

SC-Pacific Camps and Family Resources

Site _____

Original Start Date ___/___/___

2010 - 2011 Registration Form

Today's Date ___/___/___

How did you learn of Pacific Camps? Friend__ Banner__ Promotional Event__ Flyer__ Other_____

Child's Legal Name: _____ Birth Date: ___/___/___ Sex (Circle) M F

Allergies: _____ Special Conditions: _____

Please apply **sunscreen** on my child __ Yes __ No My child can use any **sunscreen** lotion provided __ Yes __ No

Name of School: _____ Grade Entering Sept. 2010: _____

Home Address: _____ City: _____ Zip: _____ Phone: _____

All adults 18 and older sharing the home with the camper: _____

Father's Legal Name: _____ Home Phone: _____

Father's Address: _____ City: _____ Zip Code: _____

Father's Place of Employment: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Father's CA Driver's License No.: _____ Exp. Date: _____ SSN: _____

Mother's Legal Name: _____ Home Phone: _____

Mother's Address: _____ City: _____ Zip Code: _____

Mother's Place of Employment: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Mother's CA Driver's License No.: _____ Exp. Date: _____ SSN: _____

Health Insurance Information

Insurance Company: _____ Plan: _____ Group #: _____

Doctor's Name: _____ Phone: _____ Dentist's Name: _____ Phone: _____

Emergency Contact (If Unable to Reach Parents):

Name: _____ Relationship to Camper: _____ Phone: _____

Emergency Medical Consent

I hereby consent to Pacific Camp Family Resource, Inc., to obtain all emergency medical or dental care prescribed by a Licensed Physician, Osteopath, or Dentist for my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or wellbeing of my child.

Parent/Guardian Signature: _____ Date: _____

Persons Other Than Parents Who Are 16 Years of Age or Older and Authorized To Pick Up Your Child:

1. Name: _____ Phone: _____ Cell: _____

2. Name: _____ Phone: _____ Cell: _____

3. Name: _____ Phone: _____ Cell: _____

Persons Not Authorized to Pick Up Camper: (Note: Court Documentation Is Necessary If This Is A Parent)

1. _____ 2. _____

Office Use Only

E1 E4 T1 Carowinds Rec# _____

E2 E5 Shirt

E3 E6 E1

Parent Handbook

I have read, understand, and agree to follow Camp policies, procedures, and enrollment conditions. I further understand and agree:

1. To allow my child's image to be used in any and all promotional photographs, videos, or websites.
2. Not to hold Pacific Camps responsible for any articles of clothing, personal belongings, or personal athletic equipment that is lost or damaged by theft, fire, natural disaster, or other occurrences.
3. That Pacific Camps provides no accident medical protection.
4. That by signing my child into the daily program, I am giving Pacific Camps permission to transport my child off Camp property and my child will participate in field trips.
5. At Pacific Camps children are served without regard to race, color, National or ethnic origin or in any other category protected by law. Pacific Camps reserves the right to make decisions regarding camper participation due to physical and/or mental limitations or disabilities. Children with special needs may be enrolled upon mutual agreement between the parents and the Director. Reasonable accommodations will be made for individuals with disabilities. Modifications to policies or procedures can be made if the modifications do not fundamentally alter the services the Camp provides or adversely affect the operation of the program.
6. Arbitration- By signing below, I understand that any dispute involving Pacific Camps and myself or my child shall be resolved by way of arbitration through the rules and regulations of the American Arbitration Association. Each party shall bear its own costs and attorney fees in connection with any such action, to the extent allowed by law.
7. By my signature below, I am responsible for all financial obligations incurred to Pacific Camps for this child.
8. As the Parent or Authorized Representative, I hereby give consent to Pacific Camp Family Resource, Inc. to obtain all emergency medical or dental care prescribed by a duly Licensed Physician (M.D.), Osteopath (D.O.) or Dentist (D.D.S.) for my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of my child.
9. There are no refunds or credits given. (For example, but not limited to: If your child is expelled for disruption or other bad behavior, there is no refund provided by Pacific Camps.)
10. **Please Note:** When offered, our non-school day activity programs run from 9:00 AM to 4:00 PM. Please drop off your child before 9:00 AM and pick up your child after 4:00 PM in order to ensure that your child does not miss that day's event.

Parent/Guardian Signature: _____ Date of Admission: _____

Child's Legal Name: _____

Our mission is to build individual relationships with children to bring them and their families into a relationship with Jesus Christ. We seek to accomplish our mission by enriching the lives of children through quality recreational child care programs and enhanced family provider services.

