



## Medical Release Form

Participant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Gender: \_\_\_\_\_

### **Emergency Contact Information:**

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

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

### **Medical History:**

Have you had any of the following in the past year? Please describe.

- Surgery: \_\_\_\_\_
- Asthma: \_\_\_\_\_
- Shortness of breath / fainting: \_\_\_\_\_
- Ear infection / dizziness: \_\_\_\_\_
- Convulsions / seizures: \_\_\_\_\_
- Fractures / severe pains: \_\_\_\_\_
- Heart trouble / murmur: \_\_\_\_\_
- Severe or frequent headaches: \_\_\_\_\_

Are you currently taking any prescription drugs? \_\_\_\_ If yes, what? \_\_\_\_\_

Are you currently taking any non-prescription drugs? \_\_\_\_ If yes, what? \_\_\_\_\_

Do you have any drug allergies? \_\_\_\_ If yes, what? \_\_\_\_\_

Other allergies? \_\_\_\_ If yes, what? \_\_\_\_\_

Any other important medical information Nittany Valley Sports Centre needs to be aware of? If so please describe: \_\_\_\_\_

### **Physician and Insurance Information:**

Personal Physician: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Name of Primary Insured: \_\_\_\_\_

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT:** I hereby release and discharge Nittany Valley Sports Centre, its agents, employees, staff members, directors, and officers from any claims, responsibilities or liabilities for injuries or harm incurred as a result of my participation and/or my child's participation as a player or spectator in programs and activities at Nittany Valley Sports Centre. I fully understand that: these activities involve risks and dangers of serious bodily injury, ("RISKS"); these Risks and dangers may be caused by my own actions or inaction's, the actions or inaction's of others participating in the activity, the condition in which the activity takes place, or the negligence of the "RELEASEE'S" named below; there may be other risk and social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation or that of the minor in the Activity. I authorize Nittany Valley Sports Centre, its agents, employees, staff members, directors and officers to take whatever action is necessary, in their best judgment, in an emergency and I hereby release discharge Nittany Valley Sports Centre, its agents, employees, staff members, directors and officers from any responsibility or liability related thereto. I hereby grant Nittany Valley Sports Centre permission to use my and/or my child's name, picture or likeness in any printed media or any form of advertisement. I fully renounce any and all claims upon Nittany Valley Sports Centre for reimbursement for use of this material.

### **Participant/Guardian Signature:**

\_\_\_\_\_



## Administration of Medication Authorization Form

Dear Parent:

If your child needs to take medication during the camp day, please follow the instructions listed below:

Please give all the medication to the camp director on the first day of camp.

The medication should be labeled with your child's full name.

Do not give any medication to your child to distribute.

**In order to give your child any prescribed medication we need the following:**

1. Medication in its original container.
2. Camper's name clearly labeled on the container.
3. If the medication is over the counter, please send in a doctor's note prescribing the medication with time and dosage.
4. The completed Request for Administration of Medication below.

### Request for Administration of Medication

I hereby request that my child, \_\_\_\_\_ take medication during the camp day.

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Time to be given \_\_\_\_\_

Days to be given \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Please return to office with medication. Thank you.



## Camper Pick-Up Authorization Form

Camper's Full Name : \_\_\_\_\_

Sibling's Full Name: \_\_\_\_\_

Please include all names of those persons authorized to pick-up your child/children at Nittany Valley Sports Centre. This list should include car pool groups and any other parents/guardians, relatives or friends who are permitted to pick-up your child/children. No campers will be released to anyone except the following list under any circumstances.

Last Name *	First Name *	Relationship *	Phone Number *	Email
			(    )	
			(    )	
			(    )	
			(    )	
			(    )	
			(    )	
			(    )	

**\*Required information**

We hereby authorize the staff of Nittany Valley Sports Centre to act for me/us according to their best judgement in any emergency requiring medical, surgical, dental or emergency services for the camper. The undersigned acknowledges that the above referenced camper(s) have no pre-existing medical conditions, other than those listed on the Camper Medical Form, of which the camp should be made aware. We have read, understood, and do hereby agree to abide by the Nittany Valley Sports Centre Rules and Policies as defined by the Camp Packet and this form. I/we hereby authorize the staff of Nittany Valley Sports Centre to act for me according to their best judgement in any emergency requiring medical attention and I hereby waive and release Nittany Valley Sports Centre from any and all liability for any injuries and illness incurred while at camp. I have no knowledge of any physical impairment that would be affected by the above-named camper's participation in Nittany Valley Sports Centre's camp program, as outlined by the camp flyer or website. I also understand Nittany Valley Sports Centre retains the right to use for publicity and advertising purposes, photographs and video images of campers taken at Nittany Valley Sports Centre camp.

