DATE: Summer 2012

TO: CampVandy Parent/Guardian

FROM: CampVandy Staff

SUBJECT: CampVandy Registration

Dear CampVandy Parent/Guardian:

Thank you for choosing Vanderbilt University CampVandy. We hope that you and your child will have a fun and exciting time with us this summer. Please read and complete one registration packet (pages including welcome letter) per child.

The registration packet includes:

- Welcome Letter
- FAQ
- Registration Form
- CampVandy Activity Standards & Liability Form
- Rock Wall liability Form
- Behavior Expectations & Discipline Policy
- Youth Programs Policy (2 pages)
- Health History (This form is strictly CONFIDENTIAL for office use only)
- Emergency Contact Information
- Pick-Up Permission Form

CampVandy will hold an Orientation on Tuesday, February 28, 2012, 4:30 p.m. – 7 p.m. Registration officially begins on Thursday, March 1, 2012.

CampVandy begins Monday, May 28, 2012 – August 3, 2012. The Student Recreation Center will be open on Monday, May 28 (Memorial Day), therefore CampVandy will be open and ready for camp!

If you need further assistance or have questions, visit our website at www.vanderbilt.edu/campusreation/youth, email: campvandy@vanderbilt.edu or call 615-343-8186.

Frequently Asked Questions

When does registration begin for CampVandy 2012?

Registration begins on Thursday, March 1, 2012 and thereafter. Space is limited to 150, so it is important to register soon to secure your child's spot. We will not accept early registration packets.

My child was a camper last year. Do I need to complete a packet for this year? Yes. All forms are filed and stored at the end of the summer.

Do you accept faxed applications?

No, faxed packets does not hold a space in CampVandy. When registering, the deposit must accompany the registration packet.

Is a deposit required to hold a spot for my child?

Yes. There is a \$50 deposit due at time of registration for the summer camp for each week of camp your child is registered. This deposit is deducted from your weekly fee and not in addition too your fee.

Does my deposit apply to the cost of camp? Is it refundable or transferable?

Your camp deposit of \$50 per week, per child does apply to the cost of the camp. The deposits are non-refundable and non-transferable.

Are there late fees?

Yes. If you sign your child up for a week that has already begun, you will be charged a \$25 late fee.

Do you offer a daily rate?

Yes, we offer a daily rate of \$50 per day.

Are there any refunds for before and/or after care?

No, we do not offer refunds for before or after care nor do we transfer fees over to other weeks if your child does not use this service.

Are there safety requirements for picking up my child?

Yes, because we care about the safety of your child, when you or the person you designate to pick your child up from camp, it is required for you to present a photo ID. A photo ID must be presented and name of designated person must be on the list at the time of pick up. Anyone who does not bring their photo identification will be required to go to get their id.

Are you accepting applications for Junior Counselors?

No, we will not be using assistance from Junior Counselors.

Are the children separated into age groups?

Yes. Children are separated into age groups for age specific activities.

What is the ratio of counselors to children?

The ratio of counselors to children is 1:10 in order to provide the safest care and instruction.

Is a discount offered for each additional child?

No discounts are offered at this time.

Does CampVandy offer scholarships, financial aid or accept vouchers from the State Department? CampVandy does not offer scholarships, financial aid nor accept vouchers at this time.

Vanderbilt University – Office of Campus Recreation Note: Faxed applications & checks will not be accepted.

Youth Programs Registration Form (1 per child)

For your records, please make a copy of your child's registration form before bringing or mailing to: Vanderbilt University, Student Recreation Center, Office of Campus Recreation, ATTN: CampVandy, PMB 406033 Station B, Nashville, TN 37235

