



FOR OFFICIAL USE ONLY

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Leelanau Outdoor Center LOC Spring Break Registration Packet 2015

Dear Campers and Parents,

Our goal at the Leelanau Outdoor Center (LOC) Spring Break is to provide an educational and productive opportunity for 3rd – 8th graders who are not traveling during spring break, through character education and meaningful moments with LOC staff in our unique outdoor setting.

Included in this packet is the general registration information for LOC Spring Break, the Spring Break Application, the Minor Participation Release and Indemnification, the Agreement to Participate, and the Drop-Off and Pick-Up Procedures. Please keep a copy of this packet for your records. For more information, policies, and schedule please visit our website www.locprograms.org or contact our office 231.334.3808 or office@leelanau-kohahna.org.

You will receive further information about the program, such as daily schedule and drop-off/pick-up information, via email two weeks prior to spring break. We will also be hosting an on camp open house 1-week prior to spring break for final information about the program.

Thank you, and we look forward to working with your children.

The LOC staff

LOC Spring Break Dates: Monday March 30th through Friday April 3rd. Hours are 9 am to 4 pm. **Cost is \$125.**

Pre Camp Check list: the following forms must be turned in and completed at the time of registration.

- **Completed camper registration**
- **A deposit of \$50**

Parent Expectation:

- **Attend LOC Spring Break orientation on Monday, March 23rd at 6 pm** in the LOC Great House.
- Make sure children are ready for the day with proper clothing and layers, including rain gear or proper clothing for the being outside

Illness: We are not equipped to provide care for sick children on site and require that they remain at home if ill. If a child becomes ill at LOC, a parent will be contacted and asked to promptly pick up their child. If a parent cannot be reached, the staff will begin calling those authorized to pick up the student who are listed on the health form. No compensations or refunds will be given for missed time due to illness.

Attendance: Attendance will be taken during morning meeting in the Great House and periodically throughout the day by LOC staff. If your child will miss a day, please notify the LOC office at 334-3808.

Inclement Weather Policy: Your child's safety and well being are our top priorities. The LOC Director and program staff pay close attention to weather each day. LOC programming is modified based on inclement weather.

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Discipline Policy: The philosophy of our program is based on character education and the three LOC goals: 1) Do Your Best, 2) Be Considerate, and 3) Have FUN! It is expected that our staff show respect and courtesy to each participant, and we expect each participant to show courtesy and respect to each staff. The staff will make every effort to relate to the children on an individual basis.

- Staff will help participants learn and demonstrate the three LOC goals
- Staff will facilitate character-building activities, which focus on leadership, communication, confidence, problem solving, and more.
- There is no financial refund or compensation for time missed due to behavioral problems.

Medication: Please administer all medications at home before arriving at LOC. The LOC staff and facility is not equipped nor trained to administer any medication.

Emergencies: Routine scrapes and cuts will be treated by our staff. In the case of serious accident or illness, LOC staff will contact you directly. In the event that you cannot be reached, the authorization signed on your health form allows the staff to arrange for prompt treatment. Please note that in the event of serious injury, 911 will be called first.

Developmental and Physical Needs: LOC will make every reasonable accommodation possible to serve children regardless of their developmental or physical abilities. Please contact the LOC Director at least two weeks in advance to discuss modifications that would be helpful in the success of your child at LOC.

Authorized Pick Ups: For the safety of your child, s/he will only be released to the legal guardian or responsible adult listed on the child's registration form. Every adult must present a photo ID when picking up their child. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown at pick-up. Thank you for helping to expedite this process by having your ID ready.

Payment Policies: All balances must be paid in full in order for a child to attend, no exceptions. The appropriate deposits per child are required in order to register.

Deposits:

- Deposits collected are deducted from the total balance due for camp.
- A \$50 deposit per child is required at the time of registration.

Payment Options:

1. Pay in full at time of registration.
2. Payment in person. Payments will be accepted at the LOC office in the form of cash or credit card (note, a minimal surcharge will be added for all credit card payments)

Late Payment Policy: Payments received after the balance due date will be charged \$25 per child. Once the late fee has been assessed, only credit cards or cash will be accepted. If payment is not received in full by **April 1st**, the child will be removed from the program.

Cancellation/Transfer Policy: **Cancellations must be received no later than March 23rd to qualify for a refund.** Cancellation requests not received by the designated day will result in a forfeiture of all deposits and fees paid towards the program.