POLICIES & PROCEDURES OF PACIFIC CAMPS AND FAMILY RESOURCES

Throughout the following information, "Parent" is defined as any person living with a child who has responsibility for the care and welfare of the child.

GENERAL INFORMATION:

- The parent signing the child's registration form is considered the **financially responsible party for that Child**. If both parents wish to be considered the responsible party both parents must sign the registration form.
- Pacific Camps **staff is trained annually** in first aid and CPR, child abuse detection, self-esteem, communication and discipline and are fingerprinted as required by law. The background check includes CACI, DOJ, and FBI. Our school bus drivers are certified through the state and are fingerprinted through the DOJ.
- "**Parent Information**" is located at the front desk area. Important notices, schedule changes and upcoming events will be posted in this area. It is your responsibility to stay updated. **Check Information Board for Notices Daily**.
- It is a requirement that **every child be signed in and out using your full legal name in the log sheet** at the front desk.
- Pacific Camps serves Kindergarten through Eighth Grade children from the hours of 7:00 AM to 6:00 PM, Monday through Friday and observes all Federal Holidays unless otherwise noted.
- Pacific Camps is a **Christian Ministry** that seeks to spread the gospel of Jesus Christ. Chapel times and teaching of Biblical truths are part of our weekly programming.
- The staff to child ratio meets all state Licensing Requirements for each of its programs it provides.
- Pacific Camps **prohibits the use of tobacco, alcohol or non-prescription drugs** on Pacific Camps' premises. Pacific Camps reserve the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.
- **Please label all of your children's personal belongings** with their names.
- All children must **wear close-toed shoes** while in attendance.
- Children are required to wear **Camp T-Shirts** every day school a field trip is planned. Camp shirts must be seen. If a child does not have a Camp T-shirt, one will be provided for him/her and a fee of \$10 will be charged to his/her account. (No altered shirts, half shirts, cut sleeves, etc.)
- Pacific Camps generally schedules "**G**" or "**PG**" **rated movies** for our field trips and/or onsite events, however, if a "**PG 13**" movie of appropriate matter is available, it may be included.
- Pacific Camps has a snack bar from which your child may purchase snacks. Prices vary starting at \$.10. We have **2 Snack** times per day (am and pm). You may prepay for your child's snacks at the front desk. Children may also bring their own snacks from home.
- **Parents are required to provide a lunch for their children each day**. Lunch must be present with your child at the time of sign in. A \$10 charge will be added to your account if Pacific Camps needs to provide a lunch for your child.
- Pacific Camps will not be responsible for storing, microwaving, refrigerating or freezing any items.
- Pacific Camps' phones may be used by children in **emergency** situations only. Children are not allowed to use cell phones unless pre-approved by a Director. Pacific Camps cannot be held responsible for lost or stolen cell phones.
- **Pacific Camps provides no accident medical protection**.
- No electronic devices are allowed at Pacific Camps.

DISASTER PLANS: In the case of an emergency or disaster, the following procedures will be implemented:

- All children will remain with Pacific Camps staff on the premises or at the designated emergency relocation site, as listed on our Emergency Disaster Plan, for up to 72 hours unless an injury requires release to an emergency medical facility.
- Please do not phone Pacific Camps. Emergency Cellular Phone numbers are: , **Hayden 864-838-5988, Seana 805-212-2353 or Ed 805-432-6128**.

REGISTRATION AND TUITION:

- A **Registration Fee** and **Weekly Tuition** is required for your child to attend any Pacific Camps program.
- **Weekly tuition** is due and payable in advance by Friday evening for the next week your child is attending. A late fee of \$15 will be charged if not paid by Friday evening and services may be terminated if delinquency is consistent. If delinquent over 30 days, Pacific Camps will begin a collection process on accounts as deemed necessary. **Billing statements are not sent out unless there is a balance owed**.
- **There are no refunds, rollovers or credits given**.
- Pacific Camps accepts cash, checks, money orders, Master Card, Visa, Amex, Discover and other subsidized methods of payment.
- **Checks returned** from the bank will be subject to a \$25 service charge. If three checks are returned you will be expected to pay with cashiers check, money order, cash or credit card for at least 6 months.

- **Camp closes** promptly at 6pm and children picked up after close will be assessed a late pick up fee of: \$15 for the first 15 minutes (6pm to 6:15pm) and \$1 for each minute thereafter. (This is per child.) Three or more late pick-ups will result in a doubling of late fees. (This is per child.)
- **Copies of enrollment forms and sign in log** sheets will only be released upon written request by the enrolling parent or court order. A minimum \$25 fee will be charged per quarter of forms requested and may take up to 3 weeks to be processed.
- Pacific Camps will issue **1 account/financial statement** per household per year upon written request. Additional copies can be made available for a fee of \$10. A tax statement will be given upon request only if your account is current.
- Pacific Camps reserves the right to **change our policies and/or procedures** at any time after 30 day written notification.
- Pacific Camps requires a two (2) week written notification when terminating services.

