

# 2013 CCRI Policy/Waiver Form

Please read both pages carefully. Please sign third page and return to be considered eligible for registration.

CCRI programs and State of Maryland Licensing standards require that we have documentation that each child's parents understand and accept our policies on the following issues. Please read the policies listed and sign your name(s) on reverse side to indicate your understanding of these policies.

1. **Waiver-** I understand that CCRI assumes no responsibility for any injury, illness, loss or death occurring while participating in CCRI programs. By signing below, I discharge CCRI from any responsibility for injury, illness, loss or death to the participant while engaging in CCRI programs.
2. **Discipline Policy-** Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in dismissal of the child. No refund will be given if this occurs.
3. **Special Concerns-** Prior to the time of registration, any behavioral problems, or special physical, emotional, psychological or medication needs of your child should be identified and discussed with the Camp Coordinator.
4. **Transportation Release-** A parent's signature on this form permits your child(ren) to travel to or from CCRI transportation sites in CCRI provided vehicles with CCRI staff to or from Sandy Point State Park, to any of the designated transportation sites, other program sites or on field trips.
5. **Swimming Release-** A parent's signature on this form permits your child(ren) to go swimming while in CCRI programs.
6. **Photograph Release-** By signing this form, I hereby grant full and irrevocable consent to release, at any time, present or future, any voice recordings, photographs and/or video footage, for commercial and art purposes in any advertising, communication, publication or publicity, alone or with other persons, objects or text material, and either with or without name recognition.
7. **Lost Items-** CCRI is not responsible for items lost or stolen while participating in CCRI programs.
8. **Early Dismissal-** If your child is to be dismissed early, the director must receive a written note beforehand.
9. **What to Bring-** Children should come each day with a non-perishable lunch and afternoon snack, a (non-glass) water bottle, swim suit & towel, and any additional items as required for specific camps.
10. **Medical Treatment-** CCRI can only give medication to children and encourage them to administer the medication themselves when directed in writing by the child's parent or guardian. Overnights are not exempt. Inhalers, ear/eye drops, aspirin and allergy medicines also require written direction and consent. Medicine not collected on Friday at the end of a session will be immediately properly disposed of as required by Maryland State Licensing.
11. **Registration Requirements-** A Completed Registration Form accompanied by required forms and required deposits (a separate deposit is required per each session requested) will hold a spot. If the Registration form is not accompanied by required forms, applicants remain eligible for placement only if the following completed forms are received by CCRI within 10 business days after the Registration Form: Emergency Card, signed Policy/Waiver Form and a Camper Health History Form if registering before May 1<sup>st</sup>. Registrations requests after May 1<sup>st</sup> will not be accepted without all required paperwork & deposits. After June 1<sup>st</sup>, in order for requests to be considered, the Registration Form must accompany all required paperwork & full payment for sessions 1-3. Please add a \$30 Late Add Fee or 'Change Week Fee' to any accommodations made with less than a 7 business day notification. Regretfully, late or incomplete information may result in forfeiture of your child's placement. Every attempt is made to e-mail a confirmation. Please go to [www.creativecri.org](http://www.creativecri.org) or [baysidesummercamp.com](http://baysidesummercamp.com) to download all necessary forms.