Student Rec Center Member			dparent, Vanderbilt Student, Current erbilt University Medical Center
Please initial the following in Vanderbilt employee/studen		erbilt employee/student, relati	on to child
Community \$155 per week _			
Place a check in	the box next to the session(s) c	child attending. Camp Session	n Hours – 9 am – 4 pm
□ Blue (1)=May 28-June 1*	□ Green (2)= June 4-8	□ Orange (3)=June 11-15	□ Black (4)= June 18-22
□ <u>Platinum (5)=June 25-29</u>	□ Purple (6)=July 2 - 6**	□ <u>Yellow (7)=July 9-13</u>	□ Red (8)=July 16-20
□ <u>Brown (9)=July 23-27</u>	☐ Gold (10)=July 30 - August 3	<u>3</u>	
* CampVandy will be open on !	Mon., May 30, Memorial Day Ho	oliday ** No CampVandy on V	Weds., July 4, Independence Day
Camper Information (Please Child's name	,		_ (circle one) Male or Female
Address			
City			
Birth Date	Age Last Grade co	ompleted in school	
School Name			
T-Shirt: Circle one: Youth size	e or Adult size Circle	e one: small medium	large x-large
Camper's Swimming Ability: Children that cannot swim are o			☐ safe swimmer/intermediate
Family Information Mother/Guardian's Name			
Home #	Work #	Cell #_	
E-mail Address			
Father/Guardian's Name			
Home #			
E-mail Address			
Parent/Guardian Signature			Date
How did vou hear about us	? □ Friend/family □Pav	check Stub □ Other	

CampVandy Activity Standards (Please Read Below- Signature Is Required)

CampVandy provides a great opportunity for children 4-12 years of age to participate in various physical activities for example: rock climbing and swimming. If you choose to allow your child to attend CampVandy, it is your responsibility to provide the necessary help if your child requires special attention to function successfully in this setting, such as following directions and abiding CampVandy Counselors and rules.

You must provide information and or assistance on the following areas: communication, behavioral programs and appropriate response, particular needs for sensory information (touch, hearing, movement sight) (toileting, feeding, etc). If your child requires 1:1 assistance to participate, it is your responsibility to provide an aide. **Parents will be required to come and get any camper immediately who becomes unruly or unmanageable for our staff.**

Date	(Signature of Parent/Guardian)
RELEASE FROM	I LIABILITY BY PARENT/GUARDIAN
age, hereby give permission for the minor child Program, at the Vanderbilt University Student Rec that Program. We understand and agree that trip and understand that the child will be voluntarily pa	hild,, being, years of to attend the CampVandy Day Camp, hereby now referred to as reation Center and any on or off campus field trips offered as a part of its may involve transportation by van or walking. We further recognize rticipating in activities which may expose the child to some level of risk anature of these activities. We acknowledge that the minor child will be assume full responsibility for that risk.
	ysical health and that unless we have notified Vanderbilt University in n an activity due to some physical or mental consideration, the child will ram.
to	ps which are offered as a part of the Program. I / We agree to pay the fees which may be applicable and hereby do release and hold harmless officers, servants, and employees against loss (including reasonable to or action of any kind or nature that may be brought by or on behalf of and all known or unknown foreseen and unforeseen bodily or personal nereof which may be sustained by my minor child or by us arising out of except such liability as may result from gross negligence on the part of andemnify Vanderbilt University for any loss of damage to the premises, center caused by our minor child. Such indemnification shall include ity, including reasonable attorneys' fees. The session of the Program, we authorize the employees of Vanderbilt have our minor child transported to a medical facility and hereby give all treated at any medical facility. I/We take full responsibility for that
I/We have read the foregoing release and underst any claims as defined above.	and that I am/We are voluntarily signing a complete release and bar to
Date	Signature of Parent/Guardian
	Relationship to Minor Child

ROCK WALL LIABILITY FORM

The Vanderbilt University ("Vanderbilt") offers recreational opportunities to and for the benefit of its students, staff, and faculty, including opportunities to participate on a voluntary basis on the Student Recreation Center Climbing Wall.

I, the undersigned, give my child permission to participate on the climbing wall during the activities for the CampVandy of 2012 (hereinafter "activity"). I represent that I am knowledgeable of this activity and the inherent risks of personal injury or property damage to myself and to others that are associated with the activity. Notwithstanding the inherent risks, I wish to assume them by voluntarily participating in this sporting activity and in any travel associated with that activity.

I understand and agree that Vanderbilt accepts no responsibility for my child acts or the acts of others while my child participates in or traveling in connection with this activity.