HEALTH:

- All Pacific Camp staff are **mandated reporters** and are required by law to report any suspected child abuse (physical, sexual, verbal or emotional) to Child Protective Services.
- If a child shows **signs of illness** while at Pacific Camps, he/she may not be admitted or may be sent home. If sent home, parent or authorized person will be required to pick up the child **within one hour**. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from Pacific Camps for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication.
- We **must** be notified if your child has a **communicable disease** (lice, chickenpox, fifth disease etc.), as it is our responsibility to notify other families of the risk and the Health Department/ Community Care Licensing. Pacific Camps has a no Nit policy as it pertains to Lice.
- If a child is involved in a minor accident while at Pacific Camps a **"Parent Information Notification"** will be written and given to parent. If a physician's care is needed, parents will be contacted immediately and emergency procedures will be followed. A Doctor's note must be submitted to the Director for review before a child may return to Pacific Camps after injury or illness.
- Pacific Camps will **administer medication** to children only when a parent has completed a medication card. I/We hold Pacific Camps and Family Resources harmless of any damages or responsibility due to insufficient storage or refrigeration of medications.
- **Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name** on it. Children may not bring self-administered medications that have not been cleared through the Director.

BEHAVIOR:

Pacific Camps reserves the right for the Director to suspend a child from Pacific Camps at any time for any length of time. If deemed necessary by the Director, a parent will be notified to come and pick up their child within one hour.

- Pacific Camps is designed for children who want to cooperate and participate in activities. Each child's good behavior is imperative to the success of Pacific Camps. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. We reserve the right to dismiss any child whose behavior hampers the Camp experience for others without refund of fees paid.
- Pacific Camp's discipline is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structured boundaries required. Any form of discipline involves specific learning processes.

Below are examples of behavior and resulting corrective actions. These lists are not meant to be exhaustive:

Minor behavioral incidents:

BEHAVIOR Yelling inside, picking on others or cheating

CORRECTIVE ACTION 2 min. to 5 min. of silent time out and debrief, sit out of activity or have a privilege denied

Major behavioral incidents:

BEHAVIOR Talking back to staff, not listening to staff, fighting/aggressive behavior, swearing, damaging property or running away from staff

CORRECTIVE ACTION A parent conference will be necessary for all major behavioral incidents. This meeting will consist of a discussion of the child's behavior, outlining a plan of action to eliminate the behavior, and a discussion of the consequence for that day's behavior and for if the behavior should persist. All of this will be documented on our Parent Conference Record (**PCR**) and signed by the site director, the parent and the child. The PCR will then be filed in the camper's file for future reference. Any unusual incidents will be reported to CCL.

Consequences for both minor and major behavioral incidents are at the **discretion of the site director**. Except in the case of aggressive behavior towards others where the Pacific Camps' policy is suspension with a parent conference. The duration of the suspension is up to the discretion of the site director.

Pacific Camp Family Resource, Inc.
Assumption of Risk, Release of Liability & Indemnity Agreement

In consideration of the services of Pacific Camp Family Resource, Inc., their agents, owners, officers, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf, including designers, manufacturers, and installers of any climbing walls & skate parks, equipment, or programming (hereinafter collectively referred to as "Pacific Camps"), I, (hereinafter also referred to as "climber, skater, participant, or camper") hereby agree to release and discharge Pacific Camps on behalf of myself, my children, my parents, my heirs, assigns, or personal representative and estate.

I acknowledge that climbing on artificial climbing wall, fixed or portable, or the use of other climbing apparatus, or the use of skate park equipment entails many inherent, known, and other unanticipated risks which could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that such risks cannot be eliminated without jeopardizing the essential qualities of the activity. I also know and accept that climbing or instruction by Pacific Camps is not intended to prepare me for the risks and hazards of outdoor climbing or other use of climbing equipment and facilities. I know that by participating in the activities described, I risk personal injury or death from many causes, including (but not limited to) the following: (a) slips, trips, or falls while using the facilities or equipment, climbing walls, and skate parks, loose and/or damaged artificial holds, landing surfaces, floors, stairs, and/or ramps; (b) entanglement with ropes or other equipment; (c) failure to climb or belay safely or within my own ability; (d) misuse or failure of the facilities or equipment; (e) involvement in falls of other persons or their equipment, or involvement in falls in which I or my equipment strikes or becomes entangled with others; and (f) reliance upon inexperienced persons assisting me in the preparation, inspection, or use of harnesses, and other equipment.