12. **Deposits-** a non-refundable \$50 deposit per child, per session, per camp is required at time of application to secure placement. This amount goes towards total balance due. In the event of cancellation, the deposit is forfeited and may not be applied towards a remaining balance. **A deposit is a commitment to attend camp. Failure to notify CCRI of cancellation 10 business days in advance and/or failure to attend without notification will result in you being responsible and billed for the full cost of camp that session.**
13. **Due Dates for Balance-** (balance to include deposit, camp & park fee (park fee is included in camp fee), extended hour/transportation, and any processing fees for each applicable session-  
**Session balances due as follow:** sessions 1,2 &3 are due June 1st(If attending five or more sessions, a discount is available when balance paid in full for all sessions enrolled when paid by May 1st); sessions 4,5,6 &7 are due June 30<sup>th</sup>; sessions 8, 9 & 10 are due July 15<sup>th</sup>.  
**Failure to submit session balance by due dates** may result in forfeiture of deposit, immediate termination of child's placement and a \$25 processing fee to secure child's placement pending same day drop off of required paperwork and/or payment to CCRI's P.O. Box #221 Crownsville, MD 21032. **No payments or paperwork will be accepted at bus stop, Sandy Point State Park or any program location.**
14. **Late ADD Registration Request/Session Change Request/Cancellation/Refunds-** If you wish to change or add a session with less than a 7 business day notice, a \$30 processing fee will be billed **per each request**. No fee is charged when proper notice is provided & payment is received by due date. If you are registering for the first time and all required forms & full payment have not been received within 7 business days of the start date, a \$30 late add processing fee will be billed. Simply e-mail your request to change or add or mail registration request (with all required paperwork & fee if applicable) **to be received 7 business days before the start of the session you wish to add or change. Assume that your request has been honored unless you hear from us** otherwise informing you that the session/camp is already full. An activity sheet, and camper 'pick up cards'(if applicable) will be mailed as promptly as we can. A session balance will only be refunded if the CCRI office receives written notification 10 business days prior to the first day of the session you wish to cancel. The deposit is forfeited. Refunds begin being processed and are mailed the second week in September.
15. **Late Pick-Up Policy-** Sandy Point programs end at 4pm (Little Camp ends @ 2pm) each day. Overnight Camps end at 4:45pm on Friday. Extended hours are available @ Sandy Point 8:00-9am & 4-6 pm. All other children should be picked up from transportation drop off sites at the specified times (see camp brochure, parent handbook or registration form). The following policy applies to all camp programs and extended hours. Children are to be picked up no later than 10 minutes after the latest designated time from Sandy Point State Park or from each individual transportation drop off site. Any child left after this time will be cared for by a CCRI staff member until his/her parent arrives and a \$5 per 5 minutes late charge fee will be assessed. In the event that no notification has been made to the CCRI office, these policies will be implemented: (1) CCRI staff member will attempt to contact the parent for instruction. (2) The CCRI staff member will attempt to contact the person listed on the Emergency Form to arrange for pick up. The parent will be charged a late fee. (3) If a 30 minute grace period has passed and no contact has been made with parent or Emergency contact, the local police will take the child to the police station until a parent arrives for pick up.
16. **Park/AM Transportation Sites-** No child may be left at the park in the AM or at an AM transportation site unaccompanied. All campers must be signed in & out daily by a parent or authorized guardian.
17. **Afternoon Location Pick-Up Change-** If you wish to change your child/ren's afternoon pick-up location (e.g. change from bus site to park), CCRI will only do so if the CCRI office receives a faxed written request 24 hours in advance **in addition** to a written request (attn. Director) which should accompany your child on the day of the requested change. If no fax or note has been received, CCRI will adhere to your original request.
18. **Emergency Care Release-** In Emergencies requiring immediate medical attention, your child will be transported to the nearest hospital emergency room. In the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and CCRI may take appropriate action in the best interest of the child. Your signature below authorizes the responsible person at the CCRI program to have your child transported to the hospital and to have appropriate medical procedures administered.
19. **Red Camper Pick-Up Cards-**Please **DO NOT MAIL BACK** to the office red camper pick up cards! Parents/Guardian need to show these daily at time of pick-up. Please keep them & refer to 3.6 in Parent Handbook.

***Keep for Your Records-Sign and Return Next Page~***

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## 2013-CCRI Policy Waiver Signature Card

**Please keep the policy waiver for your information and just return this portion.**

I/We have read and understand the 19 policies stated above. Please take a moment and re-read #11-15 & 17. Please feel free to contact the CCRI office if further clarification is required. Both signatures are required (if parents are local).

Mother's Name (Print) \_\_\_\_\_ Father's Name (Print) \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Father's Signature \_\_\_\_\_

Please Print Child/ren's Names Below: Last Name (if Different) \_\_\_\_\_

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### Vinegar Release (Optional)

I, \_\_\_\_\_ and I, \_\_\_\_\_ give permission for a CCRI Bayside Summer Adventure Camp staff member to direct and encourage my child/ren to apply vinegar to him/her self in the event that they have been stung by a jellyfish while swimming in the Bay.

Please Print Child/ren's Names Below: Last Name (if Different) \_\_\_\_\_

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Mother's Signature \_\_\_\_\_ Father's Signature \_\_\_\_\_

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