



City of Glenwood Springs
Parks & Recreation

KIDKAMP
PARENT PACKET
2010

Due June 1st by 5pm!

Dear Parents,

Welcome to the City of Glenwood Springs Parks and Recreation KidKamp! We are dedicated to providing a safe and fun learning environment to promote individual growth and the development of social skills. We are very excited to be offering this extended program.

We have established policies and procedures for KidKamp. This is in an effort to build successful communication among all participants, staff, and parents. As a staff, it is our goal to provide a program that is safe, fun, and fits the needs of both the parents and the children.

In order to provide your children with a safe experience and a high quality program, we ask that you please read through the following information as well as fill out and return the forms starting on page 8 at the end of the packet. We are a licensed Day Camp facility through the State of Colorado Department of Human Services Division of Child Care. We must comply with the Child Care Act and the rules and standards of the Department of Human Services. To comply with these guidelines, participant paperwork needs to be accurate and complete prior to June 1st, 2010 at 5pm.

Your cooperation and communication are greatly appreciated. We welcome your input, questions, and concerns (970-384-6300).

Stephanie Smith
Kid Kamp Coordinator
Parks & Recreation Department

Mary Wilch
Youth Recreation Coordinator
Parks & Recreation Department

Brittany Matti
Recreation and Wellness Specialist
Parks and Recreation Department

Due June 1, 2010 by 5pm

New This Year:

- **All paperwork is due by June 1st, 2010 by 5pm. After this date every attempt will be made to contact parents whom are still missing items to get them turned in by Friday June 4th at 5pm.**
- **Absolutely no paperwork will be accepted after June 4th at 5pm. If individuals are still missing paperwork at 5:01pm on Friday June 4th, they will be cancelled out of Kid Kamp and given a refund minus a \$10 processing fee.**
- **Early Bird Registration will be accepted through May 28th, 2010.**
- **Late registration will be accepted starting June 21st, 2010 and the fees will be: \$50 M/ \$60 NM per day and \$250 M/ \$300 NM per week.**
- **Individuals will not be able to register late (starting 6/21) until they turn in a completed parent packet. Late registrants are only permitted to turn in parent packets and register during the hours of 9am-5pm Monday through Friday at the front desk of the Community Center.**

Dear Parents,

Please read the following information thoroughly and keep it handy for the remainder of the summer in case a question should arise.

CONTACT INFORMATION

Stephanie Smith: 384-6314 office
 Mary Darwin: 384-6311 office
 Brittany Matti: 384-6312 office
 Community Center Front Desk 384-6300
 Kid Kamp Supervisor 319-8683 cell
 Kid Kamp Site Supervisor 319-8690 cell
 Kid Kamp Asst. Site Sup. 319-8708 cell

PROGRAM GOALS AND OBJECTIVES

1. Provide a fun and safe environment for all children.
2. Provide a well-rounded and well-organized program that offers various activities for all children.
3. Allow children to explore new activities and ideas to further their growth and learning.
4. Encourage a positive self-concept in each child.
5. Improve interpersonal communication and social relationship skills.
6. Provide opportunities for fellowship among staff and children.
7. Help children develop into happy, healthy, well-adjusted, contributing members of society.
8. Provide an environment and program where children will learn how to find their own entertainment when not at KidKamp.
9. Help to teach self-expression.
10. To build positive attitudes in our participants.

REGISTRATION

Initial registration will be taken during the KidKamp registration meeting at the Glenwood Springs Community Center. **Thursday, April 8th from 5:30-8:30 pm.** If space is available, you may mail in your early bird registration (completed parent packet, all waivers, and calendar) to the Community Center or register at the GWS Community Center Front Desk after the registration meeting until May 28th. Late registration will be accepted after June 21st, 2010. Parents will not be able to register their children until they turn in a completed parent packet to the Glenwood Springs Community Center. Late registration packets will only be accepted during the hours of 9am-5pm Monday through Friday. All registration must be paid for at the time of registration, no spots will be held.