Protect the camp's environment: Participants and their parents or legal guardian are responsible for restoring to original condition any property which was damaged by the participant and/or replacing any property destroyed by the participant.

Water Policy: If there is an activity that includes the participants being in the water, the Leelanau Outdoor Center will provide the following. On camp property: 2 lifeguards will be provided by LOC. During dune school at Sleeping Bear Dunes: 1 lifeguard will be provided by LOC. Pond study: no lifeguard is necessary and LOC will not provide a lifeguard.

Prohibited Activities: The following are prohibited and violators will be asked to leave: use of tobacco, alcohol, or illegal drugs, and pets. No weapons are allowed on Leelanau Outdoor Center Property.

The highest moral standards concerning sexuality, personal and group behavior will be observed.

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Spring Break Application

A deposit of \$50 is required to hold a place for each child. In case of cancellation, \$25 is refundable prior to March 23rd. Full payment is required by March 30th.

Child's Name _____ Date of Birth _____
FIRST MIDDLE LAST

Grade in school _____ Boy Girl

Parents' or guardians' full name _____ Email _____

Address _____
STREET CITY STATE ZIP

Home Phone _____ Cell Phone _____
AREA CODE

Emergency Contact and Pick –Up Authorization

1. Parent /Guardian (Primary) _____

DOB _____ Relation to child _____

Phone 1 _____ (circle one: Home Work Cell)

Phone 2 _____ (circle one: Home Work Cell)

2. Parent /Guardian (Primary) _____

DOB _____ Relation to child _____

Phone 1 _____ (circle one: Home Work Cell)

Phone 2 _____ (circle one: Home Work Cell)

Two Emergency Contacts are mandatory (other than parents / guardians) for each child.

1. Emergency contact _____

Relation to child _____ Can pick-up child: (Circle one) Yes No

Phone 1 _____ (circle one: Home Work Cell)

Phone 2 _____ (circle one: Home Work Cell)

Phone 3 _____ (circle one: Home Work Cell)

2. Emergency contact _____

Relation to child _____ Can pick-up child: (Circle one) Yes No

Phone 1 _____ (circle one: Home Work Cell)

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Phone 2 _____ (circle one: Home Work Cell)

Phone 3 _____ (circle one: Home Work Cell)

3. Emergency contact (optional) _____

Relation to child _____ Can pick-up child: (Circle one) Yes No

Phone 1 _____ (circle one: Home Work Cell)

Phone 2 _____ (circle one: Home Work Cell)

Phone 3 _____ (circle one: Home Work Cell)

Insurance and Medical Information: Is child covered by insurance? (circle one) Yes No

Participant Info / Medical Information

Health Insurance Carrier: _____

Health Insurance Group # _____

Preferred Provider:

Primary Physician (First/Last Name); _____ Phone: _____

Preferred Hospital: _____

Is the child currently taking prescription / over the counter medications? (Circle one) Yes No

List medication/dosage/purpose _____

Any Condition requiring special care? (Circle one) Yes No

If Yes, please specify _____

Has the child had surgeries, illness, or any severe injuries? (Circle one) Yes No

If Yes, please specify _____

Please provide information we may not have asked that you feel is important for us to know as we incorporate your child into our program. _____

Does the child have allergies? (Circle one) Yes No

If Yes, please specify _____

Does the child have Dietary Restrictions? (Circle one) Yes No

If Yes, please specify _____

I acknowledge additional information about my child will need to be provided for my child to participate in LOC activities. (Circle one) Yes No

If Yes, please provide additional details: _____

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Leelanau Outdoor Center
Minor Participation Release and Indemnification

Minor (under age 18) Participant's Name _____

Date of Birth ____ / ____ / ____

Address _____

Phone Number _____

Event/ Program _____

The undersigned, as the parent and natural or legal guardian of _____ ("Minor Child"), desires to allow Minor Child to participate in and attend a Leelanau Outdoor Center program, to be held during 2014 at the Leelanau Outdoor Center / Camps Leelanau/Kohahna property in Maple City, Michigan, subject to the terms, conditions and understandings set forth below.