Custodial Parent/Guardian Signature: \_\_\_\_\_

Second Parent/Guardian Signature : \_\_\_\_\_

**UNDER NO CIRCUMSTANCES WILL WE RELEASE A CAMPER TO ANYONE THAT IS NOT ON APPROVED LIST!**



## Sign-In/Sign-Out Procedures

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, the parent/guardian will need to sign the camper in before leaving the premises. A staff member will take roll call and make sure everyone is accounted for.
- If parent/guardian needs to pick up child for a scheduled appointment, parent/guardian will need to send a note and check in at the facility upon arrival.
- If child will not attend a class on a particular day, please send a note and remind the staff the day before, if possible.
- If child will be absent, please call the facility/program to inform staff, with an approximate date for child to return.
- When picking up child from the program, check him/her out by signing your name and time of pick up beside the child's name on the sign-out sheet.

## Alternative Pick-Up Policy

- In order for someone else to pick up your child, that person's name must be written in the designated space on the *Camper Registration Pick-up Form* and signed by the parent/guardian. In addition, the Camp Director or designee must be notified prior to checkout if someone else is picking up your child.
- The person picking up your child must show a photo ID, preferably a driver's license.
- If there is a person who is NOT authorized to pick up your child, please let staff know.
- In the event that someone else must pick up your child, staff must be properly notified. You will need to come **in-person** to The Centre, add them to *the Camper Registration Pick-Up Form* and sign that they are permitted to pick up your child.

If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of all children.

- **Department's sign-out policy is unwavering. ONLY persons that have previously been approved will be permitted to sign for child(ren).**



THE NITTANY VALLEY SPORTS CENTRE (NVSC) camp program is designed to provide enriching activities for elementary age students, 5-12 years of age, within a safe and comfortable environment. A trained and caring staff supervises all programs. Educational, recreational and motivational activities geared to the interests of the participants are provided and may include a variety of activities.

### **PROGRAM OBJECTIVES**

- ✓ Provide an enriching experience for all participants
- ✓ Provide a wide variety of quality recreational, motivational and educational activities in a safe, healthy and positive atmosphere
- ✓ Create positive staff/participant interaction, communication and guidance
- ✓ Promote self-confidence and accomplishment through participation and completion of program activities
- ✓ Provide encouragement and help expand social and leadership skills

### **REGISTRATION**

All enrollments are accepted on a first come, first served basis until filled. Children must be registered and paid-in-full before they can attend the program. A registration form and all other required forms must be completed for each child prior to attending a session. Please notify the staff of any changes in residence, telephone numbers, medications, and/or health issues as soon as possible.

### **FEE POLICY**

The Nittany Valley Sports Centre intends to provide the highest quality service at a reasonable cost to parents/guardians. Fees associated with camp programs are based on daily/weekly charges. Full registration payments can be made via online DASH accounts. If not paid in-full at time of registration, the credit/debit card on file will be charged one week prior to the start of camp.

### **REFUND POLICY**

- If the Nittany Valley Sports Centre is responsible for the cancellation of a program or class, then a full refund will be issued to all registered participants.
- No refunds will be given after the start of the program session or class.
- All refund requests must be made in writing and must be received no less than seven (7) business days prior to first day of class or program.
- Refunds will be assessed an administration fee of 25% of the amount paid.
- After the seven (7) business day deadline, refunds may not be granted



without a written medical excuse from a licensed physician.

- Request must be received from, and refunds will be issued to, the individual who registered the participant.
- In unusual situations (patron is relocating, has an illness or becomes physically unable to continue with the program in which he/she is registered) where a refund is requested for services that have been paid in advance, the balance of remaining value may be refunded after receipt of a written request.
- Behavior related dismissals might not be eligible for refund.
- All requests for refunds will be forwarded to the Department Director for final approval.

### **SIGN-IN/SIGN-OUT PROCEDURES**

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, the parent/guardian will need to sign the camper in before leaving the premises. A staff member will take roll call and make sure everyone is accounted for.
- If parent/guardian needs to pick up child for a scheduled appointment, parent/guardian will need to send a note and check in at the facility upon arrival.
- If child will not attend a class on a particular day for an appointment, please send a note, and remind the staff the day before, if possible.
- If child will be absent, please call the facility/program to inform staff, with an approximate date for child to return.
- When picking up child from the program, check him/her out by signing your name and time of pick up beside the child's name on the sign-out sheet.

### **EARLY DROP-OFF/LATE PICK-UP POLICY (EXTENDED DAY SERVICE)**

The Nittany Valley Sports Centre offers parents the opportunity to drop off their child early and/or pick up their child after camp ends. Early drop-off is 7:00 am and late pick-up is 6:00 pm. Pick up should occur within 15 minutes of the end of the camp day. Any child remaining beyond that time should be enrolled in the extended day services. ***Any parent picking up a child beyond the 15 minute grace period, will be assessed a fee of \$10.00 every 15 minutes.***

### **ALTERNATIVE PICK-UP POLICY**

- In order for someone else to pick up your child, that person's name must be written in the designated space on the *Camper Registration Pick-up Form* and signed by the



parent/guardian. In addition, the Camp Director or designee must be notified prior to checkout if someone else is picking up your child.