REGISTRATION FEES**Early Bird Fees (Before 5/28):**

- *All summer =\$1280 M, \$1536 NM
- *Full Week = \$200 M, \$240 NM

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*Any three days (PW)= \$96 M, \$115.20 NM

*Any two days (PW)= \$64 M, \$76.80 NM

*\$10 one time processing fee

PW=Per Week

Single Day Sign up for Early Birds

(Those registered before 5/28):

\$40 M / \$48 NM

Late Registration (Starting 6/21):

Single Day: \$50 M / \$60 NM

Full Week: \$250 M / \$300 NM

To be able to utilize the any two days and any three day option for early bird registration, you must sign your child up for at least 6 weeks of camp. If you sign up for 6 or more weeks ALL AT ONCE you will receive a 20% discount on any of the options. Early bird parents may add additional single days after June 14th provided we have adequate staff and transportation available on the days you are wishing to sign up for. Late registrations will be accepted starting June 21st provided we have adequate staff and transportation available on the days you are wishing to sign up for.

Fee Details:

- Please pay with check, credit card or money order.
- The cost of the program is all-inclusive but does not include lunch and two snacks per day. The only extra cost to the child would be snacks during an excursion or a special tour.

REGISTRATION MEETING

One registration meeting time is available: **Thursday, April 8th from 5:30-8:30 pm at the Glenwood Community Center.** We will be doing a lottery system so everyone will have an equal opportunity to sign their child up. After the registration meetings, no spots are guaranteed and registration will be taken only if there is available space. **To register your child for KidKamp you must bring the items listed below:**

- Proof of Glenwood Springs city limits residency is required if paying the member rate. (Driver's license or utility bill, tax notice, voter or car registration)
- Payment must be made at the time of registration.
- If you are part of the CCAP Program, please have your paperwork complete with information on your parent fee and number of days your child will be attending the program. Your parent fee will be due at the initial registration day.

ADDITIONAL PAPERWORK

There will still be additional paperwork required for your child to attend KidKamp. At the end of this packet there are additional forms necessary for KidKamp. Please fill out and return the completed and signed

forms to the Glenwood Springs Community Center prior to June 1st at 5pm. After this date, every attempt will be made to contact parents whom are missing items from their parent packet. **If the parent packet is not received complete by Friday June 4th at 5pm, your child will be cancelled out of camp and you will receive a refund minus a \$10 processing fee.** Please use the checklist at the end of the packet to ensure you have all the forms necessary. Remember that you must attend the registration meeting to enroll your child into KidKamp on Thursday April 8th from 5:30-8:30pm. You may also mail in your registration form (completed parent packet, calendar and waivers) to the GWS community center or you may register in person at the Glenwood Springs Community Center. However, these registrations will not be accepted until Friday April 9th.

AGES OF CHILDREN

KidKamp is open to children ages 5 through 12 years. Children **must** have completed kindergarten and cannot be older than 12 by the last day of camp.

HOURS OF OPERATION

KidKamp will run **from June 14th to August 6th** and will be open from 7:30 a.m. to 6:00 p.m. Monday through Friday. We offer full days only.

EMERGENCY NUMBERS

Emergency numbers are important. The more names you give us, the easier it will be to reach someone in case of an emergency. This is for the safety of your child, so please make sure we have all the necessary information and forms.

REFUND POLICY

All cancellations must be received 5 business days in advance to receive a full household credit. Refunds, only offered in extenuating circumstances, will be assessed a \$10 processing fee.

GROUP CENTERED PROGRAMMING

At KidKamp, children will be placed in a group according to grade level and age. This approach allows for consistency in schedules, age appropriate activities, consistency in staff leadership and development of group dynamics as well as to build strong positive friendships and for overall camper safety. Groups will remain the same throughout the summer; however, they will have several opportunities for activities with other groups and leaders. Requests for group changes may not be granted unless extenuating circumstances arise. Each group will have a different daily schedule to follow. The first half of Kamp scheduling will be available online or at the community center one week

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prior to the start of Kamp. It is hard to determine what group your child will be in before registration. So please check the group assignments on the first day your child attends camp.

DROP-OFF AND PICK-UP PROCEDURES

KidKamp requires that each child be signed-in and signed-out every day. If a child is to walk home alone, parents must give written permission to the staff. Please make sure all persons allowed to pick up your child are documented on the forms provided. Your child will not be allowed to leave if names are not written on our forms. Persons who are not on our authorization list who attempt to pick up your child will be asked to leave, and the Glenwood Springs Police department will be notified. All persons picking up a child are required to show a picture ID at the time of sign-out. Children may not be dropped off before 7:30 a.m., as there will not be a staff member on duty until this time.