In consideration of Vanderbilt offering this opportunity and allowing me to participate in this activity, the receipt and sufficiency of said consideration being hereby acknowledged, I hereby release, relieve, discharge, and hold harmless Vanderbilt, its officers, trustees, employees, and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with my participation in this activity or any travel associated with this activity.

By signing below, I acknowledge that I have read and understand the Release of Liability.

IF THE PARTICIPANT IS NOT 18 YEARS OF AGE OR OLDER, THIS RELEASE MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN.

Parent / Guardian Print Your Name:	Date:
Parent / Guardian Your Signature:	
Child's Name (Print):	

2012 Behavior Expectations and Discipline Policy

Please read each of the following and sign below to indicate your understanding of these policies.

CampVandy does not condone and will not permit (Counselors):

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity

A child's behavior is expected to be consistent with the following:

- Use appropriate language at all times.
- Cooperate with staff and follow direction
- Respect other children and staff, equipment and facilities and yourself
- Maintain a positive attitude
- Stay in program areas running away is not acceptable

The Discipline Policy

- If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
- If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parents(s)/guardian and the program director.
- If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
- Failure of the parent(s)/guardian to attend conference(s) and cooperate, will subject the child to immediate suspension or dismissal.

Behaviors which may result in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff.
- Fighting

- Possession of a weapon of any kind
- Vandalism or in proper use of Vanderbilt property or property of others
- Inappropriate conduct
- Running away
- Biting
- Drugs illegal and/or paraphernalia

I have read, understand and agree with the policies as stated in this document and have discussed the expectations of behavior with my child.

Parent/Guardian	
Date	

2012 Youth Programs Policy

Please read each of the following and sign below to indicate your understanding of these policies.

PAYMENT POLICIES

- Payments payments may be made by cash, check or money order only. Credit cards and payroll deduction are not available
- Make checks payable to <u>Vanderbilt</u> <u>University</u>.
- Insufficient Funds you will be accessed a \$30 returned check fee if your check is returned for insufficient funds. A letter from the Office of Campus Recreation will be mailed regarding this matter. Payment must be received in our office within 10 days of receiving notification.

FEES

- Vanderbilt employees/students:
 - \$140 weekly
- Nashville community & surrounding area: \$155 weekly
- \$50 daily rate preference is given to those signing up for weekly sessions. Daily enrollment will be accepted only after weekly patrons are accommodated.
- Before care:

\$5/day or \$25/week -24 hour notice is required for the week your child is attending camp.

\$10/day per care if 24 hour notice is not given.

After care:

\$5/day or \$25/week -24 hour notice is required for the week your child is attending camp.

Due to safety and security concerns and adequate staffing, there will be a \$10 per care fee if not pre-registered and pre-paid in advance. NOTE: Sliding payments under the office door or paying at the welcome center is not acceptable. This fee must be paid in the Office of Campus Recreation located on the 2nd floor of the Student Recreation Center by 5 p.m.

DEPOSITS, CANCELLATIONS, LATE FEES & REFUNDS

 The weekly deposit(s) \$50 non-refundable and non-transferable. The \$50 deposit is a portion of the total weekly fee <u>and not</u> in addition to the weekly fee.

- Full payment is due each Monday morning upon arrival.
- All camp fees must be paid in full for the week your child is enrolled in the Office of Campus Recreation by Monday at 12 p.m. if not, you will be accessed a \$25 late fee. If you are not enrolled for Monday, your payment is due the first day your child attends camp.
- All payments must be received upstairs in the Office of Campus Recreation (OCR) during office hours. The OCR is not responsible for payments left in any other area of the Student Recreation Center.
- Before care and after care cannot be carried over nor will refunds be given for non-use.
- Non-attendance does not entitle to refund. No refunds or adjustments are granted for illness, vacation, cancellation or other personal commitments. Deposits are non-transferable and non-refundable.

TAX IDENTIFICATION NUMBER

- Vanderbilt University ID number for tax purpose is 62-0476822. This number is also located on your receipt. Parents wishing to claim tax credit for child care will be responsible for maintaining their own records.
- Please note there will be a \$25 administrative fee for duplicate receipts. Administrative fee payment must be received via cash or check prior to receiving duplicate receipt. Please allow ten business days for this information. Duplicate receipt can be picked up during office hours Monday – Friday 8:30 a.m. – 5 p.m. or mailed to your home address.
- We cannot fax or mail receipts to your tax preparer.

