



# City Trekker Spring Camp 2020 Registration Form

**Dates**

March 23 – 27, 2020

**Registration Fee**

Family Member: weekly rate - \$225/week

Non-Members: weekly rate - \$250/week

**Become a Family Member:** Save on tuition by becoming a *Family* Museum Member. Just add your \$80 membership fee to your total on this camp registration form.

**Sibling Discount Policy:** First child pays regular rate. Each additional sibling receives \$10 off weekly session that both children are registered.

**Extended Day AM** (8:00 a.m. - 8:45 a.m.) is available for an additional \$10 per day per child.

**Extended Day PM** (4:15 p.m. - 6:00 p.m.) is available for an additional \$10 per day per child.

**\*Regular drop-off time is 8:45 a.m. - 9:15 a.m. Regular pick-up time is 3:45 p.m. - 4:15 p.m.**

**CHILD INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  M  F

School: \_\_\_\_\_ Grade (2019 - 2020): \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

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

Phone#: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email(s): \_\_\_\_\_

Does Child Have a Documented Disability?  Yes  No

If yes, please describe: \_\_\_\_\_

Does your child require Extended Day AM and/or PM Care?  Yes  No

If yes, please select:

Extended Day AM Day(s): \_\_\_\_\_

Extended Day PM Day(s): \_\_\_\_\_

**PAYMENT INFORMATION**

TOTAL (family membership + tuition - discounts + extended day fees) = \$ \_\_\_\_\_

Form of Payment:  Check made payable to "Coral Gables Museum"  Cash or money order

Credit card information:  American Express  MasterCard  VISA

Account Number

Security Code

Exp. Date

Signature

**AGREEMENT FORM**

- I CERTIFY THAT I HAVE READ AND UNDERSTAND the Camp Policies and agree to respect and uphold these policies. \_\_\_\_\_
- I CERTIFY THAT I HAVE RECEIVED A COPY of the Camp Policies and agree to respect and uphold these policies. \_\_\_\_\_
- I HEREBY GRANT PERMISSION for my child/ren to participate in all Camp field trips and activities unless otherwise stated in writing and presented to the School and Family Programs Manager. \_\_\_\_\_
- I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under this authority. \_\_\_\_\_
- I GIVE CORAL GABLES MUSEUM PERMISSION to take and use photographs, slides and recordings of my child as may be needed for records or public relations. \_\_\_\_\_
- I UNDERSTAND that the City Trekker Camp Program reserves the right to decline acceptance of an application or to dismiss a child from programs/classes if attempts to remedy unsatisfactory situations and behavior cannot be resolved. \_\_\_\_\_

**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RELEASE FORM**

Please provide us with the names of all people to whom the child may be released during and/or at the end of the day (including parents/guardians). Should an unauthorized person arrive to Camp and attempt to pick up your child, your child will remain at the Camp until you have been contacted and have given us written permission to release your child to such person.

Please include your name and phone number, as well as those of any family members.

- |                |                     |               |
|----------------|---------------------|---------------|
| 1) Name: _____ | Relationship: _____ | Phone # _____ |
| 2) Name: _____ | Relationship: _____ | Phone # _____ |
| 3) Name: _____ | Relationship: _____ | Phone # _____ |
| 4) Name: _____ | Relationship: _____ | Phone # _____ |
| 5) Name: _____ | Relationship: _____ | Phone # _____ |

I give permission for the people above to pick up and sign out my child anytime they are at the City Trekker program.

**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HEALTH FORM**

If your child has allergies, please list below and provide an Emergency Action Plan, as designated by your child's physician.

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If there are any health concerns (physical, mental or social) pertaining to your child that you feel need extra attention or consideration, please indicate them below.

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**MEDICATION POLICY AND AGREEMENT FORM**

Please note that museum staff are NOT able to administer daily medication to campers, please do not send medication with your child. If a child is required to carry an Epi-pen, a copy of the prescription will need to be provided to the museum, and the child will be responsible to bring and take home their Epi-pen daily.

Under no circumstances should children carry medications around with them while in attendance at our program.

**Coral Gables Museum honors the privacy of families and individuals in regard to health conditions and medications and will not discuss the private health issues of campers with individuals who need not be privy to such information.**

Coral Gables Museum and its agents will be held harmless in the event of reactions of any kind, illness, or death resulting from the child's use of any medication while attending City Trekker Spring Camp.

Coral Gables Museum reserves the right to refuse to administer medications. In such an event all deposits and tuition paid will be refunded in full.

I, THE UNDERSIGNED, agree to indemnify and hold harmless the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under its authority.

**Parent/Guardian Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CITY TREKKER CAMP POLICIES

**CAMP STAFF:** Camp staff are carefully screened and selected for their activity skills, level of enthusiasm, ability to work well with children, and good judgment. In addition, training is provided on safety procedures and expected conduct, as well as program planning and implementation. All staff undergo extensive background checks.