I know that risks exist in all places and in all activities conducted by Pacific Camps, including the use of climbing walls, skate parks, program events, or transportation to or from an event as well as in the use of other equipment, and participation in classes or activities sponsored by Pacific Camps. I also know that safety equipment, proficiency checks, supervision, and enforcement of rules by Pacific Camps do not and cannot guarantee my or my child's safety. Therefore, I Freely Accept and Fully Assume the Risk That I or My Child Can Get Hurt, not only in the ways described above, but also in ways that are unknown and unexpected, and even if I follow the instructions or advice of Pacific Camp's employees.

I choose to use Pacific Camp's facilities and equipment in spite of the risk of injury or death, and in addition to the representations I have made above, I agree as follows:

I Hereby Waive And Release Any And All Claims that I or my heirs have or may have in the future against Pacific Camps for any loss, damage, expense, or injury, including death, suffered from or in connection with my use of these facilities or equipment, or participation in activities sponsored by Pacific Camps, due to any cause whatsoever, including Negligence on the Part of Pacific Camps.

Parent Initials: _____

I Hereby Relieve Pacific Camps From Any Duty To Protect Me From Harm, and agree that even if Pacific Camps chooses to implement safety procedures, such actions shall not alter the fact that Pacific Camps has no duty to protect me.

Parent Initials: _____

I Will Hold Harmless And Indemnify Pacific Camps for liability for property damage or personal injury, including death, to myself and any other person resulting from or arising in connection with my use of these facilities or equipment, or participation in activities sponsored by Pacific Camps.

Parent Initials: _____

I have had sufficient opportunity to read and understand this Agreement and intend that it be binding on me, my heirs, executors, administrators, administrators, and assigns.

You can get hurt using these facilities and equipment. If you do not wish to accept the risk of injury or death, then you may return this release unsigned.

Parents of children under Age 18 Must Sign This Section and Initial All Blanks Above.

I am the parent or guardian of the minor named above. I hereby make and enter into each and every representation, waiver, release and indemnity described above on behalf of myself, the minor, and any other parent or guardian of the minor. I intend to give up my right, the minor's right, and the right of any other parent or guardian to maintain any claim or suit against Pacific Camps arising out of the minor's use of Pacific Camp's facilities or equipment, or participation in activities sponsored by Pacific Camps. I believe and represent that I HAVE LEGAL AUTHORITY TO MAKE THESE WAIVERS AND RELEASES, and I agree to indemnify Pacific Camps for all liability arising out of any lack of authority on my part to make such waivers and releases.

Signature of Parent

Parent's Name (Print)

Child's Name (Print)

Date

Recurring Billing

Section I

___ No, do not set me up for automatic payments each week. I would prefer to pay my tuition manually each week.

*If checking no, please skip to section II.

___ Yes, please set me up for automatic payment **each week on Friday, beginning immediately.**

*If checking yes, please fill in the remainder of the page and sign and date at the bottom.

Checking account: Please attach a voided check

or

Credit Card: If yes, please check one of the following:

__ Visa __ Master Card __ Discover __ American Express

Name EXACTLY as it appears on card: _____

Card Number: _____

Expiration date: _____

CVV2 value: (3 digit security code on back): _____

___ I authorize PACIFIC CAMPS FAMILY RESOURCES INC. to charge any and all accounts on file including but not limited to checking, savings, or credit cards for child care service, snacks, late fees, or any other fees associated with my account. I will notify the billing department one week prior to changing amounts, cancelling or suspending recurring billing.

Section II

Please fill in all children's names and program rate for each child:

Child's Name

Program rate

Child's Name

Program rate

Child's Name

Program rate

Child's Name

Program rate

Your signature below indicates that you accept the financial responsibility to pay the above named child(ren's) payment(s) to Pacific Camps and Family Resource, Inc.