ARRIVAL/DEPARTURE

- Before care is 7 a.m. 8:30 a.m., if not enrolled in before care, please do not bring your child before 8:30 a.m. <u>Do not</u> bring your child before 7 a.m.
- Dismissal begins at 3:45 p.m. 4:15 p.m. From 3:45 p.m. - 4 p.m. your child will be located on the lounge patio. After 4:15 p.m. children will be located on gym court #1 or in the classroom upstairs.
- After care is 4:15 p.m.- 6 p.m., if not enrolled in after care, please pick up your child between 4 p.m. and 4:15 p.m. Children not picked up

after 4:15 p.m. and not signed up for after care will be assessed a \$10 late care fee per day.

 Before care and after care cannot be carried over nor will refunds be given for non-use.

SAFETY

FOR YOUR CHILD'S PROTECTION -

- You must present a photo ID upon arrival of picking up your child. Anyone attempting to pick up their child without an ID, will be asked to go get their ID.
- Camp counselors and OCR staff are not available to walk child to vehicles at any time.
- Children will not be dismissed from CampVandy without parental <u>written</u> consent.
- Please make sure your authorization for pickup (located on registration form) is up to date.
- These rules have been developed to ensure the safety of your child.

SPECIAL ACCOMODATIONS

 It is your responsibility to provide the necessary help if your child requires special attention, services and accommodations. CampVandy is happy to assist if your child requires 1:1 attention, it is your responsibility to provide aide. Please notify the Camp Director Todd Suttles of any special request.

ILLNESS/EMERGENCIES/MEDICATION

- If your child should become ill during the camp day, we will notify you in addition to providing special care.
- You will be asked to pick your child up early if s/he is significantly ill (fever, vomiting, lice, etc...).
- If your child has a fever or infectious disease, please keep him/her home for the health of other campers.
- Medications bearing a prescription label are the only medications that will be overseen by the staff of CampVandy. Medication must be labeled with the child's name.
- CampVandy staff will not administer medication, including over the counter medicines without written authorization from the parent/guardian.
- Medication will be stored out of the reach of children.

PERMISSION

Photography

 I permit CampVandy to use images of my child as a CampVandy participant in internal and external promotional material. This includes any printed material, print advertising and CampVandy website. I understand my child's name will not be published.

WHAT TO BRING & RECOMMENDATIONS

- Shorts & t-shirt
- Hat
- Swim suit & towel
- Sunscreen
- Lunch
- Non-marking athletic shoes (NO SANDALS)

CONTACTING CAMPVANDY

To notify us of late arrival or to leave a message regarding camp arrangements, email: campvandy@vanderbilt.edu or call (615) 343-8186 during office hours (9 a.m. – 5 p.m.) your message will be relayed to the camp director.

GENERAL INFORMATION

- Parents are responsible for providing lunch.
- CampVandy is <u>not</u> responsible for personal items that are stolen, lost, or misplaced i.e. DSi, trading cards, kindles, ipods, etc...
- You will receive only <u>one</u> complimentary t-shirt during your participation at CampVandy.
- No skate shoes are allowed.
- Please label your child's clothing, lunch box, backpacks, etc...
- For your records including tax records, please make a copy of your child's registration form before bringing or mailing to the Office of Campus Recreation.
- Policies and procedures are subject to change without notification. Check the website for updates.

I have read and understand the policies as stated in this document. Policies and procedures are subject to change without notification.

Parent/Guardian Signature	

Date

2012 CAMPVANDY SUMMER DAY CAMP EMERGENCY CONTACT INFORMATION

CAMPER NAME:			_	
Mother/Legal Guardian:				
		Home Phone:		
Email Address:				
Home Address:				
		Zip Code:		
Father/Legal Guardian:				
Work Phone:	Cell Phone:	Home Phone:		
Email Address:				
Home Address:				
		Zip Code:		
If parent is unavailable in an emergency, notify:				
Name:		Relationship:		
Work Phone:	Cell Phone:	Home Phone:		
Email Address:				
Home Address:				
		Zip Code:		

Date_____

Parent/Guardian Signature_____

NEW 2012 CampVandy Finance Form Please read each statement carefully and initial.