For and in consideration of the Leelanau Outdoor Center permitting Minor Child to participate voluntarily in a Leelanau Outdoor Center program, I hereby expressly assume all the risks associated with the Leelanau Outdoor Center program, and I release, waive, indemnify and hold harmless the Leelanau Outdoor Center, its owner, the Camps Leelanau/Kohahna Foundation, and their respective officers, directors, employees, and agents from all claims, demands, suits, causes of action, or judgments which Minor Child or I ever had, now have, or may have in the future or which our family, heirs, executors, administrators, or assigns may have, or claim to have against the Leelanau Outdoor Center or the Camps Leelanau/Kohahna Foundation, and their officers, directors, employees, or agents, arising out of or in any way connected with the Leelanau Outdoor Center program, for all personal injuries, known or unknown, property damages (including theft), or claims for wrongful death, caused by the acts, omissions or ordinary negligence of the Leelanau Outdoor Center or the Camps Leelanau/Kohahna Foundation, and their officers, directors, employees, or agents.

I sign this instrument voluntarily, and with full knowledge and understanding of the rights I hereby waive and release. If any provision hereof is invalid or unenforceable, the other provisions shall remain in full force and effect.

Photo Release

I also give permission for photographs and videos of Minor Child to be used in print or broadcast media as deemed appropriate for the promotion of any Leelanau Outdoor Center programs or activities.

Signature of Parent or Legal Guardian: _____

Printed Name: _____

Date: _____

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Leelanau Outdoor Center Drop-off and Pick-up Procedures

MORNING DROP-OFF AT LOC starts at 8:45am

- Please pull your car up to the end of Port Oneida Rd. You will see our parking lot and a set of markers indicating the round about to use when dropping your child off. The LOC staff will stand in the parking lot to collect your child.
- Check in with Matt Flavin (LOC Manager) as you drop your child off.

LATE DROP-OFF between 9:00am and 9:15am

- If you are dropping your child off late please park in our parking lot and escort your child to the Great House and check in with Matt Flavin.

AFTER 9:15 am

- Please go to the camp office and ask for assistance in order for your child to find the group.

AFTERNOON PICK-UP AT LOC starts at 4:00pm

- Please pull into our parking lot following the markers to make a circle to pick you your child. Please do not leave your unattended car running.

PICK-UP PHOTO ID

- In order to maintain secure pick-up, we require that you present a Pick-Up Pass or Photo ID and that the person picking the child up is on our “approved pick-up list”.
- Please do not assume that the staff supervising will recognize you and allow you to pick up the child without a Pick-Up Pass or Photo ID.
- If you forget or do not have a Pick-Up Pass or Photo ID the LOC Manager will be contacted to assist you.
- In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown during rides out.

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AGREEMENT TO PARTICIPATE

ASSUMPTION OF RISKS: Physical activity, by its very nature, carries with it certain dangers and risks that cannot be eliminated regardless of the great care taken to prevent or minimize harm. Some of the activities at LOC Spring Break require a certain amount of physical stamina and carry a risk of injury. The specific risks vary from one activity to another. Participant will also be exposed to risks while traveling in the LOC bus to camp activities.

Parent/Guardian acknowledges these risks and (1) understands the nature of the activities at LOC, (2) understands the demands of those activities relative to the physical condition of their child, and (3) appreciates the types of injuries and risks related to treatment for any physical or medical condition which may occur as a result of LOC Spring Break activities. Parent/Guardian hereby asserts that participation in LOC Spring Break and use of LOC's facilities and services is voluntary and they knowingly assume all related risks.

ACKNOWLEDGEMENT OF RULES AND STANDARDS OF CONDUCT: Parent/Guardian understands that LOC has rules and standards of conduct that are set forth in the registration packet and at www.locprograms.org. Participant will abide by these rules and standards for the safety of all participants, guests, and employees.

ACKNOWLEDGMENT OF UNDERSTANDING: Parent/Guardian has read this Agreement to Participate and fully understands its terms. Parent/Guardian acknowledges freely and voluntarily signing the Agreement to Participate and intends his/her signature to signify a complete assumption of the inherent risks of participating in or observing activities at LOC Spring Break to the greatest extent allowed by law in the State of Michigan. Parent/Guardian acknowledges that he or she is consenting to the participant's participation at LOC Spring Break and acknowledges that each of participant and Parent/Guardian expressly assumes all inherent risks of LOC Spring Break activities.

Name of Participant (Please Print): _____

Signature of Parent/Guardian: _____ Date: _____

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