



## Participant Information Sheet

(Mandatory information for your child's safety, please answer **all** questions. Thank you.)

### PARTICIPANT'S INFORMATION

Participants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ M \_\_\_\_ F \_\_\_\_ Age: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION:

Mother / Guardian: \_\_\_\_\_

Phone # (day) (\_\_\_\_\_) \_\_\_\_\_ Phone # (other) (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Father / Guardian: \_\_\_\_\_

Phone # (day) (\_\_\_\_\_) \_\_\_\_\_ Phone # (other) (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Child resides with: Mother \_\_\_\_ Father \_\_\_\_ Both \_\_\_\_ Other \_\_\_\_

To ensure the safety of the child we require all parents /guardians provide photo ID when picking up their child. You must let staff know if someone else is picking up your child and they too must have ID

### EMERGENCY CONTACT INFORMATION (other than above)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone # (day) (\_\_\_\_\_) \_\_\_\_\_ Phone # (other) (\_\_\_\_\_) \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone # (day) (\_\_\_\_\_) \_\_\_\_\_ Phone # (other) (\_\_\_\_\_) \_\_\_\_\_

**MEDICAL INFORMATION**

Saskatchewan Health Card # \_\_\_\_\_

Does your child: (if yes please explain)

1. Have any medical conditions?

\_\_\_\_\_

2. Take any medication (include type, dosage, times of self-medication)?

\_\_\_\_\_

3. Have any allergies (include those to food, medication and environment)?  
(Please note that the Southeast College Campus is **NOT** a nut free zone.)

\_\_\_\_\_

4. Have any limitations as a result of the above that would mean the child could not participate in activities?

\_\_\_\_\_

5. Have any special needs or fears that the leaders should be aware of?

\_\_\_\_\_

6. Please list any other comments or concerns that you may have.

\_\_\_\_\_

\_\_\_\_\_

**DROP OFF AND PICK UP REGULATIONS**

Children can be dropped off between 8:00 and 8:30. You will not be able to drop off earlier as the Campus is not staffed prior to 8:00. Pickup is between 4:00 and 4:15. Please do not be late as the Campus closes at 4:30 p.m. sharp. Late pick-ups will be charged as follows: \$20.00 late fee plus \$1.00 per minute for every minute after 4:15pm. A sign-in and sign-out policy will be strictly adhered to, therefore, an authorized person will be required to come into the Campus at the beginning and end of the day.

Please complete the Sign-out Authorization on the next page.

**SIGN-OUT AUTHORIZATION**

Children must be signed-in and out each and every day. If your child is being picked up by someone other than yourself, we must have your authorization and include their name below. Each person picking up children will be required to show ID for us to verify their identity.

The following people are authorized to pick up my child from the Southeast College for Kids Summer Day Camp program. I understand my child will be allowed to leave with these individuals only. Identification will be required.

Child's Name: \_\_\_\_\_

**(Parents/Guardians, please include yourselves)**

**Authorized Person #1:** \_\_\_\_\_

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

**Authorized Person #2:** \_\_\_\_\_

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

**Authorized Person #3:** \_\_\_\_\_

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

**Authorized Person #4:** \_\_\_\_\_

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

To ensure the safety of the child we require all parents /guardians to provide photo ID when picking up their child. You must let staff know if someone else is picking up your child and they too must have ID.

**\*Name of any persons NOT allowed to pick up my child:**

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

**Date:** \_\_\_\_\_

**FIELD TRIP PERMISSION**

During the summer, participants may be given the opportunity to go off-site on field trips within walking distance of the college. In the off chance that the field trip requires transportation within City limits please provide your authorization below.

My son/daughter has permission to accompany Southeast College Instructors and volunteers on said field trips. I understand that outdoor exploration will take place during the Camp and I am aware that my child will be exposed to sun, insects and wood ticks. I understand that it is my responsibility to apply sunscreen and bug spray to my child before bringing him/her to Camp every day and I give permission to the instructors to assist my child in re-applying sunscreen and bug spray when necessary.