WHO CAN PICK-UP CHILDREN

Only those people listed as authorized persons will be allowed to pick up your child. You may list as many people as you wish and update the list as needed. We will not allow anyone who is not on that list to pick up your child. If someone other than those on the list plan to do so, please prearrange. Authorized persons will be asked to present a picture ID. Please inform them ahead of time. Do not put them or us in an unpleasant situation.

LATE DROP-OFF AND PICK-UPS

Our program runs from 7:30am-6:00pm. Children must be picked up no later than 6:00pm. After 6:00 pm, a late fee of \$1.00 per child per minute will be collected at the time your child is picked up. Payment needs to be made before your child will be allowed to return to KidKamp. Should an emergency arise where you cannot pick up your child, please call the Site Supervisor. No child will be left unattended. If children are not picked up by 6:15pm, we will make every attempt to contact parents, or persons authorized to pick up the child. However, if we are unable to contact an authorized person by 6:30pm, we will call the Glenwood Springs Police Department. On in-house days, late drop-offs are not a problem. However, on certain field trip days the children will need to be at the center by 9:00 a.m. If your child is dropped off after departure times they will have to stay on-site with another group, they will not be transported to the activity. Also, parents will not be allowed to bring children to off-site locations. Please check your child's group schedule weekly for departure times. Trip departure and return times will be posted. Please arrange any alternate schedules well in advance with the staff.

DISCIPLINE POLICY

Discipline is one of the most important functions

required to enable a successful program. The Supervisor or Assistant Supervisors will provide support to the staff and information to the parents on each child's behavior. This could include giving ideas on how to handle the situation, talking to the child, redirecting the child's energy and communication to the parents. Positive discipline encourages respectful relationships with others and guides children to learn appropriate behavior. A disciplined environment allows for an enjoyable experience for everyone, the staff, parents and children included. It is not the responsibility of staff to provide behavior modification. On actions of intended violence that endangers staff or other KidKamp participants, we reserve the right to determine if this one action is worthy of immediate suspension. Expectations are clearly stated, as are appropriate consequences. On the first day of camp, staff will sit down with children and go over the camp rules and discipline policy.

The following steps will be taken by KidKamp staff to correct behaviors:

1. Verbal warning
 - This is an attempt made verbally to the child to change the behavior. Any staff person can make verbal warnings.
2. In-Group time-out
 - After 1 attempt at a verbal warning to correct the behavior, the child will be asked to sit out of the activity for a determined amount of time.
3. Conduct reports
 - If behavior continues after 1 In-Group time out has already been done, the child will be sent to the site-supervisor or asst. site-supervisor for a conduct report. The child's behavior report will be filled out by the counselor involved, the supervisor (or asst. supervisor) and the child.
 - a. On first conduct report the parent will be informed when they pick up the child.
 - b. On second conduct report, the supervisor (or asst. supervisor) will call the parent.
 - c. On the third conduct report, parent needs to pick up child immediately and there will be a one-day suspension, effective the next day of care.

It is possible for a child to receive 3 conduct reports in one day.
 some acts will warrant an immediate conduct report without prior verbal warning or in group time out
4. Next Step
 - When child returns to camp after suspension, a verbal contract between supervisor (or asst. supervisor), parent and child will discuss how the behavior is going to change. However, child does not start

over with new conduct reports, meaning the next conduct report will be #4.

5. On fourth conduct report, parents will be called and need to pick up the child immediately and will receive a one week (or 5 day) suspension, effective the next day of care.
6. If there is a fifth and final conduct report, the child will be expelled from KidKamp and will need to be picked up immediately and will not be allowed to come back.

Parents will be notified of, and asked to sign each conduct report. If you have found effective ways to discipline your child, please communicate those to the staff so we can be consistent and more effective.

END OF DAY

Before the staff leaves for the day, all rooms will be checked and locked to ensure that all participants have been picked up. Also, the sign-in sheet will be cross-checked with the sign-out sheet. Roll will be taken periodically to ensure the group remains together.

VISITORS

Persons coming to KidKamp to visit are welcome. We do, however, ask them to check in and out with a staff member and sign our visitor's log. When signing in, visitors will be asked to show a picture ID for verification, and for the safety of all of the children.