POLICIES & DEPOSITS:

	>	Our policy is designed to ensure that camper's sessions are reserved as requested and to discourage last minute cancellations which make planning and scheduling difficult. The undersigned parent/guardian agrees that they understand that a \$50 non-refundable non-transferrable deposit per week per child is required at the time of enrollment and submission of this packet to reserve a session(s) at CampVandy.
	>	No camp registrations will be accepted who are not in good standing with Vanderbilt Campus Recreation accounting. This is defined as having no outstanding balance or unpaid returned checks from the previous year.
	>	CampVandy is not able to provide refunds of camp fees paid if for any reason a child is unable to participate in the camp program. Non-attendance does not entitle to refund. No refunds or adjustments are granted for illness, vacation, cancellation or other personal commitments. Deposits are non-transferable and non-refundable
	>	All camp fees are due each Monday morning upon arrival or the first day your child attends their enrolled weekly camp.
	>	If you have not pre-registered your child for a session(s), a \$50 deposit per session is due by Wednesday at 5 p.m. before your child's next camp session. If after Wednesday 5 p.m., an additional \$25 (non-refundable/non-transferrable) late fee will assessed. The \$25 late fee will not be applied towards the registration fee balance.
	>	The weekly deposit(s) \$50 non-refundable and non-transferable. The \$50 deposit is a portion of the total weekly fee and not in addition to the weekly fee
	>	All payments must be received upstairs in the Office of Campus Recreation (OCR) during office hours. The OCR is not responsible for payments left in any other area of the Student Recreation Center
LATE F	EE	<u>S</u> :
	>	A \$25 late fee will be assessed if payment is not received by the 12 noon deadline on your child's first day of camp
REFU	IDS	<u>3</u> :
	>	Before care and after care cannot be carried over nor will a refund be given for non-use
Other:		
	>	Insufficient Funds – a \$30 returned check fee if your check is returned for insufficient funds. A letter from the Office of Campus Recreation will be mailed regarding this matter. Payment must be received in our office within 10 days of receiving notification

Parent/Guardian Signature______ Date_____

2012 CAMPVANDY SUMMER DAY CAMP Pick-Up Permission Form

For the safety of your child, we must have on file, a written authorization/permission form from the legal parent/guardian, of all persons permitted to pick-up your child. You may add or delete names in writing at any time. We cannot accept phone messages or notes provided by unauthorized individuals picking up campers. Name of people including parent/guardian that have permission to pick-up your child. A **PHOTO ID** must be presented at time of pick-up.

Parent/Guardian Name:			
Phone Number: (H)	(W)	(Cell)	
Parent/Guardian Name:			
Phone Number: (H)	(W)	(Cell)	
Adult Name:		Relation to child	
Phone Number: (H)	(W)	(Cell)	
Adult Name:	Relation to child		
Phone Number: (H)	(W)	(Cell)	
Adult Name:		Relation to child	
Phone Number: (H)	(W)	(Cell)	
Adult Name:		Relation to child	
Phone Number: (H)	(W)	(Cell)	
Adult Name:	Relation to child		
Phone Number: (H)	(W)	(Cell)	

Parent/Guardian Signature

2012 Youth Programs Health History

This is a health history record to be completed by the parent or guardian. Check special conditions and diseases your camper has encountered.

Camper Name:		
	(Print)	
	Hearing ProblemsAbdominal CrampsContact Lens/Glasses	or attach another sheet): Asthma Fainting Bee stings Other
Allergies (specify):		
Behavior (specify):		
Other (specify):		
CampVandy. Medication must be	labeled with the child's name. ister medication, including over dian.	ns that will be overseen by the staff of the counter medicines without written
☐ My camper takes NO medications of Medication dosage Reason for taking	Specific times taken each day	y
	Specific times taken each day	
If my child is involved in a minor injuritch cream, sunscreen, etc. yes □	ry, I authorize CampVandy staff t no □	o provide first aid care i.e. bandages, anti-
Parent/Guardian Signature		Date