While every reasonable precaution is taken with the Southeast College for Kids day camp, I recognize that there are inherent risks associated with the programs. I hereby agree to release the Southeast College from all claims, liabilities, obligations and costs which I may have against the College and its perspective agents, servants and representatives, arising out of injury, loss or damage that I or my child may suffer while I or my child participates in this program, whether or not arising out of any negligence on the part of the College or its respective agents, servants or representatives. In case of emergency, I understand that every effort will be made to contact me and if not available, I give permission for any medical personnel to provide any treatment/services necessary, with respect to my child.

I hereby give permission to Southeast College for my child: \_\_\_\_\_

for the following:

To participate in excursions, Not involving transportation or neighborhood walks. Yes \_\_\_\_\_ No \_\_\_\_\_

To participate in excursions involving private transportation. Yes \_\_\_\_\_ No \_\_\_\_\_

Comments or Exemptions:

\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Note: If a parent or guardian does not authorize his/her child to participate in an excursion, Southeast College is obligated to provide alternate care.

**Privacy Statement** – Personal information is collected for the administration of Southeast College for Kids only, as authorized under Section 26 of the Freedom of Information and Protection of Privacy Act. Southeast College does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law. Southeast College retains personal information only as long as necessary for the purposes of this program and as required under the Act. If you have any questions about the collection and or use of your personal information, please contact Southeast College’s Privacy Officer, Christin Andrews at 306-848-2370, Southeast College, Box 1565, Weyburn, SK S4H 0T1.

## Digital media/photography consent & release form

The Southeast College requires parents of children attending this program to complete this consent form to indicate if they permit their child to be photographed during the College's day camp. In order for your child to have his/her picture taken, there must be a signed consent form at the college.

If you do not want you child photographed, please indicate this below. Should you decide to not have your child photographed, please ensure that your child is aware of your wishes.

As a parent of a child at the Southeast College for Kids, I agree to the following:

- I understand that my child may be photographed or filmed at the College's day camp while indoors, outdoors or on field trips.
- I understand that these photographs or films may be used in print or digital format on Southeast College's marketing materials, website, Facebook, Twitter and/or Instagram.

Child's Name: \_\_\_\_\_

(Each child must have their own consent form)

**Yes**, I confirm that I have read and understood the above and agree to have my child photographed or filmed while participating in the Southeast College for Kids program.

**No**, I do not wish to have my child photographed or filmed while participating in the Southeast College for Kids program.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Parent/Guardian (Please Print)

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

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## Discipline/Behaviour Management Policy

Good discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. The Southeast College for Kids Day Camp staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

1. **Listen to staff.**
2. **Respect Day Camp staff and other camp participants.**
3. **Respect camp property and facility property.**
4. **Keep hands, feet, and other objects to yourself.**
5. **Participate in camp activities.**
6. **Use an inside voice when indoors.**
7. **Follow staff instructions on field trip days.**
8. **Clean up after yourself.**
9. **Be positive and have fun!**

Should a participant choose not to follow any of these rules, these are the guidelines that the staff will follow to handle the situation:

**Step 1:** Verbal Warning.

**Step 2:** Time out or time away from group.

**Step 3:** Behavior Warning report sent home.

**Step 4:** Phone call to parent to have child removed from camp.

Possible one-day suspension for the following day, if the behaviour warrants it.

**Step 5:** Suspension or expulsion.

- In the event that a Camp participant engages in behavior which poses a threat of bodily harm to himself, others, or facility property, immediate suspension or expulsion may result.
- Situations that will result in an automatic Behavior Warning report or possible immediate expulsion are: stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) and willful property damage.
- Automatic expulsion of a camp participant will also be considered if a parent or guardian refuses to follow camp policies or is verbally or physically abusive to camp/college staff or other parents or camp participants.

Please review these rules with your child. The staff will also review these rules with your child at the beginning of camp. Thank you in advance for your cooperation, and we hope to have a great summer!

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I have reviewed the discipline policy with my child/children.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_