LUNCHES

Lunches will not be provided. All KidKamp members are to bring a lunch and a drink each day. A refrigerator and microwave are not available, so please make a non-perishable lunch that does not need to be heated. We ask that you use lunch boxes or paper bags clearly marked and non-glass containers for drink with each child's name. Please also include a water bottle with the participant's name on it. These may be kept at Kamp throughout the summer.

SNACKS

Parents are required to provide two snacks per day. Please do not provide anything in glass containers.

FIELD TRIPS

We will be taking many fun field trips this summer. All children are required to attend. No one will be left at the site. Your fee is all-inclusive except for possibly a few special events. **On field trip days, the children are requested to wear their KidKamp T-shirts.** Our field trips will have a student/staff ratio of 1 to 12, with the exception of the swim day, when the ratio will be 1 to 8. In the event of an emergency, we will always have access to a phone so we can contact the appropriate parties. If we need to seek medical attention, we have the emergency cards with us at all times, and we will contact authorized persons first. In life-threatening situations, we will contact 911 first,

and then the parents.

TRANSPORTATION POLICY

Transportation will be provided by RE-1 school buses and City of Glenwood Springs 12 passenger vans. Please be advised at this time the buses are not equipped with seat belts, but do have high backed seats. We do have and use seat belts in the City vans. If your child is under 6 years old, or is less than 55" (4'5") tall a booster seat will need to be kept at KidKamp, labeled with their name and used during field trips whenever the city van is the mode of transport. This is a Colorado Child Passenger Safety Law.

WHERE ARE WE?

Situations arise when you need to pick up your child before the end of the program and you need to know where to pick them up. Often we will leave the main room to do various activities in other locations. There will always be a sign-out sheet telling parents where the group has gone, when we will return and cell phone numbers to reach us at. This should aid in finding your child quickly.

HANDLING OF ILLNESSES, ACCIDENTS & INJURIES

As a health standard, courtesy to others and for the well being of your child, no sick children will be allowed. Any child with cold or flu symptoms will not be permitted to attend KidKamp. If your child becomes ill or injured while attending our program, a staff member will notify you. Depending on the severity of the illness or injury, we may request that you pick your child up from our program.

MEDICATION POLICY

All medications must be kept in their original prescription container. Participants must have written consent to take medication by a physician and parent or guardian. All medication administered will be documented in the "Medication Log". Over the counter medication will not be administered by Kid Kamp Staff.

PERSONAL BELONGINGS

You will be required to provide a 12"x12" plastic crate to keep your child's belongings in. Campers are welcome to leave items in their crates during the week. Please check your child's crate on Friday when you pick them up for, arts & craft projects, trash and anything else that needs to go home. Please periodically check the "lost and found" box for missing items. **Toys, CD players, video games, radios, tapes, Mini DVD players, iPods etc. are not to be brought to camp. They cause a distraction and arguments between the kids. Children will only be allowed to use cell phones for emergency situations. If they**

become a distraction we will keep them in the staff cabinet for parents to pick up at the end of the day.

In an effort to abide by the policies of the facilities we use for KidKamp, Heeley's or other shoes with wheels will not be allowed. We will lock up these types of items and return them at the end of the day. **We will not be responsible for lost or stolen items brought from home, including money. Please leave your cherished, personal belongings at home.**

SWIMMING

We will be going swimming twice a week. There is no additional cost for swimming days. They will need to have a swimsuit and towel. Please write the child's name on all items. Kids will be required to go to the pool, but will not be required to swim. Please make sure your child wears their KidKamp T-shirt. If you are not sure if your child is swimming on a given day follow this rule "**when in doubt, send a suit.**"

SUNSCREEN AND BUG SPRAY POLICY

Children are required to bring personal sunscreen and bug spray to camp. KidKamp staff can help with the application of sunscreen and bug spray. Sunscreen and bug spray are not allowed to be shared.

MOVIES

In the event that we show a movie during quiet time, all movies shown will be rated either G or PG. If you do not wish for your child to view a PG movie, do not sign the consent form in this packet. If this form is not signed, they will not be permitted to see any movie above a G rating. Staff will make sure that movies are up to our standards and will view all PG movies that will be shown.

SPECIAL PROGRAMS

Special programs will be offered during KidKamp. Weekly activities may include gymnastics, climbing wall, and dance. Please dress your child appropriately.