Name of Responsible Party (Print)

Signature

Date

**Transportation
Child Drop Off/Pick-Up Policy
Vehicle Guidelines**

The child drop off/pick-up form must be filled out on a weekly basis, even if your child's schedule never changes. This form must be completed in order for your child to attend the After School Program. Please turn in no later than Friday, for the next week. PACIFIC CAMPS IS NOT RESPONSIBLE FOR PICKING UP CHILDREN WHO DO NOT HAVE A CURRENT "CHILD DROP OFF/PICK UP FORM" ON FILE. It is the Parent/Guardian's responsibility to **inform Pacific Camps of any changes to your child's schedule.** This must be done **no later than 10:00 am** the day of the change. The only exception would be something beyond your control such as your child going home from school due to illness, in which case, you should notify Pacific Camps as soon as possible. **Your cooperation in this matter is essential to the effectiveness and safety of our program.** A \$10 fee will be charged if you fail to call us and cancel your child's pick-up for any given day your child will not be attending. **A suggestion for avoiding some of the following fees:** Talk to your child's teacher and let him/her know that your child has to catch a Pacific Camps vehicle to go to afternoon childcare. Please be aware, however, that you will be responsible for the following fees even if the teacher holds your child after school.

Additional Fees

There will be an additional fee of \$10 per day per child for any combination of the following three violations. (Fees will double after the fourth violation).

- NO FORM-** If you have not completed a "Child Drop Off/Pick-Up Form" for the week and your child arrives expecting a ride, Pacific Camps will take them, and there will be a charge. (The "Child Drop Off/Pick-Up Form reserves seats on Pacific Camps vans/buses.)
- NO CALL-** If your child is scheduled for transportation by Pacific Camps but was transported by someone else without notifying the Pacific Camps Front Desk, there will be a charge. Locating a child who did not show for scheduled transportation takes several staff members and their time.)
- 2ND TRIP-** If your child misses a scheduled pick up **for any reason** and we must return to the school to pick them up, there will be a charge. Please encourage your child to be at the designated pickup area on time. (Second trips take time and may pull a driver away from other scheduled responsibilities.)
- SPECIAL TRIP-** Any extra trips to school to pick up your child outside of our regular pick up route. This would include: breakfast, band, sports, etc.

Parents are Required to Review Transportation Guidelines with Their Child/Children

- Campers are to report to the Pacific Camps vehicle after the bell rings or when dismissed from class.
- Once children board the Pacific Camps vehicle, children may not leave the vehicle for any reason. This means, wanting to talk to friends or for any item(s) left in the classroom/school. It is the child's responsibility to gather all things before coming to the vehicle.
- Campers may not stand up, move around, or unbuckle their seatbelt once they enter the vehicle.
- Once seated, the child's back should be against the back seat with their seat belt tightened.
- Campers may talk in the vehicle without yelling, screaming, or cursing.
- Campers may not eat food in vehicles and food must remain in their backpacks.
- Campers may not drink in the vehicles and drinks must be sealed and unopened in their backpacks.
- If any child destroys property in the vehicle, the parent(s) will be held liable to replace the item(s) broken.
- Campers are not allowed to use cell phones unless pre-approved by a Director; this includes while riding in Pacific Camp's vehicles.
- Drivers are on scheduled routes, and they pick up children from more than one school, therefore, children need to promptly arrive at the pick up area to ensure that all children can be picked up in a timely fashion.
- Campers are to enter/exit the vehicles without shoving and pushing.
- Campers are to exit the vehicle with all of their belongings.

Child's Full Legal Name: _____ Date: _____

Parent Signature: _____ Date: _____

Pacific Camps Policy for Season Passes to Carowinds

Hello Parents!

This summer we will be offering optional Carowinds and Boomerbang Bay field trips. Parents may choose to purchase season passes for their children allowing them to participate in the field trips. These field trips are completely optional, and there will be on-site activities scheduled for all campers who choose not to participate. **Only campers with season passes will go to Carowinds or Boomerbang Bay.**

As always, it is necessary for Pacific Camps to hold the passes over the summer to ensure the passes are not misplaced, and that they are readily available for each trip. If your child needs her or his season pass for a non-camp trip, you will be able to check-out the pass and will need to check the pass back in as soon as possible to your camp director. If your child's pass is not checked back in, he or she no longer has a season pass when going with Pacific Camps, and a fee may apply.

In order to purchase a season pass through Pacific Camps, agreement to this policy and payment is required. Please initial the plan that you would like to purchase below. Your signature below signifies that you understand and agree to follow Pacific Camps' Carowinds season pass policy. Pacific Camps has a no refund policy.

Type Of Season Pass	Purchased By 5/31	Purchased After 5/31
Combination Pass	\$60	\$70

Yes, I want to purchase a **Combination Pass** for my camper.

No, I do not want to purchase any type of season pass for my camper.

Parent Name

Parent Signature

Camper's Name

Camper's Name

Camper's Name

Camper's Name

.....

----- OFFICE USE ONLY -----

Receipt #: _____

Date: _____

MM