustained while participating in these programs.

Extra Spending Money

Campers may be allowed to bring extra spending money with them on select field trips. Campers will be solely responsible for that money throughout the trip. The Green Bay Parks, Recreation, and Forestry Dept. and Green Bay Day Camp will not be held responsible for any lost, stolen, or misplaced money.

Inclement Weather Policy

Physical activities will be limited when there is a heat advisory, raining, or during severe weather and indoor activities will be substituted. If an outdoor field trip is scheduled and it is a severe weather day, a substitute indoor field trip will replace it.

Injury & Accident Report Policy

Any injury during the course of the day will be documented by the camp staff and reported to the Camp Coordinator. The City of Green Bay Accident Report Form will be utilized for documentation.

In the event of a Serious Injury or Illness

- Emergency personnel will be called first if injury or illness appears life threatening, then parents/guardians.
- Staff will attempt to contact parents/guardians.
 - If child must be transported by ambulance, a staff member will ride with child taking registration forms along.
 - Camp Coordinator will be notified of accident/injury and will notify Recreation Supervisor.

Videotaping/Photographing of Program Participants

Authorized individuals may videotape or photograph groups or individuals for public relations or educational purposes. IF YOU DO NOT WANT YOUR CHILD VIDEOTAPED OR PHOTOGRAPHED, please let the camp staff know during the first day of camp.

What to Bring to Camp Every Day

- Please dress according to the weather & LABEL ALL ITEMS with child's name.

- Wear shoes appropriate for active play (sneakers, tennis shoes, etc.) and comfortable summer “play clothes”.
 - Open toed sandals & Crocs are not permitted to be worn at camp, as they can cause harm while being active at camp.
- At lunch
 - Please pack healthy lunch options. The State of Wisconsin indicates that lunches should consist of
 - 1 protein source
 - 2 vegetables/fruits
 - A whole grain source
 - Healthy drink (100% juice)
- Windbreaker/raincoat/sweatshirt (they may need all 3, watch weather).
- Water bottle.
 - Water is the ultimate hydrator and is our primary drink during the day.
- Bug repellent.
- Sunscreen.
- A change of clothes.
- **PACK ALL ITEMS IN A BACKPACK.**

What not to bring to Camp: cellphones, gaming devices, iPods/MP3 players, unnecessary valuables, and/or inappropriate clothing.

The City of Green Bay reserves the right to confiscate any prohibited item.

The goal of the Day Camp Program is to provide a safe, educational, and fun atmosphere for all campers. Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the summer.

Termination Procedure

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, or the safety of others, the following steps will be taken:

First violation – A staff member will discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day.

Second violation – A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day and asked to sign the documented incident report. A conference may be scheduled with the Recreation Supervisor, Camp Instructor, and the parent(s) or guardian(s) to discuss a plan of action regarding the poor behavior.

Third violation – A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour. The child will be dismissed and no longer allowed to participate in camp for the remainder of the summer.

Circumstances for Immediate Termination

Physical Violence – A parent or emergency contact will be called to pick their child immediately. A meeting may be necessary and will be determined on a case-by-case basis.

Intentional Leave – If a camper leaves the program area or building intentionally without permission a suspension or termination may occur, based on the situation.

Sexual or Other Harassment – A parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities. Inappropriate behavior of a child or parent that endangers the participant, other children, or Green Bay staff.

Please do not hesitate to talk to the Camp staff or Recreation Supervisor if you have questions or concerns.

The City of Green Bay reserves the right to start at the 2nd or 3rd violation depending on the severity of the incident.

Each case is different, and all supervisory staff are approved to make appropriate judgement calls.

I have read and understand the Green Bay Summer Camp policies, procedures, rules, and consequences. I understand that by signing this contract I am obligated to follow the policies and procedures outlined in the Summer Camp Handbook.

Child's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____