WHAT AM I REQUIRED TO BRING FOR MY CHILD?

- Lunch and two healthy snacks (please send nothing that needs to be refrigerated or heated, unless you are packing it in a cooler).
- Labeled Sunscreen and bug spray that can be kept at Camp
- Clothes that can be played in (please don't send your child in anything that can't get dirty)
- Shoes that the camper is able to run in. If your child wears sandals, please make them the strap-on type, no flip flops.
- Water bottle with child's name on it.
- Some projects may require bringing an item or two from home (we will let you know ahead of time).

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- Please label all belongings with your child's first and last name.
- 12x12 plastic crates for belongings or your child can keep his/her belongings in a backpack.

ADA POLICY

All city employees shall, to the best of their ability, make the reasonable accommodations necessary to ensure that the program is accessible and available to persons with disabilities. City employees will be sensitive to the needs and requirements of individuals with disabilities and ask if assistance is needed. If your child has any special needs, please notify staff so that we can properly accommodate your child.

LOST CHILD

In the event your child should be separated from his/her group, a search party will be organized immediately. Authorities will be called (911). Leaders will notify the director and parents will be notified. A report will then be filed with the Department of Social Services. If the child is found quickly, the parents will again be notified. The Department of Social Services will also be notified. A report describing the incident will be written and filed prior to the close of the day.

DISCONTINUATION OF SERVICES

If, for some unforeseen reason, the services for the City of Glenwood Spring KidKamp are discontinued or withdrawn, all participants will be given a minimum of 30 days written notice. Since this is a summer program only, it is highly unlikely that this would occur.



**CITY OF GLENWOOD SPRINGS
KIDKAMP PARENT CONTRACT**

We have read and understand the policies and procedures outlined in the parent information packet.

Initial

We will abide by the rules set by the KidKamp Staff in order to insure the safety and well being of all the other participants and their families.

Initial

We understand the process followed should disciplinary measures be necessary.

Initial

Parent's Signature

Date

Participant's Signature

Date



KIDKAMP PERMISSION/WAIVER FORM

Dear Parents:

The following is a list of all field trips and/or special programs that are possibilities for the summer. Please *initial* in the space provided for those activities you will allow your child to participate in. A weekly calendar will be provided with activity information. Please review these calendars as they will serve as reminders and help you to prepare for each week of Kid Kamp. KidKamp Staff will supervise all events.

- Swimming (Public Swimming Pools with lifeguards)
 Inline Skating at the GWS Community Center
 GWS Center for Arts
 Climbing Wall at the GWS Community Center
 Adventure Park Rides
 Bowling
 Magic Show
 Mini-Golf
 Nature walks
 Biking – MUST wear a helmet
 Hiking
 Caving
 Fishing
 PG movies – previously screened by the KidKamp Director
 Castle Bounce Inflatable
 Arts and Crafts
 Media Release –Permission to take photos of your child for use by Community Center for media and promotion

If any trips other than the ones listed above are planned, written notice will be sent home with the participants ahead of time.

Transportation will be provided by RE-1 school buses and City of Glenwood Springs vans. Please be advised that at this time the buses are not equipped with seat belts. City vans have and use seat belts for all passengers. If your child is under 6 years old, or is less than 55" (4'5") tall a booster seat will need to be kept at Kidkamp, labeled with their name and used during field trips whenever the city van is the mode of transport. This is a Colorado Child Passenger Safety Law. All applicable safety rules are given to the children every time they board the bus or vans.

Please sign the permission/waiver form below to indicate approval for the trips you have initialed and approval for mode of transportation provided.

I give my permission for _____ to attend the above checked activities with the City of Glenwood Springs KidKamp program. I acknowledge that my child's participation in this activity involves an inherent risk of physical injury to any individual undertaking such activity or damage to the property of such individual. The undersigned expressly assumes such risk and releases and waives any claims against Glenwood Springs, its agents and employees, for any damages to persons or properties, whether the result of negligence, breach of warranty or otherwise. The undersigned further agrees to hold the City of Glenwood Springs, its agents and employees, harmless, for any injury to other persons or property caused by participant's involvement in this activity. Furthermore, I hereby agree to release and hold harmless the City from any claim brought by a third party due to my participation in this activity. I understand that my child or I may be photographed and give permission for photographs to be used to publicize activities for the Parks & Recreation Department. This agreement shall be effective and binding upon the parties hereto for the activities indicated. If I am signing this agreement of behalf of a minor child, I understand that the foregoing agreements and waivers shall apply equally to the child. Thus parties hereto acknowledge having read and understood this agreement.