**SAFETY FIRST:** Safety is our first priority. All camp instructors are CPR and First Aid Certified.

**REGULAR DROP-OFF:** Regular drop-off takes place from **8:45 a.m. - 9:15 a.m.** Drive west along Aragon Avenue and pull into the drop-off/pick-up zone on the right shoulder directly in front of the Museum's main entrance. Campers **MUST** enter from the Museum front door (on Aragon Ave), parents must sign their child in, and a councilor will take the kids into the camp room. Pick up will be the same, parents or guardians must come **inside** and sign out their child at the Museum front desk. You may **NOT** leave your child at camp if we are missing any of the **MANDATORY FORMS**.

**REGULAR PICK-UP:** Regular pick-up takes place from **3:45 p.m. – 4:15 p.m.** Your child will be waiting with his/her group and counselor inside the Museum complex. Authorized persons may drive/walk to the Museum's main entrance on Aragon, just as in morning drop-off. Counselors will verify that the adult is on the authorized pick-up list, request the adult's signature and release children to that person. **IMPORTANT:** Any person picking up your child needs to be listed on the Release Form for safety and security reasons and able to show proof of identification at the time of pick-up. **PLEASE NOTE:** Children not picked up by 4:30pm will automatically be placed in our Extended Day program and charged a \$10 fee to cover staff and snack expenses. **There is an additional fee of \$15 per minute for each child still in the care of camp staff after 6:00pm.**

**EXTENDED DAY A.M.:** Extended Day A.M. (early drop-off) is available from **8:00 a.m. to 8:45 a.m.** You should register children in advance for Extended Day AM at a rate of **\$10/day**. Children will have supervised play time. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and check-in with the Extended Day A.M. Supervisor. Should a child be dropped off early without being registered for Extended Day A.M., the \$10 fee will be added to their tuition balance.

**EXTENDED DAY P.M.:** Extended Day P.M. (late pick-up) is available from **4:15 p.m. to 6:00 p.m.** You should register children in advance for Extended Day P.M. at a rate of **\$10/day**. Children will have supervised play time. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and sign out their children with the Extended Day P.M. Supervisor. Should a child be picked up late without being registered for Extended Day P.M., the \$10 fee will be added to their tuition balance.

**LUNCH AND SNACK:** Please pack a lunch and snack that does not require refrigeration. Pizza provided on Friday.

**CLOTHING:** It is recommended that children wear comfortable walking shoes (sneakers, Crocs, etc.) and clothes that can get messy. **NO SANDALS PLEASE.** Label personal items so they can be easily identified if lost or misplaced. Include a change of clothes for young ones in their backpacks.

**TOYS:** Please stress to your children that video games, playing/trading cards, stuffed animals and similar toys should stay at home. Any belongings that arrive with a child will be their responsibility to carry and keep track of throughout the day. The City Trekker Camp program is not responsible for lost items.

**CELL PHONES:** Children should not carry cell phones at camp. Should you need to communicate with your child during the day, you may call the Museum's main line (305) 603-8067.

**LOST AND FOUND:** Lost items will be held in the Museum Education Office.

**BEHAVIOR:** Respecting others and the property of others is the key to having a great time at camp. Campers are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will go over camp rules in the morning, use a positive approach to discipline and seek parental support to resolve behavior issues and to encourage positive behavior. We apply a "three strike" system to misbehavior: first strike is a warning, second is a trip to Camp Programs Manager; third is a call home. Any act of physical violence, or invasion of personal space will be met with immediate attention. The camper will be sent home for the rest of the day, week or summer, depending on the decision made by the Camp Programs Manager. Campers who remain disruptive after consultation with the parents may be dismissed from the program.

**ILLNESS:** If a child claims to not feel well, they will be attended to in the first aid area of the Museum Education Office. No medications will be administered, unless authorized. It is our policy to ask all parents to keep home any camper who exhibits any of the following symptoms (accordingly, we reserve the right to contact a parent or emergency contact to have the camper picked up if they exhibits any of the following symptoms): diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, pinkeye/conjunctivitis, vomiting, contagious rashes, unidentifiable rashes, fever (over 100 degrees orally) and head lice.

In the event of a health emergency, the Coral Gables Museum will send the camper to the nearest medical facility for emergency care via local Fire Department Ambulance Service.

**INCLIMENT WEATHER POLICY:** All outdoor activities are suspended during inclement weather. Alternate indoor activities will be offered. There are no refunds due to inclement weather. City Trekker Camp programs will close following the National Hurricane Center warning for our area.

**PAYMENT:** Payment can be made by cash, check, money order, VISA, MasterCard or American Express. **Each session must be paid in full by the Friday prior to the start of camp.** Walk-up registrations on the day of Spring Camp will be charged an additional \$20 late fee. Fees that accrue following initial registration payment, such as unexpected extended day fees, must be paid in a timely manner. Invoices will be issued to registrants with outstanding balances.

**REFUND POLICY:** Full tuition refunds will only be given if written notice is provided more than 7 business days before the first date of the program, less a \$50 administrative fee. Withdrawal within 7 business days of the first date of the program will result in a 50% refund, less a \$50 administrative fee.