- The person picking up your child must show a photo ID, preferably a driver's license.
- If there is a person who is NOT authorized to pick up your child, please let staff know.
- In the event that someone else must pick up your child, staff must be properly notified. You will need to come **in-person** to The Centre, add them to *the Camper Registration Pick-Up Form* and sign that they are permitted to pick up your child.

If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of all children.

- **Department's sign-out policy is unwavering. ONLY persons that have previously been approved will be permitted to sign for child(ren).**

## HEALTH REQUIREMENTS

- The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child's ability to actively participate in the program.
- If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, infectious conditions, head lice, strep throat, or is ill it is imperative that he or she stay home for the day, here they can be more comfortable and return when they are feeling better.
- When a child shows signs of illness while participating in the program, the parent/guardian (or other emergency contact) will be notified and they must pick up the child immediately.
- All minor scrapes and scratches will be treated and reported to parent/guardian at the end of the day.

## MEDICATION POLICY

If a child is to receive any medication, the Camp Director must have the following information:

- All medication should be administered at home whenever possible. If it is necessary for



a child or teen to take a prescribed medication during program hours, a Medical Authorization Form must be completed in full by a physician and signed by the parent or guardian, outlining specific instructions. In most the cases, the child or teen, as per physician statement, will administer all medications under adult supervision.

- The Nittany Valley Sports Centre will not knowingly allow anyone to take either prescription or over-the-counter medication during program hours without the parent and/or physician's authorization.
- After staff receives the appropriate authorizations, the Camp Director will store the medication in a secured area that is accessible only to authorized personnel. Exceptions will only be made if permission is given by the child or teen's parent and physician for the child or teen to carry medication during program hours certifying that he/she can safely self-administer the dosage.
- Parents/guardians are expected to hand deliver medication to the Camp Director, unless the child or teen is authorized by the parent and physician to carry the medication.
- No over-the-counter drugs will be administered unless authorized by a parent or guardian (i.e., Tylenol, Benadryl or cough medicines).
- Medication must be in its original pharmaceutical container and labeled with the child or teen's name, medication dosage and schedule.
- Parents should not provide more medication than is necessary for the program session. If the parent does send more than the specific quantity and does not collect the unused medication within one week after the program has ended, the department will destroy the unclaimed medication.
- A complete written and signed request from the parent/guardian must be on file prior to the administration of any medication (over-the-counter or otherwise).
- All measuring utensils used for administering medications must be labeled with the child or teen's name on the utensil and brought in with the medication.
- Pills may not be broken in half by the camp director. All half dosages need to be split prior to the program.
- A parent or guardian must submit a new authorization whenever there is a change in the dosage or medication, or a change in the conditions under which the child or teen is to take the medication.
- If child has any allergies (i.e., food medications, etc.) or dietary restrictions, please advise staff in writing immediately.

## **SITE EMERGENCIES**

If a major or life-threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner

- 911 will be called immediately
- The parent/guardian will be notified





- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.
- All camps have personnel trained in CPR, AED and Basic First Aid

In the event of an emergency or natural disaster, the following procedures will be in effect

- Children will remain on site until an authorized person picks them up;
- In the event of a site evacuation, children will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact parents/guardians should evacuation be necessary
- Program staff will remain with the children until an authorized person arrives.

### **VISITATION AND COMMUNICATION**

- Staff welcomes parents/guardians to visit our camps anytime. Staff recommends scheduling in advance so that parents/guardians may be informed of the program location.
- Parent/guardian must report to the front office before entering the building or any other area the children are occupying at that time. This is a safety precaution for all participants involved in the program.

### **CLOTHING AND PERSONAL BELONGINGS**

Participants should be dressed in appropriate clothing for the program. Closed-toe shoes (preferably tennis shoes) should be worn. Campers should also bring a backpack, sunscreen, and water bottle. PLEASE PUT A NAME LABEL ON EVERYTHING!

### **PARTICIPANT BEHAVIOR MANAGEMENT POLICY**

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following policies regarding behavior management of campers. These policies ensure that each camper will achieve the most positive experience possible.

The following are basic guidelines and are not all inclusive:



**Participants will:**

- Show respect and consideration for other participants and staff;
- Exhibit proper manners;
- Respect equipment, supplies and facilities;
- Communicate positively with other participants and with staff;
- Respect the belongings of others;
- Listen and follow instructions from staff; and
- Participate in activities.

**Participants will not:**

- Use violence, force, intimidation, or other negative behavior;
- Use inappropriate language or name-calling;
- Destroy supplies or property; or
- Bring inappropriate items to the program (weapons, etc.)

The consequence of misbehavior depends on its severity and will be handled on a case-by-case basis.

**LUNCH/SNACKS:**

Campers can buy lunch daily for \$7; or bring their own bagged non-refrigerated or heated lunch. If a camper does not bring any lunch for that day, they will be charged a \$7 lunch fee; and given one of our provided lunches. If buying, please be sure to fill out a lunch slip and return to camp director or the front desk. Campers will be allowed to purchase snacks or drinks from the snack bar at designated snack times. If bringing money, please put in a ziplock bag and label with campers' name. Camper is responsible for all money brought into camp.