Signature of parent or guardian

Date

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Sun Screen and Bug Spray:

I will allow KidKamp staff to apply sunscreen (supplied only by me) and Bug Spray (supplied only by me) to my child prior to outside play.

Signature

Date

Illness Policy

I will not allow my child to attend if he/she becomes exposed to any contagious disease, or if, for any reason, I do not consider my child to be in good physical condition.

Signature of Parent or Guardian**Permission to Administer Medication in KidKamp: (fill this section out only if child needs medication while at Camp. This includes Emergency Meds. such as Epipens)**

To be completed by the parent or guardian and child's health care provider:

I hereby give my permission for (child's name) to take the medication below, in KidKamp, as ordered by the health care provider. I understand it is my responsibility to furnish this medication.

Signature of Parent or Guardian**To be completed by the child's health care provider with prescriptive authority:**

Child: _____ Birth date: _____

Medical Condition: _____ Name of Medication: _____

Amount to be dispensed: _____ Time of day medication is to be given: _____

Route: _____ Possible side effects: _____

Special Instructions: _____

Signature of Physician or person with Prescriptive Authority

Phone #

Date

Print Name: _____

Note: The medication is to be brought to KidKamp in the original container, which clearly states the child's name, the health care provider, the name of the medication, date, time and dosage. This form must also be filled out completely in order for the medication to be given. This is the Division of Child Care Licensing requirement. All medications given are logged in the medication log book.

If you have any questions or concerns about any of these matters, please feel free to call (970) 384-6309.

EMERGENCY INFORMATION

Child's Name: _____ M/F

Home Phone: _____ Date Of Birth: _____

Home Address: _____

Hair Color: _____ Eye Color: _____

Mother's Name: _____ Phone # _____

If different than above

Place of Employment: _____
Name Phone # or cell #

Father's Name: _____ Phone # _____

If different than above

Place of Employment _____
Name Phone # or cell #**PERSONS AUTHORIZED TO PICK UP CHILD** (include yourself):

1. _____ 2. _____ 3. _____

Name/Phone #

Name/Phone #

Name/Phone #

4. _____ 5. _____ 6. _____

Name/Phone #

Name/Phone #

Name/Phone #

Person(s) NOT authorized to pick up child: _____

Emergency contact to call if parent cannot be reached and medical Authorization may be obtained:

Name: _____ Phone # _____

Address: _____

Relationship: _____

Any Allergies or Health Problems we need to be aware of: _____

Special Instructions or Medication: _____

Emergency Medical Authorizations:

I, _____, Hereby give my permission to the City of Glenwood Springs P&R Staff to call a doctor for medical or surgical care for my child, _____, should an emergency situation arise. It is understood that a conscious effort will be made to locate me or my spouse before any action will be taken, but if it is not possible to locate us, this expense will be accepted by us.

Signature of Parent or Legal Guardian _____ Date _____

Due June 1, 2010 by 5pm

Below is a list of items you will need to turn in for your child prior to June 1st at 5pm. After this date, every attempt will be made to contact parents to let them know what they are missing from their parent packet. Absolutely no paperwork will be accepted after June 4th at 5pm. If individuals are still missing paperwork at 5:01pm on Friday June 4th, they will be cancelled out of KidKamp and given a refund minus a \$10 processing fee.

Child Information Checklist

- _____ KidKamp Parent Contract
- _____ KidKamp Member Information Sheet
- _____ Persons Authorized to Pick Up Child Info
- _____ Emergency Contact Information
- _____ Permission for Child to Sign In/Out
- _____ KidKamp Permission/ Waiver Form
- _____ Sun Screen and Bug Spray
- _____ Medication Administration Permission Form
- _____ Emergency Information Form for binders
- _____ **Vaccination Information**
- _____ **Recent Photo of Child**
- _____ Additional Field Trip Waivers
 - _____ Kidzplex Waiver
 - _____ Climbing Wall Waiver
 - _____ Low Ropes Course Waiver

****Items in bold will not be found in this packet, you will need to provide them****